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**PRE-PROPOSAL CONFERENCE SUMMARY PROJECT No. F10B9200027
Third Party Administrative (TPA) Services for Flexible Spending Accounts (FSAs)-
Healthcare and Dependent Care
July 20, 2009**

Ladies/Gentleman:

The State of Maryland conducted a Pre-Proposal Conference at the State Office Complex, Baltimore, MD, on July 15, 2009. An attendance list with the names of those attendees signing in is located at Attachment 1.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer convened the conference, recognized the State and Department (DBM) staff present.

The Procurement Officer, Joy Epstein, reviewed the RFP:

Section 1-reviewed points related to type, terms and conditions of the solicitation and emphasized the importance of the MBE goal.

Section 2-reviewed the minimum qualification and that failure to meet it will deem the offer as being not susceptible of receiving an award. Noted Amendment No. 1 amending the minimum qualification.

Section 4-reviewed the proposal format and the importance of organization and clarity in preparing a proposal to enable effective evaluation team reviews.

Section 5-explained the evaluation process and how the State will select the most advantageous proposal through the technical ranking of offerors without a point system. Emphasized that financial data must not be included in the technical evaluation.

The following Attachments were reviewed:

Attachment A- pointed out that the contract has mandatory terms and conditions. Reminded offerors that any exceptions to the terms and conditions of the contract form must appear in the executive summary of the proposal.

Attachment B-emphasized all blanks are to be filled in and that "domestic corporation" means a corporation registered in Maryland and that a "foreign corporation" means a corporation not registered in Maryland. Explained the importance of the resident agent and being consistent with the registration contained in the Department of Taxation and Assessment's database.

Attachment C-explained the contract affidavit is reaffirmation of bid/proposal affidavit and not submitted with the proposal.

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Attachment D- explained MBE forms to include requirement for Attachment D-1 and Attachment D-2 to be submitted with the proposal,

Attachment F- explained Price Proposal Instructions and Form.

Attachment G- explained that G forms 1-18 all need to be filled in completely and signed by authorized representatives of the offeror. Notarization is not required.

Attachment H- explained that the Living Wage Requirements are recent legislation that must be followed.

Attachment I- explained that the Living Wage Affidavit needs to be submitted with the offer and that the exception for 10 employees is for the total number of employees, not just Maryland employees.

Attachment J- the Central Payroll Bureau data transmission policy is included to emphasize the importance of sending secure data.

The State of Maryland's Employee Benefits Director of Operations, Ms. Balducci, summarized the RFP Section 3 Scope of Work. Mary highlighted some of the sections of importance and described the Open Enrollment Process. An attachment with historical data regarding the timeframes and number of Health Benefit Fairs is included in Attachment 2, with 4 tabs. An attachment with historical data regarding training sessions is included in Attachment 3.

The State of Maryland's Minority Business Liaison, Mr. McLamore, summarized the 15% MBE goal and described the process for completing the required forms. Tom emphasized that the MBE subcontractor must be currently registered and certified in the State of Maryland. In addition, he summarized the requirements that Attachment D-1 and D-2 forms must be completed, signed and accompany the proposal in order for the proposal to be accepted.

The State of Maryland's Fiscal Services Manager, Mr. Pyzik, summarized the RFP requirements for the Financial Proposal, Attachment F1-F4. Jake emphasized how to complete the forms following the instructions located in F1. An amendment will be issued to clarify pricing for enrollees in both the HCFSAs and DCFSAs plans.

Then the floor was opened to questions with the caveat that formal written answers to questions would be sent within one week's timeframe.

Date issued July 20, 2009

Joy Epstein

Procurement Officer

Attachment 1: Pre-Proposal Attendance List

Attachment 2: Enrollment Fair Historical Data

Attachment 3: Training Sessions Historical Data