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Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
October 18, 2018, 10:00 am
Project No. UEFC96102018001

Project Title: WORKERS COMPENSATION THIRD PARTY CLAIMS
ADMINISTRATION PROFESSIONAL SERVICES

Ladies/Gentlemen:

The Department of Budget & Management, in conjunction with the Uninsured Employer's Fund, conducted a Pre-Proposal Conference for the Workers Compensation Third Party Claims Administration Professional Services RFP at the Hampton Plaza Apartment Building, 302 East Joppa Road, Towson, Maryland on October 18, 2018. An attendance list with the names of attendees has been distributed along with this Summary.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Chris Hautala, convened the conference at 10:00 am, recognized the State personnel present, and reminded all vendors to make sure to sign the attendance list. Vendors were provided with copies of the Pre-Proposal Conference Agenda.

Mr. Hautala reviewed the following sections of the RFP:

- Review of the Key Information Summary Sheet and Minimum Qualifications
- Review of the Financial Proposal Form, Attachment B-1
- Review of the Procurement Instructions, Proposal Format, and Evaluation Process

Mr. Michael Burns, Executive Director of the Uninsured Employer's Fund reviewed the scope of work and general contract requirements.

Ms. Jamie Tomaszewski, Chief of Procurement of the Department of Budget and Management, reviewed the MBE and VSBE program requirements and the associated goals for this solicitation.

Mr. Hautala opened the floor to questions with the caveat that formal answers to questions would be provided if the questions were submitted in writing, preferably by e-mail. Questions were raised regarding issues related to the Scope of Work, the Financial Proposal Form, and proposal submission process.

During the conference, the following points were emphasized:

- This RFP is making a single award to the firm that submits the most advantageous offer to the State. Technical and financial criteria receive equal weight in the evaluation process.
- Offerors not meeting the Minimum Qualifications would have their proposal rejected.
- Follow-up questions and comments by prospective vendors are encouraged.

The attendees were reminded that responses given verbally and other general discussions were provided to help give a better understanding of the State's requirements. Mr. Hautala further reiterated that any question asked and answered at the conference should be submitted formally, to him, by e-mail if the questioner wanted a coordinated, official response. The conference was concluded at 12:15 pm.

Date Issued: October 25, 2018

By: <signed>

Chris Hautala
Procurement Officer