



MARTIN O'MALLEY
Governor

ANTHONY BROWN
Lieutenant Governor

T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
April 26, 2011 10:00 AM

**Consulting and Actuarial Services for the State Employee and Retiree Health
and Welfare Benefits Program**

Solicitation No. F10B1400010

May 6, 2011

Ladies/Gentleman:

The Department of Budget and Management (DBM) conducted a Pre-Proposal Conference at the State Office Complex, Baltimore, MD, on April 26, 2011. An attendance list was previously issued on May 3, 2011 and posted in Emaryland Marketplace and the DBM website.

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

The Procurement Officer, Mark Pemberton, reviewed the RFP:

Section 1-General information (reviewed topics related to proposal closing date, questions, contract type, duration, terms and conditions of the solicitation, and required affidavits);

Section 2-Description of current benefits;

Section 3-Scope of Work was described, consisting of 2 components: Actuarial Services and General Consulting Services;

Section 4-Proposal Format (reviewed the submission formats for technical and financial proposals); and

Section 5-Evaluation Criteria and Selection Procedure (explained the evaluation process and how DBM will select the most advantageous offer with technical having equal weight as financial).

Bill Tress reviewed the work requirements of Section 3 as they pertained to overall services to be performed.

Anne Timmons stressed the importance of a close working relationship between the consultant and a very demanding DBM. She also reiterated the DBM's requirement for accurate work. She also stressed the importance of a quick and accurate response during the legislative session.

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45 Calvert Street • Annapolis, MD 21401-1907

Tel: (410) 260-7570 • Fax: (410) 974-3274 • Toll Free: 1 (800) 705-3493 • TTY Users: call via Maryland Relay

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Mark Pemberton reviewed the Minority Business Enterprise (MBE) requirements of the RFP:

- Section 1.23-MBE (reviewed the MBE subcontracting participation goal and required MBE affidavits);
- Advised that this procurement has a 13% MBE goal on the total consulting fees paid;
- Attachment D-1 (Reviewed the procedure for submitting the MBE Utilization and Fair Solicitation Affidavits, emphasizing the importance of correctly completing each section of the form);
- Discussed proper guidelines for MBE participation goal submission; and
- There is no subcontracting goal on the Actuarial Services.

Reviewed Attachment F Financial Proposal Form and how they are to be completed. Reiterated that the Actuarial Services will be paid on a fixed fee basis and the Consulting Services will be paid on an hourly rate basis.

Mr. Pemberton opened the floor to questions with the caveat that formal written answers to question would only be given if the question were submitted in writing. Mr. Pemberton informed the attendees that a summary of the conference will be provided.

Mark Pemberton

Procurement Officer