



LARRY HOGAN  
Governor

BOYD K. RUTHERFORD  
Lieutenant Governor

DAVID R. BRINKLEY  
Secretary

MARC L. NICOLE  
Deputy Secretary

**PRE-BID CONFERENCE SUMMARY  
DECEMBER 13, 2017**

**PROJECT TITLE:  
PRINTING AND DISTRIBUTION OF OPEN ENROLLMENT AND REGULATORY HEALTH BENEFITS  
MATERIALS FOR STATE OF MARYLAND EMPLOYEES AND RETIREES**

**SOLICITATION NUMBER – F10B8400030**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Bid Conference on December 13, 2017, at the Department of Budget and Management, 301 W. Preston Street Room 511, Baltimore, MD 21201. An Attendance List is issued with this summary in a separate document. Attending on behalf of the State were: Ms. Anne Timmons, Director, Employee Benefits Division; Ms. Kelly Valentine, Project/Compliance Manager, Employee Benefits Division; Ms. Jamie Tomaszewski, Chief of Procurement; and Ms. Pam Malech, Procurement Officer.

This Summary documents the Pre-Bid Conference. The Procurement Officer convened the conference around 11:00 p.m. and recognized the State personnel present as identified above.

Ms. Pam Malech reviewed the following sections of the Request for Proposals:

- IFB Key Information Summary Sheet;
- Section 1 – Minimum Qualifications of Offerors;
- Section 3 – General Requirements;
- Section 4 – Procurement Instructions;
- Section 5 – Proposal Format; and
- Attachments – Identified all attachments, including Attachment B — Bid Form.

Ms. Kelly Valentine explained in detail the scope of work in the IFB:

- Section 2 – Scope of Work.

Attendees were able to review samples of some of the materials to be printed and distributed.

Ms. Malech opened the floor up for questions. She advised that formal written answers would follow the oral answers. Attendees asked several questions at the conference. The attendees were reminded that responses to questions and other general discussions did not change the provisions of the IFB and that only a formal Amendment can change IFB requirements.

Responses given at the conference are intended to aid in understanding the State's requirements. The Conference was adjourned around 11:45 a.m.

Q&A #1, addressing all questions raised at the Pre-Bid Conference and other questions submitted to the Procurement Officer will be forthcoming.

Date Issued: December 19, 2017

By:  
<signed>

Pam Malech  
Procurement Officer

Attachment 1:  
Pre-Bid Conference Attendance List

Attachment 2:  
Pre-Bid Conference Agenda