



MARYLAND DEPARTMENT OF GENERAL SERVICES  
OFFICE OF THE SECRETARY

**PRE-PROPOSAL CONFERENCE SUMMARY**

**January 6, 2022, at 10:00 am**

**Project No. 001B2600273**

**Project Title: State Medical Director and Occupational Services**

Ladies/Gentlemen:

The Department of General Services conducted a Pre-Proposal Conference for the State Medical Director and Occupational Services RFP virtually; attendees join with Google Meet on January 6, 2022. 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 Officers, Lola Tiamiyu convened the conference at 10:00 pm, 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 below:

- I. Sign In (10 a.m.-10:10 a.m.) .....All
- II. Welcome and Introduction.....Lola Tiamiyu, Procurement Officer
- III. Review of RFP Section 1 .....Procurement Officer
- IV. Review of RFP Section 2 (Scope of Work)..... Sherreon Washington, Director of Contract Administration, Unit of DBM Employee Benefits Division
- V. Review of RFP Technical.....Marcy Hersl, Lead Contract Administrator, Contract Administration, Office of Personnel Services & Benefits, Department of Budget & Management
- VI. Review of RFP Sections 3, 4, 5 & 6.....Procurement Officer
- VII. Review of MBE Form.....Thomas McLamore, DGS MBE Liaison
- VIII. Review of Financial Proposal Form & various RFP Attachments .....Procurement Officer
- IX. Question and Answer Period .....All



Ms. Tiamiyu opened the floor to questions with the caveat that formal answers to questions would be provided if the questions were submitted in writing, preferably through eMMA. Question was raised regarding issue related to the Scope of Work. 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.
- Link to Solicitation Attachments and Appendices: <https://procurement.maryland.gov/>

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. Ms. Lola Tiamiyu further reiterated that any question asked and answered at the conference should be submitted formally, to her, through eMMA if the questioner wanted a coordinated, official response. The conference was concluded at 10:45 pm.

Date Issued: January 11, 2022

By:                     <signed>

Lola Tiamiyu  
Procurement Officer