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*T. ELOISE FOSTER*  
Secretary

*DAVID C. ROMANS*  
Deputy Secretary

***PRE-PROPOSAL CONFERENCE SUMMARY***  
***DECEMBER 16, 2011***

**PROJECT TITLE:**  
**DPSCS INMATE MENTAL HEALTH CARE SERVICES**  
**SOLICITATION NUMBER – DPSCS Q001002014**

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference at the Department of Budget & Management 45 Calvert Street, Annapolis, MD 21401. An Attendance List is included with this summary as Attachment 1. Attending on behalf of the State were: Patti Tracey, Procurement Officer; Joel Leberknight, DBM Chief of Procurement, Panel Members – Thomas Sullivan (DPSCS Contract Manager), Dr. James Holwager (DPSCS Director of Mental Health Services) and Dr. Sharon Baucom (DPSCS Medical Director).

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Patti Tracey, convened the conference, recognized the State and Department (Public Safety) personnel present, and reiterated that all prospective offerors should sign in.

Ms. Patti Tracey then reviewed the RFP:

- Key Information Summary Sheet (reviewed proposal submission location; reviewed proposal submission closing date & time);
- Section 1 – General Information (reviewed summary statement, contract type, contract commencement and duration, procurement officer/contract manager, submission of questions, site visits, closing date & time of proposals submission, MBE goal, Liquidated Damages and CPI Contract Price Adjustment;
- Section 2 – Minimum Qualifications of Offerors including guarantee of Parent Company;
- Section 4 – Proposals Submission Requirements (reviewed content of proposals submission);
- Section 5 – Evaluation Criteria and Selection Procedure (reviewed technical evaluation criteria, financial criteria, selection process sequence and selection procedures);
- Attachment CC – Contract Compliance Checklist (explained that the checklist will be issued in an upcoming Amendment).

Mr. Thomas Sullivan and Dr. James Holwager reviewed a high-level overview of the scope of work in the RFP:

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- Section 3 – Scope of Work;

Ms. Patti Tracey and Mr. Joel Leberknight reviewed Attachment F – Financial Proposal and instructions on how to complete the Financial Form.

Ms. Patti Tracey reviewed the Minority Business Enterprise Forms:

- Attachment D – Minority Business Enterprise Participation (explained that the MBE forms had been revised and that only submission of Attachment D-1 (Certified MBE Utilization and Fair Solicitation Affidavit) completed in its entirety, to include the MBE Participation Schedule (which is now part of the affidavit) is required; also reviewed the **10% MBE subcontracting goal** and explained the fact that some MBE form errors are not curable, such as submission of firms that are not MDOT MBE certified at the time of proposals submission).

Dr. Sharon Baucom gave an overview of the integrated Health Care modules that include the Medical, Mental Health, Pharmacy and Dental contracts. She emphasized that Offerors should familiarize themselves with the other Health Care contracts of the Department (Public Safety).

Ms. Tracey then opened the floor to questions with the caveat that formal written answers to questions would only be given if the question were submitted in writing, preferably by e-mail.

The attendees were reminded responses given verbally and other general discussions were non-binding and provided to help give a better understanding of the State's requirements. Ms. Tracey further stated that any question asked and answered at the conference should be asked formally by e-mail if the questioner wanted a coordinated, official response.

Date Issued: December 28, 2011

By: <signed>

Patti Tracey  
Procurement Officer

Attachment 1:  
Pre-Proposal Conference Attendance List