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Deputy Secretary

***PRE-PROPOSAL CONFERENCE SUMMARY
MARCH 16, 2016***

**PROJECT TITLE:
Pharmacy Benefits Management Services and Purchasing Pool Management**

SOLICITATION NUMBER – F10B6400005R

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference on March 16, 2016, at the Maryland Department of Transportation, 7201 Corporate Center Drive, TSO Conference Room - Harry Hughes Suite 3, Hanover, MD 21076. An Attendance List is issued with this summary in a separate document. Attending on behalf of the State were: Ms. Anne Timmons, Employee Benefits Division Director and Contract Manager for the Contract that will result from this solicitation; Ms. Sherreon Washington, Employee Benefits Division Contract Manager; Ms. Kelly Valentine, Employee Benefits Division Direct Pay Manager; Ms. Jamie Tomaszewski, Department of Budget and Management Chief of Procurement; Ms. Rachel Cruse, Department of Budget and Management Procurement Analyst; and Ms. Rachel Hershey, Procurement Officer. Also attending were representatives from the State's consultant on this solicitation, The Segal Group.

This document summarizes the Pre-Proposal Conference. The Procurement Officer convened the conference around 10 a.m. and recognized the State personnel present as identified above.

The Procurement Officer then reviewed the following sections of the Request for Proposals:

- Section 1 – General Information (including the contract Key Information Summary Sheet, contract and proposal duration, procurement officer, contract manager, closing date & time of proposal submission, submission of questions, award basis, revisions to the RFP, and Minority Business Enterprise and Veteran-Owned Small Business Enterprise goals);
- Section 2 – Minimum Qualifications of Offerors;
- Section 4 – Proposal Submission Requirements (reviewed content and format of proposal submission);
- Section 5 – Proposal Evaluation and Selection (reviewed evaluation committee, evaluation criteria, evaluation process, and award notification);

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- Attachments – Attachment A—Contract, Financial Proposal Form—Attachment F for Functional Areas 1 and 2, Attachment P—Technical Proposal for Functional Areas 1 and 2, Attachment J- the Non-Disclosure Agreement and the confidential Attachments covered by the Non-Disclosure Agreement.

Ms. Anne Timmons provided a summary of the scope of work in the RFP:

- Section 3 – Scope of Work.

The Procurement Officer then solicited questions from attendees. She advised that questions asked at the Pre-Proposal Conference would be answered in formally in writing if the question were submitted in writing. Attendees asked several questions at the conference.

The attendees were reminded that responses to questions and other general discussions do not change the provisions of the RFP and that only a formal Amendment can change RFP requirements. Responses given at the conference were intended to aid in understanding the State's requirements. The Conference was adjourned around 11:00 a.m.

Date Issued: March 18, 2016

By:

<signed>

Rachel Hershey
Procurement Officer

Attachment 1:

Pre-Proposal Conference Attendance List

Attachment 2:

Pre-Proposal Conference Agenda