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T. ELOISE FOSTER
Secretary

DAVID C. ROMANS
Deputy Secretary

PRE-PROPOSAL CONFERENCE SUMMARY
December 17, 2009, 1:00 PM
Project No. F10B0400006

Project Title: Pharmacy Benefits Plan Management Services and Pharmacy Purchasing Pool Management

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference for the Pharmacy Benefits Plan Management Services and Pharmacy Purchasing Pool Management RFP in Room 164A/B, 45 Calvert Street, Annapolis, MD 21401, on December 17, 2009, 1:00 PM. An attendance list with the names of those attendees signing in has been distributed along with this Summary.

This Summary is being issued to document the Pre-Proposal Conference. The Procurement Officer, Gabe Gnall, convened the conference, recognized the State and Department (DBM) 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, and notified that confidential RFP data was available for distribution upon completion of a Non-Disclosure Agreement.

Mr. Gnall then 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 – Offeror Minimum Qualifications (reviewed the minimum qualifications required as of the date of proposal submission);
- Section 4 - Proposal Format (reviewed the proposal submission format for technical and financial proposals);
- Section 5 - Evaluation Criteria and Selection Procedure (explained the evaluation process including Technical and Financial Criteria);
- Attachments (emphasized those Attachments that are required to be completed and submitted with the proposal).

Ms. Anne Timmons reviewed the work requirements of the RFP:

- Section 3 - Scope of Work (reviewed the background and general requirements of the RFP).

Mr. Tom McLamore reviewed the MBE requirements of the RFP:

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- Sections 1.11 and 1.12 – Minority Business Enterprises (reviewed the MBE participation goal, commitments and responses, anticipated subcontracting opportunities, and required MBE affidavits);
- Attachments D-1 and D-2 (reviewed the procedure for submitting the MBE Utilization and Fair Solicitation Affidavit and MBE Participation Schedule, emphasizing the importance of correctly completing each section of the forms).

Mr. Gnall opened the floor to questions with the caveat that formal written answers to questions would only be given if the questions were submitted in writing, preferably by e-mail. Questions were raised regarding issues related to the Scope of Work, Minimum Requirements, proposal format, and RFP attachments.

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

Vendors interested in obtaining a detailed transcription of the minutes of the Pre-Proposal Conference may contact Sarah Vance at For The Record, Inc.: 301-870-8025, or depo@ftrinc.net.

Date Issued: December 22, 2009

By: <signed>

Gabe Gnall
Procurement Officer