



# MARYLAND HEALTH BENEFIT EXCHANGE

**Pre-Proposal Conference  
MHBE Consolidated Service Center  
RFP # MDM0031030513**

**Maryland Health Benefit  
Exchange  
901 Elkridge Landing Road  
Linthicum, MD 21240  
Second Floor, Training Room  
February 22, 2017 – 1:00 PM**

## Meeting Summary

MHBE Consolidated Service Center RFP  
Solicitation No. MDM003030513 Pre-Proposal Conference

**Date/Time:** 02/22/2017 @ 1:00 PM-1:30 PM

**Location:** 901 Elkridge Landing Road, Linthicum Heights, MD 21204, Second Floor Training Room

**MHBE/DHMH Participants:**

State Participants	Org	Role
Compton, Michelle	MHBE	Procurement Officer
Eberle, Michele	MHBE	Chief Operations Officer
Koshanam, Venkat	MHBE	Deputy Chief Information Officer
Ruppert, Debbie	DHMH	Executive Director, Eligibility Services
Rutley-Johnson, Patricia	DHMH	Director, Office of Eligibility Services
Sapp, LeeAnn	MHBE	Manager, Consolidated Service Center
Yaculak, Greg	MHBE	Chief Information Security Officer
<b>Vendor Participants</b>		<b>See Attachment</b>

## Agenda & Discussion Summary

### 1. Welcome – M. Compton

- a. Ms. Compton welcomed attendees and thanked them for participating in the Pre-Proposal Conference.
  - i. The State is sensitive to the consideration that vendors will be making bid/no bid decisions. The State scheduled both the Pre-Proposal Conference and the deadline to receive questions early to provide the vendor community with as much information as possible as vendors make their bid/no-bid decisions.
  - ii. A summary of the pre-proposal conference will be published on eMarylandMarketplace and the MHBE website and will serve as the primary location for procurement information and updates.

### 2. RFP Overview/General Comments – M. Compton

- a. Participants were instructed that answers to questions asked in this session are to be considered informal guidance. Formal response by the State will be provided to questions submitted in writing. Questions asked at this session should also be submitted in writing to the State.

### 3. General Procurement Information

#### a. Key Information Summary Sheet (Page 3) – M. Compton

- i. The deadline to submit questions is March 10, 2017 at 4:00 PM Local Time.
- ii. The Proposal Due Date is March 15, 2017 at 2:00 PM Local Time. Proposals must be received by that date and time due. If delivery of your proposal is late by one (1) minute, State law/regulations will prevent us from accepting it.

#### b. Communications and Questions – M. Compton

- i. All communications must be in writing for an official response.
- ii. Questions should be sent by email to the address listed in the Key Information Summary Sheet.

### 4. Scope of Work – M. Eberle / L. Sapp

- a. Ms. Eberle and Ms. Sapp went over a general overview of the scope of work described in the RFP.

### 5. MBE Goals – M. Compton

- a. This solicitation has a 10 % MBE Subcontracting Goal. **Please ensure the required MBE forms are submitted with your proposal.**
- b. Ms. Compton reiterated that this event is a networking opportunity, and invited the MBE representatives to introduce themselves.

### 6. Proposal Submission Requirements – M. Compton

- a. Follow Section 4.1 to ensure completeness of your proposal and compliance to format requirements.
- b. Pay close attention to the submission instructions in RFP Section 4.4 Technical Proposal when creating your technical response. The submission should stay in the same order as listed in the RFP.

- c. The Technical Volume must contain all of the required information, forms, affidavits, etc. as spelled out in the RFP Section 4.4.3. **If all required forms are not included, the proposal may NOT be deemed susceptible for award.**
- d. The Financial Volume must be entirely filled out. Every blank in the price sheet needs to be filled in with relevant information.

**7. Questions and Answers – All – Please send your questions in writing so you will have a formal answer.**

- a. Attendees were encouraged to submit questions in writing to Michelle Compton so that the State could respond through a Question and Answer document.

**8. Closing Remarks**

- a. For an official response, all questions should be submitted to [hix.procurement@maryland.gov](mailto:hix.procurement@maryland.gov)
- b. Please follow the RFP instructions and include signed copies of all required documents.
- c. All offerors should be in good standing with the Department of Assessments and Taxation (SDAT).

Company	Guests
Aquilsys	Murial Pathy
Automated Health Systems	Joseph Cini
Black Turtle Services	Ryan Rees
Cognizant	Chandru Palaniappan
Conduent	Craig Venet
DMI	Thiag Loganathan
	Shaji Joseph
Exceed Corporation	Len Newman
	Mary Washington-Daye
Faneuil, Inc.	Anna Lee McNider
KECH, Inc	Kevin Woznick
Koniag Services Inc.	Gene Zapfel
Maximus	Sherman Moore
	Jan Neson
	Isaac Gomez
Optum	Paul Barringer
	Aly Jaffer
Systems Integration Inc.	Su Fan
The netAmerica Corporation	Clare Hines
	Yasmin Hines
Zillion Technologies Inc.	Samantha Ellis
	Sherri Rafeedie
	Anthony Irudhayanathan
	Chase Dinkler