



**Pre-Proposal Conference
 MHBE Fulfillment Services
 RFP # MDM0031032279**

**Maryland Health Benefit
 Exchange
 901 Elkridge Landing Road
 Linthicum, MD 21240
 Second Floor, Training Room
 June 2, 2017 – 1:00 PM**

Meeting Summary

MHBE Fulfillment Services RFP
 Solicitation No. MDM003033279 Pre-Proposal Conference

Date/Time: 06/02/2017 @ 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
Moras, Elvina	MHBE	Director of IT Operations & Quality
Rutley-Johnson, Patricia	DHMH	Director, Office of Eligibility Services
Sapp, LeeAnn	MHBE	Manager, Consolidated Service Center
Yaculak, Greg	MHBE	Chief Information Security Officer
Vendor Participants	Organization	
James Myers	Art & Negative	
Willie Williams	Automated Health Systems	
Elizabeth Britt	Britt's Industries Inc.	
Leeann Steuer	Britt's Industries, Inc.	
Trina Middleton	Maximus	
Aubry Hoffman	NPC, Inc.	
Ed Detwiler	NPC, Inc.	

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 June 14, 2017 at 2:00 PM Local Time.
- ii. The Proposal Due Date is June 20, 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

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

5. 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.

6. 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.

7. Closing Remarks

- a. For an official response, all questions should be submitted to 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).