



**Pre-Proposal Conference
IT Consulting and Technical Support Services IDIQ
RFP # MDM0031036680**

**Maryland Health Benefit
Exchange
750 East Pratt Street
Baltimore, MD 21202
6th Floor, Training Room
March 7, 2018 – 10:00 A.M.**

Meeting Summary

IT Consulting and Technical Support Services IDIQ
Solicitation No. MDM003036680 Pre-Proposal Conference

Date/Time: 3/07/2018 @ 10:00 AM-10:45 AM

Location: 750 East Pratt Street, 6th Floor, Training Room, Baltimore, MD 21202

MHBE Participants:

State Participants	Org	Role
Compton, Michelle	MHBE	Procurement Officer
Eberle, Michele	MHBE	Executive Director
Evans, Jon	MHBE	Director, Carrier & Data Management
Koshanam, Venkat	MHBE	Deputy Chief Information Officer
Mensah, Charles	MHBE	PMO Director
Nocar, Daniela	MHBE	Procurement Specialist II
Yaculak, Greg	MHBE	Chief Information Security Officer
Vendor Participants		See Attachment

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 five (5) days prior to Proposal Due Date.
- ii. The Proposal Due Date is March 21, 2017 at 11:00 AM 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 – V. Koshanam

- a. Mr. Koshanam went over a general overview of the scope of work described in the RFP.

5. Proposal Submission Requirements – M. Compton

- a. Follow Section 5.1 to ensure completeness of your proposal and compliance to format requirements.
- b. Pay close attention to the submission instructions in RFP Section 5.4 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 5.4.1.8. **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 at hix.procurement@maryland.gov 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).

Vendor Participants:

Vendor	Attendee
Acarin Inc.	Dinesh Ganesan
Alphident Technologies Inc.	Baiju Achari
ALTEK Information Technology Inc.	David Johnson
	Anne Lipman
Angarai International Inc. dba Angarai	Venkat Subramanian
	Monica Ahuja
	Kailash Ahuja
	Srikrishna Natesan
AP Ventures	Theresa Boyle
Arkenstone Technologies	William Estright
Athena Consulting	Melissa Pappas
Britstan Technology, Inc	Terry Bandy
CAS Severn Inc.	Robert Allsbrooks
	Jack Dudley
Cognizant Technology Solutions	Chandru Palaniappan
Conduent State & Local Solutions	George Hardy
	Ashley Laymon
Courage LLC	Alexis Byrne
Deloitte Consulting LLP	Ashish Chawls
FEI Systems	Glenn Donithan
IdeaCrew, Inc.	Jack Weiner
InfoTek Corporation	George De Luca
ISoftech Inc.	Eswara Prasad Gatamanen
	Nagoor V Inaganti
K2M2	Kelley Miller
Kahibee Services LLC	Prakash Motagi
LingaTech, Inc.	Kathir Ramalingar
N-3 Technologies, Inc.	Nalini Bouri
Prayag Technologies	Dipak Thakker
Powersolv, Inc.	Beth Wong
	Stacy Brim
Preferred Technology Solutions	Khin Contrino
Public Consulting Group	Rich Albertoni
QualityPro Inc.	Jonathan Mui
Right Technology Partners	Renjish Thomas
Sparksoft Corporation	Tanya Greene
Technical Specialities Inc.	Partick Carter
	Nahi Ghandour
Technosoft Corporation	Gurusamy Palanichamy

Technogen Inc.	Lax Chepuri
TEKsystems	Doug Sevec
	Kelly Harris
Thought Layer Co.	Zoe Paterson
	Alexis Hippe
Unisoft Technology	Visu Kandasamy