Pre-proposal Conference Summary

DPSCS INMATE MEDICAL CARE AND UTILIZATION SERVICES
SOLICITATION NUMBER - DPSCS Q0017058
January 12, 2017 – 10 A.M.

A Pre-Proposal Conference was held for the Inmate Medical Care and Utilization Services Procurement on January 12, 2017 at the Public Safety Education and Training Center in Sykesville, Md. The Conference began at 10 A.M.

The Department of Public Safety was represented by Sharon Baucom, M.D., Chief Medical Officer; Mr. Joseph Ezeh, Acting Contract Administrator; Ms. Romaine Harris, Acting Chief Financial Officer for Inmate Health Services; Cecilia Januszkiewicz, Procurement Officer; Adaora Odunze, Ph.D., Director of Nursing; and Tia Rattini, MBE Manager.

The Department’s representatives provided a brief overview of the RFP. Attendees were reminded that:

1. The sole point of contact for information regarding the procurement is the Procurement Officer.
2. The due date and time for proposals is March 1, 2017 at 3 p.m. Attendees were asked not to wait until the last minute so as to avoid potential disqualification due to late submission.
3. Proposals must be delivered by hand or by mail to the Procurement Officer at Suite 1000, 300 E. Joppa Road, Towson, Md.
4. There is an 11% MBE goal and a 1% VSBE goal.
5. The Contract will be awarded to a single offeror.
6. Services to be procured include both medical care and utilization management services.
7. The contract will be a fixed price contract for 5 years.
8. The following affidavits must be completed and signed and must accompany the Technical Proposal: Bid Proposal; Living Wage; MBE Utilization; Federal Funds; Veteran’s Owned Small Business Enterprise Utilization; and Location of Performance of Services.
9. The procurement is a competitive sealed proposal procurement. Technical capability and price will have equal weight in determining the successful offeror.
10. Offerors should review the terms and conditions of the Contract with their legal counsel before submitting a proposal.
11. A schedule for site visits will be posted on January 17, 2017. Site visits are not to be used to ask questions regarding the RFP or the procurement.

A question and answer period followed the overview of the RFP. Answers to questions provided at the conference are to be considered informal guidance. Any questions for which an official response is desired should be submitted via email to the Procurement Officer. A number of questions have been submitted in writing and answers are being prepared with an expected response date before the end of January.

The Conference adjourned at 10:40 A.M.

The list of Attendees is a separate document available on eMaryland Marketplace and the Department’s website at http://dpscs.maryland.gov/publicservs/procurement/MedicalServices.shtml

Nothing stated at the Pre-Proposal conference changes the RFP unless a change is made by the Procurement Officer by written amendment. This summary does not constitute a written amendment.