



Department of Public Safety and Correctional Services

Office of the Secretary

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PRE-PROPOSAL CONFERENCE SUMMARY JULY 25, 2017

PROJECT TITLE: PHARMACY SERVICES RFP SOLICITATION No. Q0016025

Ladies/Gentlemen:

The State of Maryland conducted a Pre-Proposal Conference on July 25, 2017, at the Maryland Department of Transportation, 7201 Corporate Center Drive, TSO Conference Room - Harry Hughes Suites 1 & 2, Hanover, MD 21076. An Attendance List is issued with this summary in a separate document. Attending on behalf of the State were: Dr. Sharon Baucom, Chief Medical Officer, Ms. Tia Rattini, Office of Equal Opportunity MBE Manager and Ms. Rachel Cruse, Procurement Officer.

This document summarizes the Pre-Proposal Conference. The Procurement Officer convened the conference around 10 a.m.

The Procurement Officer then reviewed the following sections of the Request for Proposals:

- Section 1 – General Information (including the contract Key Information Summary Sheet, contract and proposal duration, procurement officer, closing date and time of proposal submission, submission of questions, award basis, revisions to the RFP, and the Minority Business Enterprise goal);
- Section 2 – Minimum Qualifications of Offerors
- Section 4 – Proposal Evaluation and Selection (reviewed evaluation committee, evaluation criteria, evaluation process, and award notification);
- Attachments – Attachment A - Contract, Attachment B - Proposal Affidavit, Attachment C – Contract Affidavit, and Attachment F – Financial Proposal Form

Dr. Sharon Baucom provided a summary of the scope of work in the RFP:

- Section 3 – Scope of Work

The Procurement Officer then solicited questions from attendees. She advised that questions asked at the Pre-Proposal Conference would be answered formally in writing if the question were submitted in writing.

The attendees were reminded that only a formal Amendment can change RFP requirements. Responses given at the conference were intended to aid in understanding the State's requirements. The conference adjourned around 11 a.m.

Date Issued: July 26, 2017

By:

<signed>
Rachel J. Cruse
Procurement Officer

Attachment 1:

Pre-Proposal Conference Attendance List

Attachment 2:

Pre-Proposal Conference Agenda