

Pre-Proposal Conference Minutes

Thursday, July 12, 2012 @ 10 a.m.

Family Health Administration "Maryland Youth Risk Behavior Survey and Youth Tobacco Survey " DHMH/OPASS #12-10838

DHMH ATTENDEES:

Queen Davis – Office of Procurement and Support Services

Vern Shird – Family Health Administration

Robert Fiedler – Family Health Administration/ Center for Tobacco Prevention and Control, Cancer and Chronic Disease Bureau

PERSPECTIVE OFFERORS:

Patricia C. Rodriguez – Ken Consulting Inc

Herbert Thompson, Ph.D. – Ken Consulting Inc

Emmanuel K, Erskine – Ken Consulting Inc

Elham-Eid Alldredge, Ph.D. – Data Recognition Corporation (DRC)

Kate Flint, MA – ICF International (Macro)

Jane Ketchum – ICF International (Macro)

Jonathan Crane – Econometrica, Inc

Dr. Bernice Garnett Alston – The Coleman Group, Inc

Queen Davis from the Office of Procurement and Support Services, representing Sharon Gambrill, The Procurement Officer gave an overview of the procurement process. The attendees were informed that minutes will be taken of this meeting and will be posted on eMaryland Marketplace. Ms. Davis asked all present to sign the sign-in sheet. If a vendor decide not to submit a proposal, please complete and return the "Vendors Comments" form. The information from this document helps the Department in planning for future procurements. Subsequent to this pre-proposal conference written questions will be accepted by the FHA/WIC Program until there is insufficient time for a response to impact on a proposal submission. Questions and answers will be distributed to all persons known by the issuing office to have obtained the RFP and Questions and Answers will be posted on eMaryland Marketplace.

Ms. Davis gave an overview of the procurement process as follows:

The procurement method for this solicitation is **COMPETITIVE SEALED PROPOSALS**. The contract resulting from this solicitation will be for three (3) years and eight (8) months beginning on or about November 1,

Minutes will be taken of this meeting and will be posted on eMaryland Marketplace. Subsequent to this pre-proposal conference written questions will be accepted by the Family Health Administration until there is insufficient time for a response to impact on a proposal submission. Questions and answers will be distributed to all persons known by

the issuing office to have obtained the RFP and questions and answers will be posted on eMM.

The procurement method for this solicitation is **COMPETITIVE SEALED PROPOSALS**.

Proposals are due on or before Tuesday, July 24, 2012 2:00 p.m. local time.

Date and time can be found on the Key Information Summary Sheet located in the front of the RFP.

Proposals will be received at: Department of Health and Mental Hygiene Office of Procurement and Support Service 201 W. Preston Street – Room 416, Baltimore, MD 21201, Attn: Sharon Gambrill

TIMELY SUBMISSIONS ARE VITAL – LATE SUBMISSIONS SHALL NOT BE ACCEPTED.

Please note that a MBE subcontracting goal of 25% has been established for the contract resulting from this solicitation. Of the 25% overall goal there are sub-goals: the sub goals are African American 7%; Asian America 4%; Women owned 12% for a total of 23%, which leaves 2% to be distributed as you the vendor wish. There shall be at least three (3) certified MBEs, one for each of the established sub-goals set forth in the RFP. MBE ATTACHMENT D1 which list the breakdown of the aforementioned sub-goals **must** be properly completed, signed and included in a separate sealed envelope. **Failure to include the completed MBE Attachment D-1 with the Proposal will result in a determination that the proposal is not reasonably susceptible of being selected for award of this contract.** If recommended for award, and requesting a MBE Waiver, the vendor must complete, sign and have notarized a MBE D6 (Minority Contractor Unavailability Certificate) including the names, addresses, dates, and telephone number of the certified MBE's contacted, and the reason each MBE is unavailable. **COMAR 21.11.03.11-Waiver** (instructions regarding a waiver to a Minority Business Enterprise Subcontracting goal) guidelines must be followed. If the apparent awardee fails to returned each completed document within the required time, and in compliance with the requirements in Section 1, 1.24 of the RFP, the Procurement Officer may determine that the apparent awardee is not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable. **Vendors must show a good faith effort.**

There is a two Part Submission for your proposal: Volume 1 The Technical Proposal and Volume 2, The Financial Proposal. The General Format for proposals is stated in Section 3. Your technical and financial proposals are to be submitted in separately sealed envelopes. For the purpose of this RFP Technical Proposal have greater weight than Financial.

PROPOSAL Submission Format, 3.4: The correct request for copies of the Technical Proposal is: 1 original and 5 copies clearly labeled TECHNICAL PROPOSAL is

requested. Also, One CD in searchable PDF format marked Technical proposal, and One copy of the technical proposal must be labeled PIA (Public Information Act). See Section 1, 1.19 explanation of **PIA**. The envelope containing your technical proposal shall include:

- the offeror's name and business address
- the due date/time for receipt of proposals, and
- the title of the RFP.

The technical proposal must be referenced by the sections of the RFP as listed in Section 3, beginning with Section 3.4.3. The proposal shall be presented in the same order as listed in this Section of the RFP. Technical proposals are to be accompanied by a brief transmittal letter prepared on the offeror's letterhead and signed by an individual who is authorized to commit the offeror to the services and requirements as stated in the RFP. Also, please include your FEIN or SSN number, acknowledgement of any addenda, if any, and electronic mail address.

IMPORTANT DOCUMENTS TO BE INCLUDED WITH THE TECHNICAL PROPOSALS are listed under Section 3, 3.4.2

A completed Bid/Proposal Affidavit must accompany Technical Proposals. If there is a question of who your resident agent is, please call the State Corporate Charter Division at 410.767.1330. The office is located at 301 W. Preston Street.

Offerors must identify portions of its proposals which it believes to contain trade secrets and/or confidential or proprietary information. Offerors must provide a justification to support its position. If requests for information are made under the Md. Public Information Act, the Procurement Officer will determine whether or not the information can be disclosed.

Offerors shall enter all cost information on Attachment F Financial Proposal Work Sheet and complete the Financial Proposal Summary Sheet Attachment F1. Please review Section 3, 3.5 for all items to be included with your Financial Proposal, One original and 5 copies of the Financial Proposal clearly labeled Financial PROPOSAL is requested. One CD marked financial proposal, and one copy of the financial proposal must be labeled PIA (Public Information Act). Again, See Section 1, 1.19 for an explanation of **PIA**.

The Evaluation Criteria is listed in Section 4 of the RFP. The criteria are arranged in descending order of importance.

There are three acceptable means of delivering your proposals.

U.S. POSTAL SERVICE
HAND DELIVERY BY OFFEROR – ask for receipt
HAND DELIVERY BY COMMERCIAL CARRIER – ask for receipt

Proposals will be reviewed and evaluated by an Evaluation Committee that will be appointed by the Issuing Office using the evaluation criteria set forth in Section 4 of the RFP. The committee may conduct discussions with offerors and may request best and final offers. If it is determined that discussions are needed, discussions will be held with all offerors. You will be notified if at any time during the process if it is determined that your proposal is not reasonably susceptible of being selected for award. The Committee shall recommend the offeror whose overall proposal provides the most advantageous offer.

The Contract Affidavit (Attachment C) and Standard Contract (Attachment A) are not required until determination of award is made.

UNSUCCESSFUL VENDORS MAY REQUEST A DEBRIEFING AFTER NOTIFICATION OF NON-AWARD.