

Pre-Bid Conference Minutes  
Pharmaceutical Services – RICA Baltimore  
3/19/14, 9:30 a.m. - Conference Room C

**Date: 3//19/14      Time: 9:30 a.m.      Minutes Taken By: Wendy Bazemore**

**ATTENDEE'S**

<b>Wendy Bazemore, Procurement Coordinator RICA Baltimore</b>	<b>Theresa Ammons, Agency Procurement Specialist, Office of Procurement and Support Services (OPASS)</b>
<b>Kathy Brown, Chief of Fiscal Services RICA Baltimore</b>	<b>Nancy Cramer, R. Ph, Allied Pharmaceutical Services</b>
<b>Dr. David Horn, Medical Director RICA Baltimore</b>	<b>Neil Leikach, President Catonsville Pharmacy</b>
<b>Bryan Mroz, Nursing Director RICA Baltimore</b>	<b>Chude Onyechi, IS60, LLC</b>

9:30 a.m. meeting opened, everyone was asked to sign in. Everyone was thanked for attending.

Introductions: Wendy Bazemore, Procurement Coordinator, RICA Baltimore  
Dr. David Horn, Medical Director, RICA Baltimore  
Theresa Ammons, Agency Procurement Specialist, DHMH-Office of Procurement and Support Services

**PROCUREMENT PROCESS OVERVIEW**

Ms. Ammons stated that the bid was for Pharmaceutical Services for residential clients at RICA Baltimore and it was for a five (5) year period with no renewal options and we anticipate the contract to begin on **July 1, 2014**. Asked that everyone present to have signed in on the Sign In Sheet and to leave business cards if they had any with them. Ms. Ammons also stated that minutes would be taken and be posted on emarylandmarketplace and DHMH website.

There is no MBE goal assigned to this contract, however, we encourage MBEs to respond. The procurement method for this solicitation is a Competitive Sealed Bid. Bids are due **Wednesday, April 9, 2014 by 2:00 p.m.** local time and in triplicate. Bids will be received at RICA Baltimore, 605 S. Chapel Gate Lane, Baltimore, Maryland 21229 and to the attention of Wendy Bazemore. Timely submissions are important because late submissions will *not* be accepted. If you get your bid there at 2:01, you are late. Late bids will *not* be accepted. Important documents to be included in the bid are listed under Section 4 of the solicitation entitled Bid Format. This section includes subsections 4.1 to 4.4.10. This will be a single award contract.

Section 1 on page 6 gives us the General Information such as Summary Statement, Abbreviations and Definitions, etc. Subsequent to the pre-bid meeting, written questions should be forwarded to the Procurement Officer (Michael Howard) at the email address listed in subsection 1.9 Questions. It is suggested that bidders also copy the Contract Officer, (Theresa Ammons), and the Procurement Coordinator (Wendy Bazemore). Questions should be forwarded to allow sufficient time for a response to impact on the bid submission. Please refer to subsection 1.9. Ms. Ammons contact information is 410-767-1361, [theresa.ammons@maryland.gov](mailto:theresa.ammons@maryland.gov). Ms. Bazemore contact information is [wendy.bazemore@maryland.gov](mailto:wendy.bazemore@maryland.gov). Questions asked today and the questions already received on the website concerning this solicitation will be posted on the eMaryland Marketplace website and DHMH website. Please have all questions submitted at least five (5) days prior to the due date so that we may have time to research and post answers.

On page 14, subsection 1.30 is the payments by **Electronic Fund Transfer**. All contracts exceeding \$100,000.00 will be paid via electronic fund transfer. Bidders should make sure that you are setup with the State of Maryland to be paid via electronic fund transfer. Any requests for exemption must be submitted to the State Comptroller's Office for approval.

Ms. Ammons once again stressed that all submissions for the bid must be in **triplicate with original signatures on all copies**.

On page 19, Section 2 has the **Bidders Minimum Qualifications**. Please make sure that you meet the two requirements listed and that you provide proof with your submission. This will be the first thing reviewed upon receipt of the bid package.

**Scope of Work and Requirements** are in Section 3 and begins with subsection 3.2 which begins on page 20 and runs through page 28. This is the “meat of the solicitation” spells out the requirements of services.

The **Bid Format** is Section 4, listed on page 29 through 32. We ask that you give special attention to subsection 4.4 which lists the **Bid Submission Requirements**. You will need to follow those requirements and submit with your bid package. We ask for a transmittal letter, minimum qualifications documentation, references, other documentation required as listed, current or prior State contracts, Financial Capabilities, Subcontractors, if applicable, and a Legal Action Summary.

If you are the awardee, one of the documents you will be asked to provide is the Contract Affidavit, which is Attachment C. You must be registered with the State Department of Assessment and Taxation to provide the information asked. Included on the form is the name of your Resident Agent. If there is a question about who your Resident Agent is, you can call the State Corporate Charter Division at 410-767-1330; the office is located at 301 West Preston Street, Baltimore, MD 21202. Please remember that you have to be registered on eMaryland Marketplace to be awarded a contract.

For this procurement, the Bid Pages were posted separately from the IFB due to the fact they are in Excel format. We hope that you have had time to review them. We are asking that you submit a price for each item listed on the form, in all categories listed. It is noted on the instruction, Attachment F and on the bid pages itself, all unit prices must be the actual price per unit the bidder paid for the specific item and we ask for verification by having you submit invoices as required by the IFB. If you have not purchased a particular drug listed, we ask you to submit a quote from your supplier for that item(s). Prices for services identified in this IFB may not be contingent on any other factor or condition in any manner.

Also in section 4 page 32, subsection 4.7 is a list of documents **that will be required if you are the winning bidder.** Please carefully read this section. Only after you are notified as being the recommended Contractor, would you be required to submit the Contract Affidavit, Attachment C, and the standard contract, Attachment A. Lastly, please do not forget to enter a price for each item listed on the Bid Pages and be sure you have signed the Bid Page. Don't forget that everything must be in triplicate and have original signatures. The most important factor is to get your bid to us by the due date, and on time. Bids are due, in triplicate with original signatures, no later than **Wednesday, April 9, 2014 by 2:00 p.m., Local time. Bids will not be accepted after 2:00 pm.** The bid opening is scheduled for the same day, **Wednesday, April 9, 2014 at 2:15 p.m. in Room 385** and is open to the public. **Send bids to the Attention of Wendy Bazemore at RICA Baltimore – see Key Summary Sheet.**

There are three (3) acceptable means to deliver your bid: you have the US Postal Service, hand deliver (ask for a receipt that shows day, time and name of person who accepted your bid), and hand delivery by a commercial carrier. Please also ask your commercial carrier to get a receipt with date, time and name of person who accepted your bid. Vendors should allow enough time for mailing of bids to have the Bid received in a timely manner.

Identify bids by referencing **Pharmaceutical Services – RICA Baltimore, DHMH OPASS 15-13432, due date – 4/9/14.** Bids will be open on **Wednesday, April 9, 2014 at 2:15 p.m. local time.** At that time an apparent successful bidder will be determined. However, a final determination will be made after all bid solicitation requirements and calculations are made and verified. As noted before, after this pre-bid conference, feel free to send us questions that you may need to help you understand and bid properly on the IFB. All answers will be posted on eMaryland Marketplace and DHMH Website.

However, if there is a problem, you can contact Theresa Ammons, that information is listed on the IFB Key Information Sheet or Wendy Bazemore, Procurement Coordinator at 410-368-7826 or via e-mail at [wendy.bazemore@maryland.gov](mailto:wendy.bazemore@maryland.gov).

### **SPECIFICATION OVERVIEW**

Dr. David Horn, Contract Monitor, gave a specifications overview of this contract. The successful Contractor shall provide all pharmaceuticals for this facility. RICA Baltimore

is a Residential Treatment Facility for Children and Adolescents. The scope of work covers all requirements of the facility.

Dr. David Horn answered the questions that were asked at the Pre-Bid Meeting.

Changes made to the solicitation will be posted as Addendum #1 and posted on eMM and DHMH websites. Vendors' Questions received prior to and during the Pre-Bid Meeting will be posted on eMM and DHMH websites.

Meeting adjourned @ 10:03 a.m.

Respectfully submitted – Wendy Bazemore, RICA Baltimore