

MEETING MINUTES

Project Name:	PRE-BID CONFERENCE – Pharmaceutical Services - Potomac Center – OPASS 12-10876 - REVISED		
Date of Meeting:	Wednesday, February 6, 2013, 1:00 P.M.	Location:	Potomac Center 1380 Marshall St. Hagerstown, MD 21740

Purpose of Meeting

Allow vendors the opportunity to present any questions/concerns regarding bid contract and visit site.

Name	Department/Division	Phone
Theresa Ammons (via conference call)	DHMH/OPASS	410-767-1361
Frances Penner	Potomac Center	240-313-3553
JoAnn Appleyard	Potomac Center	240-313-3530
Robin Black	Potomac Center	240-313-3523
Nancy Cramer R. Ph.	Allied pharmaceutical	301-309-0999 Ext. 223
Steve Lowery	PharmaCare	301-723-2423
Remi Olufotebi, R. Ph.	The Medicine Shoppe	301-622-0744
Kareem Karara	Correct RX Pharmacy Services	410-636-9500
Fariborz Zarfeshan, R. Ph.	ALFA Specialty Pharmacy	301-754-2532

Meeting Notes, Decisions, Issues

Ms. Ammons reviewed the bid requirements as follows:

- The sign in sheet, as well as, the minutes, any addendum, and Vendors' Questions and Answers from this meeting will be posted on eMaryland Marketplace (eMM);
- Email any questions not asked at this meeting to Frances Penner, Procurement Agent for the Center at frances.penner@maryland.gov or Theresa Ammons, Contract Officer, OPASS at Theresa.ammons@maryland.gov. All additional questions must be received no later than five days prior to the bid due date and will be posted on eMaryland Marketplace.
- The Procurement Method is Competitive Sealed Bidding;
- The Department intends to make a single award as a result of this Invitation For Bid (IFB);
- The resulting contract will be for (5) five years with no renewals;
- A MBE subcontracting goal was not established for the resulting contract, however, MBEs are encouraged to bid;
- Bids are due no later than **February 20, 2013 at 2:00 P.M. No bids received after that time and date will be accepted;**
- All requested attachments and documents are required in **triplicate** with all original signatures where appropriate;
- The Bid Submission Requirements are included in Section 3/Bid Format, Subsection 3.4. Also included in this Section is a listing of documents that is only required from the winning bidder. Section 4 is a listing of all Attachments;
- Attachments A, C, H and I are required after the bid opening by the awarded vendor; and
- Addendum Acknowledgements are required and should be returned with the bid submission. Please include the name of the services (**Pharmaceutical Services – OPASS 12-10876 REVISED**) on the outside of the envelope ;
- Attachment C – Contract Affidavit asks for the bidder's resident agent. Contact the State Corporate Charter Division at 410-767-1330, 301 W. Preston Street, Baltimore, MD. If there are questions;
- In order to be awarded a contract, your business must be registered with eMarylandMarketPlace and be registered to do business in the State of Maryland;
- The bid opening is open to the public. At the time of bid opening, an apparent successful vendor will be announced. However, the final determination will be made after bid submission requirements, bid calculations, etc. are made and verified;
- The bid award will be posted on eMarylandMarketPlace;

Ms. Penner addressed current bid issue and previous bid issues:

- The excel spreadsheet attached to the bid will be revised to correct the margins for accurate printing;
- Invoices must match within the bid packet, i.e. measurements, brand names, calculations, etc.;
- The bid is to have invoices showing proof of charges.

NOTE: Questions received during the Pre-Bid Conference will be posted to eMM under separate cover.

Meeting adjourned at approximately 1:30 P.M.