

STATE OF MARYLAND
DEPARTMENT OF HEALTH
PRE-PROPOSAL CONFERENCE
SOLICITATION NUMBER MDH/OPASS 19-17775

WOMEN, INFANTS, AND CHILDREN (WIC) PROGRAM
LOCAL AGENCY FOR TARGETED AREAS IN
PRINCE GEORGE'S COUNTY

WEDNESDAY, JANUARY 31, 2018
1:00 P.M.

Maryland Department of Health
201 West Preston Street
Conference Room L2
Baltimore, Maryland 21201

PRESENT FROM STATE OF MARYLAND:

JATAVIA RUFFIN, Contract Officer
Agency Procurement Specialist II
Office of Procurement and Support Services (OPASS)

VERN L. SHIRD, CPPB, Maryland WIC Program
Procurement Officer
Prevention and Health Promotion Administration

MARY ROYER, Maryland WIC Program
Chief, Financial and Contract Management
Prevention and Health Promotion Administration

JENNIFER WILSON, MEd, RD, LDN
Director, Maryland WIC Program
Prevention and Health Promotion Administration

ALSO PRESENT:

STEPHANIE HALL, Greater Baden Medical Services

REPORTED BY: DEBORAH B. GAUTHIER, Notary Public

1 P R O C E E D I N G S

2 MS. RUFFIN: Okay. So first we'll start off
3 by going around, everyone introduce themselves. I'll
4 start. Jatavia Ruffin, OPASS.

5 MS. HALL: Stephanie Hall, Greater Baden
6 Medical Services.

7 MR. SHIRD: Vern Shird, Maryland WIC Program.

8 MS. ROYER: Mary Royer, Maryland WIC Program.

9 MS. WILSON: Jen Wilson, Maryland WIC
10 Program.

11 MS. RUFFIN: And we're here for the Pre-
12 proposal Conference for Women, Infants, and Children
13 Program Local Agency for Targeted Areas in Prince
14 George's County, Maryland Department of Health OPASS
15 Number 19-1775 (sic), eMaryland Number MDM0310336522
16 (sic).

17 Again, my name is Jatavia Ruffin from the
18 Office of Procurement and Support Services, OPASS for
19 short. I am here to help you understand the process
20 for this procurement. In case there is a need for
21 clarification after this meeting, I can be reached at

1 410-767-1883. My e-mail address is
2 mdh.solicitationquestions@maryland.gov. The Maryland
3 Department of Health PHPA WIC Program is seeking a
4 Contractor to administer the WIC Program in Prince
5 George's County. The Department intends to make a
6 single or multiple award as a result of this RFP. See
7 RFP Section 4.9 for more information.

8 There's a sign-sheet available for you. It
9 is very important that everyone sign in, so if there is
10 a need to contact you as a result of this meeting we
11 will be able to do so more easily. Feel free to leave
12 your business cards with us as well.

13 As you know, the Contract resulting from this
14 solicitation will be in effect for five years,
15 beginning on or about September 23rd, 2018 with no
16 options. Carefully review Section 3, General
17 Information, beginning with page 19 of the RFP. Also,
18 please review Section 1, Offeror Minimum
19 Qualifications. The are as follows:

20 1.1, Minimum Qualifications. The Offeror
21 must provide proof with its Proposal that the following

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1 Minimum Qualifications have been met. The Offeror
2 shall be a non-profit organization; have, within the
3 past five years, at least two years of experience
4 administering multiple health or human services
5 programs, such as social service programs, nutrition
6 programs, health care providers and facilities,
7 prevention and wellness programs, or public health and
8 safety programs. The Offeror shall have administered
9 the health service program concurrently at multiple
10 physical locations for at least two years within the
11 past five years.

12 Required Proof. To evidence that an Offeror
13 satisfies the Minimum Qualifications listed in Section
14 1.1, the Offeror shall provide the following with its
15 Proposal: a copy of an IRS tax exemption letter
16 stating that the Offeror is a non-profit organization;
17 a reference from each program that it has administered
18 from the past five years able to attest to the
19 Offeror's experience in administering multiple health
20 service programs concurrently at multiple physical
21 locations at least two years within the past five

1 years.

2 Manner of Proof Submission. Evidence that
3 Minimum Qualifications have been satisfied should be
4 provided as Tab D, see Section 5.4.2.5, and references
5 should include the information required under Tab H,
6 Section 5.4.2.9.

7 The RFP and all subsequent documentation
8 regarding this solicitation will be posted on eMaryland
9 Marketplace, which is ww.emaryland.buyspeed.com/bso
10 (sic), and Maryland Department of Health,
11 ww.mhmdh.maryland.gov/opass/sitepage/home (sic). Please
12 remember that in order to receive a Contract award a
13 vendor must register on eMaryland Marketplace.
14 Registration is free. Review Subsection 4.2 for
15 details. I would like to stress to everyone today that
16 when we get to the question and answer portion of this
17 meeting, we ask that everyone who asked the question
18 will also submit the same question to the Department in
19 writing for clarity purposes. The Q and A along with
20 the minutes and other documents will be posted on
21 eMaryland and Maryland Department of Health websites as

1 quickly as possible. Carefully review Subsection 4.3,
2 Questions, on page 30, regarding how to submit
3 questions subsequent to this Pre-proposal Conference.

4 Questions to the Procurement Officer, Dana
5 Dembrow, with a copy to the Contract Monitor, Robert
6 Bruce, shall be submitted via Maryland Department of
7 Health-dot-solicitation questions at maryland.gov.
8 Questions should be submitted no later than five days
9 prior to the Proposal due date. The Procurement
10 Officer, based on availability of time to research and
11 communicate an answer, shall decide whether an answer
12 can be given before the Proposal date, so try to get
13 any questions done as soon as possible. Subsection
14 4.23, page 35, is regarding payment by electronic funds
15 transfer. Carefully review the clause. By submitting
16 a response to this solicitation, the Offeror agrees to
17 accept payment by electronic transfer, EFT, unless the
18 State Comptroller's Office grants an exemption.
19 Payment by EFT is mandatory for Contracts exceeding
20 200,000. This section goes into detail on how to
21 register or request an exemption.

1 Points to emphasize. The procurement method
2 used for this solicitation is Competitive Sealed
3 Proposals. There are several steps involving --
4 involved in this method, so your attention to this
5 solicitation document is crucial to the successful
6 submission of your Proposal. The Scope of Work,
7 Background and Purpose is listed in Section 2,
8 Subsection 2.2, on page 9. This subsection gives an
9 outline of the responsibilities of the Contractor. The
10 program, in its overview, will go over specific
11 requirements listed in this section. The Scope of Work
12 requirements listed in Section 2, Subsection 2.3,
13 begins on page 9. This is the meat of the solicitation
14 that will give you a clear understanding of what the
15 Department expects of the successful Offeror and the
16 provision of the services.

17 Proposal Format. Offerors are required to
18 submit their responses to the RFP in two parts.
19 Section 5, Proposal Format, beginning on page 40
20 clearly lists all submission requirements. Your
21 Proposals shall be submitted in separate volumes:

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1 Volume I, Technical Proposal, separately sealed; Volume
2 II, Financial Proposal, separately sealed. Subsection
3 5.2, Proposals, page 40, Volume I, Technical Proposal,
4 lists all the documents and information required with
5 the Technical Proposal. A zero percent MBE/VSBE goal
6 has been established for the Contract resulting from
7 this RFP. The following number of Technical Proposals
8 are required: (1) original executed Technical Proposal
9 and all supporting material, marked and sealed; (2)
10 five duplicate copies of the above, separate, marked
11 and sealed; (3) an electronic version of the Technical
12 Proposal in Microsoft Word format, Version 2007 or
13 greater; (4) the Technical Proposal in searchable Adobe
14 .pdf format; and (5) a second searchable .pdf -- Adobe
15 .pdf copy of the Technical Proposal redacted in
16 accordance with confidential and/or proprietary
17 information removed. See Section 5.2.3.

18 Within five days of being -- within five days
19 of being notified of its recommendation of award, the
20 Offeror must complete and submit the Contract Affidavit
21 set forth in Attachment C. If there is a question of

1 who your Resident Agent is, please call the State's
2 Corporate Charter Division at 410-767-1330. The office
3 is located at 301 West Preston Street. Please note
4 that the Contract shall not become effective until the
5 Contract Affidavit is signed and returned after
6 official notification. To simplify the submission,
7 Subsection 5.4, Technical Proposal, on page 41 shows
8 where documents and information should be included in
9 the Technical Proposal. Section 5.5, Volume II,
10 Financial Proposal, page 47. Under separate sealed
11 cover from the Technical Proposal, and fully identified
12 in the format identified in Section 5.2, Proposals, the
13 Offeror shall submit only one unbound copy, four
14 unbound hard copies, and one electronic version, CD or
15 DVD, in MS Word of the Financial Proposal. The
16 Evaluation Committee, Evaluation Criteria, and
17 Selection Procedure are outlined in Section 6.
18 Beginning on page eight, the Proposal will be evaluated
19 by a committee organization for the purpose -- for that
20 purpose and will be -- and will be based on the
21 criteria set forth in the RFP. Okay?

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1 MR. SHIRD: Okay.

2 MS. RUFFIN: Okay. I thought I was doing
3 something wrong. I could feel you looking at me. The
4 Technical Criteria listed in descending order of
5 importance can be found in Subsection 6.2, page 48,
6 within the Financial Criteria listed on Subsection 6.3,
7 page 49. The Selection Procedure is highlighted in
8 Subsection 6.5, page 50. As noted, the Contract will
9 be awarded to the responsible Offeror that submitted
10 the Proposal determined to be the most advantageous to
11 the State. In making this most advantageous Proposal
12 determination, technical factors will receive greater
13 weight than financial factors.

14 MR. SHIRD: Vern Shird, Maryland WIC Program.
15 I'm just going to chime in regarding the Financial
16 Proposal Evaluation Criteria. There is no Financial
17 Proposal required for this RFP and no Financial
18 Criteria are part of the evaluation of this Proposal.

19 MS. RUFFIN: Thank you. Documents required
20 upon notice of recommendation for Contract Award is
21 listed in Section 6.6, page 51. Other than composing

1 your Technical Proposal, the most important matter is
2 to get your Proposal to us by the date, time, and
3 location listed. Your Proposals are due no later than
4 Monday, March 12th, 2018 at two o'clock p.m. local
5 time. The address for receipt of Proposal is listed on
6 the Key Information Summary Sheet, page three, Roman
7 numeral iii. No Proposals will be accepted after two
8 p.m. Please note that the Proposals come to Maryland
9 Department of Health headquarters at 201 West Preston
10 Street to my attention, Room 416. Please address your
11 Proposal packages to the same address listed. The
12 three acceptable means of delivering Proposals are --
13 see Subsection 5.3, Delivery -- (1) the U.S. Postal
14 Service; (2) hand-delivered by Offeror, ask for
15 receipt; (3) hand-delivered by commercial carrier, ask
16 for receipt.

17 Please remember that after this Pre-proposal
18 Conference, prospective vendors -- prospective Offerors
19 may have questions answered that may help them
20 understand the RFP, et cetera. Just keep in mind that
21 the answers to your questions, if they are significant

1 in nature, shall be posted on eMaryland and Maryland
2 Department of Health websites. Therefore, please allow
3 sufficient time for this to occur. If there are any
4 questions, please let me know at this time. Anything
5 anybody would like to add?

6 MS. ROYER: Mary Royer. The Contract Monitor
7 is no longer Robert Bruce.

8 MS. RUFFIN: Do you have the -- is she it?

9 MS. ROYER: Yeah.

10 MS. RUFFIN: Okay. So correction on that.
11 Okay. So questions to the Program -- questions to the
12 Procurement Officer, Dana Dembrow, with a copy to the
13 Contract Monitor, Mary Royer, shall be submitted via
14 Maryland Department of Health, solicitation questions
15 at maryland.gov. Thank you. Anything else? And as
16 Vern stated, there is no Financial Proposal. You have
17 a question?

18 MS. HALL: I do, but I don't if it's relevant
19 in this conversation. So we're an incumbent WIC
20 office, Greater Baden. The question is, would we apply
21 if we want to expand services? Would we do that under

1 this Proposal?

2 MS. ROYER: You could list, if you're -- if
3 you know where the clients would be under the Proposal,
4 but it wouldn't change the original, initial funding --

5 MS. HALL: Okay.

6 MS. ROYER: -- because that would be
7 (indiscernible) participation and the yearly award.

8 MS. HALL: Okay.

9 MS. ROYER: And so if you were going to add
10 that in, just put it as like a -- like a future
11 possibility type thing.

12 MS. HALL: Okay.

13 MS. RUFFIN: Okay. If there aren't any
14 additional questions, comments, parting desires, we're
15 going to conclude. Thank you for coming. We
16 appreciate it. So we'll be adjourning at -- what time
17 do you have --

18 MR. SHIRD: 1:20.

19 MS. RUFFIN: -- 1:22 -- 1:20.

20 (Whereupon, at 1:2 p.m., the Pre-proposal
21 Conference was adjourned.)

CERTIFICATE OF NOTARY

I, Deborah B. Gauthier, Notary Public, before whom the foregoing testimony was taken, do hereby certify that the witness was duly sworn by me; that said testimony is a true record of the testimony given by said witness; that I am neither counsel for, related to, nor employed by any of the parties to this action, nor financially or otherwise interested in the outcome of the action; and that the testimony was reduced to typewriting by me or under my direction.

This certification is expressly withdrawn upon the disassembly or photocopying of the foregoing transcript, including exhibits, unless disassembly or photocopying is done under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.

DEBORAH B. GAUTHIER,
Notary Public in and for
the State of Maryland

My Commission Expires:

October 17, 2019

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