

PRE-BID CONFERENCE  
Pharmaceutical Services – JLG-RICA  
DHMH/OPASS 15-13421

March 18, 2014  
11:00 A.M. - Room 535

**MINUTES**

**PRESENT:**

Ann Miller, COO - JLG-RICA  
Martin McFadden, Procurement Officer – JLG-RICA  
Dr. Melissa Arking, Pediatrician/Contract Monitor – JLG-RICA  
Dr. Claudette Bernstein, Medical Director – JLG-RICA  
Sheila Harvey, Assistant to COO – JLG-RICA  
Theresa B. Ammons, Contract Officer, DHMH/OPASS (via conference call)

Nancy Cramer - Allied Pharmaceutical Services, Inc.  
Chude Onyechi - IS60, LLC

**PROCUREMENT OVERVIEW**

Theresa Ammons presented an overview of the procurement process and began by stating that the Invitation for Bid was for Pharmaceutical Services for the JLG – Regional Institute for Children and Adolescents. The resulting contract is for a five (5) year period with no renewal options. The anticipated contract start date is **July 1, 2014**. Ms. Ammons also stated that minutes would be taken and be posted on eMaryland Marketplace and DHMH website.

Section 1- General Information and Summary: A single award will be made as a result of this solicitation. The Invitation For Bid (IFB) has been posted on both the DHMH and e-Maryland Marketplace websites. All prospective bidders must be registered with e-Maryland Marketplace. The Procurement Method is Competitive Sealed Bidding. A MBE subcontracting goal was not established for the resulting contract. However, MBEs are encouraged to participate.

Section 1.9 - Questions: Read section carefully. Use the following email address to submit any questions – [dhmh.solicitationquestions@maryland.gov](mailto:dhmh.solicitationquestions@maryland.gov). It is suggested that prospective bidders copy their questions to Ms. Ammons, the Contract Officer and Martin McFadden, the facility's Procurement Officer. Their contact information can be found in the solicitation packet.

A Statement was received from a prospective bidder prior to the conference regarding a few specific drugs. The answers were discussed and will be posted on e-Maryland Marketplace and DHMH websites.

**Section 1.11 – Bids Due Date and Time: Bids must be received by the Procurement Coordinator, at the address listed on the Key Information Summary Sheet, no later than 2:00 p.m. local time on March 31, 2014 in order to be considered. Late bids will not be accepted.**

Section 1.30 - Electronic Funds Transfer: Payment by electronic transfer is mandatory for contract exceeding \$100,000. Vendor must be registered with the State in order to receive funds electronically. Attendees were encouraged to read this section for details.

Section 2 - Minimum Qualifications:

1. Current License from Maryland Board of Pharmacy. Include copy with bid.
2. Two (2) years consecutive experience with this type of service within the past 5 years. References are required to attest to the bidder's experience.

Section 3 - Scope of Work: Carefully read this section – it is the “Meat” of the solicitation. Subsection 3.2.4 provides an extensive list of all required pharmaceutical services and what the Department expects of the successful vendor. Questions regarding this and all other sections should be submitted electronically prior to bid due date. The questions and answers will be posted to eMaryland Marketplace and DHMH websites.

Section 4: Bid Format:

Subsection 4.4 – Required Bid Submissions: This section lists documents to be included at the time of bid submission. All required documents are to be submitted in **triplicate**.

**Please note that Attachment F- is the Bid Sheets in excel format.** All Unit Prices must be the actual price per unit the Bidder paid for the specific item and verified by submitting invoices with this IFB as required in the Bid. If the Bidder has not purchased a specific drug in the past, a quote from the Bidder's supplier is permitted.

Subsection 4.7 – Documents Required Upon Notice of Recommendation for Contract Award:

One of the documents required of the recommended vendor will be Contract Affidavit - Attachment C. You must be registered with the State Department of Assessment and Taxation in order to complete this form. This affidavit asks for the name of your resident agent. If you are unsure of the identity of this person, please call the State Corporate Charter Office at 410-767-1330.

Bid pages for Pharmacy Services are in an Excel Document. Bid instructions are Attachment F. Enter price for each drug, brand, generic and OTC. All prices must be per unit, verified by invoice or quote from supplier. Drugs listed are used as basis for contract. This drug list is comprehensive, but not all inclusive. Insurance Companies will be billed.

As mentioned earlier, bids are due by **March 31 no later than 2:00 PM**. No bids will be accepted after 2:00 PM. The Bid Opening will take place at 2:15 PM. Send bids to the attention of Martin McFadden or hand carry. If hand carried notation of date and time must be on the documentation.

Questions received prior to the Pre-Bid Conference will be posted to eMaryland Marketplace. All other questions must be submitted before bids are due. Please allow sufficient time for posting of all questions and answers before the bid due date.

An Addendum will also be posted on eMaryland Marketplace to note any changes to the list of drugs listed on the excel Bid Sheets.

The meeting adjourned at 11:32 AM

Sheila Harvey

Sheila Harvey, Recorder