

MARYLAND DEPARTMENT OF HEALTH

PRE-PROPOSAL MEETING

FOR

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

MDOPASS NO.: 21-18717

FEBRUARY 25, 2021

via Google Meet

10:05 a.m. - 10:25 a.m.

PRESENT FROM MDH:

DANA WRIGHT, Contract Officer
HEATHER THOMAS, Procurement Specialist
MARY ROYER, Contract Monitor
JENNIFER WILSON, State Director, Office for
Maryland WIC Program
ROBERT BRUCE, Chief Operations Officer for the
Prevention and Health Promotion
Administration
SHERRI SABOL, Chief of Nutrition and Breastfeeding
Services, Maryland WIC Program

ALSO PRESENT:

ALEASHA ARTHUR, TIS Foundation
ANNE SCLATER, Mary's Center for Maternal and Child
Care
AKUA ODI BOATENG, Mary's Center for Maternal and
Child Care
SONYA BRUTON, Community Clinic, Inc., DBA CCI
Health and Wellness

REPORTED BY: KATHLEEN A. COYLE, Notary Public

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

2 MS. WRIGHT: Good morning, everyone. I ask
3 that everyone mute their phones unless they're speaking
4 at this time.

5 Okay. We'll get started. Good morning and
6 welcome. My name is Dana Wright from the Office of
7 Procurement and Support Services, or OPASS for short. I
8 am here today to help you understand the process for
9 this procurement. If further clarification is needed
10 after this meeting, I can be reached at the email
11 MDH.solicitationquestions@maryland.gov

12 This meeting is to review the request for
13 proposal for provisions of Women, Infants and Children
14 (WIC) Program Local Agency in Montgomery County and
15 targeted areas of Prince George's County. The Maryland
16 Department of Health OPASS number 21-18717. The EMMA
17 number, BPM022805.

18 At this time I ask that the other MDH
19 employees introduce themselves, followed by Mary Royer,
20 confirming the representatives that registered for this
21 meeting.

1 What I'm going to do right now, I'm going to
2 introduce myself again to make sure that the reporter
3 that's taking the notes for this meeting has it
4 clearly. Again, my name is Dana Wright. I'm the
5 contract officer for this contract. And we can start
6 with you, Mary.

7 MS. ROYER: All right. I am Mary Royer. I
8 am Chief of the WIC -- I'm the WIC Chief for the
9 Financial and Project Management Unit. I am the
10 Contract Monitor for this RFP. And I'll go to Jen
11 next.

12 MS. WILSON: Good morning. My name is Jen
13 Wilson. I am the State Director of Our office for the
14 Maryland WIC Program. I'll go to Sherri.

15 MS. SABOL: Good morning, everyone. I'm
16 Sherri Sabol, and I'm the Chief of Nutrition and
17 Breastfeeding Services for the Maryland WIC Program.
18 And I will go to Heather.

19 MS. THOMAS: Good morning, everyone. My
20 name is Heather Thomas. I'm the Procurement Specialist
21 who provides (indiscernible) program.

1 MS. WRIGHT: Okay. Are there any --

2 MR. BRUCE: My name is Robert Bruce. I'm the
3 Chief Operations Officer for the Prevention and Health
4 Promotion Administration.

5 MS. WRIGHT: Thank you, Robert. Mary, can
6 you confirm the representatives that have registered
7 for the meeting, please?

8 MS. ROYER: I have the TIS Foundation; is
9 anybody on for them?

10 MS. ARTHUR: Yes. Aleasha Arthur.

11 MS. ROYER: Hello, Aleasha.

12 MS. ARTHUR: Hi.

13 MS. ROYER: I think you had somebody else
14 registered as well. I can't quite read.

15 MS. ARTHUR: Yes. I'm not sure if they're
16 jumping on.

17 MS. ROYER: Okay. That's fine. And then I
18 have, is it Renaye James Healthcare Advisors; is
19 anybody on for that group?

20 (No response.)

21 MS. ROYER: Okay. Maybe they'll join us a

1 little later. And then I have Mary's Center; is
2 anybody on for Mary's Center?

3 MS. SLAUGHTER: Yes. This is Anne Sclater
4 from Mary's Center. And I think my colleague, Odi, is
5 going to join too. I'm not sure if she's on the line
6 or not.

7 MS. ROYER: Okay.

8 MS. BOATENG: I'm on. Good morning. My name
9 is Akua Boateng, for Mary's Center.

10 MS. ROYER: Okay. And then I have CCI; is
11 anybody on for CCI?

12 DR. BRUTON: Yes. This is Dr. Sonya Bruton,
13 CEO of CCI Health and Wellness. We have our team on
14 the line.

15 MS. ROYER: Okay. Kathy, are you good? I
16 can send the spelling of everyone's name.

17 THE REPORTER: Yes. That would be great.
18 Thank you.

19 MS. ROYER: Back to Dana.

20 MS. WRIGHT: Okay. We'll continue. It is
21 very important that everyone confirms attendance in

1 case there is a need to contact you as a result of this
2 meeting.

3 As you know, the contract resulting from this
4 solicitation will be for seven years base period, no
5 options.

6 There are minimum qualifications for this
7 solicitation. There are no MBE or VSBE subcontracting
8 goals for this solicitation.

9 Carefully review Section 2, contractor
10 requirements/scope of work, beginning on page two of
11 the RFP. As noted, MDH has issued this RFP in order to
12 engage a non-profit organization, as required by 7TFR
13 2465B, to administer a WIC Program in Montgomery County
14 and targeted areas of Prince George's County.

15 All subsequent documentation regarding this
16 solicitation will be posted on eMaryland Marketplace
17 Advantage website and the Maryland Department of Health
18 website.

19 Please remember that in order to receive a
20 contract award a vendor must be registered on eMaryland
21 Marketplace Advantage. Registration is free. Please

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1 review Section 4.2 for details on page 27.

2 I would like to stress to everyone today that
3 any questions asked during this question and answer
4 portion of the meeting be submitted to the Department
5 in writing for clarity purposes. The questions and
6 answers, along with minutes and other documents, if
7 required, will be posted on eMaryland Marketplace
8 Advantage and Maryland Department of Health website as
9 quickly as possible. Carefully review Section 4.3
10 questions, on page 27, regarding how to submit
11 questions subsequent to this pre-proposal conference.
12 Questions to the procurement officer, Queen Davis,
13 shall be submitted via
14 MDHsolicitationquestions@maryland.gov Questions should
15 also be submitted no later than five days prior to the
16 proposal due date. The Procurement Officer, based on
17 the availability of time to research and communicate
18 any answer, shall decide whether an answer can be given
19 before the proposal due date. Given that, please try
20 to submit any questions as soon as possible.

21 An addendum number one was issued on February

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1 23, 2001, (sic) to extend the question due date and
2 proposal due date. All acknowledgments, all addendums
3 are to be submitted with the offeror's proposal
4 response.

5 Carefully review the clause shown in Section
6 4.2.3, page 32, payments by electric funds transfer.
7 By submitting a response to this solicitation the
8 offeror agrees to accept payment by electronic funds
9 transfer unless the State Comptroller's Office grants
10 an exemption. Payments by electronic funds transfer is
11 mandatory for contracts exceeding \$200,000. This
12 section goes over the details on how to register or
13 request and exemption.

14 The procurement method used for this
15 solicitation is competitive sealed proposal. There are
16 several steps involved in this method, so your
17 attention to the solicitation documents is crucial to
18 the successful submission of your proposal. Again,
19 minimum qualifications must be met.

20 The contract requirements/scope of work is
21 listed in Section 2, beginning on page two. This gives

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1 the outline of the responsibilities of the contract and
2 gives you a clear understanding of what the Department
3 expects of the successful offeror and the provisions of
4 the service. Please note, someone from the program
5 staff will give further emphasis on the scope of work.

6 Proposal format. Offerors are required to
7 submit their response to the RFP in two parts. Section
8 five, proposal format, begins on page 38, clearly lists
9 all submission requirements. Again, I want to stress
10 that your proposal shall be submitted as one volume,
11 which is the technical proposal.

12 The technical proposal, consisting of one
13 electric version and all supporting material, must be
14 in Microsoft format version 2007 or greater, one
15 electric version of the technical proposal in
16 searchable Adobe pdf format, and one electronic
17 searchable Adobe pdf of the technical proposal with
18 confidential and proprietary information redacted. See
19 Section 4.8.

20 There is no financial proposal for this
21 solicitation.

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1 The evaluation and selection procedure are
2 outlined in Section 6, beginning on page 47. Your
3 proposals will be evaluated by a committee organized
4 for that purpose, and will be based on the criteria set
5 forth in the RFP. The technical proposal evaluation
6 criteria, listed in descending order of importance, can
7 be found in Section 6.2, on page 47, with the financial
8 proposal evaluation listed in Section 6.3, on page 49.
9 The selection procedures are highlighted in Section
10 6.5, on page 49.

11 As noted, the contract will be awarded to the
12 responsible offeror that submits the proposal
13 determined to be the most advantageous to the State
14 considering technical evaluation factors as set forth
15 in the RFP.

16 Documents required upon notice of
17 recommendation for contract award are listed in Section
18 6.6, on page 40. Other than composing your technical
19 proposals the most important there is that you have
20 your proposal submitted by the date, time and location
21 listed. Therefore, your proposals are due no later

1 than April the 16, 2021, at 2:00 p.m., local time. No
2 proposals will be accepted after 2:00 p.m.

3 The acceptable means of delivering a proposal
4 will be through the eMaryland Marketplace Advantage, or
5 EMMA, submission. See Section 5.2, proposal delivery
6 and packaging.

7 Please remember that after this pre-proposal
8 conference perspective offerors may have questions that
9 may help them understand the RFP process. Please keep
10 in mind that the answers to your questions, if they are
11 significant in nature, shall be posted on EMMA and MDH
12 website. Therefore, please allow sufficient time for
13 this to occur.

14 Again, if you have any questions or comments
15 you may contact me by the email address
16 MDHsolicitationquestions@maryland.gov

17 Before questions are taken I ask that you
18 please state your name, the name of your company so the
19 minutes will be taken accurately. At this time are
20 there any questions?

21 (No response.)

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1 MS. WRIGHT: Okay. The program will now give
2 the emphasis of the scope of work. Mary?

3 MS. ROYER: Like Dana said, we are issuing
4 this Request for Proposal to administer a WIC program
5 according to the local Agency Policy and Procedure
6 Manual, in Montgomery County and targeted areas of
7 Prince George's County. WIC is a federally funded
8 program that provides healthy supplemental foods and
9 nutrition counseling for pregnant women, new mothers,
10 infants and children under the age of five who are
11 determined eligible.

12 The services include enrolling applicants in
13 the WIC program, providing supplemental foods through
14 the WIC food instrument system, making nutrition
15 education services available, and providing referrals
16 to health care and other social services agencies as
17 needed.

18 The program has 40 plus years of preventing
19 children's health problems and improving their long-
20 term health, growth and development.

21 And that's just kind of a brief overview of

1 what the WIC program is and what we do. Do you guys
2 have any questions pertaining to the RFP or the scope
3 of work?

4 (No response.)

5 MS. ROYER: All right. Well, if you guys
6 think of any, you can always email them to Dana like
7 she said.

8 MS. WRIGHT: Okay. And can we just confirm
9 if the company joined us? Mary, I think you said it
10 was Renaye James Healthcare?

11 MS. ROYER: Yes. I don't believe anybody
12 additional jumped on this morning.

13 (No response.)

14 MS. WRIGHT: Okay. If there are no
15 questions at this time, again, just a reminder that the
16 sealed proposals are due no later than 2:00 p.m., on
17 April 16, 2021, and will not be accepting any proposals
18 after the due date.

19 And also the addendum number one was in fact
20 posted on the eMaryland Marketplace website and also
21 must be submitted as part of your proposal.

1 Again, the minutes to the pre-proposal
2 meeting and the attendance will be posted on the
3 eMaryland Marketplace website as soon as possible. And
4 again, if you have any other questions or concerns feel
5 free to refer to the key summary sheet that gives the
6 specific email addresses and dates for the RFP process.

7 If there are no further questions at this
8 time, I thank you all for joining us today. And good
9 luck. Thank you.

10 (Whereupon, at 10:25 a.m., the meeting
11 was adjourned.)

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CERTIFICATE OF NOTARY

I, Kathleen A. Coyle, 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.



KATHLEEN A. COYLE
Notary Public in and for
the State of Maryland

My Commission Expires: April 30, 2022

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