

PRE-BID CONFERENCE
Thursday, February 27, 2020
Peer Review Services for the Maryland Board of Physicians
MDH/OPASS # 20-18646
eMMA#: BPM018233

POINTS TO EMPHASIZE:

Good Afternoon and welcome to the Pre-bid Conference for the Peer Review Services for the Maryland Board of Physicians. My name is Calvin T. Johnson from OPASS and I'm here today to help you understand the process for this procurement. If we can take this opportunity to introduce yourself.

Please be sure that your name, telephone and fax numbers, address and e-mail address are listed on the sign in sheet. If there is a need to contact you as a result of this meeting, we will be able to do so easily.

As you know, the contract resulting from this solicitation will be for one (1) year base period with two (2) 1-year renewal option years beginning on or about September 1, 2020 or earlier.

2. POINTS TO EMPHASIZE: - **WE REQUIRE THAT THE ENTIRE PACKET BE RETURNED TO US IN TRIPPLICATE!!!**
- A. The Procurement Method used for this solicitation is **Competitive Sealed Bidding**. Although this is a relatively uncomplicated process, I cannot stress too much the importance of following some new additional steps and requirements.
- There is no MBE goal for this solicitation.
- B. There are Minimum Qualifications contained in the solicitation stated in section 1 on page 9.
- C. The Scope of Work-Requirements listed in Section 2. This is the "meat" of the solicitation that will give you a clear understanding of what the Department expects of the successful Offeror in the provision of the services. Please note: someone representing program staff will give further emphasis on the Scope of Work.
- D. Be sure that you have completed and signed the **Bid/Proposal Affidavit**. If there is a question of who your Resident Agent is, please call the State's Corporate Charter Division at (410) 767-1330. The office is located at 301 W. Preston Street.

Within 10 days of being notified of its recommendation for award, the bidder must complete and submit Contract Affidavit set forth in Attachment N. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned.

Please include in your transmittal letter a statement regarding the appropriate Tier designation for the Living Wage Requirement Law. (See Section 4.28 & Attachment F.

- C Please correctly complete the **Bid Form**. Pay special attention to the Bid Instructions listed in Attachment B. Failure to include these items will void your bid submission.
- D. Please see Section 4.2 – (eMaryland Marketplace Advantage registration)
- Section 4.23 (Electronic Funds Transfer) By submitting a Bid in response to this solicitation, the Bidder, if selected for award:
- Agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller’s Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. The Registration Request Form.
- Any request for exemption must be submitted to the State Comptroller’s Office for approval at the address specified on the COT/GAD X-10 form, must include the business identification information as stated on the form, and must include the reason for the exemption. The COT/GAD X-10 form may be downloaded from the Comptroller’s website at:
- http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf.
- E. Section 4.9 (Award Basis)
- F. Lastly, don't forget to sign the Bid Form and Signature pages.
- G. The most important matter is to get your bid to us by the date, time, and location listed. Your bids in triplicate are due no later than **Tuesday, March 31, 2020 at 2:00pm. No bids will be accepted after that time.**

Please address your bid packets to Attention: Calvin T. Johnson at 201W. Preston Street, Room 416 Baltimore, MD 21201

The bid opening is public and may be attended by you. At the time of the bid opening, an apparent successful vendor will be determined. However, a final determination will be made after bid submission requirements, bid calculations, etc. are made and verified.

H. The three acceptable means of delivering a bid are:

1. The U.S. Postal Service
2. Hand Delivery by Offeror - ask for receipt
3. Hand Delivery by Commercial Carrier - ask for receipt

Please remember that after this Pre-Bid Conference prospective vendors can have questions answered that may help them understand the IFB, etc. Just keep in mind that the answers to your questions, if they are significant in nature, will be shared with all who received a copy of the specs. Therefore, please allow sufficient time for this to occur.

If you have any comments/questions about the procurement process, please contact myself or the procurement officer at mdh.solicitationquestions@maryland.gov.

At this time I will let the Program provide a brief overview of the IFB

Do we have any questions if you do please state your name and company

If there are any questions, please email them

The meeting minutes and questions and answers will be posted by the end of next week.

Thank you for coming