

Pre-Proposal Conference
Wednesday, March 23, 2022
Oversight Management Consulting and Program Management
MDH/OCMP 22-00001
eMMA# BPM028588

Good Afternoon, my name is Sabrina Lewis from the Office of Contract Management & Procurement (OCMP for short), and I am here to help you understand the process for this procurement. In case there is a need for clarifications after this meeting, I am the main point of contact, can be reached at the mdh.solicitationquestions@maryland.gov email address. This meeting is to review the Request for Proposals for provision of **Oversight Management Consulting and Program Management**.

1. The Department will award one contract to the successful offeror as a result of this RFP. MBE/VSBE goals were established for the resulting contract.

It is very important that everyone sign in via the chat room instructions so if there is a need to contact you as a result of this meeting, we will be able to do so more easily.

As you know, the contract resulting from this solicitation will be for a three-year duration with two 1-year option periods.

Section 1 the RFP, notes that there are no **Offeror Minimum Qualifications**. Please see Addendum 4 posted to eMMA.

All subsequent documentation regarding this solicitation will be posted on eMarylandMarketplace Advantage and MDH websites. Please remember that in order to receive a contract award, a vendor must be “registered” on eMMA. Registration is free. Review [Subsection 4.2](#) for details.

I would like to stress to everyone today that when we get to the Q/A portion of this meeting, we ask that everyone who asks a question will also submit that same question to the Department in writing for clarity purposes. The Q/A along with the Minutes and other documents will be posted to eMMA and MDH websites as quickly as possible.

Carefully review [Subsection 4.3 – Questions](#) regarding how to submit questions subsequent to this Pre-proposal Conference. Questions to the Procurement Officer, Mr. Jim Beauchamp, with a copy to Ms. Lewis shall be submitted via <https://mdh.solicitationquestions@maryland.gov>. Questions should be submitted no later than five (5) days prior to the proposal due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the proposal due date. So try to get any questions to us ASAP.

Again, the contract resulting from this solicitation will be in effect for three years w. two one-year option periods beginning as soon as possible.

Subsection 4.23, is regarding **Payment by Electronic Funds Transfer**. Carefully review this clause. By submitting a response to this solicitation, the Offeror 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. This section goes into detail on how to register or request an exemption.

2. **POINTS TO EMPHASIZE:**

- A. The Procurement Method used for this solicitation is **Competitive Sealed Proposal**. There are several steps involved in this method so your attention to the solicitation document is crucial to the successful submission of your proposal.
- B. As mentioned early there are no **Offeror Minimum Qualifications** for this procurement.
- C. The **Contractor Requirements - Scope of Work** is listed in Section 2. This subsection gives an outline of the responsibilities of the contractor. This is the "meat" of the solicitation that will give you a clear understanding of what the Department expects of the successful Offerors in the provision of the services.
- D. The **Contractor Requirements - General** is listed in Section 3 beginning with subsection 3.1.

E. **PROPOSAL FORMAT**

Offerors are required to submit their responses to the RFP in two parts. **Section 5 – PROPOSAL FORMAT** clearly lists all submission requirements. Offerors must submit proposals through the State's internet based electronic procurement system, eMaryland Marketplace Advantage eMMA.

- Your proposals shall be submitted in separate volumes:
Volume I – Technical Proposal
Volume II – Financial Proposal

Subsection 5.2 – Proposals Delivery and Packaging:

Section 5.2.1 - Volume I – Technical Proposal lists all of the documents and information that are required with your Technical Proposal. In addition a second electronic version in searchable pdf format for Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed.

Within 5 days of being notified of its recommendation for award, the offeror must complete and submit a Contract Affidavit set forth in Attachment N.

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.

Please note that the contract shall not become effective until the Contract Affidavit is signed and returned after official notification.

- E To simplify the submission, **Subsection 5.2 – The Technical Proposal** - shows where documents and information should be included in the Technical Proposal.

Section 5.3 - Volume II – Financial Proposal:

- F. Under separate sealed cover from the Technical Proposal and clearly identified in the format identified in Section 5 “Proposals Format”, the Offeror shall submit its Financial Proposal. For the purposes of this procurement, the Financial Proposal Form is included in excel format. Comments and notes regarding the Financial Proposal Form can be directed to program staff present here today.
- G. The **Evaluation Committee, Evaluation Criteria and Selection Procedure** are outlined in Section 6. Your proposals will be evaluated by a committee organized for that purpose and will be based on the criteria set forth in the RFP.

The **Technical Criteria**, listed in descending order of importance, can be found in Subsection 6.2 with the **Financial Criteria** listed in Subsection 6.3.

The **Selection Procedure** is highlighted in Subsection 6.4. As noted, contracts will be awarded to the responsible Offeror that submitted the proposal determined to be the most advantageous to the State considering technical evaluation factors and price factors as set forth in the RFP.

Documents Required Upon Notice of Recommendation for Contract Award is listed in Section 6.5

- H. Other than composing your technical and financial proposals, the most important matter is to get your proposals to us by the date, time, and location listed. Your proposals are due no later than **Tuesday, April 19, 2022 @ 2:00 pm** via eMMA. **No proposals will be accepted after 2:00 p.m**

Please address your proposal packets to the same address listed.

Please remember that after this Pre-Proposal Conference prospective offerors may have questions answered that may help them understand the RFP, etc. Just keep in mind that the answers to your questions, if they are significant in nature, shall be posted on the eMMA and MDH websites. Therefore, please allow sufficient time for this to occur.

If you have any comments/questions about the procurement process after this conference, please contact OCMP at mdh.solicitationquestions@maryland.gov. Good Luck!!!