

OFFICIAL TRANSCRIPT OF THE
MARYLAND HEALTHCARE COMMISSION
PRE-PROPOSAL CONFERENCE FOR
MINIMUM DATA SET (MDS) AND LONG TERM CARE
PLANNING CONSULTANT

SOLICITATION NO. MHCC 17-001

AUGUST 17, 2016

11:00 A.M.

Maryland Health Care Commission
4160 Patterson Avenue
Baltimore, Maryland 21215

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A T T E N D E E S

On Behalf of MHCC:

Andrea Allen, Procurement Officer
Linda Cole, Chief, Long Term Care Policy and Planning
Sandy Biddinger, Assistant Chief, Database and Application
Development
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and Reporting

Participants:

Frank A. Armingier, Health Integrity, LLC
Herbert Thompson, KEN Consulting
Emmanuel Erskine, KEN Consulting
Narayan V. Athreya, ICube Systems
Tuesday Williams, 2SDAY International
Sarah McClelland, Health Management Associates
Katharina Lester, Telligen
Patrick V. Trotta, Telligen
William R. List, Telligen
Mark Krushat, Telligen
Linda Daily, Livanta, LLC
Raina Sharma, Audacious Inquiry
Genevieve Morris, Audacious Inquiry
Charlotte Jelloevc, Delmarva Foundation
John B. Dresslar, Myers and Stauffer, L.C.
Cynthia H. Woodcock, The Hilltop Institute
Mehnaz Zahid, Xerox
Nalim Burr, N-3 Technologies
Johnnetta Davis-Joyce, Econometrica, Inc.
Ade Adebisi, Ascellon Corporation

Via Teleconference:

Sharon Fisher, Point Right
Heidi Robbins-Brown, Health Management Associates

Reporter:

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1 MS. ALLEN: Okay. It's 11 o'clock, and we'll go
2 ahead and get started. Good morning. My name is Andrea
3 Allen, and I'm the Procurement Officer for the Maryland
4 Healthcare Commission. The -- excuse me -- and I would like
5 to thank you all for participating in the Pre-Proposal
6 Conference for MHCC 17-001, entitled, Data Set and Long-term
7 Care Planning Consultant.

8 What we'll do first is we'll introduce ourselves
9 starting with MHCC staff and then we'll just go around the
10 table, and whoever else joins us. All of this is for the
11 record, and it will be a transcript recorded, and posted when
12 we get it back from the court reporter. So, we can start with
13 Ms. Linda Cole.

14 MS. COLE: Linda Cole, Maryland Healthcare Commission.

15 MS. BIDDINGER: Sandy Biddinger, Maryland Healthcare
16 Commission.

17 MS. SU: Hui Su, Maryland Healthcare Commission.

18 MS. MCCLELLAND: Sarah McClelland, Health Management
19 Associates.

20 MR. TROTTER: Patrick Trotta, Hertzbach and Company.

21 MR. LIST: Bill List, Hertzbach and Company.

22 MR. THOMPSON: Herbert Thompson with KEN Consulting.

23 MR. ERSKINE: Emmanuel Erskine, KEN Consulting.

1 MR. ATHREYA: Narayan V. Athreya from ICube Systems.

2 MS. LESTER: Katharina Lester from Telligen.

3 MR. KRUSHAT: Mark Krushat, Telligen.

4 MR. ARMINGER: Frank Arminger from Health Integrity,
5 LLC.

6 MS. WILLIAMS: Tuesday Williams, 2SDAY International.

7 MS. SHARMA: Raina Sharma, Audacious Inquiry.

8 MS. MORRIS: Genevieve Morris, Audacious Inquiry.

9 MS. JELLOEVC: Charlotte Jelloevc from Delmarva
10 Foundation.

11 MR. DRESSLAR: John Dresslar, Myers and Stauffer,
12 L.C.

13 MS. ALLEN: Anyone in the audience want to introduce
14 themselves or just --

15 MS. DAILY: Linda Daily from Livanta, LLC.

16 MR. ZAHID: Mehnaz Zahid, Xerox.

17 MS. WOODCOCK: I'm Cynthia Woodcock. I'm with Hilltop
18 Institute.

19 (Pause)

20 MS. ALLEN: Thank you.

21 Okay. Well, so we'll just start with a small, brief
22 introduction of the -- I mean, excuse me -- summary of the
23 RFP. I'm assuming everyone has read it, and pretty familiar

1 with the text in the RFP. Linda will go ahead and give us a
2 brief summary, and then we'll just roll straight into
3 questions, and you know, clarifications.

4 MS. COLE: Okay. Good morning. I'm Linda Cole, and
5 I'm the Contract Manager for this project. And, basically,
6 we're looking for a contractor to maintain and update the MDS
7 Manager Program, which is a series of SES Programs that takes
8 data from the Federal Minimum Data Set or MDS and processes
9 the data to meet the Commission's needs for policy and
10 planning.

11 The tasks include staying current with CMS and
12 Maryland Medicaid policy and regulatory changes, maintaining
13 and updating programs and data, and developing, if needed,
14 data outputs and reports. The requirements include expertise
15 in interpretation and analysis of data from MDS, and other
16 long-term care data sources, long-term care payment policies,
17 and provision of technical assistance, subject matter
18 expertise, policy guidance and long-term care.

19 As Andrea mentioned, we assume that you've read the
20 RFP, so we'll be happy to answer any questions.

21 MS. ALLEN: Okay. The floor is open to questions.

22 MS. COLE: Do you want to review any of the questions?

23 MS. ALLEN: Has everyone had an opportunity to review

1 the questions and responses that were provided on the back
2 table? Do you have any questions about that? Do you need
3 clarifications about that?

4 MR. ATHREYA: This is Narayan Athreya from ICube
5 Systems. Question 6 --

6 MS. ALLEN: Mm-hmm.

7 MR. ATHREYA: Could you please state who developed the
8 system?

9 MS. ALLEN: I'm sorry. Could you say that, again?

10 MR. ATHREYA: Could you please state the contractors -
11 - the contractor company, the vendor, who developed that
12 system, MDS program?

13 MS. ALLEN: Oh, who created the system?

14 MR. ATHREYA: Yeah.

15 MS. ALLEN: It was Myers and Stauffer. Myers and
16 Stauffer.

17 MR. ATHREYA: Follow up on that. Are they eligible to
18 bid on this?

19 MS. ALLEN: Uh, yes, they are.

20 MS. LESTER: I have a question. How often would the
21 data get -- will be updated, everyday?

22 MS. COLE: No. No. We get quarterly data. CMS
23 submits the data to the Office of Healthcare Quality, the

1 licensing agency, and they're the State repository. We have a
2 data use agreement with CMS, and we get the data from them
3 quarterly.

4 MS. LESTER: Quarterly. Thank you.

5 MS. ALLEN: And, please, when you ask a question,
6 please state your name and the firm that you're from, for the
7 record, please.

8 MS. LESTER: Katharina Lester from Telligen.

9 MS. ALLEN: Thank you.

10 Anyone else? Anyone --

11 MR. KRUSHAT: Yeah. Mark Krushat from Telligen. In
12 the RFP, it said you wanted multiple people to have
13 credentials to get on the system that the managers are on now,
14 but that only one person could be allowed on at a time. Is it
15 possible that that could be relaxed during the contract or is
16 that a hard rule?

17 MS. BIDDINGER: That's, usually, a pretty hard rule.
18 It's not for a lack of not having the ability to get on it,
19 it's more or less the licensing we have and more of brings
20 down the system when multiple people are running it.

21 MR. KRUSHAT: Okay.

22 MS. BIDDINGER: So, it -- you know, especially, you
23 know, things could be done later in the day or at night.

1 Anything like that --

2 MS. ROBBINS: Hi, excuse me. This is Heidi Robbins-
3 Brown from HMA on the phone, and it is very hard to hear the
4 responses coming from the State folks. If anything could be
5 done with the microphone, I would really appreciate it.

6 MS. BIDDINGER: I will try to do a better job. This
7 is Sandy Biddinger, Maryland Healthcare Commission. What I
8 said was is that because of the licensing that we have, mainly
9 the SAS license, and licenses for connection for our networks,
10 we really do have to limit it to only one person at a time,
11 unfortunately.

12 MR. KRUSHAT: Further question.

13 MS. ALLEN: Sure.

14 MR. KRUSHAT: Yeah, if you work in an enterprise
15 guide, mostly, is the system?

16 MS. BIDDINGER: Yes.

17 MR. KRUSHAT: Okay. Okay.

18 MS. ALLEN: Yes, ma'am?

19 MS. WOODCOCK: Hi, it's Cynthia Woodcock at the
20 Hilltop Institute. Are you open to other arrangements for
21 accessing the data? For example, if other firm, were to have
22 access to the MDS data already, and, you know, using the
23 programming tool that you've already developed, but then it

1 might, you know, alleviate some of the issues of unlimited
2 access.

3 MS. BIDDINGER: The programs are, actually, kept here,
4 so you would have to access our system to have access to the
5 programs.

6 MR. KRUSHAT: I have another question.

7 MS. BIDDINGER: Mm-hmm.

8 MR. KRUSHAT: About the software, do you currently
9 have a software update management system in place, so that you
10 could keep track of versions and so on?

11 MS. BIDDINGER: There is some type of version control
12 listed out there.

13 MR. KRUSHAT: Okay.

14 MS. BIDDINGER: I was knowing the previous contractor
15 took care of doing that.

16 MR. KRUSHAT: But, you don't have a system like the
17 software package that, automatically --

18 MS. BIDDINGER: No.

19 MR. KRUSHAT: -- manages that for you?

20 MS. BIDDINGER: No.

21 MR. KRUSHAT: Would you be amenable to one?

22 MS. BIDDINGER: Uh --

23 MS. COLE: Do you know?

1 MS. BIDDINGER: No, I don't know.

2 (Discussion between MHCC staff)

3 MS. ALLEN: We can get back to him --

4 MS. BIDDINGER: Yeah.

5 MS. ALLEN: -- on that one.

6 MS. BIDDINGER: Let me get back to you on that one --

7 MR. KRUSHAT: Okay.

8 MS. BIDDINGER: -- because, usually, it's our system,
9 and we would have to buy the license for it, I would say
10 probably not.

11 MR. KRUSHAT: But, if there were something with no
12 license requirements, you might consider that?

13 MS. BIDDINGER: Then, yeah, it would, probably, have
14 to go up through our IT department --

15 MR. KRUSHAT: Right.

16 MS. BIDDINGER: -- to get permission, and things like
17 that --

18 MR. KRUSHAT: Okay.

19 MS. BIDDINGER: -- before we say yes.

20 MR. KRUSHAT: Okay.

21 (Discussion between MHCC staff)

22 MS. MORRIS: Genevieve Morris, Audacious Inquiry. For
23 purposes of us meeting, can you clarify the number of reports

1 you anticipate be developed under MDS and long-term care, and
2 then, can you, also, clarify for developing special reports,
3 since those are separate task orders? Does an estimate need
4 to be included in the budget separately for those items or how
5 would you prefer that?

6 MS. ALLEN: I can speak on -- the task order will be
7 per task order because that's why we ask in the financial
8 sheet for your hourly rate, so.

9 MS. COLE: And, the required reports are all specified
10 in the Scope of Work. The ad hoc reports, which are the ones
11 you're referring to, are examples for list.

12 MS. JELLOEVC: This is Charlotte Jelloevc from
13 Delmarva Foundation. You mentioned in the RFP that, "The
14 contractor shall supplement documentation with training for
15 MHCC staff, annually." Where would that training take place?

16 MS. COLE: It can take place either at the
17 contractor's or here. I mean that's something that can be
18 worked out, but it's just making sure that whatever is done on
19 the programs is something that the staff here understands and
20 can implement.

21 MS. ALLEN: Does anyone else have any questions or
22 comments? Anyone on the line?

23 MS. MCCLELLAND: Hi, Sarah from Health Management

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1 Associates. And, do you -- can you guys provide some insight
2 and documentation regarding how you're interfacing between MD
3 and CDS works today?

4 MS. COLE: As I mentioned, and as you know, the MDS
5 data is patient-level data, so you need a data use agreement.
6 The Commission has a data use agreement with CMS. The
7 licensing agency is a State repository where it's all kept for
8 Maryland data, so we can access that data. When we have a
9 contract, we can put the contractor on the data use agreement,
10 so that they have access to MDS.

11 MS. ALLEN: Yes, ma'am?

12 MS. DAILY: Hi, Linda Daily from Livanta. Should the
13 contractor, in their pricing, build in a potentially an
14 upcoming redesign from CMS or is that going to be requested
15 separately?

16 MS. COLE: I'm sorry. What was the question?
17 Upcoming --

18 MS. DAILY: We talked about in the RFP that there
19 might be some redesign --

20 MS. COLE: Right.

21 MS. DAILY: -- to MDS --

22 MS. COLE: That's in --

23 MS. DAILY: -- or the whole process.

1 MS. COLE: -- that's --

2 MS. DAILY: Should we build that --

3 MS. COLE: -- included.

4 MS. DAILY: -- price into the contract under certain
5 assumptions, and if so, what should those assumptions be, or
6 would that be addressed, separately, after contract award?

7 MS. COLE: That is part of the contract. I believe it
8 was described in there that, periodically, like CMS updated
9 from MDS 2 to MDS 3. The versions of MDS 3 are, periodically,
10 updated, and sometimes the variables change. So, that's
11 considered an integral part of the contract.

12 MS. DAILY: Okay. Thank you.

13 MS. LESTER: Katharina from Telligen. I know Section
14 S is specific to the State, and that is getting re-worked
15 right now. When do you think that is completed? In which
16 stage is it? Do you know?

17 MS. COLE: Well, we have a list of current Section S
18 data -- periodically, I believe it's in October -- CMS asks
19 each State if they want to make changes to that variable.
20 It's been consistent for the last couple of years, but every
21 year, we will get the data and see if we need changes.

22 MS. LESTER: And you, and you want the input from the
23 contractor on that one?

1 MS. COLE: I'm sorry. Do I want --

2 MS. LESTER: -- Do you want the data to reflect the
3 changes in Section S?

4 MS. COLE: Yes.

5 MS. LESTER: Okay.

6 MS. COLE: Yes.

7 MS. LESTER: Thank you.

8 MS. FISHER: Hi, this is Sharon Fisher on the line
9 with Point Right.

10 MS. ALLEN: Yes, go ahead.

11 MS. FISHER: The question we had was related to the
12 project manager tool of Waterfall. We use Agile for project
13 development process for Agility and such. Is that -- is there
14 a preference on Waterfall?

15 MS. BIDDINGER: I've never heard of that. I've never
16 used it, so -- what is it used for?

17 MS. FISHER: I saw listed Waterfall was used as a
18 project management tool.

19 MS. COLE: I don't know.

20 MS. BIDDINGER: I don't remember seeing that.

21 I'm sorry, I don't remember seeing that in the --

22 MS. ALLEN: -- No, that's not included in the RFP at
23 all.

1 MS. BIDDINGER: That's not included in our RFP.

2 MR. ADEBISI: It's not in there.

3 MS. FISHER: Okay.

4 MS. ALLEN: Yes, sir?

5 MR. TROTTA: Patrick Trotta from Hertzbach and
6 Company. Do you have any feel that you can give us as to the
7 volume of ad hoc reports on an annual basis from the, from the
8 prior contractor?

9 MS. COLE: We estimate that it will be pretty low. I
10 think we had 200 hours --

11 MR. TROTTA: 200 hours?

12 MS. COLE: -- or -- a year.

13 MS. ALLEN: Yeah, that we can estimate.

14 MR. TROTTA: Is that an annual number, 200 hours?

15 MS. ALLEN: Yes.

16 MR. TROTTA: Thank you.

17 MS. COLE: And, it's in, I think, Appendix --

18 MS. ALLEN: Attachment F.

19 MS. COLE: -- F.

20 MS. ALLEN: Attachment F.

21 Does anyone else have any questions?

22 MR. ADEBISI: Yeah, one question.

23 MS. FISHER: This is Sharon Fisher, again. Do you

1 have any State FTE's that are currently dedicated to the
2 project, historically?

3 MS. COLE: They're both -- about three?

4 MS. ALLEN: In house staff?

5 MS. COLE: Yeah.

6 About three.

7 MS. FISHER: Okay.

8 MR. ADEBISI: All right. Yeah, Ade Adebisi, Ascellon
9 Corporation.

10 MS. ALLEN: Mm-hmm.

11 MR. ADEBISI: And, in the RFP, there was a discussion
12 about report improvement, and additional improvements to
13 reporting, and so on. And, you just mentioned that you had
14 about 200 hours of ad hoc reporting. Is that inclusive of the
15 improvements or will that be -- the improvements will be
16 additional to that?

17 MS. COLE: The improvements in reporting are part of
18 the basic contract --

19 MR. ADEBISI: Okay.

20 MS. COLE: -- not the ad hoc reports.

21 MR. ADEBISI: Okay.

22 MS. COLE: So, basically, if there are new variables,
23 for, you look at it, and you think there's a more efficient

1 way for the program to run --

2 MR. ADEBISI: Right.

3 MS. COLE: -- those are the improvements, and that's
4 part of the contract.

5 MR. ADEBISI: Okay. And, so that will be something
6 that we should propose going in at some estimate for that?

7 MS. COLE: Correct.

8 MR. ADEBISI: Yeah. All right. Thank you.

9 MR. KRUSHAT: I was looking at -- this is Mark Krushat
10 from Telligen. I was looking at a list of contracts that the
11 State is running, and it included this, this one, currently,
12 when the incumbent was -- is -- who was the incumbent for
13 this?

14 MS. LESTER: Was it Meyer and Stauffer?

15 MR. KRUSHAT: Okay. There was another contract that
16 seemed to be -- that the title, at least, suggested that some
17 of the work was similar to this that you have with SSS.

18 MS. ALLEN: Oh, no. This is --

19 MR. KRUSHAT: No?

20 MS. ALLEN: -- completely different.

21 MR. KRUSHAT: This is completely separate?

22 MS. ALLEN: Completely separate, yes.

23 MR. KRUSHAT: Okay. Thank you.

1 MS. ALLEN: And, just for the record, that is -- this
2 is MDS data; that is MCDB or all-payers claims data --

3 MR. KRUSHAT: Gotcha.

4 MS. ALLEN: -- that Social and Scientific --

5 MR. KRUSHAT: Okay.

6 MS. ALLEN: -- Social and Scientific Systems has.

7 MR. KRUSHAT: So, that the value of the contract
8 that's on that list is probably in the order of what we're
9 talking about for the --

10 MS. ALLEN: No.

11 MR. KRUSHAT: -- Stauffer --

12 MS. ALLEN: Nowhere near.

13 MR. KRUSHAT: -- no? Okay.

14 MS. ALLEN: That is an entire data warehouse that has
15 portals going to the --

16 MR. KRUSHAT: No, no, no. I'm sorry. I mean, I mean,
17 back to the incumbent for this contract.

18 MS. ALLEN: I'm sorry. Could you state your question,
19 again?

20 MR. KRUSHAT: Somehow I had it in my mind that you
21 were combining the two.

22 MS. ALLEN: No. No.

23 MR. KRUSHAT: And, and so that the current incumbent's

1 -- the amount that we see on this, on this list -- or that I
2 have, that's pretty much in the ball park of what you're, of
3 what you're at now.

4 MS. ALLEN: I guess I haven't looked at the list in a
5 long time. The contract --

6 MR. KRUSHAT: Yeah.

7 MS. ALLEN: -- has been over since June of --

8 MR. KRUSHAT: Yeah.

9 MS. ALLEN: -- 2015, so I can't --

10 MR. KRUSHAT: Okay.

11 MS. ALLEN: -- yeah. And, I guess, you would add in
12 inflation --

13 MR. KRUSHAT: Right.

14 MS. ALLEN: -- so.

15 [Laughter].

16 MR. KRUSHAT: But, but staff in the Commission are the
17 ones that are currently running the system?

18 MS. ALLEN: Yes.

19 MR. KRUSHAT: Okay.

20 MS. ALLEN: Yes.

21 MS. MCCLELLAND: This is Sarah from HMA. How does the
22 MDS program manager measure the efficiency today in terms of
23 metrics and reporting? We need some context on how we can

1 improve, you know, where you are now, so that we know what
2 you're looking for, preferably, in the future.

3 MS. COLE: There is description in the RFP in terms of
4 running reports, checking for outliers, checking for data that
5 looks wrong, how to assess quality. So, I think that's all
6 provided in the RFP.

7 MS. MCCLELLAND: Okay.

8 MS. ALLEN: Anyone else? Yes?

9 MR. ADEBISI: I'm sorry I was late, but has the
10 incumbent been identified, the incumbent for the current
11 contract?

12 MS. ALLEN: Yes.

13 MR. ADEBISI: Okay.

14 MS. ALLEN: The incumbent was Meyers and Stauffer.

15 MR. ADEBISI: Meyers, okay. Was?

16 MS. ALLEN: Yes.

17 MR. ADEBISI: Because the contract is --

18 MS. ALLEN: The contract ended last year.

19 MR. ADEBISI: Last June?

20 MS. ALLEN: Mm-hmm.

21 MR. ADEBISI: All right.

22 MS. ALLEN: Yes.

23 MR. ADEBISI: Thank you.

1 MS. ALLEN: You're welcome.

2 Anyone else? Yes?

3 MS. ZAHID: Hi, Mehnaz Zahid, Xerox. I just have a
4 logistical question, actually, but any chance that you may be
5 extending the due date for the proposal?

6 MS. COLE: I don't know about that.

7 MS. ALLEN: No, not really. I don't think the -- I
8 don't think it's necessary.

9 MS. ZAHID: Okay.

10 MS. ALLEN: I mean, unless -- does everyone feel like
11 it's too short of a time span? Does anyone? Okay.

12 MR. KRUSHAT: I always like more time.

13 [Laughter].

14 MR. ADEBISI: More time is always better.

15 MS. COLE: Not necessarily for us.

16 MS. ALLEN: Right.

17 Okay. Anyone else have any questions or are we ready
18 to go over the RFP?

19 MS. BIDDINGER: I'd, personally, be glad to give it
20 over.

21 [Laughter].

22 MS. ALLEN: Yes?

23 MR. ARMINGER: I have just a follow up on Myers and

1 Stauffer. Were they the developer of the system or did they
2 do maintenance as well, maintenance and upgrade?

3 MS. COLE: They were the developer.

4 MR. ARMINGER: Okay. Thank you.

5 MS. ALLEN: Okay. Are we ready to go over the RFP and
6 the process, and submitting your proposal? Okay.

7 Okay. As we all know, this RFP is -- will be
8 processed as a competitive sealed proposal, under COMAR
9 21.05.03, which is stated in Section 1.10 of the RFP.

10 The contract and results from this RFP shall be a
11 combination of firm fixed price, and -- what does it say --
12 and fixed unit prices, i.e. labor hours.

13 This contract will, also, contain a living wage. If
14 offerors are submitting proposals of \$100,000 or more, you
15 must complete and submit the Maryland Living Wage Requirements
16 Affidavit. You can find that in Section 1.34, and Attachment
17 G.

18 Most importantly, please follow Section 4, Proposal
19 Format, precisely, as it is outlined. It makes it easier for
20 the evaluation committee to compare the proposals, it's easier
21 to read, and it'll help you out, greatly. (Laughs).

22 You, also, want to make sure that it is packaged,
23 correctly. You want your financials and your technical

1 proposals sealed separately. They could be -- they can come
2 in the same package, but they need to be sealed separate from
3 one another.

4 Technical proposals should not have any financial
5 information in it at all. If it does, we will have to reject
6 your proposal, and I hate to do that.

7 Let's see. You will need two electronic versions of
8 each proposal, one, will be your PIA. That is your Public
9 Information Act. Anything that you feel is confidential, you
10 would want to redact it, submit it with your proposal on an
11 electronic USB, DVD, CD, whatever your choice is. And, you
12 want to lists those redacted items in your -- is it the
13 executive summary I believe? Yeah, I think it's listed on
14 your executive summary; I'm not sure. But, if you read
15 Section 4, it will tell you.

16 Let's see. What else? The following documents need
17 to be submitted with your proposal. That will be your Bid
18 Proposal Affidavit, Attachment B, your signed statement from
19 your offeror's parent organization, if you have one, and, your
20 Conflict of Interest Affidavit. You need to send us that.
21 You may, also, submit the Contract Affidavit just to expedite
22 because they tell you that you only have 5 days to get it done
23 after your Notice of Award, but if you submit it with your

1 proposal, it's not an issue. And, that is Attachment C.

2 Let's see. Also, you will need to make sure that you
3 don't have any tax liens with the State because we do require
4 a Comptroller's verification if you should get the award for
5 this contract. So, you want to make sure that all -- anything
6 you have with the State is settled before the contract award.
7 And, it'll probably take maybe three weeks -- two to three
8 weeks before we finish evaluating.

9 So, now let's get to the evaluation process. This
10 RFP, the technical, and the financial are equally weighted.
11 An evaluation of proposals will be conducted by committees,
12 established by the Commission. The technical, and
13 financials, again, will be equally weighted. If your
14 technical proposal is not deemed responsive, it will be
15 rejected, and your financial proposal will be returned
16 unopened.

17 Once the evaluation committee has reviewed the
18 proposals, additional questions, clarifications, or issues may
19 need to be clarified. That will be done via e-mail. So, I
20 would suggest that you keep track of your e-mails and check
21 them daily to see if you -- and, they will only come from me.
22 I will send out e-mails with, and give you a timeline as to
23 when we need those responses back.

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1 And, that's basically it. Any vendor not selected for
2 award, I always suggest that you request a debriefing. You
3 can do that via e-mail, also or you can just give me a call.
4 I always suggest that you get a debriefing, just so you can
5 improve your next proposal, whenever the next contract may be
6 available.

7 And, additional written questions can be submitted to
8 me to my e-mail regarding this RFP up until the date proposals
9 are due. I do not put a time limit on questions. So, if you
10 have questions up until the day, you can submit them, and I
11 will try to get them answered before 4 o'clock before
12 proposals are due. Okay?

13 And, that's basically it. Proposals are due
14 Wednesday, uh -- no, excuse me.

15 MS. COLE: September 6th.

16 MS. ALLEN: Thank you. Wednesday, September 6th after
17 the holiday, before 4 p.m.

18 MS. COLE: Oh, sorry.

19 MR. ADEBISI: Tuesday.

20 MS. COLE: Right here.

21 MS. ALLEN: No.

22 VARIOUS SPEAKERS: Tuesday.

23 MS. ALLEN: Proposals due September -- do you have the

1 old one? That's September 15th; that's the old one.

2 MS. COLE: Oh, okay.

3 MS. ALLEN: I'm sorry. So, it is --

4 MR. ADEBISI: -- Tuesday, September 6th.

5 MS. ALLEN: Thank you. Tuesday, September 6th.

6 [Laughter].

7 Are there any questions about this RFP, the process,
8 any questions about the Scope of Work, anything else that we
9 can help you with? Anything?

10 [There was no response].

11 Okay. Well, thank you for joining us. I appreciate
12 you all for showing up. And, this meeting is adjourned.
13 Thank you.

14 VARIOUS SPEAKERS: Thank you.

15 (The Pre-Proposal Conference concluded at 11:29 a.m.)

16 (Off the record)

17 (Back on the record)

18 MS. ALLEN: I'm sorry. Just to let you know that if
19 you have signed it, please make sure that you have your e-mail
20 on your business card because I usually send everything that is
21 available for the pre-proposal to you, directly. It will,
22 also, be posted on our website, and it will, also, be posted to
23 eMaryland Marketplace. But, if you're here, you will get a

1 direct e-mail from me, everything, the transcript, the
2 questions and responses -- what else is it -- the business
3 cards, and the attendee list, okay? Thank you.

4 VARIOUS SPEAKERS: Thank you.

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