

**MARYLAND HEALTH CARE COMMISSION
CENTER FOR HOSPITAL SERVICES**

BID BOARD NOTICE

Procurement ID Number: MHCC 12-025
Issue Date: April 3, 2012
Title: Consulting Support for Conversion of Website to Sharepoint

I. PROCUREMENT OVERVIEW

A. Introduction

The Maryland Health Care Commission (MHCC) is a public, regulatory commission. The 15 Commissioners are appointed by the Governor with the advice and consent of the Maryland Senate. The Commission is organized around six major topic areas: Center for Hospital Services; Center for Long-term Care and Community-Based Services; Center for Financing and Health Policy; Center for Information Services and Analysis; and Center for Health Information Technology. The **Center for Information Services and Analysis** has expertise in the creation, maintenance, and mining of large databases, in the management of information technology and networks, and in the analysis and interpretation of population surveys and has primary responsibility for the Commission website and all web-based applications.

B. Summary of Procurement

MHCC seeks a contractor to provide advanced consulting and support for the agency Sharepoint website. The Sharepoint Server is managed by the Maryland Department of Health and Mental Hygiene (DHMH) Office of Information Technology (OIT). The contractor will be required to interact with DHMH OIT in order to have some administrative server configurations modified. Support needed includes training and workflow administrative setup for particular project areas. Expertise is required in project collaboration within the Sharepoint domain and includes collaboration with users external to the domain.

II. PROCUREMENT SPECIFICATIONS

The Contractor will submit an hourly rate for consulting and support. Each requirement must have a qualified consultant assigned for the duration of the contract. MHCC will be responsible for providing staff to assist with implementation of each requirement.

1. The Contractor will provide recommendations and support on setting up Sharepoint administration and permissions for specific staff to edit particular project areas of the

website based on our project needs. The permissions will be set up so that users only have access to manage areas pertaining to their projects. The Contractor will work with DHMH OIT to get these issues working properly.

2. The Contractor may be asked to help with cleanup, recommendations for organization and construction particular project areas.
3. The Contractor will provide guidance and support to Commission staff for implementing development of new applications including collaboration and scheduling in Sharepoint.
4. The Contractor may be asked to provide Sharepoint training to Commission staff.
5. The Contractor will provide support for subsite navigation issues.

For additional information about the specifications, please contact Leslie LaBrecque, Chief, Data Base Development and Applications, Maryland Health Care Commission at:

Phone: 410-764-3385

FAX: 410-358-1236

E-Mail: llabrecque@mhcc.state.md.us

B. Term of Contract

The contract will begin on or about April 15, 2012 and will end December 31, 2012.

C. Issuing Office

The issuing office for this solicitation is the Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore, Maryland 21215; Attention: Sharon M. Wiggins.

D. Submission Deadline

In order to be eligible for consideration, a must be received at the Commission office as referenced in Section I. C. above by **4:00 p.m. Eastern Standard Time April 10, 2012** in order to be considered. Bids may be e-mailed to swiggins@mhcc.state.md.us by the stated deadline date and time. **All bids must include Federal Identification Tax Numbers.** Vendors mailing proposals should allow sufficient time to ensure timely receipt by the Commission. **In order to receive a contract award, vendors must be registered on eMarylandMarketplace (eMM).** Registration is free. Go here to register: <https://ebidmarketplace.com>. Click on "Registration" to begin the process and follow the prompts.

E. Procurement Method

The procurement method for this solicitation is a small procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. The maximum award allowed under these regulations is \$25,000.

III. BASIS FOR AWARD

A. The vendor with the most advantageous offer to the State will be awarded the contract.

B. Procurement Method: This contract is solicited in accordance with COMAR 21.05.07, Small Procurement.

IV. SELECTION PROCESS

A. Evaluation Committee

An Evaluation Committee appointed by the Issuing Office will evaluate all proposals received by the closing deadline. The Evaluation Committee may request additional technical assistance from any source.

B. Evaluation Criteria

The evaluation criteria set forth below are arranged in descending order of importance. (Therefore, 1 is more important than 2 and 2 is more important than 3) Within each criteria the subcriteria are also arranged in descending order of importance. (In other words, 2.A is more important than 2.B; and 3.A, is more important than 3.B., and 3.B. is more important than 3.C., etc.) In addition, it would be improper to assume that 2.A. is either less important or more important than 3.A., 3.B., etc. A bidder can only conclude that criteria 3 as a whole is less important than criteria 2 as a whole.

Evaluation Criteria

1. Experience and Qualifications of the Proposed Staff
 - a. Knowledge and experience in Sharepoint Web administration and migration.
 - b. Knowledge and experience in Sharepoint Web Application Development.
 - c. Ability to work with the Maryland DHMH OIT.
 - d.
2. Corporate Qualifications
 - a. Sufficient qualified personnel to meet proposal requirements
 - b. Demonstrated commitment to providing quality services.
 - c. Demonstrated ability to meet the proposal timeframes.
3. Proposed Plan
 - a. Ability of proposed plans to successfully meet the requirements and timeframes
 - b. Approach to overall and task specific management.
4. Statement of Problem

C. Evaluation Process

The Evaluation Committee will evaluate each technical proposal using the evaluation criteria set forth above. Only those technical proposals deemed reasonably susceptible of being

selected for an award and whose is initially judged to be “responsible” shall be considered “qualified bidders.” All other proposals will not be considered qualified and the bidders shall be so notified.

In recommending a bidder for award, the Evaluation Committee will give more weight to a bidder’s technical proposal than to its financial proposal. The Committee shall recommend the bidder whose proposals provide the most advantageous offer to the State considering price and the evaluation criteria set forth in the proposal.

V. INFORMATION REQUIRED IN BIDDER PROPOSALS

A. Transmittal Letter

A transmittal letter prepared on the bidder’s business stationery is to accompany the original and required copies of this proposal. The purpose of this letter is to transmit the proposal; therefore, it should be brief. The letter **MUST** be signed by an individual who is authorized to bind his/her firm to all statements, including services and prices contained in the proposal.

B. Technical Proposal

This part should be prepared in a clear and precise manner. It **MUST** address all appropriate points of this proposal except the financial information. This volume consists of, and **MUST** contain the following sections for each part of the technical requirements for which a proposal is being submitted:

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- Statement of the Problem
 - Proposed Work Plan
 - Corporate Qualifications
 - Experience and Qualifications of the Proposed Staff
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The **Statement of the Problem** should demonstrate clearly the bidder’s understanding of MHCC objectives and goals. The bidder should also demonstrate an understanding of the required consulting issues.

The **Proposed Work Plan** section is to contain a brief description of the bidder’s proposed plan to meet the requirements. It should include a detailed description of the firm’s methodology, techniques and work plan for addressing the requirements outlined in subsection IV.B.

The **Corporate Qualifications** section should describe the overall capabilities of the organization to meet the requirements and time-frames. It should include descriptions of selected engagements for other clients involving services similar to those requested by this proposal which were successfully performed by the bidder, as well as the process the organization used to ensure that delivered products met customer needs.

A minimum of three references from firms, organizations, etc., for whom work of a similar or related nature to this proposal was completed should be included. Each reference should identify the name of each organization, point of contact, and telephone number. The MHCC shall have the right to contact these or any other references of its choosing as part of the evaluation and selection process, or not to contact some or all references if deemed appropriate.

The bidder must also explain how it will be able to maintain its independence and objective in carrying out the requirements of this proposal.

The **Experience and Qualifications of the Proposed Staff** section should describe how the proposed staff experience and qualifications relate to their specific responsibilities as detailed in the work plan for this procurement.

The section is also to include individual resumes for the key personnel who are to be assigned to the project if the bidder is awarded a contract. Subcontractors, if any, must be identified, and a detailed description of their contributing role relative to the requirements of the proposal should be included in the proposal. Each resume should include the amount of experience the individual has had relative to the work called for in this solicitation. Letters of intended commitment to work on the project from all key personnel, including subcontractors, should be included with the proposal.

C. Financial Proposal

The financial proposal should provide an hourly rate by labor category for consulting services. The information will be used for evaluation purposes and bid comparisons.

| Category | Hourly Rate |
|-----------------|--------------------|
| Consultant | \$ |
| Other | \$ |

Bill under the contract will be for actual hours worked by each individual up to a **maximum total annual billing of \$25,000** for the contract. The contractor may not bill for work unless and until such work is specifically requested by the Contractor Monitor.

VI. TERMINATION CLAUSE

This contract may be terminated at any time and/or for any reason at the convenience of the Commission. Bidders must acknowledge this statement in their response to this Bid Board Notice.

MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION