

BID BOARD NOTICE

PROCUREMENT ID NUMBER: FHA-S1083

ISSUE DATE: April 9, 2012

TITLE: Maryland Assessment Tool for Community Health (MATCH) Database Maintenance and Enhancements

THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07

This solicitation has been designated as a Small Business Reserve (SBR); only registered SBRs may respond. Please apply at <https://www.smallbusinessreserve.maryland.gov/> to see if your business qualifies. If you qualify, please put your SBR number on the bid page.

Summary Statement

The Department of Health and Mental Hygiene (DHMH) Family Health Administration (FHA) is soliciting bids for database maintenance and enhancements to the MATCH system. The vendor will work with the FHA MATCH manager to distribute the work according to budget and time constraints in order to maximize essential services. This is a multi-step IFB. Interested vendors are required to meet mandatory requirements before their bids are considered. After confirming that the mandatory requirements are met, then the award is based on lowest hourly rate. The work associated with this IFB will not exceed 150 hours for the contract term. Any questions regarding this solicitation must be e-mailed to the **PROCUREMENT OFFICER**.

Background

The Maryland Assessment Tool for Community Health (MATCH) features statistics for Maryland resident health events. Health officials, health practitioners, public health researchers and others can find Maryland population estimates along with statistics on births to Maryland resident mothers, resident deaths, and hospitalizations. The information is aggregated by year of event, by county of residence and by other population characteristics. MATCH is sponsored by the Family Health Administration and is developed in partnership with the Maryland Vital Statistics Administration and the Maryland Health Care Commission.

A Quick-Start manual for first-time users of MATCH may be opened from the main Home Page of the MATCH site at <http://www.matchstats.org/>. Topic-specific manuals describing related MATCH data and giving very detailed descriptions of the analysis tools may be viewed and downloaded from each topic Home Page. All users are encouraged to download and read the manuals provided for the topical datasets.

Using MATCH tools, a user may construct tables, bar charts and maps of...

- (1) Population Estimates, by age, race, gender, ethnicity and county of residence
- (2) Births by newborn, maternal and birth event characteristics
- (3) Deaths by cause, demographic and other death event characteristics
- (4) Hospital Discharges, including diagnoses, co-morbid conditions, procedures, charges and length of stay data and many other hospitalization-related characteristics.

Scope of Work

The selected vendor shall perform the following services:

- 1) **Population Module:** If and whenever necessary, vendor will assist FHA personnel with the preparation or installation of the Maryland Population data for the estimated years 2011, 2012, 2013. This may include adjustment of the MATCH application query interface to reflect the new data and remedies for any performance problems caused by these new data.
- 2) **Vital Statistics Births Module:** If and whenever necessary, vendor will assist FHA personnel with the translation coding or installation of the Maryland Births data supplied by the Vital Statistics Administration for the year 2011. This may include adjustment of the MATCH application query interface to reflect the new data and remedies for performance problems caused by these new data. Any changes to Births data suppression rules specified by Vital Statistics Administration will be implemented by vendor.
- 3) **Vital Statistics Deaths Module:** If and whenever necessary, vendor will assist FHA personnel with the translation coding or installation of the Maryland mortality data supplied by the Vital Statistics Administration for the year 2011. This includes the preparation of the special supporting population table required for mortality rate calculations as specified by the Vital Statistics Administration. This may also include adjustment of the MATCH application query interface to reflect the new data and remedies for performance problems if caused by these new data. Any changes to Deaths data suppression rules specified by Vital Statistics Administration will be implemented by vendor.
- 4) **Maryland Health Care Commission Hospital Discharges Module:** If and whenever necessary, vendor will assist FHA personnel with the translation or installation of the Maryland Hospital Discharge data supplied by the Maryland Health Care Commission for the years 2011, and possibly, 2012. This may also include the recoding of all older hospital discharge data to conform to the latest publications of the Clinical Classification System published by the Agency for Healthcare Research and Quality (AHRQ). Any changes to Hospital Discharges data suppression rules specified by Maryland Health Care Commission will be implemented by NSGI.
- 5) **General:** If and whenever necessary, vendor will address any serious failures (invalid output or loss of MATCH web functionality) when reported. This includes the difficulties arising from DHMH system updates (operating system or SAS DBMS) that may require FHA IT consultation with or application modification by vendor. The vendor will create and implement

enhancements to MATCH within the annual hourly constraints of this contract when directed by FHA or the MATCH Oversight Committee.

6) **VPN Access to MATCH Application:** To facilitate time- and cost-efficient service to the MATCH project, the vendor will authorize its MATCH Project Manager to have privileged VPN access to the MATCH application and the supporting datasets on the DHMH server(s). The vendor agrees that this access is restricted only to the purposes outlined in this contract.

7) **Attendance of MATCH Oversight Committee Meetings:** The vendor's MATCH Project Manager will attend, at the invitation of the FHA MATCH Contract Manager, meetings of the MATCH Oversight Committee to provide technical advice to the Committee.

Mandatory Requirements

In order for us to consider your bid submission, your project personnel must meet the following education and experience requirements:

1) Project Manager

Duties: The Project Manager performs day-to-day management of the Contractor's MATCH maintenance and enhancement responsibilities and acts as a facilitator between FHA and the Contractor.

Education: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems, Business. Master's Degree and Project Management certification, preferred.

General Experience: At least 6 year's of experience in Project Management. Master's Degree may substitute for two years' experience. Project Management Certification may substitute for two year's experience.

Specialized Experience: Must demonstrate a leadership role in at least 2 successful IT-related projects.

2) Senior Application Developer

Duties: The Senior Application Developer translates application requirements into solutions using SAS-based technology.

Education: Bachelor's Degree from an accredited college or university in Engineering, Computer Science, Information Systems or other related scientific or technical discipline. Master's Degree is preferred.

General Experience: Must have four years of computer experience in at least two of the following disciplines: system analysis, system programming or application programming.

Specialized Experience: At least 2 years of experience developing applications using SAS DBMS tools and internet technologies. Technologies include HTML, CGI applications, PERL or Javascript and Java.

3) Additional employee resources

The Contractor shall provide additional employees (e.g., quality assurance manager, documentation specialist, internet/web architect) at any time as necessary for the maintenance and enhancement of the MATCH project.

Submission

All vendors shall submit a technical response and complete the attached Bid Form. Submissions should be mailed or hand-delivered to the Procurement Officer. Bids will not be considered from vendors whose technical responses do not meet the mandatory requirements above.

Award

An award will be made on the basis of the lowest hourly rate from vendors who meet the mandatory requirements.

Contract Term

The term of this contract shall be July 1, 2012 through June 30, 2013.

Billing

The selected offeror shall bill the Department monthly based on the number of hours performed. The number of billable hours for the entire contract term shall not exceed 150 hours and the total cost for the entire contract term shall not exceed \$15,000. **Invoices must be on company letterhead and include vendor's name, address, date, line item breakdown, Tax ID #, contract number, Blanket Purchase Order (BPO) number, and signature in order to be processed.**

E-Maryland Marketplace

Each Offeror/Bidder must indicate their eMaryland Marketplace (eMM) vendor number on the bid sheet submitted at the time of their response to a solicitation.

eMM is an electronic commerce portal administered by the Maryland Department of General Services. Questions and Department responses, addenda, and other solicitation related information will be provided via eMM.

FHA will be posting awards on eMM for all solicited small procurements over \$5,000. Therefore, we request that you include your eMM number on the bid sheet. Registration is free. Go to <https://ebidmarketplace.com/> and click on "Registration" to begin the process then follow the prompts. For assistance in the registration process, please call 410-767-1492.

Submission Deadline

Submissions will only be accepted via hand delivery, mail or courier (i.e., Fed Ex, UPS, etc.). Original hand-delivered or mailed submissions must be received by the **Procurement Officer no later than 10:00 AM on April 24, 2012** in order to be considered. Please put **Procurement I.D. FHA-S1083** the outside of the mailing envelope.

Bidders who hand-deliver bids are requested to please ask the building's security desk to telephone the **PROCUREMENT OFFICER**. **NOTE: When dropping off the proposal, please obtain a receipt indicating proposal was received.*

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the **PROCUREMENT OFFICER**. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidder must confirm, at least 60 minutes before the deadline, that the bids were received in FHA Procurement. FHA is not responsible for bids dropped off in the mailroom. Questions regarding this solicitation should be directed to the **PROCUREMENT OFFICER**.

NO FAX OR EMAIL BIDS WILL BE ACCEPTED.

PROCUREMENT OFFICER:

Vern Shird
Family Health Administration
201 West Preston Street Room 306
Baltimore, MD 21201
Phone: 410-767-5555
Email: vshird@dnh.state.md.us

ISSUING OFFICE:

Sara Barra
Family Health Administration
201 West Preston Street
Baltimore, MD 21201
Phone: 410-767-6781

MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO RESPOND TO THIS SOLICITATION

BID FORM

PROCUREMENT I.D. NUMBER: FHA-S1083

ISSUE DATE: April 9, 2012

TITLE: Maryland Assessment Tool for Community Health (MATCH) Database Maintenance and Enhancements

Offeror Information:

Vendor Name: _____

Federal Tax ID (FEIN) #: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

E-Maryland Number: _____

SBR Number: _____

Proposed hourly rate: \$ _____ per hour

Signature

Date

Required Technical Attachments

- Description of required knowledge, education, and experience, including dates and client contact info.
- Two references from sources with whom you gained the required experience.

Vendor signature and date certifies that technical and price submissions are correct and that vendor agrees to perform all services stated in **FHA-S1083**