

BID NOTICE
Date Issued: June 4, 2014

DHMH/OHS0002

Department of Health and Mental Hygiene
Office of Health Services, Division of Community Long Term Care Services
201 W. Preston Street, Room 133G, Baltimore, MD 21201

Title of Services: Community Options Joint Local Health Department/ Supports Planner Conference (Formerly the Medical Assistance Personal Care Services Program Annual Educational Conference)

Brief Description of Services:

The Office of Health Services (OHS), Division of Community Long Term Care Services is coordinating a one day conference for the Community Options Program which consists of about 150 attendees (Nurses, Social Workers, staff from supports planning agencies and the 24 Local Health Departments). The conference is to be held on Wednesday, June 18, 2014, from 9:00 am to 3:00 pm. at the Quiet Waters Park Blue Heron Center, 600 Quiet Waters Park Road, Annapolis, Maryland 21403.

The vendor shall provide the following:

Community Options Joint Local Health Department/ Supports Planner Conference - Wednesday, June 18, 2014, 9:00a.m. - 3:00p.m.

1. Morning refreshments, example bagels and spreads, fruits, coffee, tea, assorted juices. Replenish coffee, hot water for tea for one mid-morning break and throughout the day.
2. Lunch, ex. entree/sandwiches with vegetarian option, side dish, salad, beverages, dessert/fresh fruit, coffee, tea and water.
3. Afternoon break - Replenish water, coffee, hot water for tea, beverages, and dessert(from lunch).

The Procurement Method: Small Procurement

Procurement Officer: Rosetta Sabb
DHMH, Office of Health Services
410-767-3520
410-333-5154 (fax)

If you have questions please contact:

Jarrold Terry, Program Supervisor
Personal Care Services Program
Office of Health Services, Division of Community Long Term Care Services
201 W. Preston Street, Room 133, Baltimore, MD 21201
410-767-1444
410-333-5362(Fax)

Bids must be received no later than: 12:00p.m., June 9, 2014
DHMH - OHS - Program Support Services
201 W. Preston Street, Room 128
Baltimore, Maryland 21201

Please fax to: Rosetta Sabb, Procurement Officer
DHMH, Office of Health Services (OHS)
410-333-5154

**MINORITY BUSINESS ENTERPRISES ARE ENCOURAGED TO PARTICIPATE IN THIS
SOLICITATION PROCESS**

BID PAGE

Title: *DHMH - Community Options Joint Local Health Department/ Supports Planner Conference*
Wednesday, June 18, 2014

Procurement I.D. Number: DHMH/OHS0002

Vendor Name: _____

Vendor Address: _____

Contact Name: _____

Telephone Number: _____

FEIN Number: _____

TOTAL BID PRICE \$ _____

Signature of Authorized Representative

Date