

BID BOARD NOTICE

PROCUREMENT ID NUMBER: PHPA-S1556

ISSUE DATE: May 8, 2014

TITLE: 2014 Maryland Diabetes Symposium

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

BACKGROUND

Diabetes is a chronic disease with serious health and economic implications. Nationwide, 7% of the population was diagnosed with diabetes in 2012, resulting in a total estimated economic cost of \$245 billion. This marks a 41% increase in the national economic cost of diabetes since 2007. The prevalence and incidence of diabetes in Maryland exceeds national averages. In 2010, 8.9% of Maryland adults had diagnosed diabetes, which has increased from 6.8% in 2001. Individuals with diabetes are at greater risk of severe complications such as stroke, heart disease, kidney disease, amputations, blindness, and nervous system damage. Additionally, diabetic Marylanders often have other health issues and lifestyle risk factors that further predispose them to adverse health outcomes. In 2009, 66.3% of Marylanders with diabetes had hypertension and 61.3% had high cholesterol. In 2010, 54.7% were obese, 15.3% were current smokers, and 39.9% were physically inactive.

Self-care and management are critical to both prevention of diabetes and avoidance of complications of diagnosed diabetes. The American Diabetes Association (ADA) found that among individuals who have not received formal education on self-care practices there was a four-fold increase in diabetic complications compared with diabetics who had participated in some form of educational intervention. Critical self-care behaviors include activities such as; following a diabetic diet, increasing exercise, monitoring of blood glucose, receiving annual eye exams and foot care. Currently in Maryland, 51.2% of individuals diagnosed with diabetes have taken a class on managing their diabetes. The goal of the CCDPC is to increase this percentage, moving toward the Healthy People 2020 goal of 62.5%.

SCOPE OF WORK

The Maryland Department of Health and Mental Hygiene seek the services of a partner organization to co-host a Symposium, with a maximum of 200 participants at a one-day event titled: ***2014 Maryland Diabetes Symposium on June 26, 2014***, which is conveniently located off the Baltimore Beltway and less than 15 miles from the BWI airport.

DESCRIPTION OF SERVICE

The contractor is expected to do the following:

- The contractor shall provide staffing support in coordinating event logistics prior to the Diabetes Symposium and day of the event.

- The contractor shall secure a venue for the 2014 Maryland Diabetes Symposium that can accommodate up to 200 participants. The venue shall be located within a 5 mile radius of the Baltimore Beltway (695) and within 15 miles of BWI Airport. The conference space shall consist of:
 - A main plenary room with rounds and chairs, to include a stage and podium, which can accommodate a maximum of 200 people.
 - At least 3 separate breakout rooms which can accommodate up to 75 people in each to be used in the morning and afternoon sessions.
 - Exhibitor space that accommodates up to 10 skirted facility-provided tables for displays.
 - The venue must have free parking for anyone wishing to attend the conference. The parking should be on-site, so that the attendees incur no parking costs or lengthy walks.
 - The venue must be able to provide AV-equipment which includes 4-laptops, 4-projectors, 4-screens, 4-podiums, and 4-microphones. Also, the venue must provide access to a technician for technical purposes at a reasonable cost not to exceed \$1,000.
 - Provide signage throughout the facility directing guests to appropriate rooms.
 - The event will run from 6:30 am until 5:00 pm on June 26, 2014. The venue shall provide adequate staffing to ensure timely breakdown and set-up of various rooms to be used during the conference.
- The contractor shall coordinate with the venue to serve a full day menu package for up to 200 people that meets the Healthy Nutrition Guidelines which includes continental breakfast, a boxed lunch, afternoon break, coffee, and tea and is fiscally advantageous to the state.
- The contractor shall administer the symposium evaluations to participants and submit completed forms to Maryland Department of Health and Mental Hygiene.
- The contractor shall provide printing of materials for the Diabetes Symposium, such as the conference agenda.

MANDATORY REQUIREMENTS

The contractor shall meet the following mandatory requirements and submit documentation with their bid response:

- A large healthcare network that spans Maryland and Washington DC and can reach out to clinicians and providers for event promotion and engagement.
- Experience in enhancing community-clinical linkages in health care delivery, public health, and community-based activities to promote healthy behavior.
- Have an accredited Diabetes Self-Management Program
- Experience with Diabetes programs and conference planning

CONTRACT TERM

The term of this contract shall be June 1, 2014 through June 30, 2014

BILLING

The Contractor will bill the Department upon satisfactory completion of the Diabetes Symposium and receipt of an itemized bill based on the actual costs from the event. The bid price is based on 200 people, but the vendor will be provided a final head count at least one week before the event. The total cost may not exceed \$25,000 for the term of the contract.

All invoices must be on the contractor’s letterhead, must be signed and dated, and must include the following:

- The contractor's name and mailing address
- The contractor's Federal Tax Identification or Social Security Number
- The State assigned Contract Control Number
- The State assigned blanket purchase order number
- The goods and services provided
- The time period covered by the invoice
- The amount of requested payment, and
- Documentation to support invoice requested amount.

AWARD

This is a multi-step bid. Vendors must first meet all of the mandatory requirements; afterwards, an award will be made on the basis of a lump sum not to exceed (\$25,000). Bids will not be considered by vendors who do not meet all of the mandatory requirements.

TIE-BIDS

If bids are received from responsive and responsible bidders that are identical in prices, terms and conditions and which meet all requirements set forth in the Invitation of Bids, an award will be made in accordance with State Regulations 21.05.02.14B. If a tie still exists, the bidder with the most experience shall be used to determine the successful bidder.

BID SUBMISSION INFORMATION

Interested parties should submit bids using the attached "Bid Page."

SUBMISSION DEADLINE

Original, hand-delivered, or mailed bids can be accepted and must be received by the **PROCUREMENT OFFICER NO LATER than 10:00 am on May 16, 2014** in order to be considered.

Bidders who hand deliver bids are requested to please ask the building's security desk to telephone the **PROCUREMENT OFFICER.**

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.

Questions regarding this solicitation should be directed to the **PROCUREMENT OFFICER** in writing, no phone calls.

PROCUREMENT OFFICER:

Vern Shird, CPPB
Prevention and Health Promotion Administration
Department of Health & Mental Hygiene
201 West Preston Street Room 306
Baltimore, MD 21201
Phone: 410-767-555
Fax: 410-333-7106
Email: vern.shird@maryland.gov

ISSUING OFFICE:

Ashley Fried, MS

Community-Clinical Linkages Coordinator

201 West Preston Street, 3rd Floor

Baltimore, MD 21201

Phone: 410-767-5121

Fax: 410-333-7106

**MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO
RESPOND TO THIS SOLICITATION**

BID PAGE

**2014 Maryland Diabetes Symposium
Procurement ID Number: PHPA-S1556**

A) Vendor Name _____
 Address _____
 Contact Name _____
 Phone _____
 Federal Identification Number _____
 E-Mail _____

B) Submit a specific bid price for option below including each item and a total price based on 200 participants. The award will be based on which option is most fiscally advantageous to the State.

Vendor Provides Boxed Lunch

Price per person for room rental

- a) Main plenary room, with rounds and chairs, to include stage and podium \$ _____ x 200 = \$ _____
- b) 3-Breakout rooms, theatre style seating (including, podium) \$ _____ x 200 = \$ _____
- c) Vendor/exhibitor space for 10 tables \$ _____

Price per person for boxed luncheon

(Menu: healthy options such as a sandwiches/wraps and salads, as well as a vegetarian options) \$ _____ x 200 = \$ _____

Price per person for continental breakfast \$ _____ x 200 = \$ _____

Price per person for PM break to include beverages and fruit \$ _____ x 200 = \$ _____

Audio Visual services consisting of:

- a) LCD Projectors (4) \$ _____
- b) 12' skirted screens (4)
- c.) Podiums (4) \$ _____
- c) Microphones \$ _____
 - Tabletop (2) \$ _____
 - Podium Microphone (4) \$ _____

TOTAL ALL-INCLUSIVE BID COST FOR ALL ITEMS UNDER "DESCRIPTION OF SERVICE" = \$ _____ (TOTAL ALL-INCLUSIVE COST CANNOT EXCEED \$25,000)

C) Mandatory requirements submission should be attached to the bid sheet

D) Bids must be mailed or hand delivered to the Procurement Officer

Note: Bids must be received by 10:00 am on May 16, 2014 – fax or e-mail bids will not be accepted

E) Vendor Signature:

 Signature Date

Vendor signature and date certifies that bid submission is correct and that vendor agrees to perform all services stated in PHPA-S1556.