

BID BOARD NOTICE

PROCUREMENT

ID NUMBER: PHPA-S1892

ISSUE DATE: May 21, 2015

TITLE: Substance Abuse and Pregnancy - Expert Consultant

DUE DATE: Friday, July 10, 2015 / 1:00 P.M.

**PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING YOUR
BID**

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://emaryland.buyspeed.com/bsr> to begin the process, and then follow the prompts to see if your business qualifies. For assistance in the SBR registration process, please call 410-767-1492. If you qualify, please put your SBR number on the Bid Form.

Fully Loaded Rate to include all services described in the Description of Service and all expenses are not to exceed \$25,000

PROCUREMENT METHOD

Small Procurement – Invitation for bid

BACKGROUND

The Office of Surveillance and Quality Initiatives within the Maternal Child Health Bureau (MCHB), Maryland Department of Health and Mental Hygiene proposes to support the services of an expert in both addiction medicine and obstetrics to create and provide an expert consultation service for substance abuse treatment providers in the State of Maryland, on evidence based assessment and treatment of pregnant women with substance use disorders, including appropriate care through the post-partum period.

Substance Use Disorders in pregnant women has been an emerging area of concern for both perinatal care providers and substance abuse treatment providers. According to the National Survey on Drug Use and Health 2012 (NSDUH), among pregnant women aged 15 to 44, 5.9 percent acknowledged current illicit drug use. Among Maryland women, aged 15-44, from the NSDUH survey 2008-2011, 7.8 percent of pregnant women acknowledged current illicit substance use.

Substance use during pregnancy may result in premature birth, miscarriage, as well as Neonatal Abstinence Syndrome (NAS) in exposed newborns. While pregnant substance abusing women are given priority when requesting substance abuse treatment, many treatment providers do not feel comfortable

providing services for pregnant women and several geographic areas in the state have few substance abuse treatment resources in general. Again according to the NSDUH survey from 2002-2011, only 3.8% of Maryland females, aged 15-44, needing treatment for illicit drug use, indicated that they received treatment in a specialized treatment program for pregnant women.

This project will address the need to focus greater attention on addressing drug abuse among this population by providing specialized training to substance abuse treatment providers throughout the state, on the care of substance abuse disorders in pregnant women. This will increase the capacity of substance abuse treatment programs to provide services to pregnant women, improving access to care as well as raising the standard of care for this vulnerable group of Maryland women.

SCOPE OF WORK

The Department of Health and Mental Hygiene Office of Surveillance and Quality Initiatives is seeking an expert consultant who will provide direct consultation to substance abuse treatment providers serving pregnant and post-partum women, and provide guidance on best practices in caring for this population.

DESCRIPTION OF SERVICE

The selected consultant is expected to:

- Create a phone or web-based consultation service to address requests for information or treatment guidance from substance abuse treatment providers in the State of Maryland treating pregnant or post-partum women. This will include developing guidelines for appropriate use of the consultation service, the scope of service a user of the consultation service can expect in response to a request, as well as a plan to disseminate information on availability of the service to treatment providers statewide.
- Provide non-emergent expert consultation services on substance abuse treatment for pregnant and post-partum women receiving treatment in Maryland.
- The consultation service will be available during regular business hours on weekdays.
- Maintain record and provide quarterly reports on number of consults, as well as nature and origination of request.

MANDATORY REQUIREMENTS

The contractor shall meet the following minimum requirements:

- Board Certified in Obstetrics and Gynecology
- Board Certified in Addictions Medicine
- Licensed to practice medicine in the State of Maryland
- Experience providing professional services to pregnant and/or post-partum women

CONTRACT TERM

The term of this contract shall be from August 1, 2015 to June 30, 2016.

BILLING

The Contractor will invoice the Department for 50% of the total price upon receipt of the award letter. The remaining balance will be invoiced upon completion of project deliverables.

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 the lowest bid and the most number of years of experience providing professional services to pregnant and/or post-partum women. Bids will not be considered by vendors who do not meet all of the mandatory requirements. The total cost of the resulting contract will not exceed \$25,000.

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 a completed Bid Form (page 5). The Bid Form must include ALL final costs for completing the project and the number of years of experience providing professional services to pregnant and/or post-partum women.

Interested parties should also submit additional information (not exceeding 3 pages in length) including a timeline of expected deliverables, a detailed budget of expenses including consultant fees, and documentation of EACH of the "Mandatory Requirements" (page 2).

Both the Bid Form and additional documentation should be placed into a single SEALED submission envelope with the Procurement Officer information and the Procurement ID number clearly marked on the outside of the envelope. Bidders cannot submit multiple responses; only one Bid Form and one set of "Mandatory Requirements" documentation is permitted per envelope.

Bidders who hand-deliver bids are requested to please ask the building's security desk for a visiting pass and go to the third (3rd) floor, room 306 and ask for Michele Ferges. *NOTE: When dropping off the bid, please obtain a receipt indicating your bid was received.

Bidders that have a courier deliver bids are requested to please ask the building's security desk to telephone the PROCUREMENT OFFICER (Michele Ferges, 410-767-5039). *NOTE: When dropping off the bid, please obtain a receipt indicating your bid was received.

Bids can be dropped off during the hours of 8:00 a.m. – 3:30 p.m. Monday through Friday except State Holidays.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the PROCUREMENT OFFICER. Bids arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the offers must confirm, at least 60 minutes before the deadline, that the bids were received in PHPA Procurement. **PHPA is not responsible for bids dropped off in the mailroom.** Questions regarding this solicitation should be directed (**By e-mail only**, no phone calls will be accepted) to the PROCUREMENT OFFICER.

NO FAX OR EMAIL PROPOSALS WILL BE ACCEPTED.

SUBMISSION DEADLINE

Bids must be mailed or hand-delivered and must be received by the **Procurement Officer NO LATER than 1:00 p.m. on July 10, 2015** in order to be considered.

PROCUREMENT OFFICER:

Michele Ferges
Prevention and Health Promotion Administration
Department of Health and Mental Hygiene
201 W. Preston St. Room 306
Baltimore, MD 21201
Fax: 410-333-5995
E-Mail: michele.ferges@maryland.gov

ISSUING OFFICE:

S. Lee Woods, M.D., Ph.D.
Director, Office of Surveillance and Quality Initiatives
Maternal and Child Health Bureau
Prevention and Health Promotion Administration
Department of Health and Mental Hygiene
201 W. Preston St., Room 309
Baltimore, MD 21201
Fax: [410-333-5233](tel:410-333-5233)
E-mail: lee.woods@maryland.gov

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

BID FORM

PROCUREMENT ID NUMBER: PHPA-S1892

TITLE: Substance Abuse and Pregnancy - Expert Consultant

Vendor Name: _____
Vendor Address: _____

Contact Name: _____
Telephone Number: _____
FEIN Number: _____
E-mail: _____
SBR number: _____

TOTAL COST MUST NOT EXCEED \$25,000.00

TOTAL BID PRICE: \$ _____

Number of years of
experience providing
professional services
to pregnant and/or
post-partum women _____

Vendor Signature:

Signature Date

Vendor signature and date certifies that bid submissions are correct and that vendor agrees to perform all services stated herein

***Enclosure - Timeline of expected deliverables, detailed budget of expenses including consultant fees, and documentation of the mandatory requirements**

BIDS ARE DUE TO THE PROCUREMENT OFFICER NO LATER THAN 1:00 P.M. ON JULY 10, 2015.

Important: Do not alter this page. Failure to fill out this page completely or altering the Bid Page in any way may render your bid non-responsive. Should you have any questions regarding this Bid Page, contact the Procurement Officer.