

Pre-Bid Conference Minutes
Monday, July 15, 2013
Spring Grove Hospital Center
“Clinical Laboratory Services”
DHMH OPASS #13-13367

DHMH PARTICIPANTS:

Cathy Carter, Office of Procurement and Support Services

Beverly Kavanaugh, Procurement Coord., SGHC

Michael Doyle, Contract Monitor, SGHC

Cheryl Heilman, SGHC

1. All introductions were made of both staff and vendors.
2. Ms. Cathy Carter, of DHMH, Office of Procurement and Support Services, announced that she was present at today’s meeting to help vendors understand the process of this procurement, and reminded all present to be sure that their name, telephone and fax numbers, as well as email address, are listed on the sign-in sheet. Ms. Carter also pointed out that there was a typing error on the telephone number listed under the IFB Key Information Summary Sheet. Her telephone number is 410-767-5892.
3. Subsequent to the pre-bid, written questions will be accepted by the Issuing Office until there is insufficient time for a response. Questions and answers will be distributed to all known to have received a copy of the IFB. Questions and answers, as well as the Minutes from this pre-bid, will be posted on eMM.
4. The contract resulting from this solicitation will be for five (5) years beginning on or about October 1st, 2013 with no options years associated with this contract.
5. **POINTS TO EMPHASIZE: The entire packet is required to be returned in TRIPLICATE.**
 - A. The Procurement Method used for this solicitation is **Multi-Step Competitive Sealed Bidding**. This means that after the Technical Offers have been reviewed, bids from only those whose technical offers have been found acceptable based on the criteria shown in Section 4.2.3, shall be opened. For Technical offers that are not acceptable, the bids shall be returned unopened.
 - B. There is no Minority Business Enterprise goal associated with this procurement.

- C. Be sure that you have completed and signed the **Bid/Proposal Affidavit which is Attachment B**. If there is a question as to who your Resident Agent is, please call the State's Corporate Charter Division at (410) 767-1330 located at 301 W. Preston Street.

Within five (5) days of being notified of its recommendation for award, the bidder must complete and submit the **Contract Affidavit** set forth in **Attachment C**. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned. We suggest that this document be completed and submitted with your bid.

On your transmittal letter, please indicate your eMM vendor number. You must be registered with **eMarylandMarketplace** in order to receive an award.

- D. Pay special attention to the Required Bid Submissions listed on pages 39-41. Failure to include these items will void your bid submission.
- E. Section 1.30 - Payment by (Electronic Funds Transfer) by EFT is mandatory for all contracts exceeding \$100,000.
- F. Please correctly complete and sign **Bid Page**.
- G. It is most important to submit your bid in triplicate **no later than Monday, July 29th, 2013; 2:00 p.m. local time. No bids will be accepted after Monday, July 29th, 2013, 2:00 p.m.**
- H. Please address your bid packets to Ms. Beverly Kavanaugh at Spring Grove Hospital Center, 55 Wade Avenue, Administration Building, Catonsville, MD 21228. Her information is found on the Key Information Summary Sheet (page iii).
- I. The bid opening is public and will be on July 31st, 2013 at 10 a.m. at Spring Grove Hospital Center, Administration Building, 2nd Floor Conference Room (room #310), 55 Wade Avenue, Catonsville, MD 21228, and may be attended by you. At the time of the bid opening, an **apparent** successful vendor will be determined. However, a final determination will be made after required bid submissions, bid calculations, etc. are made and verified.
- J. The three (3) acceptable means of delivering a bid are:

1. The U.S. Postal Service

2. Hand Delivery by Offeror-ask for receipt
3. Hand Delivery by Commercial Courier-ask for receipt

Questions and any comments can be address to Cathy Carter, Contract Officer at (410) 767-5892 for procurement issues and to Beverly Kavanaugh at (410) 402-7650 for programmatic questions.

Meeting adjourned at 11:20 a.m.

Attendees at Pre-Bid Conference

Karin Gurba – LabCorp
James Forrester – Quest Diagnostics
Carl Gottschalk – Quest Diagnostics
Dorothy Quigley – Pris, PLC
Treaty Williams – Pris, PLC

Questions and Answers

1. **Question:** Section 3.2.8 A.-Our standard paper requisition permits all criteria outlined 1-5, with exception to the addressograph embossment due to the requisition real estate. Is the space for the addressograph embossment a strict requirement? If so, must it reside in the upper right hand corner or could it be placed in an alternate area of the requisition?

Answer: The placement of the addressograph embossment is not a strict requirement due to the fact that handwritten requisitions are rarely used; requisitions are almost always computer generated.

2. **Question:** Section 3.2.9-How many service manuals must be submitted with the bid?

Answer: At least one (1) copy with the bid submission.

3. Attachment F Bid Form-Test Clarifications

- a. **Question:** Why are the test codes not required?

Answer: Test codes are required on the Test Fee Schedule; not the bid sheet.

b. **Question:** Several tests within the bid reflect reflex testing which would incur an additional charge (test code). How should these additional charges be reflected within the bid?

- i. Anti-Nuclear Antibody (ANA), w/RFX, Serum
- ii. Thyroid Stimulating Hormone (TSH), with Free T4 Reflex, Serum
- iii. Urinalysis, Complete w Reflex
- iv. Urine Cultures, Miscellaneous (C and S)

Answer: All above tests are reflected on the Bid Page and shall be invoiced according to the price entered for the duration of the contract (five years).

iv. Regarding “Urine Cultures, Miscellaneous (C and S)” – See Addendum #1 and attached revised Bid Form - the word Miscellaneous shall be deleted.

c. **Question:** The Drug Profile 4, Urine (test code 25205), which you currently utilize does not contain all of the components listed in the bid. It contains the following: Amphetamines, amitriptyline, amobarbital, cannabinoids, cocaine, doxepin, pentobarbital, propoxyphene, butabarbital, chlordiazepoxide, benzoylecgonine, ethyl alcohol, hydromorphone, methamphetamine, phencyclidine, secobarbital, imipramine, butalbital, codeine, diazepam, methadone, oxazepam, phenobarital, norpropoxyphene and nortriptyline. Will this test continue to be ordered, as named Drug Screen Panel, or do you need a profile created that only contains the nine components listed in the bid?

Answer: Spring Grove Hospital Center will use whatever test panels are listed in the vendor’s service manual included with the bid. A profile does not need to be created.

d. **Question:** HIV Genotyping-please provide the CPT code and any additional information that would assist in identifying this test.

Answer: The CPT code is 87901

e. **Question:** HIV/RNA, Quantitative PCR-we only offer HIV-1 RNA, Quantitative, Real-Time PCR-test code 40085X, which is notated as such on the line above on the bid sheet. Is this a duplicate request?

Answer: Yes. See Addendum #1 and attached revised Bid Form - test “HIV/RNA, Quantitative PCR” is being deleted from Bid Page. Test “HIV-1, RNA, QN-RT, PCR” remains.

- f. **Question:** Prostate Specific Antigen (PSA), Free-test code 5363X PSA. Total currently has a high utilization. Is this the same test named in the bid as we do not offer PSA Free, only total or total and free?

Answer: See Addendum #1 and attached revised Bid Form - changed to reflect "Prostate Specific Antigen (PSA), Total and Free."

- g. **Question:** Synthetic Cannabis-Synthetic Cannabinoid Metabolites Screen-Basic, Ur is no longer available. The suggested replacement is Synthetic Cannabinoid Panel 2, Urine which includes the following:

AM-2201 N-(4-hydroxypentyl) metabolite
JWH-018 N-(4-hydroxypentyl) metabolite
JWH-018 N-(5-hydroxypentyl) metabolite
JWH-019 N-(5-hydroxyhexyl) metabolite
JWH-073 N-(3-hydroxybutyl) metabolite
JWH-073 N-(4- hydroxybutyl) metabolite
JWH-250 N-(4- hydroxypentyl) metabolite

Answer: See Addendum #1 and attached revised Bid Form - changed to reflect "Synthetic Cannabis-Screen & Confirm."

- h. **Question:** Urea Nitrogen (BUN), Serum-test code 296X Bun/Creat Ration w/eGFR is currently being utilized. Urea Nitrogen (BUN), Serum is test code 294X. Is this a change?

Answer: Bid Sheet confirms with listing of "Urea Nitrogen (BUN), Serum."

- i. **Question:** Urinalysis, Complete W/Reflex-please provide the CPT code and any additional information that would assist in identifying this test. 546X Urinalysis, Complete, currently has a high utilization. Is this the same test named in the bid?

Answer: See Addendum #1 and attached revised Bid Form - changed to reflect "Urinalysis, Complete." W/Reflex will be deleted.

- j. **Question:** Cytology, Thin Prep and PAP Smear-Thin Prep are both listed on the bid. Test 35455X Cytology, Thin Prep PAP is currently utilized. Are these the same code and is this a duplication?

Answer: See Addendum #1 and attached revised Bid Form - Will delete "Cytology" on Bid Page with only "PAP Smear-Thin Prep" remaining.

- k. **Question:** 3.2.16 Pricing (page #31)-Vendor questioned the language defining that the discounted rate of 60% of the prices listed on the Laboratory Test Schedule had to remain for the duration of the five (5) year contract.

Answer: See Addendum #1 – regarding Section 3.2.17

4. Section 4.2.1

- a. **Question:** (s) – The offer requests a “Sample of training offered in the past year” to (ex. Organization/types of medical professionals). What type of training are they referring to?

Answer: The Hospital Center is asking for “any” type of training that was previously given to organizations such as Spring Grove Hospital Center; not internal training given to vendor’s staff. Further explanation is given on page 29 (3.2.13 Training and In-service Education).

- b. **Question:** (u) – The bid asks for a list of scheduled hours of operation **of each laboratory site that may be involved in any way in the performance of the contract.** The vendor is asking if the primary reference site and any testing that is sent to other sites is directed through their main lab and responsible for the ordering and reporting of results, will it suffice to provide the hours of the primary reference site?

Answer: Yes

- c. **Question:** (v) Continuation of (u) above. The bid asks for a description of the involvement of each laboratory site. Will it suffice to provide the contact information for the primary reference site?

Answer: Yes

- d. **Question:** (w) Continuation of (u) above. The bid asks for contact information for each laboratory site. Will it suffice to provide the contact information for the primary reference site?

Answer: Yes

Additional Question Rec’d. 7/16/13 -

Question: Is “Lymphocyte Subtest Panel CD 4” (Bid Page #71) a duplicate of test “Lymphocyte Subset Panel 5 (Bid Page #70).

Answer: Yes this is a duplicate. See Addendum #1 and attached revised Bid Form - test "Lymphocyte Subtest Panel CD 4 (Bid Page #71) is to be deleted. Test "Lymphocyte Subset Panel 5 (Bid Page #70) remains.

After this Pre-bid Conference, prospective vendors can still have questions answered. Keep in mind that the answers to your questions, if they are significant in nature, will be shared with all who received a copy of the solicitation. Please allow sufficient time for this to occur.