

**Pre-Bid Conference Minutes**  
**Wednesday – July 29, 2015 – 10:00 am.**  
**Springfield Hospital Center**  
**“Psychiatrist Consultant Services”**  
**OPASS 16-14585/eMM MDM0031021743**

**DHMH ATTENDEES:**

Anthony Gardner (via conference call) - Contract Officer, Office of Procurement and Support Services (OPASS) ; **Springfield Hospital Center** – Paul Althoff, Director, Contracts and Nancy Penn, Administrative Specialist – Contracts.

**VENDOR ATTENDEES:**

Jonathan Book, M.D.

After introductions, Anthony Gardner, Contract Officer from the Office of Procurement and Support Services, gave the overview of the procurement process. The Contract Officer explained that the contract resulting from this solicitation will be for a one-year duration with one renewal option and the anticipated start date is December 17, 2015.

The IFB and all subsequent documentation regarding this solicitation will be posted on eMarylandMarketplace ([www.eMaryland.buspeed.com/bs0](http://www.eMaryland.buspeed.com/bs0)) and DHMH ([www.dhmh.maryland.gov/opass/SitePages/HomePages/Home.aspx](http://www.dhmh.maryland.gov/opass/SitePages/HomePages/Home.aspx)) websites. Please remember that in order to receive a contract award, a vendor must be “registered” on eMM. Registration is free. Review Subsection 1.8 for details.

The Procurement Method used for this solicitation is **Competitive Sealed Bidding**.

A **MBE subcontracting goal** was **Not** established for the contract resulting from this solicitation. However, Minority Business Enterprises are encouraged to respond to this solicitation.

The Contract Officer asked vendors to carefully review Subsection 1.9 – Questions, Page 11, regarding how to submit questions subsequent to this Pre-Bid Conference. Questions to the Procurement Officer, Michael Howard, with a copy to the Procurement Coordinator, Paul Althoff, and I, Anthony Gardner, shall be submitted via [http://dhmh.solicitationquestions@maryland.gov](mailto:http://dhmh.solicitationquestions@maryland.gov). Questions will be accepted up to five (5) days prior to the bid due date. The Procurement Officer, based on availability of time to research and communicate an answer, shall decide whether an answer can be given before the bid due date. So try to get any questions to us ASAP.

OPASS and Springfield Hospital Center received questions prior to this Pre-Bid Conference. Those questions will be posted at the end of this document.

Subsection 1.30, page 15, is in regards to Payments by Electronic Funds Transfer. Carefully review this clause. By submitting a response to this solicitation, the Bidder agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller’s Office grants an exemption. Payment by EFT is

mandatory for contracts exceeding \$200,000. This section goes into detail on how to register or request an exemption.

Bidder Minimum Qualifications is listed in Section 2, subsection 2.1 on page 20. As noted, the bidder must provide proof with its bid that all minimum qualifications have been met.

The Scope of Work - Requirements are listed in Section 3, subsection 3.2, pages 21 – 23. The Contract Officer instructed vendors to review this section thoroughly in order to get a clear understanding of what the Department expects of the successful bidder in the provision of the services. Included in the Scope of Work section is subsection 3.4 – Insurance Requirements. Please pay special attention to subsection 3.4.5 regarding the resulting contractor's coverage for worker's compensation.

The Bid Format is listed in Section 4, pages 28 – 31. Pay special attention to the Additional Required Bid Submissions, subsection 4.4 listed on pages 28 – 30. **Failure to include all required items may void your bid submission.** Also included in Section 4, is subsection 4.7 – Documents Required upon Notice of Recommendation for Contract Award. As noted, this is a list of documents that are only required from the winning bidder. Please keep this in mind when submitting your bid documents.

One of the affidavits you are required to complete, sign, and submit if you are the winning bidder is the Contract Affidavit (Attachment C). This form asks for the name of your resident agent. If there is a question of who your Resident agent is, please call the State's Corporate Charter Division at (410) 767-1330. The office is located at 301 W. Preston Street.

Please correctly review the **Bid Pricing Instructions (Attachment F) Page 60 and ATTACHMENT F – BID FORM on Page 61.**

Within ten (10) working days of being notified of its recommendation for award, the bidder must complete and submit the Contract Affidavit included as **Attachment C** and the Standard Contract as **Attachment A**. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned. WE REQUIRE THAT ALL REQUESTED ATTACHMENTS/DOCUMENTS BE RETURNED TO US IN TRIPLICATE with original signatures. We do **Not** require that the solicitation document be returned. A list of the Attachments can be found on pages 32 & 33. Some Attachments are not applicable to this particular procurement.

Please carefully review Section 4.4 – **Additional Required Bid Submissions** - Pages 28 - 30 in the specifications in order to submit the correct required attachments/ documents.

Lastly, don't forget to sign the Bid and Signature page (Attachment F). The most important matter is to get your bid to us by the date, time, and at the location listed. Your bid documents in triplicate are due no later than **Monday, August 24, 2015 no later than 2:00 p.m. Local Time.** No bids will be accepted after 2:00 p.m. The Public Bid Opening is scheduled for **Monday, August 24, 2015 at 3:00 p.m. Local Time.**

As listed on the Key Information Summary Sheet, please send your bids to the attention of Paul Althoff. Bidders mailing bids should allow sufficient mail delivery time to ensure timely receipt. A receipt of delivery will be provided for hand-delivered bids. The bid opening is public and may be attended by you. At the time of the bid opening, the apparent successful vendor will be determined. However, a final determination will be made after bid submission requests, bid calculations, etc. are made and verified.

Prospective bidders may have questions answered that may help them understand the IFB, etc. Keep in mind that the answers to your questions, if they are significant in nature, will be posted on the eMM AND DHMH websites. Therefore, please allow sufficient time for this to occur.

If you have any comments/questions about the procurement process, please contact me at 410-767-5190. Again my e-mail address is [Anthony.gardner@maryland.gov](mailto:Anthony.gardner@maryland.gov).

Paul Althoff, Director, Contracts, Springfield Hospital Center reviewed the following specifications :

The **Key Information Summary Sheet** listing the following information:

The Solicitation Number – DHMH – OPASS – 16-14585; Procurement Officer, Mr. Michael Howard - any questions pertaining to this solicitation should be e-mailed to him at ([dhmh.solicitationquestions@maryland.gov](mailto:dhmh.solicitationquestions@maryland.gov)); Contract Monitor - Dr. Kim Bright, M.D.; and **Bids are to be sent in triplicate to: Department of Health and Mental Hygiene, Springfield Hospital Center, Medical Services Building, Room 237, 6655 Sykesville Road, Sykesville MD 21784, ATTN: Mr. Paul Althoff, Director, Contracts, by the closing date and time of August 24, 2015 at 2:00 p.m. Local Time. No Bids will be accepted after 2:00 p.m. Local Time.**

**Minimum Qualifications** – Listed in Section 2 – Page 20.

**Scope of Work** – Section 3 – Subsection 3.2 – Pages 21 – 23 – lists the following criteria: Patient Care Recommendations; Medical Records Guidance; Mandatory Orientation and Scheduling; Performance Review; Preventive Health and Infection Control Requirements; and Personnel/Staff Management Requirements. Paul also reviewed the Criminal Background Check in Section 3.3 – page 24 and the Insurance Requirements located in Section 3.4 – page 24 and 25.

**Additional Required Bid Submissions** - Section 4.4 – Pages 28-30 - Paul reiterated to everyone to review this section thoroughly for all required documentation.

**Bid Sheet** – Attachment F – is located on Page 61.

The meeting adjourned at 10:30 a.m.

**Questions sent prior to the pre-bid were reviewed next as follows:**

Q1. How many vendors will be awarded?

A1. One.

Q2. What is the annual budget for this contract?

A2. The Contract shall be awarded to the responsible Bidder submitting a responsive Bid with the most favorable Total Bid Price (as referenced in COMAR 21.05.02.13) for providing the goods and services as specified in this IFB

Q3. Who currently provides these services?

A3. Dr. Jonathan Book.

Q4. What are the current vendor's hourly rates?

A4. We can only provide the total contract amount for the current contract which is \$93,600.00.

Q5. How many patients will be seen a day?

A5. 10 to 12 patient's per day (including prn coverage for other psychiatrists on leave with a max of 24/day).

Q6. How many days a week will services be needed?

A6. 12 hours per week (M-F).

Q7. Will there be any weeknight/weekend/holiday on call needed?

A7. No.

Q8. What are the types of cases seen?

A8. Psychiatric Patients.

Q9. What EMR system is used? Will there be training on the equipment?

A9. An EMR system is not used.

Q10. Does the provider need to have a Medicare/Medicaid number?

A10. Yes.

Q11. Can any changes be made to the contract language? (Ex. indemnification, insurance, governing law, etc.)

A11. Please refer to section 1.24 of the IFB.

Q12. Does the rate need to be All Inclusive? (ex...include travel and lodging expenses)

A12. Yes.

Q13. In the event we are chosen as a potential vendor, but can't agree to terms, can we withdraw our proposal without penalty?

A13. No.

Q14. What are the payment terms? (ex...30 days from invoice date).

A14. Please refer to section 3.6 of the IFB.

Q15. Can the invoices be submitted bi-weekly or electronically?

A15. Please refer to section 3.6 of the IFB.

Q16. What type of support staff is available?

A16. Administrative Support as needed. The physician is responsible for their own documentation and psychiatric evaluations/reports.

Q17. Can the services be provided via telemedicine?

A17. No.