

Holly Center - Salisbury, Maryland

**Agency Nursing Services for the MDH – Holly Center**

August 18, 2020 – 10:00 am

Administrative Board Room

**Pre-Bid Meeting Minutes**

**Attending:** Tammie Wells, Holly Center Director of Purchasing; Muriel Marshall, Holly Center Acting Director of Nursing; Calvin Johnson, Contract Officer, OPASS (teleconference); Tashia Ayres, Secretary, Ernesta Spero, Recording Secretary; Dr. Olayinka Olufidipe, Director of Medical Services, Crown Hills Enterprises, Inc. (teleconference); Olu Akerele, Crown Hills Enterprises, Inc. (teleconference); Holly Abunassar, Director of Business Development, Chesapeake Medical Staffing (teleconference); Sam Giordano, Vice-President of Psychiatric Services, Worldwide Travel Staffing (teleconference); Jack Goldberg, Business Development Representative, Centra Healthcare Solutions (teleconference); Kimberly DeSocia, Branch Director, Favorite Staffing (teleconference); Derrick Hawkingberg, Recruiter, Favorite Healthcare Staffing (teleconference); Deborah Jones, Director of Operations, Guardian Healthcare (teleconference); Diana Wylie, President, CNO, Flexibility & Co., LLC dba Flex RN (teleconference).  
Samera Energized Healthcare (teleconference).

**I. Welcome**

Mrs. Wells welcomed everyone to the meeting and connected to the teleconference.  
Calvin Johnson from OPASS and Tammie Wells facilitated this meeting.

**Action:** Information only.

**II. Emphasized Points**

Calvin Johnson emphasized the following:

- All bidders must place their name, fax numbers and e-mail addresses on the sign in sheet.
- The contract resulting from this solicitation will be for a Five (5) year base period beginning on or about December 1, 2020 or earlier.
- The entire packet must be returned in **triplicate**.
- The Procurement Method used for this solicitation is Complete Sealed Bidding. There is no MBD goal for this solicitation.
- There are minimum qualifications contained in this solicitation stated in Section 1 on page 2.
- The Scope of Work requirements are listed in Section 2. This section gives a clear understanding of what the Department expects of the successful Offeror in the provision of the services.
- Complete and sign the Bid/Proposal Affidavit.

II. Emphasized Points continued:

- Within 10 days of being notified of its recommendation of award, the bidder must complete and submit the Contract Affidavit set forth in Attachment N. The contract does not become effective until the Contract Affidavit is signed and returned.
- Remember to include in your transmittal letter a statement regarding the appropriate Tier designation for the Living Wage Requirement Law.
- Correctly complete the Bid form. Pay special attention to the Bid Instructions listed in Attachment B.
- Failure to include any items will **void** your bid submission.
- See Section 4.2: eMaryland Marketplace Advantage Registration.
- Section 4.23 / Electronic Funds Transfer: By submitting a bid in response to this solicitation, the bidder, if selected for award:
  - i. 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 \$20,000.
  - ii. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form. You must include the business identification information as stated on the form and the reason for the exemption. The COT/GAD X-10 form may be downloaded from the Comptroller's website at: [http://comptroller.marylandtaxes.com/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.com/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).
  - iii. Section 4.0 is the Award Basis.
- Sign the Bid Form and Signature pages.
- The Bid (**in triplicate**) must be received no later than **September 14, 2020 at 2:00 pm local time. No bids will be accepted after that time.**
- Address your bid packets to Attention: Calvin T. Johnson at: [calvin.johnson@maryland.gov](mailto:calvin.johnson@maryland.gov) with a password protected price form.
- The bid opening is public and may be attended by you. The final determination will be made after bid submissions requirements, bid calculations, etc. are made and verified.
- The acceptable means of delivering a bid is **electronically**.

**Action:** Information only.

### III. Question Time

Finally, potential bidders were given an opportunity to pose questions.

Mrs. Wells turned the meeting over to the Acting Director of Nursing to highlight any part of the specifications that would pertain.

Muriel Marshall clarified the specifications for the Agency Nursing Services being procured.

She further explained that the following specifications vary and are based on an **average** shift:

- **Day Shift:** 1 to 2 nurses (R.N. or L.P.N.) and 6 D.C.A.s
- **Evening Shift:** 1 to 2 nurses (R.N. or L.P.N.) and 3 D.C.A.s
- **Night Shift:** 1 Nurse (R.N. or L.P.N.) and 2 D.C.A.s

#### **Residences:**

- **Residence 300:** 12 residents
- **Residence 600:** 15 residents
- **Residence 700:** 14 residents (**fluctuates**)
- **Residence 800:** 9 residents

#### **Shift Schedules:**

- **Day Shift:** 6:30 am to 3:00 pm
- **Evening Shift:** 2:30 pm to 11:00 pm
- **Night Shift:** 10:45 pm to 6:45 am

In close, everyone was instructed to follow up by **submitting** any questions that were asked during the meeting.

### IV. Adjournment

Calvin Johnson and Tammie Wells adjourned the meeting at 10:44 a.m.