

DEER'S HEAD HOSPITAL CENTER

“Medical Administrative Management of Kidney Disease Unit – DHHC”
 Pre-Bid Conference MDH/OPASS#21-18582/eMMA#BPM020212
 Via Conference Call – 1-617-675-4444 – PIN 1008523968254#

DATE: July 9, 2020

TIME: 10:00 AM

MINUTES TRANSCRIBED BY: M. Oldach

MEMBERS

(P)	A	Wanle Turton, KDU Nurse Manager Deer's Head Hospital Center	(P)	A	Dr. Khazi Khan Peninsula Nephrology
(P)	A	Ken Waller, CFO/Procurement Deer's Head Hospital Center	(P)	A	Dr. Eric Ofori Delmarva Kidney & Hypertension
(P)	A	Theresa Ammons, Contract Officer Maryland Department of Health	(P)	A	Maggie Oldach, Management Associate Deer's Head Hospital Center

ISSUE	DISCUSSION OF ISSUE	OPEN / CLOSED OWNER
1. Review of Bid Process	<p>Theresa Ammons, Contract Officer with Maryland Department of Health and the Office of Procurement & Support Services welcomed everyone to the Medical Administrative Management Pre-Bid Process for Nephrology Services at DHHC call and asked for introductions. The following introductions were made: Dr. Eric Ofori, Delmarva Kidney & Hypertension Dr. Khan, Peninsula Nephrology Wanle Turton, KDU Nurse Manager, DHHC Ken Waller, CFO, DHHC</p> <p>Due to Covid-19, the format for this submission will change. Asking that participants mute phone to cut down on feedback.</p> <p>In case there is a need for clarification, Theresa can be reached via email as she is home teleworking due to the pandemic. This meeting is to review the solicitation bid for the management of the KDU at DHHC. The state is issuing this bid, for the purpose of obtaining a board-certified physician for nephrology to provide administrative services as needed to patients being treated for kidney disease. Services will be performed at DHHC.</p> <p>The department intends to make a single award. Please refer to section 4.9 for details</p>	

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	<p>about award basis.</p> <p>The usual sign in sheet can't be used, due to COVID-19, so please complete Attachment A which is the pre-bid conference response form and send via email to Theresa.</p> <p>The contract resulting from this solicitation will be for 5 years beginning February 2021. Invitation to bid and subsequent documentation will be posted on eMaryland Marketplace Advantage. Vendors must be registered on eMMA, details can be found in subsection 4.2.</p> <p>Competitive bidding, important to follow the steps since there are changes specific to the COVID pandemic. We encourage minority business enterprises to respond to this bid.</p> <p>Carefully review subsection 4.3. Questions should be submitted via the email address listed on the key information sheet and feel free to copy Theresa. Questions should be submitted no later than 5 days prior to bid due date. Any questions after this meeting should be submitted ASAP.</p> <p>Section 4.3 talks about electronic payment. The bidder agrees to accept payment by electronic funds transfer. Payment by EFT is mandatory if exceeded by \$100,000. Would like to emphasize the minimum qualifications noted in section 1. Bidder must provide proof that you're able to meet the minimum qualifications. The scope of work details are in section 2, which gives clear understanding of what the department expects.</p> <p>Section 5 discusses the bid format. Failure to include all required items may void you're bid submission. All bid submissions should be forwarded to Theresa's attention via email. The template used to solicit services is just a template. Any mention of submitting documentation other by electronic mail should be disregarded, due to closure of state facility buildings, email submissions are the only acceptable method.</p> <p>Section 6 - subsection 6.4 - highlights documents required. Attachment M as it appears in solicitation is for informational purposes only and not to be returned with bid.</p> <p>One of the affidavits required is Attachment N, Contract Affidavit form asks for resident agent - if you're unsure who you are, suggest you call 410-767-1330.</p>	

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	<p>Attachment B, pages 45 & 46. The actual bid form is included as separate excel format. Contract resulting will be confirmed fixed unit prices. If you're the recommended vendor, within 5 working days, you must complete attachments M & N. The contract shall not become effective until contracts are returned and signed. Please do not forget to sign the bid!</p> <p>The most important matter is to get the bid to us by Tuesday, August 4, 2020 at 2 PM EST, no bids will be accepted after 2 PM. The bid opening is scheduled on the same day at 2:15 PM. Bids should be sent electronically to Theresa Ammons' email address and ensure it is password protected. Confirmation receipt will be sent via email and Theresa will ask for password to get into documents with the confirmation email. You are invited to participate in the bid opening via conference call - details of call are on the key information sheet. Please remember after the pre-bid conference, the questions and answers will be posted on eMMA and MDH websites. Any questions about Prebid process should be sent to Theresa via email.</p> <p>No questions were asked among the prospective bidders.</p> <p>Ken asked Theresa to clarify that if a bid was submitted 3 days before cut-off and the bidder needed to make a change, could the bid be resubmitted? Theresa, yes if someone submits bid ahead of time and needs to make adjustment that's fine, so long as final bid is submitted prior to deadline and Theresa is made aware, so the final bid is the only one opened.</p> <p>No additional questions were asked. Meeting adjourned at 10:22 AM.</p>	

There being no further business, the meeting was adjourned.

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