

Department of Health and Mental Hygiene
Holly Center

Pre-Bid Conference Minutes
IFB Physician Services
OPASS #14-13869

Holly Center: Robin Ryan, Procurement Specialist
Mae Esh, Program Services Director/Contract Monitor
Wendy Long, Program Services Secretary/Recorder

Conference Call: Catherine Carter, DHMH/OPASS - Contract Officer

Date of Pre-Bid Conference: January 31, 2014

The Pre-Bid Conference was conducted at approximately 2:00 PM. Please note the following attendees:

Alicia Wright	LLM Placements
Johnnie Green	JLG Services
Mitchell Gittelman D.O.	

Catherine Carter introduced herself as the Contract Officer for this particular solicitation and stated that her purpose was to explain the procurement process.

She stated to please be sure to sign-in and to include name, address, telephone and fax numbers, along with email address.

She informed everyone that minutes were being taken of the meeting and will be distributed to everyone in attendance and to those persons known to have received a copy of the IFB. Also, if you decide not to submit a bid, she asked that you complete and return the Vendor Comments form which is pg. ii. This helps in planning future procurements.

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 also be posted on eMM.

She stated that the contract resulting from this solicitation will be for a 5 year period beginning on July 1, 2014 and that there are no option periods associated with this contract.

It was also noted that the entire PACKET MUST BE RETURNED IN TRIPPLICATE -

That this is a **multi-award procurement** (which means the Contractor with the lowest Total Bid Price will be given the right of first refusal to provide the requested services. If that Contractor is unwilling or unable to perform the requested services, the Contractor with the next lowest

Total Bid Price will be asked to provide the requested services, and so forth. The procurement method used for this solicitation is called **Competitive Sealed Bidding**.

There is no MBE subcontracting goal associated with this procurement.

It was noted to be sure that you have completed and signed Attachment B which is the **Bid/Proposal Affidavit and submit with bid**.

That within 5 days of being notified of its recommendation for award, the bidder must complete and submit Contract Affidavit set forth in Attachment C. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned.

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.

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

Please correctly complete the **Bid Page and sign your signature where appropriate**. Also, pay special attention to the Bid Submission Requirements - min qualification documents, required attachments, references, and certificate of insurance, etc. listed under Section 4.4.

Page 14 informs of payment by (Electronic Funds Transfer) and the website to register.

It was that that the most important matter is to get your bid to us by the date, time, and location listed. Your bids in triplicate are due no later than **Wednesday, February 12th - 2:00 p.m. local time. No bids will be accepted after Wednesday, February 12 - 2:00 p.m.**

Please address your bid packets to **Robin Ryan at Holly Center, 926 Snow Hill Road, Rm. #8, Salisbury, Maryland 21804 – this info is also on the Key Information Summary Sheet.**

The bid opening is public and may be attended on February 12th at 2:15 p.m. At the time of the bid opening, **apparent** successful vendors will be determined. However, a final determination will be made after bid submission requirements, bid calculations, etc. are made and verified.

Offerors were informed that the three 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 Carrier - ask for receipt

If you have any comments/questions about the procurement process, please contact me Cathy Carter, Contract Officer, at 410.767-5892 or Ms. Robin Ryan, Procurement Coord., at 410.572-6214 for programmatic questions

Robin Ryan stated the following:

- Ensure when signing to use blue ink.
- The bid submission minimum qualifications are in section 4.4.
- The list of IFB Attachments is listed on page 30.

Vendor questions received during the meeting:

Question: In section 2.1.1 it states the Bidder should have three years of experience. Is this experience for the Physician or the company?

Answer: The Physician must have the experience and meet the minimum qualifications listed in the IFB 2.1 Bidder Minimum Qualifications.

Question: What do you want me to do – (description of services needed)?

Answer: Provide regular weekend and holiday physician's coverage scheduled through the medical office. Refer to IFB Section 3 - 3.2 Scope of Work - Requirements

Question: Is it phone coverage or do I need to come in?

Answer: For On-Call Services, most will be phone orders, but it depends on the situation. For Physician Services you must come in each morning to perform Sick Call, see those in the Infirmary, see lab sheets that may need your attention, etc. The medical secretary is in the office to help as needed.

Question: What is the number of hours?

Answer: On Call Services is approximately 650 hours per month. Physician Services is Monday through Friday, and is approximately 100 hours per year. This usage is based on the previous year's usage. The medical secretary will provide the contractor with the On Call schedule. See page 19 section 3.1.

Question: For the weekend, we take calls, but do we need to come in?

Answer: On Call Services, you do not have to come in for each call, but it depends on the situation. If someone is expiring, for example, you would have to come in.

Question: I have a private practice with mid-levels that work with me. Can I send them to provide a service?

Answer: No, the service cannot be delegated. It must be provided by the Physician.

Question: If the Holly Center Physician is on vacation the same time I am on vacation, what happens?

Answer: The Department intends to make up to four awards as a result of this IFB. For multiple contract awards, the Contractor with the lowest Total Bid Price will be given the right of first refusal to provide the requested. If that Contractor is unwilling or unable to perform the requested services, the Contractor with the next lowest Total Bid Price will be asked to provide the requested services, and so forth. The service is provided to the lowest bidder, who picks available dates, and then the next lowest bidder will pick available dates and so on. See Section 1.1 Summary Statements 1.1.3 & 1.1.4

Question: So, that means there will always be someone available?

Answer: Yes.

Question: Does the current contractor sign off on labs remotely?

Answer: No. You must come in to perform Sick Call and see individuals in the Infirmary. Page 21 section 3.2.3 explains what you need to do for Sick Call.

Question: Is the service daily Monday through Friday?

Answer: Physician Services, when needed would be Monday through Friday.

Question: What is the average number of people in the Infirmary?

Answer: Four to six.

Question: What is the total population?

Answer: Seventy-six.

Question: Do verbal orders have to be signed off? If so, when?

Answer: Yes. They must be signed by the next day. If orders are over the weekend, they must be signed Monday.

Question: Is anything electronic?

Answer: No.

Question: If a person admitted at 2:00 PM on Friday afternoon, what do I need to do if I am the Doctor on duty?

Answer: You must be in on Friday afternoon to perform physical, etc.

Question: What kind of hospital affiliation?

Answer: The Bidder's staff must consist of providers with current professional hospital affiliation(s) within the Lower Eastern Shore Area, including current evidence of State Licensure in Maryland, Board Certification in applicable medical fields, and with credentials/privileges at Lower Eastern Shore Hospitals. Refer to: Section 2 Minimum Qualifications 2.1.5.

Question: What is the average hospital census?

Answer: Under ten – approximately two a week at most.

Question: Are past bids public record?

Answer: Yes. The current On Call Physician Services Contract Pricing is: \$4.70, \$4.80 and \$4.85 per hour. The current Physician Services Contract Pricing is: \$124.00 and \$130.00 per hour.

Question: On the weekend, if I need to come in to re-admit or do an emergency admission, is that still considered On Call?

Answer: Yes.

Question: You currently have three vendors?

Answer: Yes, the current contract has three vendors

Question: How do I bid?

Answer: Please refer to Section 4 - Bid Format

Adjourned: 2:42 PM