



DEPARTMENT OF HEALTH

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

Pre-Proposal Conference Minutes
Developmental Disabilities Administration Solicits
(Re-Solicit) Quality Improvement Organization Services (QIO)
MDH-OPASS #21-19004
eMMA# BPM024313 - Issue Date: May 24, 2021

Date - June 10, 2021/Time - 10:00am

Attendance:

Attendees:

Christopher Baglio, Liberty Healthcare
Jae Shim, Zane Networks
Leland Babitch, Superior Health Quality Alliance
Tania Daniels, Superior Health Quality Alliance
Marion Olivier, Qlarant
Stephanie Bagley, SCB Management Solutions
Zak Henshaw, HSAG
Mike LePostollec, Liberty Healthcare Corporation
Kim Trumbetti, The Columbus Organization
Susan Norris, Kepro
Theresa Gonzales, Health Services Advisory Group
Beth Reiniger, The Columbus Organization
Sarah Saisbury, Public Consulting Group
Hong Jiang, JY Advisory LLC.
Jamin Barber, Public Consulting Group US
Bob Foley, Qlarant Quality Solutions
Kate Obert, Liberty Healthcare
Trish Piontek, Liberty Healthcare Corp.
Abigail Smith, Public Consulting Group
Deanne Schmidt, The Columbus Organization
Luigi Leblance, Zane Networks LLC

MDH Staff

Sherida Studwood, Contract Officer, OCOMP
Monica Hariri, Procurement Coordinator, DDA
Patricia Sastoque, Director of Programs, DDA
Bernard Simons, Deputy Secretary, DDA



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Janelle Robinson, Director of MBE Program, MDH

Angela Rapp Kennedy, National Council of Aging, NCOA

Bernadette Garrett, Technical Writer, OCMP

Bernard Simons, Deputy Secretary, DDA

Lisa Peters, Procurement Officer, DDA

Marlana Hutchinson, Director of Office of Long-Term Services and Supports, LTSS

Nicole Kropfelder, MDH

Rhonda Workman, Assistant Director for State and Federal Relations, DDA

Robert White, Director of Fiscal Services and Operations, DDA

Steven Goldstein, Technical Writer, OCMP

Tonia Ferguson, Chief of Staff, DDA

Greetings/Introductions - Sherida Studwood, Office of Contract Management and Procurement (OCMP)

Virtual rules, opening remarks and introductions were facilitated by Sherida Studwood, Contract Officer. Attendees were advised that the virtual conference was being recorded. MDH staff and attendees asked to introduce themselves. All attendees were asked to sign in using the “Chat” feature within the virtual meeting.

Procurement Overview – Sherida Studwood, Office of Contract Management and Procurement (OCMP)

1.1.1 The Offeror must provide proof with its Proposal that the following Minimum Qualifications have been met:

1.1.1.1 The Offeror must be a Medicaid-eligible provider and not on the following exclusion lists. An Offeror must not be on the Health and Human Services (HHS) Office of the Inspector General’s List of Excluded Individuals and Entities (LEIE), or the General Services Administration System for Award Management (SAM).

1.1.1.2 An Offeror must provide a self-certification with its Proposal that it is not on the LEIE or EPLS lists.

1.1.1.3 Offeror must provide an attestation stating their organization is a Quality Improvement Organization (QIO) or QIO-like entity, under contract with the Centers for Medicare and Medicaid (CMS) or as designated by CMS. Specifically, the Offeror must meet the requirements of Section 1152 of the Social Security Act (i.e., “QIO-like entity, thereby enabling the State to qualify for the 75% federal financial participation as established in Section 1903(a)(3)(C) of the Social Security Act.

2.1 Summary Statement

2.1.1 The Maryland Department of Health (MDH), Department (DDA or the Department) is issuing this Request for Proposals (RFP) to request a Contractor certified by Centers for Medicare and Medicaid Services (CMS) as a Quality Improvement Organization (QIO) or QIO-like entity to:

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- (1) provide strategies that enhance the quality of life and help to ensure the health and wellbeing for individuals with intellectual and developmental disabilities;
- (2) develop audit standards for the DDA's services including review cases and analyze patterns of services related to assessed need and quality review; (3) conduct ongoing utilization reviews to safeguard against unnecessary utilization of care and services and assure efficiency, economy and quality of care; and (4) administer the DDA's National Core Indicators Surveys.

All subsequent documentation regarding, this solicitation will be posted on eMaryland Marketplace advantage (eMMA) and Maryland Department of Health (MDH) websites. Contractors were advised that in order to receive a contract award, vendor must be "registered" on eMMA, and that registration is free. Contractors were asked to review Section 4.2 (page 18) for additional information.

2.1.2 It is the State's intention to obtain services, as specified in this RFP, from a Contract between the selected Offeror and the State. The anticipated duration of services to be provided under this Contract is three (3) base years with two (2) option periods. Each option period is one (1) year.

2.1.3 The Department intends to make a single award as a result of this RFP. See RFP **Section 4.9 Award Basis** for more Contract award information.

4.3 Questions (page 59)

4.3.1 All questions, including concerns regarding any applicable MBE or VSBE participation goals, shall identify in the subject line the Solicitation Number and Title (MDH OPASS 21-19004 - QUALITY IMPROVEMENT ORGANIZATION (QIO) SERVICES), and shall be submitted in writing via e-mail to the Procurement Officer at least five (5) days prior to the Proposal due date and time specified the Key Information Summary Sheet.

4.23 Payments by Electronic Funds Transfer

By submitting a Proposal in response to this solicitation, the Offeror, if selected for award:

4.23.1 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. The successful Offeror shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form.

4.4 Procurement Method - A Contract will be awarded in accordance with the Competitive Sealed Proposals method under COMAR 21.05.03.

Contractors were advised to carefully review Section 2 – Scope of Work beginning on page 2. This section gives an outline of the responsibilities of the contractor and provides a clear understanding of the Department expectations of the successful Offeror in the provision of the services.



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Offerors advised to review Section 5 - Proposal Format (starting on page 75)

Two Part Submission - Offerors shall submit Proposals in separate volumes:

Volume I – Technical Proposal

Volume II – Financial Proposal

5.2.6 Two Part (Double Envelope) Submission:

A. Volume I - Technical Proposal consisting of:

1. Technical Proposal and all supporting material in Microsoft Word format, version 2007 or greater, Technical Proposal in searchable Adobe PDF format, a second searchable Adobe copy of the Technical Proposal, with confidential and proprietary information redacted (see Section 4.8), and

B. Volume II - Financial Proposal consisting of:

1. Financial Proposal entered into the price form spreadsheet within eMMA and all supporting material in Excel format, Financial Proposal in searchable Adobe PDF format, a second searchable Adobe copy of the Financial Proposal, with confidential and proprietary information removed (see Section 4.8).

6.1 Evaluation and Section Procedure - Evaluation of Proposals will be performed in accordance with **COMAR 21.05.03** by a committee established for that purpose and based on the evaluation criteria set in Section 6 of the RFP.

6.2 Technical Proposal and Financial Evaluation Criteria- The criteria to be used to evaluate each Technical Proposal are listed in Section 6.2 (**page 85**) in descending order of importance with the Financial Proposal Evaluation Criteria listed in Section 6.3.

6.5 Selection Procedures are highlighted in Section 6.5 (**page86**) of the RFP. Upon completion of the Technical Proposal and Financial Proposal evaluations and rankings, each Offeror will receive an overall ranking. The Procurement Officer will recommend award of the Contract to the responsible Offeror that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, technical factors will receive equal weight with financial factors.

6.6 Documents Required upon Notice of Recommendation for Contract Award is listed in Section 6.6 (page 87).

Contract Officer empathized proposals are due by the date, time, and location listed within the Key Information Summary. No proposals will be accepted after 2:00pm EST.



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5.2 Proposal Delivery and Packaging - Contractors are reminded that acceptable means of delivering a proposal is thru eMaryland Marketplace (eMMA) submission (See Section 5.2 – Proposal Delivery and Packaging) for additional information.

MBE/VSBE Overview and requirements – Janelle Robinson, MBE Director

A 30% MBE and 3% VSBE Subcontracting goal(s) has established for this solicitation.

Section 4.26 MBE Subcontracting goal - The MDOT Certified MBE Utilization and Fair Solicitation Affidavit (Attachment D-1) must be fully and accurately completed and submitted in Tab O of the Technical section of your bid or proposal. Failure to do so will result in your bid or proposal being deemed non-responsive.

On the D-1 form, you must first acknowledge and express your intention to meet the overall MBE goal percentage established for the solicitation.

You must also enter any subgoals that have been established for the solicitation.

As no subgoals have been established for this solicitation, do not enter any information regarding the percentages for African American, Hispanic-American, Asian-American or Women-Owned businesses in Section 1.

The MBE participation schedule should include the names of the minority business enterprises that you intend to use to meet the required MBE goal, along with their federal employment identification number, their MDOT MBE certification number as well as their certification category. Only MDOT MBE certification is acceptable. MBE certification from another entity or jurisdiction will not be accepted. Additionally, the percentage of the total contract value to be provided by the particular MBE should be entered as well as a specific description of the work that is to be performed by that particular MBE. MBEs must be fully certified at the time of submission of your bid or proposal.

MBE prime contractors may count fifty percent (50%) towards the established subcontracting goal *and one hundred percent (100%) towards one (1) category of the subgoals that they certified for (i.e., female or African American subgoal, but not both subgoals)*

Within 10 working days of receiving notice that your firm is the apparent awardee, you must submit your Outreach Efforts Compliance Statement (Attachment D-2) and your Subcontractor Project Participation Certification (Attachment D-3).

You may request a waiver of the MBE goal and within 10 working days of receiving notice that your firm is the apparent awardee, you must submit all required waiver documentation in accordance with COMAR 21.11.03.10. Please carefully review the liquidated damages provisions in the solicitation regarding compliance with MBE rules and regulations.



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Section 4.27 VSBE Subcontracting goal - The VSBE Utilization Affidavit and Subcontractor Participation Schedule (Attachment E-1) must be fully and accurately completed and submitted in Tab O with your bid or proposal. Failure to do so may result in your bid or proposal being deemed non-responsive.

On the E-1 form, you must first acknowledge and express your intention to meet the overall VSBE goal percentage established for the solicitation.

The VSBE Subcontractor Participation Schedule should include the names of the veteran-owned business enterprises that you intend to use to meet the required VSBE goal, along with their DUNS Number. United States Department of Veterans Affairs and Maryland Department of Veterans Affairs certifications are acceptable. VSBE certification from other entities or jurisdictions will not be accepted. Additionally, the percentage of the total contract value to be provided by the particular VSBE should be entered as well as a specific description of the work that is to be performed by that particular VSBE.

Within 10 working days of receiving notice that your firm is the apparent awardee, you must submit your Subcontractor Project Participation Statement (Attachment E-2).

You may request a waiver of the VSBE goal and within 10 working days of receiving notice that your firm is the apparent awardee, you must submit all required waiver documentation in accordance with COMAR 21.11.13.07.

Specification Overview – Patricia Sastoque, Director of Programs (DDA) and Rhonda Workman, Director for Federal Programs (DDA).

A PowerPoint Presentation/Overview was presented by DDA regarding the specifications and Scope of Work – Section 2 of the RFP.

Questions and Responses

The floor was opened to Attendees to enter questions into the Chat Box for review and response by panelist. (See attached Q & A #1).

Adjournment – Sherida Studwood, Office of Contract Management and Procurement (OCMP)

Attendees were reminded of the following: 1) Attendees were reminded that nothing said at the Pre-proposal conference may change the RFP unless changed by written amendment, 2) For clarity, questions that required a coordinated response should be submitted in writing to the Contract Officer at mdh.solicitationquestions@maryland.gov, 3) Proposals must be submitted thru eMaryland Marketplace Advantage (eMMA) and are due no later than 2:00pm on July 15, 2021.