**Pre-Bid Conference Meeting**

**Friday, May 22, 2020, 10:00 a.m. Local Time**

**Pharmaceutical Services –**

**Deer’s Head Hospital Center, Holly Center, Potomac Center, RICA-Baltimore,**

**RICA-Rockville (John L. Gildner), Western MD Hospital Center**

**MDH/OPASS 20-18592/M00R0601294**

**eMMA #BPM019645**

**via Conference Call in #**

**1-720-443-4317**

**(PIN 390514572)**

**Minutes**

Attendees

Nancy Cramer, Allied Pharmaceutical Services, Inc.

Jill Molofsky, Correct Rx Pharmacy Services, Inc.

Gabrielle Melka, Correct Rx Pharmacy Services, Inc.

Chad Corwell, PharmaCare Institutional Services

Steve Lowery, PharmaCare Institutional Services

Christie Greene, PharMerica/Bright Spring

Keith Petri, PharMerica

MDH Staff

RICA-Baltimore: Dr. David Horn, Romila Stephens, Wendy Bazemore, Sullay Jabiati, Dr. Tonya Tuggle, Tracey Heslop

Holly Center: Tammie Wells

Western Md. Hospital Center: Jean Thomas, Cynthia Shaffer

Potomac Center: Robert Brown, DeLaura White

Deer’s Head Center: Cheri Porcelli, Melane Boltz

OPASS: Theresa B. Ammons

Theresa B. Ammons, Contract Officer, Office of Procurement & Support Services, (OPASS) convened the meeting @ 10:10 a.m. Ms. Ammons welcomed everyone and reviewed the general purpose of the meeting. Due to the Coronavirus Pandemic (Covid-19), the meeting was conducted via conference call. She asked that participants mute their phones to cut down on the feedback on the line. Obviously when speaking during introductions or to ask questions, participants will unmute the phone.

Individuals then introduced themselves giving their name and the name of their company.

In lieu of the Sign-In Sheet, Ms. Ammons stressed the need for all participants to complete Attachment A (Pre-Bid Response Form) and send the form to her attention ([Theresa.ammons@maryland.gov](mailto:Theresa.ammons@maryland.gov)). This will serve as the official record of who attended the meeting.

In her opening remarks, Ms. Ammons asked that everyone who ask questions during the Pre-Bid also submit the same questions to the [mdh.solicitationquestions@maryland.gov](mailto:mdh.solicitationquestions@maryland.gov) email address.

Ms. Ammons noted that the purpose of the Pre-Bid Conference was to review the specifications issued to secure ***Pharmaceutical Services*** to include dispensing and delivery of medications, clinical pharmacist consultations and services to the six (6) MDH facilities: Deer’s Head Hospital Center, Holly Center, Potomac Center, RICA-Baltimore, RICA-Rockville (John L. Gildner) and Western MD Hospital Center. Due to Covid-19, the process has been adjusted.

**AS STATED ON THE KEY INFORMATION SHEET, BIDS SHALL BE SENT ELECTRONICALLY TO MY EMAIL ADDRESS. ALSO AS NOTED, BIDS MUST BE PASSWORD PROTECTED. UPON RECEIPT OF YOUR BIDS, I WILL SEND YOU A RECEIPT FOR YOUR RECORD AND ASK THAT YOU SEND ME THE PASSWORD. SINCE THE BID OPENING IS PUBLIC A CALL IN # WILL BE POSTED TO eMMA and MDH WEBSITES IN ADVANCE OF THE DEADLINE**

Ms. Ammons then gave a detailed overview of the procurement process (see following pages) stressing specific portions in the specifications that will assist potential bidders in successfully submitting bids.

The meeting was then opened for facility staff to highlight any part of the specifications that pertained to its facility. Dr. David Horn, RICA-Baltimore shared comments (included at the end of the Minutes).

Finally, potential bidders were given an opportunity to pose questions. Again, all were instructed to follow-up with submitting same questions to the [mdh.solicitationquestions@maryland.gov](mailto:mdh.solicitationquestions@maryland.gov) email address. Answers to all inquiries will be addressed as quickly as possible and posted to eMMA and MDH websites.

Meeting adjourned: 10:50 a.m.

**Pre-Proposal Conference**

**Friday, May 22, 2020**

**10:00 a.m.**

**Via Conference Call**

**1-720-443-4317**

**(PIN 390514575)**

**"Pharmaceutical Services – Deer’s Head Center, Holly Center, Potomac Center, RICA-Baltimore, RICA-Rockville (John L. Gildner), Western Md. Hospital Center"**

**MDH/OPASS 20-18592**

**eMM# BPM019645**

1. Good morning and welcome. My name is Theresa B. Ammons from the Office of Procurement and Support Services or OPASS for short. I am here to help you understand the process for Pharmaceutical Services procurement. In case there is a need for clarifications after this meeting, I can be reached at my email address [Theresa.ammons@maryland.gov](mailto:Theresa.ammons@maryland.gov). Usually I would give my office phone number but as many of you are, I am working from home, so my email address is the best way to contact me. This meeting is to review the solicitation for the provision of “*Pharmaceutical Services – Deer’s Head Hospital Center, Holly Center, Potomac Center, RICA-Baltimore, RICA-Rockville, and Western MD Hospital Center*”. The Pharmaceutical Services include dispensing and delivery of medications as well as clinical pharmacist consultations and services to the six (6) MDH facilities that I just mentioned. The Department reserves the option to make multiple awards as a result of this IFB. Please refer to section 4.9 (Award Basis) for details.

Due to the restrictions placed upon everyone due to the Coronavirus Pandemic, we are not able to meet in person, so the usual sign-in sheet cannot be used. Instead, if you have not already done so, please complete and send to my email address **Attachment A** which is the **Pre-Bid Conference Response Form**. We will use this form as our record to show who joined us today.

The contract resulting from this solicitation will be for five years beginning on or about **September 1, 2020**. Please note this date is subject to change. Be assured that everything reviewed today is in the specification document; if you miss any portion of the meeting, it should not affect your ability to respond to the IFB.

The IFB and all subsequent documentation regarding this solicitation will be posted on eMarylandMarketplace Advantage ([www.eMaryland.buyspeed.com/bso](http://www.eMaryland.buyspeed.com/bso)) and MDH ([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 eMMA. Registration is free. Review Subsection 4.2 Page 36 for details.

The Procurement Method used for this solicitation is **Competitive Sealed Bidding**. Although this is a relatively uncomplicated process, I cannot stress too much the importance of following the steps and requirements especially there are changes due to the Coronavirus Pandemic.

An **MBE subcontracting goal** was **Not** established for the contract or contracts that will result from this solicitation. However, Minority Business Enterprises are encouraged to respond to this solicitation.

Carefully review Subsection 4.3 – Questions, Page 36, regarding how to submit questions subsequent to this Pre-Bid Conference. Questions shall be submitted to the Procurement Officer using the [mdh.solicitationquestions@maryland.gov](mailto:mdh.solicitationquestions@maryland.gov) email address listed on the Key Information Sheet. Feel free to copy me at [Theresa.ammons@maryland.gov](mailto:Theresa.ammons@maryland.gov). Questions should be submitted no later than five (5) days prior to the bid due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the bid due date. Therefore, try to get any questions to us ASAP. The Department has received questions from a potential bidder. The responses to those questions will be posted to eMMA & MDH websites as quickly as possible.

Subsection 4.23, pages 40 - 41 is regarding **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 $100,000. This section goes into detail on how to register or request an exemption.

1. POINTS TO EMPHASIZE: -

The **Bidder Minimum Qualification** is listed in Section 1, subsection 1.1. As noted, the bidder must provide proof with its bid that the minimum qualification has been met.

The **Scope of Work - Requirements** are listed in Section 2, subsection 2.1 through 2.3.11, pages 2 – 16. This is the “meat” of the solicitation that will give you a clear understanding of what the Department expects of the successful bidder (s) in the provision of the services. Pay special attention to all subsections in the Scope of Work.

The link for the **Bidder Information Sheet** is on Page 90.

In addition, please carefully review **Facility Specific Information** Appendices 3.1 – 3.6, Pages 91 – 97. It gives information for each facility utilizing the services.

The **Bid Format** is listed in Section 5, pages 46 – 49. Failure to include all ***required*** items may void your bid submission. Remember all bid submissions must be forwarded to my attention using the email address listed on the Key Information Sheet in the solicitation document. Any mention of submitting documentation other than by electronic means should be disregarded. As you may know, most State Offices are closed to the public and the majority of employees are teleworking.

1. Also included in Section 5, is subsection 5.6 – **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. Attachment M – Contract as it currently appears in the solicitation is for informational purposes only and is not to be returned with your bid.
2. One of the affidavits that you *are* required to complete, sign and submit if you are the winning bidder is the **Contract Affidavit (Attachment N)**. 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.
3. **Attachment B** **Bid Pricing Instructions** are on Pages 56 & 57. The actual Bid Form is included as a separate excel document. As noted, the contract resulting from this IFB shall be an Indefinite Quantity Contract with Firm Fixed Unit Prices in accordance with COMAR 21.06.03.06.

Within five (5) working days of being notified of its recommendation for award, the bidder must complete and submit **Attachment N - Contract Affidavit** and **Attachment M -** the Standard Contract. Please note that the

contract shall not become effective until these Attachments are signed and returned.

1. Again, please carefully review Section 5.4 – **Required Bid Submission** – Pages 46-48 in the specifications in order to submit the correct required attachments/documents.

E. Lastly, don't forget to sign the Bid and Signature pages (**Attachment B**).

F. The most important matter is to get your bid to us by the date, time, and location listed on the IFB Key Information Summary Sheet. Your bid documents via email submission are due no later than **Tuesday, June 16, 2020 @ 2:00 p.m**. ***No bids will be accepted after 2:00 p.m.***

The Public Bid Opening is scheduled for the same day at **2:15 p.m**.

**AS STATED ON THE KEY INFORMATION SHEET, BIDS SHALL BE SENT ELECTRONICALLY TO MY EMAIL ADDRESS. ALSO AS NOTED, BIDS MUST BE PASSWORD PROTECTED. UPON RECEIPT OF YOUR BIDS, I WILL SEND YOU A RECEIPT FOR YOUR RECORD AND ASK THAT YOU SEND ME THE PASSWORD. SINCE THE BID OPENING IS PUBLIC A CALL IN # WILL BE POSTED TO eMMA and MDH WEBSITES IN ADVANCE OF THE DEADLINE.**

At the time of the bid opening, the apparent successful bidder (s) will be determined. However, a final determination will be made after bid submission requirements, bid calculations, etc. are made and verified.

Please remember that after this Pre-Bid Conference prospective bidders may have questions answered that may help them understand the IFB, etc. Just keep in mind that the answers to your questions, if they are significant in nature, will be posted on the eMMA and MDH websites. Therefore, please allow sufficient time for this to occur.

If you have any comments/questions about the procurement process, please contact me at my email address - [theresa.ammons@maryland.gov](mailto:theresa.ammons@maryland.gov) .

Good Luck!!!

We have representatives from the State facilities on the line and I ask that they now share any pertinent information with us they deem necessary.

**David Horn, M.D. RICA Baltimore**

Brief Summary of Current Services:

Pharmacy Provides

* 4 FAX machines, one each for cottages A, B, C and one for Central Nursing Office
* 3 Medication Carts, one each for cottage A, B, and C

Medication regimen:

* On admission handwritten physician orders are sent to the pharmacy, who then creates typed orders and medication administration records (MARs).
* Typed physician orders and MARs are delivered monthly to RICA.
* Individually labeled medications are delivered once a week.
* Stimulants are delivered monthly in a blister pack.
* The pharmacy prepares Leave of Absence medications and delivers them to RICA.
* If a medication dose is changed, medications are delivered at midnight that day.

A pharmacist is available 7 days a week.

A consultant pharmacist visits quarterly to review medication storage.

Pharmacy billing staff reviews insurance (Private & Medical Assistance) and peer review authorization for antipsychotics for adolescents.

**Robert M. Brown, CFO, Potomac Center**

* The SETT program has relocated to the Potomac Center. This is an additional program at the Potomac Center site.

This has changed the licensure of Potomac Center to 62.

* SETT has a licensure of 32, and FY20 budgeted capacity of 29
* The SETT is licensed as a Forensic residential facility that provides treatment and care for individuals with intellectual disabilities court ordered to the MDH. These individuals with intellectual disabilities also have co-occurring disorders.  These co-occurring disorders include mental illness, substance abuse, language disorders and personality disorders.
* Total at the Potomac Center with both programs: Total Licensure: 94 Total budgeted capacity FY20: 85

**Questions & Answers**

Vendor Questions and Department Responses will be submitted under separate cover.