

**PRE-BID CONFERENCE MINUTES –
Monday, January 27, 2020
Maryland Department of Health (MDH)
Western Maryland Hospital Center
Medical Director Pulmonary Department
MDH-OPASS # 20-18252
eMM# BPM017865**

The Pre-Proposal Conference was held on Monday, January 27, 2020 at the Maryland Department of Health Offices, Western Maryland Hospital, Hagerstown, MD 21742. The Pre-Proposal Conference began at approximately 10:05 a.m.

Pre-Bid Conference Attendees:

Department of Health (MDH):

- Afua Tisdale - Contract Officer, Office of Procurement and Support Services by Phone
- Cynthia Shaffer, Procurement Coordinator, Western MD Hospital Center
- Erin Fleming, Contract Monitor, Western MD Hospital Center

Potential Bidders:

- Ebenezer Arhin, Care Plus Home Services

Procurement Minutes: *My name is Afua Tisdale from OPASS and I'm here today to help you understand the process for this procurement.*

Please be sure that your name, telephone and fax numbers, address and e-mail address are listed on the sign in sheet. If there is a need to contact you as a result of this meeting, we will be able to do so easily.

As you know, the contract resulting from this solicitation will be for five years. year beginning on or about April 1, 2020. There are no options.

2. WE REQUIRE THAT THE ENTIRE PACKET BE RETURNED TO US IN TRIPPLICATE!!!

- A. 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 some new additional steps and requirements.

There is no MBE goal for this solicitation.

- B. Be sure that you have completed and signed the **Bid/Proposal Affidavit**. 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.

Within 10 days of being notified of its recommendation for award, the bidder must complete and submit Contract Affidavit set forth in Attachment N. Please note that the contract shall not become effective until the Contract Affidavit is signed and returned.

Please include in your transmittal letter a statement regarding the appropriate Tier designation for the Living Wage Requirement Law. (See Section 4.28 & Attachment F.

- C Please correctly complete the **Bid Form**. Pay special attention to the Bid Instructions listed in Attachment B. Failure to include these items will void your bid submission.
- D. Please 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:
- 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 Registration Request Form.
- 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, must include the business identification information as stated on the form, and must include 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.
- E. Section 4.9 (Award Basis)
- F. Lastly, don't forget to sign the Bid Form and Signature pages.
- G. 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 **Tuesday, February 11, 2020 at 2:00pm. No bids will be accepted after that time.**

Please address your bid packets to Attention: Cynthia Schaeffer at Western Maryland Hospital Center, 1500 Pennsylvania Avenue -Hagerstown, MD 21742.

The bid opening is public and may be attended by you. At the time of the bid opening, an apparent successful vendor will be determined. However, a final determination will be made after bid submission requirements, bid calculations, etc. are made and verified.

H. 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

Please remember that after this Pre-Bid Conference prospective vendors can 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 shared with all who received a copy of the specs. Therefore, please allow sufficient time for this to occur.

If you have any comments/questions about the procurement process, please contact myself or the procurement officer at mdh.solicitationquestions@maryland.gov.

Scope of Work Minutes: Cynthia Shaffer provided an overview of Background and Purpose Section 2.2 - Western Maryland Hospital Center (Center or Hospital), located in Hagerstown, Washington County, Maryland is an integral part of the health services system of the State of Maryland. The Center is one of two regional chronic/long-term care hospital centers administered by the Maryland Department of Health. The Hospital serves the residents of the State of Maryland who require in-hospital treatment programs for their illness(es). The Hospital has an average daily inpatient population of 60 patients. A ventilator unit is part of the Center's High Intensity, Comprehensive Care, and Brain Injury Units. Patients will be admitted to the hospital unit, who are ventilator dependent, require frequent intervention, rehabilitation, Peritoneal Dialysis, Total Parenteral Nutrition or special isolation. Any number of diagnosis and co-morbidities are accepted into the High Intensity Hospital including but not limited to: Brain Injury Rancho I – II emerging and requiring ventilator management, Spinal Cord Injury, Multiple Trauma, Multiple systems failure, post Coronary Artery Bypass Graft or other open heart surgeries requiring extensive re-stabilization and rehabilitation, Stage III-IV wound management and wound vac, hyper-alimentation, and infectious disease management and isolation including negative pressure isolation.

Section 2.3 - **State Staff and Roles** - Western Maryland Hospital Center will provide current medical information on each individual at WMHC to Pulmonary Director and will update the information quarterly.

The Medical Director and Contract Monitor will provide orientation to the Pulmonary Director on the facility's policies and procedures regarding the special medical care needs of the Center's population.

2.5 Responsibilities and Tasks - The Contractor will provide a Pulmonologist with the qualifications specified in Section 1 to serve as the Medical Director of Pulmonology for the duration of this Contract. Medical Director of Pulmonology shall provide medical and administrative oversight to ensure compliance with the Joint Commission and Office of Health Care Quality standards, laws, and regulations.

The Medical Director of Pulmonologist or designee (see Section 2.5.3) shall provide on-site consultations with all pulmonology inpatients of the Center as requested by attending physicians and in accordance with the Joint Commission and Office of Health Care standards and by-laws of the Pulmonary Department.

The Medical Director of Pulmonologist or the designee shall be available twenty-four hours a day, seven days a week, three hundred and sixty-five days a year, for consultation by telephone within one (1) hour of notification of the change in a patient's condition if the Center's Chief Medical Officer decides that the patient's condition requires it. The Medical Director can assign a representative/designee to replace herself or himself for vacations, sick time, or time off. The representative/designee must have the same qualifications as stated in Section 1 for the duration of the Contract.

The Medical Director shall be responsible for policy and procedure review and approval.

The Medical Director shall provide instructional and educational opportunities for the Center's hospital staff at least once a year to be approved by the Chief Medical Officer of Staff.

The Medical Director or designee shall see all patients on the nursing home respiratory unit a minimum of once per month and complete a plan of care assessment for each patient.

Assessments should be completed by the end of the day patient is seen. Assessments will be placed in patients' medical file. The Medical Director of Pulmonologist must spend approximately 15 hours per month at WMHC according to a schedule approved by the Contract Monitor within 30 days of Contract Commencement.

Medical Examination/Immunization Records. The Contractor shall ensure and document that the staff member of the Contractor assigned to work at WMHC has passed a medical examination including the following:

The medical examination shall be completed by a physician and shall include, at a minimum, the following:

- (i) A tuberculosis test (two-step) of a type acceptable for licensure standard or other applicable regulations within the last 12 months;
- (ii) Contractor staff member's past history of communicable disease; to include, measles, mumps, rubella, and varicella, positive disease histories, or antibody serology's (titers);
- (iii) Proof that Contractor staff member is drug free; and
- (iv) Contractor staff member's statement of general health.

Each Contractor staff member shall be certified free of tuberculosis before being assigned to work at WMHC and remain tuberculosis free for the duration of the Contract.

The Contractor shall offer the Hepatitis B vaccination to its staff members who will be working at the WMHC according to Occupational Safety and Health Administration (OSHA) Blood Borne Pathogen Guidelines. The Contractor shall ensure documentation of the Hepatitis B series or titers are provided to the Contract Monitor prior to contract commencement. If a Contractor staff member refuses, the Contractor shall provide documentation of refusal, to include reason for refusal.

The Contractor shall comply with all other Western Maryland Hospital Center health testing requirements as they are initiated during the term of this Contract.
The expense of medical examinations and testing shall be borne by the Contractor.

Vendor's Question:

One the bid page, the 180 hours that is listed is for consulting for the entire year?

Answer: Yes, 180 hours is for consulting the entire year.

****End of meeting Minutes****

