

Pre-Proposal Conference
“MD Board of Physicians Rehabilitation Program”
RFP Issue Date: 2/13/2020
MDH/OPASS # 21-18481
eMMA#BPM018358

MINUTES

The pre-proposal conference took place via phone conference. Afua Tisdale called the meeting to order at approximately 10:04 AM.

MDH Participants: Afua Tisdale, Contract Officer, OPASS
Zach Spivey, Maryland Board of Physicians

Other Participant: Debbie Sciabarrasi, Center for Healthy Marylanders

Good afternoon and welcome, my name is Afua Tisdale from the Office of Procurement and Support Services. I'm here today to help you understand the process for this procurement. If further clarification is needed after this meeting, I can be reached by email at **mdh.solicitationquestions@maryland.gov**. The Department intends to make a single award as a result of this RFP.

As you know, the contract resulting from this solicitation will be for a **five (5) Year Base Period with no option periods.**

Please review Section 1 for the Offeror Minimum Qualifications

Section 2- Contractor Requirements: Scope of Work beginning of the RFP. the Maryland Board of Physicians (Board) to issue a Request for Proposals (RFP) and enter into a written contract with a nonprofit entity to provide rehabilitation services for Physicians and other Allied Health Professions directed by the Board to receive rehabilitation services. The Board is seeking a Contractor who can successfully establish and maintain the required Rehabilitation Program. All subsequent documentation regarding this solicitation will be posted on eMaryland Marketplace Advantage (eMMA) (procurement.maryland.gov) and Maryland Department of Health (MDH) websites. Please remember that in order to receive a contract award, a vendor must be “registered” on eMMA. Registration is free. Please review Subsection 4.2 for details.

I would like to stress to everyone today that any questions asked during the question and answer portion of this meeting, be submitted to the Department in writing for clarity purposes. The questions and answers along with the Minutes and other documents, if required, will be posted to the eMMA and MDH websites as quickly as possible.

Carefully review **Subsection 4.3 Questions** regarding how to submit questions subsequent to this Pre-Proposal Conference. Questions to the Procurement Officer, Dana Dembrow, shall be submitted via mdh.solicitationquestions@maryland.gov. Questions should also be **submitted no**

later than March 27th, 2020 at 10:00 AM. The Procurement Officer, based on the availability of time to research and communicate an answer, given that, please try to submit any questions ASAP.

Again, the contract resulting from this solicitation will be in effect for a 5 Year Base Period.

Carefully review the clause shown in **subsection 4.23**, page Payments by Electronic Funds Transfer. By submitting a response to this solicitation, the Offeror 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. This section goes into detail on how to register or request an exemption.

The Procurement Method used for this solicitation is **Competitive Sealed Proposal**. There are several steps involved in this method, so your attention to the solicitation document is crucial to the successful submission of your proposal.

Minimum Qualifications must be met in order for the proposals to be reviewed.

Section 2 Contractor Requirements: Scope of Work , subsection **2.2** This subsection gives an outline of the background and purpose.

The **Responsibilities and Task** listed in **Section 2- subsection 2.3** .This is the “meat: of the solicitation that will give you a clear understanding of what the Department expects of the successful Offeror in the provision of the services. Someone representing program staff will give further emphasis on the Scope of Work.

Offerors are required to submit their response to the RFP in two parts. **Section 5- Proposal Format** clearly lists all submission requirements.

- I want to stress that your proposals shall be submitted in separate volumes:
 - Volume I- Technical Proposal (sealed separately)
 - Volume II- Financial Proposal (sealed separately)

Volume I- **Technical Proposal**: lists all of the documents and information required with your Technical Proposal.

Please note there is no MbE goal for this procurement.

Offerors shall provide their Proposals in two separately sealed and labeled packages as follows:

Volume I - Technical Proposal consisting of:

- 1) One (1) original executed Technical Proposal and all supporting material marked and sealed,
- 2) Four (4) duplicate copies of the above separately marked and sealed,

- 3) an electronic version of the Technical Proposal in Microsoft Word format, version 2007 or greater,
- 4) the Technical Proposal in searchable Adobe PDF format, and
- 5) a second searchable Adobe PDF copy of the Technical Proposal with confidential and proprietary information redacted (see **Section 4.8**).

Volume II - Financial Proposal consisting of:

- 6) One (1) original executed Financial Proposal and all supporting material marked and sealed,
- 7) Four (4) duplicate copies of the above separately marked and sealed,
- 8) an electronic version of the Financial Proposal in searchable Adobe PDF format, and
- 9) a second searchable Adobe pdf copy of the Financial Proposal, with confidential and proprietary information redacted (see **Section 4.8**).

To simplify the submission, **Subsection 5.3 Volume 1-Technical Proposals** - shows where documents and information should be included in the Technical Proposal.

Section 5.4- Volume2- Financial Proposal :

For the purposes of this procurement, the Financial Proposal Worksheets are included and formatted in Excel. As previously mentioned, comments and notes regarding the Financial Proposal Form are on **page 57**. If there are any questions regarding the Excel Financial Worksheets, please direct them to the program staff present here today.

The **Evaluation Committee, Evaluation Criteria and Selection Procedure** are outlined in Section 6. Your proposals will be evaluated by a committee organized for that purpose and will be based on the criteria set forth in the RFP.

The **Technical Criteria**, listed in descending order of importance, can be found in Subsection 6.2 with the **Financial Proposal Criteria** listed in Subsection 6.3.

The **Selection Procedures** is highlighted in Subsection 6.5. As noted, the contract will be awarded to the responsible Offeror that submitted the proposal determined to be the most advantageous to the State considering technical evaluation factors and price factors as set forth in the RFP.

Documents Required Upon Notice of Recommendation for Contract Award is listed in Section 6.6.

Other than composing your Technical and Financial Proposals, the most important matter is to have your proposals submitted by the date, time, and location listed. Therefore, your proposals are due no later than **March 26, 2020 @ 2:00 p.m. Local Time**

The address for receipt of proposals is listed on the Key Information Summary Sheet. **No proposals will be accepted after 2:00 p.m. Please note that the proposals are to come to MDH headquarters at 201 W. Preston Street attention Afua Tisdale, Room 416D-1 Reception Area. We want to make you fully aware that there are increased security requirements for individuals entering the building. IF you plan to hand-carry your proposal to OPASS, please be sure to allow sufficient time for Security to verify your I.D. and your need to be in the building. Please note, you are hereby, notified that the deadline for receipt of proposals will remain 2:00 p.m. Local Time and you should judge yourself accordingly.**

Please address your proposal packets to the same address listed.

The three acceptable means of delivering a proposal are (see subsection 5.2 Proposal Delivery and Packaging):

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-Proposal Conference prospective offerors may have questions answered that may help them understand the RFP, etc. Please keep in mind that the answers to your questions, if they are significant in nature, shall be posted on the eMMA and MDH websites. Therefore, please allow sufficient time for this to occur.

Again if you have any comments/questions about the procurement process, you may contact me by email address is mdh.solicitationquestions@maryland.gov.

Zach Spivey gives the background and overview of the services.

The Maryland Board of Physicians is an agency of the state of Maryland with the authority to license physicians and other allied health practitioners and discipline licensees who violate the Maryland Medical Practice Act. As part of some investigations and disciplinary actions taken by the Board, licensees may be required to participate in a monitoring program so that the Board can confirm that they are safe to practice. Licensees may be referred to a licensing program for a variety of reasons, including substance abuse, mental health issues, disruptive behavior, etc.

Most of the licensees referred to the program will have been disciplined by the Board, but there are times when the Board will refer a licensee to the program for an evaluation during an investigation if there are any concerns about that licensee's ability to practice.

The program will be required to meet with licensees referred to it and have them enter into a written contract and monitoring plan to receive rehabilitation services. The program will be expected to provide case management, monitoring, and coordination of services, which may include: ongoing toxicology monitoring, obtaining vocational monitoring reports from participant's workplaces, and referring participants to appropriate outside care providers and

coordinating with those providers. Case management should include at least monthly meetings with participants.

The program can also require that a participant undergo an evaluation, such as a neuropsychological or competency evaluation, if there are concerns about their ability to practice.

The program should make any and all requirements of monitoring clear to the participants. If there is a deadline to complete a certain aspect of monitoring, it should be clear to the participant what the deadline is and provided to them in writing.

Case managers for the vendor will be required to meet with Board staff at the Board's offices at least quarterly to discuss cases. Case managers for the vendor will also be required to consult with Board staff and/or administrative prosecutors regarding participants on an as needed basis. The vendor will also be required to provide quarterly reports regarding each participant to the Board. Following receipt of the quarterly reports, Board staff will conduct an audit of the records of 5 random participants from the last quarter. The Board will also require annual reports

Should a participant complete their treatment, the vendor should provide documentation to the Board confirming that. Conversely, should a participant violate any of the terms or conditions of their rehabilitation agreement or plan, the vendor should notify the Board immediately and provide any relevant information. Should a participant violate their agreement and plan with the program, they may be subject to additional disciplinary action by the Board.

No questions were asked.
Meeting adjourned.