

Pre-Bid Conference  
Friday, September 27, 2013  
Springfield Hospital Center  
"Psychiatrist Consultant Services"  
OPASS 14-13733

**Pre-Bid Conference Attendees:**

**Department of Health and Mental Hygiene (DHMH) Office of Procurement and Support Services (OPASS) and Springfield Hospital Center (SHC):**

- Catherine Carter, Contract Officer- OPASS
- Paul Althoff – Director of Contracts - SHC
- Dr. Kim Bright – Clinical Director - SHC

**1. Introductions**

Catherine Carter introduced herself and the representatives of Springfield Hospital and provided technical remarks regarding the procurement process.

**2. Procurement Process**

The minutes from this meeting will be posted on eMaryland Marketplace. All questions regarding this procurement and the requested services should be submitted via e-mail to at [dhmh.solicitationquestions@maryland.gov](mailto:dhmh.solicitationquestions@maryland.gov). If you decide not to submit a bid, we ask that you complete and return the Vendor Comments form.

The contract resulting from this solicitation will be for a 1 year period beginning on or about December 17, 2013. There is also a 1 year renewal option associated with this contract.

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 be posted on eMM.

The Procurement Method used for this solicitation is Competitive Sealed Bidding. There is no MBE subcontracting goal associated with this procurement.

Be sure that you have completed and signed Attachment B which is the Bid Proposal Affidavit and submit with bid.

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. It is suggested that this document be completed and submitted with your bid.

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 and also registered with the Dept. of General Services Small Business Reserve Program as a certified Small business Vendor. On your transmittal letter please indicate your eMM vendor number and SBR certification #.

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

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 Friday, October 11<sup>th</sup> - 2:00 p.m. local time. **No bids will be accepted after Friday, October 11, 2013; 2:00 p.m.**

Please address your bid packets to Mr. Paul Althoff at Springfield Hospital Center, 6655 Sykesville Road, Sykesville, Maryland 21784 - this info is also on the Key Information Summary Sheet.

The bid opening is public and may be attended by you on October 11<sup>th</sup> at 2:15 p.m. 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.

The three acceptable means of delivering a bid are:

The U.S. Postal Service

Hand Delivery by Offeror - ask for receipt

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 Mr. Paul Althoff, Procurement Coord., at 410.970.7058 for programmatic questions.

The staff of Springfield Hospital Center will give you an overview of the project and after will address any questions.

### **3. Overview of Solicitation:**

Paul Althoff provided a general overview of the programmatic elements of the solicitation. The sections reviewed were the following:

Section 2 – Minimum Qualifications

Section 3 – Scope of Service

### **4. Question and Answers:**

Question: What if the number of hours worked need to be increased?  
Answer: A modification to the Contract would have to be completed to increase the number of hours. Currently, Springfield Hospital does not foresee a need to increase the hours.

Question: Where can you find out the qualification criteria of a small business reserve?  
Answer: <http://www.dgs.maryland.gov/Procurement/BidBoards/NewSBRchanges.pdf>

Question: Will the Contractor be paid for orientation hours?  
Answer: Yes, the Contractor will be paid for the hours spent in orientation.

Question: Has the State of Maryland ever considered "Video Conferencing" as a means of providing psychiatrist services.  
Answer: No. The preference is "face to face" consultation. Meetings are also spread through the campus and services would not be provided in just one building. It would not be a practical option to explore.

#### ATTENDEES

Robin Toler, M.D., P.A

Jonathan Book, M.D.