

Pre-Proposal Conference Minutes

**Western Maryland – Skilled Nursing Facility Services”
Maryland Department of Health
Office of Contracts Management and Procurement (OCMP)
OCMP # 23-19733 / eMMA#BPM031942**

Conference began at 2:00 p.m., Tuesday October 5, 2022

Due to no vendor attendance, below are the points that would have been discussed and emphasized had there been vendor attendees present.

Attendance:

OCMP Attendees: Queen Davis, Procurement Officer; Sherida Studwood; Bernadette Garrison

Office of Facilities Maintenance and Development (OFMD) Attendees: Alison Barry, Deputy Director of OFMD; Will Andolaro, Director of OFMD; Mindy J. Kim-Woo, OFMD.

Dwain Shaw – Maryland Health Care Systems

Vendor Attendee:

None

Meeting Summary

Prepared Agenda:

- Greetings/Introductions – Queen Davis, OCMP
- Procurement Overview – Queen Davis, OCMP
- Purpose – Alison Barry
- Specification Overview – Alison Barry
- Q & A
- Reiterate Critical Dates/Times and Submission Requirements – Queen Davis
- Adjournment

Background:

The Department intends to make multiple awards as a result of this RFP. The contract resulting from this solicitation will be for duration of 5-year base term with two (2) 5-year renewal options.

Purpose of RFP: The Maryland Department of Health (“MDH” or the “Department”) is issuing this Request for Proposals (“RFP”) in order to obtain a Contractor(s) who will provide a broad range of comprehensive care services to skilled nursing facility residents (the “Program”). Currently this Program is housed at Western Maryland Hospital Center (“WMHC”) and MDH is seeking to transition this Program out of WMHC into privately run facilities. This procurement will result in multiple Contractors who will be responsible for providing all administrative, management, and support services necessary to run the Program efficiently and effectively.

Proposal Due Date: 10/21/2022

Questions Due Date: 10/7/2022

Procurement Overview:

In order to be considered for award a vendor must be “registered” on eMMA. Registration is free. Please review Subsection 4.2 for details.

Vendor Feedback Form:

Please return the VENDOR FEEDBACK FORM (page 2 of the RFP) if you choose not to respond to the solicitation. The standard language says you can fax, but there is no fax number available at this time due to teleworking, please email the form to me directly using my email address on the key information summary sheet.

**While prospective offerors are expected to read every part of the RFP solicitation, today’s meeting pointed out sections in the RFP that requires your attention and compliance:
Please pay extra attention to the following sections:**

In order to be considered for award a vendor must be “registered” on eMMA. Registration is free. Please review Subsection 4.2 for details.

Section 4 – Procurement Instructions: This section covers specific information regarding due dates and times and questions. Carefully review **Subsection 4.3 Questions** regarding how to submit your questions for an official response. Questions should be directed to the Procurement Officer, Queen Davis, and shall be submitted via email to:

mdh.solicitationquestions@maryland.gov. Questions shall be **submitted no later than October 7, 2022 by 2:00 PM.** The Procurement Officer, based on the availability of time to research, will communicate an answer. You are encouraged to submit your questions as soon as possible. Responses will be posted via an addendum to eMMA and the MDH websites as stated in the RFP.

Carefully review the clause shown in **subsection 4.23, 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.

POINTS TO EMPHASIZE:

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.

A. Proposal Format

Offerors are required to submit their response to the RFP in two parts. **Section 5-**

- **Proposal Format** clearly lists all submission requirements.
- Volume I- Technical Proposal
- Volume II- Financial Proposal

Subsection 5.3- Proposals:

Volume I- **Technical Proposal:** lists all of the documents and information required with your Technical Proposal. The following number of Technical Proposals are required:

- 1 password protected electronic version in Microsoft Word Format; Password should be sent in a separate email and a 2nd electronic version as a searchable pdf document in the same format for Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed.

Section 5.4- Volume- Financial Proposal:

In a separate submission from the Technical Proposal and clearly identified in the format identified in Section 5.2 “Proposals”, regarding the Financial Proposal, the Offeror shall submit

1. 1 password protected electronic copy, in Excel.

The **Evaluation Committee, Evaluation Criteria and Selection Procedure** are outlined in Section 6 (beginning on page 60). 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 Procedure** 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. ***Please Note: The Technical will receive greater weight than financial factors.***

Documents Required Upon Notice of Recommendation for Contract Award is listed in Section 6.6. With the reference to review the **chart in Table 1 of Section 7 – RFP Attachments and Appendices**

Scope of Work Overview: Provided by Ms. Alison Barry

Minimum Qualifications, found in Section 1 of RFP.

The Responsibilities and Task was provided by Ms. Barry, detailing the **Contractor’s Requirements: Scope of Work – Section 2 and Contractor’s Requirements: General - Section 3.**

See attached Slide Deck that covers the above three sections.

Q&A

IMPORTANT TO REMEMBER

- The sealed proposals are due no later than 2:00 pm on October 21, 2022. The Department will not accept any proposals submitted after that date and time.
- The Technical Proposal and Financial Proposal must be sealed separately.
- Make sure required documents are include and if required with a signature
- Please remember to include all Addendum Acknowledgements in your submission packet.