

Pre-Bid Conference (via Conference Call)

Wednesday April 19-, 2023-10:00 am

Issue Date: April 12 , 2023

Deer's Head Hospital Center

"Agency Nursing Services"

OCMP 24-2079/eMMA #BPMO370377

POINTS TO EMPHASIZE:

1. Good morning, My name is Lisa Brown from the Office of Contract Management and Procurement, OCMP for short. I am here to help you understand the contract process for this procurement. In case there is a need for any clarifications after this meeting, I can be reached at. My e-mail address is lisa.brown@maryland.gov This meeting is to review the solicitation for provision of Nursing Services for Deer's Head Hospital Center.

Melane S. Boltz, is the **Procurement Coordinator** for **Deer's Head Hospital Center**, please leave your email address and phone number where you can be reach. It's very important that everyone leave there contact information if there is a need to contact you as a result of this meeting, we will be able to do so more easily.

As you know, the contract resulting from this solicitation will be for (5) year duration. The anticipated start date is **September 01, 2023**. Be assured that everything reviewed today is in the specifications; so, if you miss any portion of the meeting, it should not affect your ability to respond to the IFB.

Carefully review **Section 1.1-Bidder Minimum Qualifications**. As noted, MDH/Office of Contract Management and Procurement has issued this IFB for the provision **for Deer's Head Hospital Center, Holly Center and Eastern Shore Hospital Center**.

The IFB and all subsequent documentation regarding this solicitation has been posted on eMarylandMarketplace (www.emma.maryland.gov) and MDH (www.procurement.maryland.gov) Procurement website. Please remember that in order to receive a contract award, a vendor must be "**registered**" on eMMA. Registration is free. Review **Subsection 3.2** for details.

The Procurement Method used for this solicitation is **Competitive Sealed Bidding**.

An **MBE subcontracting goal** was **NOT** established for the contract resulting from this solicitation. However, Minority Business Enterprises are encouraged to respond to this solicitation.

Carefully review **Subsection 3.3-Questions**, regarding how to submit questions subsequent to this **Pre-Bid Conference**. Questions to the **Procurement Officer, Jim Beauchamp**, with a copy to the Procurement Coordinator, **Melane S. Boltz**, and I **Lisa Brown**, shall be submitted via <http://mdh.solicitationquestions@maryland.gov> . Questions should be **submitted no later than 5 days prior to the bid due date**. The Procurement Officer, based on availability of time to research and

communicate an answer, shall decide whether an answer can be given before the bid due date. So try to get any questions to us ASAP.

The Background, Purpose, Scope of Work will be given by program staff.

Subsection 3.23, 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 \$200,000. This section goes into detail on how to register or request an exemption.

POINTS TO EMPHASIZE:

The **Bidder Minimum Qualifications** is listed in **Section 1**, subsection 1.1. As noted, the bidder must provide proof with its bid that all minimum qualifications have been met.

The **Scope of Work- Requirements** are listed in Section 2, subsection 2.1, This is the "meat" of the solicitation that will give you a clear understanding of what the Department expects of the successful bidder in the provision of the services. Included in Section 2 is subsection 2.11 **Insurance Requirements**. Please pay special attention to subsection 2.11.2 regarding contractor's coverage for worker's compensation.

The Bid Format is listed in Section 4, Pay special attention to **the Required Bid Submission**, subsection 4.4. Failure to include all required items may void your bid submission.

- A. Also included in Section 4, is subsection 4.6-**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.
- B. One of the affidavits you are required to complete, sign, and submit if you are the winning bidder is the **BID Affidavit (Attachment C)**.
- C. Please correctly review the **Bid Instructions & Forms (Attachment B)** Please see separate Excel Bid Instructions.
- D. **WE REQUIRED THAT ALL REQUESTED ATTACHMENTS/DOCUMENTS BE SUBMITTED TO US THROUGH eMMa emaryland** with original signatures. We do **NOT** require that the solicitation documents be returned. A list of the Attachments can be found starting on page 34. Some Attachments are not applicable to this particular procurement.
- E. The most important matter is to get your bid into eMMA by the date, and time listed. Your single bid documents are due no later than **May 24 , 2023, no later than 2:00 p.m. No bids will be accepted after 2:00 p.m.**

The Public Bid Opening is scheduled for **May 24 , 2023, at 3:00 p.m.**

As listed on the **Key Information Summary Sheet**.

At the time of the bid opening, the apparent successful vendor will be determined. However, a final determination will be made after bid submission requests, bid calculations, etc. are made and verified.

Please remember that after the 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 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 e-mail address is Lisa.Brown@maryland.gov

Contact the Procurement Coordinator, Melane S. Boltz for programmatic questions.

PRE-BID/PROPOSAL CONFERENCE

Deer's Head Hospital Center-Nursing Services

**Tuesday
April 19, 2023 - 10:00 a.m.**

Deer's Head Hospital Center

"Nursing Services"

OCMP 24-20792/eMMa#BPMO370377

AGENDA

Greetings/Purpose-Melane S. Boltz, Deer's Head Hospital Center

Introductions

Procurement Overview-Lisa Brown, OCMP

Specification Overview
Deer's Head Hospital

Q & A

Adjournment