

MARYLAND HEALTH CARE COMMISSION

BID BOARD NOTICE

Procurement ID Number: MHCC 15-019

Issue Date: April 17, 2015

Title: **Consultant to the Maryland Health Care Commission for Preparation of Reports Evaluating Compliance of Health Care Facility Capital Projects with Adopted Review Criteria and Standards**

I. PROCUREMENT OBJECTIVES

A. Summary Statement

The Maryland Health Care Commission (MHCC) is a public, regulatory commission. The 15 Commissioners are appointed by the Governor with the advice and consent of the Maryland Senate. Among the Commission's responsibilities is administration of the Maryland Certificate of Need program, which regulates certain types of capital projects sponsored by health care facilities.

MHCC seeks a contractor to provide timely reports in response to Task Orders on the compliance of proposed Maryland health care facility capital projects with applicable review criteria and standards. These reports will support the Commission's decision-making process with respect to the certificate of need program. The reports will evaluate compliance of the projects with applicable State Health Plan standards, the need for the projects, the costs and effectiveness of alternatives to the projects, project viability, and the impact of the projects. Examples of these types of reports can be viewed at: <http://mhcc.dhmf.maryland.gov/certificateofneed/Pages/recommendations.aspx>

Task Orders may be issued to qualified contractors on an as-needed basis. The time frame for completing Task Orders will typically be short (i.e., 1 to 3 months). It is possible that the Contractor will be working on more than one Task Order simultaneously. The Contractor shall complete Task Orders that are issued throughout the course of the contract within the time specified for each. MHCC shall determine the number and duration of Task Orders to be completed by the Contractor and the type of tasks to be completed. Telephone consultations and meetings between the Contractor and MHCC staff may occur during the course of the project. MHCC will require the Contractor to submit report drafts and any necessary supporting documentation in an electronic medium accessible by computer software owned by MHCC.

MHCC will issue a separate statement of work for each Task Order. The statement of work will contain a description of the project, as well as the proposed methods to accomplish the work, number and composition of project tasks, assumptions about the number of total hours to complete the effort, deliverables, and submission dates. After negotiations with the Contractor on the scope of work, methods, the budget, deliverable dates, and Contractor staff, MHCC will issue the Task Order at a fixed price.

The Contractor will submit a separate cost statement for each Task Order. The cost statement will specify the activities (tasks) conducted under the Task Order.

The topic of each report and the methods for conducting the supporting analysis will be specified in the Task Order statement of work. MHCC will be responsible for providing access to the data sets and other documents required to complete the analysis of each Task Order.

B. Term of Contract

The contract will begin on or about June 1, 2015 with an end date of May 31, 2016.

C. Issuing Office

The issuing office for this solicitation is the Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore, Maryland 21215; Attention: Andrea Allen, Procurement Officer.

D. Vendor Requirements

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is <http://sdatcert3.resiusa.org/ucc-charter/>.

It is strongly recommended that any potential Offeror complete registration prior to the due date for receipt of Bids. An Offeror's failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

In order to receive a contract award, consultants must be registered on eMaryland Marketplace (eMM). Registration is free. Go here to register: <https://ebidmarkektplace.com>. Click on "Registration" to begin the process and follow the prompts.

E. Submission Deadline

To be eligible for consideration, bids must be received by the Issuing Officer at the Commission office by **4:00 p.m., Friday, May 1, 2015. All bids must include Federal Tax Identification (FEIN) and eMaryland Marketplace (eMM) Numbers.** Consultants mailing proposals should allow sufficient mail delivery time to ensure timely receipt by the Commission. **Bids may also be submitted electronically to Andrea.Allen@maryland.gov by the specified date and time.**

F. Procurement Method

The procurement method for this solicitation is a small procurement as described in the Code of Maryland Regulations (COMAR) 21.05.07. The maximum award allowed under these regulations is \$25,000.

II. SPECIFICATIONS

For additional information contact Paul Parker, Director, Center for Health Care Facility Planning and Development at the Maryland Health Care Commission:

Phone: 410-764-3261

FAX: 410-358-1311

E-Mail: paul.parker@maryland.gov

III. BASIS FOR AWARD

In recommending a bidder for award, an Evaluation Committee will be established to review all bids. The Committee will give more weight to a bidder's technical proposal than to its financial proposal. The Committee shall recommend the bidder whose proposals provide the most advantageous offer to the State.

IV. SELECTION PROCESS

A. Evaluation Committee

An Evaluation Committee appointed by the Issuing Office will evaluate all proposals received by the closing deadline. The Evaluation Committee may request additional technical assistance from any source.

The Evaluation Committee will evaluate each technical proposal using the evaluation criteria set forth below. Only those technical proposals deemed reasonably susceptible of being selected for an award and whose offeror is initially judged to be "responsible" shall be considered "qualified offerors." All other offers will not be considered qualified and the offerors shall be so notified.

In recommending an offeror for award, the Evaluation Committee will give more weight to an offeror's technical proposal than to its financial proposal. The Committee shall recommend qualification of offerors whose proposals provide the most advantageous offers to the State considering price and the evaluation criteria set forth in the offers.

B. Evaluation Criteria

The evaluation criteria set forth below are arranged in descending order of importance. (Therefore, 1 is more important than 2 and 2 is more important than 3) Within each criteria the subcriteria are also arranged in descending order of importance. (In other words, 2.A is more important than 2.B; and 3.A, is more important than 3.B., and 3.B. is more important than 3.C., etc.) In addition, it would be improper to assume that 2.A. is either less important or more important than 3.A., 3.B., etc. An offeror can only conclude that criteria 3 as a whole is less important than criteria 2 as a whole.

1. Experience and Qualifications of the Proposed Staff

- a. Experience with analyzing health care facility utilization and cost data.
- b. Knowledge and experience with health planning and regulatory issues
- c. Knowledge and experience in developing approaches to analyzing the impact of changes in the supply and distribution of health care facilities and services.
- d. Knowledge and experience with public policy issues involving health care facilities and services

2. Proposed Work Plan

- a. Ability of work plan to successfully meet the requirements and timeframes.
- b. Approach to overall task specific management.

3. Statement of Problem

V. INFORMATION REQUIRED IN OFFEROR PROPOSALS

A. Transmittal Letter

A transmittal letter prepared on the offeror’s business stationery is to accompany the original and required copies of this proposal. The purpose of this letter is to transmit the proposal; therefore, it should be brief. The letter **MUST** be signed by an individual who is authorized to bind his/her firm to all statements, including services and prices contained in the proposal.

B. Technical Proposal

This part should be prepared in a clear and precise manner. It **MUST** address all appropriate points of this proposal except the financial information. This volume consists of, and **MUST** contain the following sections for each part of the technical requirements for which a proposal is being submitted:

-
1. Statement of the Problem
 2. Proposed Work Plan
 3. Experience and Qualifications of the Proposed Staff
-

1. The “Statement of the Problem” should demonstrate that the offeror clearly understands MHCC objectives and goals with respect to the work

that is the subject of this bid proposal. The offeror should also demonstrate an understanding of the analyses that will be required on health care facility projects.

2. The “Proposed Work Plan” section is to contain a brief general description of the work plan proposed to meet the requirements. It should address the firm’s methods and techniques for meeting the requirements outlined in this procurement.
3. The “Experience and Qualifications of the Proposed Staff” section should describe the proposed staff’s experience and qualifications relative to the specific responsibilities outlined in the work plan for this procurement.
 - a) Please include individual resumes for the key personnel who are to be assigned to the project if the offeror is awarded a contract. Subcontractors, if any, must be identified, and a detailed description of their contributing role relative to the requirements of the proposal should be included in the proposal. Each resume should include the amount of experience the individual has had relative to the work called for in this solicitation.
 - b) Letters of intended commitment to work on the project from all key personnel, including subcontractors, should be included with the proposal.

C. Financial Proposal

The financial proposal should provide an hourly rate by labor category. The information will be used for evaluation purposes and bid comparisons. Billing under the contract will be for actual hours worked by each individual up to a maximum total annual billing of **\$25,000** for the contract. The contractor may not bill for work unless and until such work is specifically requested by the Contract Monitor.

Labor Category	Hourly Rate
Principal	\$
Other	\$

VI. TERMINATION CLAUSE

This contract may be terminated at any time and/or for any reason at the convenience of the State. Bidders must acknowledge this statement in their response to this Bid Board Notice.

**MINORITY BUSINESS ENTERPRISES AND SMALL BUSINESSES
ARE ENCOURAGED TO RESPOND TO THIS SOLICITATION**