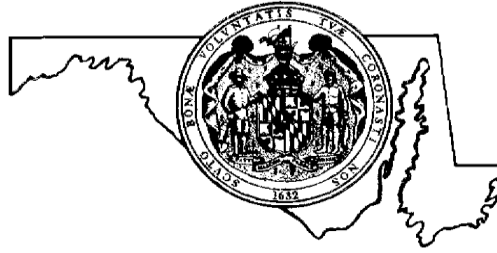


STATE OF MARYLAND



**MARYLAND HEALTH CARE COMMISSION**

**4160 PATTERSON AVENUE BALTIMORE, MARYLAND 21215**

**AREA CODE 410-764-3460 FAX 410-358-1236**

**AMENDMENTS TO SOLICITATION**

**MHCC 17-001**

**“Minimum Data Set and Long Term Care Planning Consultant”**

**August 25, 2016**

Prospective Vendors:

This notification is being issued to amend and clarify certain information contained in the above named solicitation. All information contained herein is binding on all Offerors who respond to this solicitation. Specific parts of the solicitation have been amended. The revisions/deletions/additions are being identified as follows: new language has been double underlined and marked in bold (ex. **new language**) and language deleted has been marked with a strikeout (ex. ~~language deleted~~).

Should you require clarification of the information provided in this amendment, please contact me at (410) 764-8791.

Andrea Allen  
Procurement Officer

requirement, term, or condition may result in having the Proposal classified as not reasonably susceptible of being selected for award or the Offeror deemed not responsible.

- b. The Offeror shall give a definitive **section-by-section** description of the proposed plan to meet the requirements of the RFP, i.e., a Work Plan. The Work Plan shall include the specific methodology and techniques to be used by the Offeror in providing the required services as outlined in RFP Section 3, Scope of Work. The description shall include an outline of the overall management concepts employed by the Offeror and a project management plan, including project control mechanisms and overall timelines. Project deadlines considered contract deliverables must be recognized in the Work Plan.
- a. The Offeror shall identify the location(s) from which it proposes to provide the services, including, if applicable, any current facilities that it operates, and any required construction to satisfy the State's requirements as outlined in this RFP.
- b. The Offeror shall provide a draft Problem Escalation Procedure (PEP) that includes, at a minimum, titles of individuals to be contacted by the Department's Contract Monitor should problems arise under the Contract and explain how problems with work under the Contract will be escalated in order to resolve any issues in a timely manner. Final procedures shall be submitted as indicated in RFP Section 3.5.
- c. The Offeror shall provide a detailed staffing plan and Gantt Chart to address the Work Plan

**4.4.2.7 Experience and Qualifications of Proposed Staff (Submit under TAB F)**

The Offeror shall identify the number and types of staff proposed to be utilized under the Contract.

The Offeror shall describe in detail how the proposed staff's experience and qualifications relate to their specific responsibilities, including any staff of proposed subcontractor(s), as detailed in the Work Plan. The Offeror shall include individual resumes **and three references from the past five years attesting to the proposed staff members experience with a description or, preferably, samples of work products tied to these references** for the Key Personnel, including Key Personnel for any proposed subcontractor(s), who are to be assigned to the project if the Offeror is awarded the Contract. Each resume should include the amount of experience the individual has had relative to the Scope of Work set forth in this solicitation. Letters of intended commitment to work on the project, including letters from any proposed subcontractor(s), shall be included in this section.

The Offeror shall provide an Organizational Chart outlining personnel and their related duties. The Offeror shall include job titles and the percentage of time each individual will spend on his/her assigned tasks. Offerors using job titles other than those commonly used by industry standards must provide a crosswalk reference document.

Offerors with senior level staff with at least three years of experience in the coordination of Medicaid cost report data with MDS data and its impact on health policy and planning, as attested to by references and sample work products, will be evaluated more favorably than Offerors whose senior level staff do not have this experience.

**4.4.2.8 Offeror Qualifications and Capabilities (Submit under TAB G)**

The Offeror shall include information on past experience with similar projects and/or services. The Offeror shall describe how its organization can meet the requirements of this RFP and shall also include the following information:

- a. The number of years the Offeror has provided the similar services, and specifically;