

STATE OF MARYLAND



MARYLAND HEALTH CARE COMMISSION

4160 PATTERSON AVENUE BALTIMORE, MARYLAND 21215

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

August 25, 2016

MHCC 17-001

“Minimum Data Set and Long Term Care Planning Consultant”

Questions and Responses

1. Section 1.38, page 18 – The contractor will be accessing MHCC’s SAS environment through remote log-in to work with the MDS Manager and MDS data. Since the contractor will perform data analysis involving protected health information (MDS data), will a Business Associate Agreement be required?

No, a Business Associate Agreement will not be required. The Commission is not a covered entity under DHMH and all contractors are expected to adhere to the requirements in Section 3.3 Security Requirements of the RFP and clause 8. Confidential or Proprietary Information and Documentation of Attachment A-Contract.

2. Section 3.2.1.4.4, page 27 – How frequently are revisions made to the Long Term Care Survey that would require updates to the SAS programs?

Revisions are done annually to update the survey application and SAS Programs for the current survey year. Rewrite of the survey application is done periodically within a five (5) year period to streamline processes, such as addition of new questions, deletion of static data files and inclusion of any new technical changes. This is done on an as needed basis. When this occurs the SAS Program will be updated to align with the new specifications.

3. Attachment F, page 82 – The Financial Tables are Excel spreadsheets embedded in the RFP Word document. Can the Financial Tables be made available as a separate Excel file?

Right click on the spreadsheet and scroll down to Worksheet Object which gives three options Edit, Open, and Convert. Click on Open.

4. Is there a page limit for any sections of the Technical Proposal?

No, there is no specified page limit which can be verified in section 4.4 Volume I– Technical Proposal.

5. Is there an amount appropriated for this contract?

No

6. MHCC documents state that a contractor developed the MDS Manager and has been conducting the work described in the RFP. What is the status of the work by this contractor and does MHCC have plans to continue to engage this firm?

The contract ended June, 2015, and the MDS Manager has been run by MHCC staff since then.

7. For each of the four positions listed under “3.2.2. Staffing Requirements” (page 35), the RFP states that “a full time equivalent” must be “dedicated, but not necessarily exclusive to, this Contract.” Is the expectation that each position will be one full-time staff person (i.e., 100% effort)? Or does “a full-time equivalent” mean something else?

They should be full-time employees. We realize that they are not 100% dedicated to this project and might have other work to do.

8. Because our institution is a state agency, there are potentially issues with certain contractual requirements listed in the RFP (e.g., Rights to Records, Indemnification). Will MHCC consider exceptions to any such terms?

The decision to accept or deny exceptions to contract clauses will be made by the Assistant AG in consultation with DHMH's Assistant AG.

9. Section 3.2.2, page 36 – Are the requirements listed in the last sentence of this section for providing three references from the past five years the same requirements listed in Section 4.4.2.9 for corporate references?

No, page 36 refers to references for the specific staff types listed on page 35.

10. Section 3.2.2, page 36 – Due to the proprietary nature of the work products we prepare for our state agency clients, our sample work products are not considered public information. Would listing corporate references who can attest to the quality of our work products suffice for this requirement?

You could describe, in some detail, the types of products developed (e.g, crosswalk linking all MDS 2.0 and MDS 3.0 variables).

11. Section 4.4.2.9 – Is it acceptable for a vendor to include MHCC as one of its three corporate references?

Yes

12. In Section 4.4.2.7 (p. 46) of the RFP, MHCC requests “letters of intended commitment to work on the project.” Will a letter of commitment from an authorized official of the Offeror organization meet this requirement?

Letters of intent are required of each staff member, including subcontractors, proposed to work on the project, along with each staff members resume and three references from the past five years. I will post an Amendment adding the requirement for the three references stated in Section 3.2.2 Staffing Requirements.

