

## Patient Family Advisory Council (PFAC) – Guidance Document Development Bid Board Q&A

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On March 7, 2018, the Maryland Health Care Commission (MHCC) released a revised request for bids (MHCC 18-010R) entitled, Patient Family Advisory Council (PFAC) – Guidance Document Development.<sup>1</sup> The MHCC is making available questions and answers that pertain to this announcement. This document will be updated as we receive additional questions from potential offerors.

1. **Question:** Is there an opportunity to propose an alternate timeline to that listed in the procurement notice that would allow us to leverage a unique event?

**Answer:** At the bottom of page 4 of the Bid Board Notice, it states "Offerors may propose an alternative approach to accomplish the work of this Bid Board Notice." A proposed alternative timeline is acceptable to incorporate feedback from the conference, but please be mindful that input from actual practices, not just industry experts is an essential component of the project.

2. **Question:** On page 2, section V.B.2., it states we should provide "a scheduling matrix (Gantt chart) of proposed Contractor Personnel utilization in hours matched to the requirements of the procurement." I am looking for clarification on what you mean by this, the Gantt chart will show the dates relative to the deliverables. Can you provide more guidance around the statement "personnel utilization in hours" as it relates to the Gantt chart?

**Answer:** The Offeror shall include information on the estimated number of personnel hours for each activity listed in the Gantt Chart matched to the requirements of the procurement. The hours do not need to be included within the Gantt Chart.

3. **Question:** We would like to know if you will be providing the venue for the focus groups or if we need to budget logistics.

**Answer:** The Offeror will be responsible for all aspects of the focus groups, including the venue.

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<sup>1</sup>More information about the Bid Board is available on eMaryland Marketplace:  
<https://emaryland.buyspeed.com/bs/login.sdo>. Search for Bid # MDMHCC31037536