



MARYLAND HEALTH CARE COMMISSION

4160 PATTERSON AVENUE BALTIMORE, MARYLAND 21215

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

January 5, 2018

AMENDMENT TO SOLICITATION

MHCC 18-010

“Patient Family Advisory Council (PFAC) – Guidance Document Development”

Prospective Offerors:

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

1. Statement of the Problem

The “Statement of the Problem” should demonstrate that the Offeror clearly understands MHCC objectives and goals with respect to the work that is the topic of this bid proposal. ~~The Offeror should also demonstrate an understanding of the challenges and barriers faced by small physician practices in implementing telehealth including the lack of a sufficient TRA tool that is readily available to these practices and can address potential biases of the user.~~ **The Offeror should also demonstrate an understanding of the challenges and barriers faced by physician practices in implementing and assessing the impact of a PFAC.**

2. Proposed Work Plan

The “Proposed Work Plan” section contains a brief general description of the work plan proposed to meet the requirements as outlined under IV.B.2. above. It should address the vendor’s methods and techniques for meeting the requirements outlined in this procurement. The Offeror shall provide a scheduling matrix (Gantt chart) of proposed Contractor Personnel utilization in hours matched to the requirements of the procurement. The Offeror shall include job titles and the percentage of time each individual will spend on his/her assigned tasks.

3. Experience and Qualifications of the Proposed Staff

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 as outlined under B.2. above.

- 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 be limited to three pages and include the amount of experience the individual has had relative to the work called for in this solicitation.
- b) Letters of Commitment for the intended work on the project from all key personnel, including subcontractors, should be included with the proposal.
- c) An approach to addressing staff turnover in cases where staff with important expertise must be replaced during the contract work.

C. Financial Proposal

The financial proposal must provide both an hourly rate by labor category (time and materials) and a firm fixed price as described in COMAR 21.06.03.02.A(1). Both

financial proposals must be sufficient to cover the cost of all deliverables as detailed under I.B. above. The information will be used for evaluation purposes and bid comparisons. Once awarded, MHCC will inform the Offeror which financial proposal it will accept. Billing under the time and materials contract will be for actual hours worked by each individual up to a maximum total annual billing of \$50,000 for the contract. Billing under the firm fixed price contract will be monthly, based on the completion and approval of each deliverable/milestone, up to the fixed price established for this contract. The contractor may not bill for work unless and until such work is specifically requested by the Contract Monitor.

Key Deliverables	Principle		Consultant		Total \$
	Hours	\$	Hours	\$	

VI. TERMINATION CLAUSE

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

The MHCC may release another procurement request to secure a vendor to utilize the guidance tool developed under this procurement request with Maryland primary care practices. The Contractor for this solicitation is prohibited from bidding on any and all relative subsequent solicitations.

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