

MARYLAND HEALTH CARE COMMISSION

BID BOARD NOTICE

Procurement ID Number: MHCC 18-014

Issue Date: January 10, 2018

Title: Consultant to the Maryland Health Care Commission for Supporting the Task Force to Modernize Health Planning and the Certificate of Need Program

Due Date: Friday, January 26, 2018, 4:00 p.m. Eastern Standard Time

PLEASE READ THE ENTIRE SOLICITATION BEFORE SUBMITTING YOUR PROPOSAL.

THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07 WHEREAS THE MAXIMUM AWARD ALLOWED IS \$50,000.

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 health planning function and Certificate of Need (CON) program, which regulates certain types of capital projects sponsored by health care facilities.

The Chairs of the Senate Finance Committee and the Health and Government Operations Committee have asked the Maryland Health Care Commission (MHCC) to develop recommendations for modernizing Maryland's Health Care Facility Planning and CON programs in light of Maryland's implementation of the global budgets under the All-Payer Model and the proposed migration to the Total Cost of Care Demonstration in 2020 (see [Attachment A](#)). The Chairs asked MHCC to submit an interim report in May 2018 and a final report in December 2018. The Commission supports this review and further believes that we should consider changes in our health planning and Certificate of Need (CON) authority across all categories of services at the same time. The Task Force will be co-chaired by Commissioner Randolph Sergent and Acting Health Officer for Anne Arundel County Frances Phillips.

MHCC is seeking a contractor to support the initial work of the Task Force. The contractor should be knowledgeable about Maryland's health planning functions and CON programs. The Contractor should also possess knowledge of the Maryland All

Payer Hospital Demonstration and the Total Cost of Care Model set to be implemented in 2020.

The Task Force is implementing the study in a two-step process. In the first step, the Task Force will focus on the examination of issues and problems with existing health planning and CON programs. The output from Step One is the interim report that will identify issues and problems. That report will be released in May 2018. The consultant identified through this Bid Board will support Step One activities.

In Step Two, the Task Force will focus on assessing potential solutions in detail and developing recommendations that the General Assembly Committees may consider. The final report completed as the conclusion of Step Two work will provide a road map for aligning the health planning and the CON programs with the Total Cost of Care Demonstration planned for launch in 2020. The MHCC anticipates issuing a second Bid Board for a consultant to support Step Two activities. Both the interim and final reports will be developed by the Task Force, staff, and the respective consultants and then submitted to the full MHCC for approval followed by transmission to the Committees. A webpage has been created for the CON Modernization Task Force at: https://mhcc.maryland.gov/mhcc/pages/home/workgroups/workgroups_con_modernization.aspx.

That webpage will provide the means for keeping the Commission and interested parties of activities of the Task Force.

II. SCOPE OF WORK

The specific tasks to be completed under this procurement are as follows:

Task 1: Synthesis of Stakeholders' Comments

The MHCC has developed a structured comment guide to highlight questions and issues that the Commission wants stakeholders to address for the Step One discussions. The comment guide includes questions highlighting potential problems with current health planning and CON program features, as well as questions concerning possible changes to address specific issues. The structured comment guide has been tailored, to some extent, to reflect possible specific changes that are most pertinent to particular categories of health care facility project subject to CON regulation. Comments will be synthesized and will serve as starting points for Task Force discussions. The Commission has encouraged the regulated providers to develop consensus comments. However, it is likely that some individual facilities or health systems will submit individual comments. The comment guides are accessible at:

https://mhcc.maryland.gov/mhcc/pages/home/workgroups/workgroups_con_modernization.aspx Comment summaries will serve as a starting point for Task Force discussions. Under MHCC direction, the contractor will synthesize the comments for use by the Task Force.

Task 2: Develop Meeting Presentations for the Task Force and Provide Meeting Support

The Contractor will develop briefing material for the Task Force at the direction of the MHCC. These presentations could include background material on health planning and CON programs in other states using already existing information sources from other states and associations such as the National Conference of State Legislators. The Contractor will also prepare meeting summaries. The Task Force meeting summaries will be suitable for inclusion in the interim and the final reports due to the MHCC and the legislative committees.

The Work Group will meet five times between January and May 2018 as follows:

January 22, 2018	9:00-11:00
February 23, 2018	9:00-11:00
March 23, 2018	9:00-11:00
April 20, 2018	9:00-11:00
May 11, 2018	9:00-11:00

All meetings will take place at MHCC’s Offices at 4160 Patterson Avenue, Baltimore MD.

Task 3: Develop Interim Report Outline and First Draft

The Contractor will develop an outline for the first draft of the Interim Report due to the Legislature in May 2018. The Interim Report will reflect the Task Force’s conclusions on the problems that exist with the existing health planning and CON programs. The Report will also identify problems that are likely to develop as Maryland implements the Total Cost of Care Demonstration beginning in 2020.

Requirement for Confidentiality

The Contractor must keep confidential: any material provided by staff or by a Reviewer; and any analyses, work product, or documentation created by the offeror in response to a Task Order, whether or not such analyses, work product, or documentation were provided to staff or to a Reviewer.

III. MINIMUM QUALIFICATIONS

The Offeror must demonstrate the following minimum qualifications and capabilities:

A. Principal Investigator

- At least five years of experience in conducting health care planning and policy studies with some of that experience related to health care facilities planning or regulatory policy.
- MPH, MA, MBA, JD or more advanced in public health, economics, or highly related field.
- At least three years of experience in presenting study findings and recommendations to professional and public audiences.
- Two years’ experience in projects requiring a rapid-turn around.

Note: Offerors shall propose a single individual as the Principal Investigator

The Offeror may also demonstrate the additional following minimum qualification and capabilities for staff other than the required Principle Investigator.

B. Health Policy Analyst

- At least three years of experience in conducting health care planning and policy studies with some of that experience related to health care facilities planning or regulatory policy.
- MPH, MA, MBA, or more advanced in public health, economics, or highly related field.
- Two years' experience in presenting study findings and recommendations to professional and public audiences.
- One year's experience in projects requiring a rapid-turn around.

C. Research Associate

- Undergraduate degree in public health, economics, or related field.
- One year's experience in a health policy/planning or related field.

IV. RESPONSE FORMAT

A. Transmittal Letter

A transmittal letter prepared on the Offeror's business stationery is to accompany the original and required copies of the Offeror's 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. The letter **MUST** also include the Offeror's Federal Tax Identification Number or Social Security Number and the eMaryland Marketplace Number.

B. Technical Proposal

The Offeror shall submit a letter up to 10 pages long (excluding resumes) describing the following topics:

- Statement of the Problem
- Experience and Qualifications of Proposed Staff
- Proposed Approach to Completing the Tasks
- Disclosure of Conflicts or Potential Conflicts

Statement of the Problem should demonstrate that the Offeror clearly understands MHCC's objectives and goals with respect to the work that is the subject of this

solicitation. The Offeror shall also demonstrate an understanding of the requirements of this solicitation.

The Experience and Qualifications of Proposed Staff section shall describe how the experience and qualifications of proposed staff meet or exceed Minimum Qualifications and should address their specific responsibilities as detailed in the work plan for this procurement. Individual resumes for the key personnel who are to be assigned to the project if the Offeror is awarded a contract shall be included with the Offeror’s proposal as attachments.

The Proposed Work Plan section should briefly describe the work plan proposed to meet the requirements, and should include the firm’s methods and techniques for meeting the requirements outlined in this procurement, including a timeline and milestones.

The Offeror must disclose any existing relationship that it and that any of the offeror’s employees or subcontractors who might work on the contract have with a Maryland hospital or health care system. During the course of performing work under this contract, the Offeror cannot undertake any work for a Maryland hospital or health care system without the express written consent of the Executive Director of the Maryland Health Care Commission.

C. Financial Proposal

To enable MHCC to evaluate the financial proposal, Offers shall complete the following table. The hour estimates are for evaluation purposes only and do not represent a commitment from MHCC to expend the funds.

Note that multiple individuals may be offered for the health policy and research analyst labor categories. The rate offered shall represent the labor rate charged to MHCC for any individual in the designated category. All proposed rates shall be fully-loaded that include all costs/expenses associated with the provision of services as required by this solicitation.

Labor Category	B Full Loaded Labor Rate	C Estimated Labor Hours	Adjusted Contract Rate B * C
Principal Investigator		60	
Health Policy Analyst		100	
Research Associate		40	
Total			

Note: The hours shown above are for evaluation purposes only and do not represent a guarantee from MHCC that those hours can be billed.

Billing under the contract will be monthly, based on the delivery of hours for that month.

V. 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 information from any source. 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 Evaluation Committee shall recommend the proposal that provides the most advantageous offer to the State, considering price and the evaluation criteria set forth below.

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. Knowledge and experience with health planning and regulatory issues
 - b. Knowledge and experience in developing approaches to analyzing the impact of changes in the supply and distribution of health care facilities and services.
 - c. 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

4. Disclosure of Conflicts or Potential Conflicts

VI. CONTRACT TERM

The contract will begin on or about February 1, 2018 and will continue through June 30, 2018.

VII. VENDOR REQUIREMENTS

A. Registration with the State

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 proposals. An Offeror's failure to complete registration with SDAT may disqualify an otherwise successful Offeror from final consideration and recommendation for Contract award.

B. eMaryland Marketplace

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

C. Proposal Submission

To be eligible for consideration, bids must be received by the Issuing Officer at the Commission office by 4:00 p.m., Friday, January 26, 2018. Offerors 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.

VIII. TYPE OF CONTRACT

The Contract that results from this solicitation shall be a Time and Material Contract as described in COMAR 21.06.03.05.

IX. ISSUING OFFICE

The issuing office for this solicitation is the Maryland Health Care Commission, 4160 Patterson Avenue, Baltimore, Maryland 21215.

The issuing officer for this solicitation is Andrea Allen. All questions regarding this solicitation shall be addressed via email to andrea.allen@maryland.gov

X. CONTRACT MONITOR

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

Phone: 410-764-

FAX: 410-358-1311

E-Mail: paul.parker@maryland.gov

XI. 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 \$50,000.00.

XII. 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**