

## **Request for Proposal (RFP) MHCC 21-002 Project Management Consulting Services Q&A**

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On July 14, 2020, the Maryland Health Care Commission (MHCC) released the above mentioned RFP. The MHCC is making available questions and answers that pertain to this RFP. This document will be updated as we receive additional questions from potential offerors.

1. **Question:** With the understanding of the labor hours for evaluation purposes only to be provided on the financial. How many actual hours will each labor category need to perform?

**Answer:** The distribution of labor hours across personnel assigned to each Labor Category is the discretion of the bidder. Hours will be allocated per the Contractor's response to each issued Work Order.

2. **Question:** Should we consider each role as Full-Time or Part-Time?

**Answer:** The distribution of labor hours across personnel assigned to each Labor Category is the discretion of the Offeror. See Answer #1.

3. **Question:** Is remote work acceptable?

**Answer:** The physical work location of the Contractor's staff assigned to the projects under this solicitation is the discretion of the bidder. MHCC will not require the Contractor's staff to be physically located at MHCC's office.

4. **Question:** Is this a new requirement?

**Answer:** This is a new solicitation.

5. **Question:** Is there an incumbent? If so, can you provide the incumbent name?

**Answer:** Freedman Healthcare, LLC of Newton, Massachusetts is the current incumbent.

6. **Question:** Are the services solicited in this RFP being currently provided by an existing contract? If yes, then what was the annual spend last year on the contract which covers these services?

**Answer:** The incumbent provides the current services under a Small Procurement Contract with a not to exceed budget of \$50,000. Through this RFP, MHCC is trying to get the best value for services described in the RFP.

7. **Question:** Is the current RFP also considered to be a small procurement contract with a not to exceed budget of 50,000?

**Answer:** No

8. **Question:** If not, then has the budget for this contract has been allocated and what is the upper limit of the current budget amount?

**Answer:** The budget will be established from the total proposed cost of the winning proposal.

9. **Question:** Was this RFP issued because the current contract, under which the services are being provided, going to expire soon or was the RFP released to address any specific issues with the current contract? What is the expiration date of the current contract?

**Answer:** Yes, the current contract will end in August and the RFP includes new provisions.

10. **Question:** Is the incumbent eligible to bid on this RFP?

**Answer:** Yes

11. **Questions:** Are there any issues/pain points in the current environment that need to be addressed in this RFP?

**Answer:** All stated in Section 2. Scope of Work in the RFP.

12. **Question:** Are the labor hours indicated in the Financial Proposal indicative of the approximate hours that the personnel would be expected to spend on this initiative? In other words, are all of personnel expected to work part-time, with the project manager working the most number of hours at approximately 400 hours per year?

**Answer:** The distribution of labor hours across personnel assigned to each Labor Category is the discretion of the bidder. Hours will be allocated per the Contractor's response to each issued Work Order.

13. **Question:** Are the services solicited in this RFP being currently provided by an existing contract? If yes, then what was the annual spend last year on the contract which covers these services?

**Answer:** MHCC is not disclosing the cost of services performed by the current Contractor. Through this solicitation, MHCC is seeking the best value for services depicted in the RFP.

14. **Question:** Is Prime past performance necessary?

**Answer:** Refer to RFP section 3.10.1 Preferred Offeror Experience

15. **Question:** Is the state going to provide equipment (laptops/badges/etc.) or will we be required to do so?

**Answer:** The state will not provide any equipment in relation to providing the requested services.

16. **Question:** Does the state have a preferred price range that they are looking for to do this work?

**Answer:** No, the Offeror shall propose the actual cost for rendering the requested service.

17. **Question:** Is this previously contracted state work?

**Answer:** Yes.

18. **Question:** Are the current episodes stored locally with a web service or on a storage device? Is there a desire to have them stored in a cloud atmosphere?

**Answer:** There is no desire to store episodes in the cloud. Episode information will only be stored on MHCC's data enclave.

19. **Questions:** Is there a desire or need to update the current CAIS supported dashboard or would you be open for new tool recommendations?

**Answer:** MHCC is considering the use of a different BI tool to support dashboard development/updates and will engage the expertise of the successful Offeror as needed for dashboard-related tasks.

20. **Question:** Is there a page limit for the proposal?

**Answer:** The length/number of pages on a proposal in response to this RFP is the discretion of the bidder.

21. **Question:** How much will new contractor be required for SAS query development?

**Answer:** The successful Offeror must assign personnel with extensive IT, SAS, and SQL experience.

22. **Question:** Who is the current MCBD database contractor?

**Answer:** Social & Scientific Systems, Inc.

23. **Question:** What is the dollar amount of the contract with MHCC and the incumbent MCDB database contractor?

**Answer:** The MHCC 16-012, "Data Management and Analytic Support for the MCDB" contract amount is \$8,975,088.

24. **Question:** The Program Administration Specialist role is introduced in Section 2.3.1.18.

- a. Why is there a departure in pattern with the other positions as the RFP does not include the usual 2<sup>nd</sup> statement of responsibilities or any statement of Duties, or specify any Education, General Experience or Specialized Experience qualifications?
- b. With these specs missing, how can the Resume form to be completed accurately?

**Answer:** Refer to the response to Question #25 below. We did not include such detail under Section 3.10.3 for the Program Administration Specialist because we will not be considering that position as one of the five (5) "Key Personnel Identified".

25. **Question:** The Senior Systems Analyst role is introduced in Section 2.3.2.18.

- a. Why is there a departure in pattern with the other positions as the RFP does not include the usual 2nd statement of responsibilities?
- b. With these specs missing, how can the Resume form to be completed accurately?

**Answer:** The Senior Systems Analyst position is further detailed under Section 3.10.3 Key Personnel Identified, (specifically 3.10.3E), which indicates that for the Contract, the following positions to be identified in the Technical Proposal will be considered Key Personnel, and shall be required to meet the qualifications stated in Section 3.10. The Senior Systems Analyst is one of the five (5) Key Personnel to be identified.