



## DEPARTMENT OF HEALTH

Larry Hogan, Governor · Boyd K. Rutherford, Lt. Governor · Dennis R. Schrader, Secretary

**Pre-Proposal Conference Minutes**  
**Developmental Disabilities Administration Solicits**  
**REGISTERED NURSE CASE MANAGEMENT/DELEGATING NURSE TO**  
**COMPLETE THE CLINICAL REVIEW OF THE HEALTH RISK**  
**SCREENING TOOL**  
**RFP NUMBER (RE-SOLICIT) OCMP #21-18950**  
**eMMA-BPM026172 – Issue Date: October 6, 2021**

**Date – October 20, 2021/Time - 11:00am**

Attendance:

Attendees

Rachel Lilley, The Columbus Organization  
Kimberly Trumbetti, The Columbus Organization  
Florence Ndi  
Esther Orimogunje, Larods Medical Services  
Emily Crawford-Public Consulting Group  
Debra Goldberg  
Aishani Godhani, Public Consulting Group  
Felicia Wyatt Jones, Wymedsolutions  
Char Talmadge, Staffing Etc.  
Hannah Rigel, Aurora Case Management

MDH Staff

Sherida Studwood, Contract Officer, Office of Contract Management & Procurement (OCMP)  
Nneka Miller, Procurement Coordinator, Department of Developmental Disabilities (DDA)  
Adrienne Hollimon, Director of Programs, Department of Developmental Disabilities (DDA)  
Bernadette Garrett, Technical Writer, Office of Contract Management & Procurement (OCMP)

Greetings/Virtual Rules – Nneka Miller, Department of Developmental Disabilities (DDA)

Attendees were advised that the virtual conference was being recorded and reviewed Virtual Conference Rules.

Greetings/Introductions - Sherida Studwood, Office of Contract Management and Procurement (OCMP)



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Opening remarks and introductions were facilitated by Sherida Studwood, Contract Officer. MDH staff and attendees asked to introduce themselves. All attendees were asked to sign in using the “Chat” feature within the virtual meeting.

### Procurement Overview – Sherida Studwood, Office of Contract Management and Procurement (OCMP)

Section 1 - MINIMUM QUALIFICATIONS for this RFP are as follows: As part of the determination to be considered reasonably susceptible of being selected for award, the Offeror must document in its Proposal that, the following Minimum Qualifications have been met:

1.1.1 The Offeror or employee of the Offeror must be a Registered Nurse on the DDA Case Management/Delegating Nurse Registry.

1.1.2 Must be a Certified Clinical Reviewer for Maryland.

Required Documentation: As proof of meeting this requirement, the Offeror shall provide with its Proposal current certification issued by the State of Maryland evidencing Offeror’s status.

Per Section 3.12 - There are no MBE/VSBE Goals established for the RFP.

Reviewed Section 2 - Contractor Requirements: Scope of Work beginning with page 2 of the RFP. As noted in Section 2.1.1 The Maryland Department of Health (MDH) Developmental Disabilities Administration (DDA) is issuing this Request for Proposals (RFP) to prevent a delay of services in the review of the Health Risk Screening Tool (HRST). The Office of Developmental Disabilities Administration (DDA) requires additional nursing staffing to complete the clinical reviews in each of the four (4) regions listed below:

1. Western Region-Allegany, Carroll, Frederick, Garrett, Washington Counties
2. Central Region – Ann Arundel, Baltimore City, Baltimore County, Harford, and Howard Counties
3. Southern Region – Calvert, Charles, Montgomery, Prince George’s, and St. Mary’s Counties; and
4. Eastern Shore Region-Caroline, Cecil, Dorchester, Kent, Queen Anne’s, Somerset, Talbot, Wicomico, and Worcester Counties.



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Offerors were as to review Section 4.2 All subsequent documentation regarding this solicitation will be posted on eMaryland Marketplace Advantage (eMMA) website and Maryland Department of Health (MDH) website. Please remember that in order to receive a contract award, a vendor must be “registered” on eMMA. Registration is free. Please review Section 4.2 on page 23 *in its entirety* for details.

Offerors were asked to carefully review Section 4.3 Questions on page 59 regarding how to submit questions subsequent to this Pre-Proposal Conference. Questions to the Procurement Officer, Sherida Studwood shall be submitted via [mdh.solicitationquestions@maryland.gov](mailto:mdh.solicitationquestions@maryland.gov) . Questions should also be submitted no later than five (5) days prior to the proposal due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the proposal due date. Given that, please try to submit any questions ASAP.

The Contract Officer stress to everyone today that any questions asked during the question-and-answer portion of this meeting, should also be submitted in writing to [mdh.solicitationquestions@maryland.gov](mailto:mdh.solicitationquestions@maryland.gov) for clarity purposes. The questions and answers along with the minutes and other documents, if required, will be posted to the eMMA and MDH websites as quickly as possible.

Offerors ask to review Section 4.23, page 28 Payments by Electronic Funds Transfer. By submitting a response to this solicitation, the Offeror agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller’s Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. This section goes into detail on how to register or request an exemption.

### POINTS EMPHASIZED:

- A. The Procurement Method used for this solicitation is *Competitive Sealed Proposal*. There are several steps involved in this method, so your attention to the solicitation document is crucial to the successful submission of your proposal.
- B. Minimum Qualifications must be met.
- C. The Contractor Requirements: Scope of Work is listed in Section 2, beginning on page 2. This gives an outline of the responsibilities of the contractor and provides a clear understanding of what the Department expects of the successful Offeror in the provision of the services. *Please note that a representative from DDA will provide further emphasis and/or specifications overview on the Scope of Work.*
- D. Proposal Format  
Offerors are required to submit their response to the RFP in two parts. Per Section 5-Proposal Format beginning on page 34 clearly lists all submission requirements.



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- Proposals must be submitted as:
  - Volume I - Technical Proposal
  - Volume II – Financial Proposal

As stated in RFP Section 5 Proposal Format subsection 5.2.6

- a) Volume I - Technical Proposal consisting of:
  - 1) One (1) original electronic version of the Technical Proposal and all supporting material in Microsoft Word format, version 2007 or greater,
  - 2) One (1) Technical Proposal in searchable Adobe PDF format, and
  - 3) One (1) searchable Adobe PDF copy of the Technical Proposal with confidential and proprietary information redacted (see Section 4.8).
- b) Volume II - Financial Proposal consisting of:
  - 1) One (1) original electronic version of the Financial Proposal and all supporting material in Microsoft Excel format, version 2007 or greater.
  - 2) One (1) Financial Proposal in searchable Adobe PDF format, and
  - 3) One (1) searchable Adobe PDF copy of the Financial Proposal, with confidential and proprietary information redacted (see Section 4.8).

- E.** The Evaluation and Selection Procedure are outlined in Section 6 (beginning on page 43). Your proposals will be evaluated by a committee organized for that purpose and will be based on the criteria set forth in the RFP.

The Technical Proposal Evaluation Criteria, listed in descending order of importance, can be found in Section 6.2 (page 43) with the Financial Proposal Evaluation Criteria listed in Section 6.3 (page 43).

The Selection Procedures is highlighted in Section 6.5 (page 44). As noted, the contract will be awarded to the responsible Offerors that submitted the proposal determined to be the most advantageous to the State considering technical evaluation factors and price factors as set forth in the RFP.

Documentation Required Upon Notice of Recommendation for Contract Award is listed in Section 6.6 (page 45) and Section 7 – RFP Attachments and Appendices.

- F.** Other than composing your Technical Proposals, the most important matter is to have your proposals submitted by the date, time, and location listed. Therefore, your proposals are due no later than November 12, 2021 @ 2:00 p.m. EST Local Time  
No proposals will be accepted after 2:00 PM



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- G. The acceptable means of delivering a proposal are thru eMaryland Marketplace Advantage (eMMA) submission. (See Section 5.2 Proposal Delivery and Packaging):

Offerors were advised that after this Pre-Proposal Conference prospective Offerors may have questions answered that may help them understand the RFP, etc. Please keep in mind that the answers to your questions, if they are significant in nature, shall be posted on the eMMA and MDH websites. Therefore, please allow sufficient time for this to occur.

Again, if you have any comments/questions about the procurement process, you may contact me by email at [mdh.solicitationquestions@maryland.gov](mailto:mdh.solicitationquestions@maryland.gov).

Overview of Contractor Requirements and Scope of Work – Adrienne Hollimon – Department of Developmental Disabilities (DDA) Ms. Hollimon provided an overview of Section 2 - Contractor Requirements/Scope of Work required.

Questions and Answers Session - The floor was opened to Attendees.

Question: How do you get a DDA certification and is it possible for a nurse to be certified pre-award?

Answer: In order to be on the certified the certified as a clinical reviewer side that comes from the HRST we're not certifying on the DDA side, but in order to access the HRST system are HIPAA laws requires that you be currently working for provider or that you are doing your providing self-direction for one of the participants otherwise you would not have access to the system.

Question: What if an Offeror needs access to the HRST and they are not a provider already?

Answer: If you are not a registered provider you should contact DDA Provider Relations for information. However, for the purpose of this contract you will probably not be registered in time. If you are interested in responding to this RFP and do not have someone already, you have the option to partner and/or hire someone. The nurse must be registered and able to provide the service.

Question: If an Offeror is a part of the National Case Management Society is this a substitute for the nurses being on the registry? and/or meet the minimum requirements?

Answer: It is not a substitute. The Offeror must have that certification within the state of Maryland. It is not the registry so much, but the certification with the necessary knowledge base in the field of Case Management. The requirement is that you must be a Clinical Reviewer already with the HRST for the state of Maryland and have access to that database.



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Question: Does the table on page three (3) of the RFP reflecting the number of clinical reviews only, include those with a level score of three or higher or is it all the reviews conducted annually no matter the score?

Answer: In general, we do probably at least a third of the population has a clinical review. This is usually about 5000. That is only those that are done by our parent contractor.

Question: What is the process to become certified with the DDA reviewer.

Answer: The process is Clinical Reviewers are also registered nurses. They also currently work for a DDA agency and/or provided self-direction for a DDA a participant. The nurses would take DDAs two-day case management delegating nurse training, then a two-day training, online rater training and then a two-day advance clinical review training to be a Clinical Reviewer.

### Adjournment – Sherida Studwood, Office of Contract Management and Procurement (OCMP)

Closing Remarks - Offerors were reminded that nothing said at this pre-proposal conference may change the RFP unless the Contract Officer makes a formal change by written amendment. For clarity, questions that require a coordinated response should be submitted in writing to the Contract Officer at [mdh.solicitationquestions@maryland.gov](mailto:mdh.solicitationquestions@maryland.gov) no later than 11/5/2021 2:00pm EST Local Time. Reminded everyone that the pre-proposal conference summary and attendance will be published within a few days on the MDH website and eMaryland Marketing Advantage. Proposal must be submitted thru eMaryland Marketplace Advantage (eMMA). Sealed proposals are due no later than 2:00 pm on November 12, 2021, and no proposals will be accepted after that date/time.

Everyone was thanked for their time.