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QUESTIONS AND RESPONSES # 1
PROJECT NO. 050B640002

State Medical Director & Occupational Medical Services for Maryland State Agencies
January 27th, 2016

Ladies/Gentlemen:

This List of Questions and Responses #1, questions #1 through #16, is being issued to clarify certain information contained in the above named RFP. The statements and interpretations of contract requirements, which are stated in the following questions of potential Offerors, are not binding on the State, unless the State expressly amends the RFP. Nothing in the State's responses to these questions is to be construed as agreement to or acceptance by the State of any statement or interpretation on the part of the vendor asking the question as to what the contract does or does not require. Any questions submitted in writing which are received after the issuance of this document, or which have already been submitted but do not appear on this list of questions and responses, will be answered in Questions and Responses #2.

1. Is there an incumbent currently providing these services?

RESPONSE 1: Yes. Concentra is the current vendor providing the aforementioned contract, State Medical Director and Occupational Medical Services for Maryland State Agencies.

2. Is the incumbent eligible to re-compete for these services?

RESPONSE 2: Yes, the incumbent is eligible.

3. What is the current staffing level for this requirement?

RESPONSE 3: The different subsections of the Scope of Work all present their own unique element. Each offeror will propose their own staffing levels based on their interpretation of the State requirements. The current vendor's staffing levels are considered proprietary information and therefore confidential.

4. Can you provide any historical data on these services?

RESPONSE 4: Section 3.1 of the RFP provides background information including historical usage data. In addition, the estimates provided on the Financial Proposal Forms, located as Attachment F-1, reflect historical usage.

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5. Will the State release the incumbent vendor's pricing information and financial proposal information?

RESPONSE 5: No, that information is strictly confidential. The Maryland Public Information Act governs the production of records and information by the Department. The disclosure of confidential information is prohibited and willful violation of that prohibition is punishable by criminal penalty. Detailed pricing information is confidential commercial information which, if disclosed, would damage the competitive position in the marketplace of the current contractor.

6. Can MBE Prime contractors count themselves towards reaching the 13% MBE goal?

RESPONSE 6: Yes, up to 50% of the goal can be met by a certified MBE prime. This means that 6.5% of the total contract dollars received must be subcontracted to other MBEs.

7. Can an out of state vendor be certified as an MBE?

RESPONSE 7: Yes, the certification process is explained in detail on the MDOT website. <http://www.mdot.maryland.gov/newMDOT/MBE/Index.html>

8. How did the State decide on a 13% goal?

RESPONSE 8: The State Medical Director/Occupational Medical Services contract is not new, in fact, the State has purchased these services several times before. Based on historical usage, a survey of certified MBEs in the MDOT MBE directory, and the input of the Governor's Office of Minority Affairs, a goal of 13% was set. MBE program goals are neither arbitrary nor unrealistic, but rather are carefully chosen on a contract-by-contract basis.

9. What was the previous MBE goal? Did the incumbent meet that goal?

RESPONSE 9: The goal for the current contract was set at 15%. Unfortunately, the current vendor has been unable to meet this goal.

10. Can any health professional perform a workability exam?

RESPONSE 10: No. Only the State Medical Directors are authorized to perform Workability Exams. Routine exams may be performed by any certified health professional.

11. How many State Medical Directors are there?

RESPONSE 11: There are two State Medical Directors at this time.

12. Are DOT certified providers able to provide acute care under this contract?

RESPONSE 12: Provided there is no specific prohibition in either law or the current RFP, yes.

13. Flu shots and tuberculosis testing appears in the scope of work but not as a line item on the financial proposal forms. How should we price these items?

RESPONSE 13: For pricing purposes, these items are incorporated in the workers' compensation line item.

14. How will the State evaluate the optional 24/7 service in Baltimore City? May vendors be fairly evaluated if they decline to provide those optional services?

RESPONSE 14: To clarify, that is the State's option. Vendors are expected to provide a proposed price on their financial proposal forms for all of the elements, including the optional 24/7 coverage. The State may elect not to include those services, depending on cost and budgetary considerations, but vendors do not have the "option" to decline submitting a proposed price. To reiterate, it is solely the State's option.

15. What are the credentials of the personnel currently providing the Paratransit exams?

RESPONSE 15: Section 3.2.19.3.1 of the RFP states that Physical/Functional assessments should be conducted by a professionally trained occupational therapist. If approved by MTA, the Contractor may use a physical or recreational therapist, however, these substitutions shall be considered by the MTA Mobility office on a case by case basis. Section 3.2.19.3.2 of the RFP states that no specific medical credentialing or licensing is needed to conduct the Cognitive/Functional assessments described in that subsection. Please refer to Attachment S-3 for an example of the test used to perform a cognitive assessment, a copy of the test sheet, and a copy of the test scoring sheet.

16. Is non-DOT testing saliva, breath, or both?

RESPONSE 16: Saliva testing for alcohol in non-DOT employees is permissible per **COMAR 10.10.10.02** and **COMAR 10.10.10.06**. As per COMAR, breath testing not applicable for non-DOT employees. Any sections of the RFP which directly state that breath testing is a permissible testing method for the initial alcohol test for non-DOT employees will be officially changed via an Amendment to the RFP. Confirmation testing remains a blood test.

Remember proposals are due on February 18, 2016 no later than 2:00 p.m. If there are questions concerning this solicitation, please contact me via e-mail at christopher.hautala@maryland.gov or call me at (410) 260-4081.

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By:

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Procurement Officer