

Plan for 2011 RFP Tours for Potential Medical/Utilization Review Vendors

Commissioners: Michael Stouffer (DOC), Wendell (Pete) France (DPDS)

Assistant Commissioners: Jonathan Galley (West), Felicia Hinton (Central), William Filbert (East), Randy Watson (Programs and Services)

Potential Schedule

Tuesday, July 26 @ 10:30 a.m. in Cumberland (ACOM Barbara Newlon)

- WCI: Warden Phil Morgan, AW Frank Bishop
- NBCI: Warden Bobby Shearin, AW Richard Graham

Wednesday, July 27 @ 10:00 a.m. in Hagerstown (ACOM Pam Knable)

- MCI-H: Warden Roderick Sowers, AW Richard Dovey
- MCTC: Warden Wayne Webb, AW Richard Miller
- RTC: Warden Gregg Hershberger, AW Keith Lyons

Friday, July 29 @ 10:00 a.m. in Jessup (ACOMs Anthony Lee and Annette Waters)

- JCI : Warden John Wolfe, AW Cherie Peay
- MCI-J: Warden Dayena Corcoran, AW Laura Armstead
- MCI-W: Warden Carroll Parrish, AW Kendall Gifford

Friday, July 29 @ 2:30 p.m. in Jessup (ACOM Anthony Lee)

- Patuxent: Executive Director Dr. Randy Nero, Warden Patricia Goins-Johnson

Monday, August 1, @10:00 a.m. in Baltimore Pre-Trial (ACOMS Adaora Odunze and Thomas VonBergen)

- BCBIC: Warden Carolyn Scruggs, AW T. Lyles
- MDC: Warden Marion Tuthill, AW Gwen Oliver and R. Foxwell
- WDC: Warden Marion Tuthill, AW Gwen Oliver and R. Foxwell

Tuesday, August 2 @ 10:00 a.m. in Baltimore Sentenced (ACOMS Adaora Odunze and Elizabeth Nwosa)

- MRDCC: Warden Tyrone Crowder, AW Suzanne Fisher
- MTC: Warden Solomon Hejirika, AW Kathy Landerkin

Tuesday, August 2 @ 2:00 p.m. in Federal Detention Center (ACOMS Adaora Odunze and Elizabeth Nwosa)

- MCAC: Warden Robert Koppel, AW Lisa Gamble-Gregg

Thursday, August 4 @ 11:00 a.m. in ECI (ACOM Marcia East)

- Eastern Correctional Institutions, East, West, and Annex: Warden Kathleen Green, AW Ronald Dryden

Visitors to facilities will, by security necessity, be required to follow guidelines set forth below or may not be permitted to enter the facilities during the set tour days:

1.9 Site Visits

Prospective Offerors to the RFP are encouraged to participate in site visits to familiarize themselves with where services are to be provided to be more fully informed as to physical plant specifics and how these needs should be considered in the development of proposals.

Tours will not be used to answer questions about the RFP; rather the purpose of the tours is to familiarize potential offerors with the geography and physical layout of the facilities to be served by the contracted awardee. Questions about the RFP should be saved for the Pre-Proposal Conference.

In order to assure adequate preparation and accommodations for the site visits and tours, it is requested that no more than two representatives of each potential Offeror attend.

The information that must be submitted for each intended site visit attendee includes a Name, Social Security Number, and Date of Birth. This will enable Security Staff in the facilities to do a brief background check that will allow them to issue a one-day pass for the tours. (Dates to be determined, however notice will be sent at least two (2) weeks in advance of site visits).

Restrictions in addition to the numbers that may tour include the following:

- No communication devices (cell phones, beepers, Blackberries, computers, etc.), weapons or cameras will be admitted to any DOC or DPDS facility Statewide. This applies to current vendors who may have permission to carry devices as well as those that are new to our facilities.
- No purses, bags, lunches, briefcases, or other carry-in materials other than a pad of paper and a pen or pencil will be permitted in any facility. (Time will not permit visitors to apply for and get a locker for these items during the brief time prospective Offeror's representatives will be onsite).
- Clothing items made from denim may not be worn into facilities.
- Other forbidden clothing items include open-toed shoes, sleeveless blouses not covered by a jacket, under-wire bras (visitors WILL be asked to remove them in some facilities so they should be avoided....some facilities will not permit entrance at all if a visitor wears an underwire), shorts, tee-shirts, and jeans of any material.
- No sundries can be taken into facilities including tobacco, soda, water, other drinks, gum, candy and snacks. If it is necessary to have some sort of food secondary to a medical condition, it must be carried in a clear plastic baggie for inspection by security on arrival at each facility.

All prospective Offeror's representatives touring facilities should come prepared to walk multiple blocks, so comfortable shoes are advisable. (Heels may easily catch on catwalk-tiers in some of the facilities, even if significant walking is not required).

All persons participating in these tours must carry a picture ID with them (such as a driver's license).

All persons visiting should be aware that they shall be searched, including at a minimum, an electronic screening and a pat down.

Some of the Service Delivery Areas (SDAs) will require that touring prospective Offeror's representatives move their cars from facility to facility, so plans to carpool are

essential as parking may be less than desirable in some SDAs, and nearly impossible in Baltimore. The Assistant Commissioner in Baltimore has arranged for prospective Offeror's representatives touring the facilities to have one-day parking passes. If this is needed, information regarding the car style and license plate will be required with the ID information in advance of the visit. There are only ten (10) spots to be "borrowed" so parking will also be first-come-first-served, and carpools will have extra consideration over single drivers.

Additionally, please note that ACOMs need to receive a list of names with the required information (SSN and DOB) stated above no less than three (3) business days prior to the tours. No substitutes will be permitted on the day of the tour.

Also please note that there will be NO Appeal if a visitor is denied entrance. The tours are set for one day for each Service Delivery Area, so adherence to the rules noted here is essential.

ACOM CONTACT INFORMATION

All Offerors who wish to participate are required to contact the below list of ACOMS and provide their Name, Social Security Number and Date of Birth at least three (3) business days prior to the tours.

ACOMS need to receive a list of names with the required information (SSN and DOB) no less than three (3) business days prior to the tours. No substitutes will be permitted on the day of the tour. Also, there will be NO appeal if a visitor is denied entrance.

Anthony Lee, RN
Senior ACOM **Jessup**
(410) 540.6355 *office*
(410) 402.0403 *cell*

Thomas VonBergen, RN
ACOM **Pre-Trial**
(410) 545.8265 *office*
(410) 504.9188 *cell*

Marcia East, RN
Senior ACOM **Eastern**
(410) 845.4120 *office*
(410) 428.6268 *cell*

Pam Knable, RN
ACOM **Hagerstown**
(240) 420.1210 *office*
(410) 504.3439 *cell*

Adaora Odunze, RN
Senior ACOM **Baltimore**
(410) 209.4066 *office*
(410) 818.6527 *cell*

Barbara Newlon, RN
Senior ACOM **Western**
(301) 729.7392 *office*
(410) 428.6477 *cell*

Annette Waters, RN
ACOM **Jessup**
(410) 379.3894 *office*
(410) 818.8396 *cell*

Elizabeth Nwosa, RN
ACOM Baltimore Sentenced
(410) 230.1444 *office*
(410) 818.7046 *cell*