

SUMMARY OF PRE-PROPOSAL CONFERENCE HELD ON THURSDAY, FEBRUARY 24, 2005

**RE: STATE MEDICAL DIRECTOR (SMD) AND OCCUPATIONAL MEDICAL SERVICES
FOR MARYLAND STATE AGENCIES - PROJECT NO. F10R5200145**

Attendees:

Robert Howells, Procurement Officer, Maryland State Department of Budget and Management
Margaret Embardino, Director of Employee Medical Services, Maryland State Department of Budget and Management
Kris Hoffman, Assistant Attorney General, Maryland State Department of Budget and Management
Camilla Kelmer, Administrative Support, Maryland State Department of Budget and Management
Will Phillips, Chief Operating Officer, Occupational Medical Services, Inc.
Shelly Collison-Smith, HR/AR Director, Occupational Medical Services, Inc.
Helen Musura, Area Sales Manager, Concentra Medical Centers
Dr. Eugene K. Sawyer, Medical Director, Concentra Medical Centers
Joy Abrams, Program Manager, Concentra Medical Centers
Dennis Creedon, Regional Area Administrator, Concentra Medical Centers
Gloria L. Bamforth, Practice/Account Manager, Corporate Occupational Health Solutions, LLC
Tracey L. Black, Inside Account Manager, MRO Program Manager, Corporate Occupational Health Solutions, LLC

The Pre-Proposal Conference for SMD and Occupational Medical Services for Maryland State Agencies (F10R5200145) was called to order at 10:05 a.m. local time on February 24, 2005 by Robert W. Howells, Procurement Officer, at 201 W. Preston Street (Room #L-1), Baltimore, MD 21201.

Mr. Howells introduced himself and the other State personnel present.

Mr. Howells asked everyone to sign the Sign-In Sheet and indicated that copies of the Sheet would be available after the meeting.

A summary of this meeting and any questions and answers will be published and distributed to everyone that is known to have received a copy of the RFP, so all will have an equal opportunity to obtain the information.

Mr. Howells outlined the format for the meeting and explained the procedure for questions. It was explained that answers given verbally at the meeting are for clarification and informational purposes, but do not change the requirements of the RFP. Any changes to the written document must be in the form of an Amendment to the RFP.

SUMMARY OF PRE-PROPOSAL CONFERENCE HELD ON FEBRUARY 24, 2005

PROJECT NO. F10R5200145

Page 2 of 4

Mr. Howells did a brief summary of Sections 1, 2, 4 and 5 of the RFP.

Mr. Howells advised the group that the following attachments must accompany their proposals:

- Attachment B - Bid/Proposal Affidavit
- Attachment F-1 - Financial Proposal
- Attachment D-1 - Certified MBE Utilization and Fair Solicitation Affidavit
- Attachment D-2 - MBE Participation Schedule

Mr. Howells further explained that Section 4.4.4 “Required Submissions,” on Page 52 of the RFP, identifies what forms need to be submitted with the proposal.

Ms. Embardino reviewed Section 3, Scope of Work.

Ms. Embardino stated that there are 20 services that are required for all State agencies. There are also two services that are required for the Maryland Department of Transportation and their modal agencies (i.e., the State Highway Administration, Maryland Transit Administration, Maryland Aviation Administration and Maryland Transportation Authority). She mentioned that this is a very comprehensive undertaking on the vendor’s part and that some services must be available 24/7, every day of the week, every hour of the day, throughout the entire State.

Any services performed under this contract must comply with the Americans with Disabilities Act and the Family and Medical Leave Act.

For services that are performed under the contract and are covered by the Workers’ Compensation Commission Maryland Medical Fee Guide, State agencies will pay the fees in accordance with the Fee Guide.

Ms. Embardino referred to Section 3.3.2 “Standard Psychological Evaluations of Employees/Applicants” on Page 19 of the RFP. The title needs to be changed as this is for law enforcement candidates, such as police/correctional officers -- it’s not testing of employees/applicants.

We will send out an amendment to Section 3.3.16 - Bloodborne Pathogen Services, which is on the first page of Attachment F-1 of the Financial Proposal Form. Section 3.3.16.1 “Education Services” should indicate “3” training sessions a month (not 30), and Section 3.3.16.3 “Testing and Counseling” should indicate “1” counseling session a month (not 3).

SUMMARY OF PRE-PROPOSAL CONFERENCE HELD ON FEBRUARY 24, 2005

PROJECT NO. F10R5200145

Page 3 of 4

Question/Answer Session:

1. Question: Does the submission have to be delivered in person?

Answer: No. They can be delivered in person or sent by Federal Express, UPS, or anything you want to do to get them there.

2. Question: Since the TB Test (PPD) is included in your standard physical, should it be itemized separately on the price bid?

Answer: No. The price bid for the pre-placement physical should include the items enumerated in Section 3.3.1.

3. Question: With regard to the TB test, do we bid a single fee for the physical regardless of what it includes?

Answer: Yes

4.a. Question: Does the contract require chest x-rays for positive PPD's?

Answer: Yes

b. Question: If so, do you want a separate itemization on the price bid for them?

Answer: No. This is governed by the Maryland Medical Fee Guide. Again, do not include an itemization of prices. The single price bid for each Section on Attachment F-1 should include any cost(s) associated with providing the service as described in the RFP.

c. Question: Is this a "patient pays" situation?

Answer: We do not anticipate the patient paying for any services under the RFP.

5. Question: How are Sunday injuries currently handled?

Answer: The current contractor has an arrangement with a local hospital to handle their "after hours" care.

6. Question: Exactly what type of test(s) does the psychological evaluation include? Is it specific to the State of Maryland or is it a standardized test?

Answer: The psychological evaluation is a screening for law enforcement candidates such as police officers and correctional officers. We current use the Inwald Personality Inventory.

SUMMARY OF PRE-PROPOSAL CONFERENCE HELD ON FEBRUARY 24, 2005

PROJECT NO. F10R5200145

Page 4 of 4

Question/Answer Session (contd.):

7. **Question:** **When you reference the Maryland Workers' Comp Fee Guide is it assumed that this takes into account the WCC ruling/change to 109% of Medicare effective 9-1-04?**

Answer: Yes

8. **Question:** **The Financial Proposal Form notes 3.3.16.1: Education Services, 30 Training Sessions Per Month. How are they allocated during the months of April, May and June (As noted in 3.3.16.1)? How many, on average, are expected to occur during the remaining months?**

Answer: Typically, during the annual training months of April, May and June, the Department of Juvenile Services provides training at each of their sites (11) and returns to 6 of the sites for follow-up to train employees who missed the initial session. There may only be 10-15 training dates during the other nine months of the year.

9. **Question:** **Is the Random Drug Screening Program to be administered in full?**

Answer: No. The Maryland Department of Transportation currently has their own internal system for determining the employees to be tested on a random basis.

Mr. Howells reviewed Attachment F-1.

Ms. Embardino stated there is no guarantee that all of the services will be used, although under the current contract, all of them were. Some agencies already have pre-existing contractual arrangements with other firms for some of these services.

Mr. Howells stated that we will be sending out a summary of the conference and that if we receive any questions in the next day or two, we will include them in the summary. If questions are received at a later date, we will send out a separate question/answer document depending on what we get.

Mr. Howells encouraged vendors to submit questions/feedback if a vendor thinks we have something that isn't workable or there is something we can do better. All comments/criticisms are welcomed so we can address them. We won't hold anything against vendors for voicing their concerns. Emailing Robert Howells at rhowells@dbm.state.md.us is preferred.

Meeting Adjourned at 10:50 a.m.