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QUESTIONS AND RESPONSES # 2
PROJECT NO. 050B6400002

State Medical Director & Occupational Medical Services for Maryland State Agencies
February 3rd, 2016

Ladies/Gentlemen:

This List of Questions and Responses #2, questions #17 through #28, 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.

17. Are the functional assessments for the Mobility program primarily done at an MDOT facility?

RESPONSE 17: Functional assessments for the Mobility program are primarily, but not exclusively, performed at the Mobility Certification Office, which is located at 4201 Patterson Avenue, Baltimore MD, 21215. Please reference RFP section 3.2.19.4 for additional information.

18. Are these Cognitive/Functional assessments scheduled or is it a walk in process?

RESPONSE 18: Both forms of assessments are conducted by appointment. For more information, please visit <http://mta.maryland.gov/mobility>, click on "How to Participate."

19. Can you please provide copies of the current forms being used for these assessments?

RESPONSE 19: Please reference Attachments S-1, S-2, and S-3 of the current RFP for sample documents.

20. Can you please advise the name and titles of all the representatives at the front table representing the State of Maryland at the pre-bid conference on January 19, 2016?

RESPONSE 20: Seated from left to right, respectively:

Chris Hautala – Procurement Officer

Thomas McLemore – MBE Liaison

Edwin Becraft – Chief of Medical Services, State Highway Administration

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21. *Based upon the Non-Compete Clause Prohibition and its intent, can you please furnish the current bidders with a complete list of subcontractors for the contract that ends in September, 2016?*

RESPONSE 21: The names of the subcontractors being used in the current Contract is considered a part of the current vendor's proposal and as such will be held in confidence. The intent of the Non-Compete Clause Prohibition is to prevent an interruption of service if an incumbent Contractor fails to receive an award and attempts to invoke non-compete clauses to prevent a new contractor from using those same subcontractors.

22. *Does the state provide ADA training for the contractor or is the awarded contractor to find the appropriate means of training?*

RESPONSE 22: The State will not provide ADA training to the Contractor. Please see RFP section 3.2.19.5. The Contractor must provide a training plan to ensure that their staff is properly trained. It is not a Contract requirement that a Contractor has fully trained staff at the time a proposal is submitted. It is required, however, that a plan is included in any proposal to address how the Contractor will provide fully trained staff to complete all elements contained in the Scope of Work.

23. *Can you estimate the size of the medical record by number of pages or height in inches per patient for the average Initial Workability Exam?*

RESPONSE 23: Each individual who undergoes this type of examination will have their own medical history. Because of this, the size of the medical record will vary, and therefore there is no typical size. Based on our best estimates, 30 pages is a representative number that would not be out of the ordinary for an Initial Workability Exam.

24. *How similar is the Initial Workability Examination to an Independent Medical Exam (IME)?*

RESPONSE 24: The Workability Exam is very similar to a workers' compensation Independent Medical Exam (IME) in terms of content. However, there are some significant differences.

In a workers' compensation IME the examining health professional renders a determination which typically has some finality. In contrast, with a significant percentage of Workability Exams an initial exam plus one or more follow-up exams are necessary to render a final determination.

The Workability Exam is only performed by the State Medical Director/Department Medical Advisor as identified on p. 11 and p. 40 of the RFP; and this is very important. The title and authority of the State Medical Director is identified in COMAR 17.04.03.16. The title and authority of the Department Medical Advisor is identified in COMAR 11.02.06.02. Under COMAR, the determination of the State Medical Director/Department Medical Advisor is "final and not subject to review by the Office of Administrative Hearings." As a result, there are particular actions State agencies can take based on the results of the Workability Exam which they would not be able to take based only on the results of an IME. This is the most important material distinction between an Initial Workability Examination and an Independent Medical Exam.

25. *Can an MBE subcontractor themselves utilize the services of a qualified subcontractor to deliver services on behalf of that subcontractor?*

RESPONSE 25: Yes, under certain conditions. An MBE subcontractor may use its own second-tier subcontractors so long as the MBE exercises management authority and control over the work of that second-tier subcontractor. All subcontractors, including second-tier subcontractors, must be named and included in the Technical Proposal.

26. *Can a second-tier subcontractor be added during the performance of the contract?*

RESPONSE 26: Yes, with the Contract Monitor's approval. A contract modification may be required. Please note that MBE subcontractors included in the vendors proposal as part of their MBE commitment may not be changed during the course of the contract.

27. *Would you grant an extension to the February 18, 2016 proposal due date?*

RESPONSE 27: The State has no intentions of changing or extending the proposal due date at this time.

28. *As touched upon at the pre-bid conference, is it possible to do a walkthrough of the MDOT facility, Mobility Certification Office, where the Physical & Cognitive / Functional Assessments are now performed?*

RESPONSE 28: An open house style site visit has been arranged for 10:00AM local time on Thursday, February 11th 2016, at the Mobility Certification Office, 4201 Patterson Avenue, Baltimore MD, 21215. Please email the Procurement Officer with the name of your organization and the names and titles of any individuals who plan to attend by the close of business on Friday, February 5th, 2016. To minimize disruptions, Mobility has requested that interested vendors keep the number of representatives to no more than two (2) per organization.

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.

Date Issued: 2/3/2016

By:

Chris Hautala
Procurement Officer