

**OFFICE OF PROCUREMENT  
CONTRACT ADMINISTRATION AND PROCUREMENT DIVISION  
1400 McCormick Drive, Room 200  
Largo, Maryland 20774  
(301) 883-6400 FAX (301) 883-6440  
TDD (301) 925-5167**

Tara Jackson  
Acting County Executive

Pamela R. Dickerson  
Director

Date: January 30, 2025

**RFP NO.: WS1400745186**

**Inmate Medical Services**

**ADDENDUM NO. 1**

**ALL OFFERORS:** This Addendum No. 1 contains information pertinent to the above referenced solicitation. This Addendum No. 1 shall supplement, amend, and become part of the RFP Document for the titled solicitation. All offers shall be based on this Addendum No. 1 in accordance with the RFP Documents.

**This Addendum No. 1 contains the following:**

- **CLOSING DATE IS EXTENDED FROM FRIDAY, FEBRUARY 7, 2025 TO FRIDAY, FEBRUARY 28, 2025, 4:00 P.M.**
- **ALL ANSWERS TO QUESTIONS RECEIVED BY DEADLINE OF JANUARY 17, 2025, 2:00 P.M., ARE FORTHCOMING IN ADDENDUM NO. 2.**
- **ATTENDEE LIST FROM THE PRE-PROPOSAL CONFERENCE HELD ON TUESDAY, JANUARY 17, 2025 AT 2:00 P.M.**
- **PRE-PROPOSAL CONFERENCE POWERPOINT PRESENTATION HELD ON TUESDAY, JANUARY 17, 2025, 2:00 P.M.**

**THIS ADDENDUM NO. 1 MAY CONTAIN MATERIAL CHANGES AND MUST BE SIGNED AND RETURNED WITH THE OFFER. FAILURE TO ACKNOWLEDGE IN THIS MANNER MAY RENDER THE OFFEROR NON-RESPONSIVE.**

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SIGNATURE

COMPANY

DATE

**PRINCE GEORGE'S COUNTY GOVERNMENT**  
Office of Procurement



**Tara H. Jackson**  
Acting County Executive



Pamela Ford Dickerson  
Director

Addendum No. 1

**Inmate Medical RFP**  
**Pre-Proposal Conference**

RFP No: 1400745186

**ATTENDEE LIST**  
*Tuesday, January 7, 2025*  
*at 2:00PM*

	ORGANIZATION/COMPANY	LAST NAME	FIRST NAME
1	Prince George's County Representative	Dickerson	Pamela
2	Prince George's County Representative	Manley	Barbara
3	Prince George's County Representative	Charity	Nena
4	Prince George's County Representative	Robinson	Brion
5	Prince George's County Representative	Solomon	Bruk
6	Prince George's County Representative	Walker	Melvona
7	Prince George's County Representative	Newsome	Nicole
8	YesCare	Cook	Ramey
9	Armor Healthcare	Caldwell	Rex
10	Wexford Health	DePasquale	John
11	Mediko Correctional Healthcare	Jones	Terry
12	Wexford Health	Knechtel	Julie
13	Boswell Pharmacy Services	Miles	Curtis
14	B&W Solutions	Little	Mike
15	Mediko Correctional Healthcare	Esposito	Cheryl
15	Correct RX Pharmacy	Yankello	Ellen
17		Beck	Andy
18	YesCare	Phelps	Ashley
19	Wellpath	Kayser	Sandra
20	Mediko Correctional Healthcare	Riley	Karen
21	YesCare	Leetch	Daniela
22	Prime Care Medical	Hughes	Derek
23	Mediko Correctional Healthcare	Sheptock	Jennifer
24	YesCare	Brown	Celia
25	YesCare	Szeliga	Emily
26	CFG Health	Sandrock	Dennis
27	Mediko Correctional Healthcare	LeGrande	Andrea

"Empowering progress through accountable, collaborative, and transparent procurement practices."

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	ORGANIZATION/COMPANY	LAST NAME	FIRST NAME
28	YesCare	Hartz	Houston
29	YesCare	Tomlin	Steve
30	Wexford Health	Pekich	Wendelyn
31	YesCare	Schmidt	Pamela
32	Wexford Health	Schuerholz	Dave
33	YesCare	Pansulla	Linda
34	CFG Health	McMillan	Tasha
35	Synergy Staffing	Duru	Paschal
36	YesCare	Frias	Elmeada
37	CFG Health	Suppes	Jodie
38	ASAP Medical Staffing	Yonas	K
39	ZYBS Medical Group	Westray	Michael
40	Lakewood Healthcare	Demeiyesus	Yonas
41	Beechtree	Yvette	Dr.

# Inmate Medical Services

Pamela Ford Dickerson, Director  
Solicitation Pre-Proposal Conference  
January 7, 2025 at 2:00 P.M.



## AGENDA

Solicitation Pre-Proposal  
Conference  
Inmate Medical Services  
WS1400745186

*Tuesday, January 7, 2025, at 2:00PM*

1. Introduction of the Prince George's County team
2. Overview – Procurement Officer
3. General Information – Procurement Officer
4. Compliance – Compliance Representative
5. Background and Purpose – Procurement Officer
6. Scope of Work – Procurement Officer
7. Proposal Submission Requirements – Procurement Officer
8. Evaluation Criteria – Procurement Officer
9. Questions – All

### **IMPORTANT**

Only questions in writing will be responded to via an Addendum. Submit all questions through the SPEED eProcurement Platform at

<https://service.ariba.com/Discovery.aw/ad/profile?key=AN01496591158>

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## IMPORTANT DETAILS

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<b><i>Solicitation Name:</i></b>	Inmate Medical Services
<b><i>Solicitation Number:</i></b>	WS1400745186
<b><i>Issuance Date:</i></b>	January 31, 2024
<b><i>Pre-Proposal Conference:</i></b>	Tuesday, January 7, 2025 at 2:00 p.m.
<b><i>Questions Due By:</i></b>	Friday, January 17, 2025 at 2:00 p.m.
<b><i>Proposal Closing:</i></b>	Friday, February 5, 2025 at 4:00 p.m.
<b><i>Procurement Contact:</i></b>	Nicole Newsome

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## SOLICITATION LOCATIONS

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The solicitation can be found on the following platforms:

1. SPEED eProcurement Platform

<http://discovery.ariba.com/profile/AN01496591158>

2. eMaryland Marketplace Advantage (eMMA)

<https://emma.maryland.gov/>

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## IMPORTANT DETAILS (continued)

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- Vendors must be registered in SAP - <https://erpvendorapp.sap.mypgc.us/registration>
- Or you may contact Betty Nealy-Carter at [bcarter@co.pg.md.us](mailto:bcarter@co.pg.md.us)

The successful Offeror shall be current and in compliance with applicable tax filings and licensing requirements of the Prince George's County Government;

If a Corporation is conducting business in Prince George's County or the State of Maryland, then they must be registered and in "Good Standing" with the Maryland State Department of Assessment and Taxation.

**\*\*This RFP does not have a mandatory Supplier Participation Requirement for County-based Minority Business Enterprises (MBE) and County-Based Small Businesses. It is an open solicitation.**

The Contractor shall provide the County with evidence of its Contractor's commercial insurance coverage's as stated in the RFP.

*Prince George's County, Maryland must be included as an additional insured under the general liability insurance coverage with respect to activities related to this Contract.*



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## QUESTIONS AND INQUIRIES

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Questions and inquiries must be submitted in writing no later than **Friday, January 17, 2025, at 2:00 pm local time** to:

**Attention: Nicole Newsome**

<https://service.ariba.com/Discovery.aw/ad/profile?key=AN01496591158>

Responses will be sent to the offeror's email as an Addendum to the Proposal Document.

**\*Please note that all Addenda MUST be acknowledged and returned. Failure to do so may result in being deemed non-responsive.**

***Prevailing Wages:***

This solicitation is subject to the County's Wage Requirements law for service contracts. Information pertaining to the Wage Requirements law is attached. The "Wage Requirements for service contracts (Attachment J) and, if applicable, the "501(c)(3) Nonprofit Organization's Employee's Wage and Health Insurance Form" (Attachment K) that are included with this solicitation must be completed and submitted with your Proposal response. Failure to complete and submit the required certification and pricing material on the form(s) will render your Proposal unacceptable under County law and the Proposal will be rejected for non-responsiveness.

***NOTE: The Wage Requirements for service contracts may change during the Contract period. The Contract price shall not adjust due to Wage increase or decrease.***

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## PROHIBITION OF CONTRACTORS IN ENGAGING IN SEX AND LABOR TRAFFICKING

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During the performance of any contract, no Contractor, through its employees or agents, shall engage in human sex trafficking or human labor trafficking as defined by Section 14-191, Subtitle 14 of The Prince George's County Code.

If any person believes that a Contractor or a Contractor's employees or agents does not comply with the prohibitions against human sex trafficking and human labor trafficking, they may file a complaint with the Office of Human Rights.

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## BACKGROUND AND PURPOSE

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Prince George's County, Department of Corrections (“The Department”) is responsible for the care, custody, and control of all lawfully incarcerated people committed by the courts. Individuals housed in the Correctional Center are either sentenced up to eighteen (18) months or are awaiting trial on felony and/or misdemeanor charges. The Department is responsible for providing basic necessities, such as medical, mental health, dental and any other related health care to those individuals committed to its custody; this does not include pre-booking injuries.

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## BACKGROUND AND PURPOSE (continued)

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The Department houses females, males, and juveniles. The average daily population for the past three fiscal years (July 2020 – June 2023) was 954. There are a total of 44 beds in the Infirmary: Male Ward 14 beds, Female Wards 6 beds and 24 single rooms. The condition of the Medical Unit is excellent with 6 Examination Rooms that are fully equipped. The Medical Unit professionals responds to all medical emergencies that may require management of lacerations, fractures, deep wounds, etc. The medical unit basically manages chronic medical conditions like Diabetes, Hypertension, Asthma, Thyroid Disorders, Kidney and Liver disorders, Pregnancy, Quadriplegics, Amputees, etc.

The County intends to enter into one (1) contract with qualified contractor(s) to provide all necessary inmate medical services to the Department of Corrections.

Note: The solicitation outlines the requirements that must be met for proposers to be considered.

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## SCOPE OF WORK REQUIREMENTS

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### Section 3.2

Firms must have been in business for a minimum of five (5) years with past performance of similar project experience and scope, including at least one public sector client. Firms must submit resumes of key staff that will be assigned to the project and demonstrate the experience of the staff supports meeting the deliverables in the Scope of Work. All required Solicitation Attachments and Forms must be submitted with the technical proposal.

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## SCOPE OF WORK REQUIREMENTS (continued)

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The County is seeking a Contractor(s) to provide comprehensive Inmate Medical Services as described below in this RFP.

A. Intake Medical Screening

The Contractor shall provide all initial medical screenings, tuberculosis testing and physical exams. All new incarcerated persons should receive a medical and mental health screening, COVID-19, and a tuberculin skin test during the initial screening, that shall take place within two (2) hours of an inmate's commitment.

B. History and Physical Examination

A complete history and physical examination shall be performed within fourteen (14) days of an inmate's commitment. Medical clearances shall be done on all potential inmate workers and annual physical examinations shall be conducted on all incarcerated persons that have been in custody for at least one year. The examination may be conducted by a Physician's Assistant or Physician.

The Contractor shall be responsible for treating all pre-existing medical conditions. The Contractor shall be responsible for providing physical examinations on an annual basis to the Food Service Vendor's contractual workers.

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## SCOPE OF WORK REQUIREMENTS (continued)

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### C. Inmate Sick Call Services

The Contractor shall provide regularly scheduled sick call services a minimum of five (5) days per week (Monday through Friday). Inmates are charged four dollars (\$4.00) per sick call; however, follow-up visits related to the initial sick call are free of charge. For sick call services rendered, the Contractor shall forward all sick call requests to the Department's Inmate Finance Office. The Department's Inmate Finance Office will be responsible for charging the inmate's account for services rendered. Medical services shall never be withheld because of an inmate's inability to pay. Sick call services shall be provided by a Licensed Practical Nurse (LPN) or other professional such as: a Registered Nurse (RN), Registered Nurse Practitioner (RNP) or a Physician's Assistant (PA). Nursing coverage shall be provided 24 hours per day, 7 days per week. A physician shall work on-site, at least five days per week (Monday-Friday) and shall be available on a 24-hour basis. The Contractor shall ensure there is always physician coverage even during the times the primary physician may be off due to vacation and/or extended sick leave.



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## SCOPE OF WORK REQUIREMENTS (continued)

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### D. Specialty Care

The Contractor shall provide any sub-specialty medical care to include any off-site activity, such as but not limited to, consultations, laboratory work, emergency room visits and hospitalizations. Simple radiology services may be performed on premises; however, the Contractor shall sub-contract these services to a vendor that can bring in mobile equipment, as the Department has limited space nor does the department have the required equipment to perform these services. Major radiology services (CAT scans, MRIs, some x-rays, etc.) must be performed off-site. The Contractor shall be responsible for the coordination of all specialty care that occurs offsite, specifically, orthopedic and oral surgery, major radiology services and any other deemed necessary sub-specialty care. Dialysis services shall be performed on-site; the contractor shall sub-contract to a vendor that can bring in mobile equipment to perform the dialysis services if on-site equipment fails. The Department shall be responsible for transportation for non-emergency off-site visits. The Contractor shall coordinate with the Department on the scheduling of these non-emergency off-site visits. Emergency ambulatory services are provided by the Prince George's County Fire/EMS Department at no cost to the Contractor. All off-site specialists must be board certified in their respective specialty.

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## SCOPE OF WORK REQUIREMENTS (continued)

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### E. Communicable Diseases

The Contractor shall work closely with the Prince George's County Health Department on the screening, diagnosis, treatment, and follow-up of communicable diseases. All reportable communicable diseases and outbreaks among inmate populations shall be reported to the Health Department. Any disease considered a public health issue must be treated according to Local, State, or federal public health guidelines and/or recommendations. The Contractor shall treat any inmate that indicates they have been previously diagnosed for Hepatitis B or Hepatitis C. The Contractor is not responsible for testing for these diseases.

### F. Mental Health Services

The Contractor shall provide mental health services that include diagnosis, evaluation, treatment, counseling, discharge paperwork and referrals to community providers.

A licensed psychiatrist, with prior experience in a correctional facility or similar setting, shall be available for a minimum of 40 hours per week during a seven (7) day work week in accordance with a schedule approved by the Department. The Contractor shall employ at least four (4) full-time equivalent licensed clinical social workers or licensed clinical therapists. A psychiatric physician assistant or mental health nurse is to be employed part-time for at least 20 hours per week.

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## SCOPE OF WORK REQUIREMENTS (continued)

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### G. Infirmary

The Contractor shall be responsible for managing an infirmary comprised of twenty-four (24) isolation cells, along with fourteen (14) beds in the male medical ward and six (6) beds in the female medical ward for a total of twenty (20) beds. The Contractor shall be responsible for providing pharmaceutical services. All medicines, excluding antibiotics prescribed by the dentist and pre-natal multi-vitamins, are delivered, and administered to the inmate population by the attending RN, LPN, RNP or Certified Medication Technician (CMT). **Under no condition shall the inmate be allowed to take any medication to their cell rooms.** The Contractor is responsible for monitoring the formulary. The Contractor shall also be responsible for supplying a 30-day supply of psychotropic medicines to the released people that have been treated for mental illness. Inmates are not to be charged for medications.

### H. Dental Care

Onsite dental services will be available fifteen (15) hours per week. Routine dental examinations and treatment is permitted. The Contractor is responsible for off-site oral surgery. Dental services will be performed by a licensed dentist certified to practice in the State of Maryland.

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## SCOPE OF WORK REQUIREMENTS (continued)

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### I. Chronic Care Clinics

The Contractor shall provide regularly scheduled chronic care clinics, to include but not limited to cardiovascular/hypertension, endocrine/thyroid (diabetes), neurology/seizure, infectious disease/HIV/tuberculosis, general medical/special needs, to monitor chronic diseases and provide education on the treatment of chronic diseases.

### J. Obstetrics Care

Prenatal health services shall be provided to any pregnant inmate; however, health care services provided to an infant following birth will be the responsibility of the County. Pregnant incarcerated people are to be referred to the County's appropriate prenatal care clinic. Any pregnant inmate requesting termination is responsible for the cost of this procedure. All services will be performed by a physician certified by the Board of Obstetrics and Gynecology or a certified nurse midwife. The Contractor shall provide lactation equipment and schedule time(s) to any post-delivery inmate that desires to breast-feed.

### K. Dialysis Care

Dialysis care will be provided in-house and off-site as determined by the Medical Director. In-house dialysis care will require a dedicated registered nurse.

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## SCOPE OF WORK REQUIREMENTS (continued)

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### L. Pharmaceutical Services

The Contractor shall be responsible for all pharmaceuticals. The Contractor shall provide all prescribed and non-prescribed medications.

### M. Medical Supplies

The Contractor shall purchase, supply, and maintain all medical supplies, to include ambulatory and prosthetic devices.

### N. Maintenance/Cleanliness

The Contractor shall maintain all medical instruments and equipment. The Contractor shall ensure all instruments and equipment shall be sterilized in accordance with manufacturer standards.

3.2.1 Other Related Services

A. Electronic Record Maintenance

Contractor shall maintain all necessary electronic medical records and/or reports and prepare periodic reports concerning medical costs both within and outside of the facility. Contractor shall provide these reports when requested by County.

The Contractor shall recommend ways in which to improve healthcare from both a delivery and cost containment perspective and to make them available to appropriate persons so designated by the Department.

All medical records and/or reports shall remain the property of the Department. The contractor shall interface with the Department of Corrections' Offender Management System at no cost to the County. The Contractor shall provide its own computer equipment for its personnel. All computer equipment purchased by the Contractor must meet the County's Office of Information Technology (OIT) networking requirements/specifications and approval must be granted by OIT before installation for access as a "trusted computer" based on network security requirements.

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## SCOPE OF WORK REQUIREMENTS (continued)

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### B. CorrecTek

The County has elected to solely use OIT approved CorrecTek software technology as its Electronic Medical Records (EMR) in matters related to electronic medical record keepings.

### C. Cost Sharing Arrangement - Annual Aggregate Cap

The Contractor shall be responsible for the first \$400,000.00 in annual costs for in-patient and sub-specialty care. Annual costs that exceed the annual cap of \$400,000.00 will be shared with the County on a pro-rata basis with the County being responsible for 45% and the Contractor responsible for 55%. The Contractor shall provide a monthly aggregate cap report on these off-site expenses, as well as costs associated with in-patient and sub-specialty care. The Contractor shall also provide the County quarterly reports on cost-containment methods on each type of inmate healthcare.

Anticipated services shall include but shall not be limited to emergency room visits, ambulance services, air ambulance, off-site physician fees, dental fees, diagnostics, dialysis, contracted laboratory and radiology services (on-site and off-site), outpatient procedures and surgeries, inpatient hospitalization (medical, surgical, dental and mental health, ancillary hospital services and follow-up physician services). The Contractor shall indicate in its report all excluded in the annual aggregated cap report.

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## SCOPE OF WORK REQUIREMENTS (continued)

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### D. The Affordable Care Act

Effective January 1, 2014, the Affordable Care Act enabled eligible incarcerated people to be covered by Medicaid for approved in-patient hospital services. Prior to the admission for in-patient hospital services, the Contractor shall notify local hospitals to ensure that Medicaid Eligibility Verification System (EVS) screenings are provided for the incarcerated. The parties agree that Contractor may only exclude the cost of approved Medicaid in-patient hospital services from the annual aggregated cap.

### E. Compliance and Accreditation Compliance

The Contractor shall maintain compliance with all OSHA/MOSH rules and regulations and collect and dispose of medical biohazard material in accordance with all Federal, State and Local laws.

In addition, the Contractor shall provide a healthcare program that complies with all applicable Federal (including the Health Insurance Portability and Accountability Act of 1996 and all its addendums\*), State, Local and community standards as well as all standards of the American Correctional Association, Maryland Commission on Correctional Standards, and the Prince George's County Health Department.





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## SCOPE OF WORK REQUIREMENTS (continued)

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### **HIPAA Compliance, Security and Privacy Clause\***

The Contractor, its staff, and subrecipient shall comply with all applicable provisions of the Health Insurance Portability and Accountability Act (HIPAA), including but not limited to the HIPAA Security Rule, the HIPAA Privacy Rule, and the HIPAA Breach Notification Rule, as amended from time to time. The Contractor, its staff, and subrecipient agrees to implement and maintain appropriate administrative, physical, and technical safeguards to ensure the confidentiality, integrity, and availability of Protected Health Information (PHI) as required by HIPAA.

***\*Please see the RFP Section 3.2.1 for the full clause.***



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## SCOPE OF WORK REQUIREMENTS (continued)

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### F. Accreditation

The Contractor shall be responsible for the collection and maintenance of documentation for the Department's accreditation from the Maryland Commission on Correctional Standards, American Correctional Association, Joint Commission on Accreditation of Healthcare Organizations (JCAHO) and any other accrediting agency, such as the Department of Mental Health and Hygiene Administration. The Contractor shall ensure that all mandatory standards are met and maintained. Due to the high volume of paperwork associated with these accreditations, the County recommends that the Contractor have a staff person exclusively for this task.

### G. Continuity of Operations Plan (COOP)

The Contractor shall develop an emergency Continuity of Operations Plan (COOP) to include but not limited to the provision of medical services off-site in the event of a natural disaster. The Contractor shall also develop and administer a quality assurance program that includes regular chart reviews. The Contractor shall conduct annual or semi-annual disaster drills. These drills shall be coordinated with the Department. The Contractor shall maintain documentation on the outcome of these drills. Copies of the COOP and drills documentation shall be maintained by the Contractor and the Department.

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## SCOPE OF WORK REQUIREMENTS (continued)

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### H. Health Education and Training

The Contractor shall provide health education and training to staff and incarcerated. The Contractor shall provide in-service training on the recognition of common correctional issues regarding mental health issues and/other problems, specifically, suicide prevention associated with an inmate population.

### I. Quality Assurance and Infection Control Committees

The Contractor shall establish Quality Assurance and Infection Control Committees to meet at regular intervals. The Contractor shall prepare a quarterly report in a format approved by the Director, that summarizes the financial costs of services or care, delivered both inside and outside of the facility, along with recommendations as to how to improve healthcare from both a delivery and cost containment standpoint.

### J. Services to Detention Center Staff

The County reserves the right to request additional employee services for its 651 employees, to include but not limited to the administering of the following vaccinations: Purified Protein Derivative (PPDs) (annually), Hepatitis B (1-2 times per year), and Influenza (annually). These additional services will not be included in the base fee of inmate care and the Contractor will be allowed to invoice the County for these services as separate costs.

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## SCOPE OF WORK REQUIREMENTS (continued)

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### K. Staffing

The Contractor shall ensure that all persons performing or providing medical services pursuant to this contract are certified/licensed by the State of Maryland to perform the work expected/required. The Contractor shall supply the minimum staffing requirements as indicated by the department (see appendices).

The Contractor shall provide qualified healthcare personnel twenty-four (24) hours per day, seven (7) days per week. Contract employees performing professional medical services shall maintain a current Basic Life Support, Advanced Cardiac Life Support, AED, and CPR certification according to state license regulations wherever applicable (except for medical residents or interns following a course of study for training by the Contractor). A copy of all licenses and certifications are to be submitted with the proposal and provided to the County's Authorized Official initially and upon renewal. All licenses and certifications shall be current and maintained on file.

The Contractor shall utilize a licensed physician board certified in Internal Medicine or Family Medicine.

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## SCOPE OF WORK REQUIREMENTS (continued)

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The Contractor shall obtain from each prospective employee a signed statement permitting a criminal and/or credit background check. The Contractor may not assign an employee with a criminal record unless prior written approval is obtained from the County Monitor.

The Contractor shall obtain from each prospective employee / contractor / consultant a signed IT Services Provider Consultant / Contractor Agreement (see Attachment FF)



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## SCOPE OF WORK REQUIREMENTS (continued)

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### L. Medical Advisory Committee

Under the direction of the Director, the Contractor shall agree to have the Healthcare Services Administrator, Medical Director, and other pertinent personnel to participate in monthly medical advisory committee meetings. These meetings will discuss issues and concerns regarding inmate healthcare services.

### M. Medical Supplies/Equipment

The Contractor shall be responsible for the procurement of all medical supplies and equipment necessary to perform healthcare services to the inmate population. See attachment DD for full list.

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## PROPOSAL SUBMISSION REQUIREMENTS

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**Proposals must be submitted via *SPEED*.**

For assistance with registering for *SPEED* (**No Hand-Deliveries Will be Accepted**) or to access a listing of FAQ, please visit *SPEED* eProcurement Platform <https://www.princegeorgescountymd.gov/3576/Finding-Opportunities>.

Please organize your Offer well. See the full RFP for the required attachments. Ensure that the signed/acknowledged signature pages of all Addendums, and all required Attachments are fully completed and signed including completion of the Attachment H Cost Proposal Sheet.

***IMPORTANT: Do not wait for the last hour prior to the solicitation closing to submit your offer. If you experience issues with the submittal, print screen any error message received and contact the Procurement Officer via email for assistance. Please respond / offer on all items requested on Attachment H. Leaving any area blank will indicate the offeror is not prepared to provide all required services.***

**Technical Proposal Format Outline**

Each technical proposal shall have the following sections prominently displayed:

1. Title Page
2. Transmittal Letter
3. Table of Contents
4. Statement of Qualifications
5. Proposal Responses
6. Supplier Participation Plan
7. Exceptions or Restrictions
8. References
9. Audited Annual Financial Report
10. Affidavits, Addendums, Certifications and Affirmations



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## EVALUATION CRITERIA

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Each response will be evaluated by the Evaluation and Selection Committee. The evaluation criteria for this RFP are listed below in the order of importance.

### EVALUATION CRITERIA

### WEIGHT FACTOR

- |  |                  |
|--|------------------|
| <b>1. Project Management</b>                   | <b>30 points</b> |
| <b>2. Offerors' Qualifications</b>             | <b>25 points</b> |
| <b>3. Past Performance of Comparable Works</b> | <b>15 points</b> |
| <b>4. Work/Contract Transition* Plan</b>       | <b>10 points</b> |

**\*Project transition:** A maximum of 90 days waiting period shall be allowed for staff replacement transitioning into and out of (should the incumbent not be awarded the contract for the next solicitation) the facility and protocols to avoid any service interruption for key personnel such as Medical Doctor, Medical Administrator, Director of Nursing or RNs.

Cost Evaluation

**20 points**

**Total Maximum Evaluated Score**

**100 points**

Technical merit will be given greater consideration than cost. The County will determine the reasonableness of cost in its best interest.

**QUESTIONS?**

# Contact Information



301.833.6480



[pgcprocurement@co.pg.md.us](mailto:pgcprocurement@co.pg.md.us)



Empowering progress through accountable, collaborative,  
& transparent procurement practices.



Tara H. Jackson  
Acting County Executive