

Maternal Mortality Key Abstractor Professional Technical Contract- Frequently asked questions

Updated 06/30/2022

The RFP states that MDH anticipates selection will be completed by July 8, 2022. The due date for responses is listed as July 11, 2022. Please clarify the above deadlines and anticipated selection dates.

The updated tentative selection will be complete after July 15, 2022.

Page 9, subd 5 refers to "Sample Transaction Documents". Could you please define what these refer to?

Sample transaction documents are due when awardee is in negotiation for the contract. Examples of this can be- sample invoice, budget, workplan. Can be determined during negotiations.

Page 9, subd 6 and Page 13 mention Insurance requirements and Certificate of Insurance, however do not include specifics of coverage limits. Is proof of insurance required WITH the response, or sometime before signature of the final contract?

Will need verification of insurance and licensure prior to awardee completing contract. Applicants can complete Attachment B for exception to state standard terms and conditions at the time of application due.

An hourly rate range or maximum, or maximum total cost is not listed in the contract.

Applicant is to propose their rate. Ceiling cost for two-year contract is \$75,000.00.

If a proposal is otherwise desirable to MDH but the total cost exceeds MDH capability, can/would MDH reply to the responder with a counter-offer?

MDH has the ability to reply to responder with modifications that they can choose to pursue contract. However, the ceiling cost for contract is not negotiable.

Estimated amount of time per week for abstraction work?

MDH anticipates contract work would be about 10-15 hours a week for abstraction. This does not include Maternal Mortality Review Committee meetings.

Estimated amount of time per case abstraction?

MDH estimates each case abstraction can take about 8-12 hours, and this includes completion of case presentation, input data into MMRIA, and case narrative writing.

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