REQUEST FOR PROPOSALS (RFP):
Acupuncture Services at Baltimore Central Booking & Intake Center

Online Pre-Proposal Conference Held: July 12, 2023, at 2:00 pm

BHSB Facilitators:
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QUESTIONS AND ANSWERS
Posted: July 19, 2023

Applicant Eligibility

1. Could I submit an RFP as a sole practitioner? Do I need to create a staffing plan that includes someone other than myself?

   Yes, sole practitioners may apply; and yes, there must be a staffing plan to ensure the provision of services if the primary practitioner is absent due to sickness, vacation, etc.

2. Do you have to be an organization to apply or can sole proprietors also apply?

   Both organizations and sole proprietors are eligible to apply for the RFP.

3. I am confused by the first sentence of question #1 “Provide an overview of your organization” - from my understanding the Maryland Board of Acupuncture only licenses people, not entities. I contacted the Board of Acupuncture and they verified this. Do you have information on who is licensed to provide level 2.1 AOM treatment, and who the licensing body is?

   The applicant may be a licensed acupuncturist or an organization that employs or contracts with a licensed acupuncturist. The only required license is from the Maryland Board of Acupuncture.

4. I currently work as a manager at a behavioral health program and will be the manager for acupuncture services if awarded. But I may also submit a proposal for my nonprofit, is that allowed?

   Yes.
5. Can experience treating substance use outside of a program, example: in private practice, count towards the 3 years’ experience?

Yes, three years of acupuncture experience is required.

6. Can experience treating a wide range of marginalized groups using NADA ear acupuncture count towards the 3 years’ experience as well?

Yes, three years of acupuncture experience is required.

7. Does BHSB or BCBIC require acupuncturists to have malpractice insurance (the State of Maryland does not require it, but some facilities do)?

BHSB requires the acupuncturist to have malpractice insurance covering the acupuncturist and BHSB.

**RFP Required Documents**

8. The State of Maryland Board of Acupuncture no longer issues printed licenses or printed identification cards to licensed acupuncturists. Will BHSB use the website to verify licensure? ([Board of Acupuncture: License Verification (maryland.gov)](https://maryland.gov/))

Applicants should attach a screenshot of their acupuncture licensure verification from MBOA to their proposal.

9. The State of Maryland Department of Assessments and Taxation does not provide Certificates of Good Standing to sole proprietorships which the type of company my acupuncture service. Will BHSB use the website to verify my status ([Register Your Business Online | Maryland.gov](https://maryland.gov/))

Applicants should attach a screenshot of their active status as a sole proprietor acupuncture company from MDAT to their proposal.

10. What information is the review committee looking for with the income statement and balance sheet? Are they assessing debt? credit score?

The BHSB financial review is conducted to determine the financial stability of the individual or organization. BHSB does not require a credit score.

11. What financial documents are required from the UM School of Medicine?

BHSB will accept financial and IRS documents from the UM-SOM or the larger UM organization if the UM-SOM is not required to file on its own.

**Staffing Requirements**
12. What happens if the acupuncture staff is not able to provide services on a specific day?

If no staff can provide services on a specific day, the acupuncturist must notify BHSB and the Baltimore City Booking & Intake Center (BCBIC) point of contact, and services may not be billed for that day.

**Focus Population**

13. I wondered about the number of women served. I was associated with ACT-SAP from 1999-2002. At that time, we had two acupuncture sessions, each about an hour and most days we had 8-12 people in each session, so about 16-25 people each day. The ladies stayed in the program for 45 days then and now. Is the number on page 5 correct - Vendor will serve approximately 64 women annually.

The estimated number of unduplicated women served in the RFP (64) is per fiscal year (typically 7/1/23-6/30/24). The selected acupuncture vendor may elect to serve more women if they have the capacity to do so through the current per day funding rate.

14. Do the women come as a cohort or progressively?

Women are enrolled progressively.

15. Do the 45 days of treatment include Monday-Friday only?

The 45 treatment days include Monday through Friday, and span over a 2-3-month period. Occasionally, some women stay longer than 45 days if their treatment plan suggests additional days would be helpful.

**Treatment Setting**

16. Can you tell us about the location where we will be performing treatment? Should our budget include furniture? Would we budget for just consumable equipment and supplies?

Treatment is provided inside a trailer at the BCBIC. Acupuncturists do not need to budget furniture. Applicants need to budget for all supplies necessary to deliver acupuncture services.

17. Is the treatment provided in trailers that contain 3 rooms? What space is available?

Acupuncture is provided in the common area in the trailer. There are 3 additional rooms in the trailer that are not used for acupuncture.
18. Does BCBIC provide the women with personal protective equipment (masks) or should this be budgeted by the applicants?

BCBIC previously provided masks to women during COVID. At this time, masks are not required and are not provided. ACT-SAP staff can order masks if needed.

19. Are the acupuncture services limited to needles only or are ear seeds also allowed?

Both acupuncture seeds and needles are allowed. The current acupuncturist applies seeds on Fridays for the weekend.

20. Does BCBIC provide any medical supplies such as alcohol swabs?

Alcohol swabs are not provided by BCBIC. The acupuncturist should supply alcohol swabs and other necessary medical supplies.

21. Is there access to wireless internet at BCBIC?

Wireless internet is not available in the trailer.

22. Will there be a hand-off period to meet with the individual who is currently providing acupuncture services?

No; however, the selected acupuncturist may speak with BCBIC ACT-SAP staff.

23. Can BHSB disclose the current provider’s name?

No.

24. Are there examples of past proposals we can look at?

No.

25. Will a recording of this meeting be available?

No; however, written Questions & Answers will be emailed to today’s participants and posted to BHSB’s website within 5 business days.

26. Can the slides be made available?

No.

End of Questions and Answers