

DIRECTIVE TO PROCUREMENT AGENCIES

The Workforce Health Care Study Law requires your immediate attention.

What: The newly-enacted *Workforce Health Care Study Law*¹ requires the Board of Public Works to compile workforce (wage and health care coverage) cost information submitted to procurement agencies from businesses bidding on construction contracts. The BPW must report the information to the General Assembly by November 1, 2018.

Who: Each State agency that submits construction contracts to the BPW for approval must comply with this directive.

When: The obligation to collect information applies to procurements in which bids are submitted from **July 1 through September 30, 2018** (fiscal year 2019 first quarter).

Which Solicitations: In each **construction-related, competitive sealed bid solicitation** with bids submitted between 7/1/18 and 9/30/18, the procuring agency shall notify bidders that specific wage and health care coverage information is required with bids, and to be submitted using the provided **Excel spreadsheet**.²

Information to be Collected: The Law specifies that the State must collect the following information **with respect to each bidder and each proposed subcontractor**:

1. Do they provide employee health care coverage on prevailing-wage projects?
2. For the year ending on the bid submission date:
 - 2.1 What percentage of total wages were employer contributions to Social Security?
 - 2.2 What was the total amount spent on employee health care?
- 3.1 What is the percentage of total health insurance coverage costs paid by the insurance company versus the employee?
- 3.2 What is the type and scope of health insurance coverage?
- 3.3 What is the average percentage of monthly premium paid by the employer?
- 4.1 What is the average percentage of monthly premium paid by employees?
- 4.2 What is the average per employee deductible for each health care plan offered?

¹ [Chapter 468, 2018 MD. LAWS](#) (SB 492).

² A suggested solicitation clause follows:

The Workforce Health Care Study spreadsheet must be submitted at the time of bid. Each cell highlighted in yellow must be completed. If a cell is not applicable, enter "N/A". Each question (in columns), must be answered for each company (listed by row). Add more rows if needed to list all subcontractors on this project.

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How to Submit Information to the BPW: Each procurement agency collecting this information from bidders must provide the **Excel spreadsheets** to the BPW. Spreadsheets shall be sent to:

Devan Perry
Records Manager
Board of Public Works
(410)260-7335
Devan.Perry@Maryland.gov

All Excel spreadsheets must be submitted to the BPW no later than 10/8/18.

For information about this directive, please contact:

BPW Procurement Advisor Gabriel Gnall: Gabriel.Gnall@Maryland.gov
BPW General Counsel David Bohannon: David.Bohannon4@Maryland.gov
Office: 410.260.7335