

STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
MARYLAND KINSHIP CARE RESOURCE CENTER

IN RE:

SSA/KC/12-001-S

PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSALS

PRE-PROPOSAL CONFERENCE

A Pre-Proposal Conference in the above-captioned matter held before the State of Maryland, Department of Human Resources, on Tuesday, December 13, 2011, commencing at 1:15 p.m., at 311 West Saratoga Street, Baltimore, Maryland, and reported by Mallorie K. Cole, Court Reporter and Notary Public.

EVANS REPORTING SERVICE
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- 1 APPEARANCES :
- 2 KOESHA HALL
- 3 KAREN POWELL
- 4 LARRY INGRAM
- 5 DONNA FOSTER
- 6 KATIE KAMIENIECKI
- 7 PAULA ANDERSON
- 8 DOROTHY JONES
- 9 MELISSA HALL
- 10 JANE WALKER
- 11 CLAUDIA DOCK
- 12 HERBERT K. LODDER
- 13 MARILYN DAVIS
- 14 SANDY JOHNSON
- 15 MERLE E. SMITH
- 16 SHERYL STEPHENS-TRASK
- 17 JILL TAYLOR
- 18 GLORIA J. HUDDLESTON
- 19 CHRISTA CONNELLY
- 20 EVETTE CLARKE
- 21 SCOTT MOORE

1 APPEARANCES

2 (Continued)

3 JACKIE JORDAN

4 JOHN L. MONROE, JR.

5 ARETHA ECTOR

6 CARRIE BROWN DUNKIN

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1 PROCEEDINGS

2 MS. HALL: Good afternoon, everyone.

3 My name is Keosha Hall. I'm a little under the
4 weather, so if you don't understand something
5 that I'm saying or if I'm not speaking loudly
6 enough, just let me know.

7 I just want to welcome you-all to the
8 Department of Human Resources. Today we will
9 share information with you in regards to the
10 Request for Proposals, entitled the Maryland
11 Kinship Care Resource Center, Agency Control
12 No. SSA/KC/12-001-S.

13 If you haven't done so already, we want
14 you to sign in at the front, indicate that you
15 are MBE or not. If you could provide your
16 business card, that will sufficient as well.

17 And please note that Evans Reporting
18 Service is transcribing this conference. When
19 asking questions, please state your name and
20 the name of the company for the record. A
21 transcript of this conference will be made

1 available on e-Maryland Marketplace and the DHR
2 website.

3 We're going to start with
4 introductions. Again, I am Keosha Hall. I'm
5 the procurement officer for the solicitation.
6 We're going to start with the state
7 representatives here to my right.

8 MS. KAMIENIECKI: Hi. My name is
9 Katie Kamieniecki, and I'm with DHR
10 Procurement.

11 MS. POWELL: Good afternoon. My name
12 is Karen Powell, and I am with the Social
13 Services Administration here at DHR.

14 MS. FOSTER: Donna Foster. Minority
15 Business Enterprise Administrator for the
16 Department of Human Resources.

17 MS. HALL: And then we want to ask that
18 you guys state your name and the business
19 you're with. If there's more than one
20 representative, we just ask that you just have
21 one person state their name and the business.

1 MS. TAYLOR: I'm Jill Taylor, and I'm
2 the program manager for Out-Of-Home Services
3 for the Social Services Administration.

4 MR. LODDER: Pastoral Counseling
5 Services of Maryland.

6 MS. HUDDLESTON: Gloria Huddleston,
7 Millennium Health and Human Services
8 Development Corporation. I am the president
9 and CEO of the board.

10 MS. WALKER: Jane Walker, the Maryland
11 Coalition of Families for Children's Mental
12 Health.

13 MS. JONES: I'm Dorothy Jones from
14 Second Home.

15 MS. DUNKIN: Carrie Brown Dunkin from
16 Innovative Clinical Associates. And I'm also
17 here with Sheryl Stephens-Trask.

18 MS. ANDERSON: Paula Anderson with Pace
19 Consulting.

20 MS. CLARKE: Evette Clarke, Progressive
21 Life Center.

1 MR. INGRAM: Larry Ingram, Program
2 Manager of Hiring Agreements.

3 MS. HALL: Anybody else?

4 If you didn't get a copy, we have some
5 in the back, if you want to follow.

6 First, we're going to go over the
7 Objective of the RFP, dealing with Section 1:

8 "The Department, through the Social
9 Services Administration and Unit within the
10 Department, intends to acquire the contractual
11 services of a community-based organization with
12 501 (c)(3) status to establish and operate a
13 Kinship Care Resource Center within the State
14 of Maryland. The Resource Center will serve as
15 a statewide center which focuses on the needs
16 and interests of relative kinship caregivers of
17 children under the age of 18 years and in some
18 cases up to the age of 21. Contractual
19 services will include, but are not limited to:
20 Short term counseling and/or information and
21 referral to community resources; guidance in

1 successfully navigating the various community
2 systems; facilitation of support groups,
3 caregiver and children; and workshops and/or
4 training to strengthen and empower Kinship
5 Caregivers and their families. The Contract
6 will be awarded for two years beginning July 1,
7 2012 and ending June 30, 2014; with 3 one-year
8 renewal options to be exercised at the State's
9 sole discretion. Only one award is anticipated
10 from this solicitation."

11 As far as Section 2, for the purposes
12 of this RFP, the Procurement Officer, myself,
13 is the sole point of contact between the State
14 and the vendor community. You do not need to
15 contact anybody else in regards to that. If
16 you need help or have questions, I'm the person
17 you want to go to.

18 Section 1.5, Questions and Responses.
19 I think so far we maybe received one question.
20 But however, responses to all questions will be
21 posted on e-Maryland Marketplace and the DHR

1 website with sufficient time to allow officers
2 to review and to assist with formulating their
3 proposal submissions.

4 Any questions that are asked during the
5 conference are responded to during the
6 conference, and please be advised that
7 responses to these questions will be posted,
8 again, on e-Maryland Marketplace.

9 If you have any questions to ask after
10 this conference, please submit them
11 electronically. If there should be a
12 discrepancy between the responses given during
13 the conference and written responses provided
14 subsequently, the written responses shall
15 prevail.

16 Section 1.6, the proposal due date.
17 The proposal is due January 3rd, 2012, which is
18 a Tuesday, at 4 o'clock. There will not be any
19 extensions. Proposals arriving late cannot and
20 will not be accepted.

21 So if you're mailing your proposals,

1 please allow sufficient time for mailing to
2 ensure that it is received by me prior to the
3 proposal due date and time. Postmarked by the
4 due date and time is not acceptable. It must
5 be received by the procurement officer.

6 Now I'm going to go over the general
7 information, which is more so dealing with
8 Section 2 of the RFP.

9 Section 2.14 is the Bid/Proposal
10 Affidavit, Attachment B. This form must be
11 completely filled out and submitted with your
12 Technical Proposal. You only need to submit it
13 with the original of Technical Proposal.
14 Copies are not required. This will be
15 described in more detail and will be discussed
16 at proposal preparation.

17 Section 2.15, the Corporate
18 Registration. Offerors must be certain that
19 they are registered with the State Department
20 of Assessments and Taxation in order to do
21 business with the State of Maryland.

1 There is no nominal fee to register
2 your company if you are not registered. In
3 addition, all attached obligations with
4 (inaudible) must be met. Failure to do so may
5 result in an otherwise successful proposal
6 being dropped for consideration for the award
7 of a contract.

8 Section 2.17, the Contract Affidavit,
9 Attachment C. This form is only to be
10 submitted after notification of Contract award.
11 Please do not include it with your technical
12 proposal.

13 Section 2.24, Payment terms and
14 Billing. The monthly invoice, which is
15 Attachment O, is required by the 15th of the
16 month following the report month. Payment will
17 be made based upon 1/12th of the annual
18 Contract amount each month. Please be advised
19 that the full payment of any invoice is
20 contingent upon the timely receipt of all
21 deliverables. Failure to submit deliverables

1 timely may result in withholding a payment or a
2 portion of payment until all deliverables have
3 been submitted.

4 Section 2.27, which is e-Maryland
5 Marketplace.

6 In order to receive a Contract award,
7 the vendor must be registered on e-Maryland
8 Marketplace. e-Maryland registration is only
9 valid for one year, and please remember to keep
10 your registration up-to-date. If you are
11 uncertain as to the validity of your
12 registration, please contact the e-Maryland
13 Help Desk. The number for that is
14 410-767-1492.

15 Now we're going to have the MBE portion
16 of the RFP, which is going to be done by
17 Ms. Donna Foster here at the end, Sections 2.29
18 to 2.32.

19 MS. FOSTER: Good afternoon.

20 I will be covering Section 2.29 to
21 2.33, and I will be doing highlights of these

1 sections.

2 Are there any state-certified MBEs in
3 the room already? Raise your hands.

4 Good, good. Good to see you.

5 And I want to encourage you, at the end
6 of this pre-proposal conference, to use this
7 opportunity to network with other companies
8 that are here, as long as the room is
9 available.

10 2.29. We're going to start in 2.30.
11 Minority businesses are encouraged to respond
12 to the Requests for Proposal. Minority
13 participation and Offerors shall structure its
14 procedures for the performance of the work
15 required in this Contract to attempt to achieve
16 the MBE goal.

17 2.31. An MBE subcontract goal of 25
18 percent has been established for this
19 procurement.

20 2.32(B) Contractor's responsibilities.
21 Contractors are to identify specific work

1 within the scope of the Contract appropriate
2 for MBE subcontracting. You are to solicit
3 minority businesses within at least ten days
4 before the proposals are due. State-certified
5 MBEs can be found on the Maryland Department of
6 Transportation Directory. It's also listed in
7 an RFP. But for your information, it's
8 www.mdot.state.md.us. This directory is
9 updated daily and is the current listing of
10 state-certified MBEs.

11 The next section, 2.32(C), which deals
12 with the MDOT Certified Utilization and Fair
13 Solicitation Affidavit. This document is
14 submitted with your proposal. This is a
15 two-page document. Make sure that you read
16 that document completely and complete the form
17 accurately.

18 The first page of this document, you
19 must make a decision whether you intend to meet
20 the entire MBE goal established for this
21 procurement, which is 25 percent, or it is your

1 intent to request a Waiver of the goal in whole
2 or in part. You must make a decision as to one
3 or the other. You can't do both. One or the
4 other. Either you're going meet the goal in
5 its entirety, which is 25 percent, or identify
6 that it's your intent to request a Waiver of
7 the goal in whole or in part.

8 On the second page, you're going list
9 the state-certified MBEs that you have
10 identified to use to meet the MBE goal. You
11 will only list percentages on this document.
12 There are to be no dollar amounts listed on
13 this document.

14 Pay close attention -- well, let me say
15 this as well. This is an affidavit, so you
16 will sign the document to affirm that the
17 information that you have presented on the
18 document is correct. Pay attention to the
19 information in bold type in the Request for
20 Proposal. If the Offeror fails to submit
21 Attachment F, which is the MDOT Certified

1 Utilization and Fair Solicitation Affidavit
2 with the offer as required, the procurement
3 officer shall determine that the offer is not
4 reasonably susceptible of being selected for
5 award. Pay close attention to the information
6 that is bold.

7 Additional documentation will be
8 requested within ten days of notification of
9 award or that you're the apparent awardee. One
10 is the Outreach Efforts Compliance Form, and
11 the other one is the Subcontractor Project
12 Participation Certification, okay?

13 If it has been identified on the
14 Utilization and Fair Solicitation Affidavit
15 that you intend to request a Waiver in whole or
16 in part, your Waiver documentation and your
17 request for the Waiver will be submitted at
18 this time.

19 Again, please pay attention to the
20 information that's bold. If the apparent
21 awardee fails to return Outreach Efforts

1 Compliance Form, Subcontractor Project
2 Participation Certification and the requested
3 Waiver documentation within the required time,
4 the procurement officer may determine that the
5 apparent awardee is not responsible and,
6 therefore, not eligible for Contract award. If
7 the Contract is awarded, it is voidable.

8 2.32(D) deals with the Waiver. Again,
9 if for any reason the Offeror is unable to
10 achieve the Contract Goal for certified
11 participation, an Offeror may request a Waiver
12 to include the efforts made to select the type
13 of work that you're going to subcontract to
14 MBEs, a detailed statement of your efforts to
15 secure MBEs for the procurement -- and this is
16 going to include names, addresses, information
17 that you sent to them, et cetera, okay?

18 Pay close attention to this section --
19 and you should know that if a request for a
20 Waiver is denied, the offer is rejected, okay?

21 The next section, 2.32 (E) is an

1 Amendment for Unforeseen Circumstances. Any
2 changes to the MDOT Utilization and Fair
3 Solicitation Affidavit prior to or after
4 contract execution must be reported and
5 approved. Prior to the execution of the
6 Contract, the information is reported to the
7 procurement officer. After award notification
8 is made to the State's Project Manager.

9 Section 2.33 deals with late payment.
10 This entire section, simply stated, means if
11 the subcontractor -- if your state-certified
12 MBE subcontractor does a satisfactory job and
13 is not disputed, then you must pay them.
14 Promptly. If not, there are sanctions that can
15 be applied for failure to pay the subcontractor
16 promptly, and that's delineated in
17 Section 2.33.

18 Any questions?

19 MS. HUDDLESTON: I know what happens
20 when the (inaudible) is not the client. What
21 happens with the subcontractor cannot deliver

1 what they had promised when you initially
2 entered into the partnership agreement.

3 MS. FOSTER: Between the prime and the
4 sub?

5 MS. HUDDLESTON: Yes.

6 MS. FOSTER: Okay. Well, the first
7 thing you should do is issue them some kind of
8 corrective action to see what the problem is
9 and how it can be resolved. If not, and it
10 comes to the point where you need to request a
11 subcontractor change, you have to submit a
12 request in the form of a memo to DHR and get it
13 approved, and we are looking for your efforts
14 to replace that subcontractor.

15 So you need to have documentation of
16 the failure of the subcontractor to comply.

17 THE REPORTER: I'm sorry. What was
18 your name?

19 (Discussion off the record.)

20 MS. FOSTER: Anything else?

21 Thank you.

1 MS. HALL: I just want to go over
2 Section 2.3, and then I'll be followed by
3 Katherine Kamieniecki. She's going to do the
4 minimum wage requirements.

5 2.33 is the Prompt Payment Policy. It
6 is DHR's policy that if the subcontractor has
7 performed service under a State contract, they
8 should be paid by the prime contractor and paid
9 promptly. The State allows the Department
10 several remedies if there is an undisputed
11 amount that a contractor is holding from paying
12 to a subcontractor, including withholding
13 contract payment to the contractor.

14 (Discussion off the record.)

15 MS. HALL: We're going to go to
16 Section 2.3, which is the Living Wage
17 Requirement.

18 MS. KAMIENIECKI: My name is Katie
19 Kamieniecki, and I'm going to talk to you about
20 Maryland's Living Wage.

21 The Living Wage Law requires certain

1 contractors and subcontractors to pay minimum
2 wage rates to employees who are paid under
3 certain state service contracts. A
4 solicitation for services under a state
5 contract of \$100,000 or more may be subject to
6 Title 18, State Financing Procurement Article,
7 Annotated Code of Maryland.

8 Effective September 27th, 2011,
9 contractors and subcontractors subject to the
10 Living Wage shall pay each covered employee at
11 least \$12.49 per hour if State contract
12 services valued at 50 percent or more of the
13 total value of the contract are performed in
14 the tier one area.

15 If State contract services valued at 50
16 percent ore more of the total value contract
17 are performed in the tier two area, an Offeror
18 shall pay each covered employee at least \$9.39
19 per hour.

20 The specific Living Wage rate is
21 determined by whether a majority of services

1 takes place in a tier one area or a tier two
2 area of the State.

3 The tier one area includes Montgomery,
4 Prince George's, Howard, Anne Arundel and
5 Baltimore Counties and Baltimore City. The
6 tier one area includes any county in the State,
7 not including in the tier one area.

8 If a business has operations in areas
9 with two different wage tiers, the rate you pay
10 is determined by the area where 50 percent or
11 more of the total contract value is performed.
12 If the employees who performed those services
13 are not located in either tier one or tier two,
14 the Living Wage rate will be based upon where
15 the majority of the recipients of the services
16 are located. This contract has been determined
17 to be a tier one contract. Additional
18 information regarding State's Living Wage
19 Requirement is contained in Attachment M,
20 entitled "Living Wage Requirements for Service
21 Contracts and Affidavit of Agreement."

1 The Affidavit of Agreement must be
2 completed and submitted with the original copy
3 of the technical proposal. Failure to complete
4 and submit the Living Wage Affidavit Agreement
5 will result in a determination that the Offeror
6 is not responsible. The Maryland Living Wage
7 Law is administered by the Department of Labor
8 Licensing and Regulation. Additional Living
9 Wage information pertaining to reporting
10 obligations may be found by going to the
11 Maryland State Department of Labor Licensing
12 and Regulations or DLLR website at
13 www.dllr.state.md.us, and clicking on Living
14 Wage. Note the Living Wage rates are subject
15 to annual adjustments by DLLR; however, the
16 contractor's prices under the Contract may not
17 change because of any Living Wage adjustments.
18 Offerors must factor this into their pricing
19 and proposal submissions.

20 Question?

21 MS. HUDDLESTON: Yeah. Unless there's

1 been some recent changes to the Living Wage
2 Law, it's been my experience that community
3 based organizations, 501 (c)(3), that are
4 not -- subject to this, they can be exempt from
5 this tier one if they submit that they are the
6 type of nonprofit organization that are not
7 making huge dollars?

8 MS. JOHNSON: My name is Sandy Johnson.
9 The Living Wage Law does pass some exemptions,
10 and attached to your solicitation are probably
11 a list of those exemptions. If you have any
12 additional questions -- and there's also a fax
13 sheet that's on the DLLR website that tells
14 you. And also, the form that you can take for
15 Living Wage has a list of those exemptions on
16 it. So if you --

17 MS. HUDDLESTON: That's what I thought.
18 Thank you.

19 Gloria Huddleston, Millennium Health
20 and Human Services.

21 MS. HALL: Next, we have Section 2.40.

1 MR. INGRAM: Being circulated
2 throughout the room at this time is a packet
3 for Hiring Agreements.

4 Good Afternoon. I'm Larry Ingram,
5 Program Manager of Hiring Agreements. We have
6 circulated for you a packet, giving some of the
7 key elements of Hiring Agreements, as they
8 relate to State contractors.

9 On the left-hand side of the folder is
10 the Solicitation Clause, and I'll just read it
11 as it is:

12 "By submitting a proposal in response
13 to this solicitation, the Bidder/Offeror agrees
14 to execute and comply with the enclosed
15 Maryland Department of Human Resources Hiring
16 Agreement. The Hiring Agreement is to be
17 executed by the successful Bidder/Offeror and
18 delivered to the procurement officer within ten
19 days following receipt of notice by the
20 Bidder/Offeror that it is being recommended for
21 a contract award. The Hiring Agreement will

1 become effective concurrently with the award of
2 the Contract.

3 "The Hiring Agreement provides that the
4 Contractor, Maryland Department of Human
5 Resources, and the contracting entity will work
6 cooperatively to identify and hire qualified
7 current and former Family Investment
8 Administration recipients, their children,
9 foster care youth, and child support obligors
10 to fill job openings resulting from this
11 procurement, in accordance with Section 13-224
12 of the State Finance and Procurement Article."

13 The second item on the left-hand side
14 is a replica of the Contract that the Contract
15 awardee would be signing. It stipulates some
16 of the key policies, duties, rights and
17 responsibilities of the contractor. And on the
18 last page is a place for signature, and our
19 department will sign it also.

20 I need to say a little bit about the
21 reporting of job activities for State

1 contractors. Most recently, in April of this
2 year, the Board of Public Works issued Public
3 Work Advisory, 2011-1, which stipulates more
4 reporting. At this point, it becomes a number
5 of things. But specifically to the State
6 contractor, our office is now required to
7 report the number of contracts a contractor may
8 have, the number of jobs they offered to the
9 targeted population, and the number actually
10 hired. I need to let you know that.

11 On the right-hand side of the folder,
12 the first item is a sample letter, an intro
13 letter, that you will be receiving if you are
14 the awardee. Underneath it are specific
15 recruitment guidelines. The next item on that
16 side is the State contractor job order form.
17 In other words, should employment come about or
18 be developed as a result of this procurement
19 contract, and the job opening occurs, the
20 contractor is to forward a job order form
21 filled out addressing the specifications for

1 employment.

2 At that time, our office is allotted
3 three business days to find qualified
4 candidates for your positions. And we will
5 forward those candidates to you by the method
6 of your choice.

7 After you have processed the
8 candidates, the program asks that you
9 complete -- is the next item in the back --
10 what's called a Data Flow Form. We are asking
11 the contractor, and the contractor really is
12 required to tell us what happened. Was this
13 individual hired or not hired? If so, why not?
14 And this is a crucial piece of the program,
15 because with some of the candidates -- at any
16 rate, you're not allowed to turn down
17 employment. And so this is a check and balance
18 system. If a candidate does not reasonably, I
19 guess, comply or accept the position, then that
20 candidate is, what we call, "sanctioned." And
21 so it is important to fill out and complete the

1 Data Flow Form.

2 I believe the last item in your packet
3 is the Welfare-to-Work Tax Credit form, whereby
4 certain state contractors are allowed to
5 receive up to \$10,000 in tax credits over a
6 two-year period per one employee from the
7 targeted group.

8 I would like to have your comments and
9 your questions at this time.

10 MS. HUDDLESTON: Is that the
11 earned-income credit, or is this different from
12 the earned-income credit?

13 MR. INGRAM: No. This isn't the
14 earned-income credit.

15 MS. HUDDLESTON: Thank you.

16 MR. INGRAM: I would like to say this
17 also:

18 Let's say you send us a job opening for
19 any number of jobs, and we forward to you
20 candidates. If any of those candidates are
21 deemed qualified by your spreadsheet, then a

1 decision is expected to be made on the
2 Department's targeted population. We've had
3 some contractors who would receive the targeted
4 candidates, who have the three-day time frame
5 for being hired before any other candidates can
6 be considered, except for under certain
7 guidelines. And they would hold the
8 candidates, open the flood gates, and then
9 compare them all together. That is not the
10 intent of the program.

11 If you deem them qualified, a decision
12 is expected. Let's say, we send you
13 candidates, and you say, "none of them are
14 qualified"? At that point, you need a Waiver
15 from our office stating that you have met the
16 specifications of the law for this or these
17 jobs at this time. You will provide the
18 Waiver, and then you are free to advertise
19 where you want to, and you're free to hire
20 whomever you wish.

21 Questions or comments?

1 UNKNOWN SPEAKER 1: Is there a window
2 to do that?

3 MR. INGRAM: Well, we are allowed the
4 law, and this law is under House Bill 268,
5 Section 13-224 of the State Finance and
6 Procurement Article. We are allowed three
7 business days to provide the contractor with
8 qualified candidates, based upon the job order
9 spreadsheet that the contractor provides.

10 When the three days are up, you should
11 receive no additional candidates, and the
12 window for our candidates closes, and a
13 decision needs to be made on the candidates
14 that we have presented to you.

15 And again, if we don't -- let's say we
16 don't have any candidates for the job opening.
17 If after three days you receive nothing, you
18 contact our office, and we'll provide you a
19 Waiver stating you have complied with the
20 guidelines of the law; you're free to advertise
21 and hire whomever you wish.

1 MS. HUDDLESTON: I assume you mean a
2 (inaudible) decision?

3 MR. INGRAM: Well, yes. It means
4 you've complied. Either we didn't anywhere
5 that was qualified, or we didn't have anyone to
6 send you at all, and that needs to be completed
7 prior to you going forth with advertising and
8 hiring. We have seen evidence of contractors,
9 advertisements, so forth, haven't said anything
10 to us, and other sorts of things. But we want
11 to be very clear how the law is written and how
12 it is to be followed.

13 Thank you for your patience.

14 MS. HALL: Next, we will have
15 Ms. Karen Powell. She will be doing the
16 specifications.

17 UNKNOWN SPEAKER 2: Before Ms. Powell
18 comes forward, before we go into Section 3, I
19 just wanted to bring your attention back to
20 2.27, e-Maryland Marketplace. And it's stated
21 early:

1 "In order to receive a Contract award,
2 a vendor must be registered on e-Maryland
3 Marketplace."

4 And I just wanted to bring to your
5 attention and let you know that e-Maryland
6 Marketplace is now getting a new website. You
7 should be able to pull it up the same way, and
8 if you are registered, you should stay
9 registered. You should not do anything to your
10 registration. However, if you encounter
11 problems, I just want you to know that because
12 they are moving over to a new system, that may
13 present some issues.

14 As Keosha had earlier stated to you,
15 make sure you keep that number in mind, that
16 410-767-1492. It's important that you keep
17 that number.

18 That's it. Thank you.

19 MS. POWELL: Good afternoon. My name
20 again is Karen Powell, and I am from the Social
21 Services Administration. I wanted to give you

1 the highlights of the specifications in
2 Sections 3.1 to 3.5.

3 The Social Services Administration
4 believes that families have the ability to take
5 care of themselves, and that we should let them
6 be the first resources when they are caring for
7 children, whenever that can be done safely and
8 is in the child's best interest to be able to
9 do that.

10 We have a commitment and believe that
11 children deserve and have a right to be with
12 families and in a permanent placement setting.
13 And we also are supporting our family's inner
14 practice model, which really advocates for the
15 strengths of families and to make sure the
16 families are involved in the decision-making
17 process.

18 We are complying with the fostering
19 connections legislation that promotes relative
20 placements. We look at the solicitation for
21 the resource center as an extension and as a

1 collaboration of that effort to be able to
2 demonstrate that we are committed to making
3 sure that children can and deserve and should
4 be given the opportunities to stay with their
5 relatives.

6 We want to be able to offer support to
7 not only the formal but the informal kinship
8 caregivers. So looking at the formals of those
9 families who are court ordered and are involved
10 with a local Department of Social Services and
11 committed and have custody to -- the local
12 department has been awarded by the court.

13 And the informal families, where the
14 parents have made arrangements with the
15 relative caregiver, to make decisions without
16 the involvement of the local DSS.

17 And we recognize that both of those
18 communities do face stress when they're caring
19 for families and the children when they have
20 experienced a hardship. And we want the
21 resource center to be an opportunity to provide

1 information and referral for those families as
2 well as peer support, educational resources and
3 health support for those families and that
4 information to make it available so that they
5 are in crisis and the idea that we can prevent
6 them from coming into our child welfare system.

7 And the objectives for the resource
8 center would be to develop and implement
9 programs and services that are designed
10 specifically to preserve, empower and
11 strengthen those kinship families throughout
12 the entire State of Maryland and to look at
13 developing relationships with public and
14 private organizations so that you can advocate
15 in an effort, again, to link those families
16 with preventative rehabilitation and supportive
17 services to meet the needs so that they can
18 continue to maintain the children in their care
19 appropriately.

20 And then also to provide the Department
21 with a comprehensive data profile of what the

1 kinship population in those families look like
2 in the State of Maryland.

3 And in terms of the scope of services,
4 we would expect the Offeror to be able to have
5 paid and volunteer staff, and that you're going
6 to collaborate with our local Department of
7 Social Services to, again, support these
8 families, and being able to take care of their
9 relatives.

10 During the first year of the Contract,
11 it would be an expectation that the Offeror
12 would have (inaudible) to go around the State
13 to get information to find out what the needs
14 of the families are and how we can best support
15 them.

16 And then during Year 2, the expectation
17 would be that you would host a statewide
18 Kinship Care Conference, and the topics
19 generated from the listening tours would be
20 provided as workshops during that conference,
21 and that the conference would be hosted in

1 subsequent years if the options would be
2 exercised for the person who was awarded the
3 Contract.

4 The other expectation would be that an
5 advisory board would be established with
6 statewide representatives from the Kinship Care
7 community as well as community and faith-based
8 advocates, along with a cross-section and a
9 diverse group of community service providers,
10 again, so that they can help inform the
11 decisions and the resources that the Kinship
12 Care providers would be needing.

13 Also to be able to provide content to
14 DHR to help populate our Kinship Care website.
15 DHR will host the website, but the expectation
16 would be that the resource center would give us
17 the information so that we can post it online.

18 In addition, there would be an
19 expectation to publish a quarterly newsletter
20 with relative Kinship Care information,
21 pertaining to trainings, support groups,

1 workshops, or any other information that you
2 would deem necessary or relevant that could
3 benefit the Kinship Care population, again,
4 throughout the State of Maryland. And as part
5 of that, to also be able to maintain a
6 statewide roster of kinship caregivers.

7 The requirements for the Offeror will
8 be to be a community based nonprofit 501(C)(3)
9 and to be able to have at least three years of
10 prior experience providing the services as they
11 are outlined in the RFP. In terms of the
12 location, for the vendor to be able to have
13 office space to accommodate staff and the
14 ability to conduct client interviews, meeting
15 space for approximately up to 25 people within
16 the location where the center would be housed,
17 and also a separate space that would be
18 available for age-appropriate activities for
19 the children of the caregivers, and for the
20 location to be accessible to public
21 transportation, but not more than a ten-mile

1 radius within Baltimore City, in terms of the
2 location.

3 In terms of outreach, it would be
4 expected that the resource center would provide
5 us with an extensive and in-depth outreach
6 strategy to really maximize our access to
7 kinship caregivers across the State and to be
8 able to partner with agencies to not only
9 solicit the assistance to promote the existence
10 of the center, but also to coordinate the
11 resources for the families who would come to
12 the attention and ask for assistance, whether
13 that be local Departments of Social Services,
14 local management boards, local health
15 departments, juvenile services; perhaps
16 libraries, schools, to name a few, in terms of
17 the collaboration.

18 Also the expectation will be to develop
19 and provide and print resource literature on
20 subjects relevant to kinship care families, and
21 that can be in the form of brochures, booklets,

1 flyers, and also to, again, collaborate with
2 public and private agencies to make that
3 resource available. The resources should be
4 made available to families electronically but
5 also hard copies. The expectation would be for
6 the information to be displayed publically
7 within the facility that was housing the
8 resource center and to be updated at least
9 semi-annually.

10 In addition, looking at developing
11 partnerships with other community outreach
12 programs that are going to foster parenting
13 skills parenting skills through education and
14 peer learning support for the resource center,
15 and to look at exploring funding opportunities
16 to support the learning objectives besides the
17 financial resources that would be available
18 through the contract for the resource center
19 services.

20 In terms of publishing a quarterly
21 newsletter that's going to give information

1 about current and upcoming events, but also
2 legislative information and any additional
3 information that the resource center would need
4 to be relevant and appropriate the needs of the
5 kinship care population that you are servicing.

6 The expectation would be to allow DHR
7 45 days to prove the newsletter before it was
8 actually published, and that the first edition
9 would be published no later than 90 days after
10 the start of the Contract, and then subsequent
11 issues would be published quarterly. And those
12 would also be distributed electronically and
13 also via the U.S. Postal System.

14 In terms of counseling, the resource
15 center would have an agreement with a licensed
16 social worker to provide regional counseling
17 and up to 90 days of short-term counseling
18 would be available to families upon their
19 request. However, that would be limited to 50
20 hours per family for a calendar year.

21 In terms of training, workshops and

1 support groups, there would need to be a
2 continuous and ongoing separate training for
3 the Kinship Care providers but also for the
4 children for being cared for by these providers
5 and to develop a statewide support group
6 network that would meet at least monthly to be
7 available for, not only the caregivers, but
8 also the children, and looking at developing
9 age-appropriate social, emotional and cultural
10 activities for the children as well as the
11 caregivers.

12 And as I said earlier, the first year
13 would be the expectation to do the listening
14 tours around the State and then to host the
15 Kinship Care Conference during the second year.

16 And as part of the ongoing training and
17 support groups, the resource center would be
18 expected to develop guidelines for providing
19 emergency transportation and developing the
20 criteria for when those resources could be
21 available, whether that be you're actually

1 providing the transportation or make the bus
2 tokens or cab vouchers or some sort of
3 assistance available for emergency
4 transportation for the caregivers.

5 An advisory board would need to be
6 established, and the statewide representation
7 should be up and running no later than 60 days
8 after the contract award, and 25 percent of
9 that membership should be dedicated to relative
10 caregivers, and the role of the advisory board
11 is to also provide feedback to DHR and the
12 affiliates when requested, as well as providing
13 information to inform the needs and the
14 resources of the kinship caregivers.

15 And there should be an elected officer,
16 and the advisory board should establish bylaws
17 and they should meet at least four times a
18 year, and that DHR should receive copies of the
19 agendas, minutes, attendance sheets within ten
20 days after an advisory board meeting is held.

21 The kinship care roster that the

1 resource center would be expected to include
2 should have basic demographic information about
3 the families who are contacting or receiving
4 services from the resource center, and they
5 should include the jurisdiction where that
6 family lives, as well as an e-mail address, the
7 age of the caregiver, the number of children in
8 that person's care, the relationship between
9 the caregiver and the child, the services
10 requested or needed in addition to the services
11 that were actually received by the family or
12 the children.

13 In terms of report, Attachment P in the
14 solicitation packet is a monthly progress
15 report, which is basically a summary of the
16 services that the family receives, and it's
17 broken down by the type, the outcome, and the
18 location, meaning the jurisdiction where that
19 family lives. A summary of the number of
20 attendees for the support groups and what the
21 focus of the discussion was during any

1 particular meeting. Number of phone calls that
2 were received; again, the referrals that were
3 made, any types of referrals that were made.

4 The report should also include the
5 numbers, types and dates for training that was
6 offered to the kinship caregivers, and also a
7 list of the number of attendees, and it should
8 also -- the report should include any sort of
9 problems that should arise and the resolution
10 of those problems and whether or not the
11 activities was achieved and describe how it
12 relates to the scope of the project.

13 So all of that is outlined in
14 Attachment P and should be submitted monthly.

15 Attachment Q is a Quarterly Progress
16 Report, which is a description of the program
17 accomplishment and activities during any
18 previous three-month period, and it should also
19 report any sort of challenges, referral
20 information or supplementary documents that
21 have affected the scope of the work.

1 Attachment R is an Annual Report, which
2 at minimum should provide an overview of all
3 the services that were provided during the year
4 as well as the outcome of those services.

5 There should be statistical data on the
6 number of families served, and again outlines
7 any identified barriers and recommendations,
8 explaining how the plan is going to be put in
9 place to improve those areas. And it should be
10 completed on the company's letterhead.

11 For personnel requirements, at a
12 minimum, the staff should be hired as outlined
13 in the RFP. The project director and the
14 project coordinator are the key personnel, and
15 they should be responsible for the essential
16 functions for the work that's outlined in the
17 RFP. The project director is basically
18 responsible for the overall implementation of
19 the proposed project and will oversee the
20 administrative requirements to make sure that
21 you are achieving the projected goals and the

1 objectives of the project.

2 The project director will preside over
3 the advisory board. At a minimum, they must
4 have a master's degree in social work or
5 related field, in addition to knowledge about
6 child welfare and juvenile services, as well as
7 Kinship Care services, and with a minimum of
8 seven years of professional employment
9 experience in a human service capacity, in
10 either a public or private agency or
11 institution. And four of those seven years
12 must have been in an administrative supervisory
13 or consultative capacity, and they must have a
14 valid driver's license and have successfully
15 completed a criminal background check as well
16 as a child protective services background
17 clearance.

18 The project coordinator is the person
19 who will be designated to receive the
20 day-to-day responsibilities of ensuring that
21 the services are available and that the center

1 is as functioning; they shall provide written
2 feedback from the Kinship Care services after
3 the services have been completed and then after
4 any sort of training sessions that are
5 conducted. This person, at a minimum, should
6 have a bachelor's degree in social work or a
7 related field, and have strong writing skills,
8 public service skills, as well as community
9 organizing abilities. In addition, they should
10 have knowledge of the child welfare and
11 juvenile systems, and kinship care experience
12 or service is preferable.

13 The additional staff should be family
14 advocates. There should at least three, no
15 less than three, individuals who, again, have a
16 general knowledge of kinship care services, and
17 their role is to assist in accessing community
18 services and resources. They should be able to
19 respond to callers and assist with the
20 day-to-day operation of the center, and to be
21 able to provide general, clerical support.

1 Any staff or individuals who are
2 affiliated with the center and assisting with
3 the services, with the children and the
4 families, should be required to attend an
5 initial training that kind of gives an overview
6 of the scope of the works. Customer service,
7 racial and cultural sensitivity and
8 confidentiality issues, and they all are
9 required to have a criminal background check
10 and child protective services clearances for
11 any staff prior to them starting any work with
12 the project.

13 And in terms of the deliverables, a
14 draft announcement and samples of the resource
15 center information and -- for review and
16 approval within 15 days after the start date
17 after the Contract, and the first announcement
18 for the resource center information to the
19 local department should be available 30 days
20 after the Contract is started, and then from
21 that point, be provided semiannually. There

1 should be an outline of the content of the
2 resource center's website, made available to
3 DHR, within 30 days after the start date as
4 well.

5 The other deliverable, in terms of the
6 quarterly newsletter, as I mentioned, DHR would
7 be required to have a proof, which would
8 (inaudible) 45 days before it would be
9 published, and the expectation would be that
10 the first quarterly newsletter would be ready
11 for distribution after 90 days after the award
12 of the Contract. The start of the Contract,
13 and a copy of agenda, minutes and attendance
14 sheets from the advisory board, are again, due
15 to DHR within ten days after the date of the
16 meeting.

17 Also, copies of the agenda and
18 attendance sheets from the support groups are
19 also due to DHR within ten days, following the
20 date of the meeting.

21 And Attachment O in your packet is the

1 Monthly Invoice Report, which is due the 15th
2 of the month, following the monthly report,
3 along with the monthly progress report, which
4 again, is attachment P, which is due with the
5 monthly invoice by the 15th of the month
6 following the close of that reporting period.

7 And the Quarterly Progress Report,
8 Attachment Q, is due the 15th of the month
9 following the end of the reporting quarter.
10 And the annual report is due 30 days after the
11 end of the contract year, including the
12 continuation, if the option years are
13 exercised.

14 And then there is the expectation that
15 there would be a comprehensive statewide roster
16 of the kinship care families who are serviced
17 within 30 days after the end of the first year
18 of the Contract; therefore, after (inaudible)
19 they are exercised.

20 Any questions about the specifications?

21 MR. LODDER: Ms. Powell, is there any

1 jurisdiction that has already done this well,
2 that has been a model for people's thinking so
3 that -- I don't know, Vermont, maybe, has done
4 this real well already --

5 MS. POWELL: You mean within the State
6 of Maryland?

7 MR. LODDER: Obviously not. No. It
8 was within their own state.

9 MS. POWELL: I'm sorry? Within?

10 MR. LODDER: Within their own states --

11 MS. POWELL: Nationally?

12 MR. LODDER: Right.

13 MS. POWELL: I'm not sure of any. We
14 can investigate that, if that's something, and
15 look at that in writing, but I'm not sure.

16 Chicago, Illinois has done some good
17 work, in terms of kinship, and they have been
18 fairly progressive. And I know Ohio has. But
19 in terms of who has had a resource center and a
20 model, I'm not sure.

21 MS. WALKER: Jane Walker, Maryland

1 Coalition of Families. Two questions:

2 One: The counseling services, and the
3 contracts, your expectation is that you would
4 have an agency or an individual contracted in
5 each of the 24 jurisdictions to be able to work
6 with kinship care?

7 MS. POWELL: It would need to be a
8 regional who would be available to provide
9 those services regionally.

10 MS. WALKER: And these for that are to
11 be included, incorporated into this contract?

12 MS. POWELL: Yes.

13 MS. WALKER: What if they have private
14 insurance or medical assistance or -- that
15 would be covering that?

16 MS. POWELL: Then I would say that they
17 would be billed for those services if they have
18 the resources to provide them, to get with
19 their private insurance.

20 MS. WALKER: I would expect that most
21 people in one way or another would have...

1 And the same with the emergency
2 transportation runs. That's to be built into
3 this project?

4 MS. POWELL: Yes.

5 MS. WALKER: Even though, in some of
6 the world jurisdictions, transportation can be
7 unbelievably expensive. But all that is to be
8 included?

9 MS. POWELL: Yes.

10 MS. WALKER: And then the last one is:
11 We are to submit the names of all of
12 the kinship caregivers that would be
13 encountered, either participating in training,
14 support groups, phone calls, one-to-one? Is
15 that right?

16 MS. POWELL: Yes.

17 MS. WALKER: Do we ask permission
18 before we submit their names? I would think
19 that -- when we do this kind of reporting in
20 other contracts we have, we would submit
21 initials, not full names, unless we could get

1 specific written release to be able to submit
2 somebody's name to DSS. I think some people
3 might have concerns about that.

4 MS. POWELL: If the person has concerns
5 about that, then that would be fine, if they
6 were not willing to release their information.

7 But if we could at least have some sort
8 of identifier to say --

9 MS. WALKER: Right. We would
10 definitely -- so you're saying that would be
11 acceptable --

12 MS. POWELL: That would be -- if the
13 person is not willing to -- yes.

14 UNKNOWN SPEAKER 3: (Inaudible.)

15 MS. POWELL: I'm having a hard time
16 hearing you --

17 UNKNOWN SPEAKER 3: I'm sorry.

18 (Inaudible) have access to it, but you
19 have a login, and you can see all the same
20 information as well so that for all the
21 reporting and documentation we have, without

1 (inaudible.)

2 So would that be something that, you
3 know, we can probably look at --

4 MS. POWELL: That there would be an
5 interface for it?

6 UNKNOWN SPEAKER 3: (Inaudible.)

7 Everything (inaudible) have electronic
8 system that can be designed to do that so that
9 (inaudible) call or asking about a report, the
10 person -- any one of your -- in your team
11 (inaudible) contract and have that information
12 readily available. (Inaudible.)

13 That's what we're trying to do now.
14 And I just want to make sure we do it on a
15 front side. (Inaudible.)

16 MS. POWELL: My initial thought would
17 be the cost of developing that interface. How
18 would that be paid for?

19 But I think we would want the file more
20 so -- the documentation more so than the access
21 to the system.

1 UNKNOWN SPEAKER 3: Exactly. That's
2 the reason why we were saying that if we were
3 submitting that, we would take care of that and
4 do that already. We have developers already on
5 site that can do that. I just want to know
6 (inaudible) to have something like that, you
7 know --

8 MS. POWELL: And I would not be able to
9 make that decision. I think that would need to
10 be a conversation and a question we would need
11 to pose to our IT staff, in terms of developing
12 and participating in some sort of interface
13 like that.

14 MS. HUDDLESTON: HIPAA violations would
15 then --

16 MS. POWELL: There would be some access
17 to some secure network. That's why I think our
18 IT people -- I would not be able to answer that
19 question.

20 MS. HALL: You can also submit that
21 question in writing, and then we can look at it

1 and have a response submitted back.

2 MS. CLARKE: Just a point of
3 clarification in regards to counseling fees.

4 For those families who are not in short
5 or can't get access to insurance, is there a
6 maximum amount of families per year that the
7 resource center is slated to be (inaudible.)

8 MS. POWELL: The projection for that,
9 right? As long as it can be available as the
10 families are requesting if they did not have
11 the resources to pay for it, yes.

12 UNKNOWN SPEAKER 4: I wanted to know if
13 DSS would be supplying the clients -- their
14 clients, informal ones as well, because -- do
15 you have informal (inaudible) calling in for
16 any services that you might be able to share
17 with the contractors?

18 MS. POWELL: I'm not sure if the local
19 departments maintain that sort of list, and I
20 think we would have to have the permission. If
21 the clients would call DHR, then we would refer

1 them to the resource center. As opposed to
2 giving the resource center a list, we would
3 give them the resource center's number so that
4 they could make that call themselves.

5 But how would the contractor know that
6 it's coming from DSS, that the referral was
7 from -- because part of some of the
8 reporting -- does it not say where they have
9 been referred from?

10 MS. POWELL: That could be a question,
11 I would think, that you would ask if the person
12 is calling, just as any other family member
13 would call and ask for services. I would
14 suggest that if they called, that would be part
15 of whatever screening you would do, to say, how
16 did you find out about the resource center?

17 Was there a follow-up question to that?
18 Did that answer your question?

19 UNKNOWN SPEAKER 4: That's fine.

20 MS. HUDDLESTON: Currently, is there a
21 resource center, currently?

1 MS. POWELL: No, there is not.

2 MS. HUDDLESTON: This is a new
3 initiative --

4 MS. POWELL: The last award was in
5 2008. So there's not been a vendor since that
6 time.

7 MS. HUDDLESTON: So there's been no
8 program? So it's just kind of been hanging
9 out there -- what's the story?

10 MS. POWELL: Actually, trying to get to
11 this part and looking at funding and issuing
12 the RFP.

13 MS. HUDDLESTON: Okay.

14 MS. POWELL: But we are still providing
15 kinship care services throughout the State.
16 There is no resource center that is
17 coordinating all those efforts.

18 UNKNOWN SPEAKER 3: That's what we were
19 wondering. Because the services are coming
20 from here.

21 MS. POWELL: And from the local

1 departments, primarily.

2 MS. CLARKE: Evette Clarke, Progressive
3 Life Center.

4 Is the funding, this time around, the
5 same as when it was put out a few years ago, or
6 has the funding shifted, more or less,
7 availability...

8 MS. HALL: Can you speak the question
9 one more --

10 MS. CLARKE: The question is:

11 Is the funding for this particular RFP
12 the same as when the RFP was put out a couple
13 of years ago, or is it more or less?

14 UNKNOWN SPEAKER 5: What we can say at
15 this time is that your financial proposal
16 should be based on what the cost (inaudible.)

17 And a lot of these questions that
18 you're asking, we'll get back to you. The
19 question will be written out, and there will be
20 a written response.

21 MS. HUDDLESTON: So would that be a

1 baseline?

2 UNKNOWN SPEAKER 5: You should base
3 your proposal (inaudible.) That's all I can
4 say about that.

5 MS. WALKER: The last page of the
6 proposal says, "contract award, if any,
7 resulting from the RFP is subject to
8 appropriate state approvals for awards
9 exceeding \$200,000, which would require
10 approval of the Board of Public Works."

11 So is 200,000 the ballpark or starting
12 point?

13 MS. POWELL: I'm going to defer to
14 Procurement.

15 (Unintelligible and overlapping
16 speakers.)

17 MS. POWELL: Any other questions?

18 MS. HUDDLESTON: Yeah. Is the 2008 --
19 is that already public information?

20 MS. WALKER: It has to be.

21 MS. POWELL: In terms of the award?

1 MS. HUDDLESTON: Yeah.

2 MS. POWELL: That, I am not certain of.

3 MS. HALL: Everything that you guys are
4 asking, we have the answers being recorded, and
5 we'll be able to get back to you with that.

6 MS. HUDDLESTON: Great. Thank you.

7 MS. POWELL: Any other questions?

8 UNKNOWN SPEAKER 5: From the 2008
9 award, is there any dos and don'ts that we
10 should do as we go forward in writing this,
11 that -- what worked and what did not work? Or
12 no suggestions?

13 MS. POWELL: I think the suggestions of
14 what we would like to see are outlined in the
15 specifications. I think that is a -- kind of a
16 summary of what we would like to be able to
17 offer for the families and for the resource
18 center, once it's awarded.

19 Any other questions?

20 Thank you.

21 MS. HALL: I'm going to be going over

1 Section 4, which is the Requirement for
2 Proposal Preparation.

3 A proposal contains two volumes: A
4 Technical volume and a Financial volume.
5 Accompanying those two volumes is a transmittal
6 letter. This letter should be on company
7 letterhead and contain the name of the company,
8 the title of the solicitation, the Federal Tax
9 ID number, or your social security number, and
10 be signed by an individual who's authorized by
11 the company to the information contained in the
12 proposal. A transmittal letter should also
13 acknowledge receipt of any amendments or
14 addendum to the RFP that has been issued.

15 Please refer to Section 4.2(B) for the
16 format of your technical proposal. Please
17 address all sections listed. Please also
18 ensure that your discussion of proposed
19 services, Section 4.2(F) follows the format as
20 listed in this section, to include the scope of
21 the project, Offeror requirements, contractor

1 requirement, deliverables, the contractor's
2 project manager and the post-award orientation
3 conference.

4 In Section G, which is the References
5 section, it shows that reference letters are
6 sent to you separately in sealed envelopes for
7 inclusion with your proposal. Reference
8 letters are not to be sent to me directly.

9 In Section I, Financial Responsibility
10 and Stability, you only need to submit one of
11 the four items listed to satisfy this
12 requirement.

13 In Section J, the Economic Benefit to
14 the State of Maryland, please ensure that you
15 only include percentages in this section. Do
16 not include actual dollar amounts. Percentages
17 only.

18 In Section M, which is the Forms, these
19 forms only need to be submitted with the
20 original copy of the proposal. You do not have
21 to submit copies of these documents with the

1 six copies of the proposals.

2 Section 4.3, Financial. The Financial
3 Proposal, which is Attachment A, contains all
4 clause information for all products and
5 services proposed. Financial information
6 should not be presented in any portion of the
7 technical proposal. Please ensure that the
8 Financial Proposal is sealed separately from
9 the Technical Proposal. Remember to include
10 your budget and narrative in this section.

11 Section 5, which is Evaluation. An
12 Evaluation Committee established by the
13 Department will evaluate all proposals received
14 by the closing deadline. The Evaluation
15 Committee will rank the proposals according to
16 the evaluation criteria listed in Section 5.5
17 of the RFP.

18 The Evaluation Committee will evaluate
19 your proposals according to the final criteria,
20 which is listed in the order of importance.
21 Proposed qualifications, understanding of the

1 problem, references, financial responsibility
2 and stability, and economic benefits of the
3 State.

4 If necessary, the Committee may request
5 clarifications for any information in your
6 proposals -- any information that they might
7 not understand, they might ask you questions to
8 clarify it, clarify the answer.

9 In addition, Offerors may be
10 (inaudible) of oral presentations for their
11 Technical Proposal in order to further clarify
12 the information included in their proposals,
13 possibly on short notice.

14 All discussions may also be used in
15 order to answer any questions and that result
16 in clarification.

17 The Technical Proposals will then be
18 ranked, based upon the evaluation criteria
19 started previously. Proposals will be
20 determined to either be reasonably susceptible
21 for award or -- reasonably susceptible for

1 award. Technical Proposals deemed to be
2 reasonably susceptible for award will continue
3 in the evaluation process.

4 Any Technical Proposal not reasonably
5 susceptible for contract award will be dropped
6 with -- from further consideration, and the
7 financial proposal will be returned unopened.

8 The Financial Proposals will be opened
9 and evaluated. If necessary, and if it
10 determines to be in the best interest of the
11 State, best and final offers of the Financial
12 Proposals may be requested from the Offerors.

13 After review of all Financial
14 Proposals, the Financial Proposals will be
15 evaluated and ranked, based upon price. A
16 recommendation for award will be made, based
17 upon which proposal represents the best value
18 to the State. Considering price and technical
19 factors in the overall evaluation, the
20 Technical Proposal is given equal weight to the
21 Financial Proposal.

1 If we have any questions, remember to
2 state your name and your company's name, for
3 the record.

4 MS. WALKER: Jane Walker, Maryland
5 Coalition of Families.

6 Is there a page limit on the Technical
7 Proposal? I didn't read one.

8 MS. HALL: No.

9 (Discussion off the record.)

10 MS. POWELL: At least the 250 should be
11 the people who are served. There may be some
12 overlaps of some of the people who were served;
13 maybe some of your outreach, you know, may
14 extend beyond that 250 who might be a candidate
15 for that conference.

16 MS. HALL: Anybody else?

17 Thank you guys. We appreciate it.

18 (Discussion off the record.)

19 MS. HALL: It was: In the overall
20 evaluation for Technical Proposal is given,
21 equal weight to the Financial Proposal -- it's

1 supposed to be: Financial factors will be
2 given greater weight than the technical
3 weight -- sorry -- the technical factors.

4 The correction is: The financial
5 factors will be given greater weight than the
6 technical factors.

7 (Conference adjourned at 2:27 p.m.)

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1 State of Maryland

2 Baltimore City

3 I, Mallorie K. Cole, a Notary Public of
4 the State of Maryland, Baltimore City, do hereby
5 certify that the above-captioned proceedings took
6 place at the time and place herein set out.

7 I further certify that the proceedings
8 were recorded stenographically by me, and that this
9 transcript is a true record of the proceedings.

10 I further certify that I am not of
11 counsel to any of the parties, nor an employee of
12 counsel, nor related to any of the parties, nor in
13 any way interested in the outcome of the action.

14 As witness my hand and seal this
15 13th day of December, 2011.

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Mallorie K. Cole
My Commission Expires 03-03-2014

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DEPARTMENT OF HUMAN RESOURCES
PRE-PROPOSAL CONFERENCE
Tuesday, December 13, 2011

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