

DEPARTMENT OF HUMAN RESOURCES
PRE-PROPOSAL CONFERENCE
FOR
CHILD MALTREATMENT PREVENTION SERVICES

SSA/CMPS-18-001-S

FEBRUARY 23, 2017
311 West Saratoga Street
Room 952
Baltimore, Maryland
10:00 a.m. - 10:50 a.m.

PRESENT FROM DHR:

WAYNE DIXON, Procurement Officer
VERNICE MCKEE, In-home Service Analyst
STEVE BERRY, In-Home Service Director
SANG KANG, Procurement Division
HUBERT CHANG, Assistant Attorney General

ALSO PRESENT:

JENNIFER ELAM, The Family Tree
PHILLIP SARACINO, The Family Tree
CAROLYN FINNEY, The Family Tree
BEV BUTLER, Catholic Charities
JON HACKBARTH, Catholic Charities

REPORTED BY: KATHLEEN A. COYLE, Notary Public

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P R O C E E D I N G S

1
2 MR. DIXON: Good morning everyone. My name is
3 Wayne Dixon, and I would like to welcome you to the
4 Department of Human Resources. I am the procurement
5 officer for the child maltreatment prevention services
6 RFP, number SSA/CMPS-18-001-S.

7 The purpose of today's conference is to share
8 information with you regarding the RFP. If you have
9 not already done so, please sign in on the attendance
10 sheet, or attach your business card. Hunt Reporting is
11 recording this conference. When speaking please
12 identify yourself and your company for the record. A
13 transcript of this conference will be made available on
14 eMaryland Marketplace and on the DHR website.

15 So at this time we will have introductions.
16 Again, my name is Wayne Dixon, procurement officer of
17 the DHR Procurement Division. And I'll go to my left.

18 MR. BERRY: Good morning. Steve Berry. I'm
19 the director of child protective and family services
20 here at DHR, Social Service Administration.

21 MR. HACKBARTH: Good morning. I'm Jon

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1 Hackbarth. I'm the director of centralized services
2 for Catholic Charities.

3 MS. BUTLER: And I am Bev Butler, and I do
4 family support work for Catholic Charities.

5 MS. FINNEY: Carolyn Finney from The Family
6 Tree. And I am the director for programs and services.

7 MR. CHANG: Hubert Chang, Assistant Attorney
8 General.

9 MR. KANG: Sang Kang, procurement officer.

10 MR. SARACINO: Phil Saracino, finance
11 director, The Family Tree.

12 MS. ELAM: Jennifer Elam. I'm the executive
13 assistant for The Family Tree.

14 MS. MCKEE: Vernice Renee McKee, policy
15 analyst, Department of Human Resources, Social Services
16 Administration. And I'm a program manager for this
17 child maltreatment and prevention services RFP.

18 MR. DIXON: Again, thank you all for coming.
19 At this time I'm going to invite Steve to provide
20 opening remarks.

21 MR. BERRY: Good morning again. We have had

1 this RFP and contract out for probably 10 years now.
2 It has always been our position at the Department that
3 some of the funding we receive from the Child Abuse
4 Prevention and Treatment Act, it's a federal money
5 grant that we get, should be used for prevention. So
6 that's what we do.

7 What this RFP is looking for, and you've all,
8 I'm sure, have read it, is prevention activities to
9 help families where there has been maltreatment maybe
10 not to have a recurrence and more importantly, never
11 have an occurrence. So that's what we're looking for.

12 We think prevention is important, so we've
13 always tried to keep that at least somewhere on our
14 agenda. We're mainly a response program, meaning Child
15 Protective Services response after there's allegation
16 that something has already occurred, but we also think
17 it's important to try to help out, especially with
18 community agencies, when it comes to doing some
19 prevention work. I'm glad that you're all here.

20 MR. DIXON: Thank you, Steve. So at this
21 time we'll start reviewing some important information

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1 regarding the RFP.

2 DHR, the Department of Human Resources, is
3 issuing this request for proposals to provides services
4 to at-risk families for purposes of preventing child
5 abuse and neglect. The services to be provided are
6 parenting education classes, parent support groups,
7 parent trust hotline, and lay therapy home visitation.

8 The anticipated duration of services to be
9 provided under this contract is three years with two
10 one-year options that can be exercised at the sole
11 discretion of the State. Closing date and time for
12 receiving proposals is Monday, March 27th, at 3:00
13 p.m., local time.

14 Proposals may not be submitted by email or by
15 fax. Late, multiple, and alternate proposals will not
16 be accepted. Proposals submitted by an offeror must be
17 accompanied by a completed bid proposal affidavit,
18 which is attachment "B" of your RFP. Each offeror
19 should be registered on eMaryland Marketplace in order
20 to be offered a contract award.

21 So at this time we'll go over MBE

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1 information. That's found in section 1.33 of the RFP.
2 Unfortunately, our director for the minority business
3 enterprise, Ms. Lauren Gratiano, could not join us.
4 However, I will provide some information regarding the
5 MBE program. The program is to ensure disadvantaged
6 businesses have an opportunity to participate in the
7 State's procurement and contracting opportunities. In
8 order to do that each procurement is examined and a
9 minority participation goal is established on a
10 contract to contract basis.

11 The participation goal for this solicitation
12 is four percent with no MBE subgoals. As a prime
13 contractor you will be required to certify that you
14 will make good faith efforts to meet this goal. Please
15 be sure to review the scope of work to determine
16 subcontracting opportunities and identify MBE firms
17 that can perform the work. When submitting your
18 proposal it is important to provide the MBE utilization
19 and fair solicitation affidavit and MBE schedule. So
20 that's attachment D-1A, and that's on page 75 of the
21 RFP. Failure to provide this form with your proposal

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1 will have your proposal deemed unresponsive.

2 If you take all the necessary steps of securing an
3 MBE subcontractor and you're unsuccessful, you can
4 request a waiver. The waiver is due 10 business days
5 after notification of award. Waiver information is
6 found on attachment D-1B, or page 81 of the RFP.
7 Monthly invoices are to be provided by the prime
8 contractor and the MBE subcontractor and submitted
9 separately. If after you have an MBE subcontractor in
10 place and wish to terminate the MBE, you must put this
11 request in writing to the administration, and it must
12 be for good cause. So you can't just get rid of an MBE
13 just to get rid of the MBE. We will have Ms. Gratiano
14 provide more detailed information in writing and then
15 put this on eMaryland Marketplace and our DHR website.

16 So at this time I'm going to invite Mr. Sang
17 Kang to provide information regarding the living wage
18 requirements of the RFP.

19 MR. KANG: Maryland living wage. The living
20 wage law requires certain contractors and
21 subcontractors to pay minimum wage rates to employees

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1 working under certain state contracts. Solicitation
2 for services valued at 100,000 or more may be subject
3 to living wage laws. Effective September 28
4 contractors and subcontractors, subject to the living
5 wage law, shall pay each covered employee at least
6 \$13.53 per hour. And that is if the State contract
7 service is valued at 50 percent or more of the total
8 contract are performed in the tier one area. If 50
9 percent or more of the total contract value is
10 performed in a tier two area the offeror shall pay at
11 least \$10.24 per hour.

12 The specific living wage rate is determined
13 by whether the majority of the services take place in
14 tier one or tier two area. Tier one areas are: Anne
15 Arundel County, Baltimore City, Baltimore County,
16 Howard County, Montgomery County, and Prince George's
17 County. And tier two areas are every other county in
18 the State.

19 If a business has operations in areas with
20 two different wage tiers, the rate you pay is
21 determined by the area where 50 percent or more of the

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1 total contract value is performed. If the employees
2 who perform the services are not located in either tier
3 one or tier two area, if they are out of State, then
4 the living wage rate will be based upon where the
5 majority of the recipients of the services are located.

6 Additional information regarding the State
7 living wage requirement is contained in attachments G
8 and G1. You will need to complete attachment G1, the
9 affidavit of agreement, and submit it with your
10 technical proposal. And Maryland living wage law is
11 administered by the Department of Labor, Licensing and
12 Regulation, DLLR. And you can find information on the
13 DLL Department website about the living wage law.

14 MR. DIXON: Thank you, Sang. So at this
15 time I will invite Ms. Vernice McKee to review the
16 minimum qualifications. And then Ms. McKee and
17 Mr. Steve Berry will go over the scope of work.

18 MS. MCKEE: Okay. The minimum qualifications
19 can be found in section two of the RFP, offeror minimum
20 qualifications. The offeror must provide proof with
21 its proposal that the following minimum qualifications

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1 have been met. The offeror shall have two years
2 experience providing child welfare services to children
3 and families at risk of child abuse and neglect. As
4 proof of meeting this requirement the offeror shall
5 provide with its proposal a signed attestation
6 describing the duration of nature of social services
7 performed to the target population.

8 So the scope of work is found in section
9 three. And basically, I'm not going to go over the
10 whole section, but primarily we are looking for an
11 agency to provide four main services, the parent stress
12 line, lay therapy home visitation services, parent
13 education classes, -- parent stress line, lay therapy,
14 and the parent education classes.

15 For the parent stress line the contractor
16 shall provide a statewide toll free telephone number,
17 identified as the parent stress line, that is available
18 24 hours a day, 365 days a year, hopefully to be able
19 to handle 7,000 to 10,000 calls per year. This line
20 will provide callers with assistance and support in
21 handling parental stress, building parental self

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1 confidence, utilizing appropriate child disciplinary
2 strategies, and shall also refer callers to appropriate
3 federal, State, local and private agencies in the
4 callers areas, and also maintain logs of these calls
5 monthly.

6 The lay therapy home visitation, the
7 contractor shall develop family service plans that
8 describe specific interventions designed to minimize
9 the risk of child abuse, neglect or injuries in the
10 family and home, and set reasonable objectives for
11 intervention.

12 Also, I failed to mention under the parent
13 stress line, that the offeror shall demonstrate how
14 they will publicize or strategize how to market the
15 parent stress line to make it advertised throughout the
16 State.

17 Parent education classes. The contractor
18 shall develop and teach parent education classes
19 focused on developing parenting skills, utilizing
20 appropriate disciplinary techniques and prove an
21 understanding of child development and improving parent

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1 confidence and stressing parent/child relationships.
2 And the contractor is expected to submit a curriculum
3 for these classes, and provide the space and materials
4 necessary to perform these classes in the different
5 jurisdictions.

6 Then we also have the parent support groups.
7 The contractor shall develop and conduct, facilitate
8 support groups of parents that involve group discussion
9 of topics, including but not limited to engaging
10 children in positive, age-appropriate activities, child
11 development, appropriate disciplinary techniques, and
12 alternative discipline techniques. And again, the
13 contractor is expected to provide the space and
14 materials to conduct these parent support groups.

15 Then we also have staffing under the scope of
16 work. Report, monthly reports are being requested for
17 parent stress line, lay therapy, parent and education
18 classes and parent support groups.

19 MR. DIXON: So thank you. So now we'll go
20 over the proposal format. When you are submitting your
21 proposal to the Department you're going to submit the

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1 proposal with two different volumes.

2 Your first volume is going to be your
3 technical proposal, your second volume is going to be
4 your financial. When you submit your technical, no
5 financial information should be in there. And that
6 will be evaluated to make certain that you meet the
7 qualifications that are in place with the RFP. If
8 something is missing from the paperwork in the
9 proposal, like your bid proposal affidavit or the MBE
10 paperwork, attachment D-1A, you will likely be
11 considered unresponsive, thereby disqualifying your
12 proposal. If that happens, we won't look at your
13 financial and we'll send it right back to you. But if
14 your technical proposal falls in line with what is
15 requested in the RFP at the time of submission, then we
16 will proceed with evaluating it, ranking it, and then
17 going towards the financial proposal.

18 In the financial proposal, that's where all
19 your pricing information will be, and electronic
20 information for the technical and financial proposal
21 should be submitted, as stated in the RFP in section

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1 four.

2 So you can hand-deliver the RFP, well, the
3 proposal from the RFP, directly to us. Just let us
4 know and we'll come and get it from you, or you can
5 mail it. However you do it, please provide a tracking
6 number so that we can, you know, look out for it.
7 Because when the deadline comes, if it's in the
8 building before the deadline or after the deadline
9 hits, that's okay. But if it comes after the deadline
10 we're not going to look at it. We're just, you know,
11 no late proposals will be accepted.

12 You will provide one unbound copy, well, one
13 unbound original and four copies of your technical and
14 financial proposals. They have to be separate, sealed
15 separately so that we can evaluate them separately.

16 Your technical proposal, when you submit it,
17 should be tabbed. And we will go over that information
18 right now. Detailed information regarding each of
19 these is listed in section 4.4 of your RFP. Your
20 proposal must have a title page and table of contents.
21 So that's under Tab A. If you are looking to provide

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1 confidential information, you will submit a claim of
2 confidentiality. If you are not looking to do that,
3 you do not have to submit that. You will mark that as
4 Tab A1.

5 A transmittal letter, found under Tab B,
6 provides the following information: Name and address
7 of the offeror, name, title, email address and
8 telephone number of the primary contact for your
9 company. The solicitation title and agency control
10 number, which is SSA/CMPS-18-001-S, signature, typed
11 name and title of the individual authorized to commit
12 the offeror to the proposal, your tax ID number or
13 federal employer identification number of the offeror
14 or Social Security number if you are a single
15 individual, your eMaryland Marketplace number, your MBE
16 certification number if you are an MBE, if you are a
17 small business reserve, that certification number, and
18 if you are a veteran small business enterprise, that
19 certification number, if applicable. You must also
20 state that you accept all of the conditions found in
21 the RFP and acknowledge any addenda that might be

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1 issued from the RFP.

2 Provide an executive summary under Tab C.

3 Explain how you meet the minimum
4 qualifications. You place that in Tab D.

5 Your technical response to the RFP
6 requirements and your proposed work plan shall be
7 submitted under Tab E.

8 Your qualifications and capabilities under
9 Tab F.

10 The experience and qualifications of your
11 staff, that includes proposed subcontractors, that's
12 Tab G.

13 References of entities, companies, parties
14 that you've worked with in the past, that's under
15 Tab H.

16 Any contracts that you have or that you are
17 working with on behalf of the State or prior contracts,
18 that's under Tab I.

19 Your financial capability is submitted under
20 Tab J.

21 Insurance information should be submitted

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1 under Tab K.

2 Your subcontractors under Tab L.

3 If you have any legal actions against you,
4 that should be submitted under Tab M.

5 Economic benefit factors should be submitted
6 under Tab N.

7 And any technical submissions under Tab O.
8 These will be your forms, such as your bid proposal,
9 your MBE paperwork, and anything else required of the
10 RFP.

11 These proposals are due on Monday, March
12 27th, 3:00 p.m., local time.

13 So now we'll go over the Evaluation
14 Committee, the criteria and selection procedure.
15 The evaluation of proposals will be performed in
16 accordance with COMAR 21.5.3, by a committee
17 established for that purpose and based on the
18 evaluation criteria set forth in section 5.2 of this
19 RFP. That includes offeror's technical response to the
20 RFP, requirements and work plan, experience and
21 qualifications of proposed staff, economic benefits to

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1 the State of Maryland, and offeror qualifications/
2 capabilities. The Evaluation Committee will review
3 proposals, participate in offeror oral presentations
4 and discussions, and provide input to the procurement
5 officer.

6 If the State finds an offeror's technical
7 proposal not reasonably susceptible of being selected
8 for award, that offeror's financial proposal shall be
9 returned unopened. Upon completion of the evaluation
10 of technical proposals all qualified offerors shall
11 have their financial proposals evaluated and ranked
12 from lowest to highest price based on the total
13 proposal price that was submitted on your financial
14 proposal form. That's attachment "F."

15 Upon completion of the technical proposal and
16 financial proposal evaluations, and after ranking, each
17 offeror will receive an overall ranking. The
18 procurement officer will recommend award of the
19 contract to the responsible offeror that submitted the
20 proposal determined to be most advantageous to the
21 State. In making this most advantageous proposal

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1 determination technical factors will receive equal
2 weight with financial factors.

3 At this time I will open the floor to any
4 questions you might have. When you ask your question
5 please state your name and the company you work with.

6 MR. CHANG: Before we get to questions if I
7 may make a remark. I'm Hubert Chang, Assistant
8 Attorney General. I want to just clarify that in
9 portions of the due date and time for the proposals, if
10 they are delivered to us a minute after the deadline
11 they cannot be accepted. It really is just a very sad
12 thing for everybody when we can't accept a proposal.

13 And I wanted to clarify a remark that
14 Mr. Dixon made. He said that, you know, we do prefer
15 that they are hand-delivered because that way you can
16 make sure that they've actually gone into the hands
17 of somebody. He made a comment about if you give us a
18 call we'll come and pick it up. I want to make clear
19 that that does not mean that we will go to your office.
20 It means that when you come to this building you can
21 call up from the lobby and they will call us to come

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1 downstairs to the lobby. But you are responsible for
2 getting the proposal into this building.

3 MR. DIXON: Yes. Yes.

4 MR. CHANG: And then the second thing I
5 wanted to just bring up is on the technical proposal
6 evaluation criteria. Mr. Dixon talked about there are
7 four different criteria under section 5.2, the
8 offeror's technical response, experience qualifications
9 of the proposed staff, the offeror's qualifications and
10 capabilities, and the economic benefit to the State of
11 Maryland. Under that first requirement for the
12 technical response to the RFP, the Evaluation Committee
13 does really look to see what you write and how you
14 describe what your proposal is. It is not, you know,
15 your proposal will be assessed based on how much you
16 tell us about what you're going to do. If you just say
17 yes, or you concur to the requirements in the RFP you
18 are much less likely to score highly in those areas.

19 MR. DIXON: Thank you. So now we will open
20 the floor to any questions that you might have.

21 MR. HACKBARTH: Jon Hackbarth, Catholic

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1 Charities. Who is the current provider, and in what
2 jurisdictions do they provide these services?

3 MR. DIXON: The Family Tree is the current
4 provider of the contract. And they currently serve
5 three jurisdictions, Baltimore City, Baltimore County,
6 and Prince George's County.

7 MR. HACKBARTH: Thank you.

8 MR. CHANG: And as a point of clarification,
9 they are the provider under the previous RFP and the
10 scope of work has changed in various --

11 MR. HACKBARTH: Can you describe how the
12 scope of work has changed?

13 MR. DIXON: In the RFP it specifies that
14 certain jurisdictions are considered core
15 jurisdictions. And the RFP also indicates that you
16 will have the option of serving another county within
17 the State. You have your choice as to which
18 jurisdictions, but of the jurisdictions one of them
19 must be Baltimore City, Prince George's County, you
20 know, and it's listed in the RFP. So if you want to do
21 Baltimore City and Baltimore County that's your choice.

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1 But, you know, you've got to serve a core area and then
2 go from there.

3 MR. CHANG: The essential point, if I just
4 may add, is that we're not comparing the services that
5 would be provided under this contract to services that
6 were provided under the last contract. This is a new
7 contract that has new requirements from the last
8 contract. And the RFPs will be evaluated on the
9 evaluation criteria listed in this RFP.

10 MR. HACKBARTH: Thank you.

11 MR. SARACINO: So Phil Saracino, finance
12 director for The Family Tree. So attachment F is the
13 only requirement for the financial component of the
14 proposal, and that's a one-page, fixed price contract;
15 No line item budget or anything of that nature?

16 MR. DIXON: That's correct. The attachment
17 F breaks down the base years. So three years. Well,
18 you know, how much you're going to pay year one, year
19 two, year three, and then the options. So that's the
20 primary price that we're going to go off of. Line
21 items, that type of thing, should be listed on your

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1 reports when you submit them to the project manager.

2 MR. SARACINO: But not for the purposes --

3 MR. DIXON: But not for the purposes of the
4 RFP.

5 MR. SARACINO: I also wanted a point of
6 clarification on the MBE form D-1A. If we are not a
7 minority vendor section A is not applicable, correct?

8 MR. DIXON: If you are not a -- you will be
9 considered a prime. If you want to hire a minority
10 enterprise, that's where you would be placing the
11 information in D-1A. If you are not an MBE, as
12 recognized by the State of Maryland, you know, you
13 wouldn't call yourself a MBE. I'm not sure if that --

14 MR. SARACINO: So section 4A would be not
15 applicable to us if we're not an MBE, correct?

16 MR. DIXON: Right. You would not fill that
17 out.

18 MR. SARACINO: But if we decide to use an MBE
19 for office supplies, we would list them in section B?

20 MR. DIXON: Put them in section B. That's
21 correct.

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1 MR. HACKBARTH: Jon Hackbarth again. The
2 seven to ten thousand calls per year, is that based on
3 historical volume data?

4 MS. MCKEE: Yes.

5 MS. ELAM: Jennifer Elam from The Family
6 Tree. I just had -- if there are questions should they
7 be directed to any certain individual or is there like
8 a Q&A section on the website where we could go to?

9 MR. DIXON: Your questions should be
10 submitted through eMaryland Marketplace, and they will
11 come to me directly, Wayne Dixon, as the procurement
12 officer.

13 MS. ELAM: Okay. I actually believe that I
14 was in contact with the eMarketplace and they said I
15 should be contacting someone from here directly.

16 MR. DIXON: Okay. You can also reach out to
17 me by email. If when you submit your questions through
18 eMaryland Marketplace it doesn't go through, some
19 technical issue, you can email me. I will place it on
20 eMaryland for everyone to see.

21 MS. ELAM: Wonderful. Thank you.

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1 MR. DIXON: No Problem.

2 MR. HACKBARTH: I probably have lots of
3 questions. Jon Hackbarth again. Would DHR be open to
4 organizations partnering in this proposal?

5 MR. DIXON: Could you put that in writing,
6 submit that question in writing, and I'll get back in
7 touch with you in regards to that?

8 MR. CHANG: I think that question can be --
9 we'll just respond to it in writing.

10 MR. DIXON: Yes.

11 MR. CHANG: You don't need to put it in
12 writing. We have it.

13 MS. FINNEY: Carolyn Finney from The Family
14 Tree. I have a question from the technical proposal.
15 If -- I understand the State requests us to serve
16 families in two jurisdictions, but you also in the RFP
17 have set a certain number. Is the rest the balance of
18 the services, or the numbers that are to be served,
19 from anywhere or do you have to identify that
20 jurisdiction; is it a individual jurisdiction or can it
21 come from anywhere? I don't know how to say it other

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1 than that way. Where do the other numbers fit; do they
2 totally fit in each of the jurisdictions?

3 MR. DIXON: Okay.

4 MR. CHANG: What numbers are you talking
5 about?

6 MR. SARACINO: I think they talked about 400
7 --

8 MS. FINNEY: Four -- right.

9 MR. SARACINO: Four hundred people family
10 education.

11 MS. FINNEY: Right.

12 MR. SARACINO: Does the breakdown by
13 jurisdiction --

14 MS. FINNEY: Mean that you divide it between
15 the two, or is some in those two jurisdictions, or --

16 MR. DIXON: So --

17 MR. CHANG: So the RFP, under section 3.1,
18 specifies that each of the direct in-person services
19 must be provided in at least two jurisdictions across
20 the State.

21 MS. FINNEY: Right.

1 MR. CHANG: Which means that for each of the
2 three areas other than the parent stress line, those
3 services cannot only be provided in one jurisdiction,
4 they must be provided in at least two of the
5 jurisdictions.

6 MS. FINNEY: Right.

7 MR. CHANG: But there is no, unless
8 otherwise specified in the sections of the RFP, I don't
9 think -- and you can correct me if I'm wrong, there's
10 no general requirement that any particular number has
11 to be served in one -- actually, there are in some
12 cases, aren't there?

13 MR. DIXON: Right. In some cases I believe.

14 MR. CHANG: I would -- if you can just bear
15 with me for a moment. Yeah. So under section 3.2.3,
16 sub D, relay therapy home visitation services must
17 provide services for at least 25 families in at least
18 two jurisdictions.

19 MS. FINNEY: Right. That's what I'm -- I'm
20 having difficulty phrasing that. So that's 50 when you
21 add those two together. Where do the other -- where is

1 the possibility for the other --

2 MR. CHANG: SO the services plan will serve
3 at least 80 families across the State, 25 of which must
4 be in each of the two jurisdictions. Then if you
5 observe exactly 25 in each of the two jurisdictions,
6 then you have 30 that you have to have provide services
7 for somewhere else. And there are similar requirements
8 in each of the other sections.

9 MS. FINNEY: Okay. And my follow-up
10 question to that. Do you have to then identify the
11 jurisdictions where you're populations for parenting
12 support groups and home visiting, lay therapy home
13 visiting?

14 MR. DIXON: I just want to make sure I have
15 your question correctly. Once you reach the 25
16 families per se, do you want to specify -- do we want
17 you to specify the other jurisdiction being served?

18 MS. FINNEY: Or jurisdictions that would be
19 served, or would you just assume that we would identify
20 them in our monthly reports?

21 MS. MCKEE: Yeah. It's in asked in the

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1 report, in section 3.2.7, it's under lay therapy. It's
2 asking in the reports you include the jurisdiction,
3 number of service plans developed and signed by the
4 families. So, yeah, you would provide the
5 jurisdiction.

6 MR. CHANG: Is your question relating to the
7 performance under the contract, which is what Vernice's
8 answer would be responding to, or is your question
9 whether you need to identify the jurisdictions in your
10 proposal?

11 MS. FINNEY: It's probably both, but for the
12 proposal say, do we have to identify them in the
13 proposal?

14 MR. CHANG: There are some requirements for
15 what you have to identify in the proposal. I think we
16 will take this question under advisement and get back
17 to you in writing.

18 MS. FINNEY: Okay.

19 MR. DIXON: Did you have a question?

20 MR. HACKBARTH: Lay therapy, home visitation
21 services. I'm a little confused about the relationship

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1 between this service and what other, what DSS or other
2 agencies, navigators might be providing. And I'm just
3 wondering, for example, I'm assuming a lot of these
4 families may have case management services somewhere
5 else. Is there an expectation that we are
6 coordinating these service plans with the agencies that
7 are already working with the families? I'm just -- how
8 do you envision that working, or how is that supposed
9 to work?

10 MR. BERRY: I mean, there's no requirement
11 that they have to be working with another entity, like
12 I'll just pick Baltimore City DSS. And, of course, if
13 they are, then we would expect there be coordination
14 between the services. But there's no requirement that
15 every family being served by the contractor also is
16 receiving service from another entity. So does that
17 help?

18 MR. HACKBARTH: I think so. It seems like, if
19 I'm interpreting this section correctly, this is much
20 about -- it's like an information referral service
21 almost. It's developing the family service plan,

1 providing the family with the names of resources to
2 help implement the plan; am I on track?

3 MR. BERRY: Or actual provision.

4 MR. HACKBARTH: Or actual provision. Okay.
5 As a follow up question, any barriers to us referring
6 families to our own services? If we provide mental
7 health clinics or anything like that.

8 MR. CHANG: Could you clarify your question
9 in what context you would be referring?

10 MR. HACKBARTH: Sure. If a family -- if we
11 determine that someone in the family needed a mental
12 health service, and Catholic Charities operates many
13 clinics, for example in Baltimore County, could we
14 refer a family to one of our clinics as part of the
15 service plan?

16 MR. CHANG: There doesn't appear to be
17 anything in the RFP that would preclude you from
18 including your own services as part of a plan that
19 would address the family needs.

20 MR. HACKBARTH: Okay. So there's not an
21 expectation that we will ensure that other providers

1 have, get similar referrals from us as we provide
2 through our own agency, just making sure?

3 MR. CHANG: Do you want to take that under
4 advisement and get back in writing?

5 MR. BERRY: Yeah.

6 MS. FINNEY: There isn't any requirement
7 then, I guess I shouldn't ask this that there wouldn't
8 be a requirement, to use evidence based practices or
9 curriculum if you say so. I mean, or curriculums when
10 the time comes to -- and indicate that in our material
11 that we submit?

12 MS. MCKEE: We do encourage that. That is a
13 positive. But we didn't make it necessarily a
14 requirement in the RFP. But yes, that would be most
15 efficient and advantageous if you do have evidence
16 based practices and services for these programs.

17 MS. FINNEY: Okay. Under the parent
18 education requirement, is it at least two classes or
19 can it be more?

20 MR. DIXON: When you say under parent
21 education classes, what letter?

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1 MS. FINNEY: Oh, dear, the one with the two
2 sections. Wait a minute.

3 MR. SARACINO: 3.2.4.

4 MR. DIXON: Yeah. Letter A?

5 MS. FINNEY: Right.

6 MR. DIXON: Just repeat the question again.
7 I'm sorry. I was looking for it and then I lost the
8 question.

9 MS. FINNEY: The question basically is, if
10 your service or the curriculum you select has more than
11 two sessions is two sessions the minimum requirement
12 for a curriculum for parent, or is it the maximum?

13 MR. CHANG: We will take that question under
14 advisement and respond in writing.

15 MR. HACKBARTH: With respect to support
16 groups, there's a requirement that work groups shall
17 meet weekly and that there shall be at least 10
18 participants, but no more than 15 participants. We do
19 operate a lot of support groups and we know that
20 sometimes many members will sign up and attend some,
21 and then they may not come, so you could drop below 10

1 in some cases. So when it says there's a requirement,
2 how shall I interpret that in terms of if attendance in
3 support groups drops off for whatever reason during
4 eight weeks, can we still run the support group?

5 MR. BERRY: Get back.

6 MR. DIXON: 3.2.5 under D.

7 MR. HACKBARTH: Is there an opportunity to
8 ask additional questions after today?

9 MR. DIXON: Absolutely. You can reach out
10 to me by email. My email address is listed in the
11 front of the RFP. I can give it to you right now:
12 Wayne.dixon@maryland.gov

13 MR. SARACINO: So will you be sending out the
14 Q&A and the responses of the items that you were going
15 to get back to us?

16 MR. DIXON: Yes. I'll place them on
17 eMaryland Marketplace. It will also be found on DHR's
18 website.

19 MR. SARACINO: You're not going to send it to
20 us; we're going to have to go get it?

21 MR. DIXON: Well, I have your information. I

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1 do have Ms. Elam's information. I can send it to you
2 directly.

3 MS. ELAM: Okay. Wonderful. Thank you.

4 MR. CHANG: And just on clarifying
5 questions. Questions may be submitted to the
6 procurement officer in writing. There is a request in
7 section 1.9 in the RFP to make the request, to ask your
8 questions at least five days before the closing date of
9 the RFP so there's sufficient time for the Department
10 to prepare an appropriate answer.

11 MR. SARACINO: So on the submittal of the
12 bids, it's one original and four copies of both the
13 technical and financial proposal, and an electronic
14 copy?

15 MR. DIXON: Yes.

16 MR. SARACINO: Of each?

17 MR. DIXON: Yes.

18 MR. SARACINO: And the electronic copy can be
19 a CD or three-and-a-half inch disk or --

20 MR. DIXON: Oh, God, no. CD, DVD, depending
21 on how large your file is, of course, will determine

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1 what format you can submit it in. I believe the RFP
2 also indicates flash drives can be used. But again,
3 use whichever method, depending on how large your
4 actual file is.

5 MR. SARACINO: And that's one each or one
6 electronic that comprises both volumes one and two?

7 MR. DIXON: Oh, no, no. One electronic for
8 the technical and one electronic for the financial.

9 MR. CHANG: I know that Mr. Dixon just
10 mentioned a flash drive. And the RFP does suggest that
11 you can give us a flash drive. We would highly prefer
12 that you don't because our computers will not allow us
13 to read a flash drive. We would have to go to a non-
14 State computer.

15 MR. SARACINO: So a CD or a DVD is the
16 preferred methodology?

17 MR. DIXON: Preferred.

18 MR. CHANG: Yes. And the USB might not be
19 allowable. We might amend the RFP.

20 MR. DIXON: Any other questions?

21 MR. HACKBARTH: Does The Family Tree have a

1 name for this program or is it just -- is there a
2 specific name?

3 MS. FINNEY: We have these names for it.

4 MR. HACKBARTH: I'm talking to you. I'm just
5 looking at them.

6 MR. DIXON: The Family Tree is just doing
7 service for the State, the child maltreatment
8 prevention services.

9 MR. CHANG: So the State is unaware of any
10 specific names The Family Tree may use for the services
11 it provides.

12 MS. FINNEY: Sorry.

13 MR. DIXON: Any other questions?

14 MR. SARACINO: So the money for the current
15 fiscal year is already here, but this is for the next
16 fiscal year? How does funding for -- this is for
17 beginning September 1st?

18 MR. DIXON: Right. This is for beginning in
19 the State's fiscal year '18. So that will be all time
20 periods from July 1 forward.

21 MR. CHANG: And the anticipated start date

1 as provided in this contract or under the RFP is August
2 1 of this year.

3 MR. HACKBARTH: I think, Steve, you said this
4 has been in effect for 10 years?

5 MR. BERRY: That's a guess. We've done it
6 for quite a while.

7 MR. HACKBARTH: Has it been the same provider
8 the whole time?

9 MR. BERRY: I think so.

10 MS. ELAM: In sending you the electronic
11 version, it does state specifically Microsoft Word.
12 But I'm guessing that a pdf version is acceptable as
13 well, or does it have to be in Microsoft Word?

14 MR. DIXON: I don't recall it being limited
15 to that.

16 MR. CHANG: We will answer that in writing.

17 MR. HACKBARTH: So just to clarify. We should
18 expect something in email, the responses to the
19 questions today?

20 MR. DIXON: Yes.

21 MR. CHANG: In addition, the transcript of

1 this pre-proposal conference will be posted on
2 eMaryland Marketplace and on DHR website. We will
3 include the answers that were provided orally during
4 this conference.

5 MR. DIXON: So if there are no other
6 questions, we've reached the end of this pre-proposal
7 conference. Thank you all for coming out. Again, the
8 due date is March 27, 2017, at 3:00 p.m. Please do
9 your best to get it in before that time to ensure that
10 your proposal will be evaluated. Thank you so much for
11 coming.

12 (Whereupon, at 10:50 a.m., the meeting
13 was adjourned.)

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CERTIFICATE OF NOTARY

1
2 I, KATHLEEN A. COYLE, Notary Public, before
3 whom the foregoing testimony was taken, do hereby
4 certify that the witness was duly sworn by me; that
5 said testimony is a true record of the testimony given
6 by said witness; that I am neither counsel for, related
7 to, nor employed by any of the parties to this action,
8 nor financially or otherwise interested in the outcome
9 of the action; and that the testimony was reduced to
10 typewriting by me or under my direction.

11 This certification is expressly withdrawn
12 upon the disassembly or photocopying of the foregoing
13 transcript, including exhibits, unless disassembly or
14 photocopying is done under the auspices of Hunt
15 Reporting Company, and the signature and original seal
16 is attached thereto.

17
18 _____
19 KATHLEEN A. COYLE
20 Notary Public in and for
21 the State of Maryland

22 My Commission Expires:

23 April 30, 2018

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