

Date: August 12, 2019

RE: Request for Expression of Interest Responses #SSA/CPA 20-001S  
Licensed Child Placement Agency Per Diem Providers

Dear Provider:

Pursuant to the Maryland Annotated Code, State Finance and Procurement Article, § 13-106 and the Code of Maryland Annotated Regulations (COMAR) 21.05.12.04 the Department of Human Services (Department or DHS), Social Services Administration (SSA) is issuing a request for Expressions of Interest (EOI) for Treatment Foster Care (TFC) and Independent Living (ILP) services. The Department is seeking to contract with providers who are licensed by DHS' Office of Licensing and Monitoring (OLM), pursuant to COMAR 07.05.04, to operate private ILPs that prepare and assist youth between the ages of 16 and 20, to include mother baby populations for children and adolescents, to make the transition to living as independent citizens. The Department is also seeking to contract with providers who are licensed by OLM, pursuant to COMAR 07.02.21.02, to provide TFC services to children specifically for medically fragile, emotional disabled and mother baby populations, and children with serious emotional, behavioral, medical, or psychological conditions. Contracts are anticipated to begin on July 1, 2020.

As a Licensed Provider that is currently licensed to provide or is interested in providing the services, on a per diem basis, you are being asked to respond in writing with general expressions of interest. Providers must comply with the regulations and standards adopted by the Department for Child Placement Agencies found in COMAR Title 7, Subtitles 2 and 5.

It is important to note that all Licensed Providers that currently have contracts with the Department that wish to continue providing child placement agency services must reply to this request for EOI, as the current contracts will end June 30, 2020.

Please indicate your intent by submitting an EOI Response, that includes information regarding your program and how you intend to provide the services in compliance with the COMAR regulations. Specifically, the Response shall include the following information:

- (1) a detailed program description of services;
- (2) staffing plan;
- (3) caseload description and number of youth to be served;
- (4) the jurisdiction or county where services are provided;
- (5) a valid license, which indicates that the program is in good standing with OLM;
- (6) a company organizational chart;
- (7) certificate of insurance;
- (8) child profile information (types of clients you serve); and
- (9) program questionnaire (if applicable).



Please ensure that the written EOI Response is received by the Procurement Officer identified below no later than 2:30 p.m. on September 20, 2019. You must ensure that the written Response is received. For purposes of this EOI, the Procurement Officer is the sole point of contact. Please mail or deliver EOI Responses to:

Audrey Torriente  
Procurement Division  
Department of Human Services  
311 West Saratoga Street, 9<sup>th</sup> Floor  
Baltimore, Maryland 21201  
[audrey.torriente1@maryland.gov](mailto:audrey.torriente1@maryland.gov)

Please call me at 410-767-6395 or email me at [audrey.torriente1@maryland.gov](mailto:audrey.torriente1@maryland.gov) if you require additional information.

Sincerely,



Audrey Torriente  
Procurement Officer

cc: Sandra Johnson  
Audrey Torriente  
Ardena Walker  
Tennille Thomas