

In The Matter Of:
PRE-PROPOSAL CONFERENCE
CSEA Access and Visitation Program for Western Maryland

CSEA/AV/16-002-S
January 6, 2016
REQUEST FOR GRANT PROPOSALS

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PRE-PROPOSAL CONFERENCE

REQUEST FOR GRANT PROPOSALS

CSEA Access and Visitation Program
for Western Maryland

CSEA/AV/16-002-S

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Wednesday, January 6, 2016

10:00 a.m.

* * * * *

Held at:

State of Maryland

Department of Human Resources

311 West Saratoga Street, Room 104

Baltimore, Maryland

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IN ATTENDANCE

MARYLAND DEPARTMENT OF HUMAN RESOURCES:

- SANG KANG, Procurement Officer
- TYWANNA TAYLOR, Director for Special Projects
- VASHTI GREEN, Director for Grants & Contracts
- RONALD NIX, CSEA Program Manager
- DAPHNE McCRAY, Procurement
- DEBORAH AUSTIN, Procurement
- WAYNE DIXON, Procurement
- BERNICE JEFFRIES, Procurement

OFFICE OF THE ATTORNEY GENERAL:

HUBERT CHANG

CARROLL COUNTY GOVERNMENT:

DEBBY STANDIFORD

CIRCUIT COURT FOR CARROLL COUNTY:

POWEL WELLYVER

MENTAL HEALTH ASSOCIATION:

- ANNE SOULE
- BARBARA MAY

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A-G-E-N-D-A

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1 PRE-PROPOSAL CONFERENCE

2 (10:00 a.m.)

3 Welcome and Introductions

4 SANG KANG: Good morning. My name is
5 Sang Kang, and I'd like to welcome you to the
6 Department of Human Resources. And we'll be
7 talking about the Request for Grant Proposals
8 entitled CSEA Access and Visitation Programs --
9 or actually CSEA Access and Visitation Program
10 for Western Maryland. And I think everyone's
11 signed in.

12 Court Reporters will be transcribing
13 this event, so when you ask questions, please
14 state your name and your organization or your
15 company for the record, and a transcript of this
16 conference will be made available to you on the
17 website a few days later.

18 So can we begin with introductions.
19 Let's just go around the room. Everyone can say
20 their name and their organization.

21 I'm Sang Kang, I'm the Procurement

1 Officer at DHR.

2 TYWANNA TAYLOR: Tywana Taylor, I am
3 the Director for Special Projects that oversees
4 the Grants Unit for CSEA.

5 POWEL WELLYVER: I am Powel Welliver,
6 I'm from the Circuit Court for Carroll County.

7 DEBBY STANDIFORD: I'm Debby
8 Standiford, Carroll County Government.

9 ANNE SOULE: Anne Soule, Mental Health
10 Association.

11 BARBARA MAY: Barbara May from the
12 Mental Health Association in Frederick.

13 RONALD NIX: Ron Nix, CSEA Program
14 Manager.

15 DAPHNE McCRAY: Daphne McCray,
16 Procurement.

17 DEBORAH AUSTIN: Debbie Austin,
18 Procurement.

19 WAYNE DIXON: Wayne Dixon,
20 Procurement.

21 BERNICE JEFFRIES: Bernice Jeffries

1 with Procurement.

2 HUBERT CHANG: Hubert Chang from the
3 Office of Attorney General.

4 SANG KANG: Okay. And I think Tywana
5 will make some opening remarks about the RFGP.

6 Opening Remarks

7 TYWANNA TAYLOR: I just want to say
8 welcome again and let you guys know that it's our
9 intentions, the CSEA's intentions to award an
10 applicant that's demonstrating high quality
11 programs in the western region for providing
12 Access and Visitation services. So we're hoping
13 this conference will be informative for you guys
14 and you get clarity for any questions that you
15 have. So feel free to share any questions or get
16 any clarity for anything you need.

17 SANG KANG: Okay. So the Department
18 of Human Resources, CSEA, intends to award a
19 grant to a Access and Visitation program located
20 in Western Maryland.

21 The Department intends to award one

1 Grant as a result of this RFGP, and it's to a
2 program in the following counties: Alleghany,
3 Carroll, Frederick, Garrett and Washington
4 Counties.

5 And the Grant awarded will be for
6 three years and seven months, beginning on or
7 about March 1st, 2016. And the total grant
8 amount will be \$190,000, \$190,443.

9 The sole point of contact in the state
10 for purposes of this solicitation is myself, the
11 Procurement Officer. And then after the contract
12 is put in place, the contact will be the state
13 project manager, who is Ronald Nix, who is right
14 back there, and he's responsible for the
15 management of the Grant.

16 I'm kind of skipping around the RFGP
17 here.

18 Section 1.7: As there haven't been
19 any questions so far, but you'll have an
20 opportunity to ask questions after we're done
21 presenting all the sections. And if it's

1 possible, we will answer them today. If not, we
2 will answer them in writing. And any questions
3 sent after the conference -- you can send
4 questions after the conference as well -- just
5 e-mail them to me, that will be the best way.

6 The Proposal due date and time:
7 Proposals are due January 21st, 2016, at 3:00
8 p.m.

9 Section 1.10: Proposals should be
10 prepared simply and economically and provide a
11 straightforward and concise description of the
12 Applicant's Proposal to meet the requirements of
13 this RFGP.

14 Revisions to the RFGP: If it's
15 necessary to revise the RFGP, we will make
16 amendments and post them on the DHR website. And
17 I will try to send you both, you know, an e-mail
18 or something, saying that there's an amendment.
19 But it remains your responsibility to check the
20 website for amendments addenda.

21

1 Section I - General Information

2 SANG KANG: Okay. Section 1: You
3 need to submit a Bid Proposal Affidavit. That's
4 Attachment B.

5 You also need to submit Attachment E,
6 which is the Federal Funds Attachment.

7 And Conflict of Interest and Affidavit
8 Disclosure, which is Attachment F, that also
9 needs to be sent with the Proposal.

10 And a Nondisclosure Agreement, this
11 document doesn't need to be sent with the
12 Proposal, but it's recommended that it is. But
13 it would be due five days after Grant award. So
14 that's up to your organization.

15 And I think that's it for general
16 information. So I'll move on to the minimum
17 qualifications, which is Section II:

18 Section II - Applicant Minimum Qualifications

19 SANG KANG: There are no minimum
20 qualifications to send a Proposal in for this
21 RFGP.

1 And I think Tywana will present
2 Section III, the Scope of Work.

3 Section III - Scope of Work

4 TYWANNA TAYLOR: So Section III, the
5 first Section 3.1, Background and Purpose, I'm
6 not going to read verbatim to you. Again, I just
7 want to point out that the goal of our Grant is
8 to provide a mechanism for NCPs to receive
9 additional parenting time with their children.
10 And we hope through that, that they'll be more
11 compliant with child support. And, so, you guys
12 can read the background information about the
13 program on your own. But we want to reiterate
14 that's really our goal, and to stress that our
15 customers for this Grant opportunity and program
16 participants are parents of children who receive
17 Title IV-D funds.

18 So I'm actually going to move on now
19 to Section 3.21, which is the Program
20 Description, and go through Letters A through, I
21 believe it's F.

1 So as a part of this Grant, the
2 Grantee agrees to accept referrals from customers
3 in cases involving children that receive
4 assistance under Title IV-D and reside in the
5 designated region, which is your western region,
6 from the referral sources listed in Letter A.

7 For Letter B: Provide a neutral
8 setting for both the NCP and the CP to develop
9 and modify their Parenting Plans. The details of
10 what must be in the Parenting Plan are listed on
11 Page 18 in Section B.

12 You must also conduct an assessment
13 that will assist in developing the Parenting Plan
14 that, at a minimum, should identify any domestic
15 violence, child abuse, or neglect, and that would
16 or could impact the developing or implementation
17 of a Parenting Plan.

18 You must also evaluate the parents
19 progress toward achieving the goals outlined in
20 the Parenting Plan.

21 Grantees are also expected to maintain

1 case records. And, again, the minimum of what's
2 required to be in a case record is also listed in
3 Letter E on Page 18.

4 I will point out that confidentiality
5 of a customer record shall be maintained and your
6 NTs must keep on file, for at least three years
7 after the customer's departure, the case records
8 for the program.

9 We ask that Grantees provide services
10 designed to assist clients in implementing their
11 parenting plan such as counseling, supervised
12 visitation, anger management, as examples.

13 Programs that provide services via a
14 satellite location must have written agreements
15 that specify operational procedures that include,
16 but not limit to, the hours of operation,
17 security, domestic violence protocols, any
18 administrative policies and procedures for those
19 off-site locations. And, again, more detail of
20 that is provided in Section H -- I'm sorry, that
21 was Section F.

1 We ask that the Grantee provide
2 services till at least one of the following
3 conditions occur: Either the goals of the
4 Parenting Plan are met. A change resulting in
5 services no longer being needed. Either parent
6 requests termination of services. Or the program
7 decides that services are no longer needed for
8 those particular participants.

9 We also ask that you provide
10 appropriate security at the AV program locations,
11 and the minimum safeguards are listed on Page 19,
12 under Letter H, as to what we consider
13 appropriate safeguards.

14 And then finally for that section, we
15 ask that no customer shall be charged fees in
16 cases involving children who receive assistance
17 under Title IV-D.

18 For the administrative requirements,
19 we ask that you track and report the receipt and
20 expenditure of all Grant funds. And that simply
21 has been provided for you as Attachment H in the

1 Proposal. We ask that you submit an annual audit
2 or financial statement of the use of the Grant
3 funds. Please note that you cannot co-mingle
4 your Grant funds for this opportunity with other
5 ones. We ask that what you report to us is
6 solely what you spent from us.

7 And we also ask that Grantees attend
8 the annual Grantee meeting and participate in
9 quarterly conference calls as scheduled by your
10 state project manager, which again would be
11 Ronald Nix.

12 Reporting requirements on a monthly
13 basis: We ask that you submit an expenditure
14 report which again outlines what you had spent
15 for the month. And it also should include your
16 10 percent match, your in-kind donation for that.

17 We also ask that you submit your
18 monthly progress report which tells us what's
19 going on with your program for the month. Again,
20 all these dates and times are listed, due dates
21 are listed on Page 20, but those will be

1 submitted also to the state project manager.
2 Quarterly we also collect your federal service
3 data, which again is your program outcome that we
4 submit to our Federal Grant Funder.

5 And then finally your financial
6 statements are due 30 days after the end of the
7 Grant year.

8 For outreach requirements, we ask that
9 the Grantee advertise its AV services through
10 ongoing outreach and public relation efforts,
11 through collaborations with your local Department
12 of Social Services, your local Office of Child
13 Support Enforcement, the courts, and other
14 community groups. Be sure to provide information
15 related to any prior involvement or relationship
16 with these groups in your Technical Proposal.

17 We also ask that the Grantees
18 collaborate with existing initiatives and
19 programs designed to provide a more comprehensive
20 approach to address areas to NCPs' compliance for
21 child support obligations.

1 And then Grant monitoring obligations
2 are listed on Page 21. I'm not going to read
3 these for you. They're kind of some of the same
4 dates as the reporting requirements. But, again,
5 it's all the items that you're responsible for,
6 along with the due dates.

7 And then the security requirements,
8 again, I think are pretty self-explanatory, so
9 I'm not going to read them verbatim. But pretty
10 much we ask that if you're on state premises, you
11 abide by the state policies and procedures, and
12 you also will need to have an ID visible at all
13 times.

14 Same thing with the IT, Information
15 Technology, again we ask that you abide by the
16 state IT policy and standards, which there is a
17 link there to that actual updated policy if you
18 want to review it, so I'm not going to read
19 those.

20 I think for the rest, what I want to
21 point out, 3.4 is the insurance requirement.

1 Again, I won't read them verbatim, but they are
2 listed on Page 22.

3 I do want to point out that 3.5, the
4 Problem Escalation Procedure. We do ask that you
5 submit this with your application, so please note
6 that.

7 Section 3.6, which is the Invoicing.
8 Again, what is required for you to submit with
9 your monthly expenditure reports are listed here.
10 And what I want to point out in this is that
11 failure to submit either this documentation,
12 along with your report, could result in your
13 payment being withheld. So make sure that you
14 submit these monthly with the invoicing.

15 And then Section 3.7, Grants Project
16 manager. We ask that the Grantees identify a
17 person on your end who will serve as the project
18 manager, who will liaison with our State Project
19 Manager and serve as the main contact. So be
20 sure to identify that person in your Proposal.

21 That's it for me.

1 Section IV - Proposal Format

2 SANG KANG: Okay. So the Section IV,
3 the Proposal Format. Applicants shall submit
4 proposals in separate volumes. So we want the
5 Technical Proposal in one, I guess, package and
6 then the Financial Proposal in another. They
7 shall be sealed separately from one another. And
8 each volume shall contain one unbound original
9 and five copies.

10 We request an electronic version of
11 the Technical Proposal in WORD format, and also
12 an electronic version of the Financial Proposal
13 in WORD or EXCEL format to be enclosed with the
14 original Proposals.

15 And we also request -- for Public
16 Information Act request, we need an electronic
17 version of both the Financial and Technical
18 Proposals. And they should be in Adobe PDF
19 format.

20 Applicants may either mail or hand
21 deliver the Proposals. And if it's U.S. Postal

1 delivery, it has to be in our mail room by the
2 time and date listed, which is January 21st at
3 3:00 p.m. And if you decide to hand deliver the
4 Proposal, I will be giving you a -- kind of like
5 a receipt. But it has to be by that time, 3:00
6 p.m. January 21st. It actually can't be over by
7 a couple minutes, so sorry about that. Those are
8 the rules.

9 The format of the Technical Proposal.
10 Please make sure that the responses in the
11 Technical Proposal reference the numbering of the
12 sections in the RFGP. So if you're responding to
13 the Scope of Work, like if you just want to turn
14 to, let's say, 3.2.1(A), because it's important
15 that these Proposals are well organized so we can
16 read them. We request that you kind of like list
17 3.2.1(A), and then describe how you would accept
18 referrals for the customers, if that's possible,
19 and then kind of proceed through and give a
20 response to 3.2.1(B) also. And that's kind of
21 important because in our evaluation criteria,

1 which I'll get to later, it's the number one
2 evaluation criteria for how we would rank the
3 proposals, is how you respond to the requirements
4 of the RFGP.

5 Tab A is the Title Page, Table of
6 Contents. The Tab A1 is the Claim of
7 Confidentiality, and you would be noting any
8 confidential information here. Any information
9 which is claimed to be confidential is to be
10 noted by reference and included after the Title
11 Page before the Table of Contents.

12 Tab B is the Transmittal Letter, and
13 this Transmittal Letter is -- the purpose of this
14 letter is just to transmit the Proposal and
15 acknowledge any addenda, any amendments, or any
16 questions and responses.

17 In the Transmittal Letter, you would
18 be accepting all state RFGP and Grant terms and
19 conditions. And if you take exception to any of
20 the terms and conditions in the RFGP, or in the
21 Grant agreement, you should note them there in

1 the Transmittal Letter. Actually, you're
2 supposed to note them in the Executive Summary,
3 which is in Tab C, if there are exceptions taken.

4 In the Executive Summary, the summary
5 shall identify the proposed number of customers,
6 parents and children that will be served by the
7 Grant. And please note any exceptions that you'd
8 be taking to the requirements of the RFGP in the
9 Executive Summary.

10 Tab D: There are no minimum
11 qualifications.

12 Tab E: Tab E is the most important
13 part of your Technical Proposal. And the
14 applicants shall address each Scope of Work
15 requirement, which is Section 3.2, and describe
16 in detail the proposed processes, procedures,
17 plans and overall approach to providing the
18 required services. And the Work Plan that you
19 describe should include specific methodology and
20 techniques to be used by the applicant providing
21 the required services.

1 Please note the applicant shall
2 identify the locations, including any satellite
3 visitation centers, from which it proposes to
4 provide services. And you need to include a
5 draft Problem Escalation Procedure.

6 The applicant shall include a
7 description of its cost allocation methodology,
8 and detailed information on how it will document
9 and allocate staff time and expenses.

10 And in Tab B we also ask for one --
11 well, it can be multiple Letters of Support. It
12 could be from at least one community partner we
13 ask for a Letter of Support.

14 Tab F: Tab F is Applicant
15 Qualifications and Capabilities. And the
16 applicant shall include information on past
17 experience with any similar projects or services.

18 Submit under Tab G, experience and
19 qualifications and proposed staff. Applicant
20 shall identify the number and types of staff
21 proposed to be used under the Grant.

1 Please list under Tab H a list of all
2 grants and contracts with the State of Maryland
3 for which the applicant is currently performing
4 services, or for which services have been
5 completed in the past five years.

6 Under Tab I, which is Financial
7 Capability: The applicant shall include in its
8 Proposal a commonly accepted method to prove its
9 fiscal integrity. And if available, the
10 applicant shall include financial statements:

11 Under Tab J, please include a copy of
12 your current Certificate of Insurance.

13 At Tab K, please include a list of
14 your subcontractors.

15 And under Tab L, we request a Legal
16 Action Summary, which should include if there are
17 any outstanding legal actions against your
18 company.

19 So that's it for Proposal format.

20 You're supposed to complete Attachments B, E and
21 F with the Proposal. Those are required.

1 And I think that's it.

2 Section V - Evaluation and Selection Procedure

3 SANG KANG: So Section V is Evaluation
4 Criteria, and Selection Procedure.

5 HUBERT CHANG: Are you going to
6 mention the financial proposal?

7 SANG KANG: Yeah. Financial
8 proposal -- there's not -- it's Attachment D, and
9 it should be a separate EXCEL file on the
10 website. So you would just be filling in -- I
11 mean, I have it right here, and you would be
12 filling in here how much money you would be using
13 for, say, personnel and then the in-kind match in
14 the second column. And each year would have to
15 add up to the amount of the grant that we're
16 offering. So everything in total should add up
17 to about 190,000, \$190,443, and please make sure
18 you sign it. And they're all the fields that
19 you're able to -- the documents locked, so you
20 can just fill in the numbers up here and then
21 your name and address here.

1 So for Evaluation Criteria, which is
2 Section 5.2 in the Proposal, Number 1 criteria is
3 your response, applicant's technical response to
4 RFGP requirements in the Work Plan.

5 The Number 2 criteria is applicant
6 qualifications and capabilities.

7 The Number 3 criteria is experience
8 and qualification and proposed staff.

9 So the reason I said that it was
10 important for you to kind of organize the
11 Proposal well is we want -- it's a Number 1
12 criteria, and it's your response to the
13 requirements. And if you read Section 5.2, we're
14 looking for -- state prefer it's an applicant's
15 response to work with requirements in the RFGP
16 that illustrates it's a comprehensive
17 understanding of the work requirements and
18 mastery of the subject matter, including
19 explanation of how the work will be done.

20 And this is sort of important:
21 Proposals which include limited responses to work

1 requirements, such as "concur" or "will comply,"
2 receive a lower ranking than proposals that
3 demonstrate an understanding of work
4 requirements, include plans to meet or exceed
5 them. So we're kind of looking for, like, to
6 take 3.2.1(A) as an example of how you accept
7 referrals. We're looking for -- we don't want
8 you to just restate the RFGP. We'll accept them,
9 like we said here, we want you to kind of, like,
10 have 3.2.1(A) and then tell us exactly how you're
11 going to do it. Be descriptive and, you know,
12 tell us as much as possible about your program
13 and how you actually do accept the referrals.

14 And for like Security Measures, I'm
15 not sure which section that is but, you know, be
16 descriptive about what your security measures
17 are, so we have a good idea of what your program
18 is offering. So that's the most important
19 criteria.

20 The second criteria is Qualifications
21 and Capabilities. And we prefer -- your

1 longevity in providing AV services, in providing
2 Access and Visitation services to recipients of
3 Title IV-D Funding: Proposals that demonstrate
4 longevity in providing Access and Visitation
5 services to recipients of Title IV-D Funding will
6 receive a higher ranking than those proposals
7 that do not demonstrate these items. So that's
8 the second criteria.

9 The third criteria is your Experience
10 and Qualifications and the Staff.

11 So for Section 5.3, the compliance of
12 Proposal will be evaluated but not ranked,
13 because the numbers will all end up being the
14 same.

15 Selection Process Sequence: Technical
16 Proposals will be evaluated and ranked. And
17 during this review, oral presentations may be
18 held. So we have the option of asking for oral
19 presentations after we review your proposals.
20 And we don't know if we will be doing that, but
21 we might. Then the Technical Proposals will be

1 given a final review and ranked. We will then
2 open the Financial Proposals, which we'll look at
3 and evaluate, but they won't be ranked. And then
4 after that, each applicant will receive an
5 overall ranking. And the Procurement Officer
6 will recommend Award of the Grant to the
7 responsible applicant that submits the Proposal
8 determined to be most advantageous to the state.
9 In making this advantageous proposal
10 determination, technical factors will receive
11 higher -- technical factors will receive greater
12 weight than financial factors.

13 I think that's it for the presentation
14 of the RFGP. Let me just check here and make
15 sure.

16 So we can take your questions now. So
17 we'll open the floor for any questions of the
18 RFGP.

19 Questions

20 DEBBY STANDIFORD: I have a question.

21 SANG KANG: Sure.

1 DEBBY STANDIFORD: Debbie Standiford,
2 Carroll County Government.

3 How are you treating local governments
4 in some of the requirements? Like, to list every
5 state grant, do you want it for the county
6 government overall? Or for the division that
7 will be responsible to do the work of the Grant,
8 which is our family law administration?

9 SANG KANG: I think your family law
10 administration, I believe that's correct.

11 DEBBY STANDIFORD: Okay. Is that a
12 yes?

13 SANG KANG: Yes.
14 Tywana.

15 TYWANNA TAYLOR: I would refer to you,
16 but I think that's what we did for the other one.

17 HUBERT CHANG: It was a really
18 specific question for your proposal only from a
19 particular county. I think it would make sense
20 for it to come from the unit, to have the grants
21 related to the unit that you're --

1 DEBBY STANDIFORD: Right. It would be
2 a lot easier too.

3 HUBERT CHANG: You don't need to have
4 the grants that the rest of the county work
5 under.

6 DEBBY STANDIFORD: Right. And then
7 the same for lawsuits, the same idea for that?

8 HUBERT CHANG: That would be the same
9 idea for that.

10 DEBBY STANDIFORD: Okay. And then
11 what was the other? There was another --

12 ANNE SOULE: Yeah, I had a question
13 around the state grants as well.

14 DEBBY STANDIFORD: Go ahead.

15 ANNE SOULE: I don't mean to jump in.

16 DEBBY STANDIFORD: No, that's okay.

17 ANNE SOULE: Anne Soule.

18 We have programs that are division
19 specific. Or do you want agency wide? I mean,
20 every state grant the agency -- because we run 14
21 different programs across a wide variety. Or I

1 can just stick to supervised visit program, or
2 family support services, or agency wide.

3 TYWANNA TAYLOR: And for what you guys
4 have done in the past, I think has been fine. I
5 mean, you guys have submitted this --

6 ANNE SOULE: More program specific.

7 TYWANNA TAYLOR: Okay.

8 ANNE SOULE: It makes more sense to me
9 that way.

10 TYWANNA TAYLOR: Okay.

11 ANNE SOULE: Thank you.

12 DEBBY STANDIFORD: And then the third
13 question around that is financial capability. I
14 mean, I can submit, like, audited financial
15 statements. But do you need all those other -- I
16 don't know that, you know, I think adequate
17 working capital -- those kinds of things for a
18 county government? Or I just give you my --

19 HUBERT CHANG: What page --

20 DEBBY STANDIFORD: -- for the last
21 fiscal year? It's on Page 30, 4.4.2.10, you

1 know, include D&B ratings, standard and poor's,
2 lines of credit, those kinds of things. Or I can
3 just give you my --

4 HUBERT CHANG: So the D&B standard and
5 poor's ratings are --

6 DEBBY STANDIFORD: I don't know that
7 we have --

8 HUBERT CHANG: They're only
9 something -- what was it you're referring to?

10 DEBBY STANDIFORD: Our audit. I can
11 give you a copy of our last audit.

12 HUBERT CHANG: And that would be
13 adequate.

14 DEBBY STANDIFORD: Okay.

15 SANG KANG: Thank you.

16 POWEL WELLYVER: Powel Welliver,
17 Carroll County Government.

18 On Page 29 you talk about using job
19 titles other than those commonly used by industry
20 standards must provide a crosswalk reference
21 document. I do not know what that is. What is a

1 crosswalk reference document?

2 TYWANNA TAYLOR: You want me to
3 respond to that?

4 SANG KANG: Yeah, sure.

5 TYWANNA TAYLOR: Basically, what we're
6 looking for is if you're using a title that's not
7 commonly known to Access and Visitation services,
8 that you explain what that title is and provide
9 the job, like the duties and tasks of what
10 they're going to do so that we can see how it
11 relates to Access & Visitation.

12 POWEL WELLLIVER: Okay. Thank you.
13 Job description with the title?

14 TYWANNA TAYLOR: Right.

15 POWEL WELLLIVER: Thank you.

16 DEBBY STANDIFORD: And then I had
17 another question on the budget. I think that
18 we're planning, if we were to be awarded, to hire
19 someone. But you're asking for socials and names
20 of folks that are in the budget? You're asking
21 for specific information about who would be --

1 SANG KANG: You mean the --

2 DEBBY STANDIFORD: Page 57. I guess
3 it was your --

4 SANG KANG: Budget Narrative.

5 DEBBY STANDIFORD: Yeah, the Budget
6 Narrative wants a lot of specific information.
7 We'll just say, "To be determined" and provide a
8 job description?

9 SANG KANG: We ask for salaries and
10 social security costs.

11 DEBBY STANDIFORD: Oh, maybe I misread
12 it. Names, titles, salaries. Oh, yeah, we can
13 do all that. Sorry. Got that.

14 ANNE SOULE: Are you able to tell us
15 who won the other two awards?

16 SANG KANG: I'm not sure. They're not
17 awarded yet. It hasn't been finalized yet.

18 DEBBY STANDIFORD: And are there
19 specific MBE requirements attached to this
20 solicitation?

21 SANG KANG: No.

1 DEBBY STANDIFORD: Oh, and then the
2 eMarketplace. So that's a requirement of the
3 Grantee? I mean, we post -- as a county
4 government, we have to post to eMarketplace. I
5 might have the terminology incorrect, but I
6 thought it was a requirement, to receive the
7 grant, that you needed to be registered with --

8 SANG KANG: eMarylandMarketplace?

9 DEBBY STANDIFORD: Yes. And I talked
10 to our procurement officer. I mean, we are but
11 only to post; not as a vendor, I don't think. He
12 wasn't familiar with the requirement.

13 SANG KANG: That's usually the case,
14 but I don't think it is in this case. I don't
15 think you have to be on eMarylandMarketplace,
16 because it wasn't advertised there.

17 HUBERT CHANG: Where is that
18 reflected? Do you know where that requirement is
19 in this document?

20 DEBBY STANDIFORD: Was that in the
21 original?

1 ANNE SOULE: I thought it was from the
2 e-mail that --

3 DEBBY STANDIFORD: We got an e-mail
4 originally telling us about the solicitation. It
5 said in order to receive the grant, you had to be
6 a vendor registered.

7 SANG KANG: Yeah. You actually do not
8 have to be registered on eMarylandMarketplace.
9 That's kind of a form -- I guess like a form that
10 we use.

11 DEBBY STANDIFORD: We're familiar with
12 it; we're just not registered in that way.

13 SANG KANG: Yeah. It's okay.

14 DEBBY STANDIFORD: Perfect.

15 SANG KANG: Anymore questions?

16 Closing Comments

17 HUBERT CHANG: I guess I just wanted
18 to make a comment about the deadline, just to
19 make sure.

20 If you go through all of this work,
21 then absolutely make sure that it is received in

1 hand, not one minute late. It's really a sad
2 thing when somebody brings a Proposal up and
3 submits it one minute, five minutes, ten minutes
4 late. And the Procurement Officer will always
5 come to the Attorney General and say, "Can we
6 please accept this?" And the answer's always
7 going to be "No."

8 So if you do mail it, mail it with a
9 tracking system so you can be sure we received it
10 and you get a receipt so that we're absolutely --
11 everyone can be absolutely certain that your hard
12 work in writing up your Proposal wasn't done for
13 not.

14 SANG KANG: Anymore questions?

15 (No Response)

16 SANG KANG: That's it? No more
17 questions?

18 (No response)

19 SANG KANG: Okay. Thank you all for
20 attending the Pre-Proposal Conference.

21 Proposals are due January 21st at 3:00

1 p.m. Thank you.

2 (Conference concluded at 10:41 a.m.)

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CERTIFICATE OF REPORTER

I, MERINDA EVANS, a certified court recorder, do hereby certify that the foregoing Pre-Proposal Conference was electronically recorded by me and thereafter transcribed by a certified transcriber.

As witness my hand this 19th day of January, 2016.

MERINDA EVANS

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