STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
FREDERICK COUNTY DEPARTMENT OF SOCIAL SERVICES

REQUEST FOR GRANT PROPOSALS
SOLICITATION NO. FCDSS/CW17-055

INTERAGENCY FAMILY PRESERVATION SERVICES

WEDNESDAY, SEPTEMBER 7, 2016, 10:00 A.M.

Department of Social Services
100 East All Saints Street
Frederick, Maryland 21701

PRESENT FOR FREDERICK COUNTY DEPARTMENT OF SOCIAL SERVICES:

DAVID DREES, Procurement Officer
BARBARA TOLLEY, Assistant Procurement Officer
CHERYL GRAU, Assistant Director for Services
DAVID BREWSTER, Program Manager, Family Preservation Unit
NEEKA WILLIS-GRAY, DHR Procurement
CORR DRANUM, DHR Procurement
TRACY GAMBLE, DHR Procurement
SCOTT MOORE, Esquire, Attorney General's Office

ALSO PRESENT:

JENNIFER WINKLER, Program Manager LBC
CLAUDIA WEAKLAND, Director of Child and Adolescent Services, Way Station
PROCEDINGS

MR. DREES: Just so you know, this -- this conference will be recorded and transcribed to be put on the DHR website.

UNIDENTIFIED SPEAKER: Okay.

MR. DREES: Just so you know.

Good afternoon, welcome, Frederick County Department of Social Services. My name is David Drees, I'm the procurement officer for this Request for Grant Proposal entitled the Interagency Family Preservation Services.

Just a reminder, this -- your proposals are due September 22nd, 2016, no later than four o'clock p.m. Late proposals will not be accepted. So please, if you're mailing these, make sure that you give enough time for that. We'll actually discuss that a little later too.

As I said before, this conference is being recorded through WebEx and it will be transcribed by Hunt Reporting. That transcription will be posted to the DHR website after the end of this conference.
We're looking for about within 48 hours.

Today, we're just going to highlight some of the areas of the RFGP. And once we're complete, there will be a question and response period, so please hold your questions until then.

Before we get started, I just want to -- well, we'll go around the room and introduce everyone. And if you could spell your last name, please.

Again, my name is David Drees, D-R-E-E-S, I'm the Procurement Officer at Department of Social Services.

MR. BREWSTER: David Brewster, B-R-E-W-S-T-E-R, Program Manager for the In-Home Unit.


MS. TOLLEY: Barbara Tolley, Assistant Procurement Officer FCDSS. Right. Barbara Tolley, T-O-L-L-E-Y.

MR. DREES: And on the telephone?

MS. WILLIS-GRAY: Neka Willis-Gray, DHR Procurement.

MS. DRANUM: Cora Dranum, DHR Procurement.

And Tracey Gamble, DHR Procurement.

MR. MOORE: And Scott Moore with the Attorney General's Office. M-O-O-R-E.

MR. DREES: Okay. Thank you. So what we're going to do is we'll go through just some of the sections of the RFGP. Section 1 of -- and I do want to apologize up front, some of this I'm going to be reading verbatim. I know you don't -- didn't come here to listen to me read, but due to the legality of this, I do have to read this verbatim. So we're going to look at Section 1, just general information.

The Frederick County Department of Social Services intends to acquire a vendor to provide Interagency Family Preservation Services for the
purpose of preventing the out-of-home placement of
children identified by a child serving agency to
promote safety and stability of children and families,
and to assist families in utilizing community resources
in order to maintain self-sufficiency.

A single grant will be awarded for a four-
year period beginning November 1st, 2016 and ending
October 31st, 2020. Only one award will be made as a
result of this solicitation.

Also please note that if for any reason this
did not start on November 1st, 2016, the grant will
last for a full four years. And that's in Section 1.3,
Grant Duration.

Under Section 1.1.4. A grantee, either
directly or through its sub-grantee, must be able to
provide all services and meet all requirements
requested in this solicitation and the successful
applicant or grantee shall remain responsible for grant
performance regardless of the sub-grantee's
participation in the work.

I also want to mention Section 1.4,
Procurement Officer. The Procurement Officer is your sole point of contact for the state for the purposes of this solicitation prior to the award of this grant. So any contact you will have with the Agency will come to me. My contact information is in the Key Information of the RFGP. Please do not send questions or any contact with anyone else other than me throughout this process until awarded.

Section 1.7, Questions. We didn't receive any questions subsequent to this conference, so all questions asked today will be recorded and a written response will be posted to the DHR website.

Section 2 of the RFGP, Minimum Qualifications. Minimum qualifications are as follows. You must have a minimum of three consecutive years' experience providing home-based services to children or youth who are at imminent risk of out-of-home placement and/or at high risk of future maltreatment.

As proof of meeting this requirement, the applicant shall provide with its proposal three references to attest to the applicant's experience.
Okay. With that we're going to go to Section 3 and the Scope of Work. I'd say Mr. Brewster's going to highlight some of the main requirements for that section.

MR. BREWSTER: So I want to bring everyone's attention to 3.2. I'm going to read this 'cause this is basically encompassing the program.

The IFPS Program provides the following types of services to Frederick County residents: case management; crisis intervention/prevention; family counseling; family education in the area of child development; parenting skills; communication skills and mood management; and referrals to community partners.

The program is composed of two phases of intensity: the Intensive Service Phase and the Step-Down Phase. The first phase, Intensive Services, utilizes a team approach consisting of a lead social worker and a family support worker.

The team conducts a minimum of five hours of direct family contact each week. Intensive IFPS may continue for a maximum of 22 days -- calendar days --
at which time the case will either be closed due to the
successful completion of services, removal of the risk
that caused the referral, or transitioned to the Step-
Down Phase.

During the Step-Down Phase, those services
may be delivered through either the team approach or a
single case manager. The case manager will either --
will be either the lead social worker or the family
support worker who worked with the family during the
Intensive Service Phase.

The team or case manager will have a minimum
of two hours of direct contact with the family each
week. During this contact, the team or case manager
will see the identified child in order to provide
interventions and services as well as to assess the
child's safety. The Step-Down Phase runs for 120 days
unless circumstances dictate the need for a 90-day
extension.

I would like to next draw your attention to
3.2.2. I'm going to go -- talk about highlighting the
sections, I'm not going to read like I just did but
each section. So we're going to do A is referrals.
Turn to page Eligibility Determination. Service
And E is Case Documentation. F is Facility Standards.
And G, Technology.

So the next section I want to draw -- bring
your attention to is Program Monitoring and
Performance, 3.2.3. Here, I want to make sure that we
insight the targets areas. I'm going to read them, so
they're clearly stated.

First target, 98 percent of the referrals
will be accepted in the IFPS. The second is total
number of referrals per fiscal grant year is 85.
Ninety percent of open IFPS cases will not have an out-
of-home placement while the case is opened. Ninety
percent of open IFPS cases will not have an out-of-home
placement six months following closure of IFPS.

Safety and risk assessments will decrease by
at least one standard. Eighty-five percent of families
with -- will report satisfaction with IFPS. One
hundred percent of the requirements are achieved.
I next want to draw your attention to 3.2.4, Grant Reporting and Requirements. On top of page 26, the IFPS Monthly Invoice is due by the 15th of each month for services rendered the previous month.

B, the IFPS Quarterly Report is a report that is completed by the IFPS Program Manager and submitted four times per fiscal year. The Quarterly Report provides statistical and programmatic data and a means to evaluate the effectiveness of the IFPS Program.

Quarterly Reports are due by the following dates.

The first Quarter Report will be due by February 15th, and cover the periods of November 1st through January 31st.

Second Quarter will be due May 15th, and cover the period of February 1 through April 30th.

Third Quarter Reports will be due by August 15th, and cover the period of May 1st through July 31st.

Fourth Quarter Reports will due by November 15th, and oversee the period of August 1 through October 31st.
MR. DREES: Next, I want to look at Section 4, Proposal Format. I do want to stress that we're only hitting the highlights of this document which is very lengthy. Please be sure to read everything because even if we don't mention it in this conference, you are responsible for meeting all the requirements.

The Section 4, the Proposal Format, it will be a two-part submission. The Proposal should be provided simultaneously in two separately sealed volumes with Volume 1 being the Technical Proposal, and Volume 2 being the Financial Proposal.

Under 4.2.1 it prefers that the name, email address, and telephone number of the applicant be included on the outside of the packages for each volume. Each volume shall contain one identified original, and three copies.

It is preferred that the two sealed volumes are submitted together in a single package with the label that includes three items: the first being the RFGP title and number; the second being the name and address of the applicant; and, thirdly, the closing
date and time for receipt of Proposal.

Under Section 4.2.2, the Proposal submission shall also include two electronic submissions of the Technical and Financial Proposals. An electronic version is a CD or DVD of the Technical Proposal in Microsoft Word format must be enclosed with the original Technical Proposal.

An electronic version on CD or DVD of the Financial Proposal in either Microsoft Word or Microsoft Excel format must be enclosed with the original Financial Proposal. And also please label each CD or DVD the same as previously discussed.

Under 4.2.3, a second electronic version of Volume 1 and Volume 2 in searchable Adobe PDF format shall be submitted on CD or DVD for Public Information Act requests. Those copies should be redacted so that confidential and/or proprietary information has been removed.

Again, the Proposals are due to my attention by September 22nd, 2016, no later than four o'clock p.m. You can also find all of the contact information,
mailing address, on the Key Information Sheet of the
RFGP.

As I mentioned earlier, if the Proposal is
mailed, it's considered on time if it has been received
by our mail room or typical place of mail receipt for
the respective procuring unit by the time and date
listed in the RFGP.

The Department recommends that offerers use
express mail, priority mail, or certified mail only if
these are the only forms by -- from which both the date
and time of receipt can be verified.

If the Proposal is hand delivered, you are
advised to secure a dated, signed, and time stamped, or
otherwise indicated receipt of delivery, which we can
provide if you -- like I said, if you return it in
person.

Technical Proposal. Under Section 4.4 of the
RFGP. That provides detailed information on the
submission and format of Volume 1, the Technical
Proposal. Please review that information in detail.

No pricing information is to be included in
the Technical Proposal, which is Volume 1. Inside a
sealed package should be one unbound original and three
copies with the electronic version.

Each section of the Technical Proposal shall
be separated by a tab as indicated in Section 4.4.2.
The Technical Proposal shall also reference the
organization and numbering of the sections of the RFGP.

Financial Proposal, which is Section 4.5.
The Financial Proposal shall be in a sealed cover
separate from the Technical Proposal and clearly
identified, again, in the same format that we had spoke
about earlier.

The applicant shall submit an original and
three copies and an electronic version. The Financial
Proposal shall contain all price information in the
format specified in Attachment D and D1. The applicant
shall complete the Financial Proposal form only as
provided in the Financial Proposal instructions and the
Financial Proposal form itself.

I next want to just briefly talk about
Section 5, Evaluation Committee and the Criteria.
Evaluation of these Proposals will be performed in accordance with COMAR 21.05.03 by a committee established for the purpose -- for that purpose and based on the following criteria.

Number one, the offerer's Technical Response to the RFGP Requirements and Work Plan. The State prefers an applicant's Response to work requirements in the RFGP that illustrates a comprehensive understanding of the work requirements and mastery of the subject matter including an explanation on how the work will be done.

Proposals which include limited responses to work requirements such as concur, or will comply, will receive a lower ranking than those proposals that demonstrate an understanding of the work requirements and which include plans or how to meet or exceed them.

Two, the Experience and Qualifications of the proposed staff.

And the third criteria would be the experience and qualifications of the proposed staff including proposed subcontractors. Each criteria has
equal weight when being evaluated.

The applicants will be ranked per the Financial Proposal Evaluation criteria. The applicants will be ranked from the lowest, most advantageous to the highest, least advantageous price based on the total proposed price within the stated guidelines set forth in the RFGP and as submitted on Attachment D Financial Proposal Form. Actually, I think that's D1, I'm sorry.

The Selection Procedures. Although COMAR, Title 21, State Procurement Regulations, is not applicable to this RFGP, the selection procedure for award of this grant will generally follow the evaluation and selection procedures described at COMAR 21.05.03.03.

Specifically, the Procurement Officer may conduct discussions and obtain clarifications of proposals that are determined to be reasonably suscep-- I need help with that word. Susceisible -- I can't. MS. GRAU: Is it susceptible.

MR. DREES: Of being selected -- of being
selected for grant award or potentially so. The State reserves the right to make an award without holding discussion. In either case, the State may determine an applicant to be not responsible and/or the applicant's proposal not to be reasonably susceptible -- that's the word --

MS. GRAU: Oh.

MR. DREES: -- of being selected for award at any time after the initial closing date or receipt of proposals and prior to grant award. If the State finds an applicant to not be responsible and/or reasonably susceptible of being selected for the award, that applicant's Financial Proposal will be returned to the Financial -- will be returned if the Financial Proposal is unopened at the time of this determination.

Okay. Next section is Award Determination. Upon completion of the selection process sequence described in Section 5.4.2 each applicant will receive an overall ranking. A Procurement Officer will recommend award of the Grant to the responsible applicant that submitted the proposal determined to be
the most advantageous to the State.

In making this most advantageous proposal
determination, technical factors will receive greater
weight than financial factors.

This actually concludes the review of the
RFGP. At this point, we will open this for questions.
And, for the record, when asking any questions, please
identify yourself and your company.

MS. WEAKLAND: Okay.

MR. DREES: And, again, a transcript of this
conference will be available on the DHR website which
will include the questions and answers. And should
there be a discrepancy between a response provided
today during this conference and a written response
provided subsequently, the written response shall
prevail.

At this point, do you have any questions?

MS. WEAKLAND: Yeah, I have a few. This is
Claudia Weakland from Way Station. First question, I
would -- I wanted to just check and see, I know before
in solicitations when referral references have been
asked for, we have been requested to provide letters of
reference. And this one it just states a list of
references, and I don't -- I was wondering, do you just
want contact information for references or do you want
the letter of reference?

MR. DREES: I'd prefer a letter of reference
--

MS. WEAKLAND: Okay.

MR. DREES: -- which would actually include
that contact information.

MS. WEAKLAND: Yes. Yeah. Okay. Another
question we had was that in the last solicitation for
Family Preservation, we understood it to designate that
25 percent of the grant needed to be subcontracted or
used with a sub-grantee for a minority business. Did
not notice that statement in this one, I want to
clarify whether that is still an expectation.

MR. DREES: The subcontracting goal is not
part of this solicitation --

MS. WEAKLAND: Okay.

MR. DREES: -- for MBE.
MS. WEAKLAND: And I think last is, and it may just be me, but I've had -- I've had a difficult time finding the amount of the grant, or is it not being solicited in that manner this time out? Is it typically when we've gotten the solicitations it would say that this grant is for this many years for this much money, and you would base your budgeting on that when you provided your budget, but I didn't see anything in this grant.

MR. BREWSTER: No, just the time frame there. We're not advertising -- I guess is the right word -- the amount.

MS. WEAKLAND: Okay. I think that's all I had, do you have any, Jenn?

MR. DREES: Do you have a question?

MS. WINKLER: No, I don't believe.

MR. DREES: Okay. Again, thank you for coming. I just want to remind you, again, the solicitation -- or the proposals are due, Volume 1 and Volume 2, September 22nd, no later than 4:00, and to my attention.
MS. WEAKLAND: Solicit -- if they are hand-delivered that day, or prior to that date, it's fine to come where the Security Office is downstairs -- (indiscernible) and I'll get a receipt for --

MR. DREES: We will be -- yes, you will receive a receipt from me.

MS. WEAKLAND: Okay. So we will let them know what we're here for?

MR. DREES: Yes.

MS. WEAKLAND: Okay. And then just wait there until we get that from you.

MR. DREES: Yes. Make sure you receive a receipt. It will have the date and time that you submitted.

MS. WEAKLAND: All right. Great. Okay.

MR. DREES: Another question?

MS. WEAKLAND: I don't think so.

MR. DREES: Okay. That concludes the conference. Thank you very much.

(Whereupon, the conference was adjourned.)
TRANSCRIBER'S CERTIFICATE

I hereby certify that the above-entitled matter was transcribed by me and that such transcript is a true record, to the best of my ability, of testimony.

That I am neither a relative to nor an employee of any attorney or party herewith and that I have no interest in the outcome of this case.

This 9th day of September, 2016.

[Signature]

GEOFFREY L. HUNT, CVR-CM

HUNT REPORTING COMPANY
Court Reporting and Litigation Support
Serving Maryland, Washington, and Virginia
410-766-HUNT (4868)
1-800-950-DEPO (3376)