MARYLAND DEPARTMENT OF HUMAN RESOURCES
PRE-PROPOSAL CONFERENCE
FIA/ORA 15-001-S

THE ADMINISTRATION OF THE PUBLIC PRIVATE PARTNERSHIP REQUEST FOR GRANT PROPOSALS

311 W. Saratoga Street
9th Floor Conference Room
Baltimore, Maryland 21201

Tuesday, November 18, 2014

ATTENDANCE:

AGENCY:

Elsa Singleton, Procurement Manager/Officer

Ann Flagg, Director of Maryland Office for Refugees and Asylees

Martin Ford, Deputy Director, Maryland Office for Refugees and Asylees
ATTENDEES:

Debbie Austin, DHR
Adrienne Bennett, Office of Refugees and Asylees
Lisa Byrd, International Rescue Committee
Ruben Chandrasekar, IRC
Elizabeth Chernin, Office of Refugees and Asylees
Floor de Ruijter, IRC
Jackie Love-Baker, Lutheran Social Services
Scott Moore, Office of the Attorney General
Mamadou Sy, Lutheran Social Services

 Reported by: Carol O’Brocki, Notary Public
Hunt Reporting Company, Glen Burnie, Maryland
PROCEEDINGS

(10:07 a.m.)

MS. SINGLETON: Good morning, everyone, and welcome to the Department of Human Resources. I hope you don’t mind if I sit. Once again, my name is Elsa Singleton, and today we will share information with you concerning the request for grant proposals for the Administration of the Public Private Partnership. The Agency Control Number for this RFGP is FIA/ORA 15-001.

Please note that this conference is being transcribed. When asking questions, please identify yourself for the record each time you ask a question, and we would ask that you hold all of your questions until the end of the presentation, and then you’ll be given an ample opportunity to ask them.

I did receive several questions all at once last night, so you can ask them now, and anything we can’t give you an answer to will be posted on the DHR website. In fact, all answers to all questions will be posted on the DHR website.

As soon as possible after this conference, a
copy of the transcript, all questions and responses, a
list of attendees, as well as any amendments to the RFGP
will also be posted on the DHR website.

I’d like to do some introductions right now.

Once again, my name is Elsa Singleton. I’m a DHR
Procurement Manager and the Procurement Officer for this
procurement. And to my right?

MS. FLAGG: Ann Flagg, Director of the
Maryland Office for Refugees and Asylees.

MR. FORD: And I’m Martin Ford, Deputy
Director, Maryland Office for Refugees and Asylees.

MS. SINGLETON: And real quickly, if we could
just go around the room and identify yourselves and your
organizations.

MR. SY: I’m Mamadou Sy. I’m the Director of
Refugee and Immigrant Services with Lutheran Social
Services.

MS. LOVE-BAKER: Jackie Love-Baker, also from
Lutheran Social Services.

MS. BYRD: Lisa Byrd, the International Rescue
Committee.
MR. CHANDRASEKAR: Rubin Chandrasekar, IRC.

MS. DE RUIJTER: Floor de Ruijter, IRC.

MS. CHERNIN: Elizabeth Chernin, Office of Refugees and Asylees.

MS. BENNETT: Adrienne Bennett, Office of Refugees and Asylees.

MR. MOORE: Scott Moore, Attorney General’s Office.

MS. SINGLETON: Thank you, everyone. I would like to start now with Section One, which is the general information summary statement. The Department of Human Resources, Maryland Office for Refugees and Asylees is issuing this request for grant proposals to provide refugee transitional cash assistance and related adjustment services to eligible refugees and asylees under a public/private partnership in six jurisdictions of the Baltimore metropolitan area, and two suburban Washington counties.

The Baltimore metropolitan area counties are: Anne Arundel, Baltimore City, Baltimore County, Carroll, Harford, and Howard counties, and the two Washington
suburban counties are: Montgomery County and Prince George’s County.

It is the State’s intention to obtain services as specified in the RFGP for grants between selected applicants and the State. The anticipated duration of services to be provided under this grant is ten months, beginning on or about December 1, 2014, and ending September 30, 2015.

The Department intends to make two awards -- one for the Baltimore Resettlement Center, and one for the Suburban Washington Resettlement Center. However, the Department could award a single grantee both grants. Applicants either directly or through their subcontractors must be able to provide all services and meet all of the requirements requested in this solicitation, and the successful applicant shall remain responsible for the grant performance, regardless of subcontractor participation in the work.

The sole point of contact in the State for the purposes of this RFGP is myself. I’m the Procurement Officer and my name and address and contact information
is listed in the RFP.

And I’d like to talk about something very important now -- the proposal due date and time.

Proposals in the number and form set forth in Section 4.2 must be received by the Procurement Officer at the address listed on the key information summary sheet, no later than 3:00 p.m. local time on Monday, December 1, 2014 in order to be considered. Please do not be late. I cannot accept your proposal if it’s late, even if it’s one minute late. The Code of Maryland Regulations will not allow me to accept it. So to avoid all of that, please be on time.

Traffic problems, any other -- I mean, they’re good excuses but it’s not going to -- I cannot accept your proposal, okay? So please be on time. Even personal reasons, I cannot accept your proposal. So please be on time. And once again, the proposal due date and time is 3:00 p.m. on Monday, December 1, 2014.

Applicants mailing proposals should allow sufficient delivery time to ensure timely receipt by the Procurement Officer. Proposals may not be submitted by
email or facsimile, and proposals will not be opened publicly. And we ask a favor. If you are not responding or you did not intend to respond to this solicitation, we ask that you submit a Notice to Vendors form, which includes your company information, and the reason you’re not going to respond, such as too busy, cannot meet the requirements, et cetera. This form is located in the RFGP immediately in the front, right behind the title page.

By submitting a proposal in response to this RFGP, an applicant, if selected for award, shall be deemed to have accepted the terms and conditions of the RFGP and the grant. Any proposer who takes exception to these terms may be rejected. A proposal submitted by an applicant must be accompanied by a completed bid proposal affidavit, and a copy of this affidavit is included as Attachment B in the RFGP.

I’d like to talk now about Section 1.22, Compliance with Laws and Arrearages. By submitting a proposal and responses, RFGP, the applicant, if selected for award, agrees that it will comply with all Federal,
State, and local laws applicable to its activities and obligations under the grant. So when you submit a RFGP, each applicant represents that he is not in arrears in the payment of any obligations due or owing to the State, including the payment of taxes, employee benefits. If you are it may prohibit you from being awarded the grant.

Before a business entity can do business in the State, it must be registered with the Maryland State Department of Assessments and Taxation. It is strongly recommended that any potential applicant complete registration prior to the due date for receipt of proposals. If you fail to do so, it may disqualify an otherwise successful applicant from final consideration and recommendation for grant award.

Section 1.29, Conflict of Interest and Disclosure. Applicants shall complete and sign the Conflict of Interest affidavit disclosure and submit it with the proposal. All applicants are advised that if a grant is awarded as a result of this solicitation, the successful grantee’s personnel who perform the work
under this grant shall be required to complete agreements substantially similar to the Conflict of Interest affidavit. There is also a non-disclosure agreement. All applicants are advised that this solicitation and any resulting grants are subject to the terms of a non-disclosure agreement, and that’s contained in the RFGP in Section J.

Section 1.32, Location and Performance of Services. The applicant is required to complete the location of performance of services disclosure and that is Attachment I, and that, too, must be provided with the proposal.

Section 2, the Minimum Qualifications. There is only one, and that is the applicant shall be an office or an affiliate of a voluntary resettlement agency that is currently providing services under Maryland’s Public/Private Partnership.

I would like to turn it over now to the Maryland Office for Refugees and Asylees, and they will speak with you regarding the requirements for this RFGP.

MS. FLAGG: Thank you, Elsa.
MS. SINGLETON: Sure.

MS. FLAGG: Congratulations on making it through the 105 page solicitation that we have provided to you. I think Elsa did a great job covering the basic requirements, so I wanted to just touch very briefly on the programmatic and outreach requirements that we’re looking for.

You know, not to regurgitate what’s on here, but just to sort of highlight the operational requirements we’re looking for to negotiate with the Center’s existing landlord, or to find a new space if an agreement cannot be reached to maintain services for a one-stop center, to manage the space allocation with that Center with existing partners, to timely pay the Center’s rent and utility expenses, ensure maintenance, work with LORA (phonetic) if there are any alterations or renovations that will be required, manage the security -- fiscal security and information security plan for the Center, work with us on any vendor payment over $500.

Obviously like we’ve done for many years, make
sure that there's a brochure for each voluntary agency,

obviously in languages appropriate to the refugee

population served at the time, ensuring that each client

has both a PPP participant agreement form as well as a

family self-sufficiency plan in the file.

I think most of you are familiar with how RTCA

is administered, so I will not go over that in any great

detail today, but to say that probably the largest

feature of this scope of work is administration of the

refugee transitional cash assistance program. So,

ensuring that eligibility is -- eligibility

documentation is completed and that payments are made to

the clients in a timely and accurate manner, and

ensuring that any conciliation measures or any dispute

resolutions are managing between the partners and with

our office.

So I think that’s about it -- oh, and of

course ensuring that sub-agreements are developed with

each of the other voluntary agencies.

A little bit about performance measures,

because this is something that is somewhat new for those
of us who’ve been involved in this program before. We are implementing performance measures that are somewhat more similar to how DHR contracts with other vendors for these types of services, including 100 percent of RTCA recipients meet the grantees’ eligibility criteria, some reference to error rates -- keeping error rates under four percent -- just sort of our standard DHR.

We can talk a little bit more as time goes on about how those things would tabulated. One hundred percent of client payments -- overpayments or underpayments are resolved in less than 30 days from discovery of error, and 100 percent of clients receive a redetermination by the beginning of the fifth month of RTCA payment.

And I guess just the reporting -- it’s worth mentioning the ORR sixth trimester performance reporting is a requirement that all of you are familiar with now, but ensuring that that gets complied and sent to our office by the deadlines listed in this report, the RTC-- opening or closing report. And the comment I’ll make about that is that we are intending to transition to the
1 electronic case management software. So there may be
2 some modification over the course of the award with
3 regard to how this report will be collected, but that’s
4 -- so we wrote this for our current state, which is
5 we’re still expecting those opening and closure reports
6 to come to our office. But that’s something that may be
7 subject to negotiation, you know, over the course of the
8 year.

9 Monthly expenditure reports -- we are
10 increasing the information we’re requesting in the
11 expenditure reports moving forward. We would like to
12 see detailed financial information associated, and not
13 simple line item charges. So we do want an additional
14 level of detail to support the invoicing. Additionally
15 we want some documentation and this is, of course,
16 subject to negotiated related to staff time and effort
17 -- time sheets, et cetera, that can support the salary
18 charges that are going to be charged against this claim.

19 And then an annual financial audit report or
20 financial review, which is sent to us when you get it or
21 when we ask for it. So that’s about it for the
reporting. Is there anything I missed overall, Martin?

MR. FORD: No, I don’t think so. Ordinarily at these meetings we’d have someone — some agency representing someone who didn’t know about refugee resettlement, but since this is exclusive to actual VOLAGS (phonetic), already operating in Maryland, I don’t think there’s much need for background.

The only people — even the people who aren’t directly involved in resettlement — people like Elsa — they now are experts in resettling from working through this RFP with us. So I want to thank them. Maybe the only person who doesn’t know anything is the transcriber. But I don’t mean that in a derogatory sense.

The only thing I would add would be the importance in developing your plan — really digging out the Code of Federal Regulations and referring to it and making that explicit in stating your plan, because it’s so important to what we do.

MS. FLAGG: Actually, Martin, I’m really glad you mentioned that because that’s another point that’s
referenced in here that is extremely important and very
different from the arrangement in years prior that we
are requiring that the expenses are in compliance with
State Letter 1213 (phonetic), which -- we’ve got this on
here, right?

MS. SINGLETON: Yeah, I think so.

MS. FLAGG: I think so, too. It’s available
on ORR’s website, but if you needed a link to it just
let me know, but it really outlines very specifically
what charges are allowable in terms of RTC
administration and, you know, I know we’ve discussed
this before, but it is substantially more than what we
had been charging to RTC administration in years prior.

So just be sure that whatever expenses and
services you’re including are referenced and eligible,
both in the regs but also in supplemental State policy,
like 1213, issued by ORR.

MS. SINGLETON: All right. Anything else
you’d like to share?

MR. FORD: Well, to preface the questions we
may not have the answers right, but we will. As Elsa
will confirm, we will get them to you if we don’t.

MS. SINGLETON: Okay. Thank you so much. I’d like to talk a little bit about how you should prepare your proposal, and I don’t want to bore you but some of these items are very important. So if you’ll just be a little patient with me. I think that some of your questions that I received last night will be answered in what I’m getting ready to say.

So we’ll start with two-part submission. When you submit your proposals, they are submitted in separate volumes. So there’s a technical proposal, that’s Volume One; and there’s a financial proposal, that’s Volume Two.

Now, Volume One, the technical proposals, and Volume Two, they’re sealed separately from one another. It is preferred but not required that the name, email address, and telephone number of the applicant be included on the outside of the packaging for each volume. Each volume should contain an unbound original so identified, and four copies. So that would be each volume shall contain an unbound original so identified.
and four copies. So an original technical and four
copies, and an original financial and four copies.
The State’s preference is for the two sealed
volumes to be submitted together in a single package
including a label that gives the RFGP title and number,
name and address of the applicant, and the closing date
and time for the receipt of the proposals. And all of
the proposals are addressed to me at the address given
in the RFP.

Now something that’s relatively new is we’re
requiring that an electronic version -- a CD or a DPD of
the technical proposal in Microsoft Word format be
enclosed with the original technical proposal.

MS. BYRD: In Excel Word format?

MS. SINGLETON: Yes. And an electronic
version of the CD -- I’m sorry -- an electronic version
of the financial proposal. Okay? Now here it says it
can be a Word or a Microsoft Excel.

MS. LOVE-BAKER: Do you prefer Excel?

MS. SINGLETON: If you would put that in
Microsoft Excel. It must be enclosed with the original
financial proposal. Then we also ask for a second
electronic version of Volumes One and Two, in a
searchable Adobe format in case we receive a Public
Information Act request. And I’m not going to go into
that right now, but if you have any questions about that
I can talk to you about how that works.

And all pages of both proposal volumes should
be numbered consecutively, so 1 through 100, regardless
of what it is, or 1 through 50 -- just consecutively.
You may either mail or hand-deliver your proposal. If
you choose to use the U.S. Postal Service for delivery,
we recommend that you use Express Mail, Priority Mail,
or Certified Mail, as these are the only forms for which
both the date and time of the receipt can be verified.

In the technical proposal, no pricing
information is to be included -- in the technical
proposal. Pricing information is only to be included in
the financial proposal.

I’d like to talk about how your technical
proposal should be set up. There were some questions
about the tabs and what should be in each tab, so I’ll
try and answer that now.

The technical proposal shall include the following documents and information, or as specified. Each section of the technical proposal shall be separated by a tab as follows: The title page and the table of contents, that’s submitted under Tab A. The Claim of Confidentiality, that’s submitted under Tab A1. The Transmittal Letter is submitted under Tab B. The Executive Summary, Tab C. The Minimum Qualifications document, that’s submitted under Tab D.

The applicant’s technical response to the RFGP, Requirements and Proposed Work Plan -- that’s submitted under Tab E. Tab F will hold the Applicant’s Qualifications and Capabilities. Tab G will have the Experience and Qualifications of Proposed Staff, including Proposed Sub-Recipients. The List of Current or Prior State Grants is to be submitted under Tab H. Financial Capability, that’s submitted under Tab I. Certificates of Insurance, under Tab J. Any subcontractors you intend to use will be submitted under Tab K, and any pending
legal action will be submitted under Tab L. And under Tab M is additional required technical submissions, and there was a typo in there, I believe. So it talks about a list of documents and it says it should be submitted under Tab M, but then it said to submit it under Tab O. It’s Tab M.

Okay. And the RFP goes into these tabs in great detail, but I don’t want to take up the time right now reading it word-for-word. So if you have any questions about it, please feel free to ask me and I will get back to you.

The financial proposal, of course, is under a separate sealed cover from the technical proposal, and as I said, it has an original and four copies. The financial proposal contains all price information. The applicant shall complete the financial proposal only as provided in the financial proposal instructions and the financial proposal form itself.

I know that the Maryland Office of Refugees and Asylees took great pains in preparing the financial proposal, so I think they did a great job. So if you
I have any questions about it, you know, I’m sure they’ll be happy to answer them.

I’d like to talk a little bit about how your proposal will be evaluated. The evaluation of proposals will be performed in accordance with COMAR 21.05.03 by a committee established for that purpose, and based on the following evaluation criteria. The criteria that I’m going to explain to you now is in descending order of importance, so the most important criteria is first.

The applicant’s technical response to the RFG requirements and work plan, and I’d like to say a little bit about that. I know you all are familiar with the work to be done on this RFGP, but it’s important that you answer each and every requirement, even if you get tired of writing, even if you figure, oh, DHR knows me. They know my work.

It is not enough to say that you will comply; you must say how you will comply to that RFG requirement. And it goes into more detail in the RFGP, but that’s that basis of it. Just don’t say that you’re going to do it -- oh, State of Maryland, I’m going to do
it. Say how you’re going to do it, and that will cut down on the number of questions we have to come back to you for.

So, once again, the application’s technical response is the most important criteria. The next one is applicant qualifications and capabilities, and the last is experience and qualifications.

After completion of the technical proposal and the financial proposal evaluation and rankings, each applicant will receive an overall ranking. The Procurement Officer will recommend award of the grant to the responsible applicant that submitted a proposal determined to be most advantageous to the State. In making this most advantageous determination, technical factors will receive greater weight than financial factors.

That concludes our overview of the RFGP, and we’ll be happy to entertain any questions you may have at this time.

MS. LOVE-BAKER: I’m Lisa. Are you open the day after Thanksgiving?
MS. SINGLETON: We are not. The State is closed, I believe, Wednesday, Thursday, and Friday. Why are you -- I mean, do you need --

MS. LOVE-BAKER: I wanted to turn it in early.

MS. FLAGG: No, we’re not here.

MS. LOVE-BAKER: I may have missed it, but could you direct me to Attachment Q, and I’m Jackie Love-Baker from Lutheran Social Services.

MS. SINGLETON: I sure can. It probably doesn’t look the way you think it should look, or the way an attachment would look, but it’s the last page of the RFP.

MS. LOVE-BAKER: Right. I see it right here. Thank you.

MS. SINGLETON: Okay. And it has the landlord’s names for both locations and the square footage. Is that good?

MS. LOVE-BAKER: Great. Yes, thank you.

MS. SINGLETON: You’re welcome. Yes?

MS. BYRD: If there’s something that doesn’t apply under a tab, do you want -- do you still want the
1 tab there, like --
2 MS. SINGLETON: What did you have in mind, or
3 just in general?
4 MS. BYRD: Like the legal action.
5 MS. SINGLETON: Oh, still answer that. So we
6 still want a tab and say my organization has no legal --
7 pending legal actions or whatever.
8 MS. BYRD: Okay.
9 MS. DE RUIJTER: Well, I have several
10 questions, but --
11 MS. SINGLETON: That's okay.
12 MS. DE RUIJTER: So, the first one is can an
13 agency be listed as a subcontractor on one proposal and
14 still submit their own proposal? So when you're talking
15 about submitting one proposal, is that as a primary
16 applicant?
17 MS. SINGLETON: Are the answers yes?
18 MR. MOORE: Scott Moore, Assistant Attorney
19 General. Yes, that's my understanding and chime in if
20 they disagree. It's my understanding that, yes, you can
21 submit one proposal as a primary (indiscernible) or
operation, but also be included in the proposal (indiscernible) given the requirements for the sub. It’s the recipient agreements.

MS. SINGLETON: Okay. Thank you.

MS. DE RUIJTER: And then what happens if an agency does not provide a Letter of Intent? Can they be added to the contract once the award is announced?

MS. SINGLETON: Is a Letter of Intent required, Scott?

MR. MOORE: In some circumstances, it could, yes it is. And if we don’t have an answer to that now we can just come back to it in writing.

MS. LOVE-BAKER: Oh, were you done?

MS. DE RUIJTER: Oh, I’m sorry. No, go ahead.

MS. LOVE-BAKER: Jackie Love-Baker here again. If we’re interested in submitting proposed centers, do we need to do two separate proposals?

MS. SINGLETON: Yes. You will need to do two separate proposals.

MS. LOVE-BAKER: And how do you envision the transition happening with such a short -- since we’re
turning in the contract proposals for December 1st? You know, the contract is supposed to go into place that day. How do you envision that transferring? Is there a way to prepare for that?

MS. SINGLETON: The State is looking at its options right now, and you’ll be notified as soon as possible in writing. So, we’re looking -- correct?

MS. FLAGG: Yeah.

MS. SINGLETON: We’re looking at that right now, and you’ll know in ample time.

MS. DE RUIJTER: On the rent space allocation plan, what’s the percentage of rent for each center that’s allowable to be charged, and related to that, what is the basis for excluding rent from the indirect cost recovery?

MS. FLAGG: What’s the basis for that?

MS. DE RUIJTER: Yes.

MS. FLAGG: Well, first question first. We have not put a cap on the percent of the rental cost that can be charged to the project. I’m trying to think how to answer this. Yeah, we have not capped it. Let
me just leave it there, okay? The basis for making that
exclusion on calculation of ICR is just this needs
discretion.

MS. DE RUIJTER: Okay. And then what is the
maximum or minimum amounts that may be paid to clients
in employment incentives?

MS. FLAGG: We did not give a (indiscernible)
to that intentionally, so that is to be considered, you
know, this is an opportunity. We’ve been doing it the
same way for a very long time. This is an opportunity
for you to present another strategy, and we may have to
negotiate if the cost is too high. But we wanted to
invite the opportunity for everyone to just give us
their best idea.

MS. LOVE-BAKER: Is there a difference between
a subcontractor and a sub-recipient, or are those
interchangeable terms?

MS. FLAGG: They should be interchangeable,
but this would be a sub-recipient because we’ll enter
into a grant, not a contract with the prime, correct?

MR. MOORE: Scott Moore, Assistant Attorney
1 General. As used in the proposal itself, sub-
2 recipient/subcontractor are used interchangeably.

3 MS. LOVE-BAKER: Do we need details on the IT
4 plan? Jackie Love-Baker here again -- or, I mean, how
5 detailed do want in that in the proposal? It doesn’t
6 really say we need to -- it says --

7 MS. FLAGG: It says one needs to be developed
8 for the facility -- that we will develop -- hang on.

9 MS. LOVE-BAKER: I think you did say that, but
10 I just wanted to double-check that you didn’t want more
11 of a plan --

12 MS. FLAGG: Develop and institute is in the
13 scope of work. So I think the best guidance is exactly
14 what Elsa pointed to earlier, which is it’s not enough
15 to say “we’re going to do this.”

16 MS. LOVE-BAKER: Okay. So you do want a
17 developed plan, not just that we will do this, but that
18 there would be something specific?

19 MS. SINGLETON: I would answer that question
20 to the best of your ability that would meet the
21 requirements of the RFGP. What you propose -- what is
your plan as far as IT is concerned that you believe
will meet the requirements of the RFGP. Does that help?

MS. LOVE-BAKER: Yes.

MS. SINGLETON: Okay.

MS. LOVE-BAKER: It’s hard when we’re not
writing the contract now to know what all of the details
are to address that. We’re coming sort of from --

MS. FLAGG: Again, I think it’s Elsa’s best
advice. If you can’t tell us specifically what you
would do tomorrow, this is how we would implement a plan
to ensure that that deliverable has been achieved,
right, with as much detail as you think is appropriate
to inform us.

MS. DE RUIJTER: Yes. Floor de Ruijter here.

MS. FLAGG: It’s a dueling question. I love
it.

MS. DE RUIJTER: Just about the insurance
requirements, I think it noted in the RFP that these
would be -- we would send them five days after the
award. But then you mentioned that under the tab that
we had to submit, you know, some specifics. So I was
just wondering what the specific insurance requirements
were for the proposal itself.

MS. SINGLETON: That is in the RFP.

MS. DE RUIJTER: Right. So my question is
during we need to submit that during the proposal or is
it stated that we need to five days afterwards?

MS. SINGLETON: Oh, no, that’s -- the
insurance is five days after. That doesn’t have to come
with the proposal. I’m 99 percent sure, but I’ll
confirm that. I will confirm that.

MS. LOVE-BAKER: This should be an easy
question. I’m Jackie Love-Baker. I think this is an
easy one. Do we actually need to bind tabs labeled by
letter and then to put each section behind those tabs?

MS. SINGLETON: Well, that’s what I’ve seen in
other proposals -- in other requests for proposals.

Yes, that’s exactly what I’ve seen.

MS. LOVE-BAKER: When will the Center
coordinator or receptionist positions be posted?

MS. FLAGG: So we can talk about that. That’s
sort of -- as far as I’m concerned, that’s more related
to the current situation. We spoke about this a little bit last week. So if we can table that, since it’s not relevant to this. But long story short, I think (indiscernible) of a month posted today or yesterday.

    MS. SINGLETON: Question?

    MS. DE RUIJTER: Yes, I do.

    MS. SINGLETON: Are these the ones you sent in last night?

    MS. DE RUIJTER: Yes.

    MS. SINGLETON: Oh, okay. We’ll do our best.

    MS. DE RUIJTER: Okay. Does Moore (phonetic) restrict RTCA payment monthly to check only or would the EBT or the local pay cards be acceptable?

    MS. FLAGG: That’s a fantastic question. I have no -- we will get back to you. I don’t have any issue with that in principle, but what I don’t know is if there is -- I would have to check to see if there is any regulation guiding that.

    MS. LOVE-BAKER: Is there any way to get more details on the lease, the rent amount, in determining payments?
MS. SINGLETON: We would definitely have to get back to you on that one. Do you know?

MS. FLAGG: Is that -- that’s in the tab included in the budget, right, Lisa? Didn’t we leave that line so it’s not considered -- is that --

MS. CHERNIN: No. The rent and utility they have to provide. The only thing they will want in the RTCA payments are predictions, but the rent and utilities.

MS. FLAGG: So we’re definitely going to have to get back to you on that.

MS. SINGLETON: You have more?

MS. DE RUIJTER: I have more, yes. Is it a requirement of a resettlement agency to be located within the Center to receive funding or be part of a partnership?

MS. FLAGG: The requirements that we’ve laid out are just that it’s an affiliate active in the State of Maryland.

MS. DE RUIJTER: Okay. And then the self-sufficiency plans and other supply documents, are both
prime and sub-grantees required to use this format for
the self-sufficiency --

MS. FLAGG: So the format that we provided, I
wouldn’t be comfortable to negotiate with the grantee,
but I would want the same format used by all partners.
Right?

MS. SINGLETON: Yeah.

MS. DE RUIJTER: And then the (indiscernible)
rotation, can a resettlement agency participate in a
(indiscernible) rotation but not be a sub-grantee?

MS. SINGLETON: Do you want to --

MS. FLAGG: No, I just -- maybe I don’t
understand the purpose of the question. How could an
agency -- an agency would have to be a sub-recipient for
the clients that they would be serving in a rotation to
receive cash assistance. So it doesn’t -- I can’t see a
circumstance where that would be advantageous to anyone.

MR. CHANDRASEKAR: I mean, there are
circumstances where an agency may not wish to be a sub-
grantee or particular prime -- could not respond to
their requests to give information, right? So in other
words, if we request information as a prime as a
(indiscernible) and the agency does not respond to your
requests, and we get the award, what happens?

MS. FLAGG: We would talk about that when the
time came, if the pre-cash would not -- could not be
received by the agency. I mean, there would need to be
a legal instrument and we are not in this ten-month
period doing any direct contracting with anyone outside
of the prime.

MR. CHANDRASEKAR: Yeah. I think that just
needs to be clarified so everyone works together.

MS. FLAGG: And the other thing I was going to
say about that is if there are current issues with the
current grant -- if that’s an issue with the current
grant, then we’ve got two weeks to deal with that --
three weeks, or whatever. So if this is an issue we
don’t need to wait for a new award. Do you know what
I’m saying?

MR. CHANDRASEKAR: I’m not sure.

MS. FLAGG: We don’t need to wait for a new
award to deal with a current sub-recipient that you had
no difficulties managing.

MR. CHANDRASEKAR: I see.

MS. FLAGG: The point is is if there is a -- if you have an instrument in place right now with that agency and you have an issue, then let’s deal with it right now, sort of separate from the new -- or before we enter into the new award.

MR. CHANDRASEKAR: Okay.

MS. LOVE-BAKER: My question is quite minor after to that. I’ll give you the easy one. I just wanted to clarify whether or not Attachment J should merely be -- the NTA should really be labeled G1, and J is the PP Participant Agreement. I know. It’s technical but when it comes up --

MS. SINGLETON: Can I confirm that with you and get back to you?

MS. LOVE-BAKER: Absolutely.

MS. SINGLETON: Because I have your question on the transcript, so I’ll get back to you on that.

MR. MOORE: Scott Moore, Attorney General’s Office. The MBA has, I guess, described in Section One,
it references a bad attachment label. I believe it’s
Attachment J in Section 1 is actually Attachment G.
That’s a typo.

   MS. LOVE-BAKER: Great. Thank you.

   MS. DE RUIJTER: A question about background checks. Is that -- could you confirm that more funding cannot be used for background checks as the -- I can read the Section 3.33, “Grantee shall secure at its own expense a Maryland State Police and/or an FBI background check.”

   MS. SINGLETON: Please confirm that more funding cannot be used for background checks.

   MS. FLAGG: More funding through this award?
    Yeah. I mean, it says at the agency’s own expense.

   MS. DE RUIJTER: Okay. So, my last question is, you know, since the contracts end at the end of November and this is due on December 1st, how quickly will the decision be made and will funding be retroactive to December 1st?

   MS. SINGLETON: The speed of the decision depends upon the amount and the complexity of the
proposals that we receive. We are well aware of the
time frame, and we are pursuing an aggressive time frame
to get this completed on time. However, as I said
before, we are looking at other options and you will be
notified if we decide to do anything differently. But I
couldn’t give you an exact date.

MS. FLAGG: Yeah, to the question about
retroactive, we don’t -- yeah, as Elsa said, we’re
exploring options, but it is not at all our intent to
leave anybody holding the bag on the expenses for the
interim time. So the question of the instrument for how
we will deal with that is still being decided, but we’re
not going to leave the current grantees stuck with the
expenses, if we have to push this back a few days back.
All right? Anything else?

MR. SY: Yes. Mamadou Sy from Lutheran Social
Services. My question relates to the 3.23. Obviously
an administration --

MS. FLAGG: Reference what again? I’m sorry?

MR. SY: 3.23.

MS. FLAGG: 3.23, okay. Yep?
MR. SY: Secure a letter of intent from each (indiscernible) stating that they intend to provide RTCA services to refugees and help settle (indiscernible) in relation of the grant. So if we were to jump to the (indiscernible) that does not submit it on time for us to be able to include it in our proposal?

MS. FLAGG: So that is -- I would say if you have any -- submit what you have, and if there were challenges to that you can describe those challenges. That’s not something that we can -- that’s something that we can deal with during a negotiation period.

MS. SINGLETON: Once again, you know, just answer to the best of your ability. Answer each requirement thoroughly and say how you will comply with that. If you have -- you can write exactly what you just said, okay, and then we will come to you for a clarification.

Any more questions? Well, if there are no more questions -- do you have one more question?

MR. SY: I did have one. I just wanted to get to that section. It’s regarding negotiating with the
existing landlords. This is Mamadou from Lutheran Social Services. So do we -- do you want us to have a plan prior to -- and be part of the submission, or do you want -- or this should happen once an award has been made, in terms of outreaching to those current landlords and reaching for extension or looking for other options?

MS. SINGLETON: Is the RFP silent on that?

MS. FLAGG: It just says you should do it, right? It doesn’t say before submission or upon submission?

MS. SINGLETON: Let me consider that.

MR. SY: Okay. Because it’s kind of hard for us to establish the goals --

MS. SINGLETON: Exactly. I understand.

Additional questions?

MS. FLAGG: Elsa will still take your questions.

MS. SINGLETON: Well, if you have no more questions at this time, that will conclude our Pre-Proposal Conference for today. Yes, you can send me your questions. You have my contact information if you
1 think of anything else.

2 I want to remind you the closing date and time

3 for proposals is Monday, December 1, 2014 at 3:00 p.m.,

4 and I thank you for your interest in doing business with

5 the State. Have a great day.

6 (At 10:59 a.m. the meeting concluded.)
CERTIFICATE OF NOTARY

I, CAROL O’BROCKI, the officer before whom the foregoing testimony was taken, do hereby certify that the witness whose testimony appears in the foregoing transcript was duly sworn by me; that the testimony of said witness was taken by me by stenomask means and thereafter reduced to typewriting by me or under my direction; that said testimony is a true record of the testimony given by said witness; that I am neither counsel for, related to, or employed by any of the parties to the action in which this testimony is taken; and further, that I am not a relative or employee of any attorney or counsel employed by the parties hereto, nor financially or otherwise interested in the outcome of the action.

This certification is expressly withdrawn and denied upon the disassembly or photocopying of the foregoing transcript of the proceedings or any part thereof, including exhibits, unless said disassembly or photocopying is done by the undersigned court reporter and/or under the auspices of Hunt Reporting Company.

__________________________________________
CAROL O’BROCKI
Notary Public in and for the State of Maryland

My Commission Expires: