

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

1                                   P R O C E E D I N G S

2                                   (10:07 a.m.)

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

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

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

21                   As soon as possible after this conference, a

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1 copy of the transcript, all questions and responses, a  
2 list of attendees, as well as any amendments to the RFGP  
3 will also be posted on the DHR website.

4 I'd like to do some introductions right now.  
5 Once again, my name is Elsa Singleton. I'm a DHR  
6 Procurement Manager and the Procurement Officer for this  
7 procurement. And to my right?

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

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

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

15 MR. SY: I'm Mamadou Sy. I'm the Director of  
16 Refugee and Immigrant Services with Lutheran Social  
17 Services.

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

20 MS. BYRD: Lisa Byrd, the International Rescue  
21 Committee.

1 MR. CHANDRASEKAR: Rubin Chandrasekar, IRC.

2 MS. DE RUIJTER: Floor de Ruijter, IRC.

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

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

7 MR. MOORE: Scott Moore, Attorney General's  
8 Office.

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

19 The Baltimore metropolitan area counties are:  
20 Anne Arundel, Baltimore City, Baltimore County, Carroll,  
21 Harford, and Howard counties, and the two Washington

1 suburban counties are: Montgomery County and Prince  
2 George's County.

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

9           The Department intends to make two awards --  
10 one for the Baltimore Resettlement Center, and one for  
11 the Suburban Washington Resettlement Center. However,  
12 the Department could award a single grantee both grants.

13           Applicants either directly or through their  
14 subcontractors must be able to provide all services and  
15 meet all of the requirements requested in this  
16 solicitation, and the successful applicant shall remain  
17 responsible for the grant performance, regardless of  
18 subcontractor participation in the work.

19           The sole point of contact in the State for the  
20 purposes of this RFGP is myself. I'm the Procurement  
21 Officer and my name and address and contact information

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1 is listed in the RFP.

2           And I'd like to talk about something very  
3 important now -- the proposal due date and time.  
4 Proposals in the number and form set forth in Section  
5 4.2 must be received by the Procurement Officer at the  
6 address listed on the key information summary sheet, no  
7 later than 3:00 p.m. local time on Monday, December 1,  
8 2014 in order to be considered. Please do not be late.  
9 I cannot accept your proposal if it's late, even if it's  
10 one minute late. The Code of Maryland Regulations will  
11 not allow me to accept it. So to avoid all of that,  
12 please be on time.

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

19           Applicants mailing proposals should allow  
20 sufficient delivery time to ensure timely receipt by the  
21 Procurement Officer. Proposals may not be submitted by

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1 email or facsimile, and proposals will not be opened  
2 publicly. And we ask a favor. If you are not  
3 responding or you did not intend to respond to this  
4 solicitation, we ask that you submit a Notice to Vendors  
5 form, which includes your company information, and the  
6 reason you're not going to respond, such as too busy,  
7 cannot meet the requirements, et cetera. This form is  
8 located in the RFGP immediately in the front, right  
9 behind the title page.

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

18 I'd like to talk now about Section 1.22,  
19 Compliance with Laws and Arrearages. By submitting a  
20 proposal and responses, RFGP, the applicant, if selected  
21 for award, agrees that it will comply with all Federal,

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1 State, and local laws applicable to its activities and  
2 obligations under the grant. So when you submit a RFGP,  
3 each applicant represents that he is not in arrears in  
4 the payment of any obligations due or owing to the  
5 State, including the payment of taxes, employee  
6 benefits. If you are it may prohibit you from being  
7 awarded the grant.

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

16           Section 1.29, Conflict of Interest and  
17 Disclosure. Applicants shall complete and sign the  
18 Conflict of Interest affidavit disclosure and submit it  
19 with the proposal. All applicants are advised that if a  
20 grant is awarded as a result of this solicitation, the  
21 successful grantee's personnel who perform the work

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1 under this grant shall be required to complete  
2 agreements substantially similar to the Conflict of  
3 Interest affidavit. There is also a non-disclosure  
4 agreement. All applicants are advised that this  
5 solicitation and any resulting grants are subject to the  
6 terms of a non-disclosure agreement, and that's  
7 contained in the RFGP in Section J.

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

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

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

21           MS. FLAGG: Thank you, Elsa.

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1 MS. SINGLETON: Sure.

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

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

21 Obviously like we've done for many years, make

1 sure that there's a brochure for each voluntary agency,  
2 obviously in languages appropriate to the refugee  
3 population served at the time, ensuring that each client  
4 has both a PPP participant agreement form as well as a  
5 family self-sufficiency plan in the file.

6 I think most of you are familiar with how RTCA  
7 is administered, so I will not go over that in any great  
8 detail today, but to say that probably the largest  
9 feature of this scope of work is administration of the  
10 refugee transitional cash assistance program. So,  
11 ensuring that eligibility is -- eligibility  
12 documentation is completed and that payments are made to  
13 the clients in a timely and accurate manner, and  
14 ensuring that any conciliation measures or any dispute  
15 resolutions are managing between the partners and with  
16 our office.

17 So I think that's about it -- oh, and of  
18 course ensuring that sub-agreements are developed with  
19 each of the other voluntary agencies.

20 A little bit about performance measures,  
21 because this is something that is somewhat new for those

1 of us who've been involved in this program before. We  
2 are implementing performance measures that are somewhat  
3 more similar to how DHR contracts with other vendors for  
4 these types of services, including 100 percent of RTCA  
5 recipients meet the grantees' eligibility criteria, some  
6 reference to error rates -- keeping error rates under  
7 four percent -- just sort of our standard DHR.

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

15           And I guess just the reporting -- it's worth  
16 mentioning the ORR sixth trimester performance reporting  
17 is a requirement that all of you are familiar with now,  
18 but ensuring that that gets complied and sent to our  
19 office by the deadlines listed in this report, the RTC -  
20 - opening or closing report. And the comment I'll make  
21 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

1 reporting. Is there anything I missed overall, Martin?

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

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

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

20 MS. FLAGG: Actually, Martin, I'm really glad  
21 you mentioned that because that's another point that's

1 referenced in here that is extremely important and very  
2 different from the arrangement in years prior that we  
3 are requiring that the expenses are in compliance with  
4 State Letter 1213 (phonetic), which -- we've got this on  
5 here, right?

6 MS. SINGLETON: Yeah, I think so.

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

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

18 MS. SINGLETON: All right. Anything else  
19 you'd like to share?

20 MR. FORD: Well, to preface the questions we  
21 may not have the answers right, but we will. As Elsa

1 will confirm, we will get them to you if we don't.

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

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

14 Now, Volume One, the technical proposals, and  
15 Volume Two, they're sealed separately from one another.  
16 It is preferred but not required that the name, email  
17 address, and telephone number of the applicant be  
18 included on the outside of the packaging for each  
19 volume. Each volume should contain an unbound original  
20 so identified, and four copies. So that would be each  
21 volume shall contain an unbound original so identified

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1 and four copies. So an original technical and four  
2 copies, and an original financial and four copies.

3 The State's preference is for the two sealed  
4 volumes to be submitted together in a single package  
5 including a label that gives the RFGP title and number,  
6 name and address of the applicant, and the closing date  
7 and time for the receipt of the proposals. And all of  
8 the proposals are addressed to me at the address given  
9 in the RFP.

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

14 MS. BYRD: In Excel Word format?

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

19 MS. LOVE-BAKER: Do you prefer Excel?

20 MS. SINGLETON: If you would put that in  
21 Microsoft Excel. It must be enclosed with the original

1 financial proposal. Then we also ask for a second  
2 electronic version of Volumes One and Two, in a  
3 searchable Adobe format in case we receive a Public  
4 Information Act request. And I'm not going to go into  
5 that right now, but if you have any questions about that  
6 I can talk to you about how that works.

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

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

19           I'd like to talk about how your technical  
20 proposal should be set up. There were some questions  
21 about the tabs and what should be in each tab, so I'll

1 try and answer that now.

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

11           The applicant's technical response to the  
12 RFGP, Requirements and Proposed Work Plan -- that's  
13 submitted under Tab E. Tab F will hold the Applicant's  
14 Qualifications and Capabilities. Tab G will have the  
15 Experience and Qualifications of Proposed Staff,  
16 including Proposed Sub-Recipients.

17           The List of Current or Prior State Grants is  
18 to be submitted under Tab H. Financial Capability,  
19 that's submitted under Tab I. Certificates of  
20 Insurance, under Tab J. Any subcontractors you intend  
21 to use will be submitted under Tab K, and any pending

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1 legal action will be submitted under Tab L. And under  
2 Tab M is additional required technical submissions, and  
3 there was a typo in there, I believe. So it talks about  
4 a list of documents and it says it should be submitted  
5 under Tab M, but then it said to submit it under Tab O.  
6 It's Tab M.

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

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

19 I know that the Maryland Office of Refugees  
20 and Asylees took great pains in preparing the financial  
21 proposal, so I think they did a great job. So if you

1 have any questions about it, you know, I'm sure they'll  
2 be happy to answer them.

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

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

17 It is not enough to say that you will comply;  
18 you must say how you will comply to that RFG  
19 requirement. And it goes into more detail in the RFGP,  
20 but that's that basis of it. Just don't say that you're  
21 going to do it -- oh, State of Maryland, I'm going to do

1 it. Say how you're going to do it, and that will cut  
2 down on the number of questions we have to come back to  
3 you for.

4 So, once again, the application's technical  
5 response is the most important criteria. The next one  
6 is applicant qualifications and capabilities, and the  
7 last is experience and qualifications.

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

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

20 MS. LOVE-BAKER: I'm Lisa. Are you open the  
21 day after Thanksgiving?

1 MS. SINGLETON: We are not. The State is  
2 closed, I believe, Wednesday, Thursday, and Friday. Why  
3 are you -- I mean, do you need --

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

5 MS. FLAGG: No, we're not here.

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

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

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

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

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

19 MS. SINGLETON: You're welcome. Yes?

20 MS. BYRD: If there's something that doesn't  
21 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

1 operation, but also be included in the proposal  
2 (indiscernible) given the requirements for the sub.  
3 It's the recipient agreements.

4 MS. SINGLETON: Okay. Thank you.

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

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

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

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

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

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

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

20 MS. LOVE-BAKER: And how do you envision the  
21 transition happening with such a short -- since we're

1 turning in the contract proposals for December 1st? You  
2 know, the contract is supposed to go into place that  
3 day. How do you envision that transferring? Is there a  
4 way to prepare for that?

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

8 MS. FLAGG: Yeah.

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

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

16 MS. FLAGG: What's the basis for that?

17 MS. DE RUIJTER: Yes.

18 MS. FLAGG: Well, first question first. We  
19 have not put a cap on the percent of the rental cost  
20 that can be charged to the project. I'm trying to think  
21 how to answer this. Yeah, we have not capped it. Let

1 me just leave it there, okay? The basis for making that  
2 exclusion on calculation of ICR is just this needs  
3 discretion.

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

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

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

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

21 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

1 your plan as far as IT is concerned that you believe  
2 will meet the requirements of the RFGP. Does that help?

3 MS. LOVE-BAKER: Yes.

4 MS. SINGLETON: Okay.

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

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

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

15 MS. FLAGG: It's a dueling question. I love  
16 it.

17 MS. DE RUIJTER: Just about the insurance  
18 requirements, I think it noted in the RFP that these  
19 would be -- we would send them five days after the  
20 award. But then you mentioned that under the tab that  
21 we had to submit, you know, some specifics. So I was

1 just wondering what the specific insurance requirements  
2 were for the proposal itself.

3 MS. SINGLETON: That is in the RFP.

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

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

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

15 MS. SINGLETON: Well, that's what I've seen in  
16 other proposals -- in other requests for proposals.  
17 Yes, that's exactly what I've seen.

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

20 MS. FLAGG: So we can talk about that. That's  
21 sort of -- as far as I'm concerned, that's more related

1 to the current situation. We spoke about this a little  
2 bit last week. So if we can table that, since it's not  
3 relevant to this. But long story short, I think  
4 (indiscernible) of a month posted today or yesterday.

5 MS. SINGLETON: Question?

6 MS. DE RUIJTER: Yes, I do.

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

9 MS. DE RUIJTER: Yes.

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

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

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

19 MS. LOVE-BAKER: Is there any way to get more  
20 details on the lease, the rent amount, in determining  
21 payments?

1 MS. SINGLETON: We would definitely have to  
2 get back to you on that one. Do you know?

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

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

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

12 MS. SINGLETON: You have more?

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

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

20 MS. DE RUIJTER: Okay. And then the self-  
21 sufficiency plans and other supply documents, are both

1 prime and sub-grantees required to use this format for  
2 the self-sufficiency --

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

7 MS. SINGLETON: Yeah.

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

11 MS. SINGLETON: Do you want to --

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

18 MR. CHANDRASEKAR: I mean, there are  
19 circumstances where an agency may not wish to be a sub-  
20 grantee or particular prime -- could not respond to  
21 their requests to give information, right? So in other

1 words, if we request information as a prime as a  
2 (indiscernible) and the agency does not respond to your  
3 requests, and we get the award, what happens?

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

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

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

19 MR. CHANDRASEKAR: I'm not sure.

20 MS. FLAGG: We don't need to wait for a new  
21 award to deal with a current sub-recipient that you had

1 no difficulties managing.

2 MR. CHANDRASEKAR: I see.

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

8 MR. CHANDRASEKAR: Okay.

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

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

17 MS. LOVE-BAKER: Absolutely.

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

20 MR. MOORE: Scott Moore, Attorney General's  
21 Office. The MBA has, I guess, described in Section One,

1 it references a bad attachment label. I believe it's  
2 Attachment J in Section 1 is actually Attachment G.  
3 That's a typo.

4 MS. LOVE-BAKER: Great. Thank you.

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

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

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

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

20 MS. SINGLETON: The speed of the decision  
21 depends upon the amount and the complexity of the

1 proposals that we receive. We are well aware of the  
2 time frame, and we are pursuing an aggressive time frame  
3 to get this completed on time. However, as I said  
4 before, we are looking at other options and you will be  
5 notified if we decide to do anything differently. But I  
6 couldn't give you an exact date.

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

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

19 MS. FLAGG: Reference what again? I'm sorry?

20 MR. SY: 3.23.

21 MS. FLAGG: 3.23, okay. Yep?

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

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

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

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

20           MR. SY:   I did have one.   I just wanted to get  
21 to that section.   It's regarding negotiating with the

1 existing landlords. This is Mamadou from Lutheran  
2 Social Services. So do we -- do you want us to have a  
3 plan prior to -- and be part of the submission, or do  
4 you want -- or this should happen once an award has been  
5 made, in terms of outreaching to those current landlords  
6 and reaching for extension or looking for other options?

7 MS. SINGLETON: Is the RFP silent on that?

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

11 MS. SINGLETON: Let me consider that.

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

14 MS. SINGLETON: Exactly. I understand.  
15 Additional questions?

16 MS. FLAGG: Elsa will still take your  
17 questions.

18 MS. SINGLETON: Well, if you have no more  
19 questions at this time, that will conclude our Pre-  
20 Proposal Conference for today. Yes, you can send me  
21 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.)

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