DEPARTMENT OF HUMAN RESOURCES
FAMILY INVESTMENT ADMINISTRATION
TRANSPORTATION ASSISTANCE PROGRAM

PRE-PROPOSAL CONFERENCE

FOR

AGENCY CONTROL NUMBER FIA/TAP 15-001-S

MONDAY, JULY 14, 2014  10:15 A.M.

Department of Human Resources
311 West Saratoga Street
Ninth Floor
Baltimore, Maryland 21201

PRESENT FROM DHR:

DEBORAH AUSTIN, Procurement Officer
SHARON VANZIE, Work Program Coordinator
KEN HOLLIDAY, Bureau of Work Programs
ADOLPHE ANDOU, Program Administrator
DONNA FOSTER, Minority Business Enterprise
VERONICA HOLDEN, Procurement Specialist Trainee
SCOTT MOORE, Attorney General’s Office
SARA MUEMPHR, Director, Work Force Development
ELSA SINGLETON

ALSO PRESENT:

PHILIP C. HOLMES, Vehicles for Challenge

REPORTED BY:  KATHLEEN A. COYLE, Notary Public
PROCEEDINGS

MS. AUSTIN: Good morning. Welcome to the pre-proposal hearing for the Family Investment Administration Transportation Assistance Program, also known as TAP. My name is Deborah Austin, and I will be your procurement officer for this solicitation. On behalf of the Department of Human Resources I would like to welcome you to this pre-proposal conference.

Today we will share information with you concerning the request for proposals for the Office of Work Force Development, the Transportation Assistance Program. The agency control number for this RFP is FIA/TAP 15-001-S. If anyone has not done so, please sign in or leave your business card at the table. When you sign in please indicate if your organization is a certified MBE, SBR or VSB, which is a veterans business enterprise.

Does everyone in attendance have a copy of the RFP that needs it. Okay. Please note that this conference is being recorded. And when asking questions please identify yourself and your company. A
transcript of this conference will be available on
eMarylandMarketplace and the DHR website.

We will be making introductions throughout
the room. I'll start with myself. As I say, I am
Deborah Austin, a procurement officer.

MS. VANZIE: I'm Sharon Vanzie, the contract
manager of the Transportation Assistance Program.

MR. HOLLIDAY: Ken Holliday, manager, Office
of Work Force Development.

MS. SINGLETON: Elsa Singleton, procurement
division.

MR. MOORE: Scott Moore with the Attorney
General's Office.

MR. ANDOU: Adolphe Andou. I am a program
administrator.

MS. MUEMusher: Sara Muehapher, I'm the
director of work force development for the Bureau of
Work Force Development in FIA.

MS. HOLDEN: Rebecca Holden, procurement
specialist trainee.

MR. HOLMES: Good morning. Phil Holmes. I
work for Vehicles for Change.

    MS. AUSTIN: Okay. Does everyone have an agenda?

    (No response.)

    MS. AUSTIN: Okay. Well, we'll be following this. The objective of the request for proposal, the RFP. The Department of Human Resources attempt to acquire contractual services from a single or multiple vendors to design and implement a statewide transportation assistance program, also known as TAP.

Safe and reliable Maryland State inspected motor vehicles for purchase at or below market value are needed for former and current temporary assistance for needy families, TANF, in order to obtain or maintain employment. Compact cars, mid size cars, mini vans, small mid size pick up trucks and small sports utility vehicles are all acceptable types of vehicles. Vehicles will be distributed to customers on a first come first serve basis. All non profit and for profit offerors are welcome to submit a proposal.

    Information of note and information that you
need to take notice of. The anticipated duration of
services under this contract will be for a one-year
period beginning on or about September 1, 2014, with
two one-year options to renew at the sole discretion of
the State.

Closing date and time for receipt of
proposals is at 3:00 p.m., Tuesday August 19, 2014. An
unbound original and four copies are to be prepared for
each volume as stated in section 4.2.1 of the RFP.
Proposals arriving late cannot and will not be
accepted. If you are mailing your proposal please
allow sufficient time for mailing to ensure that it is
received prior to the proposal due date and time. And
electronic version, CD or DVD, of your technical and
your financial proposal in Microsoft Word or Microsoft
Excel format should be enclosed with the appropriate
proposal.

Offerors must be certain that they are
registered with EMM, which is eMarylandMarketplace, in
order to receive a contract award. And all business
entities must be registered with the State Department

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of Taxations and Assessment before doing business with the State. An offerors failure to complete registration with SDAT, which is the State Department of Assessments and Taxation, may disqualify an otherwise successful offeror from final consideration and recommendation for contract award.

Please note that all questions and responses as well as any revisions or amendments to the proposal will be posted on the DHR website and eMarylandMarketplace. By submitting a proposal in response to this RFP the offeror agrees that it will comply with all federal, State and local laws applicable to its activities and obligations under the contract.

I will now -- Sharon, you can give some opening remarks. We will have someone come in and speak about MBE, minority business enterprise participation goal, which will be 15 percent for this contract.

For general information this contract will most likely be extended. And the start date will
probably be December 1st, but we will have to get back
with you regarding that information once it’s
finalized.

MS. FOSTER: Good morning. I’m Donna Foster,
the MBE administrator for the Department of Human
Resources. And before starting my section I would just
like to encourage anybody in the room that’s a
certified MBE to use this opportunity to network after
the pre-proposal conference as long as the room is
available. I will cover section 1.33, minority
business enterprise goal.

There is a 15 percent MBE goal established
for this procurement. Based on new legislation a
certified MBE contractor can perform up to 50 percent
of the MBE goal with their workforce. The prime
contractor must clearly identify the work that they
will perform as part of the MBE goal. And this
information needs to go on the MBE utilization and fair
solicitation affidavit. There are no subgoals for this
procurement. Prime contractors are encouraged to use a
diverse group of subcontractors to meet the MBE goal.
Section 1.33.3. An offeror shall include the MBE utilization and fair solicitation affidavit, attachment D-1A, with their proposal. This is a two-part document. Section one, you must indicate whether you intend to meet the MBE goal or if you intend to seek a waiver in whole or in part. You must make a decision to meet the MBE goal or waive all or part of the goal. You cannot do both. Attachment D-1B and D-1C provide guidance regarding good faith efforts. Offerors are encouraged to review these documents prior to submitting a request for a waiver. Good faith efforts in a nutshell means documentation of the MBE firm solicited by name, address, telephone number, what was said, when you talked to them, proposal submissions and dispositions. If rejected stated why.

Section two is a list of the certified MBEs that are being used to meet the MBE goal, the work being performed and the percentage of the goal. This includes certified MBE contractors who plan to use their work force to meet up to 50 percent of the goal. So if you are a certified MBE prime and you plan to use
your work force for up to 50 percent of this MBE goal you must be listed on this document as well. This document only includes percentages and there are no dollar amounts included on this form.

The offeror is also responsible to verify that the MBEs are certified as MBEs and are certified to perform the work. This verification is done through the Maryland Department of Transportation, MDOT/MBE directory. Make sure you take the time to ensure that this form is complete and accurate. Again, this form must be complete and accurate.

The MBE utilization and fair solicitation affidavit shall be submitted with the proposal. Failure to submit a completed form with the proposal means the procurement officer shall determine that the proposal is not reasonably susceptible of being selected for award. This information is in bold under section 1.33.3. So please pay close attention to this information.

Within 10 days of notification as the apparent awardee for award, the following documents are
to be submitted: outreach efforts compliance statement, which is attachment D-3, MBE prime and subcontractor participation certification, attachment D-3A/3B. At this time any waiver documentation demonstrating good faith effort if a waiver was indicated on section one of the MBE utilization and fair solicitation affidavit and any other documents required by the procurement officer. Remember that within 10 days you are supplying your documentation, if you requested a waiver, in whole or in part, if you have indicated on the MBE utilization and fair solicitation affidavit that you intend to waive part of the goal or all of the goal.

Section 1.33.7. The contractor is -- let me go back and say. Failure to submit these documents within the required time, the procurement officer may determine that the recommended awardee is not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable. This information is also in bold in section 1.33.5.
1.33.7, the contractor is responsible for submitting or requiring the subcontractor to submit prime contractor payment invoice report, MBE contractor report, and MBE subcontractor unpaid reports.

Section 1.33.10, liquidated damages is applicable if the contractor fails to comply in good faith with the requirements of the MBE program and pertinent contract provisions.

In summary, make sure all forms are complete and accurate, that the forms are submitted according to the schedule noted in the RFP, MBE utilization and fair solicitation affidavit is submitted with the proposal. Outreach efforts compliance subcontractor participation certification and waiver documentation are due within 10 days of notification as apparent awardee or award.

Questions?

MS. AUSTIN: Are there any questions regarding MBE?

(No response.)

MS. AUSTIN: Thank you, Donna.

MS. FOSTER: You’re welcome.
MS. AUSTIN: We will now have the living wage by Veronica Holden.

MS. HOLDEN: Maryland's living wage. The living wage law requires certain contractors and subcontractors to pay minimum wage rates to employees working under certain State service contracts. State contracts valued at 100,000 or more may be subject to Maryland's living wage.

Effective September 27, 2010, contractors and subcontractors subject to the living wage law shall pay each covered employee at least $13.19 per hour if the State contracts services valued at 50 percent or more of the total value of the contract are performed in the tier one area. If state contract services valued at 50 percent or more of the total contract value are performed and tier two area, contractors and subcontractors shall pay each covered employee at least $9.91 per hour.

The specific living wage rate is determined by whether the majority of services takes place in tier one area or tier two area of the State. The tier one
area includes Montgomery, Prince George’s, Howard, Anne Arundel, Baltimore County and Baltimore City. The Tier two area includes any county in the State not included in the tier one area. If a business has operations in areas with two different wage tiers the rate you pay is determined by the area where 50 percent or more of the total contract value is performed. If the employees who perform the services are not located in either tier one or tier two, the living wage rate will be based upon where the majority of the recipients of the services are located. Additional information regarding the State’s living wage requirement is contained in attachment G of the RFP entitled living wage requirements.

The Maryland living wage is administered by the Department of Labor, Licensing and Regulation. Additional living wage information pertaining to reporting obligations may be found by going to the Maryland State Department of Labor Licensing and Regulations website. That website is:

http://www.dllr.state.maryland.us/labor. And clicking
on the living wage or you can call 410-767-2342.

Note: The living wage rates are subject to annual adjustments by DLLR. However, the contractor's prices under the contract may not change because of any living wage adjustments.

Now we will have section three, specifications and the scope of work will be brought to you by Ms. Sharon Vanzie.

MS. VANZIE: Hi. Good morning. Again, my name is Sharon Vanzie. I'm the State contract manager. I'm going to be going over the scope of work specifications. I'm going to be pointing out a few of the more important aspects of the scope of work. So first and foremost, each local Department of Social Services develops their own criteria for eligibility of being involved in this TAP program. Once the TAP coordinator at each local department reviews the applications of the customers, they will then either accept or deny the application. If it's accepted they will fill out a referral form, which is attachment "Q" in the RFP. At this time the local DSS staff will also
ensure that the customer obtains car insurance.

In regard to intake. The contractor shall contact the customer no later than five calendar days after the receipt of the referral form to assist the customer with the selection of a vehicle and obtaining financing and scheduling for vehicle delivery date.

Vehicle selection. The contractor will select a vehicle for the customer based on their income and family size, and whatever size best fits the customer.

In terms of the vehicles that can be used for this program, you can use compact cars, mid size cars, minivans, small and mid size pick-up trucks and SUVs. What cannot be used are luxury vehicles, large SUVs and pick-up trucks, high performance vehicles such as sports cars. And just to note, no other vehicle, other than the ones that I’ve mentioned will be acceptable. If the contractor provides another vehicle like sports car, then they will not receive payment from DHR.

In terms of the vehicles used, the car should not be older than 13 years old based on the date of the
manufacturer. It should have 135,000 miles or less on the car, it should have a certified title. And no salvage or rebuilt title issue. It should not contain FEMA flood advisories. It should have all manufacture recall repairs. It should not be a lemon automobile. It should not be stolen, have no current damage to the body, interior other than the normal wear and tear. And it should not have been used as a police or a taxi vehicle.

The responsibility of the contractor is to obtain the vehicle for the customer, pay for vehicle taxes, obtain tags for and titles to the vehicle, make all repairs needed for the customer to operate the vehicle at the time of possession, and provide a six month or 12 mile warranty.

MR. HOLLIDAY: Twelve thousand.

MS. HOLDEN: Twelve thousand. Sorry.

Twelve thousand mile warranty, which is attachment "R." They should also ensure that the vehicle has passed the Maryland motor vehicle inspection, provide each customer with a Car Fax vehicle history report, which
should be not older than 15 days prior to the transfer
of the vehicle to the new owner.

In terms of financing. Each customer
receiving a vehicle is responsible for paying a portion
of the actual price to put the vehicle on the road.
The Department will not pay for donated vehicles. The
customer’s portion cannot exceed 50 percent of the
actual price to put the vehicle on the road, or a
maximum of $1,000, whichever is less.

In terms of delivery of the vehicle. The
customer is to take possession of the vehicle at the
contractor’s facility within 30 business days after
referral to the contractor. The contractor is
responsible for ensuring that at the time the customer
takes possession of the vehicle the interior and
exterior of the car are clean and free of debris, the
car has a full tank of gas, they provide the customer
with all documentation of ownership, payment of taxes,
titles, tags, and registration, current vehicle
history, State inspection certificate, financing and
owner’s maintenance manual.
In terms of reports. The contractor will submit to the State project manager all reports by the 15th of the month the monthly invoice, which is attachment "P," missed payment notification form if customer has missed a payment on a vehicle that was financed through the contractor, and the monthly statistical report.

Also, the contractor's project manager. The contractor shall designate an individual to serve as the contractor's project manager. The project manager will be available to discuss and report on the day-to-day operations of the project as well as attend any meetings pertaining to the same. The contract project manager will be notified in advance of any meetings and dates and times. They are also considered the key personnel, so we would need to have their address, telephone number, fax, and email address on hand.

Post award orientation conference. Within two weeks after the Board of Public Works approval the State project manager, the contractor, and/or the contractor's project manager, contractors,
subcontractors, and any other state or contractor that
deemed appropriate will attend the post award
orientation conference. The purpose of the post-award
orientation conference is to discuss service, delivery,
invoice, processing, monitoring, and other contract
terms and conditions. The day and time or the
locations of the post-award orientation conference will
be indicated to the successful offeror or offerors at
the time of the award notification.

Briefly, in terms of invoicing. The
contractor will send the State project manager the
invoices monthly, by the 15th of each month. Again,
which is attachment “P.”

And the fixed price per vehicle. The
contractor’s fixed price per vehicle will be inclusive
of the following: vehicle tax, tags, and titles, six
month or 12,000 mile warranty, Maryland State
inspection and fee, vehicle history report, finance and
services, delivery services, missed payment
notification, and reporting preparation and submission.

And that’s pretty much the summary of the

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scope of work. Are there any questions?

MR. HOLMES: My name is Phil Holmes. I’m with Vehicles for Change. And you’ve kept the mileage. And my question is, if we, if we’re the successful contractor and we’re willing to provide the warranty for a car that has a higher amount of mileage, my question is why wouldn’t we be able to -- given we would -- the risk would be on us -- award a car with higher mileage that we think will make it?

MS. VANZIE: Well, in the past --

MR. HOLLIDAY: We did increase it from 90,000 to 135.

MS. AUSTIN: It was increased. Yeah.

Whoever is awarded the contract, there are or we can make some exceptions.

MS. SINGLETON: We would need to talk to the AG.

MR. MOORE: As Ken said, this minimum was raised. And the mileage is looked at by someone from the DHR Department as well as another State agency. At this point we wouldn’t make any exception to the
135,000 mile warranty at this point.

MS. AUSTIN: Oh, okay. No exception?

MR. MOORE: If you wish to discuss that further, I guess you could. But as I stated, as of now we wouldn’t make any exception to that even with a company that offered a warranty.

MS. AUSTIN: Any other questions?

MR. HOLMES: The -- Phil Holmes, Vehicles for Change. The duration of the warranty, is that now, has gone from six to 12 months?

MS. AUSTIN: No, no, no. It’s six months or 12,000 miles.

MR. HOLMES: Okay. But wasn’t it 6,000 miles?

MS. VANZIE: No.

MR. HOLMES: Okay. So it’s the same?

MS. VANZIE: It’s always been six months or 12,000.

MR. HOLMES: Okay. Thank you.

MS. AUSTIN: Any other questions?

MR. HOLMES: No.
MS. AUSTIN: Section four, proposal format.

Okay. Section 4.4. No pricing information is to be included in the technical proposal. That will be volume one. Documents and information must be in the order specified in section 4.4.2 and shall be separated by tabs. The tabs are "A" through "O." And all that information is located there.

Section 4.5, which is the financial proposal.

Submitted under separate sealed cover from the technical proposal, and clearly identified in the format described under volume two, section 4.5, an original and four copies, electronic version as specified in attachment "F" are required.

Are there any questions regarding the proposal format?

MS. SINGLETON: Elsa Singleton. It's an original, four copies, plus an electronic version of the technical and the financial.


MS. SINGLETON: Thank you.

MS. AUSTIN: CD or DVD in Microsoft Word or
Excel format.

Section five, the evaluation. Evaluation procedures. Evaluation of proposals will be performed in accordance with competitive sealed proposals, which is CSP, the method found in COMAR 21.5.03, by committee established specifically for that purpose and based on the evaluation criteria set forth in section 5.2. Qualified offerors will be ranked from the lowest to the highest price based on the total proposal price as submitted on their attachment "F," financial proposal form. Award determination upon completion of the technical and financial proposals, evaluation, and ranking, each offeror will receive an overall ranking. Financial factors will receive greater weight than technical factors.

Upon receipt of notification of award, contract award. See section 5.6. Within 10 working days three copies of the described documents must be received by the procurement officer. That is attachment "A," attachment "C," attachments for the MBE section including the MBE waiver justification and
certificate of insurance. Are there any questions regarding any section?

MR. HOLMES: Phil Holmes. Vehicles for Change. The grand inquisitor. How does DHR let the local departments know about the contract? And I know it’s first come first serve, but do we get to know who the staff are at the local departments so we can make for sure we’re marketing car availability?

MS. VANZIE: Yes. A list of the current TAP coordinators will be sent out to the company that the contract is awarded to. And typically those TAP coordinators, you communicate between the company and the TAP coordinator. So the TAP coordinator will send, will fax over the referral form, and they’ll probably follow up with an email and/or phone call. So there will be constant communication back and forth between the local and the business.

MS. AUSTIN: Okay. Also section 3.2, scope of work requirements. A list of LBSS TAP coordinators will be forwarded to the contractor at the post-award orientation conference.
MR. HOLMES: Okay. Thank you.

MS. AUSTIN: All right. That’s on page 29. Are there any other questions?

MR. HOLMES: No.

MS. AUSTIN: We would like to thank everyone for coming and attending this pre-proposal. If you have anymore questions they can be emailed to me, or you have my phone number and my card. This pre-proposal is being transcribed. And a transcript of this conference will be summarized, and all questions and answers known at that time that were submitted or asked here will be distributed to all perspective offerors known to have received a copy of this RFP.

MS. SINGLETON: Could you reinforce the closing date and time.

MS. AUSTIN: Of course. Reinforce the closing date and time.

MR. HOLMES: August 19th, 3:00 p.m.

MS. AUSTIN: He can do it for me. Tuesday, August 19th at 3:00 p.m. I thank everyone for coming.

(Whereupon, at 10:50 a.m., the pre-
proposal conference was concluded.)
CERTIFICATE OF NOTARY

I, KATHLEEN A. COYLE, 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, nor 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, and the signature and original seal is attached thereto.

KATHLEEN A. COYLE
Notary Public in and for the State of Maryland

My Commission Expires:
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