

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 MUEMPHER, Director, Work Force Development

ELSA SINGLETON

ALSO PRESENT:

PHILIP C. HOLMES, Vehicles for Challenge

REPORTED BY: KATHLEEN A. COYLE, Notary Public

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P R O C E E D I N G S

1  
2 MS. AUSTIN: Good morning. Welcome to the  
3 pre-proposal hearing for the Family Investment  
4 Administration Transportation Assistance Program, also  
5 known as TAP. My name is Deborah Austin, and I will be  
6 your procurement officer for this solicitation. On  
7 behalf of the Department of Human Resources I would  
8 like to welcome you to this pre-proposal conference.

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

18 Does everyone in attendance have a copy of  
19 the RFP that needs it. Okay. Please note that this  
20 conference is being recorded. And when asking  
21 questions please identify yourself and your company. A

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1 transcript of this conference will be available on  
2 eMarylandMarketplace and the DHR website.

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

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

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

10 MS. SINGLETON: Elsa Singleton, procurement  
11 division.

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

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

16 MS. MUEMPHER: Sara Muempher, I'm the  
17 director of work force development for the Bureau of  
18 Work Force Development in FIA.

19 MS. HOLDEN: Rebecca Holden, procurement  
20 specialist trainee.

21 MR. HOLMES: Good morning. Phil Holmes. I

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1 work for Vehicles for Change.

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

4 (No response.)

5 MS. AUSTIN: Okay. Well, we'll be following  
6 this. The objective of the request for proposal, the  
7 RFP. The Department of Human Resources attempt to  
8 acquire contractual services from a single or multiple  
9 vendors to design and implement a statewide  
10 transportation assistance program, also known as TAP.  
11 Safe and reliable Maryland State inspected motor  
12 vehicles for purchase at or below market value are  
13 needed for former and current temporary assistance for  
14 needy families, TANF, in order to obtain or maintain  
15 employment. Compact cars, mid size cars, mini vans,  
16 small mid size pick up trucks and small sports utility  
17 vehicles are all acceptable types of vehicles.  
18 Vehicles will be distributed to customers on a first  
19 come first serve basis. All non profit and for profit  
20 offerors are welcome to submit a proposal.

21 Information of note and information that you

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1 need to take notice of. The anticipated duration of  
2 services under this contract will be for a one-year  
3 period beginning on or about September 1, 2014, with  
4 two one-year options to renew at the sole discretion of  
5 the State.

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

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

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

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

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

20 For general information this contract will  
21 most likely be extended. And the start date will

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1 probably be December 1st, but we will have to get back  
2 with you regarding that information once it's  
3 finalized.

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

12 There is a 15 percent MBE goal established  
13 for this procurement. Based on new legislation a  
14 certified MBE contractor can perform up to 50 percent  
15 of the MBE goal with their workforce. The prime  
16 contractor must clearly identify the work that they  
17 will perform as part of the MBE goal. And this  
18 information needs to go on the MBE utilization and fair  
19 solicitation affidavit. There are no subgoals for this  
20 procurement. Prime contractors are encouraged to use a  
21 diverse group of subcontractors to meet the MBE goal.

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1           Section 1.33.3. An offeror shall include the  
2 MBE utilization and fair solicitation affidavit,  
3 attachment D-1A, with their proposal. This is a two-  
4 part document. Section one, you must indicate whether  
5 you intend to meet the MBE goal or if you intend to  
6 seek a waiver in whole or in part. You must make a  
7 decision to meet the MBE goal or waive all or part of  
8 the goal. You cannot do both. Attachment D-1B and  
9 D-1C provide guidance regarding good faith efforts.  
10 Offerors are encouraged to review these documents prior  
11 to submitting a request for a waiver. Good faith  
12 efforts in a nutshell means documentation of the MBE  
13 firm solicited by name, address, telephone number, what  
14 was said, when you talked to them, proposal submissions  
15 and dispositions. If rejected stated why.

16           Section two is a list of the certified MBEs  
17 that are being used to meet the MBE goal, the work  
18 being performed and the percentage of the goal. This  
19 includes certified MBE contractors who plan to use  
20 their work force to meet up to 50 percent of the goal.  
21 So if you are a certified MBE prime and you plan to use

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1 your work force for up to 50 percent of this MBE goal  
2 you must be listed on this document as well. This  
3 document only includes percentages and there are no  
4 dollar amounts included on this form.

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

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

20 Within 10 days of notification as the  
21 apparent awardee for award, the following documents are

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1 to be submitted: outreach efforts compliance statement,  
2 which is attachment D-3, MBE prime and subcontractor  
3 participation certification, attachment D-3A/3B. At  
4 this time any waiver documentation demonstrating good  
5 faith effort if a waiver was indicated on section one  
6 of the MBE utilization and fair solicitation affidavit  
7 and any other documents required by the procurement  
8 officer. Remember that within 10 days you are  
9 supplying your documentation, if you requested a  
10 waiver, in whole or in part, if you have indicated on  
11 the MBE utilization and fair solicitation affidavit  
12 that you intend to waive part of the goal or all of the  
13 goal.

14 Section 1.33.7. The contractor is -- let me go  
15 back and say. Failure to submit these documents within  
16 the required time, the procurement officer may  
17 determine that the recommended awardee is not  
18 responsible and therefore not eligible for contract  
19 award. If the contract has already been awarded, the  
20 award is voidable. This information is also in bold in  
21 section 1.33.5.

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1           1.33.7, the contractor is responsible for  
2 submitting or requiring the subcontractor to submit  
3 prime contractor payment invoice report, MBE contractor  
4 report, and MBE subcontractor unpaid reports.

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

9           In summary, make sure all forms are complete  
10 and accurate, that the forms are submitted according to  
11 the schedule noted in the RFP, MBE utilization and fair  
12 solicitation affidavit is submitted with the proposal.  
13 Outreach efforts compliance subcontractor participation  
14 certification and waiver documentation are due within  
15 10 days of notification as apparent awardee or award.  
16 Questions?

17           MS. AUSTIN: Are there any questions  
18 regarding MBE?

19           (No response.)

20           MS. AUSTIN: Thank you, Donna.

21           MS. FOSTER: You're welcome.

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1 MS. AUSTIN: We will now have the living wage  
2 by Veronica Holden.

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

9 Effective September 27, 2010, contractors and  
10 subcontractors subject to the living wage law shall pay  
11 each covered employee at least \$13.19 per hour if the  
12 State contracts services valued at 50 percent or more  
13 of the total value of the contract are performed in the  
14 tier one area. If state contract services valued at 50  
15 percent or more of the total contract value are  
16 performed and tier two area, contractors and  
17 subcontractors shall pay each covered employee at least  
18 \$9.91 per hour.

19 The specific living wage rate is determined  
20 by whether the majority of services takes place in tier  
21 one area or tier two area of the State. The tier one

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1 area includes Montgomery, Prince George's, Howard, Anne  
2 Arundel, Baltimore County and Baltimore City. The Tier  
3 two area includes any county in the State not included  
4 in the tier one area. If a business has operations in  
5 areas with two different wage tiers the rate you pay is  
6 determined by the area where 50 percent or more of the  
7 total contract value is performed. If the employees  
8 who perform the services are not located in either tier  
9 one or tier two, the living wage rate will be based  
10 upon where the majority of the recipients of the  
11 services are located. Additional information regarding  
12 the State's living wage requirement is contained in  
13 attachment G of the RFP entitled living wage  
14 requirements.

15 The Maryland living wage is administered by  
16 the Department of Labor, Licensing and Regulation.  
17 Additional living wage information pertaining to  
18 reporting obligations may be found by going to the  
19 Maryland State Department of Labor Licensing and  
20 Regulations website. That website is:  
21 <http://www.dllr.state.maryland.us/labor>. And clicking

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1 on the living wage or you can call 410-767-2342.

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

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

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

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1 ensure that the customer obtains car insurance.

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

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

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

20 In terms of the vehicles used, the car should  
21 not be older than 13 years old based on the date of the

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1 manufacturer. It should have 135,000 miles or less on  
2 the car, it should have a certified title. And no  
3 salvaged or rebuilt title issue. It should not contain  
4 FEMA flood advisories. It should have all manufacture  
5 recall repairs. It should not be a lemon automobile.  
6 It should not be stolen, have no current damage to the  
7 body, interior other than the normal wear and tear.  
8 And it should not have been used as a police or a taxi  
9 vehicle.

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

16 MR. HOLLIDAY: Twelve thousand.

17 MS. HOLDEN: Twelve thousand. Sorry.

18 Twelve thousand mile warranty, which is attachment "R."  
19 They should also ensure that the vehicle has passed the  
20 Maryland motor vehicle inspection, provide each  
21 customer with a Car Fax vehicle history report, which

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1 should be not older than 15 days prior to the transfer  
2 of the vehicle to the new owner.

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

10 In terms of delivery of the vehicle. The  
11 customer is to take possession of the vehicle at the  
12 contractor's facility within 30 business days after  
13 referral to the contractor. The contractor is  
14 responsible for ensuring that at the time the customer  
15 takes possession of the vehicle the interior and  
16 exterior of the car are clean and free of debris, the  
17 car has a full tank of gas, they provide the customer  
18 with all documentation of ownership, payment of taxes,  
19 titles, tags, and registration, current vehicle  
20 history, State inspection certificate, financing and  
21 owner's maintenance manual.

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1           In terms of reports. The contractor will  
2 submit to the State project manager all reports by the  
3 15<sup>th</sup> of the month the monthly invoice, which is  
4 attachment "P," missed payment notification form if  
5 customer has missed a payment on a vehicle that was  
6 financed through the contractor, and the monthly  
7 statistical report.

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

18           Post award orientation conference. Within  
19 two weeks after the Board of Public Works approval the  
20 State project manager, the contractor, and/or the  
21 contractor's project manager, contractors,

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1 subcontractors, and any other state or contractor that  
2 deemed appropriate will attend the post award  
3 orientation conference. The purpose of the post-award  
4 orientation conference is to discuss service, delivery,  
5 invoice, processing, monitoring, and other contract  
6 terms and conditions. The day and time or the  
7 locations of the post-award orientation conference will  
8 be indicated to the successful offeror or offerors at  
9 the time of the award notification.

10 Briefly, in terms of invoicing. The  
11 contractor will send the State project manager the  
12 invoices monthly, by the 15<sup>th</sup> of each month. Again,  
13 which is attachment "P."

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

21 And that's pretty much the summary of the

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1 scope of work. Are there any questions?

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

10 MS. VANZIE: Well, in the past --

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

13 MS. AUSTIN: It was increased. Yeah.  
14 Whoever is awarded the contract, there are or we can  
15 make some exceptions.

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

18 MR. MOORE: As Ken said, this minimum was  
19 raised. And the mileage is looked at by someone from  
20 the DHR Department as well as another State agency. At  
21 this point we wouldn't make any exception to the

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1 135,000 mile warranty at this point.

2 MS. AUSTIN: Oh, okay. No exception?

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

7 MS. AUSTIN: Any other questions?

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

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

13 MR. HOLMES: Okay. But wasn't it 6,000  
14 miles?

15 MS. VANZIE: No.

16 MR. HOLMES: Okay. So it's the same?

17 MS. VANZIE: It's always been six months or  
18 12,000.

19 MR. HOLMES: Okay. Thank you.

20 MS. AUSTIN: Any other questions?

21 MR. HOLMES: No.

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1 MS. AUSTIN: Section four, proposal format.  
2 Okay. Section 4.4. No pricing information is to be  
3 included in the technical proposal. That will be  
4 volume one. Documents and information must be in the  
5 order specified in section 4.4.2 and shall be separated  
6 by tabs. The tabs are "A" through "O." And all that  
7 information is located there.

8 Section 4.5, which is the financial proposal.  
9 Submitted under separate sealed cover from the  
10 technical proposal, and clearly identified in the  
11 format described under volume two, section 4.5, an  
12 original and four copies, electronic version as  
13 specified in attachment "F" are required.

14 Are there any questions regarding the  
15 proposal format?

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

19 MS. AUSTIN: Yes. Correct. Are required.

20 MS. SINGLETON: Thank you.

21 MS. AUSTIN: CD or DVD in Microsoft Word or

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1 Excel format.

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

16 Upon receipt of notification of award,  
17 contract award. See section 5.6. Within 10 working  
18 days three copies of the described documents must be  
19 received by the procurement officer. That is  
20 attachment "A", attachment "C," attachments for the MBE  
21 section including the MBE waiver justification and

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1 certificate of insurance. Are there any questions  
2 regarding any section?

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

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

18 MS. AUSTIN: Okay. Also section 3.2, scope  
19 of work requirements. A list of LBSS TAP coordinators  
20 will be forwarded to the contractor at the post-award  
21 orientation conference.

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1 MR. HOLMES: Okay. Thank you.

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

4 MR. HOLMES: No.

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

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

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

18 MR. HOLMES: August 19<sup>th</sup>, 3:00 p.m.

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

21 (Whereupon, at 10:50 a.m., the pre-

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1 proposal conference was concluded.)

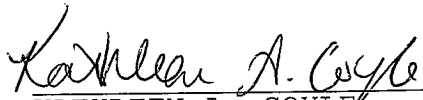
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CERTIFICATE OF NOTARY

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:

April 30, 2018

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