STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
PRE-PROPOSAL CONFERENCE
SOLICITATION NUMBER HRDT/LDP/16-001-S
LEADERSHIP DEVELOPMENT PROGRAM

THURSDAY, DECEMBER 3, 2015

Department of Human Resources
311 W. Saratoga Street
Room 104
Baltimore, Maryland 21201
10:02 a.m. - 10:48 a.m.

IN ATTENDANCE:

MICHAEL DORSEY, Training Manager
DANIKA MONTAGUE, Procurement Officer, HRDP/LDP
DANIEL WAIT, Deputy Director of Personnel

DHR PARTICIPANTS:

DEBORAH AUSTIN, Procurement
WAYNE DIXON, Procurement
BERNICE JEFFRIES, Procurement
KRISTIN LEONARD, Procurement
JUANITA MCGILL, Procurement
NNEKA WILLIS-GRAY, Procurement

ALSO PRESENT:

DARBY ASHMORE, Skyline Technology Solutions
THERESA BOYLE, AP Ventures
SHAVOWN BROWN, BluPrint
VINCENT BROWN, Tauheed Burke and Associates
ZEPHIRA BRYANT, Bryant Educational Leadership Group
JOHN BUELOW, Skyline Network Engineering
JACQUIN KIRKMAN, Clientele Human Capital Solutions

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FLORENCE LAFRANCE, Pivotal Practices Consulting
SHEILA LEE, Learning Everywhere
MARTHEA LEWIS, Pivotal Practices Consulting
KRISTAL MURRE, Suasion
BERKINA PORTER, Red Seven Consulting Services
TERESITA SAFF, Top Training
TAMEIKA SCOTT, TN Consulting
ADRIENNE SEMIDEY, CCM Solutions
TEAERA STRUM, Amplified Consulting Group
GLORIA THORNWELL, BluPrint

REPORTED BY: CHRIS HOFER, Notary Public
PROCEDINGS

MS. MONTAGUE: Okay. Good morning. Can you hear me? All right. So good morning. Welcome to DHR. My name is Danika Montague. I am the Procurement Officer for the HRDP/LDP, which is Leadership Development Program, solicitation.

So once again, we'll just go ahead and get started. My name, Danika Montague. Today we will share information with you concerning the request for proposal entitled Leadership Development Program. And the agency control number for this RFP is HRDT/LDP/16-001-S.

If you have not already done so, you can sign in, in the back. When you sign in, we just ask that you indicate if your organization is a certified MBE or SDR. And also, if you have a business card, please provide that. And that will satisfy your sign-in process.

Please note that today Hunt Reporting is transcribing this conference. When asking any questions, please state your name and the name of your
company. That's just for the record. A transcript will be provided, and it will be on eMaryland Marketplace as well as the DHR website.

Again, my name is Danika Montague. I'm the Procurement Officer for this solicitation. And we'll just go around the room and introduce ourselves.

MR. WAIT: I'm Dan Wait. I'm Deputy Director of Personnel here at the Department of Human Resources. Our group is responsible for administering the Leadership Development Program.

MR. DORSEY: Hi. I'm Michael Dorsey, Training Manager with the Human Resources and Development and Training Unit. And I'll also be serving as the Project Manager for this particular procurement.

MS. MONTAGUE: And the State employees, please? Over here.

(State employees introduce themselves, but is not transcribed herein, due to low audio volume.)

MS. MONTAGUE: Okay. And we can start with (indiscernible).
(Participants introduce themselves, but is not transcribed herein due to low audio volume.)

MS. MONTAGUE: All right. Thank you, and welcome again for coming. Now we'll just have some opening remarks from Mr. Michael Dorsey.

MR. DORSEY: You doing all right this morning? I'm not convinced of that, but hopefully you'll warm up a little bit.

All right. As was mentioned earlier, my name is Mike Dorsey. I'm the Training Manager for our HRDT Training Unit, and I'm also going to serve as a Project Manager for this program.

Just a little bit about the Leadership Development Initiative, or LDI as we affectionately call it here, we've had variations of it through the years here at DHR. However, this cycle coming up that you all are here for will be our third session of this particular format.

So we're really excited about this. And actually, in a couple of weeks, we will be graduating 28 participants, one including myself, because this was
my first year running this program. And so I really
got to get a piece of it by being a participant in it.

And so what's nice is that going into our
third season, we kind of really have an idea of what
we're looking for, what we'd like to see, what things
work, what things don't work. And so we're really
excited to have you all here today.

Just a little bit about the program. You're
looking at between twenty-five to twenty-eight
participants who are staff with Department of Human
Resources. Just a little bit about DHR, we are an
agency of about 6,500 employees all the way from
Garrett County all the way down to Worcester County.

So it covers the entire state.

And the participants will be ranging from
front line to executive level. And there is a
application process, a screening process, a vetting
process that will be taking place in a few weeks to
probably after the holiday we'll get that narrowed
down. And then we'll have the participants.

Typically we're looking at nine sessions,
range -- beginning in March. You have nine sessions, which include six classroom sessions, two experiential sessions, and one graduation. And at the graduation, typically there is a class -- a group project that is presented. And the big thing about it is you get to present to the secretary of the agency, which is a big deal for many people, because you don’t really get to have an opportunity to present to the person who, like, reports to the Governor. So that’s pretty encouraging.

This session meets typically on third Fridays of each month, and yeah. So those are a lot of the things about -- little things about it. And if you have some other questions about the program -- but we’re just excited to have you all here, and look forward to hearing what you present. Thank you so much.

MS. MONTAGUE: Thank you, Michael. All right. So what I’m going to do is I’m just going to go ahead and read through some sections in the RFP. So if you want to read along, I will let you know what section I am on.
Just some general information, the Department of Human Resources is seeking to acquire consulting services for the purpose of implementing an agency-wide Leadership Development Program. The anticipated duration of services to be provided under this contract is ten months. The Department intends to make a single award as a result of this RFP.

So Section 1.5. For the purposes of this RFP, I, Danika Montague, am the sole point of contact between the state and the vendor community. Please do not contact any other state representatives regarding questions about this RFP. Please direct all inquiries to my attention.

Section 1.8, eMaryland Marketplace. In order to receive a contract award, vendors must be registered on eMaryland Marketplace. Each offerer is requested to indicate its eMaryland Marketplace vendor number and the transmittal letter submitted at the time of your proposal submission.

Section 1.9. There have been some questions received prior to this conference. However, time will
not permit us to respond to all of them at this time. Responses to all questions will be posted on eMaryland Marketplace and the DHR web site with sufficient time to allow offerers to review them to assist with formulating their proposal submissions.

If any questions are asked during this conference or responded to during the conference, please be advised that the responses to these questions will be posted. Should there be any discrepancy between responses given at this conference and written responses provided subsequently, the written responses shall prevail.

Proposal due date and time. And this one is really important, so an unbound original and four copies of both the technical and financial proposals must be received by the procurement officer no later than 3:00 p.m. local time on Monday, December 28, 2015. Again, that is Monday, December 28, 2015, by 3:00 p.m. And that is in order to be considered.

Requests for extensions of the due date and time will not be granted. Proposals received after the
due date and time cannot and will not be accepted, except as provided under provisions of COMAR 21.05.03.02F and 21.05.02.10.

If you are mailing your proposal, please allow sufficient time for mailing to ensure that it is received by myself prior to the proposal due date and time. A postmark by the due date and time is not acceptable. It must be received by myself at 3:00 p.m. on Monday, December 28, 2015.

More information regarding the proposal format will be covered in Section 4.

Section 1.12. Multiple and/or alternate proposals will not be accepted.

Section 1.14. An offerer should give specific attention to the clear identification of those portions of its proposal that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such material, upon request, should not be disclosed by the state under the Public Information Act.

This confidential and/or proprietary
information should be identified by page and section
number and placed after the title page and before the
table of contents and the technical proposals, if
applicable, separately in the financial proposal.

Offerers are advised that upon request for
this information from a third party the procurement
officer is required to make an independent
determination whether the information must be
disclosed.

Section 1.25, attachment B of the RFP, which
is the Bid and Proposal Affidavit. This form must be
completed, filled out, and submitted with your
technical proposal. You only need to submit it with
the original of the technical proposal. Copies are not
required.

Section 1.26, Contract Affidavit. This form
is only to be submitted after notification of apparent
contract award. Please do not include with your
technical proposal.

Section 1.28, Verification of Registration
and Tax Payment. Before a business entity can do
business in the state, it must be registered with the State Department of Assessments and Taxation. SDAT is located at State Office Building, 301 West Preston Street. That’s Room 803, Baltimore, Maryland 21201. The SDAT website is listed in this section of the RFP.

It is strongly recommended that any potential offerer complete registration prior to the due date for receipt of proposals, or that you review your registration information to ensure that it is accurate and up-to-date. An offerer’s failure to do so may result in an otherwise successful proposal being dropped from consideration of award.

Section 1.36, Conflict of Interest Affidavit and Disclosure. Offerers shall complete and sign the Conflict of Interest Affidavit and Disclosure, which is Attachment I, and submit it with their proposal. All offerers are advised that if a contract is awarded as a result of this solicitation, the successful contractor’s personnel who perform or control work under the contract and each of the participating subcontractor personnel who perform or control work

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under this contract shall be required to complete
agreements substantially similar to Attachment I.

Section 1.37, Non-Disclose Agreement. All
offerers are advised that this solicitation and any
resulting contract are subject to the terms of the Non-
Disclosure Agreement contained in this solicitation as
Attachment J. This agreement must be provided within
ten business days’ notification of proposed contract
award; however, to expedite processing, it is suggested
that this document be completed and submitted with the
proposal.

Section 1.33, Minority Business Enterprise
Goal. Although there is no MBE subcontractor goal
participation for this procurement, Minority Business
Enterprise vendors are encouraged to submit a response
to the RFP.

Section 1.34, Living Wage Requirement. The
living wage law does not apply to this solicitation.

Section 1.41, Veteran-Owned Small Business
Enterprise goals. Again, although there is no VSB
subcontractor participation goal, you are also
encouraged to submit a proposal if you are.

Section 2, Offer Minimum Qualifications.

Offerers responding to this RFP shall have at least two
years instructing and/or mentoring executives or
managers in a leadership development program in
federal, state, or local governmental agencies, and at
least one year of experience designing and implementing
leadership development programs for federal, state, or
local governmental agencies or offices.

As proof of meeting this requirement, the
offerer shall provide with this proposal two references
addressing the proposed services with this
solicitation. References shall be submitted in the
format as specified in Section 4.4.2.9 of this RFP.

And now, at this time we’ll have Mr. Dan Wait
come up, and he’ll read about the scope of work.

MR. WAIT: Good morning. Again, my name’s
Dan Wait. I’m Deputy Director of Personnel here at the
Department of Human Resources, and I’m going to now
bore you by reading through about three pages of this
document, the scope of work for this proposal.
Starting with Section 3.1, the Background and Purpose. Michael’s already touched on some of this, but the Department of Human Resource’s Leadership Development Initiative, LDI, is a leadership development and training program launched in March of 2014 along with DHR’s new DHR-U online training portal.

DHR-U was created to promote training, provide educational experiences and offer career advancement opportunities for all of DHR’s employees, including opportunities to receive basic, intermediate, and advanced skills in the areas of communication, project management, supervision and other technical competencies.

The LDI program focuses on the principles of servant leadership, a philosophy and practice focused on improving the leaders’ interpersonal relationships with and their accountability to those whom they lead. DHR employees from across the state of Maryland participate in the program, meeting monthly in locations across the state of Maryland.

During the program, participants receive
instruction in the general leadership, management and
the principles of servant leadership and
leadership-style assessments. In addition to the
classroom sessions, the participants attended two team
building retreats. All of the sessions and retreats
have been held outside of the Department of Human
Resources' facilities.

The state is issuing this solicitation for
the purposes of acquiring consulting services to
continue the implementation of the agency-wide LDI
leadership and training program. This ten-month
program will provide professional development
instructions and evaluations for a group of twenty-five
to thirty employees who will be selected by senior
executives at the Department.

The contractor will design, evaluate and
serve as an instructor for the program. The program
must be focused on servant leadership, finding the next
generations of leaders at DHR, and equipping them with
the skills necessary to assume leadership roles within
the agency.
Section 3.2, State Supplied Services, Equipment, and Supplies.

The state shall provide the following services, equipment and supplies.

Number one. Meeting rooms for each monthly session, including audio/visual display equipment at locations selected by the state project manager following contractor input regarding suggested locations and desired equipment.

Number two. Transportation and travel expenses for state employee participants to attend the nine monthly sessions.

Number three. Admission fees for state employee participants to attend an all-day leadership retreat at a facility to be selected by the state program manager with input from the contractor.

Number four. Awards and certificates for the graduation ceremony.

The state will provide assistance to the contractor in identifying and inviting guest speakers to appear during the sessions on a pro bono basis.
Section 3.3, Scope of Work Requirements.

The contractor shall, 3.3.1, develop and teach a leadership development course in servant leadership for twenty-five to thirty participants with varied levels of managerial experience. The curricula must be based on current and relevant leadership literature with differentiated content adaptable to the varied needs of the participants.

The course will be conducted through nine monthly eight-hour sessions, scheduled to be held on the third Friday of each month from March through November of 2016 from 8:30 a.m. to 4:30 p.m. The first session will be held on Friday, March the 18th, 2016. The dates for the remaining sessions may be changed upon the mutual agreement of the contractor and the state project manager. The principal instructor for each of the monthly sessions shall be designated as key personnel. See RFP Sections 1.23 and 4.4.2.8.

Number 3.3.2. Conduct the monthly sessions using kinesthetic, audio, tactile, and visual learning strategies appropriate for adult learners. The
contractor shall provide a laptop containing the audio
and visual files at each monthly session.

3.3.3. Dedicate at least one of the monthly
sessions to a leadership retreat that includes an
experiential adventure that challenges participants to
practice facilitative teamwork skills. The leadership
retreat must be held no earlier than May 2016 and no
later than September 2016.

3.3.4. Plan and oversee a graduation
ceremony on the last monthly session. A proposal
describing the nature of the graduation ceremony must
be submitted to the state project manager no later than
March 11, 2016, and will be subject to revision as may
be requested by the state project manager.

3.3.5. Conduct an individual leadership
assessment of each participant. The contractor shall
meet with each participant for at least one-hour for
the assessment either in person or via the Cisco WebEx
conference service. The contractor must schedule the
assessment directly with each participant and must
conduct the leadership assessments between May 1, 2016
and September 1, 2016.

3.3.6. Produce a detailed syllabus describing the topics and subtopics to be presented at each of the nine monthly sessions. The syllabus shall include significant course work on the following topics.

Number one, introduction to the philosophy and practice of servant leadership.

Number two, the application of servant leadership to government sector work

Number three, the differences between servant leadership and management.

And number four, ethics in public service.

3.3.6.1. The syllabus shall outline the topics to be covered in each session; describe any assignments for participants to complete outside of the designated class session times; provide citation references for any textbook and/or instructional material to be used in the class; and propose the types of guest speakers who may be invited.

3.3.6.2. The final syllabus shall include a detailed proposal for the leadership retreat, including

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a schedule of activities, a description of the goals, and the name, location, and costs of the proposed venue.

3.3.6.3. A draft syllabus outlining the first four sessions of the course shall be submitted with the technical proposal and must include a narrative description of the topics to be covered and the instructor's pedagogical approach. The draft syllabus shall list tentative topics that may be covered in the remaining sessions, along with tentative suggestions for locations and activities for the leadership retreats.

3.3.6.4. The contractor shall submit a full syllabus for review to the state project manager no later than March 4, 2016. The contractor shall incorporate any changes or updates requested by the state project manager into a final syllabus to be distributed to the LDI program participants at the first monthly session.

3.3.7. Provide all instructional and training materials to course participants and to the state project manager at each course session.

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contractor shall provide each participant and the state project manager with a copy of any textbooks prior to the first course session.

3.3.8. Design, distribute, collect, and analyze two participant evaluation surveys. One survey must be distributed and collected at the fourth monthly course session. The second survey must be distributed and collected at the final monthly course session.

The form of the evaluation surveys must be submitted to the state project manager no later than three weeks prior to distribution and must be revised as may be directed by the state project manager. The second survey must include questions evaluating the individual leadership assessments conducted by the contractor.

3.3.9. Prepare written, mid-year and final reports on the leadership development training program. The reports shall include written analysis of the participant evaluation surveys and shall report generally on the progress, successes and challenges in the training program. The final report shall include analysis of the leadership retreats and the leadership
assessments.

In addition, the final report shall provide recommendations for changes and improvements that could be made to the program in succeeding years. The mid-year report shall be submitted to the state project manager no later than July 15, 2016 and the final report shall be submitted no later than December 30, 2016.

And finally, 3.3.10. Meet with the LDI Advisory Committee, consisting of key senior DHR officials and employees appointed by the Secretary of DHR, at least once per month to discuss the leadership training program. Contractor shall present its mid-year and final reports to the Advisory Committee.

MS. MONTAGUE: All right. So we're going to finish up reading through the RFP. So we're at Section 4.

Section 4.1 is Two-Part Submission. Offerers shall simultaneously submit proposals in separate volumes, such as Volume I, the technical proposal, and Volume II, the financial proposal.

Section 4.2, Proposals. Volume I, Technical
Proposal, and Volume II, Financial Proposals, shall be sealed separately from one another. It is preferred but not required that the name, email address, and telephone number of the offerer be included on the outside of the packaging for each volume.

Each volume shall contain an unbound original, so identified as original, and four copies. Unless the resulting package will be too unwieldy, the state’s preference is for two sealed volumes to be submitted together in a single package including a label bearing the RFP title and agency control number, name and addresses of the offerer, and closing date and time for receipt of proposals.

An electronic version, CD or DVD, of the technical proposal in Microsoft Word format must be enclosed with the original technical proposal. An electronic version, CD or DVD, of the financial proposal in Microsoft Excel format must be enclosed with the original financial proposal.

CD or DVDs must be labeled on the outside of the RFP title -- I’m sorry, on the outside with the RFP title and number, name of the offerer, and volume

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number. CD or DVDs must be packaged with the original
copy of the appropriate proposal, technical or
financial.

A second electronic version of Volumes I and
Volume II in searchable Adobe PDF format shall be
submitted on CD or DVD for Public Information Act
requests. This copy shall be redacted so that
confidential and/or proprietary information has been
removed.

All pages of both proposal volumes shall be
consecutively numbered from beginning page to the end
page.

Section 4.4, Volume I, Technical Proposal.

Please note that no pricing information is to
be included in the technical proposal. Pricing
information is to be included only in the financial
proposal, which will be Volume II.

The technical proposal shall include the
following documents and information in order to -- I'm
sorry, in the order specified. Each section of the
technical proposal shall be separated by a tab and
labeled as the following.

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Title Page and Table of Contents submitted under tab A; Claim of Confidentiality, if applicable, submitted under Tab A1; Transmittal Letter submitted under tab B.

The transmittal letter should include the following.

Name and address of the offerer;

Name, title, email address, and telephone number of primary contact for the offerer;

Solicitation title and agency control number that the proposal is in response to;

Signature, typed name, and title of an individual authorized to commit the offerer to its proposal;

Federal employer identification number of the offerer, or if a single individual, that individual’s Social Security number;

Offerer’s eMaryland Marketplace number;

Offerer’s MBE certification number;

Offerer’s SBR certification number;

Offerer’s VSBEE certification number;

Acceptance of all state RFP and contract

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terms and conditions;

If any exceptions are taken, they are to be

noted in the executive summary;

And lastly, the acknowledgment of all agendas
to this RFP.

Executive summary should be submitted under
tab C. Minimum Qualifications Documentation, if
applicable, submit under Tab D. Offerer Technical
Response to RFP Requirements and Proposed Work Plan,
submit under tab E. Offerer Qualifications and
Capabilities, submit under tab F. Experience and
Qualifications of Proposed Staff, including proposed
Subcontractors, submitted under tab G. References
shall be submitted under tab H. List of Current and/or
Prior State Contracts, submit under tab I. Financial
Capability under tab J. Certificate of Insurance,
submit under tab K. Subcontractors should be submitted
under tab L. Legal Action Summary, submit under tab M.
Economic Benefit Factors, submit under tab N. And
Additional Required Technical Submissions, submit under
tab O. This is the section where all of the required
forms are to be submitted.

Under separate sealed cover from the technical proposal and clearly identified in the format identified in Section 4.2, the offerer shall submit an original unbound copy, four copies, and an electronic version in Microsoft Excel of the financial proposal.

The financial proposal shall contain all price information in the format specified in Attachment F. The offerer shall complete the financial proposals Form only as provided in the financial proposal instructions and the financial proposal form itself.

Section 5, Evaluation — well, Section 8, but Section 5, Evaluation Committee, Evaluation Criteria, and Selection Procedure.

Section 5.1, Evaluation Committee.

Evaluation of proposals will be performed in accordance with COMAR 21.05.03 by a committee established for the purpose and based on the evaluation criteria set forth in the RFP.

The evaluation committee will review proposals, may participate in offerer oral presentations and discussions, and will provide input

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to the procurement officer. The Department reserves
the right to utilize the services of individuals
outside of the establishment evaluation committee for
advice and assistance as deemed appropriate.

Section 5.2, Technical Proposal Evaluation
Criteria. The criteria to be used to evaluate each
technical proposal are listed below in descending order
of importance:

Offerer’s technical response to RFP
requirements and work plan; offerer qualifications and
capabilities; experience and qualifications of proposed
staff, including proposed subcontractors; economic
benefit to the state of Maryland.

Section 5.3, Financial Proposal Evaluation
Criteria. All qualified offerers -- a responsible
offerer determined to have submitted an acceptable
technical proposal -- will be ranked from the lowest,
most advantageous, to the highest, least advantageous,
price based on the total proposal price within the
stated guidelines set forth in this RFP and as
submitted on Attachment F, the financial proposal form.

Section 5.5, Selection Procedures. Technical
proposals are evaluated for technical merit and ranked. During this review, oral presentations and discussions may be held.

The purpose of such discussions will be to assure a full understanding of the state’s requirements and the offerer’s ability to perform the services, as well as to facilitate arrival at a contract that is most advantageous to the state. Offerers will be contacted by the state as soon as any discussions are scheduled.

Offerers must confirm in writing any substantive oral clarifications of, or changes in, their technical proposal made in the course of discussions. Any such written clarifications or changes then become part of the offerer’s technical proposal. Technical proposals are given a final review and ranked.

The financial proposal of each qualified offerer will be evaluated and ranked separately from the technical evaluation. When in the best interest of the state, the procurement officer may permit qualified offerers to revise their initial proposals and submit,
in writing, best and final offers. The state may make
an award without issuing a request for a best and final
offer.

Upon completion of the technical proposal and
financial proposal evaluations and rankings, each
offerer will receive an overall ranking. The
procurement officer will recommend award of the
contract to the responsible offerer that submitted the
proposal determined to be the most advantageous to the
State. In making this most advantageous proposal
determination, technical factors will receive equal
weight with financial factors.

All right. That concludes me reading through
the RFP. And now we'll open the floor to any
questions. We do ask that you do state your name and
company before asking your questions. Yes, ma'am?

MS. LAFRANCE: My name is Florence LaFrance
with Pivotal Practices. I have a question about
Paragraph 1.2.7. Oh, I'm sorry. 1.8 -- 1.28.

MS. MONTAGUE: Okay.

MS. LAFRANCE: Verification of Tax with the
Department of -- the State Department of Taxation. We
are -- we actually participate with a PPO who actually
takes care of all of our HR and state taxes and stuff
like that.

MS. MONTAGUE: Okay.

MS. LAFRANCE: Basically, we’re not
officially registered with the state for that.

MS. MONTAGUE: Okay.

MS. LAFRANCE: Would that disqualify us?

MS. MONTAGUE: Yes. You would need to make
sure you are registered with the State Department of
Taxation before you submit a proposal. You can submit
your proposal. However, if there isn’t -- the state
decides to award contract to you, if you do not have
that taxation requirement, then there may -- disqualify
you.

MS. LAFRANCE: So we can ask them to open it
up and then just file for zero balance? Is that
sufficient?

UNIDENTIFIED SPEAKER: I think maybe we’ll
just talk afterwards (indiscernible).

MS. LAFRANCE: Okay. Thank you very much. I
also have a second question.
MS. MONTAGUE: Yes, ma'am.

MS. LAFRANCE: Regarding paragraph 2.3.6.2. It mentions a leadership retreat.

MS. MONTAGUE: Okay.

MS. LAFRANCE: Do we actually disclose that -- the financial for that in the proposal as well, or is that something that’s done separately outside of this proposal?

MS. MONTAGUE: You’re asking about the financials for that?

MS. LAFRANCE: Well, yeah.

MS. MONTAGUE: Yeah, you wouldn’t -- you would just submit your total price in your financial --

MS. LAFRANCE: Okay.

MS. MONTAGUE: -- proposal.

MS. LAFRANCE: Then leadership retreat is covered?

MS. MONTAGUE: Do we cover it, or who covers the --

MR. WAIT: I’m sorry. The State covers the entry fees for any retreat and covers the cost for the state participants for that. So anything, I guess,
that you would think would be over and above those
state-supplied items, I would include that in my
proposal.

MS. LAFRANCE: Okay. Thank you very much.

MS. MONTAGUE: Do you have any other
questions?

MS. LEWIS: I'm Martha Lewis from Pivotal
Practices, and I'm just curious as to who the current
incumbent is for this contract?

MS. MONTAGUE: The current incumbent is
Suasion. Suasion, LLC.

MS. LEWIS: And that was for 2015?

MS. MONTAGUE: For -- correct.

MS. LEWIS: Was that the same contractor for
2014 also?

MR. WAIT: Yes, it was.

MS. LEWIS: So do you plan on competing this
particular solicitation every year?

MR. WAIT: As of right now, yes, but that's
something that there are discussions out there
internally that we'll make decisions on going forward.

MS. LEWIS: Thank you.
MS. MONTAGUE: Yes, ma'am.

MS. LEE: Sheila Stenhouse Lee with Learning Everywhere. Is the current incumbent eligible to compete for this award?

MS. MONTAGUE: The RFP goes out. If they wish to submit a proposal, absolutely. Any further -- any other questions?

UNIDENTIFIED SPEAKER: (Indiscernible) Solutions. Can the subcontractor or a proposed subcontractor meet the class performance requirements, or does -- can only the primary contractor meet that requirement?

MS. MONTAGUE: I think they both -- okay, can you repeat your question?

UNIDENTIFIED SPEAKER: Does the -- can a subcontractor meet the class performance requirements (indiscernible), or does the contractor have to do it?

MR. WAIT: If I remember correctly, the prime facilitator of the class has to meet requirements, but then I don’t know if it’s specifically addressed -- Hubert, you tell me.

HUBERT: I’m going to have to have to take that under
advisement.

MS. MONTAGUE: Yes?

MS. THORNWELL: Gloria Thornwell, BluPrint LLC. Based on 5.3.3.7, it says, "Provide all instructional and training materials to course participants and to the state project manager at each course session," et cetera. And then it talks about providing each participant with a copy of the textbooks, can you explain (indiscernible)? I guess I'm a little bit confused, because is that a cost that should be included in the financials -- the cost of textbooks?

MR. WAIT: Uh-huh. The proposed textbooks from the contractor included in their syllabus proposal would be something that the contractor would be responsible for providing.

MS. MONTAGUE: In the back. You had a question? Could you just state your name?

MR. BROWN: Vincent Brown with Tauheed Burke and Associates. In 3.8.3, it talks about a financial retreat. Could that be just one day?

MS. MONTAGUE: Is the retreat just one day?
MR. WAIT: Yes. It would be the class session for that particular month, yes.

MR. BROWN: Oh. In (indiscernible)?

MS. MONTAGUE: Yes, that's absolutely possible. Is there any other questions? Yes.

MS. BOYLE: Is there -- I'm sorry. Theresa Boyle, AP Ventures. Under 2.1 offer minimum qualifications --

MS. MONTAGUE: Okay.

MS. BOYLE: Does the prime vendor have to meet those qualifications, or can the subcontractor?

MS. MONTAGUE: The prime vendor.

MS. BOYLE: Okay.

MR. WAIT: I want to give clarification to the question from the gentleman in the back of the room. The retreat question? Okay. So as I was hearing the question, you were asking me, can the retreat be multiple days, as in, you know, start Friday, go through to Sunday -- was the question I was hearing.

What I will say is there can be more than one class session that is dedicated to a retreat, but it
would be a one-day retreat for each of those class
sessions. Okay?

MR. BROWN: Okay. Thank you.

MS. MONTAGUE: Are there any other questions?

Yes.

UNIDENTIFIED SPEAKER: As far as invoicing
the state, (indiscernible).

MR. WAIT: Yeah, the invoicing is done on a
monthly basis. It has to be done after the service is
provided. So you could bill for any given class the
next month after that class has been provided.

UNIDENTIFIED SPEAKER: So it would be about
nine invoices?

MR. WAIT: Yes. Correct.

MS. MONTAGUE: It would be --

MR. WAIT: I'm sorry.

MS. MONTAGUE: Would it be ten?

HUBERT: (Indiscernible). And in the RFP,
Section 3.8.2, it indicates that "The Contractor shall
invoice the Department for 1/11th of the contract
amount for each full month of service provided under
the Contract." (Indiscernible) is eleven months.

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MS. MONTAGUE: Any other questions? If you think of some questions, you can always email me any questions that you may have. All answers will be submitted to eMaryland Marketplace as well as the DHR web site. Any questions that were asked today and answered today or not answered today will also be published on eMaryland Marketplace as well as the DHR web site.

So that will conclude this pre-proposal conference today. Again, submission for proposals will be on Monday, December 28, 2015, no later than 3:00 p.m. Thank you so much for coming. Have a great day.

(Whereupon, the conference was adjourned.)
CERTIFICATE OF NOTARY

I, CHRIS HOFER, 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.

CHRIS HOFER
Notary Public in and for the State of Maryland

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