

DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 2-S
Agency Contact: Jane Bailey
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DEPARTMENT/PROGRAM: Human Resources (DHR)
Community Services Administration (CSA)
Maryland Legal Services Program (MLSP)

CONTRACT ID: See Attachment
Legal Representation for Indigent Adults
Involved in Adult Protective Services (APS)
Guardianship Hearings and Adult Public
Guardianship Review Board Hearings
ADPICS NO. See Attachment

CONTRACT DESCRIPTION: Multiple award contracts to five contractors to
provide legal services for Indigent Adults involved in Adult Protective Services (APS)
Guardianship Hearings and Adult Public Guardianship Review Board (APGRB) Hearings
statewide.

AWARDS: See Attachment

TERM: 1/3/2008 - 6/30/2011 (W/1 one-year
Renewal Option)

AMOUNT: \$2,195,321 (3-Year, 6 Month Base)
\$ 696,153 (1-Year Option Renewal)
\$2,891,474 (Cumulative Grand Total)

PROCUREMENT METHOD: Competitive Sealed Proposals

BIDS OR PROPOSALS: See Attachment

MBE PARTICIPATION: 3% Subcontracting Goal
51% Estimated MBE participation (See Requesting
Agency Remarks below)

PERFORMANCE SECURITY: None

HIRING AGREEMENT ELIGIBLE: Yes

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ITEM: 2-S (Cont)

INCUMBENTS: See Attachment

REQUESTING AGENCY REMARKS: A notice of the availability of the Maryland Legal Services Program Adult Legal Services Request for Proposals (RFP) was advertised on the DHR Website, *eMarylandMarketplace.com*, *The Star Democrat*, *The Dorchester Star*, *The Record Observer*, *The Times Record*, *The Bay Times*, *The Afro-American Newspaper*, *The Frederick News-Post*, and *The Daily Record*. Copies of the Adult RFP Notice of Intent to Solicit were mailed directly to approximately 255 Maryland attorneys and/or law firms. Eleven of the prospective contractors on the mailing list were MBEs.

A total of 37 proposals were received in response to the Adult RFP from a total of eight Offerors. Six of these Offerors were incumbent contractors. Offeror submissions represented the entire State of Maryland (comprised of 13 jurisdictions and three Regions). Offerors were permitted to submit proposals for more than one jurisdiction and/or Region. Fifteen of the 37 proposals submitted are being recommended for contract award. Four single offers were received from two incumbent contractors representing one of the 13 jurisdictions and the three Regions. Each single offer was considered reasonable and selected for contract award since ample time was given for submission of proposals. In two of the Regions (Upper and Lower Eastern Shore), the Evaluation Committee was unable to award contracts as the single bid Offeror was deemed not susceptible for contract award. The 15 awards represent a total of five Offerors, all of which are incumbent contractors.

The Lower and Upper Eastern Shores are currently being handled by the incumbents. On 1/3/2008 when the new contracts begin, the adult guardianship cases in these two jurisdictions will officially be transferred back to the Courts and redistributed to private counsel at the Court's discretion. Payment for services in these jurisdictions would be made through the Court Appointed Attorney Program (CAAP). No modifications or extension on the current contract will be requested, and the program does not plan to re-solicit at this time.

There is a 3% MBE subcontracting goal on the contracts; however, three of five Contractors are Maryland Certified MBEs. Therefore the overall MBE participation is estimated to be 51% based on the contract amounts.

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ITEM: 2-S (Cont)

The State of Maryland is statutorily mandated to provide legal representation to indigent adults in Adult Protective Services and Adult Public Guardianship Review Board Hearings statewide. The Maryland Legal Services Program (MLSP) was created for the purpose of ensuring quality and effective legal representation in the State's Circuit Courts to the alleged disabled clients who may have been victims of abuse and/or neglect and where the local Department of Social Services or Office on Aging is a party to the case. Contracted legal services providers for the MLSP are required to provide consistent representation to this extremely vulnerable population, and must serve as a voice for the alleged disabled client in various settings to ensure that indigent adults are safe, and that their legal rights are protected.

Contract awards were made by jurisdiction to the offerors deemed most advantageous to the State, with technical factors having greater weight than financial factors. The previous Adult legal services contracts awarded in 2001 were for a five-year period, and were extended several times to accommodate a lengthy procurement process. As such, the fully loaded fixed-unit price per case is reflective of increased costs in business, as well as growth in the total number of cases to be served over the three-year, six-month base period term. In addition, the price per case reflects a 3% annual increase in the projected caseload per jurisdiction. Incumbent Adult contractors have been performing satisfactorily up to the present date, and in some instances, at a seriously low rate of reimbursement for services rendered. For these reasons it is believed to be in the State's best interest to award these contracts.

FUND SOURCE: 100% General Funds

APPROP. CODE: N00C0104

RESIDENT BUSINESSES: Yes

MD TAX CLEARANCE: See Attachment

Board of Public Works Action - The above referenced Item was:

APPROVED	DISAPPROVED	DEFERRED	WITHDRAWN
WITH DISCUSSION		WITHOUT DISCUSSION	

2008 Adult Contracts: Rank / Pricing of Proposals

Jurisdiction/Offeror XX BPW Item / ++ DBM Item	Incumbent Status	MBE	Total Caseload + # Bid / # Offered	Technical Rank	Price per Case	Financial Rank	Overall Rank / Award	Base Term - 3 Years, 6 Mos.	1-Yr Option	Grand Total
Allegany			115							
Anne Arundel			72							
CSAM/SP-08-103 Skolnick & Leishman, P.C. ++ Derwood, MD ADPICS NO.: N00B8200386 Comptroller's #: 07-2701-0111 Legal Aid Bureau, Inc. Baltimore, MD	No	No	72	2	\$583	1	1 / Award	\$31,800	\$10,200	\$42,000
Baltimore City	Yes	No	72	1	\$1,823	2	2 / No Award			
			2,838							
Baltimore Co.			1,649							
Law Office of Addison & Darden, P.C. Glen Burnie, MD	No	Yes	1,750	3	\$1,333	3	3 / No Award			
Baltimore Co.			1,649							
Skolnick & Leishman, P.C. Derwood, MD	No	No	500	2	\$680	2	2 / No Award			
Law Office of Addison & Darden, P.C. Glen Burnie, MD	No	Yes	1,500	3	\$1,373	3	3 / No Award			

2008 Adult Contracts: Rank / Pricing of Proposals

Jurisdiction/Officer XX BPW Item / ++ DBM Item	Incumbent Status	MBE	Total Caseload + # Bid / # Offered	Technical Rank	Price per Case	Financial Rank	Overall Rank / Award	Base Term - 3 Years, 6 Mos.	1-Yr Option	Grand Total
Garrett			290							
CSA/MLSP-08-112 Ria P. Rochvarg, P.A. West Friendship, MD ADPICS NO.: N00B8200381 Comptroller's #: 07-2697-0111	Yes	Yes	290	1	\$600	1	1 / Award	\$131,070	\$42,840	\$173,910
Skolnick & Leishman, P.C. Derwood, MD	No	No	320	2	\$779	2	2 / No Award			
Gecll			67							
CSA/MLSP-08-116 Skolnick & Leishman, P.C. Derwood, MD ADPICS NO.: N00B8200384 Comptroller's #: 07-2701-0111	No	No	67	2	\$876	1	1 / Award	\$44,325	\$14,400	\$58,725
Legal Aid Bureau, Inc. Baltimore, MD	Yes	No	67	1	\$1,838	2	2 / No Award			
Frederick			216							
CSA/MLSP-08-118 Skolnick & Leishman, P.C. Derwood, MD ADPICS NO.: N00B8200400 Comptroller's #: 07-2701-0111	No	No	216	1	\$681	1	1 / Award	\$112,175	\$35,700	\$147,875
Law Office of Patricia Patton Hagerstown, MD	No	No	216	2	\$750	2	2 / No Award			
Garrett			29							
CSA/MLSP-08-119 Skolnick & Leishman, P.C. Derwood, MD ADPICS NO.: N00B8200402 Comptroller's #: 07-2701-0111	Yes	No	29	Single Offer	\$959	N/A	Award	\$20,800	\$7,000	\$27,800
Hairford			115							
CSA/MLSP-08-122 Skolnick & Leishman, P.C. Derwood, MD ADPICS NO.: N00B8200404 Comptroller's #: 07-2701-0111	No	No	115	2	\$779	1	1 / Award	\$68,000	\$21,600	\$89,600
Legal Aid Bureau, Inc. Baltimore, MD	Yes	No	115	1	\$1,833	2	2 / No Award			

2008 Adult Contracts: Rank / Pricing of Proposals

Jurisdiction/Offeror XX BPW Item / ++ DBM Item	Incumbent Status	MBE	Total Caseload + # Bid / # Offered	Technical Rank	Price per Case	Financial Rank	Overall Rank / Award	Base Term - 3 Years, 6 Mos.	1-Yr Option	Grand Total
Howard			283							
CSA/MLSP-08-124 Ria P. Rochvarg, P.A. ++ West Friendship, MD ADPICS NO.: N008200383 Comptroller's #: 07-2697-0111	Yes	Yes	283 / 283	1	\$604	2	1 / Award	\$130,080	\$41,580	\$171,660
Skolnick & Leishman, P.C. Derwood, MD	No	No	283 / 0	2	\$584	1	2 / No Award			
Law Office of Addison & Darden, P.C. Glen Burnie, MD	No	Yes	250 / 0	3	\$1,452	3	3 / No Award			
Montgomery			466							
CSA/MLSP-08-124 Skolnick & Leishman, P.C. Derwood, MD	No	No	500 / 0	2	\$584	1	2 / No Award			
Law Office of Addison & Darden, P.C. Glen Burnie, MD	No	Yes	250 / 0	3	\$1,452	3	3 / No Award			
Prince George's			821							
Legal Aid Bureau, Inc. Baltimore, MD	Yes	No	821 / 0	1	\$1,567	3	2 / No Award			
Law Office of Addison & Darden, P.C. Glen Burnie, MD	No	Yes	750 / 0	3	\$1,400	2	3 / No Award			

2008 Adult Contracts: Rank / Pricing of Proposals

Jurisdiction/Offeror XX BPW Item / ++ DBM Item	Incumbent Status	MBE	Total Caseload + # Bid / # Offered	Technical Rank	Price per Case	Financial Rank	Overall Rank / Award	Base Term - 3 Years, 6 Mos.	1-Yr Option	Grand Total
Washington			290							
Skolnick & Leishman, P.C. Denwood, MD	No	No	290	2	\$779	2	2 / No Award			
Upper Eastern Shore Maryland Adult Guardianship for Indigent & Elderly, Inc. Denton, MD	No	No	98							
Southern Maryland CSA/MLSP-08-135			81							
Skolnick & Leishman, P.C. ++ Denwood, MD ADPICS NO.: N00B8200408 Comptroller's #: 07-2701-0111	Yes	No	81	Single Offer	\$867	N/A	Award	\$54,000	\$17,100	\$71,100
Lower Eastern Shore Maryland Adult Guardianship for Indigent & Elderly, Inc. Denton, MD	No	No	193							
Total ALL Contracts								\$2,787,571	\$886,573	\$3,674,144
Total Contracts for BPW Approval								\$2,195,321	\$696,153	\$2,891,474

Under the terms of the solicitation, the technical ranking had more weight in the overall award determination than did the financial ranking.