DEPARTMENT OF HUMAN RESOURCES

PRE-PROPOSAL CONFERENCE
FOR
CHILD MALTREATMENT PREVENTION SERVICES

SSA/CMPS-18-001-S

FEBRUARY 23, 2017
311 West Saratoga Street
Room 952
Baltimore, Maryland
10:00 a.m. - 10:50 a.m.

PRESENT FROM DHR:

WAYNE DIXON, Procurement Officer
VERNICE MCKEE, In-home Service Analyst
STEVE BERRY, In-Home Service Director
SANG KANG, Procurement Division
HUBERT CHANG, Assistant Attorney General

ALSO PRESENT:

JENNIFER ELAM, The Family Tree
PHILLIP SARACINO, The Family Tree
CAROLYN FINNEY, The Family Tree
BEV BUTLER, Catholic Charities
JON HACKBARTH, Catholic Charities

REPORTED BY: KATHLEEN A. COYLE, Notary Public

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PROCEDINGS

MR. DIXON: Good morning everyone. My name is Wayne Dixon, and I would like to welcome you to the Department of Human Resources. I am the procurement officer for the child maltreatment prevention services RFP, number SSA/CMPS-18-001-S.

The purpose of today's conference is to share information with you regarding the RFP. If you have not already done so, please sign in on the attendance sheet, or attach your business card. Hunt Reporting is recording this conference. When speaking please identify yourself and your company for the record. A transcript of this conference will be made available on eMaryland Marketplace and on the DHR website.

So at this time we will have introductions. Again, my name is Wayne Dixon, procurement officer of the DHR Procurement Division. And I'll go to my left.

MR. BERRY: Good morning. Steve Berry. I'm the director of child protective and family services here at DHR, Social Service Administration.

MR. HACKBARTH: Good morning. I'm Jon
Hackbarth. I'm the director of centralized services for Catholic Charities.

MS. BUTLER: And I am Bev Butler, and I do family support work for Catholic Charities.

MS. FINNEY: Carolyn Finney from The Family Tree. And I am the director for programs and services.

MR. CHANG: Hubert Chang, Assistant Attorney General.

MR. KANG: Sang Kang, procurement officer.

MR. SARACINO: Phil Saracino, finance director, The Family Tree.

MS. ELAM: Jennifer Elam. I'm the executive assistant for The Family Tree.

MS. MCKEE: Vernice Renee McKee, policy analyst, Department of Human Resources, Social Services Administration. And I'm a program manager for this child maltreatment and prevention services RFP.

MR. DIXON: Again, thank you all for coming. At this time I'm going to invite Steve to provide opening remarks.

MR. BERRY: Good morning again. We have had
this RFP and contract out for probably 10 years now.
It has always been our position at the Department that
some of the funding we receive from the Child Abuse
Prevention and Treatment Act, it’s a federal money
grant that we get, should be used for prevention. So
that’s what we do.

What this RFP is looking for, and you’ve all,
I’m sure, have read it, is prevention activities to
help families where there has been maltreatment maybe
not to have a recurrence and more importantly, never
have an occurrence. So that’s what we’re looking for.

We think prevention is important, so we’ve
always tried to keep that at least somewhere on our
agenda. We’re mainly a response program, meaning Child
Protective Services response after there’s allegation
that something has already occurred, but we also think
it’s important to try to help out, especially with
community agencies, when it comes to doing some
prevention work. I’m glad that you’re all here.

MR. DIXON: Thank you, Steve. So at this
time we’ll start reviewing some important information
regarding the RFP.

DHR, the Department of Human Resources, is issuing this request for proposals to provide services for at-risk families for purposes of preventing child abuse and neglect. The services to be provided are parenting education classes, parent support groups, parent trust hotline, and lay therapy home visitation.

The anticipated duration of services to be provided under this contract is three years with two one-year options that can be exercised at the sole discretion of the State. Closing date and time for receiving proposals is Monday, March 27th, at 3:00 p.m., local time.

Proposals may not be submitted by email or by fax. Late, multiple, and alternate proposals will not be accepted. Proposals submitted by an offeror must be accompanied by a completed bid proposal affidavit, which is attachment "B" of your RFP. Each offeror should be registered on eMaryland Marketplace in order to be offered a contract award.

So at this time we’ll go over MBE
information. That’s found in section 1.33 of the RFP.

Unfortunately, our director for the minority business enterprise, Ms. Lauren Gratiano, could not join us.

However, I will provide some information regarding the MBE program. The program is to ensure disadvantaged businesses have an opportunity to participate in the State’s procurement and contracting opportunities. In order to do that each procurement is examined and a minority participation goal is established on a contract to contract basis.

The participation goal for this solicitation is four percent with no MBE subgoals. As a prime contractor you will be required to certify that you will make good faith efforts to meet this goal. Please be sure to review the scope of work to determine subcontracting opportunities and identify MBE firms that can perform the work. When submitting your proposal it is important to provide the MBE utilization and fair solicitation affidavit and MBE schedule. So that’s attachment D-1A, and that’s on page 75 of the RFP. Failure to provide this form with your proposal
will have your proposal deemed unresponsive.

If you take all the necessary steps of securing an MBE subcontractor and you're unsuccessful, you can request a waiver. The waiver is due 10 business days after notification of award. Waiver information is found on attachment D-1B, or page 81 of the RFP. Monthly invoices are to be provided by the prime contractor and the MBE subcontractor and submitted separately. If after you have an MBE subcontractor in place and wish to terminate the MBE, you must put this request in writing to the administration, and it must be for good cause. So you can't just get rid of an MBE just to get rid of the MBE. We will have Ms. Gratiano provide more detailed information in writing and then put this on eMaryland Marketplace and our DHR website.

So at this time I'm going to invite Mr. Sang Kang to provide information regarding the living wage requirements of the RFP.

MR. KANG: Maryland living wage. The living wage law requires certain contractors and subcontractors to pay minimum wage rates to employees

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working under certain state contracts. Solicitation
for services valued at 100,000 or more may be subject
to living wage laws. Effective September 28
contractors and subcontractors, subject to the living
wage law, shall pay each covered employee at least
$13.53 per hour. And that is if the State contract
service is valued at 50 percent or more of the total
contract are performed in the tier one area. If 50-
percent or more of the total contract value is
performed in a tier two area the offeror shall pay at
least $10.24 per hour.

The specific living wage rate is determined
by whether the majority of the services take place in
tier one or tier two area. Tier one areas are: Anne
Arundel County, Baltimore City, Baltimore County,
Howard County, Montgomery County, and Prince George’s
County. And tier two areas are every other county in
the State.

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 area, if they are out of State, then
the living wage rate will be based upon where the
majority of the recipients of the services are located.

Additional information regarding the State
living wage requirement is contained in attachments G
and G1. You will need to complete attachment G1, the
affidavit of agreement, and submit it with your
technical proposal. And Maryland living wage law is
administered by the Department of Labor, Licensing and
Regulation, DLLR. And you can find information on the
DLL Department website about the living wage law.

MR. DIXON: Thank you, Sang. So at this
time I will invite Ms. Vernice McKee to review the
minimum qualifications. And then Ms. McKee and
Mr. Steve Berry will go over the scope of work.

MS. MCKEE: Okay. The minimum qualifications
can be found in section two of the RFP, offeror minimum
qualifications. The offeror must provide proof with
its proposal that the following minimum qualifications
have been met. The offeror shall have two years
experience providing child welfare services to children
and families at risk of child abuse and neglect. As
proof of meeting this requirement the offeror shall
provide with its proposal a signed attestation
describing the duration of nature of social services
performed to the target population.

So the scope of work is found in section
three. And basically, I’m not going to go over the
whole section, but primarily we are looking for an
agency to provide four main services, the parent stress
line, lay therapy home visitation services, parent
education classes, -- parent stress line, lay therapy,
and the parent education classes.

For the parent stress line the contractor
shall provide a statewide toll free telephone number,
identified as the parent stress line, that is available
24 hours a day, 365 days a year, hopefully to be able
to handle 7,000 to 10,000 calls per year. This line
will provide callers with assistance and support in
handling parental stress, building parental self
confidence, utilizing appropriate child disciplinary strategies, and shall also refer callers to appropriate federal, State, local and private agencies in the callers areas, and also maintain logs of these calls monthly.

The lay therapy home visitation, the contractor shall develop family service plans that describe specific interventions designed to minimize the risk of child abuse, neglect or injuries in the family and home, and set reasonable objectives for intervention.

Also, I failed to mention under the parent stress line, that the offeror shall demonstrate how they will publicize or strategize how to market the parent stress line to make it advertised throughout the State.

Parent education classes. The contractor shall develop and teach parent education classes focused on developing parenting skills, utilizing appropriate disciplinary techniques and prove an understanding of child development and improving parent
confidence and stressing parent/child relationships.
And the contractor is expected to submit a curriculum
for these classes, and provide the space and materials
necessary to perform these classes in the different
jurisdictions.

Then we also have the parent support groups.
The contractor shall develop and conduct, facilitate
support groups of parents that involve group discussion
of topics, including but not limited to engaging
children in positive, age-appropriate activities, child
development, appropriate disciplinary techniques, and
alternative discipline techniques. And again, the
contractor is expected to provide the space and
materials to conduct these parent support groups.

Then we also have staffing under the scope of
work. Report, monthly reports are being requested for
parent stress line, lay therapy, parent and education
classes and parent support groups.

MR. DIXON: So thank you. So now we’ll go
over the proposal format. When you are submitting your
proposal to the Department you’re going to submit the
proposal with two different volumes.

Your first volume is going to be your technical proposal, your second volume is going to be your financial. When you submit your technical, no financial information should be in there. And that will be evaluated to make certain that you meet the qualifications that are in place with the RFP. If something is missing from the paperwork in the proposal, like your bid proposal affidavit or the MBE paperwork, attachment D-1A, you will likely be considered unresponsive, thereby disqualifying your proposal. If that happens, we won't look at your financial and we'll send it right back to you. But if your technical proposal falls in line with what is requested in the RFP at the time of submission, then we will proceed with evaluating it, ranking it, and then going towards the financial proposal.

In the financial proposal, that's where all your pricing information will be, and electronic information for the technical and financial proposal should be submitted, as stated in the RFP in section
four.

So you can hand-deliver the RFP, well, the proposal from the RFP, directly to us. Just let us know and we’ll come and get it from you, or you can mail it. However you do it, please provide a tracking number so that we can, you know, look out for it. Because when the deadline comes, if it’s in the building before the deadline or after the deadline hits, that’s okay. But if it comes after the deadline we’re not going to look at it. We’re just, you know, no late proposals will be accepted.

You will provide one unbound copy, well, one unbound original and four copies of your technical and financial proposals. They have to be separate, sealed separately so that we can evaluate them separately.

Your technical proposal, when you submit it, should be tabbed. And we will go over that information right now. Detailed information regarding each of these is listed in section 4.4 of your RFP. Your proposal must have a title page and table of contents. So that’s under Tab A. If you are looking to provide
confidential information, you will submit a claim of confidentiality. If you are not looking to do that, you do not have to submit that. You will mark that as Tab A1.

A transmittal letter, found under Tab B, provides the following information: Name and address of the offeror, name, title, email address and telephone number of the primary contact for your company. The solicitation title and agency control number, which is SSA/CMPS-18-001-S, signature, typed name and title of the individual authorized to commit the offeror to the proposal, your tax ID number or federal employer identification number of the offeror or Social Security number if you are a single individual, your eMaryland Marketplace number, your MBE certification number if you are an MBE, if you are a small business reserve, that certification number, and if you are a veteran small business enterprise, that certification number, if applicable. You must also state that you accept all of the conditions found in the RFP and acknowledge any addenda that might be
issued from the RFP.

Provide an executive summary under Tab C.

Explain how you meet the minimum qualifications. You place that in Tab D.

Your technical response to the RFP requirements and your proposed work plan shall be submitted under Tab E.

Your qualifications and capabilities under Tab F.

The experience and qualifications of your staff, that includes proposed subcontractors, that's Tab G.

References of entities, companies, parties that you've worked with in the past, that's under Tab H.

Any contracts that you have or that you are working with on behalf of the State or prior contracts, that's under Tab I.

Your financial capability is submitted under Tab J.

Insurance information should be submitted
under Tab K.

Your subcontractors under Tab L.

If you have any legal actions against you, that should be submitted under Tab M.

Economic benefit factors should be submitted under Tab N.

And any technical submissions under Tab O.

These will be your forms, such as your bid proposal, your MBE paperwork, and anything else required of the RFP.

These proposals are due on Monday, March 27th, 3:00 p.m., local time.

So now we’ll go over the Evaluation Committee, the criteria and selection procedure. The evaluation of proposals will be performed in accordance with COMAR 21.5.3, by a committee established for that purpose and based on the evaluation criteria set forth in section 5.2 of this RFP. That includes offeror’s technical response to the RFP, requirements and work plan, experience and qualifications of proposed staff, economic benefits to
the State of Maryland, and offeror qualifications/capabilities. The Evaluation Committee will review proposals, participate in offeror oral presentations and discussions, and provide input to the procurement officer.

If the State finds an offeror's technical proposal not reasonably susceptible of being selected for award, that offeror’s financial proposal shall be returned unopened. Upon completion of the evaluation of technical proposals all qualified offerors shall have their financial proposals evaluated and ranked from lowest to highest price based on the total proposal price that was submitted on your financial proposal form. That’s attachment “F.”

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

At this time I will open the floor to any
questions you might have. When you ask your question
please state your name and the company you work with.

MR. CHANG: Before we get to questions if I
may make a remark. I'm Hubert Chang, Assistant
Attorney General. I want to just clarify that in
portions of the due date and time for the proposals, if
they are delivered to us a minute after the deadline
they cannot be accepted. It really is just a very sad
thing for everybody when we can't accept a proposal.

And I wanted to clarify a remark that
Mr. Dixon made. He said that, you know, we do prefer
that they are hand-delivered because that way you can
make sure that they've actually gone I into the hands
of somebody. He made a comment about if you give us a
call we'll come and pick it up. I want to make clear
that that does not mean that we will go to your office.
It means that when you come to this building you can
call up from the lobby and they will call us to come
downstairs to the lobby. But you are responsible for
getting the proposal into this building.

MR. DIXON: Yes. Yes.

MR. CHANG: And then the second thing I
wanted to just bring up is on the technical proposal
evaluation criteria. Mr. Dixon talked about there are
four different criteria under section 5.2, the
offeror’s technical response, experience qualifications
of the proposed staff, the offeror’s qualifications and
capabilities, and the economic benefit to the State of
Maryland. Under that first requirement for the
technical response to the RFP, the Evaluation Committee
does really look to see what you write and how you
describe what your proposal is. It is not, you know,
your proposal will be assessed based on how much you
tell us about what you’re going to do. If you just say
yes, or you concur to the requirements in the RFP you
are much less likely to score highly in those areas.

MR. DIXON: Thank you. So now we will open
the floor to any questions that you might have.

MR. HACKBARTH: Jon Hackbarth, Catholic
Charities. Who is the current provider, and in what jurisdictions do they provide these services?

MR. DIXON: The Family Tree is the current provider of the contract. And they currently serve three jurisdictions, Baltimore City, Baltimore County, and Prince George's County.

MR. HACKBARTH: Thank you.

MR. CHANG: And as a point of clarification, they are the provider under the previous RFP and the scope of work has changed in various --

MR. HACKBARTH: Can you describe how the scope of work has changed?

MR. DIXON: In the RFP it specifies that certain jurisdictions are considered core jurisdictions. And the RFP also indicates that you will have the option of serving another county within the State. You have your choice as to which jurisdictions, but of the jurisdictions one of them must be Baltimore City, Prince George's County, you know, and it's listed in the RFP. So if you want to do Baltimore City and Baltimore County that's your choice.
But, you know, you've got to serve a core area and then go from there.

MR. CHANG: The essential point, if I just may add, is that we're not comparing the services that would be provided under this contract to services that were provided under the last contract. This is a new contract that has new requirements from the last contract. And the RFPs will be evaluated on the evaluation criteria listed in this RFP.

MR. HACKBARTH: Thank you.

MR. SARACINO: So Phil Saracino, finance director for The Family Tree. So attachment F is the only requirement for the financial component of the proposal, and that's a one-page, fixed price contract; No line item budget or anything of that nature?

MR. DIXON: That's correct. The attachment F breaks down the base years. So three years. Well, you know, how much you're going to pay year one, year two, year three, and then the options. So that's the primary price that we're going to go off of. Line items, that type of thing, should be listed on your
reports when you submit them to the project manager.

MR. SARACINO: But not for the purposes --

MR. DIXON: But not for the purposes of the

RFP.

MR. SARACINO: I also wanted a point of
clarification on the MBE form D-1A. If we are not a
minority vendor section A is not applicable, correct?

MR. DIXON: If you are not a -- you will be
considered a prime. If you want to hire a minority
enterprise, that's where you would be placing the
information in D-1A. If you are not an MBE, as
recognized by the State of Maryland, you know, you
wouldn't call yourself a MBE. I'm not sure if that --

MR. SARACINO: So section 4A would be not
applicable to us if we're not an MBE, correct?

MR. DIXON: Right. You would not fill that
out.

MR. SARACINO: But if we decide to use an MBE
for office supplies, we would list them in section B?

MR. DIXON: Put them in section B. That's
correct.
MR. HACKBARTH: Jon Hackbart again. The
seven to ten thousand calls per year, is that based on
historical volume data?

MS. MCKEE: Yes.

MS. ELAM: Jennifer Elam from The Family
Tree. I just had -- if there are questions should they
be directed to any certain individual or is there like
a Q&A section on the website where we could go to?

MR. DIXON: Your questions should be
submitted through eMaryland Marketplace, and they will
come to me directly, Wayne Dixon, as the procurement
officer.

MS. ELAM: Okay. I actually believe that I
was in contact with the eMarketplace and they said I
should be contacting someone from here directly.

MR. DIXON: Okay. You can also reach out to
me by email. If when you submit your questions through
eMaryland Marketplace it doesn't go through, some
technical issue, you can email me. I will place it on
eMaryland for everyone to see.

MS. ELAM: Wonderful. Thank you.
MR. DIXON: No Problem.

MR. HACKBARTH: I probably have lots of questions. Jon Hackbarth again. Would DHR be open to organizations partnering in this proposal?

MR. DIXON: Could you put that in writing, submit that question in writing, and I’ll get back in touch with you in regards to that?

MR. CHANG: I think that question can be -- we’ll just respond to it in writing.

MR. DIXON: Yes.

MR. CHANG: You don’t need to put it in writing. We have it.

MS. FINNEY: Carolyn Finney from The Family Tree. I have a question from the technical proposal. If -- I understand the State requests us to serve families in two jurisdictions, but you also in the RFP have set a certain number. Is the rest the balance of the services, or the numbers that are to be served, from anywhere or do you have to identify that jurisdiction; is it a individual jurisdiction or can it come from anywhere? I don’t know how to say it other
than that way. Where do the other numbers fit; do they
totaly fit in each of the jurisdictions?

MR. DIXON: Okay.

MR. CHANG: What numbers are you talking
about?

MR. SARACINO: I think they talked about 400

MS. FINNEY: Four -- right.

MR. SARACINO: Four hundred people family
education.

MS. FINNEY: Right.

MR. SARACINO: Does the breakdown by
jurisdiction --

MS. FINNEY: Mean that you divide it between
the two, or is some in those two jurisdictions, or --

MR. DIXON: So --

MR. CHANG: So the RFP, under section 3.1,
specifies that each of the direct in-person services
must be provided in at least two jurisdictions across
the State.

MS. FINNEY: Right.
MR. CHANG: Which means that for each of the three areas other than the parent stress line, those services cannot only be provided in one jurisdiction, they must be provided in at least two of the jurisdictions.

MS. FINNEY: Right.

MR. CHANG: But there is no, unless otherwise specified in the sections of the RFP, I don't think -- and you can correct me if I'm wrong, there's no general requirement that any particular number has to be served in one -- actually, there are in some cases, aren't there?

MR. DIXON: Right. In some cases I believe.

MR. CHANG: I would -- if you can just bear with me for a moment. Yeah. So under section 3.2.3, sub D, relay therapy home visitation services must provide services for at least 25 families in at least two jurisdictions.

MS. FINNEY: Right. That's what I'm -- I'm having difficulty phrasing that. So that's 50 when you add those two together. Where do the other -- where is

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the possibility for the other --

MR. CHANG: SO the services plan will serve at least 80 families across the State, 25 of which must be in each of the two jurisdictions. Then if you observe exactly 25 in each of the two jurisdictions, then you have 30 that you have to have provide services for somewhere else. And there are similar requirements in each of the other sections.

MS. FINNEY: Okay. And my follow-up question to that. Do you have to then identify the jurisdictions where you’re populations for parenting support groups and home visiting, lay therapy home visiting?

MR. DIXON: I just want to make sure I have your question correctly. Once you reach the 25 families per se, do you want to specify -- do we want you to specify the other jurisdiction being served?

MS. FINNEY: Or jurisdictions that would be served, or would you just assume that we would identify them in our monthly reports?

MS. MCKEE: Yeah. It’s in asked in the
report, in section 3.2.7, it's under lay therapy. It's asking in the reports you include the jurisdiction, number of service plans developed and signed by the families. So, yeah, you would provide the jurisdiction.

MR. CHANG: Is your question relating to the performance under the contract, which is what Vernice's answer would be responding to, or is your question whether you need to identify the jurisdictions in your proposal?

MS. FINNEY: It's probably both, but for the proposal say, do we have to identify them in the proposal?

MR. CHANG: There are some requirements for what you have to identify in the proposal. I think we will take this question under advisement and get back to you in writing.

MS. FINNEY: Okay.

MR. DIXON: Did you have a question?

MR. HACKBARTH: Lay therapy, home visitation services. I'm a little confused about the relationship
between this service and what other, what DSS or other agencies, navigators might be providing. And I'm just wondering, for example, I'm assuming a lot of these families may have case management services somewhere else. Is there an expectation that we are coordinating these service plans with the agencies that are already working with the families? I'm just -- how do you envision that working, or how is that supposed to work?

MR. BERRY: I mean, there's no requirement that they have to be working with another entity, like I'll just pick Baltimore City DSS. And, of course, if they are, then we would expect there be coordination between the services. But there's no requirement that every family being served by the contractor also is receiving service from another entity. So does that help?

MR. HACKBARTH: I think so. It seems like, if I'm interpreting this section correctly, this is much about -- it's like an information referral service almost. It's developing the family service plan,
providing the family with the names of resources to help implement the plan; am I on track?

MR. BERRY: Or actual provision.

MR. HACKBARTH: Or actual provision. Okay.

As a follow up question, any barriers to us referring families to our own services? If we provide mental health clinics or anything like that.

MR. CHANG: Could you clarify your question in what context you would be referring?

MR. HACKBARTH: Sure. If a family -- if we determine that someone in the family needed a mental health service, and Catholic Charities operates many clinics, for example in Baltimore County, could we refer a family to one of our clinics as part of the service plan?

MR. CHANG: There doesn’t appear to be anything in the RFP that would preclude you from including your own services as part of a plan that would address the family needs.

MR. HACKBARTH: Okay. So there’s not an expectation that we will ensure that other providers
have, get similar referrals from us as we provide through our own agency, just making sure?

MR. CHANG: Do you want to take that under advisement and get back in writing?

MR. BERRY: Yeah.

MS. FINNEY: There isn’t any requirement then, I guess I shouldn’t ask this that there wouldn’t be a requirement, to use evidence based practices or curriculum if you say so. I mean, or curriculums when the time comes to -- and indicate that in our material that we submit?

MS. MCKEE: We do encourage that. That is a positive. But we didn’t make it necessarily a requirement in the RFP. But yes, that would be most efficient and advantageous if you do have evidence based practices and services for these programs.

MS. FINNEY: Okay. Under the parent education requirement, is it at least two classes or can it be more?

MR. DIXON: When you say under parent education classes, what letter?
MS. FINNEY: Oh, dear, the one with the two sections. Wait a minute.

MR. SARACINO: 3.2.4.

MR. DIXON: Yeah. Letter A?

MS. FINNEY: Right.

MR. DIXON: Just repeat the question again.

I'm sorry. I was looking for it and then I lost the question.

MS. FINNEY: The question basically is, if your service or the curriculum you select has more than two sessions is two sessions the minimum requirement for a curriculum for parent, or is it the maximum?

MR. CHANG: We will take that question under advisement and respond in writing.

MR. HACKBARTH: With respect to support groups, there's a requirement that work groups shall meet weekly and that there shall be at least 10 participants, but no more than 15 participants. We do operate a lot of support groups and we know that sometimes many members will sign up and attend some, and then they may not come, so you could drop below 10
in some cases. So when it says there’s a requirement, how shall I interpret that in terms of if attendance in support groups drops off for whatever reason during eight weeks, can we still run the support group?

MR. BERRY: Get back.

MR. DIXON: 3.2.5 under D.

MR. HACKBARTH: Is there an opportunity to ask additional questions after today?

MR. DIXON: Absolutely. You can reach out to me by email. My email address is listed in the front of the RFP. I can give it to you right now:

Wayne.dixon@maryland.gov

MR. SARACINO: So will you be sending out the Q&A and the responses of the items that you were going to get back to us?

MR. DIXON: Yes. I’ll place them on eMaryland Marketplace. It will also be found on DHR’s website.

MR. SARACINO: You’re not going to send it to us; we’re going to have to go get it?

MR. DIXON: Well, I have your information. I
do have Ms. Elam’s information. I can send it to you directly.


MR. CHANG: And just on clarifying questions. Questions may be submitted to the procurement officer in writing. There is a request in section 1.9 in the RFP to make the request, to ask your questions at least five days before the closing date of the RFP so there’s sufficient time for the Department to prepare an appropriate answer.

MR. SARACINO: So on the submittal of the bids, it’s one original and four copies of both the technical and financial proposal, and an electronic copy?

MR. DIXON: Yes.

MR. SARACINO: Of each?

MR. DIXON: Yes.

MR. SARACINO: And the electronic copy can be a CD or three-and-a-half inch disk or --

MR. DIXON: Oh, God, no. CD, DVD, depending on how large your file is, of course, will determine
what format you can submit it in. I believe the RFP
also indicates flash drives can be used. But again,
use whichever method, depending on how large your
actual file is.

MR. SARACINO: And that’s one each or one
electronic that comprises both volumes one and two?

MR. DIXON: Oh, no, no. One electronic for
the technical and one electronic for the financial.

MR. CHANG: I know that Mr. Dixon just
mentioned a flash drive. And the RFP does suggest that
you can give us a flash drive. We would highly prefer
that you don’t because our computers will not allow us
to read a flash drive. We would have to go to a non-
State computer.

MR. SARACINO: So a CD or a DVD is the
preferred methodology?

MR. DIXON: Preferred.

MR. CHANG: Yes. And the USB might not be
allowable. We might amend the RFP.

MR. DIXON: Any other questions?

MR. HACKBARTH: Does The Family Tree have a
name for this program or is it just -- is there a
specific name?

MS. FINNEY: We have these names for it.

MR. HACKBARTH: I'm talking to you. I'm just
looking at them.

MR. DIXON: The Family Tree is just doing
service for the State, the child maltreatment
prevention services.

MR. CHANG: So the State is unaware of any
specific names The Family Tree may use for the services
it provides.

MS. FINNEY: Sorry.

MR. DIXON: Any other questions?

MR. SARACINO: So the money for the current
fiscal year is already here, but this is for the next
fiscal year? How does funding for -- this is for
beginning September 1st?

MR. DIXON: Right. This is for beginning in
the State's fiscal year '18. So that will be all time
periods from July 1 forward.

MR. CHANG: And the anticipated start date
as provided in this contract or under the RFP is August 1 of this year.

MR. HACKBARTH: I think, Steve, you said this has been in effect for 10 years?

MR. BERRY: That's a guess. We've done it for quite a while.

MR. HACKBARTH: Has it been the same provider the whole time?

MR. BERRY: I think so.

MS. ELAM: In sending you the electronic version, it does state specifically Microsoft Word.

But I'm guessing that a pdf version is acceptable as well, or does it have to be in Microsoft Word?

MR. DIXON: I don't recall it being limited to that.

MR. CHANG: We will answer that in writing.

MR. HACKBARTH: So just to clarify. We should expect something in email, the responses to the questions today?

MR. DIXON: Yes.

MR. CHANG: In addition, the transcript of
this pre-proposal conference will be posted on
eMaryland Marketplace and on DHR website. We will
include the answers that were provided orally during
this conference.

MR. DIXON: So if there are no other
questions, we’ve reached the end of this pre-proposal
conference. Thank you all for coming out. Again, the
due date is March 27, 2017, at 3:00 p.m. Please do
your best to get it in before that time to ensure that
your proposal will be evaluated. Thank you so much for
coming.

(Whereupon, at 10:50 a.m., the meeting
was adjourned.)
CERTIFICATE OF NOTARY

I, KATHLEEN A. COYLE, Notary Public, before whom the foregoing testimony was taken, do hereby certify that the witness was duly sworn by me; 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 this action, nor financially or otherwise interested in the outcome of the action; and that the testimony was reduced to typewriting by me or under my direction.

This certification is expressly withdrawn upon the disassembly or photocopying of the foregoing transcript, including exhibits, unless disassembly or photocopying is done under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.

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KATHLEEN A. COYLE
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