

Jun 11, 2025

Access and Visitation Pre-Proposal Conference - Transcript

Kanisha Reed -DHS-: Okay, good morning. Welcome to the pre-proposal conference for access and visitation. My name is Kenisha Reed. I am the procurement officer for this RFGP. And today we will present information about this solicitation. We will also try to answer as many questions that you may have concerning this RFGP. Please note that this meeting will be recorded in order to keep the record for this pre-proposal conference. When asking questions, please state your name and your company for the record. A transcript of this conference will be made available on the DHS website. Please stay mute unless you are asking a question. Let's begin with introductions. Please state your name and organization. While doing introductions, can everyone please put their name and company contact information in the attendance list for the attendance list which will be published in the chat.

00:05:38

Kanisha Reed -DHS-: You can put it in the chat. Let's go around the room. I'll start with myself. My name is Kenisha Reed and I am a part of the DHS procurement unit. Yes.

Samuel Eduful -DHS-: Yeah, my name is Samuel Edo. I'm also with the DHS procurement unit.

Adam Schlager: My name is Adam Schlegger. I'm with the Mental Health Association of Frederick County.

Judith Wilson: My name is Judith Rose Wilson and I am with Social Solutions Therapeutic Services, a mental health agency in Prince George's County.

Lesla Britt: Good morning. My name is Lisa Britt. I'm with the Children's Rights Council.

Erin Easton -DHS- CSA: Good morning. My name is Aaron Easton.

Arlette Thomas Fletcher -DHS- CSA: Good morning.

Laticia Muse -DHS- CSA: Good morning. Good morning. Leticia Muse, Child Support Administration.

Kanisha Reed -DHS-: Okay, is that everyone? Thanks everyone. Now Ernston will be doing the opening remarks.

Erin Easton -DHS- CSA: Good morning everyone. Thank you for taking time to join us today.

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Erin Easton -DHS- CSA: Uh just to give a little background, um each year approximately \$10 million in federal mandatory grant funding is allocated to states and territories throughout the access and visitation program. This funding supports services that are designed to increase non-custodial parents access to their children, promote consistent and healthy parenting time, and reduce conflict between parties. According to the US Department of Health and Human Services, mediation and access and visitation disputes can lead to better outcomes for non-custodial parents. Specifically, when these disputes are mediated rather than litigated, non-custodial parents are more likely to remain involved in their children's lives, and more likely to comply with child support obligations. Mediation often helps to reduce conflict, encourages cooperation, and fosters agreements that both parents are more likely to follow, ultimately benefiting the children. While federal and state laws strictly enforce child support obligations, including both financial and medical, there is no equivalent nationwide mandate guaranteeing or enforcing a non-custodial parents visitation rights. In fact, child support is typically enforced through automated systems, wage garnishments, tax refund intercepts, and other legal tools.

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Erin Easton -DHS- CSA: Visitation and custody, on the other hand, are generally treated as a civil matter. handled by state family courts and enforcement usually requires the custodial or non-custodial parent to go back to court if violation occurs. This imbalance can be frustrating for non-custodial parents who want to stay involved but face obstacles to visitation. With that, I thank you again for your time.

Kanisha Reed -DHS-: Thanks. Now we'll present the key information summary sheets. The uh request for grant proposal is CSA access and visitation program. Solicitation number CSA AV26001s. Issue date April the 16th, 2025. RFGP issuing officer, Maryland Department of Human Services, child support administration procurement officer.

Kenisha Reed, Department of Human Services, 25 South Charles Street, 18th floor, Baltimore, Maryland 21201. Phone number 410767792. Email Kenisha Ree@maryland.gov. State Project Manager Arlet Thomas Fletcher, Child Support Administration, 25 South Charles Street, Baltimore, Maryland 21201. Telephone number 4107672799 Work South 4432573605 410 333952 Yeah. Arlette Fletcher. Arlet Thomas Fletcher at Maryland.

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Kanisha Reed -DHS-: Club. And the closing date is July 2nd, 2025 at 2:00 p.m. local time. Yes, was a hand raised.

Arlette Thomas Fletcher -DHS- CSA: Yes, this is the correction is on the updated RFGP the only number that should be there is the 4432573605. That is the number that people can uh reach me at at any time. Thank you.

Kanisha Reed -DHS-: Thanks for that information. I will update that on the transcript. General information. The Department of Human Services DHS Child Support Administration intends to inquire the services of multiple grantees to operate programs providing access and visitation services to non-custodian parents and their children. The services include mediation both voluntary and mandatory counseling, education, developing of parent parenting plans, visitation, enforcement, including monitoring, supervision, and neutral drop off and pickups, and maintaining and implementing standard procedures to maximize safety for these persons, including the children. The department intends to award up to five grants, one grant award per region to the highest ranked applicant as a result of this RFGP.

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Kanisha Reed -DHS-: Applicants may not submit a proposal in more than one region. Eligible applicants including public and non-public or private organizations in the state have a 10% in match required for all grantees for this solicitation. The grants will be awarded approximately four years within the estimated start date of October 1st, 2025 and the end date of September 30th, 2029. The total grant amount combined for all regions may not exceed 159,196,000 per year for each grant awarded under this solicitation.

Kanisha Reed -DHS-: Yes. All sub subcontractors may be identified in complete description of the role relative to the proposal must be included in the applicant's proposal. Verification and registration of the tax payment. Before this business entity can do business in the state, it must be registered with the state department of assessments and taxations SDAT is located in the state office building room 803301 West Street, Baltimore, Maryland 21201. SDAT website is listed.

Kanisha Reed -DHS-: by the Merlin code of state finance and applicants are advised that MD and state finance and procurement article um provides as follows.

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Kanisha Reed -DHS-: In connection with the solicitation, a person may not willingly falsify, concealed, or compressed a material fact by any scheme or device, make a false or fraudulent statement or representation of a material fact, or using a false written or a document that contains a false or fraudulent statement or entry of a material fact. A person may not aid or conspire with another person to commit or act under subsection one in this section. A person who violates any provisions of this section is guilty of a felony and or conviction is subject to fine not exceeding 20,000 or imprisonment not exceeding 5 years or both. Section 1.24 24. Payments by electronic funds and transfers. By submitting a response to this solicitation, the applicants agree to accept payments by electric fund transfers, EFT, unless the state controllers office grants an exemption. Payment by EFT is mandatory for grants exceeding 100,000. The selective applicant should register using the CAT GADXT vendors electronic funds EFT registration form. Any requests for exemptions must be submitted to the state controllers's office for approval at the address specified on the CAT GADX form must include the business identification information as stated on the form and might include the reasons for the exemptions.

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Kanisha Reed -DHS-: The cat form may be downloaded from the comptroller's website listed below. Okay. Section 2.5 prompt payment policies. This solicitation and grants and the grants to be awarded pursuant of this solicitation are subject to the prompt payment policy directive issued by Governor's Office of Small Minority and Women Business Affairs and dated August 1st, 2008. Additional information is available on the

GOBA website. Electronic payments authorized. The following transactions are authorized to be conducted by electronic means described I'm see refers to exchanges of communication using electronic, digital, magnetic, wireless, optical, electromagnetic and other means of electronically conducted transactions. Electronic means includes um I'm not sure the electronics electronics mail internet based communication electronic funds transfers specific specific electronic bidding platforms and electronic data interchange procurement officers may conduct the RFGP using the DHS website or email the issued to One, the solicitation. Two, any amendments. Three, pre-proposal conference documents. Four, questions and responses. And five, communications regarding the solicitation or proposal to any applicants, including requests for clarification, explanations, and or removal of elements of the applicant's proposal being not acceptable.

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Kanisha Reed -DHS-: Notices of award selection or non- selection. An applicant or potential potential applicant may use emails to ask questions regarding the solicitation and the procurement offices by electronic means that include procurement officers request or directions to reply by email. The only terms specifically approved and directed by the procurement offices. This grant contains No, that's not one second. Oh, the following transactions related to this grant. Any grants awarded pursuit of this to it is not authorized to be conducted by the electronic means. Submission of the documents determined by DHS to require original signatures, grant execution, grant modifications, any transactions submitted or communications where procurement officers have specifically directed a response from the grantee or applicant be provided in the writing or hard copy. Federal funding acknowledgement. There are problematic conditions to comply with this grant due to federal funding. Attachment E addendum. The total amount of the federal funds allocated for this child support administration is 30,000 57 30,570,163 and the Maryland state fiscal year.

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Kanisha Reed -DHS-: This represents the amount of federal funding available for any particular grant contract or solicitation. Can scroll some more. Sam section 2.8 conflict of entrance affidavit and disclosure. Applicants shall complete and sign the conflict of

entrance affidavit and disclosure and submit with their proposal. All applicants are advised that if a grant is awarded as a result of this solicitation, the successful grantees personnel who perform or control under work, this grant in each of their participating subcontractors personnel who perform and control work under the grant shall require and complete agreements sustainably similar similar to attachment F, conflict of interest, affidavit and disclosure for policies and procedures applying specifically to conflict of interest the grant in the grant is governed by Komar section 2.9 non-disclosure agreement all applicants are advised that this solicitation and any resulting grants are subject to the terms of non-disclosure agreements NDA contained in this solicitation as attachment D contain Continue. Now, we will have section three read. The scope of work read by Arlet Thomas Fletcher.

Arlette Thomas Fletcher -DHS- CSA: Good afternoon. My name is Arlet Thomas Fletcher. I'm the grants manager from the Child Support Administration. I will be doing a presentation for section three. Um, I would request that everyone who did not put their information in the chat, who introduced themselves to please do so now. Um, so that Konisha can have that information because I noticed that all the information was not there.

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Arlette Thomas Fletcher -DHS- CSA: I cannot see anyone while I'm doing my presentation. So if you have a question, you will have to um let me know Kenisha uh if someone has a question. I prefer if you hold your questions until I finish my presentation if that's possible. Thank you so much and I am going to begin. Uh this presentation is for the access and visitation RFGP pre-proposal overview. Uh the access and visitation program solicitation. It is the state's intention to issue this solicitation in order to identify organizations that will provide a variety of access and visitation services in accordance with the federal office of child support services access and visitation grant program. The solicitation aims to increase parenting time for non-custodial parents and their children in the hope of increasing non-custodial parents' compliance with child support payments. Among the customers to be served are non-custodial parents, absent fathers, and parents of children who receive title 4 D funds.

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Arlette Thomas Fletcher -DHS- CSA: The purpose of the access and visitation program is to help increase non-custodial parents access to and time with their children. The states are permitted to use grant funds to develop programs and provide services such as mediation, development of parenting plans, education, counseling, visitation, uh enforcement, including monitored and supervised visitation and neutral drop off and pickup and development of guidelines for visitation and alternative custody arrangements. The child support history is that since 1992, the Department of Human Services has provided comprehensive employment and support services to fathers who are at risk of forsaking their parental responsibilities. In fiscal year, I'm sorry, in federal fiscal year 2021, Maryland's child support program totaled 173 362 cases, approximately 86% which is 149,793 of which had child support orders. Of those with child support orders, 134,647 were in arrears. And of those in arrears, 94,189, approximately 70% made overdue payments. Merlin's access and visitation program services are supervised visitation, counseling, mediation, developing parenting plans, domestic violence services, visitation enforcement, and parent education.

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Arlette Thomas Fletcher -DHS- CSA: the access and visitation participation. Um, in fiscal year 2024, on average, uh, the child support administration has provided services to approximately 323 clients. The Maryland Access and Visitation Program serves uh, three regions in fiscal year 2024. The regions serviced were central, I'm sorry, two regions. The region's services were central Maryland, which is Carroll County, and Capitol, um, which is Frederick County. Okay, one second. Didn't move. Why aren't you moving? Okay, there we go. Demographics and population. The target population includes low-income families, unmarried, married parents, separated, and divorced parents. The access and visitation partners that we currently have in had in fiscal year uh 2024 uh we had two access and visitation programs which is mental health association of Frederick County and the Carroll County Community College mediation center. Frederick County Medi uh mental health association provided structured visitation transfer coaching which was often requested by the courts or by the department of social services.

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Arlette Thomas Fletcher -DHS- CSA: These services were provided in cases where there has been family conflict a history of family violence, child abuse or neglect, substance abuse or other factors that put children at risk. They offer these services which are therapeutics, supervised visitation, supervised visitation, monitor visitation, monitor transfers and parent counseling, I mean parent coaching. I do apologize, my computer is not responding well. Okay. Carol County Community College Mediation Center uh offer conflict coaching mediation facilitation service to all county residents at no cost. It is clear that the access and visitation program would offer services at no cost and at times and locations convenient to all participants. The mediation center also provides training in uh conflict management which can be catered to an organization's needs. Uh the mediation is a conflict resolution process offered at no cost to the Carl community that can be utilized for a variety of conflicts at any stage of a dispute. The types of mediation services offered included neighborhood, family, and interpersonal.

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Arlette Thomas Fletcher -DHS- CSA: Carol County mediation's benefits helps to find win-win solutions to conflict. All services are free of charge. They serve the community daytime, evenings, weekends at any location. They give people a chance to speak, to be heard, and to hear each other. Provide an opportunity for people to understand one another and transform their relationships. Participants make their own decisions about outcomes of their conflicts. Assist people in developing long-term solutions that meet the needs of everyone involved. Uh the information is confidential, private, and n is private and non-judgmental. The state of Maryland is looking to broaden its access and visitation program by placing stronger emphasis on our safeguard domestic violence and remote mediation services. Uh we will provide a larger number of mediation services to include parenting plans, parent education services, neutral drop off and pickup services, and supervised visitation services to families. Under the previous grant, Maryland executed access and visitation programs in two regions.

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Arlette Thomas Fletcher -DHS- CSA: Our plan is to continue utilizing a regional approach. However, the model will be enhanced as we expand our reach to include more customers to cover five regions. That is our objective. I'm sorry it keeps doing that. All right. So, Maryland shifted to five uh service regions. So basically we want to be able to cover the western region, the capital region, central Maryland, southern Maryland, and eastern Maryland. And as you see uh that uh western Maryland would include Garrett, Allegany and Washington counties, the capital, Frederick, Montgomery and Prince George's counties, the central Baltimore city and Anna Rundle, Baltimore, Carol uh and Harford and Howard counties in the southern Maryland would include Calvert, Charles and St. Mary's counties. The Eastern Shore Maryland would include Kent, Queen Ans, Talbert, Caroline, Wacom, Somerset, Worster, and Cecil, and Dorchester counties. So the access and visitation department's uh human service objectives are to expand the program service areas to improve accountability of services to clients.

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Arlette Thomas Fletcher -DHS- CSA: Uh to expand remote mediation services, ensure that they demonstrate their ability to offer secure digital platform services. Ensure uh parent uh I'm sorry, parties uh with parenting time disputes can participate in the mediation process remotely. provide remote mediation at no cost to the participants, assist parties with internet and phone access. So, uh we really do want to expand our remote uh uh uh services and as you can see uh our goal is to create a program that allows our child support customers to utilize remote and in person because some of our participants are not able to get to your location. So, we do request that you have the ability to uh offer them both services. Okay. Um and then we are very very very strongly focused on the improved domestic violence uh safeguarding plan. So we would require you to ensure disclosure of safety concerns by program participants by using the comprehensive evidence-based screening and/or universal notification with multiple check-ins to foster disclosure.

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Arlette Thomas Fletcher -DHS- CSA: Make certain that all staff have domestic violence training to address the safety concerns of participants. Provide service referrals to program participants as needed to address safety concerns. Develop a domestic violence plan which includes their screening process safeguard model for participants and how they intend to identify family violence. The Merlin Child Support Administration will continue to use access and visitations to uh funds to enhance services in order to provide a safe and structured environment for parents to spend time with their children. The state of Maryland is committed to maintaining and augmenting services that tailor to the need and enrichment of families. I will also add that if your program is uh approved, we will also require that you connect directly to the child support agency uh in that jurisdiction and that we receive uh a log of all child support participants that you are working with in terms of just their names. No P PII or FTI would be included, but that would be one of the things that we would request.

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Arlette Thomas Fletcher -DHS- CSA: If you have any questions, my name is arletthomas Thomas Fletcher. My email address is arlette.thomasfletchermaryland.gov. My phone number is 4432573605. Uh, your questions regarding this solicitation would go to Kenisha. I am just giving you my information uh because I am presenting this information to you. But all questions go to the CPU for this solicitation. Thank you very much.

Kanisha Reed -DHS-: Thank you so much, Arlet. I'm going to pick up the proposal format. Time a few minutes to bring it back. Applicants shall simultaneously and submit proposals in separate values. Volume one, technical proposal. Volume two, financial proposal. Applicants shall submit proposals to procurement officers prior to the date and time for receipt of proposal. Proposals due and close proposals due date closing dates and times. A second electronic version of volume one and two in the searchable Adobe PDF format shall be submitted for public information act PIA request.

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Kanisha Reed -DHS-: This copy shall be redacted so that confidential and other priority

information has been removed. All pages of both proposal volumes shall be consecutively numbered beginning page one and end page X. for email deliveries. Proposal shall be sent as an attached PDF to the procurement officer email address listed in the key information summary sheet. If any applicant chooses to password protect its proposals, the applicant shall provide the password to the procurement officer via email as well. Applicants shall email proposals for email deliveries. Proposal shall be sent as a PDF to the procurement officer as listed. Okay. Executive summary. Submit under tab C. The applicant shall condense and highlight the contents of the technical proposal in a separate section titled executive summary. The summary shall be identified. the services category and regions for which the applicant is proposing to provide services. The summary shall also identify any expectations the applicant has taken to the requirements of this RFGP. Section 4.3 delivery attachment Oh no the sections are number wrong but attachment A for any other attachment expectations to terms and conditions may result in having a proposal deemed unacceptable or classified as not reasonable subsequent of being selected for an award if applicants have been taken not exceptions to the requirements of this RGB The executive summary shall state minimal qualification documentation

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Kanisha Reed -DHS-: if applicable subject under tab D. Apologies. The applicant shall submit any minimum qualification documentations may be required as set forth in section two. Applicant minimum qualifications are required as proof of meeting any minimum qualifications. See section 4.4.2.9. Any subcontractors used to fulfill a minimum qualification shall also be included as a proposed subcontractors in response to the RFGP and said subcontractors provide a letter of commitment that will be involved for the duration of the grant if awarded. Technical response response technical response to RFGP requirements and proposed work plan submitted under tab E. The applicant shall address each scope of work requirement in its technical proposal and describe in detail its proposed process, procedures, plans, and overall approach to providing all requirements, services, processes for resolving billing errors and explain how problems will work under the grant will be escalated in order to resolve any issues in a timely manner. Final procedures may be submitted as indicated in the RFGP section 3.8. The applicant shall affirm that if selected for award, they will attend the post-award kickoff meeting section 3.7.

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Kanisha Reed -DHS-: Applicants shall include a description of its cost allocation methodology and detailed information on how it will be and how it will document and allocate staff time and expenses. The applicant shall provide letters of support from the local judiciary authority and or at least three community partners as demonstration of their experience providing services commitment to working with the program. The applicant shall provide copies of all cooperative agreements with kickoff with offsite facilities. The applicant shall provide a comprehensive sample domestic violence plan. applicant qualifications and capabilities. Submit under tab F. The applicant shall include information as past experiences with similar projects and or services. The applicant shall describe how its organizations can meet the requirements for this RFGP and shall also include the following information. The number of years the applicants have been providing this similar service. the number of clients or customers in a geographic location that the applicant currently serves. The name and titles of headquarters or regional management personnel who may be involved with supervision and services to perform under this grant.

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Kanisha Reed -DHS-: An organizational chart that identifies the complete structure of the applicant including any current company headquarters, regional office and subtleties of this application of the applicant. Experience of qualifications of proposed staff including proposed sub receipts submitted under tab G. The applicant shall identify the number of types of stairs proposed to be utilized under the grant. In addition, the applicant may submit its response in this section by including one or more of the following with its response. Done and bridge creek rating, standard and poor ratings, lines of credit, evidence of a successful financial track record, and evidence of adequate work capital. Certificate of Insurance Submit under tab J. The applicant shall provide a copy of his current certificate of insurance showing the types of limited limits of insurance in effect as a proposal submission date. The current insurance types and limits do not have to be the same as described in section 3.4. See section 3.4 4 and 5.5 for the required insurance certificate submission for the recommended applicant. Subcontractors submit under tab K. The applicant shall provide a complete list of all subcontractors that will work under the grant if the applicant receives an award.

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Kanisha Reed -DHS-: This list shall include the full description of the duties and of each subcontractor will perform and why and how each subcontractor was deemed the most qualified for this project. Legal action summary submitted under tab L. This summary shall include a state as to whether there is any understandable understanding of legal actions or potential claims under the applicant and a brief description of any actions. A brief description of any settled or disclosed legal actions are claimed against the applicant over the past 5 years. a description of any judgment against the applicant within the past five years, including the case name, the court case docket number and what the final ruling and determination for the from the court. In an instance where leg litigation is ongoing and the applicant has been directed not to disclose information by the court, provide the name of the judge and the location of the court. Additional requirement technical submission submitted under tab M. The following documents shall be completed, signed and included in the technical proposal under tab M that follows the material submitted in response to section 4.4.2.

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Kanisha Reed -DHS-: I'll be now going over the section five evaluation committee evaluation criteria and section procedures. Sorry. The financial proposal will be evaluated for compliance with the terms of this RFGP including but not limited to the evidence of the applicant matching contributions. In addition, any financial proposal that poses an excessive or unreasonable budget either in total or for any particular item may be deemed not reasonably susceptible for award. The financial proposal will not be ranked. For electronic submissions, the applicant shall submit an electronic version in Microsoft Word or Microsoft Excel for the financial proposal for each reason it proposes. The financial proposal selection should contain all price information in the format specified in attachment D, I, and D2. The applicant shall complete the financial proposal form only as provided in the financial proposal instructions and financial proposal form itself. Section procedures general the grant will be awarded in accordance with the competitive seal proposal CSP method found in Komar. The RFGP process allows for the con conducting of discussions and the revisions of proposals during these discussions.

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Kanisha Reed -DHS-: Therefore, the state may conduct discussions with all applicants that have submitted proposals that are determined to be reasonably susceptible of being selected for grant award or potentially so. However, the state reserves the right to make an award without holding discussion. Section 5.4. The grant will be awarded in accordance with the competitive sale proposal method found in the processes conducting the deduction versions proposal during discussions. Technical proposals are evaluated for technical merit and rank during this review. Oral presentations may be all presentations and discussions may be held The purpose of this discussion will be to ensure a full understanding of the state's requirements and applicants abilities to perform the services as well as facilitate the arrival at the grant in its most advantageous of the state award determination upon completion the section process sequence described in section 5.4.2. Each applicant will receive an overall ranking. The procurement officer will recommend award of the grant to the responsible applicant that submitted the proposal determined to be the most advanced of the state.

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Kanisha Reed -DHS-: Upon receipt of notification of the recommendation for grant award, the following documentations shall be completed and signed if applicable with original signatures and submitted by recommended awardee within five with five business days unless noted otherwise. Submit three copies of each of the following documentations. Grant agreement attachment A non-disclosure agreement attachment G if applicable C section 1.2 HIPPO business associate agreement attachment H if applicable C section 1 30 a copy of a current certificate of insurance which is prescribed limit set forth in section 3.4 Four insurance recommend insurance requirements listed listing the state as an additional insured if applicable. Now I'll go through the RGP attachment. Attachment A grant agreement. This is a sample of a grant agreement used by the department. It is provided with the RFGP for the informational purposes and it is not required to be submitted as proposal submission time. Upon notification of the recommended recommendations, I'm sorry for the award, a completed grant agreement will be submitted to the recommended award for signature and the recommended awardee must return to the procurement officer three executive copies of the grant agreement with their five business days at the receipt.

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Kanisha Reed -DHS-: Upon the grant award, a fully executed copy will be sent to the grantee. Attachment B, be a proposal affidavit. This exhibit must be completed and submitted with the technical proposal. Attachment C, pre-proposal conference response form. It is requested that this form is completed and submitted described in section 1.6 by those potential applicants that plan on attending the pre-proposal conference. Section D, financial proposal instructions and forms. The financial proposal form must be completed and submitted in the FI financial proposal package. Attachment E, federal funds attachment. This attachment must be completed and submitted with the technical proposal as instructed in the attachments. Attachment F if required. This exhibit must be completed and submitted with a technical proposal. Attachment D G non-disclosure agreement if required. This agreement must be completed and submitted within five business days of receiving notification and recommendations for award. However, to expedite processing, it is suggested that this document be completed and submitted with the technical proposal.

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Kanisha Reed -DHS-: Attachment H. HIPPA and business associate agreement if required. This agreement is to be completed and submitted within five business days of receiving notifications and recommendations for award. However, to expedite processing, it is suggested that the document be completed and submitted with the technical proposal. Attachment I locations of the performances of services disclosed. If required, this exhibit must be completed and submitted with the technical proposal. Exhibit one, monthly expedite exposure reports. Sample templates included as a separate Excel attachment. If awarded, this reward must be completed and submitted by the 5th of each month. Exhibit two, monthly progress reports. If awarded, this report must be completed and submitted by the 15th of each month. And lastly, exhibit three, mediation and confidentiality agreements. One second. And listed at the bottom are all of the attachments that I just went over. Any questions or that I did not answer, feel free to email me or ask.

00:53:56

Kanisha Reed -DHS-: Yes, I'm sorry. We have a hand. Adam

Adam Schlager: Hi Miss Reed. Uh quick question regarding this uh uh issue. Is the only change from the initial issue of the notice of intent to solicit the dates um

Kanisha Reed -DHS-: Yes, we didn't change anything specifically inside of the RFGP. We just did these changes. Yes.

Adam Schlager: since we had submitted the proposal already from the previous date. Do we have to resubmit the proposal?

Kanisha Reed -DHS-: Yes. You have to

Samuel Eduful -DHS-: Yes.

Kanisha Reed -DHS-: re

Samuel Eduful -DHS-: So um

Kanisha Reed -DHS-: propose them.

Samuel Eduful -DHS-: the first one that we published right um it was cancelled, the deadline was closed and then we did not move forward with it. So this one that we've just published, you are supposed to resubmit your proposals once again.

Adam Schlager: Okay. And uh last question just with regard to uh the forms that are signed off. Uh since they were already signed uh like the uh the uh assurances page and stuff like that, do we have to sign new versions or are the original versions still okay to include in the new submission?

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Samuel Eduful -DHS-: I think since this was put out um I think a few days ago it would be advisable that if you could sign the new ones and then have them dated as the current date so that it will not like pose any conflict as to um let's say uh you sending us an old document that has been let's say in April and then we're not receiving it. So it will be advisable to have them signed again and dated with a current date and then you include that in your proposal.

Adam Schlager: Understood.

Judith Wilson: Is this our opportunity to ask questions or

Kanisha Reed -DHS-: Yes.

Judith Wilson: Is it okay? Okay. Um, so I'm Judith. Um, and I'm sorry I had some delays in putting in my information in the chat. So I understand that the goal is to have um is to administer this program in all of the five regions. And so my question is about um is about um what is the what is the um how will you if you have for example three people

in one region and none in the other regions, right?

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Judith Wilson: Um, how will you make your determination? Um, that's one question. And then the follow-up question is about the funds. Are the funds so if you only had one person in one region, right? Um is all the are all the funds will all the funds be allocated to that one region or if it's two regions then all the funds will all be allocated to those two regions.

Kanisha Reed -DHS-: Y like

Arlette Thomas Fletcher -DHS- CSA: Are you able to answer this question or do you need me to?

Kanisha Reed -DHS-: um can you assist me please? I was trying to go over my

Arlette Thomas Fletcher -DHS- CSA: Hi Judith, I'm Arlet Thomas Fletcher. So in or in answer to your first question about having several uh uh vendors in the same region um we require the vendors to work within that region. If they if more than one uh vendor is selected in that region then uh that vendor would work in the region that they are in and um we would require them to try and reach out to another uh jurisdiction that is near them within the region which would help us to expand the coverage of uh participants.

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Arlette Thomas Fletcher -DHS- CSA: Uh in regards to the funds, there is only one pot of funds. Therefore, um that amount that was uh stated uh would be split among the vendors. So if you have five vendors, it would be split five ways. If you have two vendors, it would be split two ways. If you have one vendor, then it would be the one vendor. So um that is the way that uh it would work. Um, I think I answered all your questions. Do you have any more?

Judith Wilson: I do have more and you did answer my question. Thank you.

Arlette Thomas Fletcher -DHS- CSA: You're welcome.

Judith Wilson: Um my other question is is there a target number of parents / families to be served per region?

Arlette Thomas Fletcher -DHS- CSA: there's a target number of families to be serviced uh based on the uh that is why I stated that you would connect to the child support agency uh that is in that jurisdiction or that region.

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Arlette Thomas Fletcher -DHS- CSA: So when you connect to that child support agency, the objective is to get your information out uh to that agency and to assist the participants that request your services. In the past dealing with other vendors uh we have had uh different numbers uh that were serviced as you saw it was 300 and something that we serviced in uh federal fiscal year uh 24 and that was through two vendors. So

Judith Wilson: Perfect.

Arlette Thomas Fletcher -DHS- CSA: they both serviced over 100 uh participants in that year. So, I would say that you would at least want to be able to service uh at that level.

Judith Wilson: Okay, thank you.

Arlette Thomas Fletcher -DHS- CSA: Yes,

Judith Wilson: I

Arlette Thomas Fletcher -DHS- CSA: ma'am.

Judith Wilson: I have another question but I can wait if someone else has question.

Arlette Thomas Fletcher -DHS- CSA: No, let me answer all your questions.

Judith Wilson: Okay. Okay. Now, in terms of the services that are indicated in the RFP, I know it's not RFP, I'm missing another letter.

01:00:45

Arlette Thomas Fletcher -DHS- CSA: Yes,

Judith Wilson: Um,

Arlette Thomas Fletcher -DHS- CSA: man.

Judith Wilson: there are about four or five services indicated. Is the expectation the expectations of the grantee to provide all those services or can they for example um could I decide that I want to do therapy and mediation and the parental contract or I have to do everything.

Arlette Thomas Fletcher -DHS- CSA: So we have one program currently that just does mediation uh services uh supervised visitation. Supervised visitation is required. So if you're not able to do the supervised visitation then you would not be within the model of access and visitation. Uh you would be uh a part of access and visitation is the therapy is the parenting time. Um and um the objective of access and visitation is to connect

the non-custodial parent to the child in a safe environment. Therefore, what you want to do um is make sure that that you're meeting that requirement, which is what we stipulated, which was the supervised uh visitation, the therapy, um those those specific things um to, you know, make sure that the parent is having that ability to connect to their child.

01:02:19

Arlette Thomas Fletcher -DHS- CSA: you may not be able to uh do everything that maybe another program does, but if you're meeting the core requirements of the actual uh grant application, um then I would assume that that would be fine. But you need to look at the uh model and make sure that you're actually able to offer the core um requirements which are just making sure you do the supervised visitation and you do the counseling and mediation. because your objective is to assist um and make sure that these families actually get to connect. So does that answer that question for you?

Judith Wilson: Yes, it did. It did. Um, and I don't have many more. I promise. Um, I

Arlette Thomas Fletcher -DHS- CSA: Okay.

Judith Wilson: think that someone

Arlette Thomas Fletcher -DHS- CSA: Yeah,

Judith Wilson: um

Arlette Thomas Fletcher -DHS- CSA: I see Lisa Britt uh has a question. Just give me one more minute and I will get to you.

01:03:21

Arlette Thomas Fletcher -DHS- CSA: Go on, Judith. Okay, Judith.

Lesa Britt: Good.

Arlette Thomas Fletcher -DHS- CSA: One

Lesa Britt: Good

Arlette Thomas Fletcher -DHS- CSA: second.

Lesa Britt: morning,

Arlette Thomas Fletcher -DHS- CSA: Judith,

Lesa Britt: Miss Thomas

Arlette Thomas Fletcher -DHS- CSA: can you wait

Lesa Britt: Fletcher.

Arlette Thomas Fletcher -DHS- CSA: a

Lesa Britt: Um,

Arlette Thomas Fletcher -DHS- CSA: moment

Lesa Britt: I

Arlette Thomas Fletcher -DHS- CSA: while

Lesa Britt: have

Arlette Thomas Fletcher -DHS- CSA: I

Lesa Britt: two

Judith Wilson: I

Arlette Thomas Fletcher -DHS- CSA: answer

Lesa Britt: qu

Judith Wilson: can.

Arlette Thomas Fletcher -DHS- CSA: her question?

Judith Wilson: I sure

Lesa Britt: providing

Arlette Thomas Fletcher -DHS- CSA: Okay,

Judith Wilson: can.

Lesa Britt: a service.

Arlette Thomas Fletcher -DHS- CSA: go ahead, Lisa.

Lesa Britt: I'm sorry. Yes, ma'am. So, um, I have two questions. My first question is if you're already providing a county, um, would you still be able to apply for that county with the state? And you spoke about domestic violence training. if you could just um speak on that just a little bit more.

01:03:58

Arlette Thomas Fletcher -DHS- CSA: So basically in every state there are actually organizations that offer domestic violence training. So you can get the certification pretty pretty pretty well if you reach out to the desk of domestic violence um um organizations in the state. They'll be able to guide you in regards to the training that you can get in the certification. Um and it's usually not very hard to find that information. Um, in regards to your other question, you stated that uh you're receiving funds from the state in an um to do access and visitation already. Is that correct?

Lesa Britt: What I was asking if I

Arlette Thomas Fletcher -DHS- CSA: I'm

Lesa Britt: already

Arlette Thomas Fletcher -DHS- CSA: sorry.

Lesa Britt: provide

Arlette Thomas Fletcher -DHS- CSA: You keep you keep you

Lesa Britt: um access

Arlette Thomas Fletcher -DHS- CSA: keep

Lesa Britt: services

Arlette Thomas Fletcher -DHS- CSA: breaking up

Lesa Britt: say

Arlette Thomas Fletcher -DHS- CSA: and

Lesa Britt: for

01:04:56

Arlette Thomas Fletcher -DHS- CSA: I'm

Lesa Britt: imp

Arlette Thomas Fletcher -DHS- CSA: missing the rest of your question. I'm so sorry.

Lesa Britt: um county

Arlette Thomas Fletcher -DHS- CSA: It's a little better. Yes, ma'am.

Lesa Britt: is really bad in here. I apologize. Is that better? Yes, ma'am. These services in a county already run through the county. Would I still do my apply for it in the same county through

Arlette Thomas Fletcher -DHS- CSA: So,

Lesa Britt: the

Arlette Thomas Fletcher -DHS- CSA: you're

Lesa Britt: state?

Arlette Thomas Fletcher -DHS- CSA: not applying for this in the same county through the state. you're applying directly to the Department of Human Services uh child support administration uh for federal funds. So, um this has nothing to do with uh what you're doing with the county. Um so, this is a totally different uh situation.

Lesa Britt: Okay.

Arlette Thomas Fletcher -DHS- CSA: um unless you know because uh I've never worked with you in regards to access and visitation so I don't see how that would be a conflict of interest for you.

01:05:53

Arlette Thomas Fletcher -DHS- CSA: I would have to defer to Samuel to inquire further. Would that be a conflict of any kind, Samuel?

Samuel Eduful -DHS-: Um, could you repeat the question again? Um,

Arlette Thomas Fletcher -DHS- CSA: She actually stated that she receives funds through her county to offer services and she wanted to know if that would be a conflict because of this grant um in her offering services possibly in the same county but receiving funds through the Department of Human Services, Child Support Administration for access and visitation.

Samuel Eduful -DHS-: Okay. So, I would say that um this will be um legal um we need legal advice on this. So, uh she should put her question in writing and then send it to Kisha and then we'll follow up with our legal department for them to answer.

Lesia Britt: Okay, I'll do

Samuel Eduful -DHS-: Okay.

Lesia Britt: That.

Arlette Thomas Fletcher -DHS- CSA: So, I

Judith Wilson: Sorry.

Arlette Thomas Fletcher -DHS- CSA: do have a question based on what you said, Samuel.

01:07:04

Arlette Thomas Fletcher -DHS- CSA: All right. So, should she uh should she still be applying uh for the grant

Kanisha Reed -DHS-: Our

Arlette Thomas Fletcher -DHS- CSA: uh even though she's putting that question out there? Or should she be waiting for an answer back?

Samuel Eduful -DHS-: Yeah, she should go

Kanisha Reed -DHS-: patience.

Samuel Eduful -DHS-: ahead and then apply. And then once the response to her questions is going to be updated in the department website for everybody to know the answer so that she should go ahead and then um submit her proposal as well. And then we'll make a determination.

Arlette Thomas Fletcher -DHS- CSA: Does that help you, Lisa?

Lesia Britt: And that helps. Thank you so much. Thank you both.

Arlette Thomas Fletcher -DHS- CSA: You're

Samuel Eduful -DHS-: All

Arlette Thomas Fletcher -DHS- CSA: welcome.

Samuel Eduful -DHS-: right.

Arlette Thomas Fletcher -DHS- CSA: All right, Judith, I'm back with you.

Judith Wilson: Okay, thank you.

Arlette Thomas Fletcher -DHS- CSA: You're welcome.

Judith Wilson: Um, one second.

01:07:56

Judith Wilson: I'm trying to come out of the chat feature. Um, okay. The other question I have is, Can you hear me?

Arlette Thomas Fletcher -DHS- CSA: Yes, ma'am.

Judith Wilson: The other question I have has to do with um so my understanding is all these services are provided free of charge to the participants.

Arlette Thomas Fletcher -DHS- CSA: Yes, ma'am.

Judith Wilson: So the therapy or um for example you know most often therapy can be built through one's

Arlette Thomas Fletcher -DHS- CSA: No matter

Judith Wilson: insurance.

Arlette Thomas Fletcher -DHS- CSA: party billing, nothing. They are charged nothing at all. That is a federal requirement. This

Judith Wilson: Mhm.

Arlette Thomas Fletcher -DHS- CSA: program is paying for your service. So, that is the only payment you would receive. You cannot utilize anyone's insurance or anything like that. This is a free service for therapy and everything. it is free. So you get your funds that will compensate if you are approved.

01:09:13

Arlette Thomas Fletcher -DHS- CSA: You would get your funds that would compensate from the grant. But no, no third-party uh charges would be allowed.

Judith Wilson: Got you. Okay. Thank you. I think that's it for my questions. Yes,

Arlette Thomas Fletcher -DHS- CSA: Okay.

Judith Wilson: That is it. Thank you so much.

Arlette Thomas Fletcher -DHS- CSA: You're welcome. Does anyone else have any questions?

Kanisha Reed -DHS-: Sam, you have a

Samuel Eduful -DHS-: All

Kanisha Reed -DHS-: question.

Samuel Eduful -DHS-: right. So, um if you have any other further questions, uh please do well and then submit your questions to Kisha and then uh we will address those uh

Judith Wilson: Thanks.

Samuel Eduful -DHS-: those questions and then have the responses back in the department's website. Kanisha, take it back.

Kanisha Reed -DHS-: Okay, I believe that was all for the questions. This is again it's will be it's being recorded and the transcript will be available after this brief proposal conference. Anyone have anything else before we end the call?

01:10:28

Judith Wilson: just one last uh uh uh verification. Um the deadline for the um for response is July 2nd.

Kanisha Reed -DHS-: Yes, ma'am. At 2:00 p.m. local time.

Judith Wilson: Okay. Thank you.

Kanisha Reed -DHS-: And if anyone has any questions before July the second, feel free to email me.

Judith Wilson: What is the turnaround time for response? Do you have a census of that?

Kanisha Reed -DHS-: Um,

Judith Wilson: If I

Kanisha Reed -DHS-: considering

Judith Wilson: emailed

Kanisha Reed -DHS-: the

Judith Wilson: you,

Kanisha Reed -DHS-: time frame we have available, it's going to be a same day response. I

Judith Wilson: Okay.

Kanisha Reed -DHS-: should if all of the information I have is needed, you should receive a response within the same day, end of the business day, shall I say?

Judith Wilson: I did have one more question. I'm sorry. Well, I I I I promise this is it.

Kanisha Reed -DHS-: Yeah, I scared you to

Judith Wilson: So,

Kanisha Reed -DHS-: never

Judith Wilson: um, one of the requirements was to get a letter from the state.

01:11:34

Judith Wilson: I don't remember the correct framing, um, to attest to the fact that you're doing this work. Um, I am a private organization, so I haven't really been working directly with state agencies. Parents have been calling me directly to do their visitation. So in that scenario um would letters from other um what is the what would be the recommendation in that regard?

Kanisha Reed -DHS-: Thank you.

Samuel Eduful -DHS-: All right. So, um if I let go ahead

Arlette Thomas Fletcher -DHS- CSA: I'm sorry, but can she be a little clearer because uh the question stated that she saw something in regards to having to have a letter from the state. Does she know what section she's referring to so we can reference

Judith Wilson: Uh

Arlette Thomas Fletcher -DHS- CSA: it?

Judith Wilson: um I know Kenisha mentioned it as she was going through the section. It might have been in sec section two somewhere but it's regarding the letters of recommendation. Um

Samuel Eduful -DHS-: All right.

01:13:00

Samuel Eduful -DHS-: So, uh for letters of recommendations, um if it has been stated in the RFGP, then that means you would need um from uh as specified from maybe an um an entity or a state agency that you've previously provided services to or you've worked with. And then they need to give you those um references and then that is going to be checked uh during the evaluation process. We're going to get back to those individual uh organizations to check your reference check with them. I'll let

Arlette Thomas Fletcher -DHS- CSA: I think she was stating, Samuel, that she had never worked with a state agency. Is that correct, Judah?

Judith Wilson: Yeah.

Samuel Eduful -DHS-: Okay. Okay. Um

Arlette Thomas Fletcher -DHS- CSA: So, she needed to know how she would deal with

a situation like that.

Samuel Eduful -DHS-: yes. So in situations like this um you can provide any reference uh for non-state agency. Um we you can provide that to us as well.

01:14:08

Samuel Eduful -DHS-: we will contact them. I mean to check your background to see how accurate uh or how reliable you are.

Judith Wilson: Okay. Okay. That was my understanding. I just wanted to confirm that.

Samuel Eduful -DHS-: All right.

Judith Wilson: That is it for my questions. Thank you guys so much. I appreciate

Kanisha Reed -DHS-: Thanks, Judith. Um, do we have any more that we would like to go over before we end the call? Well, this concludes the pre-proposal meeting. Again, if we have any additional questions, feel free to email me and I'll get back with you. And have a great day.

Samuel Eduful -DHS-: I'll let Allet let and then Kenisha, can you please stay on?

Kanisha Reed -DHS-: Yes.

Samuel Eduful -DHS-: All right. Thank you.

Arlette Thomas Fletcher -DHS- CSA: Okay.

Kanisha Reed -DHS-: I'll stop the recording now.

Samuel Eduful -DHS-: All right.

Laticia Muse -DHS- CSA: Sel, did you need me to say or am

Samuel Eduful -DHS-: Yes.

01:15:17

Laticia Muse -DHS- CSA: I free to go?

Samuel Eduful -DHS-: Yes. So, um I realized that there were about three providers on the call and uh assuming um if like the last time what happened that we had only one proposal, are we going to move forward? Um

Laticia Muse -DHS- CSA: Yes.

Samuel Eduful -DHS-: considering the time frame because we don't have that much time.

Laticia Muse -DHS- CSA: Yes. Um, but my question would be, so I know that Brian stated that we'd have to go to the board, so I guess we just have to prepare to go to the

board.

Samuel Eduful -DHS-: No. Uh this a grand uh this an exempt contract. So it will not require BPW's approval.

Laticia Muse -DHS- CSA: Oh, thank goodness. So if we if we get

Kanisha Reed -DHS-: understanding.

Laticia Muse -DHS- CSA: one it if we get one grant away

Samuel Eduful -DHS-: And then would that be okay? I mean for the other I think it's five jurisdictions, right?

Arlette Thomas Fletcher -DHS- CSA: It's five regions.

01:16:12

Samuel Eduful -DHS-: Okay. So, okay. Yeah. So, I saw I think three provided. So, I was kind of concerned if we can move forward with it. So, that is all.

Laticia Muse -DHS- CSA: I mean we can't force people you know it's been put out there twice.

Samuel Eduful -DHS-: All right.

Laticia Muse -DHS- CSA: So, we we

Kanisha Reed -DHS-: All right.

Laticia Muse -DHS- CSA: can't force people to grab or bite. So, if they're not interested or you know, the lady with her questions, if she's not equipped or um you know, that's unfortunate that they're going to leave this money on the table, but you know, we can't make them take it.

Samuel Eduful -DHS-: Okay. And then one last uh concern is um if we can have the list of the evaluation committee members so that I mean we can start um with the initial kickoff meeting and then the pre uh the oral presentation as well if uh they could be part of um the meeting because of the time frame.

Laticia Muse -DHS- CSA: Okay, we'll get you that list um over um today. I think we already have the team, so yep, I'll get that sent over to you.

Samuel Eduful -DHS-: All right. So, it needs to go to the procurement officer, Kisha,

Laticia Muse -DHS- CSA: Yes, senian,

Samuel Eduful -DHS-: and she's

Laticia Muse -DHS- CSA: of course.

Samuel Eduful -DHS-: going to set up uh find out each every member's availability and then schedule the kickoff meeting.

Laticia Muse -DHS- CSA: Okay.

Samuel Eduful -DHS-: All right. Thank you everyone. All right.

Transcription ended after 01:17:52

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