

In The Matter Of:
STATE OF MARYLAND - DHR
CSEA ACCESS & VISITATION PROGRAMS

REQUEST FOR GRANT PROPOSALS
July 24, 2015
CSEA/AV/16-001-S

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STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
CSEA ACCESS & VISITATION PROGRAMS
* * * * *
REQUEST FOR GRANT PROPOSALS (RFGP)
SOLICITATION NUMBER CSEA/AV/16-001-S

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PRE-BID CONFERENCE

Friday, July 24, 2015

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Held at:

Department of Human Resources
311 West Saratoga Street, Room 104
Baltimore, Maryland

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1 IN ATTENDANCE:

2 SANG KANG, Procurement Officer for IFB

3 TYWANNA TAYLOR, Director of Special Projects

4 HUBERT CHANG, Assistant Attorney General

5 DHR PARTICIPANTS:

6 Vashti Green, Director, Contract Services, CSEA

7 Ronald Nix, Child Support

8 Aung Htut, Procurement Supervisor

9 Bernice Jeffries, Procurement

10 Wayne Dixon, Procurement

11 Daphney McCray, Procurement

12 Deborah Austin, Procurement

13 Juanita McGill, Procurement

14 OFFICE OF FAMILY COURT SERVICES:

15 Sharon M. Iannacone, LCSW-C, Director

16 Joanne Molloy

17 FAMILY CRISIS CENTER:

18 Patrick Crawford

19 Sophie Ford

20 CENTER FOR CHILDCARE:

21 Catherine Meyers

1 IN ATTENDANCE (cont'd.):

2 THE ARMAND CENTER:

3 Natasha Carter, Director

4 MARYLAND NONPROFIT:

5 Henry Bogdon (phonetic)

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A-G-E-N-D-A

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1 PRE-BID CONFERENCE

2 (10:00 a.m.)

3 Welcome & Introductions

4 MR. SANG KANG: Good morning. My name
5 is Sang Kang. I'd like to welcome you to the
6 Department of Human Resources. Today we will be
7 sharing information with you concerning the
8 Request for Grant Proposals entitled CSEA Access
9 & Visitation Programs.

10 If you have not already done so,
11 please make sure that you sign in.

12 Merinda Evans will be transcribing
13 this conference, so when asking questions, please
14 state your name and the name of your company for
15 the record.

16 If we can begin the conference with
17 introductions. Please state your name and
18 organization, and we can go around the room.

19 My name is Sang Kang. I am part of
20 DHR, Procurement.

21 MR. HUBERT CHANG: I am Hubert Chang.

1 I'm the Assistant Attorney General.

2 MS. TYWANNA TAYLOR: I'm Tywana
3 Taylor. I am the Director for Special Projects
4 for the Child Support Enforcement Administration,
5 and I also oversee Grants.

6 MS. CATHY MEYERS: I'm Cathy Meyers.
7 I'm the Director of the Center for Children.

8 MS. NATASHA CARTER: I'm Natasha
9 Carter with the Armand Center.

10 MS. SHARON IANNACONE: Sharon
11 Iannacone with Office of Family Court Services in
12 Harford County Circuit Court.

13 MS. JOANNE MOLLOY: Joanne Molloy with
14 Office of Family Court Services, Harford County
15 Circuit Court.

16 MS. BERNICE JEFFRIES: I'm Bernice
17 Jeffries with DHR, Procurement.

18 MS. DAPHNEY McCRAY: Daphney McCray,
19 DHR, Procurement.

20 MR. WAYNE DIXON: Wayne Dixon, DHR,
21 Procurement.

1 MR. AUNG HTUT: Aung Htut, DHR,
2 Procurement.

3 MS. DEBORAH AUSTIN: Deborah Austin,
4 DHR, Procurement.

5 MS. JUANITA McGill: I'm Juanita
6 McGill, DHR, Procurement.

7 MR. HENRY BOGDON: Henry Bogdon
8 (phonetic), Maryland Nonprofits.

9 MS. VASHTI GREEN: Vashti Green, Child
10 Support Contract Services Division.

11 MR. RONALD NIX: Ronald Nix, Child
12 Support.

13 MR. SANG KANG: All right. Thank you.
14 Now Tywana Taylor, Director of
15 Special Projects for the Child Support
16 Enforcement Administration, will make the opening
17 remarks.

18 Opening Remarks

19 MS. TYWANNA TAYLOR: Good morning
20 again everyone, and thank you all for your
21 interest in submitting a Proposal.

1 We are hoping to use this meeting to
2 clear up any questions you may have and provide
3 any additional clarity that we can for you, so
4 that you can submit your optimal Proposal. So
5 feel free to ask questions after we've gone
6 through and reviewed thoroughly the sections that
7 you need to review.

8 Thank you.

9 Review of Request for Grant Proposals

10 MR. SANG KANG: Okay. Now I will go
11 over Section I of the RFGP, Request for Grant
12 Proposals.

13 Section I

14 Department of Human Resources is
15 issuing this Request for Grant Proposals to award
16 multiple grants for programs providing services
17 to help children access and receive parenting
18 time with noncustodial parents.

19 The Department intends to award three
20 grants as a result of this RFGP. And there are
21 three regions, as specified in Section 1.1, and

1 there will be one Grant per region.

2 The Grants will be awarded for a four
3 (4) year period beginning October 1st, 2015 and
4 ending December 30th, 2019. Each Grant will be
5 in the amount of \$53,147 per year, for a total
6 Grant of \$212,588 per recipient. The grantee
7 must provide a 10% in-kind match for this
8 solicitation.

9 Section 1.4: The sole point of
10 contact in the State, for purposes of this
11 solicitation, prior to the award of the contract,
12 is the Procurement Officer. After the Grant is
13 in place, Ronald Nix is the contact for the
14 State, and his responsibility is to manage the
15 Grant.

16 Questions and Responses: There have
17 been six (6) questions sent already, and we will
18 be answering three (3) of them later during the
19 conference, and then we will answer three (3) of
20 them in writing.

21 We will also be taking questions a

1 little later during the conference. And
2 questions can also be submitted to the
3 Procurement Officer after the conference.

4 MS. CATHY MEYERS: Is there a date?

5 MR. SANG KANG: We want the questions
6 to be submitted at least five days prior to the
7 due date, but we will take questions up to the
8 due date.

9 Proposals must be received by the
10 Procurement Officer no later than 3:00 p.m.
11 Eastern Time on August 10th, 2015. Multiple and
12 alternate Proposals will not be accepted.

13 Section 1.11, Public Information Act:
14 Any confidential or proprietary information
15 should be identified by page and section number,
16 and this information should be placed after the
17 Title Page and before the Table of Contents of
18 your Proposal, of your Technical Proposal.

19 Section 1.13, Oral Presentations:
20 Applicants may be required to submit oral
21 presentations to State representatives. And any

1 substantive oral clarification of the Proposal
2 that's made during the course of the discussions,
3 those kind of clarifications would have to be
4 written, and they would then become part of the
5 Applicant's proposal, and they are binding if the
6 Grant is awarded.

7 Section 1.14, Revisions to the RFGP.
8 (Thereupon, an unidentified person
9 entered the conference room.)

10 MR. SANG KANG: Section 1.14,
11 Revisions to the RFGP: Addenda to the RFGP will
12 be posted on the Department's procurement web
13 page. And it is the responsibility of the
14 Applicants to check the website for any addenda.

15 And I'm going to skip to Section 1.21:
16 Before a business entity can do business in the
17 State, it must be registered with the State
18 Department of Assessments and Taxation.

19 And it is strongly recommended that
20 any potential Applicant complete registration
21 prior to the due date for receipt of Proposals.

1 The Bid Proposal Affidavit: A
2 Proposal must be accompanied by a Bid Proposal
3 Affidavit, which is Attachment B.

4 You will also need to submit
5 Attachment E, which are the Federal Funds
6 attachments; and Attachment F, which is the
7 Conflict of Interest Affidavit and Disclosure.

8 The Non-Disclosure Agreement in
9 Section 1.26 must be provided within five (5)
10 business days of notification of proposed Grant
11 Award. However, it is suggested that this
12 document be completed and submitted with the
13 Proposal.

14 And that's Section I.

15 Section II:

16 Section II, Applicant Minimum
17 Qualifications: This Request for Grant Proposal
18 does not have any Applicant minimum
19 qualifications.

20 So that's it for Section I and II.

21 Tywana will present Section III.

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Section III

MS. TYWANNA TAYLOR: So Section III is the Scope of Work. I don't want to read this verbatim, so I'm going to highlight kind of the main points of what the program is of interest to you.

Section 3.1, basically, is the background. What I will note here is the goal for us is to provide an appropriate mechanism -- or to award a program that's going to provide an appropriate mechanism for NCPs to receive parenting time with their children or child. And we're hoping that such a mechanism would increase the compliance with child support.

Also note here that we're defining customer as parents of children who receive Title IV-D funds.

Section 3.2.1, Program Description, which is where the meat of my time will be spent, is that you notice in the Letter A: The program must accept referrals for customers who reside in

1 the geographical region in which you provide
2 service and have a child support case.

3 You also would be responsible for
4 developing Parent Plans. And these initial plans
5 must be done within thirty (30) days of receiving
6 the referral, and implemented as soon as both
7 parties agree to a parenting time schedule.

8 You must also conduct assessments that
9 allow Grantees to develop appropriate Parenting
10 Plans. At a minimum, these would identify any
11 DV, domestic violence issues, any kind of child
12 abuse/neglect issues, and anything that might
13 have impact on negotiating or implementing your
14 Parenting Plan.

15 You must also conduct an assessment --
16 excuse me.

17 You must also evaluate the
18 participant's progress toward achieving the goals
19 that you set forth in these Parenting Plans. And
20 the way you do that is to kind of check on your
21 Parenting Plans at least quarterly or every three

1 months.

2 You must maintain case records. And
3 under Letter E in that same section is the
4 details of what that minimum needs to be kept in
5 those case records. So I won't read them
6 verbatim, but you can find that in that section.

7 You must provide therapeutic,
8 monitored, or supervised visitations as required
9 by the referral source. So what that means: If
10 you receive a referral from a court and it
11 specifies a particular way that a visitation has
12 to happen, you need to provide the visitation in
13 that manner for that referral source, if you're
14 going to accept that referral.

15 Again, the details of what has to be
16 in that is also found in the section under Letter
17 F. If you're going to utilize a Satellite
18 Visitation Location, other than the local DSS or
19 court, you must provide a written agreement from
20 the facility as a part of your Technical
21 Proposals. And then the details of what has to

1 be in that written agreement is also on Page 19,
2 Section 3.21, under Letter F.

3 The Applicant must also provide
4 appropriate security at any AV program locations.
5 Again, the minimum requirements for safeguards,
6 as what we're requiring for security, is listed
7 under Letter H on Page 19.

8 So moving on to Administrative
9 Requirements: The Applicant is required to track
10 and report the receipt and expenditure of all
11 Grant funds. At least annually you will be
12 required to submit an annual audit or financial
13 statement of the use of your Grant funds.

14 It's important to note that the Grant
15 funds to do our program services cannot be
16 commingled with any other funds. That doesn't
17 mean you can't utilize other funds. It's just
18 for our services you can't commingle them in the
19 reporting to us.

20 Reporting Requirements: On Page 20 of
21 the detail of all the reports, we require you to

1 submit a Monthly Expenditure Report, which is
2 Attachment H; a Monthly Progress Report, which is
3 Attach I. The Annual Federal Survey is actually
4 a Federal requirement for us as a State, and so
5 we provide you the template, because we actually
6 collect the data from the programs quarterly, so
7 that we're able to submit our report on time.

8 And then financial statements that are due thirty
9 (30) days after the end of each Grant year. And
10 again those details are listed in Section 3.2.3.

11 Outreach Requirements: This is,
12 basically, really the program trying to encourage
13 partnerships. And so in this section what I
14 would highlight is that we're not necessarily
15 asking you to reinvent the wheel, but to develop
16 kind of partnerships and collaborations that will
17 allow you to kind of leverage funds and resources
18 to provide these Access and Visitation services.

19 Grant Monitoring Obligations: This is
20 basically a chart that kind of gives you the main
21 deadlines of when certain dates are due and items

1 are due to us, so I won't read that to you.

2 Section 3.3, Security Requirements:

3 Employee Identification, to me, is

4 self-explanatory. You pretty much need to

5 identify -- have some kind of badge or

6 identification that identifies who you are. It

7 must be worn at all times, particularly when

8 you're at State facilities.

9 MS. CATHY MEYERS: Excuse me a second.

10 Do you want us to hold all our questions till the

11 end?

12 MR. SANG KANG: Yes.

13 MS. TYWANNA TAYLOR: Yes, please.

14 But what I will point out in this

15 section is the Information Technology security

16 requirement: All Grantees shall comply with and

17 adhere to the State IT Security Policy and

18 Standards. Those standards can specifically be

19 found at www.doit.maryland.gov. And, again,

20 that's also detailed in the Proposal on Page 21.

21 I would strongly recommend that you review those

1 to make sure that you can adhere and be in
2 compliance to those.

3 Section 3.4 is the Insurance
4 Requirements: The details of what types of
5 insurance and the amount in which you need to
6 maintain the insurance are listed here, so I
7 won't read those to you. What I will point out
8 are some key deadlines.

9 Within the first five (5) business
10 days of recommendation of the Grant Award, you
11 need to submit to the State Program Manager,
12 which would be Ron Nix in this case, any
13 Certificates of Insurance that are required in
14 this Proposal.

15 Also, you must list the State as an
16 additional insured on your insurance policies.
17 And that anyone who you subcontract with, to
18 provide services for this Grant, must also
19 maintain similar levels of insurances. And that
20 information would also be required to be
21 submitted to the State Project Manager.

1 Section 3.5, Problems Escalation

2 Procedures: This is basically for your plan on
3 how to address any problem that occurs in a
4 timely manner and who the main contact would be.
5 And so I won't -- the details of what has to be
6 in your plan, at a minimum, are listed in this
7 section. The thing that's important to note is
8 that you must submit your PEP or your Problem
9 Escalation Procedure within five (5) business
10 days after the Notice of the Grant Award or the
11 Notice to Proceed, whichever is earlier. And
12 that, again, would be submitted to the State
13 Project Manager.

14 It's also important to note that this
15 must be resubmitted and updated, if necessary, at
16 least ten (10) days after each Grant year. So
17 when it gets renewed pretty much annually and you
18 have ten (10) days to submit it back to the
19 State.

20 Section 3.6, Invoicing: The details
21 of what has to be submitted on the invoice are

1 listed here. It's important to note that
2 invoices are due the 15th of every month and it's
3 very critical that whatever you submit as far as
4 your expenses, including the 10% in-kind, is also
5 supported with documentation that shows how that
6 was expended. So we'll accept ADP records; we'll
7 accept receipts, even something like rent which
8 you might have like a monthly contract for, if
9 you submit that as proof of "This is your 10%
10 in-kind," we need to be able to clearly see that.
11 So anything that you're asking to be reimbursed
12 for, make sure there is clear supporting
13 documentation. And I think that's really all I
14 have to say about the 10%.

15 And finally, Section 3.7, which is the
16 Grant's Project Manager: Understand that this
17 person is who the State considers their main
18 point of contact. So this person needs to be
19 knowledgeable of the Grant and the program, as
20 well as any procedures related to it. They also
21 would be the person that our State Project

1 Manager would coordinate with. And they should
2 be the person that's represented at the meetings,
3 at a minimum. You're welcome to invite other
4 people that are involved in the program, but this
5 person should be in attendance to the meetings
6 and be available for our main site visits.

7 I think that's it for me.

8 Section IV

9 MR. SANG KANG: Okay. Thank you.

10 Section IV, Proposal Format:

11 Applicants shall submit Proposals in separate
12 volumes. Volume I is the Technical Proposal.
13 Volume II is the Financial Proposal.

14 A Technical Proposal, they should be
15 sealed separately from one another. Each Volume
16 shall contain an unbound original and five (5)
17 copies.

18 An electronic version of the Technical
19 Proposal in CD or DVD format must be enclosed
20 with the original Technical Proposal. An
21 electronic CD or DVD of the Financial Proposal

1 must be enclosed with the original Financial
2 Proposal.

3 And also a second electronic version
4 of both Volume I and Volume II of the Technical
5 and Financial Proposal, must be submitted on CD
6 or DVD for Public Information Act requests. And
7 this CD should be redacted for confidential and
8 proprietary information.

9 Delivery: Applicants may either mail
10 or hand deliver Proposals. And if you mail the
11 Proposals, they have to be received in our mail
12 room by the time and date listed in the RFGP,
13 which is August 10th at 3:00 p.m. So it has to
14 be in our mailroom to be deemed timely.

15 And if you hand deliver the Proposals,
16 Applicants are advised to secure a dated, signed,
17 and time-stamped receipt of delivery. And,
18 actually, we'll give you a form if necessary.

19 So the Technical Proposal, we're
20 looking at Section 4.41 now: The most important
21 thing here is you have to make sure that

1 responses in the Technical Proposal reference
2 your organization, numbering the sections in the
3 RFGP. So if you respond to Section 3.2.1-A of
4 the Scope of Work, which refers to the acceptance
5 of referrals, you would have to make a note in
6 your Technical Proposal that you're responding to
7 that section. So just follow the Scope of Work
8 that we give you and respond to each section.

9 And the Technical Proposal should be
10 separated by a tab for each section. We're at
11 Section 4.42 now.

12 Tab A should be the Title Page in the
13 Table of Contents.

14 Tab A-1 should be the Claim of
15 Confidentiality, if it is applicable.

16 Let's see here. Tab B is the
17 Transmittal Letter, and the purpose of this
18 Letter is to transmit the Proposal and
19 acknowledge receipt of any addenda. So please
20 acknowledge receipt of any questions and answers
21 or any amendments.

1 Tab C is the Executive Summary, and
2 the Summary should identify the geographic region
3 that the Applicant proposes to service and shall
4 identify the proposed number of non-custodial
5 parents and the number of children to be served
6 with the use of Grant funding in each year of the
7 Grant. And the summary should also identify any
8 exceptions the Applicant has to the requirements
9 of the RFGP.

10 There are no minimum number
11 qualifications.

12 Tab E: Tab E is the Applicants
13 Technical Response to the RFGP Requirements and
14 the Work Plan. So this is probably the most
15 important part of your Proposal. The Applicants
16 shall address --

17 (Interruption by unidentified person
18 entering the conference room.)

19 UNIDENTIFIED SPEAKER: Pardon me. I
20 have a Mr. Crawford here with Family Crisis and
21 Sophie. They're at the right place?

1 MR. SANG KANG: Yes.

2 (Thereupon, Mr. Patrick Crawford and
3 Ms. Sophie Ford entered the conference room.)

4 MR. SANG KANG: For Tab E, the
5 Technical Response for RFGP Requirements and
6 Proposed Work Plan: The Applicant shall address
7 each Scope of Work requirement that's in Section
8 3.2 and describe in detail its proposed
9 processes, procedures, plans and overall approach
10 to providing all required services.

11 The Applicant shall describe in detail
12 how its proposed services will meet or exceed the
13 requirement.

14 The Applicant shall give a definitive
15 description of the proposed plan to meet the
16 requirements of the RFGP, and that's the Work
17 Plan, and the description should include an
18 outline of the overall management concepts
19 employed by the Applicant and a project
20 management plan, including project control
21 mechanisms, approach to monitor any sub-Grantees,

1 and overall timelines. Project deadlines
2 considered Grant deliverables must be recognized
3 in the Work Plan.

4 And the Applicant shall also identify
5 the locations from which it proposes to provide
6 the services.

7 The Applicant must provide a draft
8 Problem Escalation Procedure.

9 And the Applicant shall include a
10 description of its cost allocation methodology
11 and detailed information on how it will document
12 and allocate staff time and expenses.

13 Please also provide any Letters of
14 Support from at least one community partner in
15 the applicable region.

16 Section 4.4.2.7, Applicant
17 Qualifications and Capabilities. This is at Tab
18 F: The Applicant shall include information on
19 past experience with similar projects and
20 services.

21 Under Tab G: Please submit the -- the

1 Applicant shall identify the number and types of
2 staff proposed to be used under the Grant.

3 Tab H: Please list any grants or
4 contracts with any entity that is part of the
5 State of Maryland for which the Applicant is
6 currently performing services or for which
7 services have been completed within the last five
8 (5) years.

9 Under Tab I: Please submit a
10 commonly-accepted method to prove your fiscal
11 integrity. That would be financial statements.

12 And under Tab J: You have to submit a
13 certificate of insurance, and this is your
14 current certificate of insurance. You'll have to
15 submit a new one later after Grant award.

16 And Tab K: The Applicant shall
17 provide a complete list of all subcontractors
18 that will work on the Grant.

19 Tab L: Please provide a Legal Action
20 Summary that includes any outstanding legal
21 actions or potential claims against the

1 Applicant.

2 And Under Tab M: You would submit the
3 attachments and there are three (3) attachments
4 you have to submit with the Proposal, which would
5 be the Bid Proposal Affidavit, Federal Funds
6 Attachment, and the Conflict of Interest
7 Affidavit disclosure.

8 Okay. So that's the Technical
9 Proposal.

10 Financial Proposal: Please submit
11 Attachment D of the RFGP.

12 Section V

13 And now Section V: Your Technical
14 Proposal will be evaluated on three (3) criteria,
15 and this is the criteria and order of importance:

16 First is the Applicant's Technical
17 Response to the RFGP requirements.

18 Two, the Applicants Qualifications and
19 Capability.

20 And three, Experience and
21 Qualifications of Proposed Staff, including the

1 staff of subcontractors.

2 And with respect to Criteria 1, the
3 Technical Response to the RFGP, the State prefers
4 an Applicant's response to work requirements in
5 the RFGP that illustrates a comprehensive
6 understanding of work requirements and mastery of
7 the subject matter, including an explanation of
8 how the work will be done. So Proposals which
9 include limited responses such as "we concur" or
10 "will reply," those Proposals will receive a
11 lower ranking than those Proposals that
12 demonstrate an understanding of the work
13 requirements and include plans to meet or exceed
14 them.

15 And with respect to criteria in 2, the
16 Applicants Qualifications and Capabilities:
17 Proposals that demonstrate longevity in providing
18 Access and Visitation services to recipients of
19 Title IV-D funding will receive a higher rank
20 than those Proposals that do not demonstrate
21 that.

1 And Financial Proposal will be
2 evaluated for compliance with the terms of this
3 RFGP. However, Financial Proposals will not be
4 ranked.

5 Moving to Section 5.4, the Selection
6 Process: Technical Proposals will be evaluated
7 for technical merit, and then ranked. During
8 this review, oral presentations and discussions
9 may be held.

10 And Applicants must confirm in writing
11 any substantive oral clarifications or changes in
12 their Technical Proposals made during the course
13 of their discussions. Any such written
14 clarifications or changes then become part of the
15 Applicant's Technical Proposal. Technical
16 Proposals are then given a final review and
17 ranked.

18 After that, Financial Proposal of each
19 Applicant will then be evaluated, but not ranked.

20 And then each Applicant will be --
21 will receive an overall ranking. And then the

1 Procurement Officer will recommend award of the
2 Grant to the responsible Applicant that submitted
3 the Proposal determined to be most advantageous
4 to the State. In making this determination,
5 technical factors will receive greater weight
6 than financial factors.

7 And that's it for Section 5.

8 So we have received six questions so
9 far, and we're going to answer three of them
10 right now.

11 So the first question is: Do we get
12 one Grant minimal for our county? Or are we
13 required to do all of them?

14 So pursuant to Section 3.21 of the
15 RFGP: The Grantee must accept referrals of
16 customers who reside in the geographical region
17 in which the Applicant provides services.
18 However, the Grantee is not required to accept
19 all referrals within the entire geographic region
20 and may limit its services to customers residing
21 within one or several counties within the broader

1 geographic region. So you don't have to accept
2 all of the referrals within the region. You can
3 service, say, one (1) county or three (3)
4 counties.

5 Question Number 2: There are
6 counselling visits as a part of this Grant. Is
7 it expected that the funds will come out of this
8 Grant? Or can we use third-party funds?

9 And the answer is: The use of
10 third-party funds to provide any services
11 required under this Grant is permissible. In
12 fact, the Grantee is required by the RFGP to
13 provide at least a 10% in-kind match derived from
14 third-party sources.

15 And Question 3: Is there a page limit
16 for Technical Proposal?

17 And there is no page limit for
18 Technical Proposal. However, pursuant to RFGP
19 Section 1.10, proposals should be prepared simply
20 and economically and provide a straightforward
21 and concise description of the Applicant's

1 Proposal to meet the requirements of this RFGP.

2 Are there any other questions?

3 Questions

4 MS. CATHY MEYERS: If you are the
5 facility where the visitation occurs, do you
6 still have to have an agreement?

7 MS. TYWANNA TAYLOR: It's your
8 facility? You own it?

9 MS. CATHY MEYERS: Yes.

10 MS. TYWANNA TAYLOR: No.

11 MS. CATHY MEYERS: If there is no
12 other third-party payment for therapeutic
13 visitations or counseling services, are we
14 expected to eat those services if they're
15 required by the Proposal?

16 MS. TYWANNA TAYLOR: I'm sorry, can
17 you repeat the question?

18 MS. CATHY MEYERS: If there is no
19 third-party payer source for therapeutic visits
20 which require a therapist, or for counseling
21 services, are we required to eat those visits

1 since providing them is a requirement of the RFP?

2 MS. TYWANNA TAYLOR: Let me write that
3 down. I'm going to respond after I --

4 MS. CATHY MEYERS: Thanks. Okay. Do
5 you need me to --

6 MS. TYWANNA TAYLOR: Yes, please.

7 MS. CATHY MEYERS: If there is no
8 third-party payer source for counseling services
9 or therapeutic visitations, which require
10 therapists for those particular families, are we
11 required to provide those services for free, as
12 required by the RFP?

13 MS. TYWANNA TAYLOR: I'll get back to
14 you on that one.

15 MR. HUBERT CHANG: Is that question,
16 "Are you required to provide the services for
17 free," or "Are you required to provide those
18 services in any" --

19 MS. CATHY MEYERS: Well, if we're
20 providing them and there's no funding source, and
21 the amount of money in this RFP is so low and

1 therapists are so expensive, quite honestly, that
2 you would be basically having to provide that for
3 free. So that would certainly be a consideration
4 of Proposal. If every family you provided
5 services to required counseling, or the judges
6 ordered half your cases to be therapeutic
7 visitations, \$53,000 is not going to cover that,
8 quite honestly. So that's kind of where the
9 questions geared at. It says that you need --

10 MR. HUBERT CHANG: I wanted to get
11 that question down.

12 MS. CATHY MEYERS: Yes.

13 It says that you need an audit of the
14 Grant funds specific to this RFP. That sounds
15 like a single audit. However, that is not
16 required and it's extremely expensive. So are
17 you asking for specifically an audit of these
18 Grant funds? Or does your regular audit that
19 your whole agency gets cover them? I thought a
20 single audit's only required if it's above a
21 certain amount of money.

1 MR. SANG KANG: We'll respond in
2 writing.

3 MS. CATHY MEYERS: The one requirement
4 says you have to have an ID. That's only if
5 you're on State premises or another place,
6 correct? If you're on your premise, that would
7 not be required? That's only if you're providing
8 visitations at Social Services or somewhere else?

9 MS. TYWANNA TAYLOR: Yes.

10 MR. HUBERT CHANG: Did everyone hear
11 that?

12 MS. TYWANNA TAYLOR: I'm still writing
13 that down.

14 MR. HUBERT CHANG: Did everyone hear
15 that question and answer?

16 (No Response.)

17 MS. CATHY MEYERS: This is probably
18 more historical, but: This RFP requires more
19 reporting in terms of what it takes on our
20 physical staff, because copies of every single
21 receipt and timesheets of all of our staff have

1 to be submitted each quarter.

2 None of our other -- I have lots of
3 contracts with the State. This is the only
4 contract, of probably 40 that I have with the
5 State, that require us to submit the receipts.
6 We have to have them, but they're done on a
7 once-a-year site visit. They look for them,
8 rather than us sending employee time sheets, et
9 cetera, to the State. So for the amount of
10 money, it's fairly cumbersome on external staff,
11 like if we're sending our lease each month or
12 copies of those things.

13 MS. TYWANNA TAYLOR: So just for
14 clarity, is your question: Is that required?

15 MS. CATHY MEYERS: Yes. Or is there
16 any consideration of not requiring that, since
17 that's an unusual requirement?

18 MR. HUBERT CHANG: So we will respond
19 in writing to that question.

20 MS. CATHY MEYERS: Okay. How were the
21 regions decided? Obviously, Region II looks

1 preposterous in terms of the size and the amount
2 of population. You have very rural counties
3 mixed with very urban counties with high density
4 populations.

5 MS. TYWANNA TAYLOR: Well, I'll put
6 that in writing so that everyone has that. But
7 that is consistent of what regions Child Support
8 currently has grouped together, but I will put a
9 formal response in writing so that everyone has
10 the same response to that.

11 MS. CATHY MEYERS: So is that kind of
12 like convenience? It's stayed? Or is it just --
13 I mean, because obviously Baltimore and St.
14 Mary's County are very different areas of the
15 State.

16 What is a searchable Adobe file? I
17 know what Adobe files are. Most of us -- a lot
18 of us don't have -- we have Adobe Rewrite.
19 That's it. So is there anything above that we
20 have to have to provide a searchable Adobe file?
21 I've never heard those words before.

1 MR. SANG KANG: I don't know. We'll
2 have to get that answer to you in writing, sorry.

3 MS. CATHY MEYERS: Next question:
4 This is on Page 57. It says there are three
5 Grants must total \$212,588. But when you
6 multiply the three grants, you only come up with
7 159,441 per year.

8 MR. SANG KANG: Yeah, it should be --

9 MR. HUBERT CHANG: Let's make sure.

10 MS. CATHY MEYERS: On Page 57 it says
11 the three grants are 53,000 a piece. So if you
12 total those, it's 159 per year. But it says,
13 must total 212,588.

14 MR. SANG KANG: That's for over four
15 (4) years I think is the --

16 MS. CATHY MEYERS: Four years would
17 be --

18 MR. SANG KANG: So it would be like
19 53,000 times four.

20 MS. CATHY MEYERS: Okay. So it's not
21 the total of the three regions? It's a total of

1 one provider?

2 MR. SANG KANG: Yes. We're gonna have
3 to ask you to send us these questions in writing.

4 MS. CATHY MEYERS: Isn't that
5 recorded?

6 MR. SANG KANG: By the time we get
7 them, you know, it's --

8 MR. HUBERT CHANG: If it's possible to
9 send them in writing, that would be preferred.

10 MS. CATHY MEYERS: We only have a
11 two-week turnaround time.

12 MR. HUBERT CHANG: It will expedite
13 our ability to publish an answer, because it
14 takes some time to get the transcription. If
15 you're unable to send them in writing, of course
16 we will do our best to answer them as
17 expeditiously as we can.

18 MS. CATHY MEYERS: And one more:
19 Where is the indirect that we now are allowed to
20 take on Federal Grants included in the budget?

21 MS. TYWANNA TAYLOR: Your question is

1 where is the indirect?

2 MS. CATHY MEYERS: On the budget page
3 where would we put indirect costs that are now
4 allowable under Federal guidelines for the
5 frontline nonprofits?

6 MS. TYWANNA TAYLOR: I will have to
7 get back to you on that one and check with our
8 budget people.

9 MS. CATHY MEYERS: It actually talks
10 about how you come up with the formula for it,
11 but then there's nothing on the budget page where
12 you can put it.

13 UNIDENTIFIED FEMALE SPEAKER: Excuse
14 me. There's a question back here.

15 MR. SANG KANG: Yes. Please state
16 your name.

17 MR. HENRY BOGDON: My name is Henry
18 Bogdon (phonetic). I'm from Maryland Nonprofits.

19 I noticed in the Federal Attachment,
20 Federal Funds Attachment, references to Circular
21 A-133. And although these grants aren't large

1 enough to require an OMB single audit, those
2 audit requirements are out of date, and I'm just
3 wondering: Has this Proposal been reviewed in
4 the context of the Circular that superseded A-133
5 for most Federal programs?

6 MR. SANG KANG: We'll have to take
7 that question down and answer it in writing.

8 MR. HENRY BOGDON: Okay. For example,
9 the single audit requirement is now \$750,000 for
10 the last year.

11 MS. CATHY MEYERS: Can I ask one other
12 question?

13 MR. SANG KANG: Yeah, sure.

14 MS. CATHY MEYERS: If it's not a
15 successful Applicant from one of the regions, or
16 maybe the Technical Proposal's very poor, but
17 there are highly-rated Technical Proposals in
18 Region II with funding, would it still only be
19 one per?

20 MR. SANG KANG: We haven't made that
21 determination. And we will take that down and

1 we'll answer in writing.

2 MR. HUBERT CHANG: You have a
3 question?

4 MS. SHARON IANNACONE: Sharon
5 Iannacone with Harford County. I just have
6 practical questions.

7 The Letter of Support, is it just
8 generally addressed to DHR? Or is it addressed
9 to a specific person? Addressed to the
10 Procurement Officer here?

11 MR. SANG KANG: I'll answer that in
12 writing, because I actually don't know. But
13 we'll answer it in writing.

14 MS. SHARON IANNACONE: Another very
15 practical, concrete question. I just want to
16 make sure I understand this clearly in terms of
17 submitting the Proposals: So all of the
18 Technical Proposals will be in one envelop?

19 MR. SANG KANG: Yes.

20 MS. SHARON IANNACONE: And all of the
21 financials in a separate envelop?

1 MR. SANG KANG: Yes.

2 MS. SHARON IANNACONE: And then
3 there's two CDs that go, the electronic is with
4 each one of those Proposals--one with the
5 original and one for public?

6 MR. SANG KANG: Yeah. And for the
7 Technical Proposal, there's a CD for the
8 original, and then one that's redacted for
9 proprietary information.

10 MS. SHARON IANNACONE: And then
11 there's another CD for the Financial Proposal as
12 well?

13 MR. SANG KANG: Yes.

14 MS. SHARON IANNACONE: And then also a
15 public one? So there's two CDs in each one of
16 those packages; is that correct?

17 MR. SANG KANG: Yes.

18 MS. SHARON IANNACONE: And then just
19 another question I have: There's a requirement
20 that the Parenting Plan has to be done within 30
21 days of a referral.

1 I mean, I guess I have some concerns
2 about that, based on experience, especially
3 working with a court-ordered population. Very
4 often this population is labor-intensive to work
5 with. It takes time. What if we can't meet that
6 requirement of 30-day turnaround? I mean,
7 possibly 90 days. We also work in a court system
8 that has its own requirement in terms of
9 reporting back. But once it's reported back, the
10 court then takes action, which is enforceable.
11 So I'm not sure we're going to be able to meet
12 the 30-day deadline.

13 MR. SANG KANG: Okay.

14 MS. SHARON IANNACONE: So would we be
15 disqualified because of that?

16 MR. SANG KANG: We're going to take
17 the question under advisement and answer in
18 writing.

19 MS. SHARON IANNACONE: Okay. The
20 second question was with regard to that Work Plan
21 product in terms of the requirement to evaluate

1 progress after a Parenting Plan is generated.

2 To evaluate that, checking the
3 population quarterly, I don't see that as
4 practical, quite frankly. Very labor-intensive.
5 So based on our experience, certainly that's an
6 enforceable document once it is entered through
7 the court system as a Consent Order. And there's
8 a mechanism whereby if it's not happening, people
9 come back to court to get it enforced. So if
10 that doesn't happen, then generally we know that
11 it's working, or it's working good enough.

12 So, again, I would wonder would we be
13 disqualified if we're not able to do it
14 quarterly? I don't see that as a practical -- I
15 just don't see that as a practical requirement,
16 quite frankly, is my comment.

17 MR. SANG KANG: Which requirement is
18 that?

19 MS. SHARON IANNACONE: That you have
20 to evaluate the progress of the Parenting Plan by
21 checking up on it every quarter. For how long?

1 And, you know, sometimes it's hard to track
2 people down. They don't have telephones. They
3 move.

4 So what is practical? What can you
5 reasonably -- I mean, I understand the intention
6 of that. I understand in terms of your
7 deliverables and what you want to be able to
8 guarantee. But in terms of working in the field,
9 I'm not convinced that I'm going to be able to
10 meet that requirement, quite frankly. People
11 move; they change their telephone numbers; you
12 can't find them and, yet, the family's working
13 okay. Maybe the family's not, but I'm not sure
14 how much of a burden you can place on the Awardee
15 to track that.

16 MR. HUBERT CHANG: Okay. So is your
17 question whether the Department would consider an
18 alternative to that requirement? Or is your
19 question whether the Department would relax the
20 requirement? I'm not sure exactly what -- I'm
21 not sure what your question really is.

1 MS. SHARON IANNACONE: So I guess my
2 question is: Would the Department relax that
3 requirement? And would we be disqualified if we
4 weren't able to do that every quarter?

5 MR. HUBERT CHANG: And is there a
6 specific proposal that you would think might be
7 achievable in your own mind?

8 MS. SHARON IANNACONE: Well, I can
9 only speak from our own venue and for our own
10 venue. And I understand all the Applicants come
11 from different venues.

12 Because we're a court setting, as I
13 said, our mechanism is if that is not being
14 followed, people have the ability to come back
15 and get it enforced. So we know, if it comes
16 back, we know they're having trouble.

17 But we also have in our Parenting Plan
18 that they can voluntarily. They don't even have
19 to file in court; they can voluntarily come back
20 to the office. So some people who don't file,
21 will come back for a followup. That would then

1 tell us: We've got problems going on here; we've
2 got to work it out.

3 If they're not doing that, then
4 generally we assume that it's working. I mean,
5 we don't have the resources to go out and find
6 people and call them up and say: Is it working?

7 MR. HUBERT CHANG: So as I understand
8 your question, your question is: Would the
9 Department consider modifying or relaxing the
10 requirement?

11 MS. SHARON IANNACONE: Yes.

12 MR. HUBERT CHANG: And we'll take that
13 under advisement.

14 MS. SHARON IANNACONE: No other
15 questions.

16 MR. SANG KANG: Any other questions?

17 (No Response.)

18 MR. SANG KANG: So there are no other
19 questions?

20 MS. CATHY MEYERS: Do you know about
21 how long before we get answers? Because they're

1 due August 10th, and obviously some of those
2 answers will depend on whether people put in for
3 it, quite honestly.

4 MR. SANG KANG: Probably next week,
5 maybe late in the week.

6 MS. CATHY MEYERS: Okay.

7 MS. SHARON IANNACONE: So would you
8 just review the website where we go to check for
9 those answers, just the address for the website?

10 MR. SANG KANG: Oh, I don't have it
11 here, but it's a DHR website. It's Department of
12 Human Resources.

13 MS. SHARON IANNACONE: Right. I just
14 thought we'd put it on the record.

15 MR. SANG KANG: It's the DHR website.
16 You would click on Business Center and then
17 there's a list of RFPs on the left.

18 MS. SHARON IANNACONE: Okay. Thank
19 you.

20 Closing Comments

21 MR. SANG KANG: Thank you all for

1 attending the Pre-Proposal Conference for CSEA
2 Access & Visitation Programs.

3 The Proposals are due at 3:00 p.m. on
4 Monday, August the 10th, and we need to have the
5 Proposals in our mailroom by that time and date.
6 And if you bring them into the building, I will
7 have -- I'll be here and I'll have like a receipt
8 for you. But if they aren't received in the
9 mailroom, you know, we have to disqualify the
10 Proposal if they're not there by 3:00 p.m.

11 MR. HUBERT CHANG: To clarify: You do
12 not need to have them in the mailroom. They need
13 to be delivered to the Procurement Officer. If
14 they are received in the mailroom at that time,
15 that will be construed to be received by the
16 Procurement Officer.

17 If you mail it, it is highly
18 recommended that you use Express Mail or some
19 other form of mailing that will get you a return
20 receipt, so that you can verify the time that we
21 actually received it.

1 It is not the Department's
2 responsibility to make sure that the mail gets
3 here on time. There will be no receipt if you
4 don't have a receipt. If the Post Office doesn't
5 deliver it on time, it will not be timely. It is
6 for that reason highly recommended that you
7 submit your Proposals by hand to the Procurement
8 Officer who will be waiting at the building at
9 that time, or deliver it on the specified due
10 date on time.

11 MS. SHARON IANNACONE: You'll be in
12 the lobby that day?

13 MR. SANG KANG: I mean, not the whole
14 day, but towards -- towards 3:00 o'clock I'll be
15 in the lobby and the mailroom, going back and
16 forth.

17 Thank you.

18 (Conference concluded at 11:03 a.m.)

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CERTIFICATE OF RECORDER

I, MERINDA EVANS, a certified recorder, do hereby certify that the foregoing Pre-Bid Conference was electronically recorded by me and later transcribed by certified type transcriptionist, to the best of my ability.

As witness my hand this 27th day of July, 2015.

MERINDA EVANS
Certified Recorder

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