

**In The Matter Of:**  
*STATE GENETIC PATERNITY TESTING SERVICES*  
*SOLICITATION NO. CSEA/DNA-17-001-S*

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*PRE-PROPOSAL CONFERENCE*  
*June 24, 2016*

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MARYLAND DEPARTMENT OF HUMAN RESOURCES

REQUEST FOR PROPOSALS (RFP)

\* \* \* \*

SOLICITATION NO. CSEA/DNA-17-001-S

STATE GENETIC PATERNITY TESTING SERVICES

\* \* \* \*

PRE-PROPOSAL CONFERENCE

Friday, June 24, 2016

10:00 a.m.

\* \* \* \* \*

Held at:

State of Maryland

Department of Human Resources

311 West Saratoga Street, Room 104

Baltimore, Maryland

\* \* \* \* \*

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IN ATTENDANCE

MARYLAND DEPARTMENT OF HUMAN RESOURCES:

- JOE DIPRIMIO, Chief Executive (via phone)
- SANG KANG, Procurement Officer
- LEYLA LAYMAN, Executive Director
- VASHTI GREEN, Director
- KANTRIA LEACH, Director
- RONALD NIX, Program Manager
- DAPHENY McCRAY, Procurement
- DEBORAH AUSTIN, Procurement
- WAYNE DIXON, Procurement
- AUNG HTUT
- NNEKA WILLIS-GRAY
- JOE DIPRIMIO

OFFICE OF THE ATTORNEY GENERAL:

- HUBERT CHANG

LABCORP:

- MARCUS HOWARD
- PRINCE D. MILES
- ANTOINETTE SURGEON (via phone)

DNA DIAGNOSTICS:

- LORI NEFF (via phone)
- BOB GUTENDORF (via phone)

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PRE-PROPOSAL CONFERENCE

(10:00 a.m.)

Welcome and Introductions

SANG KANG: Good morning. Welcome to the Department of Human Resources. My name is Sang Kang and we will be presenting information about the Request for Proposals entitled State Genetic Testing Services.

If you haven't signed in, please sign in. And please note that Court Reporters will be transcribing this event. And also it will be recorded because it's on Cisco WebEx. When asking questions, please state your name, the name of your company for the record and a transcript will be made available on the DHR website.

So let's proceed with introductions. Please state the name of your company or unit, and we can start with me, I guess.

I'm Sang Kang. I'm the Procurement Officer, part of Department of Human Resources.

1                   MARCUS HOWARD: Marcus Howard,  
2 Regional Account Executive, LabCorp.

3                   PRINCE MILES: Prince Miles, LabCorp.

4                   VASHTI GREEN: Vashti Green, Director,  
5 Child Support Enforcement at the central  
6 location.

7                   LEYLA LAYMAN: Leyla Layman, CSEA,  
8 Executive Director.

9                   DEBORAH AUSTIN: Deborah Austin,  
10 Procurement.

11                  DAPHENY McCRAY: Dapheny McCray, DHR,  
12 Procurement.

13                  AUNG HTUT: Aung Htut, DHR.

14                  NNEKA WILLIS-GRAY: Nneka Willis-Gray.

15                  HUBERT CHANG: Hubert Chang, from the  
16 Office of Attorney General.

17                  WAYNE DIXON: Wayne Dixon,  
18 Procurement.

19                  KANTRIA LEACH: Kantria Leach,  
20 Director of Employment and Program Equity.

21                  SANG KANG: People on the line, please

1 introduce yourselves.

2 LORI NEFF: Lori Neff, DNA Diagnostic.

3 BOB GUTENDORF: Bob Gutendorf, DNA  
4 Diagnostic.

5 ANTOINETTE SURGEON: Antoinette  
6 Surgeon, LabCorp.

7 SANG KANG: Okay. Great. So opening  
8 remarks will be made by Vashti Green, who is the  
9 Director of Grants and Contract Services for  
10 Child Support Enforcement Administration.

11 LEYLA LAYMAN: I think Joe just called  
12 in.

13 SANG KANG: Oh, did someone just join  
14 the line?

15 JOE DIPRIMIO: Joe Diprimio.

16 SANG KANG: Would you like to make the  
17 opening remarks?

18 JOE DIPRIMIO: Well, just very  
19 briefly. I don't know who's in the room. Which  
20 one of our potential bidders are there?

21 SANG KANG: LabCorp is here. Prince

1 Miles and Marcus Howard from LabCorp are here.  
2 And Antoinette Surgeon from LabCorp is on the  
3 line. Bob Gutendorf and Lori Neff are on the  
4 line from DNA Diagnostic Center.

5 Opening Remarks

6 JOE DIPRIMIO: Okay. So thank you  
7 very much for expressing interest in our RFP. I  
8 also want to say how important the services that  
9 you provide, whoever the successful bidder will  
10 be, are to my program.

11 So the establishment of paternity is  
12 paramount. It's one of the core principles of  
13 Child Support Enforcement. I'm sure many of you  
14 know that; you guys have been in this business  
15 for awhile. And in my prior career in  
16 Philadelphia, I did business with LabCorp, as an  
17 example, and we've certainly done business with  
18 the other company in Maryland, so we know you.

19 That said, this RFP is going to be  
20 stricter, and more clearer requirements are going  
21 to be set forth, and you'll be responsible for



1 giving us a demonstration not only around how the  
2 process works and the Chain-of-Custody, but also  
3 in terms of your portal.

4 So thank you again for attending. I  
5 apologize I couldn't be there. I'm in Annapolis  
6 on other matters. But I did want to come in,  
7 just by way of a call, to express how important  
8 this is not only to Maryland and the child  
9 support Program, but also to me personally as the  
10 Chief Executive for the child support program.

11 So with that said, I'll turn it over  
12 to our procurement team and I'll listen in.

13 SANG KANG: Thank you, Mr. Diprimio.

14 So I will present Section 1 of the  
15 Request for Proposals now.

16 Section 1

17 SANG KANG: The Department of Human  
18 Resources is issuing this RFP to obtain genetic  
19 paternity testing services in Maryland child  
20 support for the purpose of making paternity  
21 determinations in Maryland's child support cases.

1           The term of the Contract is three  
2 years with two (2) one-year options. And the  
3 Department intends to make a single award as a  
4 result of the RFP.

5           The Procurement Officer is the sole  
6 point of contact in the State for the purposes of  
7 the solicitation prior to the award of the  
8 project. And the State Project Manager is the  
9 contract manager who will be responsible for  
10 contract administration functions after contract  
11 award, and she'll be the primary point of contact  
12 after contract award.

13           So I'm gonna be kind of skipping  
14 around Section 1 here.

15           In order to receive a contract award,  
16 a vendor must be registered on eMaryland  
17 Marketplace. So we recommend that you do -- you  
18 are registered on eMM.

19           Questions and responses: We're gonna  
20 have the questions toward the end of the -- after  
21 the presentation of the RFP, all five sections.

1           Section 1.11, the Proposal Due Date  
2 and Time: Proposals are due on August 1st at  
3 2:00 p.m., and Offerors are to allow sufficient  
4 mail delivery time to ensure that the Proposal is  
5 received by the Procurement Officer.

6           And if you're gonna send it, you  
7 should send it in a way where there is a time  
8 stamp, either by using FedEx or U.S. Priority  
9 mail, or UPS. And if it's in the mailroom by the  
10 time -- by August 1st, 2:00 p.m., it's considered  
11 timely. But if it's not, then we will have to --  
12 we don't want to, but we will have to not take  
13 the Proposal. So please ensure that it will be  
14 there.

15           Proposals may not be submitted by  
16 e-mail or facsimile -- by fax. They must be  
17 either hand delivered or mailed.

18           So Section 1.12, which is Multiple or  
19 Alternate Proposals: Multiple or Alternate  
20 Proposals will not be accepted.

21           Section 1.15, the Award Basis: The

1 Contract shall be awarded to the responsible  
2 Offeror submitting the Proposal that has been  
3 determined to be the most advantageous to the  
4 State, considering price and evaluation factors  
5 set forth in the RFP.

6 Section 1.16, Oral Presentations:  
7 Offerors shall be prepared to make oral  
8 presentations during the evaluation process.

9 Section 1.25, the Bid/Proposal  
10 Affidavit: Please submit Attachment B with the  
11 Technical Proposal.

12 Section 1.28: Before a business  
13 entity can do business in the State, it must be  
14 registered with the State Department of  
15 Assessments and Taxation. So we recommend that  
16 you -- we recommend that you register with SDAT  
17 prior to the due date, which is August 1st.

18 And Kantria, are you ready to present  
19 the minority business?

20 KANTRIA LEACH: Yeah, that's fine,  
21 because I kind of have to present and go. And I

1 do apologize; I have a hearing.

2 **Minority Business**

3 **KANTRIA LEACH:** I haven't gotten an  
4 opportunity to take a look at the RFP, and I do  
5 apologize. Our portion pretty much oversees the  
6 minority inclusion. Any changes, if you are  
7 selected, has to come through our office. We  
8 expect that the subcontractors that are allowed  
9 to be -- or utilized on the Participation  
10 Agreement, remain on the Contract unless there  
11 are some concerns. I was not again able to bring  
12 up a card, to give you a card, but any questions  
13 or concerns you have regarding that, you can  
14 definitely direct them to our office.

15 So, again, I did not get a copy of the  
16 RFP to take a look at prior to. Generally, I  
17 think that the goal here is -- was it 10%,  
18 Vashti?

19 **VASHTI GREEN:** This goal for this  
20 Contract is 2%.

21 **KANTRIA LEACH:** It's 2%. So,

1 basically, we oversee just to make sure that the  
2 inclusion and proper payments are made. And  
3 there is provision in COMAR Section 21 that you  
4 can take a look at regarding that. But any  
5 changes or any concerns regarding the  
6 subcontractors, that will come through our  
7 office.

8 Did you have any questions for me?

9 (No Response.)

10 SANG KANG: Okay. Thank you, Kantria.

11 KANTRIA LEACH: And I have to slide  
12 out.

13 SANG KANG: Okay. No problem. See  
14 you later.

15 Wayne, are you ready to make the --

16 WAYNE DIXON: Yes.

17 SANG KANG: So Wayne Dixon will be  
18 presenting the Living Wage part of the RFP.

19 Living Wage

20 WAYNE DIXON: My name is Wayne Dixon.  
21 I'll be doing the Living Wage requirements.

1           Maryland law requires that Contractors  
2 meeting certain conditions pay a living wage to  
3 covered employees on State service contracts over  
4 \$100,000. Maryland Code, State Finance and  
5 Procurement, Section 18-101 et al. The  
6 Commissioner of Labor and Industry at the  
7 Department of Labor, Licensing and Regulation  
8 requires that a Contractor subject to the Living  
9 Wage law submit payroll records for covered  
10 employees and a signed statement indicating that  
11 it paid a living wage to covered employees; or  
12 receive a waiver from Living Wage reporting  
13 requirements. See COMAR 21.11.10.05.

14           If subject to the Living Wage law,  
15 Contractor agrees that it will abide by all  
16 Living Wage law requirements, including but not  
17 limited to reporting requirements in COMAR  
18 21.11.10.05. Contractor understands that failure  
19 of Contractor to provide such documents is a  
20 material breach of the terms and conditions and  
21 may result in Contract termination,

1 disqualification by the State from participating  
2 in State contracts, and other sanctions. See the  
3 "Living Wage" clause in the Contract, which is  
4 Attachment A.

5 Additional information regarding the  
6 State's living wage requirement is contained in  
7 Attachment G. Bidders/Offerors must complete and  
8 submit the Maryland Living Wage Requirements  
9 Affidavit of Agreement in Attachment G-1 with  
10 their Bid/Proposal. If a Bidder/Offeror fails to  
11 complete and submit the required documentation,  
12 the State may determine a Bidder/Offeror to be  
13 not responsible under State law.

14 Contractors and subcontractors subject  
15 to the Living Wage law shall pay each covered  
16 employee at least the minimum amount set by law  
17 for the applicable Tier area. The specific  
18 living wage requirement is determined by whether  
19 a majority of services take place in a Tier 1  
20 Area or Tier 2 Area of the State. The Tier 1  
21 Area includes Montgomery, Prince George's,



1 Howard, Anne Arundel and Baltimore Counties, and  
2 Baltimore City. The Tier 2 Area includes any  
3 county in the State not included in the Tier 1  
4 Area. In the event that the employees who  
5 perform the services are not located in the  
6 State, the head of the unit responsible for a  
7 State Contract pursuant to Section 18-102(d) of  
8 the State Finance and Procurement Article shall  
9 assign the tier based upon where the recipients  
10 of the services are located.

11 The Contract resulting from this  
12 solicitation will be determined to be a Tier 1  
13 Contract or a Tier 2 Contract depending on the  
14 location or locations from which the Contractor  
15 provides 50% or more of the services. The  
16 Bidder/Offeror must identify in its Bid/Proposal  
17 the location or locations from which services  
18 will be provided, including the location or  
19 locations from which 50% or more of the Contract  
20 services will be provided.

21 If a Contractor provides 50% or more

1 of the services from the location or locations in  
2 a Tier 1 jurisdiction, the Contract will be a  
3 Tier 1 Contract.

4 If the Contractor provides 50% or more  
5 of the services from a location or locations in a  
6 Tier 2 jurisdiction, the Contract will be a Tier  
7 2 Contract.

8 If the Contractor provides more than  
9 50% of the services from an out-of-State  
10 location, the State agency determines the wage  
11 tier based on where the majority of the service  
12 recipients are located. In this circumstance,  
13 this Contract will be determined to be a Tier 1  
14 Contract.

15 Information pertaining to reporting  
16 obligations may be found by going to the Maryland  
17 Department of Labor, Licensing and Regulation  
18 website [http://www.dllr.state.md.us/labor/prev/  
19 livingwage.shtml](http://www.dllr.state.md.us/labor/prev/livingwage.shtml).

20 Note: Whereas the Living Wage may  
21 change annually, the Contract price may not be

1 changed because of a Living Wage change.

2 Thank you.

3 SANG KANG: Thank you, Wayne.

4 Please turn in the MBE forms and  
5 also -- actually, it's just MBE, the D-1A form, I  
6 believe. And please turn to living wage -- the  
7 Living Wage Affidavit, which is Attachment G-1.

8 So I'm going to continue to present  
9 Section 1 here.

10 Since the Contract contains Federal  
11 Funds, we ask that you just please submit  
12 Attachment H with your Technical Proposal.

13 And you're also required to send the  
14 Conflict of Interest Affidavit and Disclosure,  
15 and a Non-Disclosure Agreement.

16 And that is it for Section 1 of the  
17 RFP.

18 I will I now present Section 2 of the  
19 RFP.

20 Section 2

21 SANG KANG: So Section 2 is Offeror

1 Minimum Qualifications. There are three Minimum  
2 Qualifications for this Request for Proposals.  
3 The first is that the company be AABB Certified.  
4 So the offeror must be an AABB Accredited  
5 relationship DNA testing facility. And we ask  
6 that you provide a AABB Accreditation Certificate  
7 with your Technical Proposal.

8           The second minimum requirement is that  
9 the Offeror must be on CSEA's list of paternity  
10 testing laboratories.

11           The third requirement is -- third  
12 minimum requirement is that the Offeror shall  
13 have at least one year experience providing  
14 interstate genetic paternity testing services for  
15 at least two other state and government child  
16 support entities. And you must send a letter of  
17 reference from the two state government child  
18 support entities, and there are some requirements  
19 for those letters. The services provided by the  
20 Offeror must have been valued at \$100,000 or  
21 more. The services must have been provided for a

1 greater -- for a period of time greater than or  
2 equal to a year. The Offeror must have conducted  
3 specimen collection in multiple states on behalf  
4 of the state providing the reference, and the  
5 services must have been adequately performed.  
6 Also the state that you get the letter of  
7 reference from cannot be the State of Maryland.

8 And that's it for Section 2 of the  
9 RFP.

10 Vashti Green will present Section 3,  
11 the Scope of Work.

12 Section 3

13 VASHTI GREEN: Hello everyone again.

14 As you know, Child Support Enforcement  
15 Administration is responsible for the delivery of  
16 all child support services in the State of  
17 Maryland, and genetic testing is one of those  
18 services.

19 So to give a little background, as  
20 shared in the background in the RFP that there  
21 over the last three years CSEA sought

1 approximately 3,200 genetic paternity  
2 determinations to be made involving approximately  
3 9,500 genetic specimens. Approximately 92% of  
4 those specimens were collected within the State  
5 of Maryland, and the remaining 8 was collected  
6 outside of the State of Maryland. The historical  
7 data on the actual statistics are displayed  
8 within Attachment Q and R. You have those.

9           The Contractor will collect genetic  
10 specimen within Maryland on regular schedules as  
11 established within each jurisdiction by the State  
12 Project Manager in consultation with the Genetic  
13 Testing Liaison. The Contractor will also  
14 schedule genetic specimen collections for  
15 individuals who do not reside in the county or  
16 jurisdiction that is requesting genetic paternity  
17 testing. And the Contractor will determine the  
18 appropriate locations for collecting genetic  
19 testing samples from all individuals that live  
20 outside of the State of Maryland.

21           In addition, there will be

1 approximately 80 genetic testing specimens to be  
2 collected from correctional facilities and a  
3 potential for about two to be collected out of  
4 state at correctional facilities.

5 CSEA estimates that for the future  
6 Contract or the upcoming Contract, that there  
7 will be approximately 3,550 genetic testing  
8 determinations from 10,650 specimens each year  
9 from this solicitation. And those determinations  
10 will involve approximately 9,550 genetic  
11 specimens collected within the State of Maryland  
12 and approximately 1,100 to be collected outside  
13 of the State of Maryland. So we think that's an  
14 important statistic for you to be aware of.

15 So moving on for the Requirements, I  
16 want to expand a little bit on approximately ten  
17 sections that are already here. I won't go into  
18 great detail because you've already had the  
19 privilege to probably review the RFP itself.

20 But I did want to touch on Case  
21 Management: We will require the Contractor to

1 maintain up-to-date records including all  
2 pertinent and relevant information necessary for  
3 tracking on the status of work needed to be  
4 completed and make genetic paternity testing  
5 determinations.

6           As for the Specimen Collection  
7 Scheduling, there will be four types of  
8 collections. The first being regular specimen  
9 collections through a regular scheduling of  
10 testing, as well as Special In-State Specimen  
11 Collections, which we call Intrastate, meaning  
12 crossing of the counties, as well as collections  
13 from incarcerated individuals, and Interstate  
14 Specimens, which is of course out-of-state  
15 collections.

16           We are just requesting that the  
17 Contractor notify the Genetic Testing Liaison by  
18 e-mail within 72 hours in the event that a person  
19 that the Contractor scheduled for specimen  
20 collection does not appear for, you know, a  
21 scheduled appointment that we have.



1           Okay. So the Specimen Collection  
2 Procedures, I think it's important for me to  
3 re-read Section 3.2.3, Letter A: The Contractor  
4 shall, consistent with AABB guidelines, supply  
5 all materials necessary for the Sample  
6 Collectors' collection, preservation,  
7 preparation, and shipment of specimen in a manner  
8 that precludes contamination, tampering or  
9 substitution of specimens and otherwise ensures  
10 the integrity of the testing methodology. The  
11 Contractor shall document the collection,  
12 preservation, preparation, and shipment of  
13 specimen on Chain-of-Custody forms. The  
14 Contractor shall create the Chain-of-Custody  
15 forms and those forms will be approved by the  
16 State Project Manager prior to the go-live date  
17 of the Contract. The Contractor shall also  
18 supply all materials required to operate and  
19 maintain the collection area at the site.

20           In addition, the Contractor specimen  
21 collection methodology shall be sufficient to

1 make genetic paternity testing determinations  
2 with accuracy rates consistent with those  
3 obtained through best practices in the industry  
4 as established by AABB.

5 Moving on to Section 3.2.4, Genetic  
6 Paternity Testing Determinations: I will again  
7 emphasize that the Contractor shall provide the  
8 Genetic Testing Liaison with a Paternity  
9 Determination Report. This report must comply  
10 with the relevant provisions of Maryland COMAR  
11 Annotated Family Law Section 5-1029 governing the  
12 admissibility of laboratory reports of genetic  
13 paternity testing determinations.

14 As well, the Paternity Determination  
15 Report must be signed by the authorized scientist  
16 at the laboratory and must state that "the result  
17 of the genetic test is as stated in the report."  
18 This report shall also be available for download  
19 on the Internet portal which we will get to in a  
20 few moments. The Contractor we request that they  
21 mail two copies of the Paternity Determination

1 Report, along with the original Chain-of-Custody  
2 Form, to the Genetic Testing Liaison for  
3 jurisdictions that request the report no later  
4 than 14 days after the Contractor receives or  
5 collects the final specimen needed for the  
6 paternity determination.

7 Training, Section 3.2.5: Initially  
8 there will be -- we would like to have at least  
9 one individual trained per jurisdiction. We  
10 understand that that could go up to two  
11 individuals. That determination will be made by  
12 the State Project Manager.

13 The 3.2.6, the Expert Witness  
14 Services: I must state that the Contractor shall  
15 provide an expert witness, related to its genetic  
16 paternity testing determinations at depositions,  
17 trials, or other contested case proceedings when  
18 the applicable tribunal issues a proper subpoena  
19 or on the written request by the State Project  
20 Manager. As well, as the Contractor's Laboratory  
21 Director or Assistant Laboratory Director shall

1 be made available as the expert witness.

2           So we're going to move on to Section  
3 3.2.7, the Internet Portal: The Contractor shall  
4 provide and maintain an Internet portal that  
5 meets the following specifications, and we have  
6 them listed out in Sections A through F in this  
7 section.

8           I just wanted to specifically bring  
9 your attention to Letter C: The portal shall  
10 provide State users with the ability to locate  
11 specific case information by searches using the  
12 social security number of any individual involved  
13 in a case, as well as the case number or the  
14 Tribunal's case number. It's easy.

15           The portal shall allow each State user  
16 to view critical information regarding a case,  
17 including all of the demographic information as  
18 listed there. And we request an electronic image  
19 in PDF format of the Paternity Determination  
20 Report and the completed Chain-of-Custody Form,  
21 as well, to be available at the portal.

1           The portal shall provide functionality  
2 to allow the State user to request and track  
3 requests for individual appointments for specimen  
4 collections.

5           All data on the portal shall be  
6 updated within one (1) Business Day of any  
7 changes to the data.

8           For Staffing, we require that the  
9 Contractor's Project Manager, as well as  
10 Contractor's Laboratory Director and the  
11 Assistant Laboratory Director be noted as Key  
12 Personnel. As well, they shall have the  
13 credentials necessary to certify all genetic  
14 paternity testing determinations pursuant to the  
15 AABB standards.

16           Okay. So we have four main reports  
17 that will be used throughout the entire Contract  
18 term, and we request that these reports, the  
19 majority of them will be submitted on a monthly  
20 basis, generally by the 15th of each month. Just  
21 a brief overview of each one:

1           The Monthly Jurisdictional Invoice  
2 Data Report, and this will describe the services  
3 provided in the jurisdiction during each calendar  
4 month. That's Letter A under Section 3.2.9.

5           As well, there will be a Monthly  
6 Summary Report by jurisdiction again. It's a  
7 listing of each participant involved in an active  
8 case during the calendar month.

9           Letter C, the Monthly Incomplete Case  
10 Report, will be submitted monthly by  
11 jurisdiction, a listing of each participant  
12 involved in an incomplete case as of the last  
13 date of the calendar month.

14           As well, Internet Portal User Roster,  
15 which we request to be submitted monthly via the  
16 Internet Portal User Roster that lists all  
17 individuals who have an active user account to  
18 the Internet portal.

19           There will also be an Annual Report.  
20 We request that the Annual Report is submitted in  
21 hard copy format to the State Project Manager by

1 April 1st beginning in 2018. There may be an  
2 occasion where the State Project Manager will  
3 request an Ad Hoc Report.

4 Moving on to Section 3.2.10,  
5 Transition In: We just ask that the Contractor  
6 cooperate in the orderly transition of services  
7 from Maryland's proceeding genetic testing vendor  
8 during the Contract Start-Up Period as referenced  
9 in Section 1.4 of the RFP and in accordance with  
10 the directions of the State Project Manager. And  
11 we have some things listed out, Letters A through  
12 G, of what the requirements are.

13 And the State Project Manager may  
14 instruct the Contractor to meet specific  
15 transition requirements prior to the start of the  
16 Contract. But she will be in contact with the  
17 awarded vendor.

18 There are security requirements, not  
19 just our requirements, but the State of Maryland,  
20 the departments, and they are in Section 3.3. I  
21 won't touch on anything specific there. It's

1 listed out in detail.

2           There is an insurance requirement on  
3 this Contract. Within ten (10) Business Days of  
4 recommendation for Contract award, the Contractor  
5 shall provide the State Project Manager with  
6 current certificates of insurance, and shall  
7 update each certificate annually by March 1st of  
8 each contract year beginning in 2018 and, as  
9 well, periodically as directed by the State  
10 Project Manager. Such copy of the Contractor's  
11 current certificate of insurance shall contain at  
12 minimum -- and they're listed there in the  
13 remaining part of that section, and that section  
14 is 3.4.

15           As well we will require, in Section  
16 3.5, that Problem Escalation Procedure, I'll  
17 touch a little further on that when we go through  
18 the deliverables.

19           In Section 3.6, the Invoicing section:  
20 All invoices for services shall be signed by the  
21 Contractor and submitted electronically to the



1 State Project Manager by the 15th of each month  
2 for services requested during the preceding  
3 months. And Attachment W shows that example of  
4 what we require the invoice to look like.

5 Okay. The MBE section: The reports  
6 that accommodate are in Section 3.7. Our MBE  
7 Director was here earlier; she shared with you,  
8 as well as Wayne touched base on that. But you  
9 can -- it's detailed, it's layed out in that  
10 section.

11 I going to go to the Deliverables in  
12 Section 3.8. Section 3.8.1: We request that  
13 each deliverable and its internal quality-control  
14 process prior to submitting the deliverable to  
15 the State. These Letters A through G down at the  
16 bottom, we request that they are submitted in  
17 that format.

18 There's quite a few deliverables.  
19 There's some that are due prior to the Contract  
20 Commencement, and there are some that will be due  
21 on a monthly basis. There's a lot, so I won't go

1 through each one. There's a lot, so I'm not  
2 going to go into each entire one. But just  
3 Section 3.8.2, this Schedule here, this chart is  
4 very key to the contract.

5 If you have any questions, our State  
6 Project Manager is available to reach out to her  
7 during after Notification of Award regarding all  
8 of the deliverables.

9 I want to go to Section 3.9, which is  
10 the SOC 2 Type 2 Audit Report. I am going to  
11 read. This area is very pertinent to the  
12 Contract and I just need to -- I want to touch  
13 base on this: This section applies to the  
14 Contractor and any relevant subcontractor who  
15 provides services for the Department's identified  
16 critical functions, and handles Sensitive Data  
17 (as defined in Section 3.3.3(a) above), and/or  
18 hosts any related implemented system for the  
19 State under the Contract.

20 I just want to ask that you pay  
21 special attention to all that's listed here,

1 beginning with Section 3.9.1, continuing through  
2 3.9.9.

3 The Deliverable Chart actually states  
4 when the annual audit report is due.

5 And Section 3.10, the End of Contract  
6 Transition: The Contractor shall cooperate in  
7 the orderly transition of services from the  
8 Contract awarded under this solicitation to any  
9 subsequent contract for similar services. The  
10 transition period will begin thirty (30) days  
11 before the Contract end date, or the date of any  
12 final exercised option or contract extension.

13 I need to point out that no new cases  
14 will be referred to the Contractor for any  
15 genetic testing 14 calendar days prior to the end  
16 date of the Contract. Our State Project Manager  
17 will work closely with you and will relay that  
18 information to you well in advance of that.

19 By the end of the transition period,  
20 the Contractor shall submit the final Annual  
21 Report, as specified in Section 3.2.9.

1           And all records and specimen samples  
2 related to paternity determination results shall  
3 be maintained by the Contractor for seven (7)  
4 years.

5           If there are any additional  
6 instructions that are to be provided, they will  
7 be provided by the State Project Manager.

8           And I wrap up my section.

9           SANG KANG: Thank you, Vashti.

10           So I will present Sections 4 and 5 of  
11 the RFP now.

12                           Section 4

13           Section 4 is the Proposal Format.

14 This is how we want the proposals to be sent to  
15 us. And Offeror shall present proposals in two  
16 separate volumes: 1) the Technical Proposal and  
17 2) the Financial Proposal. Please seal the  
18 Technical Proposal separately from the Financial  
19 Proposal because we open the Technicals first,  
20 and then we keep the Financials closed and we  
21 open them at a later time when we rank the bids,

1 rank the Financial Proposals, so please seal them  
2 separately. Each volume shall contain an unbound  
3 original and five (5) copies.

4 Please submit an electronic version of  
5 both the Technical Proposal and the Financial  
6 Proposal.

7 And please also submit redacted  
8 Proposals, both Technical and Financial, for  
9 Public Information Act requests. So you'll be  
10 redacting them of any confidential information,  
11 any information you feel is confidential.

12 Section 4.3: Offerors may either mail  
13 or hand-deliver the Proposals. And please have  
14 them at the mailroom by the date and time. That  
15 will be sufficient. And if you're gonna have it  
16 mailed, please send it by FedEx, UPS or one of  
17 the -- let's see. Yeah, there's Express Mail,  
18 Priority Mail and Certified Mail because they'll  
19 actually mark the time when we receive it.

20 The Technical Proposal, this is  
21 Section 4.4: Responses in the Offeror's

1 Technical Proposal should reference the  
2 organization and numbering and the sections in  
3 the RFP. So this is -- well, let me get to that  
4 in Tab E. But we would like you to kind of for  
5 every Scope of Work section, you would kind of  
6 like say 3.2 to 1, and then have kind of like a  
7 response to that, so that it's organized and we  
8 can make sure ourselves that you have responded  
9 to this requirement. It will be easier for us to  
10 read and make sure that you've responded to it.  
11 Okay. But I'll go over the Technical Proposal  
12 here:

13           Tab A is the Title Page and Table of  
14 Contents.

15           Tab A-1 is the Claim of  
16 Confidentiality. Please note any information  
17 your company would like to claim as confidential  
18 there.

19           Tab B is the Transmittal Letter. And  
20 in the Transmittal Letter, please accept all  
21 state RFP and contract terms and conditions. And

1 if you take any exception to any of the terms and  
2 conditions or anything in the RFP or the  
3 Contract, please note them in the Executive  
4 Summary, which is in Tab C.

5 Also in the Transmittal Letter, please  
6 acknowledge any addendum to the RFP, any  
7 amendments or questions and responses.

8 And in the Executive Summary, please  
9 identify any exceptions the Offeror has taken to  
10 the requirements of the RFP, the Contract or any  
11 of the other attachments.

12 And exceptions to terms and conditions  
13 may result in having the Proposal deemed  
14 unacceptable for classified as not reasonably  
15 susceptible for award.

16 So at Tab D, please send in your  
17 Minimum Qualification Documentation, which is in  
18 Section 2 of the RFP.

19 Tab E, this is your response to the  
20 RFP Requirements and Proposed Work Plan. And the  
21 Offeror must address each scope of work

1 requirement (Section 3.2) in its Technical  
2 Proposal. And you must describe how your  
3 services or the services of your subcontractors  
4 will meet or exceed the requirements in Section  
5 3.2.

6           The Offeror shall give a  
7 section-by-section description of the proposed  
8 Work Plan to meet the requirements of the RFP.  
9 The Work Plan shall include the specific  
10 methodology and techniques to be used by the  
11 Offeror in providing the required services as  
12 outlined in the RFP Section 3.

13           And in the Work Plan, we have listed  
14 nine (9) plans and procedures that we would --  
15 that are necessary for you to put into your  
16 Technical Response. And the first is a detailed  
17 plan for handling the scheduling of Sample  
18 Collectors on a regular, statewide schedule. And  
19 that plan should include a draft Sample Collector  
20 and Alternative Collector Plan, which is  
21 described in Section 3.2.2 A(2).



1           The second plan that we would like to  
2 see is a detailed plan for coordinating in-state  
3 specimen collection.

4           Number 3 is a detailed plan for  
5 scheduling and collecting genetic specimen at  
6 correctional facilities.

7           Number 4 is a detailed plan for  
8 scheduling and collecting genetic specimen  
9 outside of the State of Maryland.

10          Number 5 is the proposed methodology  
11 for collecting, preserving, preparing, and  
12 shipping genetic specimen.

13          Number 6 is detailed procedures for  
14 how Laboratory Technicians will process the  
15 collected specimens, along with your draft sample  
16 Paternity Determination Report.

17          Number 7 is a detailed plan for a  
18 training the Genetic Testing Liaison and one  
19 additional person per jurisdiction.

20          And number 8 is an overview  
21 highlighting the key features of your Internet

1 Portal, proposed Internet Portal.

2 And the last -- well, Number 9 is:

3 The Offeror shall provide an overview of your  
4 company's Quality Assurance and/or Control  
5 Process.

6 So these plans and procedures should  
7 all be included in the Work Plan. And there are  
8 a few more things that you have to add to  
9 section -- or Tab E of your response.

10 And the Offeror shall identify the  
11 location from which he proposes to provide the  
12 services.

13 A draft Problem Escalation Procedure.

14 And you have to affirm -- there's a  
15 Non-Compete Clause affirmation you have to make.  
16 The Offeror must include an affirmative statement  
17 that the Offeror, if awarded the Contract, will  
18 agree that its employees and agents shall not be  
19 restricted from working with or for any successor  
20 contractor that is awarded a contract with the  
21 State. So if someone is working with you, they

1 could work on a later contract if you weren't  
2 chosen.

3           Tab F, Experience and Qualifications  
4 of Proposed Staff: The Offeror shall identify  
5 the number and types of staff proposed to be  
6 utilized under the Contract.

7           The Offeror shall describe in detail  
8 how the proposed staff's experience and  
9 qualifications relate to their specific  
10 responsibilities. So please provide individual  
11 resumes for Key Personnel.

12           And the Contractor's Project Manager,  
13 Lab Director and Assistant Lab Director must be  
14 designated as Key Personnel.

15           All right. So we're moving to Tab G,  
16 which is the Offeror Qualifications and  
17 Capabilities. Please include information on past  
18 experience with similar projects and services  
19 here.

20           Tab H is references. Please include  
21 at least three (3) references from customers who

1 are capable of documenting your ability to  
2 provide the services as stated in the RFP.

3           Tab I is your List of State Contracts  
4 Prior and Current. So please list all contracts  
5 you have with any entity that is part of the  
6 State of Maryland for which the Offeror is  
7 currently performing services or for which  
8 services have been completed within the last five  
9 (5) years.

10           Tab J, please include independently  
11 audited financial statements, preferably Profit  
12 and Loss Statement and a Balance Sheet, for the  
13 last two (2) years.

14           Tab K is your Certificate of  
15 Insurance. Please include your current  
16 Certificate of Insurance showing the types and  
17 limits of your insurance in effect as of the  
18 Proposal submission date. At a later time,  
19 you're gonna have to send in a different  
20 Certificate of Insurance that meets requirements  
21 of Section 3.4.

1           Tab L, Subcontractors: Please provide  
2 a complete list of subcontractors that will work  
3 on the Contract if your company is awarded the  
4 contract.

5           Tab M is your Legal Action Summary,  
6 which is a statement as to whether there are any  
7 legal actions or potential claims against your  
8 company.

9           And Tab N, Economic Benefit Factors:  
10 Please submit a narrative describing the benefits  
11 that will accrue to Maryland's economy as a  
12 result or indirect result of your company's  
13 performance on the Contract. And it lists here  
14 in Section -- well, in Tab N here it lists some  
15 examples of the economic benefits that you could  
16 list. And the first is contract dollars to be  
17 recycled in the Maryland's economy in support of  
18 the Contract; number and types of jobs for  
19 Maryland residents resulting from the Contract;  
20 tax revenues to be generated for Maryland and its  
21 political subdivisions as a result of the

1 Contract; and subcontract dollars committed to  
2 Maryland Small Businesses and Minority Business  
3 Enterprise companies.

4 And in Tab O, please submit all  
5 required affidavits and -- affidavits and  
6 attachments.

7 So I'm going to move to Section 4.5  
8 now, which is the Financial Proposal: The  
9 Offeror shall submit one (1) original unbound  
10 copy, and five (5) copies, and electronic version  
11 of the Financial Proposal in a separately-sealed  
12 box if possible. And please complete the  
13 Financial Proposal Form only using the directions  
14 that are on Attachment F and the Financial  
15 Proposal Form itself.

16 I'm going to move to Section 5 now,  
17 which is the Evaluation Committee, Evaluation  
18 Criteria, and Selection Procedure.

19 So we will choose an Evaluation  
20 Committee to review Proposals, participate in  
21 Offeror oral presentations and discussions. And

1 the Evaluation Committee will provide input to  
2 the Procurement Officer later during the award  
3 determination.

4 The criteria to be used to evaluate  
5 each Proposal, there are four (4) criteria, and  
6 these are in -- they are listed in the order of  
7 importance. So the most important criteria is  
8 the Offeror's Technical Response to RFP  
9 requirements and Work Plan.

10 And I'm gonna read this here: The  
11 State prefers an Offeror's response to work  
12 requirements in the RFP that illustrates a  
13 comprehensive understanding of work requirements  
14 and mastery of the subject matter, including an  
15 explanation of how the work will be done.  
16 Proposals which include limited responses to work  
17 requirements such as "concur" or "will comply"  
18 will receive a lower ranking than those Proposals  
19 that demonstrate an understanding of the work  
20 requirements and include plans to meet or exceed  
21 them. So please include responses that show how

1 the work will be done, instead of saying "We will  
2 meet the requirements of Section 3.2." Try to be  
3 descriptive and tell us exactly how you're going  
4 to do it, because that will make a difference in  
5 your ranking, as this is the number one criteria.

6           Number two criteria is Offerer  
7 Qualifications and Capabilities.

8           And the third is Experience and  
9 Qualifications of Proposed Staff.

10           And the fourth is the Economic Benefit  
11 to the State of Maryland.

12                           Section 5

13           SANG KANG: So Section 5.3, Financial  
14 Proposal Evaluation Criteria: All Qualified  
15 Offerors which are those Offerors that have  
16 submitted Proposals that are reasonably  
17 susceptible for being selected for Award, and  
18 deemed responsible, will be ranked from lowest to  
19 highest -- lowest to highest price. So the  
20 lowest price is the most advantageous to the  
21 State. And the highest price is the least



1     advantageous. And we will do those rankings --  
2     we will be doing the Financial Proposal rankings  
3     after we evaluate the Technical Proposal.

4             So let's move to Selection Procedures,  
5     Section 5.5: The Contract will be awarded in  
6     accordance with the Competitive Sealed Proposals  
7     method, which you can find in COMAR. The  
8     Competitive Sealed Proposals method allows for  
9     the conducting of discussions and the revision of  
10    Proposals during these discussions. So if we  
11    have oral presentations, if there is any new  
12    information that the company gives in those oral  
13    presentations, we're gonna ask you to put that in  
14    writing for us, and that writing will then become  
15    a part of the Technical Proposal. And also if we  
16    have written clarifications where we ask, you  
17    know, we ask some questions, your response to our  
18    Clarification Letter, that will also become a  
19    part of the Technical Proposal.

20             So we're now up to Selection Process  
21    Sequence: So first thing we're gonna do is we're

1 gonna determine whether your MBE forms were sent  
2 in properly. Or actually, we're going to  
3 determine if your MBE forms were filled out  
4 properly. So if you have any questions about  
5 filling out your MBE forms, please call me and I  
6 will help you with that, and call me on the phone  
7 or e-mail me.

8           Technical Proposals. Okay, so during  
9 the evaluation, Technical Proposals will be first  
10 evaluated and then ranked. But during this  
11 process, oral presentations and clarifications  
12 may occur. And after we rank the Technical  
13 Proposals, we will then open the Financial  
14 Proposals, and they will then be evaluated and  
15 ranked.

16           When in the best interest of the  
17 State, the Procurement Officer may permit  
18 qualified offerors to revise their initial  
19 Proposals and submit in writing Best and Final  
20 Offers. So we may ask for Best and Final Offers  
21 as another Financial Proposal.

1                   So the Award Determination: Upon  
2 completion of the rankings of the Technical  
3 Proposal and the Financial Proposal, each Offeror  
4 will receive an overall ranking. And then the  
5 Procurement Officer will recommend award of the  
6 Contract to the responsible Offeror that  
7 submitted Proposal determined to be most  
8 advantageous to the State. In making this most  
9 advantageous Proposal determination, technical  
10 factors will receive equal weight with financial  
11 factors.

12                   And this concludes our presentation of  
13 the RFP.

14                   Are there any questions for the RFP?

15                                   Questions

16                   MARCUS HOWARD: Marcus Howard here  
17 with LabCorp, and my first question is regarding  
18 to Section 3.2.2 that Ms. Vashti Green had went  
19 over. And what that question is referring to is:  
20 We're talking about the turnaround time. Does  
21 that begin on recent or on the collection date?

1 Can you confirm that?

2 VASHTI GREEN: Which section?

3 MARCUS HOWARD: It's 3.2.2 -- I'm  
4 sorry, 3.2.4. Sorry, 3.2.4.

5 VASHTI GREEN: Okay. So there's a  
6 requirement once the test is taken. There's 14  
7 days for you to provide the results. So that, it  
8 would go for the written documentation as well.

9 MARCUS HOWARD: Okay. So that would  
10 be upon the receipt from when we got it? That  
11 would be the time that it started? Or upon the  
12 collection?

13 LEYLA LAYMAN: From the collection.

14 MARCUS HOWARD: Okay. Got you.

15 LEYLA LAYMAN: From the collection  
16 date.

17 MARCUS HOWARD: Great.

18 HUBERT CHANG: This Hubert Chang from  
19 the AG's Office.

20 I think specifically, because there  
21 will be instances in which the Contractor is not

1 collecting and CSEA may have obtained the  
2 collection of the specimen through its own means.  
3 In those cases, the time runs from the time of  
4 receipt. And that's the only reason why the  
5 language in the RFP --

6 MARCUS HOWARD: Got you.

7 HUBERT CHANG: -- refers to the time  
8 of collection or receipt.

9 MARCUS HOWARD: Got you. I just  
10 wanted to make sure. Perfect. Thank you so much  
11 for that clarification. Thank you.

12 HUBERT CHANG: Okay.

13 SANG KANG: Are there any other  
14 questions to the RFP? I know that DNA Diagnostic  
15 Center sent in a question. Hello.

16 LORI NEFF: Oh, not at this time.

17 SANG KANG: What was your --

18 LORI NEFF: Oh, sorry. This is Lori  
19 with DDC.

20 I know that we did submit one question  
21 yesterday. Mr. Sang, you want me to read that

1 question?

2 SANG KANG: I'll read it.

3 LORI NEFF: Okay.

4 SANG KANG: You want to answer it at  
5 this time?

6 HUBERT CHANG: I don't think we need  
7 to read it on the record. As we received it, we  
8 will take it under advisement and we will answer  
9 that question in writing shortly.

10 SANG KANG: Sure. Okay. So we'll  
11 answer it in writing.

12 Are there any other questions?

13 ANTOINETTE SURGEON: This is  
14 Antoinette Surgeon from LabCorp. There may be  
15 some additional questions. But can we just send  
16 those in writing later?

17 SANG KANG: Yes, that's no problem.

18 ANTOINETTE SURGEON: All right.

19 SANG KANG: Marcus?

20 MARCUS HOWARD: That's all. Thank you  
21 so much.

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Closing Comments

SANG KANG: Great. So thank you for attending the Pre-Proposal conference for State Genetic Paternity Testing Services.

Proposals are due August 1st at 2:00 p.m. Thank you for attending.

(Conference concluded at 11:10 a.m.)

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CERTIFICATE OF REPORTER

I, CHERYL JEFFERIES, a Certified Court Reporter, do hereby certify that the foregoing Pre-Proposal Conference was stenographically and electronically recorded by me and thereafter transcribed to the best of my ability.

As witness my hand this 13th day of July, 2016.

-----  
CHERYL JEFFERIES



	<b>21:21;24:20</b>	<b>15:16</b>	<b>27:9;33:21</b>	<b>bidder (1)</b>
<b>§</b>	<b>Additional (4)</b>	<b>and/or (2)</b>	<b>Attorney (1)</b>	7:9
<b>\$100,000 (2)</b>	15:5;35:5;40:19;	33:17;41:4	5:16	<b>Bidder/Offeror (3)</b>
14:4;19:20	53:15	<b>Annapolis (1)</b>	<b>Audit (2)</b>	15:10,12;16:16
<b>A</b>	<b>address (1)</b>	8:5	33:10;34:4	<b>bidders (1)</b>
	38:21	<b>Anne (1)</b>	<b>audited (1)</b>	6:20
	<b>adequately (1)</b>	16:1	43:11	<b>Bidders/Offerors (1)</b>
	20:5	<b>Annotated (1)</b>	<b>August (4)</b>	15:7
<b>A-1 (1)</b>	<b>Administration (3)</b>	25:11	10:2,10;11:17;54:5	<b>bids (1)</b>
37:15	6:10;9:10;20:15	<b>Annual (4)</b>	<b>Aung (2)</b>	35:21
<b>A2 (1)</b>	<b>admissibility (1)</b>	29:19,20;34:4,20	5:13,13	<b>bit (1)</b>
39:21	25:12	<b>annually (2)</b>	<b>Austin (2)</b>	22:16
<b>AABB (6)</b>	<b>advance (1)</b>	17:21;31:7	5:9,9	<b>BOB (3)</b>
19:3,4,6;24:4;25:4;	34:18	<b>ANTOINETTE (6)</b>	<b>authorized (1)</b>	6:3,3;7:3
28:15	<b>advantageous (5)</b>	6:5,5;7:2;53:13,14,	25:15	<b>both (2)</b>
<b>abide (1)</b>	11:3;47:20;48:1;	18	<b>available (5)</b>	36:5,8
14:15	50:8,9	<b>apologize (3)</b>	4:15;25:18;27:1,21;	<b>bottom (1)</b>
<b>ability (2)</b>	<b>advisement (1)</b>	8:5;12:1,5	33:6	32:16
27:10;43:1	53:8	<b>appear (1)</b>	<b>award (13)</b>	<b>box (1)</b>
<b>able (1)</b>	<b>Affidavit (4)</b>	23:20	9:3,7,11,12,15;	45:12
12:11	11:10;15:9;18:7,14	<b>applicable (2)</b>	10:21;31:4;33:7;	<b>breach (1)</b>
<b>above (1)</b>	<b>affidavits (2)</b>	15:17;26:18	38:15;46:2;47:17;	14:20
33:17	45:5,5	<b>applies (1)</b>	50:1,5	<b>brief (1)</b>
<b>accept (1)</b>	<b>affirm (1)</b>	33:13	<b>awarded (7)</b>	28:21
37:20	41:14	<b>appointment (1)</b>	11:1;30:17;34:8;	<b>briefly (1)</b>
<b>accepted (1)</b>	<b>affirmation (1)</b>	23:21	41:17,20;44:3;48:5	6:19
10:20	41:15	<b>appointments (1)</b>	<b>aware (1)</b>	<b>bring (2)</b>
<b>accommodate (1)</b>	<b>affirmative (1)</b>	28:3	22:14	12:11;27:8
32:6	41:16	<b>appropriate (1)</b>	<b>awhile (1)</b>	<b>business (10)</b>
<b>accordance (2)</b>	<b>again (6)</b>	21:18	7:15	7:14,16,17;11:12,
30:9;48:6	8:4;12:11,15;20:13;	<b>approved (1)</b>		13,19;12:2;28:6;31:3;
<b>Account (2)</b>	25:6;29:6	24:15	<b>B</b>	45:2
5:2;29:17	<b>against (1)</b>	<b>approximately (8)</b>		<b>Businesses (1)</b>
<b>Accreditation (1)</b>	44:7	21:1,2,3;22:1,7,10,	<b>background (2)</b>	45:2
19:6	<b>agency (1)</b>	12,16	20:19,20	<b>C</b>
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