Maryland Logo

**DEPARTMENT OF HUMAN RESOURCES**



***Maryland’s Human Services Agency***

REQUEST FOR GRANT PROPOSALS (RFGP)

For

THE ADMINISTRATION OF

THE PUBLIC PRIVATE PARTNERSHIP

SOLICITATION NO. FIA/ORA 15-001-S

**Issue Date: November 7, 2014**

NOTICE

A Prospective Applicant that has received this document from the Department’s website located at [**www.dhr.maryland.gov**](http://www.dhr.maryland.gov)**,** or that has received this document from a source other than the Procurement Officer, and that wishes to assure receipt of any changes or additional materials related to this RFGP, should immediately contact the Procurement Officer and provide the Prospective Applicant’s name and mailing address so that addenda to the RFGP or other communications can be sent to the Prospective Applicant.

Minority Business Enterprises are Encouraged to Participate in this RFGP Process

NOTICE TO VENDORS

Maryland Wants to Do

Business with You

In order to help us improve the quality of State solicitations, and to make our competitive grant process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this solicitation, please email or fax this completed form to the attention of the Procurement Officer, **Elsa Singleton at** [**elsa.singleton@maryland.gov**](mailto:elsa.singleton@maryland.gov) **o**r **fax 410-333-0258.**

**Please let us know why you are not responding. (Check all that apply).**

We do not offer the services/commodities requested.

Busy with other commitments.

Specifications are unclear or too restrictive.

Timetable is unworkable.

Bonding/Insurance requirements are prohibitive.

Our experience with State of Maryland has not been satisfactory.

Other (Please specify)

**Additional Comments:**

**Please add suggestions for improvement here:**

Name of commenter and Business (optional):

Proposal Number: **FIA/ORA 15-001-S** Entitled: **The Administration of the Public Private Partnership**

Your comments will help us improve the competitive grant process.

**Thank You.**

STATE OF MARYLAND

**DEPARTMENT OF HUMAN RESOURCES**

**RFGP KEY INFORMATION SUMMARY SHEET**

##### Request for Grant Proposals: The Administration of the Public Private Partnership

##### 

**Solicitation Number: FIA/ORA 15-001-S**

###### RFGP Issue Date: November 7, 2015

**RFGP Issuing Office: Family Investment Administration/Maryland Office for**

**Refugees and Asylees (MORA)**

**Procurement Officer: Elsa Singleton**

**Department of Human Resources**

**311 W. Saratoga Street Room 946**

**Baltimore, Maryland 21201-3500**

**Telephone Number: (410) 767-7525**

**Fax: (410) 333-0258**

**E-mail:** [**elsa.singletone@maryland.gov**](mailto:elsa.singletone@maryland.gov)

**State Project Manager: Martin Ford**

**Department of Human Resources**

**Family Investment Administration**

**311 W. Saratoga St. Room 213**

**Baltimore, MD 21201**

**Phone Number: 410-767-7192**

**Fax Number: 410-333-0244**

**E-mail:** [**martin.ford@maryland.gov**](mailto:martin.ford@maryland.gov)

**Proposals are to be sent to: Elsa Singleton, Procurement Officer**

**Same address as above**

**Pre-Proposal Conference:** **Tuesday,** **November 18, 2014**

**10:00 a.m.**

**311 W. Saratoga Street Room 104**

**Baltimore, Maryland 2101-3500**

**Closing Date and Time: Monday, December 1, 2014**

**3:00 p.m. Local Time**

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# SECTION 1 - GENERAL INFORMATION

## 1.1 Summary Statement

* + 1. The Department of Human Resources (DHR), Maryland Office for Refugees and Asylees (MORA) is issuing this Request for Grant Proposals (RFGP) to provide Refugee Transitional Cash Assistance (RTCA) and related adjustment services to eligible refugees and asylees under a Public-Private Partnership (PPP) in six jurisdictions of the Baltimore Metropolitan Area (BMA) and two Suburban Washington counties, as listed below, in compliance with Title 45 Code of Federal Regulations (C.F.R.), Parts 400 and 401:

**Baltimore Metro Area:** **Suburban Washington:**

Anne Arundel County Montgomery County

Baltimore City Prince George’s County

Baltimore County

Carroll County

Harford County

Howard County

* + 1. It is the State’s intention to obtain services, as specified in this RFGP, from Grants between the selected Applicant(s) and the State. The anticipated duration of services to be provided under this Grant is 10 months beginning on or about December 1, 2014 and ending September 30, 2015. See Section 1.3 for more information.
    2. The Department intends to make 2 awards (one for the Baltimore Resettlement Center and one for the Suburban Washington Resettlement Center). The Department could award a single Grantee both Grants.
    3. Applicants, either directly or through their subcontractor(s), must be able to provide all services and meet all of the requirements requested in this solicitation and the successful Applicant (the Grantee) shall remain responsible for Grant performance regardless of subcontractor participation in the work.

## 1.2 Abbreviations and Definitions

For purposes of this RFGP, the following abbreviations or terms have the meanings indicated below:

1. **Applicant** – An entity that submits a Proposal in response to this RFGP.
2. **Asylee** – An individual who is physically present in the US or at a border or port of entry and who has been granted political asylum (protective status) by the US Attorney General. An applicant for political asylum does not meet the immigration status requirement for Refugee Assistance until asylum has been granted.
3. **Asylum Applicant** – An individual who petitions for asylum status with the federal government, but who has not been officially granted that status.
4. **Baltimore Resettlement Center (BRC)** – A one-stop service center for Refugees and Asylees. Located in the Highlandtown neighborhood of Baltimore, the BRC houses staff of several agencies, including the International Rescue Committee, Baltimore City Community College (BCCC), Lutheran Social Services, World Relief, and the Baltimore City Department of Social Services.
5. **Business Day(s)** – The official Business Days of the week to include Monday through Friday. Official Business Days exclude State Holidays (see definition of “Normal State Business Hours” below**)**.
6. **C.F.R.-** Code of Federal Regulations, available on-line at: [**http://www.ecfr.gov/cgi-bin/ECFR?page=browse.**](http://www.ecfr.gov/cgi-bin/ECFR?page=browse.)
7. **COMAR** – Code of Maryland Regulations available on-line at [**www.dsd.state.md.us**](http://www.dsd.state.md.us)**.**
8. **Department or DHR** – Maryland State Department of Human Resources. Maryland’s fourth largest State agency, established to administer the State’s public assistance, social services, child support, and community services programs.
9. **Economic Self-Sufficiency** – Attained when an individual/family earns sufficient income to support its basic needs without reliance on cash assistance grants.
10. **Employability Services-** Assistance provided to refugees and asylees that aimsto improve refugee work skills and enable the individual to obtain employment. These services may include English Language Training, On-the-Job training, Skills Training, and other services as described in 45 CFR 400.154 (b) - (k).
11. **English as a Second Language (ESL) -** Intensive instruction in English for students with limited English proficiency, focusing on life skills and the American workplace, paying particular attention to verbal comprehension and communication.
12. **Family Investment Administration (FIA)** – The DHR Administration that manages the public assistance programs that help individuals move toward economic self-sufficiency. These programs are administered statewide by the 24 local departments of social services and include Temporary Cash Assistance, Public Assistance to Adults, and Refugee and Asylee Assistance/Resettlement.
13. **Family Self-Sufficiency Plan (FSSP)** - A plan that assesses the skills, assets, and/or barriers to employment of the employable members of a family. The FSSP sets out goals and objectives for both client and service Provider for the purpose of enabling the family to become self-supporting through the employment of one or more family members. The FSSP is developed by the Voluntary Resettlement Agency (VOLAG).
14. **Federal Refugee Social Services Program (FRSSP)** - That portion of ORR-funded services aimed directly at assisting Refugees to become self-sufficient. These include ES and ESL instruction.
15. **Go-Live Date** – The date when the Grantee must begin providing all services required by this solicitation. See Section 1.3.
16. **Grant** – The Grant awarded to the successful Applicant pursuant to this RFGP. The Grant will be in the form of **Attachment A**.
17. **Grant Commencement** - The date the Grant is signed by the Department following any required approvals of the Grant. See Section 1.3.
18. **Grantee** – The selected Applicant that is awarded a Grant by the State.
19. **Human Trafficking/Trafficking Victim/T-Visa Holder-** An individual who has been subjected to force, fraud or coercion for the purpose of sexual exploitation or forced labor. If such an individual is certified as a victim of trafficking by the federal ORR, s/he is eligible for time-limited Refugee benefits.
20. **Humanitarian Parolee** - An immigration status authorized by the U.S. Citizenship and Immigration Services (USCIS) for “urgent humanitarian reasons”; used primarily in cases of medical emergency. Such persons are not eligible for Refugee services.
21. **Immigrant** - An alien admitted to the U.S. as an actual or prospective permanent resident with the right to eventually obtain citizenship.
22. **Local Departments of Social Services (LDSS) -** The local social services unit in the 24 jurisdictions or counties in Maryland (including Baltimore City and the Montgomery County Department of Health and Human Services) through which the Department administers all major social services programs.
23. **Local Time** – Time in the Eastern Time Zone as observed by the State of Maryland. Unless otherwise specified, all stated times shall be Local Time, even if not expressly designated as such.
24. **Matching Grant Program** **(MGP) -** Provides Refugee assistance and federal matching dollars to national VOLAGS for short-term intensive services to enrolled Refugees. The MGP provides funding for food, shelter, and other support for the second through fourth months the Refugee is in the country.
25. **Maryland Department of Human Resources (DHR or Department) -** Maryland’s fourth-largest State agency which administers the State’s Public Assistance, Social Services, Child Support, and Medical Assistance/Health Coverage programs. Code of Maryland Regulation (COMAR) Title 07 governs all programs under the Department.
26. **Maryland Office for Refugees and Asylees (MORA**) – A sub-unit of FIA that administers support and services to federally-recognized Refugees and political Asylees to ease their integration into American society.
27. **Minority Business Enterprise (MBE)** – Any legal entity certified as defined at COMAR 21.01.02.01B(54) which is certified by the Maryland Department of Transportation under COMAR 21.11.03.
28. **MORA Case Management System (CMS)-** A web-based database in which refugee services contractors/VOLAGs enter Refugee case data and other information. CMS input fields include all client data recorded in several Refugee Assistance Program forms (e.g., “RAP 10,” “RAP 15”). CMS allows MORA and its providers to track client status without submitting many forms or duplicating data entry. The system also serves as a repository for up-to-date federal reporting data.  DHR expects CMS to go live during the term of the Grant.
29. **Normal State Business Hours** - Normal State business hours are 8:00 a.m. – 5:00 p.m. Monday through Friday except State Holidays, which can be found at: [**www.dbm.maryland.gov**](http://www.dbm.maryland.gov) – keyword: State Holidays.
30. **Notice to Proceed (NTP)** – A written notice from the State Project Manager that, subject to the conditions of the Grant, work under the Grant is to begin as of a specified date.  The start date listed in the NTP is the Go Live Date, and is the official start date of the Grant for the actual delivery of services as described in this solicitation.  After Grant Commencement, additional NTPs may be issued by either the Procurement Officer or the State Project Manager regarding the start date for any service included within this solicitation with a delayed or non-specified implementation date.
31. **Office of Refugee Resettlement (ORR)** – Located within the Administration for Children and Families within the Department of Health and Human Services, ORR is charged with providing Refugees with the assistance and services they need to successfully resettle in the U.S. ORR funds employment training, English language training, cash assistance, job Placement and other services through 49 state-administered resettlement programs.
32. **One-Stop Service Center (Center)** - The Baltimore Resettlement Center (BRC) and the Suburban Washington Resettlement Center (SWRC) which provide multiple services to Refugees at single locations.
33. **Procurement Officer** – Prior to the award of any Grant, the sole point of contact in the State for purposes of this solicitation.  After Grant award, the Procurement Officer has responsibilities as detailed in the Grant (Attachment A), including being the only State representative who can authorize changes to the Grant.  The Department may change the Procurement Officer at any time by written notice to the Grantee. (See RFGP Section 1.4.)
34. **Proposal –** As appropriate, either or both of an Applicant’s Technical or Financial Proposal.
35. **Provider –** An agency offering services to Refugees and Asylees under Grant or Grant Agreement with MORA.
36. **Public Interest Parolee** – An alien given special permission to enter the U.S. by the U.S. Attorney General. Only Cuban and Haitian parolees are eligible for Refugee services.
37. **Public-Private Partnership (PPP)** – Maryland’s Public-Private Partnership, established pursuant to 45 C.F.R. §400.56 (2011), which offers mostly single and childless couple refugees Refugee Transitional Cash Assistance and such services as case management, employment services and English language instruction at the One-Stop Service Centers.
38. **Refugee** - An individual who, while outside the U.S, has been able to establish, to the satisfaction of the U.S. government, that s/he will be in grave danger of persecution or death if s/he returns to his or her homeland, on account of ethnicity, religion, or political opinion. Refugees are legally admitted to the U.S. and are eligible for Refugee-specific transitional assistance for their first eight (8) months in this country. A Refugee may file papers to adjust to legal permanent resident status. For the purposes of this RFP, the term “Refugee” also refers to Asylees, Victims of Human Trafficking, Cuban-Haitian entrants, and Iraqi and Afghani Special Immigrants (See 3.1.2A, Client Eligibility).
39. **Refugee Resettlement Program** -With the Refugee Act of 1980, Pub. L. No. 96-212, Congress codified and strengthened the U.S.’s historic policy of aiding individuals fleeing persecution in their homelands. The Act provided foundation for the development of an ORR within the U.S. HHS. ORR’s mission is to assist Refugees and Asylees in obtaining economic and social self-sufficiency in their new homes in the U.S. To do this, ORR funds and facilitates a variety of programs that offer,- among other benefits and services,- cash and medical assistance, employment preparation and job Placement, skills training, English language training and social adjustment.
40. **Refugee Social Services Program** supports employability services and other services that address barriers to employment such as: social adjustment, interpretation and translation, say care for children, and citizenship and naturalization. A state receives its Social Services allocation based on refugee arrival numbers for the two-year period prior to award.
41. **Refugee Transitional Cash Assistance** (RTCA) - The short-term federally-funded cash assistance program that provides a monthly allotment similar to TANF for those Refugees and other eligible persons enrolled in the Public/Private Partnership program, not participating in the MGP, and not receiving TANF or RCA. This program provides short-term coverage to Refugees and Humanitarian Parolees for up to eight (8) months from date of arrival as a Refugee or Parolee, or eight (8) months from the effective date of grant of Asylee status or trafficking victim/T Visa status, provided the individual/family/assistance unit’s income does not exceed the program income ceiling. Only persons who reside in one of the Maryland jurisdictions covered by one of the Public/Private Partnerships for Refugee Resettlement may qualify.
42. **Request for Grant Proposals (RFGP)** – This Request for Grant Proposals issued by the Department of Human Resources, Solicitation Number FIA/ORA 15-001-S dated November 7, 2015, including any addenda.
43. **Resettlement**- A process of assistance to Refugees that is considered successful when an individual Refugee or an entire family achieves economic and social self-sufficiency in their new homes in the U.S.
44. **Special Immigrant Visa (SIV) –** A status granted under Section 101(a) 27 of the Immigration and Naturalization Act and, as a result of Section 525 of Public Law 110-161 to individuals from Afghanistan or Iraq. These individuals are eligible for Refugee program benefits for a limited time period (six (6) months from effective date of status for Afghans, eight (8) months from effective date status for Iraqis) provided that they meet other program requirements.
45. **State** – The State of Maryland.
46. **State Project Manager (SPM)** – The State representative for this Grant who is primarily responsible for Grant administration functions, including issuing written direction, invoice approval, monitoring this Grant to ensure compliance with the terms and conditions of the Grant, and achieving completion of the Grant on budget, on time, and within scope. (See RFGP Section 1.5.)
47. **Suburban Washington Resettlement Center (SWRC)** – A One-Stop Service Center for Refugees, located in Silver Spring, which houses staff of several agencies, including BCCC, the Ethiopian Community Development Council, the International Rescue Committee, Lutheran Social Services, and the Montgomery County Department of Health and Human Services, who provide such services to Refugees as case management, cash and medical assistance, Employability Services and ESL instruction.
48. **Targeted Assistance Program (TAP)-** A service that aims to help refugees obtain employment within one year's participation in a training and placement program designed to help refugees achieve self-sufficiency.  ORR provides TAP funding to Maryland through formula and discretionary grants separate from other program grants.
49. **Temporary Assistance to Needy Families (TANF)** - A federally-funded program of cash assistance for families with children if the family’s income is below the certain federal poverty guidelines. Refugees who are not on MGP may qualify for this program if they meet other TANF-program criteria.
50. **Total Proposal Price** – The Applicant’s total proposed price for services in response to this solicitation, included in the Financial Proposal with Attachment D – Price Form, and used in the financial evaluation of Proposals (see RFGP Section 5.3).
51. **T-Visa -** see Human Trafficking/Trafficking Victim/T-Visa Holder

1. **Veteran-owned Small Business Enterprise (VSBE) –** a business that is verified by the Center for Veterans Enterprise of the United States Department of Veterans Affairs as a veteran-owned small business. See Code of Maryland Regulations (COMAR) 21.11.13.
2. **Voluntary Resettlement Agency (VOLAG)-** One (1) of nine (9) national resettlement agencies that has entered into a grant agreement, contract, or cooperative agreement with the U.S. Department of State or other appropriate federal agency in order to provide for the reception and initial Placement of Refugees in the U.S.. In FY 2014, it is expected that the affiliates of the following VOLAGS (aka “resettlement agencies”) will resettle Refugees in Maryland:

* Ethiopian Community Development Council (ECDC);
* Hebrew Immigrant Aid Society (HIAS) - Local affiliates are Jewish Community Services (JCS) in Baltimore and the Jewish Social Services Agency (JSSA) in Montgomery County;
* International Rescue Committee (IRC);
* Lutheran Immigration and Refugee Services (LIRS) – The local affiliate is Lutheran Social Services of the National Capital Area (LSS/NCA); and
* World Relief

1. **VOLAG Caseworker** A staff member of a VOLAG whose chief duties include counseling and otherwise assisting Refugees to become economically self-sufficient, either as individuals or as members of a family unit.

## 1.3 Grant Duration

1.3.1 The Grant that results from this solicitation shall commence as of the date the Grant is signed by the Department following any required approvals of the Grant (“Grant Commencement”).

1.3.2 As of the Go-Live Date contained in a Notice to Proceed (see Section 1.2 definition), the Grantee shall perform all activities required by the Grant, including the requirements of this solicitation, and the offerings in its Technical Proposal, for the compensation described in its Financial Proposal.

1.3.3 The duration of the Grant will be for the period of time from Grant Commencement to the Go-Live Date plus ten months from the Go-Live Date for the provision of all services required by the Grant and the requirements of this solicitation.

1.3.4 The Grantee’s obligations to pay invoices to subcontractors that provided services during the Grant term, as well as the audit, confidentiality, document retention, and indemnification obligations of the Grant (see Attachment A) shall survive expiration or termination of the Grant and continue in effect until all such obligations are satisfied.

## 1.4 Procurement Officer

The sole point of contact in the State for purposes of this solicitation prior to the award of any Grant is the Procurement Officer at the address listed below:

Elsa Singleton

Procurement Officer

Department of Human Resources

311 W. Saratoga Street Room 946

Baltimore, MD 21201

Phone Number: (410-767-7525)

Fax Number: (410-333-0258)

E-mail: [**elsa.singleton@gmail.com**](mailto:elsa.singleton@gmail.com)

The Department may change the Procurement Officer at any time by written notice.

## 1.5 State Project Manager

The State Project Manager is:

Martin Ford

State Project Manager

Department of Human Resources

311 W. Saratoga St.

Baltimore, MD 21201

Phone Number: 410-767-7192

Fax Number: 410-333-0244

E-mail: [**martin.ford@maryland.gov**](mailto:martin.ford@maryland.gov)

The Department has delegated responsibility for the management of this Grant to the individual named above. The State Project Manager has the sole authority to order the Grantee to take specific actions that the Department deems appropriate that are consistent with the terms of the Grant. The Department may change the State Project Manager at any time by written notice.

The State Project Manager, at his/her discretion, may identify a designee to utilize such authority as described above. Anytime the State Project Manager is listed throughout the RFGP, such identification shall be construed to include a designee, who shall be identified in writing to the Grantee by the State Project Manager. Such written identification will typically occur via email.

Additionally, the Grantee will provide certain documentation to MORA’s Administrative Coordinator, Lisa Chernin, who may be reached at:

Department of Human Resources

311 W. Saratoga St., Rm. 213

Baltimore, Maryland 21201

Phone Number: 4107-767-7021

Fax Number: 410-333-0244

E-mail: [**lisa.chernin@maryland.gov**](mailto:lisa.chernin@maryland.gov)

## 1.6 Pre-Proposal Conference

A Pre-Proposal Conference (the Conference) will be held on **Tuesday, November 18, 2014** beginning at **10:00 am.** Local Time, at the **Department of Human Resources, 311 W. Saratoga Street, Room 104, Baltimore, Maryland 21201-3500.** All prospective Applicants are encouraged to attend in order to facilitate better preparation of their Proposals.

The Conference will be transcribed. As promptly as is feasible subsequent to the Conference, a transcription of the Conference and all questions and answers known at that time will be distributed to all prospective Applicants known to have received a copy of this RFGP. This transcript, as well as the questions and answers, will also be posted on the DHR website.

In order to assure adequate seating and other accommodations at the Conference, please e-mail, mail, or fax to 410-333-0258 the Pre-Proposal Conference Response Form to the attention of the Procurement Officer no later than **4:00 p.m. Local Time on Monday, November 17, 2014**. The **Pre-Proposal Conference Response Form** is included as **Attachment C** to this RFGP. In addition, if there is a need for sign language interpretation and/or other special accommodations due to a disability, please notify the Procurement Officer no later than **Monday, November 17, 2014.** The Department will make a reasonable effort to provide such special accommodation.

## 1.7 Questions

Written questions from prospective Applicants will be accepted by the Procurement Officer prior to the Conference. If possible and appropriate, such questions will be answered at the Conference. (No substantive question will be answered prior to the Conference.) Questions to the Procurement Officer shall be submitted via e-mail to the following e-mail address:[**elsa.singleton@maryland.gov**](mailto:elsa.singleton@maryland.gov). Please identify in the subject line the Solicitation Number and Title. Questions, both oral and written, will also be accepted from prospective Applicants attending the Conference. If possible and appropriate, these questions will be answered at the Conference.

Questions will also be accepted subsequent to the Conference and should be submitted to the Procurement Officer (**see above email address**) in a timely manner prior to the Proposal due date. Questions are requested to be submitted at least five (5) days prior to the Proposal due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Proposal due date. Time permitting, answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors that are known to have received a copy of the RFGP in sufficient time for the answer to be taken into consideration in the Proposal.

## 1.8 Proposals Due (Closing) Date and Time

Proposals, in the number and form set forth in Section 4.2 “Proposals” must be received by the Procurement Officer at the address listed on the Key Information Summary Sheet, no later than **3:00 p.m.** Local Time on **Monday, December 1, 2014** in order to be considered.

Requests for extension of this time or date will not be granted. Applicants mailing Proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Except as provided in COMAR 21.05.03.02 F and 21.05.02.10, Proposals received after the due date and time listed in this section will not be considered.

Proposals may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set forth in this section for receipt of Proposals.

**Proposals may not be submitted by e-mail or facsimile. Proposals will not be opened publicly.**

Vendors not responding to this solicitation are requested to submit the “Notice to Vendors” form, which includes company information and the reason for not responding(e.g., too busy, cannot meet mandatory requirements, etc.). This form is located in the RFGP immediately following the Title Page (page ii).

## 1.9 Multiple or Alternate Proposals

Multiple and/or alternate Proposals will not be accepted

## Economy of Preparation

Proposals should be prepared simply and economically and provide a straightforward and concise description of the Applicant’s Proposal to meet the requirements of this RFGP.

## 1.11 Public Information Act Notice

An Applicant should give specific attention to the clear identification of those portions of its Proposal that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4, Subtitle 3. (Also, see RFGP Section 4.4.2.2 “Claim of Confidentiality”). This confidential and/or proprietary information should be identified by page and section number and placed after the Title Page and before the Table of Contents in the Technical Proposal and if applicable, separately in the Financial Proposal.

Applicants are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information must be disclosed.

## 1.12 Award Basis

The Grants shall be awarded to the responsible Applicant(s) submitting a Proposal that has been determined to be the most advantageous to the State, considering price and evaluation factors set forth in this RFGP for providing the goods and services as specified in this RFGP. See RFGP Section 5 for further award information.

## 1.13 Oral Presentation

Applicants may be required to make oral presentations to State representatives. Applicants must confirm in writing any substantive oral clarification of, or change in, their Proposals made in the course of discussions. Any such written clarifications or changes then become part of the Applicant’s Proposal and are binding if the Grant is awarded. The Procurement Officer will notify Applicants of the time and place of oral presentations.

## 1.14 Duration of Proposal

Proposals submitted in response to this RFGP are irrevocable for 120 days following the closing date for submission of Proposals or best and final offers if requested. This period may be extended at the Procurement Officer’s request only with the Applicant’s written agreement.

## 1.15 Revisions to the RFGP

If it becomes necessary to revise this RFGP before the due date for Proposals, the Department shall endeavor to provide addenda to all prospective Applicants that were sent this RFGP or which are otherwise known by the Procurement Officer to have obtained this RFGP. In addition, addenda to the RFGP will be posted on the Department’s procurement web page. It remains the responsibility of all prospective Applicants to check the website for any addenda issued prior to the submission of Proposals. Addenda made after the due date for Proposals will be sent only to those Applicants that submitted a timely Proposal and that remain under award consideration as of the issuance date of the addenda.

Acknowledgment of the receipt of all addenda to this RFGP issued before the Proposal due date shall be included in the Transmittal Letter accompanying the Applicant’s Technical Proposal. Acknowledgement of the receipt of addenda to the RFGP issued after the Proposal due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of an addendum does not relieve the Applicant from complying with the terms, additions, deletions, or corrections set forth in the addendum.

## 1.16 Cancellations

The State reserves the right to cancel this RFGP, accept or reject any and all Proposals, in whole or in part, received in response to this RFGP, to waive or permit the cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Applicants in any manner necessary to serve the best interests of the State. The State also reserves the right, in its sole discretion, to award a Grant based upon the written Proposals received without discussions or negotiations.

## 1.17 Incurred Expenses

The State will not be responsible for any costs incurred by any Applicant in preparing and submitting a Proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities related to submitting a Proposal in response to this solicitation.

## 1.18 Applicant Responsibilities

The selected Applicant shall be responsible for all products and services required by this RFGP. All subcontractors must be identified and a complete description of their role relative to the Proposal must be included in the Applicant’s Proposal.

If an Applicant that seeks to perform or provide the services required by this RFGP is the subsidiary of another entity, all information submitted by the Applicant, including but not limited to references, financial reports, or experience and documentation (e.g. insurance policies, bonds, letters of credit) used to meet minimum qualifications, if any, shall pertain exclusively to the Applicant, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Applicant’s Proposal shall contain an explicit statement that the parent organization will guarantee the performance of the subsidiary.

A parental guarantee of the performance of the Applicant under this Section will not automatically result in crediting the Applicant with the experience and/or qualifications of the parent under any evaluation criteria pertaining to the Applicant’s experience and qualifications. Instead, the Applicant will be evaluated on the extent to which the State determines that the experience and qualification of the parent are transferred to and shared with the Applicant, the parent is directly involved in the performance of the Grant, and the value of the parent’s participation as determined by the State.

## Substitution of Personnel

1. Continuous Performance of Key Personnel

Unless substitution is approved per paragraphs B-D of this section, key personnel shall be the same personnel proposed in the Grantee’s Technical Proposal, which will be incorporated into the Grant by reference. Such identified key personnel shall perform continuously for the duration of the Grant, or such lesser duration as specified in the Technical Proposal. Key personnel may not be removed by the Grantee from working under this Grant, as described in the RFGP or the Grantee’s Technical Proposal, without the prior written approval of the State Project Manager.

If the Grant is task order based, the provisions of this section apply to key personnel identified in each task order proposal and agreement.

B. Definitions

For the purposes of this section, the following definitions apply:

**Extraordinary Personal Circumstance** – means any circumstance in an individual’s personal life that reasonably requires immediate and continuous attention for more than fifteen (15) days and that precludes the individual from performing his/her job duties under this Grant. Examples of such circumstances may include, but are not limited to: a sudden leave of absence to care for a family member who is injured, sick, or incapacitated; the death of a family member, including the need to attend to the estate or other affairs of the deceased or his/her dependents; substantial damage to, or destruction of, the individual’s home that causes a major disruption in the individual’s normal living circumstances; criminal or civil proceedings against the individual or a family member; jury duty; and military service call-up.

**Incapacitating** – means any health circumstance that substantially impairs the ability of an individual to perform the job duties described for that individual’s position in the RFGP or the Grantee’s Technical Proposal.

**Sudden** – means when the Grantee has less than thirty (30) days’ prior notice of a circumstance beyond its control that will require the replacement of any key personnel working under the Grant.

C. Key Personnel General Substitution Provisions

The following provisions apply to all of the circumstances of staff substitution described in paragraph D of this section.

1. The Grantee shall demonstrate to the State Project Manager’s satisfaction that the proposed substitute key personnel have qualifications at least equal to those of the key personnel for whom the replacement is requested.
2. The Grantee shall provide the State Project Manager with a substitution request that shall include:

* A detailed explanation of the reason(s) for the substitution request;
* The resume of the proposed substitute personnel, signed by the substituting individual and his/her formal supervisor;
* The official resume of the current personnel for comparison purposes; and
* Any evidence of any required credentials.

1. The State Project Manager may request additional information concerning the proposed substitution. In addition, the State Project Manager and/or other appropriate State personnel involved with the Grant may interview the proposed substitute personnel prior to deciding whether to approve the substitution request.
2. The State Project Manager will notify the Grantee in writing of: (i) the acceptance or denial, or (ii) contingent or temporary approval for a specified time limit, of the requested substitution. The State Project Manager will not unreasonably withhold approval of a requested key personnel replacement.

D. Replacement Circumstances

1. Voluntary Key Personnel Replacement

To voluntarily replace any key personnel, the Grantee shall submit a substitution request as described in paragraph C of this section to the State Project Manager at least fifteen (15) days prior to the intended date of change. Except in a circumstance described in paragraph D.2 of this clause, a substitution may not occur unless and until the State Project Manager approves the substitution in writing.

1. Key Personnel Replacement Due to Vacancy

The Grantee shall replace key personnel whenever a vacancy occurs due to the sudden termination, resignation, leave of absence due to an Extraordinary Personal Circumstance, Incapacitating injury, illness or physical condition, or death of such personnel. (A termination or resignation with thirty (30) days or more advance notice shall be treated as a Voluntary Key Personnel Replacement as per Section D.1 of this section.).

Under any of the circumstances set forth in this paragraph D.2, the Grantee shall identify a suitable replacement and provide the same information or items required under paragraph C of this section within fifteen (15) days of the actual vacancy occurrence or from when the Grantee first knew or should have known that the vacancy would be occurring, whichever is earlier.

1. Key Personnel Replacement Due to an Indeterminate Absence

If any key personnel has been absent from his/her job for a period of ten (10) days due to injury, illness, or other physical condition, leave of absence under a family medical leave, or an Extraordinary Personal Circumstance and it is not known or reasonably anticipated that the individual will be returning to work within the next twenty (20) days to fully resume all job duties, before the 25th day of continuous absence, the Grantee shall identify a suitable replacement and provide the same information or items to the State Project Manager as required under paragraph C of this section.

However, if this person is available to return to work and fully perform all job duties before a replacement has been authorized by the State Project Manager, at the option and sole discretion of the State Project Manager, the original personnel may continue to work under the Grant, or the replacement personnel will be authorized to replace the original personnel, notwithstanding the original personnel’s ability to return.

1. Directed Personnel Replacement
2. The State Project Manager may direct the Grantee to replace any personnel who are perceived as being unqualified, non-productive, unable to fully perform the job duties due to full or partial Incapacity or Extraordinary Personal Circumstance, disruptive, or known, or reasonably believed, to have committed a major infraction(s) of law, agency, or Grant requirements. Normally, a directed personnel replacement will occur only after prior notification of problems with requested remediation, as described in paragraph 4.b. If after such remediation the State Project Manager determines that the personnel performance has not improved to the level necessary to continue under the Grant, if at all possible at least fifteen (15) days notification of a directed replacement will be provided. However, if the State Project Manager deems it necessary and in the State’s best interests to remove the personnel with less than fifteen (15) days’ notice, the State Project Manager can direct the removal in a timeframe of less than fifteen (15) days, including immediate removal.

In circumstances of directed removal, the Grantee shall, in accordance with paragraph C of this section, provide a suitable replacement for approval within fifteen (15) days of the notification of the need for removal, or the actual removal, whichever occurs first.

1. If deemed appropriate in the discretion of the State Project Manager, the State Project Manager shall give written notice of any personnel performance issues to the Grantee, describing the problem and delineating the remediation requirement(s). The Grantee shall provide a written Remediation Plan within ten (10) days of the date of the notice and shall implement the Remediation Plan immediately upon written acceptance by the State Project Manager. If the State Project Manager rejects the Remediation Plan, the Grantee shall revise and resubmit the plan to the State Project Manager within five (5) days, or in the timeframe set forth by the State Project Manager in writing.

Should performance issues persist despite the approved Remediation Plan, the State Project Manager will give written notice of the continuing performance issues and either request a new Remediation Plan within a specified time limit or direct the substitution of personnel whose performance is at issue with a qualified substitute, including requiring the immediate removal of the key personnel at issue.

Replacement or substitution of personnel under this section shall be in addition to, and not in lieu of, the State’s remedies under the Grant or which otherwise may be available at law or in equity.

## 1.20 Mandatory Grant Terms

By submitting a Proposal in response to this RFGP, an Applicant, if selected for award, shall be deemed to have accepted the terms and conditions of this RFGP and the **Grant**, attached herein as **Attachment A**. Any exceptions to this RFGP or the Grant shall be clearly identified in the Executive Summary of the Technical Proposal. **A Proposal that takes exception to these terms may be rejected (see RFGP Section 4.4.2.4).**

## 1.21 Bid/Proposal Affidavit

A Proposal submitted by an Applicant must be accompanied by a completed **Bid/Proposal Affidavit**. A copy of this Affidavit is included as **Attachment B** of this RFGP.

## 1.22 Compliance with Laws/Arrearages

By submitting a Proposal in response to this RFGP, the Applicant, if selected for award, agrees that it will comply with all Federal, State, and local laws applicable to its activities and obligations under the Grant.

By submitting a response to this solicitation, each Applicant represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Grant if selected for Grant award.

## 1.23 Verification of Registration and Tax Payment

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803; 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is [**http://sdatcert3.resiusa.org/ucc-charter/**](http://sdatcert3.resiusa.org/ucc-charter/).

It is strongly recommended that any potential Applicant complete registration prior to the due date for receipt of Proposals. An Applicant’s failure to complete registration with SDAT may disqualify an otherwise successful Applicant from final consideration and recommendation for Grant award.

## 1.24 False Statements

Applicants are advised that Md. Code Ann., State Finance and Procurement Article, § 11-205.1 provides as follows:

1.24.1 In connection with a solicitation a person may not willfully:

(a) Falsify, conceal, or suppress a material fact by any scheme or device;

(b) Make a false or fraudulent statement or representation of a material fact; or

(c) Use a false writing or document that contains a false or fraudulent statement or entry of a material fact.

1.24.2 A person may not aid or conspire with another person to commit an act under subsection (1) of this section.

1.24.3 A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding $20,000 or imprisonment not exceeding five years or both.

## 1.25 Payments by Electronic Funds Transfer

By submitting a response to this solicitation, the Applicant agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller’s Office grants an exemption. Payment by EFT is mandatory for Grants exceeding $100,000. The selected Applicant shall register using the **COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form**. Any request for exemption must be submitted to the State Comptroller’s Office for approval at the address specified on the COT/GAD X-10 form, must include the business identification information as stated on the form, and must include the reason for the exemption. The COT/GAD X-10 form may be downloaded from the Comptroller’s website at: [**http://comptroller.marylandtaxes.com/Government\_Services/State\_Accounting\_Information/Static\_Files/APM/gadx-10.pdf**](http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Static_Files/APM/gadx-10.pdf)

## 1.26 Prompt Payment Policy

This solicitation and the Grant(s) to be awarded pursuant to this solicitation are subject to the Prompt Payment Policy Directive issued by the Governor’s Office of Minority Affairs (GOMA) and dated August 1, 2008. Promulgated pursuant to Md. Code Ann., State Finance and Procurement Article, §§ 11-201, 13-205(a), and Title 14, Subtitle 3, and COMAR 21.01.01.03 and 21.11.03.01, the Directive seeks to ensure the prompt payment of all subcontractors on non-construction contracts/grants. The Grantee must comply with the prompt payment requirements outlined in the Grant Agreement, Section 6 “Late Payment of Subcontractors - Prompt Payment Policy” (see **Attachment A**). Additional information is available on GOMA’s website at: [**http://goma.maryland.gov/Legislation%20Docs/PROMPTPAYMENTFAQs\_000.pdf**](http://goma.maryland.gov/Legislation%20Docs/PROMPTPAYMENTFAQs_000.pdf)**.**

## 1.27 Electronic Procurements Authorized

1.27.1 The following transactions are authorized to be conducted by electronic means on the terms described. “Electronic means” refers to exchanges or communications using electronic, digital, magnetic, wireless, optical, electromagnetic, or other means of electronically conducting transactions. Electronic means includes facsimile, electronic mail, internet-based communications, electronic funds transfer, specific electronic bidding platforms (e.g. DHR’s website), and electronic data interchange.

1. The Procurement Officer may conduct the RFGP using the DHR website, e-mail or facsimile to issue:

1. the solicitation (e.g. the RFGP);

2. any amendments;

3. Pre-Proposal Conference documents;

4. questions and responses;

5. communications regarding the solicitation or proposal to any Applicant including requests for clarification, explanation, or removal of elements of an Applicant's Proposal deemed not acceptable; and

6. notices of award selection or non-selection.

1. An Applicant or potential Applicant may use e-mail or facsimile to:

1. ask questions regarding the solicitation; and

2. reply to any material received from the Procurement Officer by electronic means that includes a Procurement Officer's request or direction to reply by e-mail or facsimile, but only on the terms specifically approved and directed by the Procurement Officer.

1. The Procurement Officer, the State Project Manager and the Grantee may conduct day-to-day Grant administration, except as outlined in section B of this subsection utilizing e-mail, facsimile or other electronic means if authorized by the Procurement Officer or State Project Manager.

1.27.2 The following transactions related to this Grant and any Grant awarded pursuant to it are ***not authorized***to be conducted by electronic means:

1. submission of initial Proposals;
2. submission of documents determined by DHR to require original signatures (e.g. Grant execution, Grant modifications, etc.); or
3. any transaction, submission, or communication where the Procurement Officer has specifically directed that a response from the Grantee or Applicant be provided in writing or hard copy.

1.27.3 Any facsimile or electronic mail transmission is only authorized to the facsimile numbers or electronic mail addresses for the identified person(s) as provided in the RFGP, the Grant, or at the direction from the Procurement Officer or State Project Manager.

## 1.28 Federal Funding Acknowledgement

1.28.1 There are programmatic conditions that apply to this Grant due to Federal funding. (see **Attachment E**).

1.28.2 The total amount of Federal funds allocated for DHR/MORA is $11,142,423.00 in Maryland State fiscal year 2015. This represents 51.39% of all funds budgeted for the unit in that fiscal year. This does not necessarily represent the amount of funding available for any particular grant, contract, or solicitation.

1.28.3 This Grant contains federal funds. The source of these federal funds is: Refugee Cash and Medical Assistance Program. The CFDA number is 93.566. The conditions that apply to all federal funds awarded by the Department are contained in **Federal Funds,** **Attachment E**. Any additional conditions that apply to this particular federally-funded grant are contained as supplements to **Federal Funds** **Attachment E** and Applicants are to complete and submit these Attachments with their Proposal as instructed in the Attachments. Acceptance of this agreement indicates the Applicant’s intent to comply with all conditions, which are part of this Grant.

## 1.29 Conflict of Interest Affidavit and Disclosure

Applicants shall complete and sign the **Conflict of Interest Affidavit and Disclosure** (**Attachment F**) and submit it with their Proposal. All Applicants are advised that if a Grant is awarded as a result of this solicitation, the successful Grantee’s personnel who perform or control work under this Grant and each of the participating subcontractor personnel who perform or control work under this Grant shall be required to complete agreements substantially similar to Attachment F Conflict of Interest Affidavit and Disclosure. For policies and procedures applying specifically to Conflict of Interests, the Grant is governed by COMAR 21.05.08.08.

## 1.30 Non-Disclosure Agreement

All Applicants are advised that this solicitation and any resultant Grant(s) are subject to the terms of the **Non-Disclosure Agreement** (NDA) contained in this solicitation as **Attachment J**. This Agreement must be provided within five (5) Business Days of notification of proposed Grant award; however, to expedite processing, it is suggested that this document be completed and submitted with the Proposal.

## 1.31 HIPAA - Business Associate Agreement

A HIPAA Business Associate Agreement is not required for this solicitation.

## 1.32 Location of the Performance of Services Disclosure

The Applicant is required to complete the **Location of the Performance of Services Disclosure**. A copy of this Disclosure is included as **Attachment I**. The Disclosure must be provided with the Proposal.

# SECTION 2 – MINIMUM QUALIFICATIONS

## 2.1 Applicant Minimum Qualifications

2.1.1 The Applicant shall be an office or affiliate of a VOLAG that is currently providing services under Maryland’s PPP.

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# SECTION 3 – SCOPE OF WORK

## 3.1 Background and Purpose

Maryland has received an average of 1,949 Refugees per year over the past five years. 95% of these Refugees arrive in the Baltimore-Washington D.C. corridor which contains Baltimore City and the following counties: Anne Arundel; Baltimore; Carroll; Harford; Howard; Montgomery; and Prince George’s. MORA, under DHR’s FIA, administers federally-funded programs for Refugees in the State through the PPP. The PPP unites the efforts of VOLAGs, the State Refugee Health Coordinator’s office and other state and local agencies in providing a wide variety of services to Refugees in Maryland. These partners share space in the Centers, with a Coordinator overseeing Center-wide activities and assigning asylees to each VOLAG based on a rotation system (refugee assignment is based on U.S. Department of State projections and information). VOLAGs carry primary responsibility for the Refugees. Upon assignment, the VOLAG determines the Refugee’s eligibility for various programs such as English language instruction, Employability Services, and RTCA.

Of the offered programs, RTCA is used by many Refugees, with an average of 1,189 enrollees each year. RTCA provides the Refugee with eight months of financial assistance through a set monthly payment. This payment may be made directly to the Refugee or may be made to a Refugee’s creditor. This assistance can prove crucial to the Refugee becoming self-sufficient as it helps the Refugee make ends meet while searching for and obtaining employment.

The State is issuing this solicitation for the purpose of selecting an office or affiliate of a VOLAG that is currently providing services under the PPP, to oversee the maintenance and operation of each Center and administer RTCA and related services. MORA will award two (2) Grants (one for the BRC and one for the SWRC) for a 10-month period beginning on December 1, 2014, and ending September 30, 2015.

## 3.2 Scope of Work - Requirements

**3.2.1 PPP OPERATION REQUIREMENTS**

The Grantee, upon Grant award, will assume responsibility for the overall operations of the Center. The Grantee shall:

* + - 1. Negotiate with the Center’s existing landlord to assume the Center’s current lease or enter into a new lease for the Center (see **Attachment Q**- Current Center Information for landlord information).
         1. If the Grantee and landlord cannot reach an agreement, the Grantee shall acquire a new location for the Center. In this event, the new Center shall be located in the same region as the existing Center (see Section 1.1.1) and contain, at minimum, similar square footage (see **Attachment Q** for square footage details).
      2. Submit a space allocation plan to MORA. If the Grantee secures the existing Center/location, the Grantee shall provide the plan with its Technical Proposal. If the Grantee secures a new location, the plan is either due with the Grantee’s proposal or no later than one week after entering into the lease for the new space (whichever is sooner). This plan shall, at a minimum, outline the amount of space available to each VOLAG and MORA’s Center Coordinator and receptionist (each Center will have a Coordinator and receptionist). MORA will review the plan and provide its approval or submit changes no later than one week after receiving the allocation plan.
      3. Timely pay the Center’s rent and utility expenses.

1. The Grantee may split the cost of rent and utilities with the VOLAGs. In this case, the Grantee shall outline its cost sharing methodology in its Budget Narrative (see Attachment D).
   * + 1. Ensure the maintenance of the Center and its equipment (e.g. lights, furnace, copiers, etc.).
       2. Submit requests for Center facility alterations or renovations to the State Project Manager for review and approval before seeking approval from the Center’s landlord.
       3. Develop and institute a security plan for the Center that ensures the safety of VOLAG staff and Refugees.
       4. Develop and institute an information security plan for the Center.
       5. Submit via e-mail any vendor payment over $500.00 or changes in the Resettlement Center’s operational policy to MORA’s Administrative Coordinator for review and approval.
       6. Ensure that all services provided under the PPP are: administered equitably within the parameters set forth in 45 C.F.R. §§ 400 and 401; provided in a linguistically and culturally appropriate manner; and coordinated with other refugee service programs (e.g., Refugee Social Services and TAP).
       7. Create a brochure for each VOLAG to provide its Refugees (a list of VOLAGs may be found in Section 1.1 (AAA) and Attachments D-2 and D-4). The brochure shall:
          1. Be printed in the Refugee’s native language (or interpreted in the Refugee’s native language);
          2. Explain the rules and procedures pertaining to each assistance program offered through the PPP; and
          3. Explain the Grantee’s sanction policy and due process safeguards (see 3.2.2 (F) and (L)).
       8. Ensure each VOLAG obtains a completed PPP Participant Agreement Form **(Attachment J)** from the Refugee, certifying that the VOLAG explained the PPP’s programs, rules, and regulations in the Refugee’s native language. This form should be completed upon a Refugee’s enrollment in the PPP.
       9. Ensure each VOLAG has a completed FSSP (**Attachment M**) and, if applicable, a Compliance Form (**Attachment N**) in each client’s case file.
       10. Abide by provisions J-L when providing services to Refugees to whom it is assigned.

**3.2.2 GENERAL RTCA REQUIREMENTS**

Any Refugee applying for RTCA benefits under the PPP does so through one of the participating VOLAGS that is providing RTCA eligibility determination services. The VOLAG staff informs the Refugee of the RTCA eligibility requirements, gathers pertinent information from the Refugee, and makes an eligibility determination. If the Refugee is eligible, the VOLAG will perform intake duties and inform the Refugee of their rights and responsibilities under the RTCA program.

The Grantee shall:

1. Develop a process to determine Refugee eligibility for RTCA that comports with 45 C.F.R. §§ 400.53 and 400.59. In developing this process, the Grantee shall devise an income standard.
2. Create an RTCA payment structure which:
   1. Caps RTCA payments to Refugees at $288/month; and
   2. Considers the potential for multiple payment methods (e.g. direct cash payments to the Refugee or payments to the Refugee’s vendors/creditors).
3. Consider the use of employment incentives and/or income disregards. If the Grantee offers employment incentives, these payments shall be in addition to the $288/month paid through RTCA.
4. Develop an RTCA intake process. This process shall include the VOLAGs’ use of RAP 10 Forms (**Attachment O**). During the term of the Grant, however, MORA will discontinue using RAP 10 Forms and require VOLAGs to use CMS instead (**Attachment P**). Therefore, the Grantee’s intake process shall be flexible enough to account for this pending change.
5. Develop procedures to ensure recovery of RTCA overpayments and correction of underpayments.
6. Create and maintain procedures to ensure appropriate protections and due process for Refugees. This shall include:
   1. Ensuring the Refugee receives a brochure, translated into languages currently prevalent among arriving Refugees or verbally translated in the Refugee’s native language, that describes:
      1. RTCA eligibility standards;
      2. The amount and duration of RTCA payments;
      3. The Refugee’s requirements and obligations for participating in services; and
      4. Penalties for non-cooperation.
   2. Providing timely written notice to the Refugee as outlined at 45 C.F.R. §400.54;
   3. The right to mediation as described at 45 C.F.R. §400.83; and
   4. The opportunity for other hearings as outlined at 45 C.F.R. §400.54.
7. Develop proposed exemptions from participation in Employability Services.
8. Re-determine a Refugee’s eligibility for RTCA by the start of the Refugee’s 5th month of receiving assistance.
9. Develop and implement procedures to safeguard the disclosure of information regarding Refugees.
10. Create procedures for providing RTCA to eligible secondary migrants who move to the State, including secondary migrants who were sponsored by a local resettlement agency that does not currently operate or have a presence in Maryland.
11. Refer non-RTCA Refugees to other forms of refugee assistance (MGP, Employability Services).
12. Develop procedures for sanctions that comply with COMAR 07.03.03.07, 07.03.03.07-01, and 07.03.03.19; and 45 C.F.R. §§400.82 and 400.83. Proposed sanctioning procedures shall include a process for sanctioning a client who does not comply with their FSSP.
13. Use the procedures and processes listed in A-L above when providing RTCA services to Refugees for whom it is responsible.

**3.2.3** **RTCA ADMINISTRATION**

In addition to providing RTCA services to its own clients/Refugees for whom it is responsible, the Grantee is required to enter into sub-agreements with the other VOLAGs at each Center, as required by Maryland’s State RTCA Plan. The VOLAGs will, in conjunction with the Grantee, provide RTCA services to Refugees in Maryland. The Grantee shall:

* + - 1. Enter into sub-agreements with other VOLAGs at each Center. The sub-agreements shall contain provisions that, at a minimum:

1. Require the VOLAGs to use and/or abide by the Grantee’s PPP and RTCA processes, procedures, and requirements (see Sections 3.2.1 and 3.2.2);
2. Discusses the space allocated to the VOLAG at the Center; and
3. Discusses the reimbursement arrangement between the Grantee and VOLAG for eligibility determinations (see 3.2.3(G), estimated amounts may be found on Attachments D-2 and D-4).
   * + 1. Secure a letter of intent from each VOLAG, stating the VOLAG’s intent to provide RTCA services to Refugees and participate in the PPP for the duration of the Grant. The Grantee shall provide a copy of each letter with its Technical Proposal.
       2. Develop a method for the creation and distribution of RTCA checks to VOLAG caseworkers that ensures Refugees are paid no later than 30 days after a VOLAG deems the Refugee eligible for RTCA and every 30 days thereafter while the Refugee remains eligible for RTCA.
       3. Develop a method for the creation and distribution of employment incentive checks (if part of the Grantee’s proposed RTCA payment structure) that ensures Refugees are paid no later than 30 days after a VOLAG deems the Refugee eligible for employment incentives and every 30 days thereafter while the Refugee remains eligible for employment incentives.
       4. Maintain a record of payment for each Refugee for a period of three (3) years following the date of the Refugee’s last RTCA payment.
       5. On a monthly basis, confer with VOLAG Caseworkers regarding un-cashed RTCA checks to determine why the Refugee failed to cash the check.
       6. Reimburse each VOLAG for RTCA eligibility determinations. This reimbursement is based on a case management ratio of 1:150 for refugees and $500 per capita for asylees. See Attachments D-2 and D-4 for additional information.
       7. Monitor each VOLAG’s case files to ensure it is adhering to the Grantee’s RTCA processes.
       8. Obtain completed RAP 10 Forms from each VOLAG on a monthly basis.
       9. Develop corrective action procedures to use in the event a VOLAG does not perform as required by the sub-agreement.
       10. Upon request, make case files, accounts and records available to State or Federal staff authorized to inspect such records for purposes of monitoring performance and performing audits.

**3.2.4 Performance Measures**

**A**. In overseeing the distribution of RTCA payments, the Grantee shall comply with the following performance measures:

1. 100% of all RTCA recipients will meet the Grantee’s RTCA eligibility criteria;
2. Error rate of 4% or less on RTCA payment determinations;
3. Error rate of 4% or less on employment incentive payments;
4. 100% of client overpayments or underpayments are resolved in less than 30 days from discovery of the error; and
5. 100% of clients receive a redetermination by the beginning of the 5th month of RTCA payment.

1. **Performance and Termination of Funding**

MORA will assess the measures in 3.2.4(A) through on-site monitoring, file reviews, and random sampling. If a MORA monitoring visit results in findings of administrative error or programmatic under-performance, MORA may issue a letter of corrective action to the Grantee, providing it five (5) Business Days to respond with a corrective action plan (CAP). MORA will review the CAP within five (5) Business Days of receipt. If the CAP is insufficient, the Grantee shall have seven (7) Business Days to revise the CAP and resubmit it to MORA. MORA will then have five (5) Business Days from the date of receipt to approve or deny the CAP. With MORA’s approval, the Grantee shall have thirty (30) days to implement the CAP. If the Grantee fails to remedy the performance issue, MORA may terminate the Grant within five (5) Business Days following end of the corrective action period.

**NOTE: MORA reserves the right to schedule site visits or conduct random unannounced site visits of Grantee and VOLAG facilities as part of its monitoring and auditing process.**

**3.2.5 Reports**

The Grantee shall provide the following reports, via email, to MORA’s Administrative Officer (see Section 1.5):

1. ORR-6 - Trimester Performance Report (TPR)- due on February 10, 2015, June 10, 2015 and October 10, 2015.
2. RTCA case Opening or Closing Report (RAP 10)(**Attachment O**)- due the 5th of the month following the reporting period (until MORA notifies the Grantee to use CMS instead of the RAP 10 Form). The Grantee shall submit all RAP 10 forms completed by VOLAGs during the report month.
3. Monthly Expenditure Reports (**Attachment K**)- due the 15th of the month following the end of the report month. Supporting documentation including detailed financial reports showing all expenses and time and effort reports for all staff salaries charged to the Grant shall be included with the Monthly Expenditure Reports.
4. Annual Financial Audit Report or Financial Review- due upon request.

## 3.3 Security Requirements

3.3.1 **Employee Identification**

(a) Each person who is an employee or agent of the Grantee or subcontractor shall display his or her company ID badge at all times while on State premises. Upon request of authorized State personnel, each such employee or agent shall provide additional photo identification.

(b) At all times at any facility, the Grantee’s personnel shall cooperate with State site requirements that include but are not limited to being prepared to be escorted at all times, providing information for badge issuance, and wearing the badge in a visual location at all times.

3.3.2 **Information Technology**

(a) Grantees shall comply with and adhere to the State IT Security Policy and Standards. These policies may be revised from time to time and the Grantee shall comply with all such revisions. Updated and revised versions of the State IT Policy and Standards are available online at: [**www.doit.maryland.gov**](http://www.doit.maryland.gov) **–** keyword: Security Policy.

(b) The Grantee shall not connect any of its own equipment to a State LAN/WAN without prior written approval by the State. The Grantee shall complete any necessary paperwork as directed and coordinated with the State Project Manager to obtain approval by the State to connect Grantee-owned equipment to a State LAN/WAN.

3.3.3 **Criminal Background Check**

The Grantee shall obtain from each prospective employee a signed statement permitting a criminal background check. The Grantee shall secure at its own expense a Maryland State Police and/or FBI background check and shall provide the State Project Manager with completed checks on all new employees prior to assignment. The Grantee may not assign an employee with a criminal record unless prior written approval is obtained from the State Project Manager.

## 3.4 Insurance Requirements

3.4.1 The Grantee shall maintain Commercial General Liability Insurance with limits sufficient to cover losses resulting from, or arising out of, Grantee action or inaction in the performance of the Grant by the Grantee, its agents, servants, employees, or subcontractors, but no less than a Combined Single Limit for Bodily Injury, Property Damage, and Personal and Advertising Injury Liability of $1,000,000 per occurrence and $3,000,000 aggregate.

3.4.2 The Grantee shall maintain Errors and Omissions/Professional Liability insurance with minimum limits of $1,000,000 per occurrence.

3.4.3 The Grantee shall maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.

3.4.4 Within five (5) Business Days of recommendation for Grant award, the Grantee shall provide the State Project Manager with current certificates of insurance, and shall update such certificates from time to time but no less than annually in multi-year grants, as directed by the State Project Manager. Such copy of the Grantee’s current certificate of insurance shall contain at minimum the following:

a. Workers’ Compensation – The Grantee shall maintain such insurance as necessary and/or as required under Workers’ Compensation Acts, the Longshoremen and Harbor Workers’ Compensation Act, and the Federal Employers’ Liability Act.

b. Commercial General Liability as required in Section 3.4.1.

c. Errors and Omissions/Professional Liability as required in Section 3.4.2.

d. Automobile and/or Commercial Truck Insurance as required in Section 3.4.3.

3.4.5 The State shall be listed as an additional insured on the policies with the exception of Worker’s Compensation Insurance and Professional Liability Insurance. All insurance policies shall be endorsed to include a clause that requires that the insurance carrier provide the State Project Manager, by certified mail, not less than 45 days’ advance notice of any non-renewal, cancellation, or expiration. In the event the State Project Manager receives a notice of non-renewal, the Grantee shall provide the State Project Manager with an insurance policy from another carrier at least 30 days prior to the expiration of the insurance policy then in effect. All insurance policies shall be with a company licensed by the State to do business and to provide such policies.

3.4.6 The Grantee shall require that any subcontractors providing services under this Grant obtain and maintain similar levels of insurance and shall provide the State Project Manager with the same documentation as is required of the Grantee.

## 3.5 Problem Escalation Procedure

3.5.1 The Grantee must provide and maintain a Problem Escalation Procedure (PEP) for both routine and emergency situations. The PEP must state how the Grantee will address problem situations as they occur during the performance of the Grant, especially problems that are not resolved to the satisfaction of the State within appropriate timeframes.

The Grantee shall provide contact information to the State Project Manager, as well as to other State personnel, as directed should the State Project Manager not be available.

3.5.2 The Grantee must provide the PEP no later than ten (10) Business Days after notice of Grant award or after the date of the Notice to Proceed, whichever is earlier. The PEP, including any revisions thereto, must also be provided within ten (10) Business Days after the start of each Grant year and within ten (10) Business Days after any change in circumstance which changes the PEP. The PEP shall detail how problems with work under the Grant will be escalated in order to resolve any issues in a timely manner. The PEP shall include:

* The process for establishing the existence of a problem;
* The maximum duration that a problem may remain unresolved at each level in the Grantee’s organization before automatically escalating the problem to a higher level for resolution;
* Circumstances in which the escalation will occur in less than the normal timeframe;
* The nature of feedback on resolution progress, including the frequency of feedback to be provided to the State;
* Identification of, and contact information for, progressively higher levels of personnel in the Grantee’s organization who would become involved in resolving a problem;
* Contact information for persons responsible for resolving issues after normal business hours (e.g., evenings, weekends, holidays, etc.) and on an emergency basis; and
* A process for updating and notifying the State Project Manager of any changes to the PEP.

Nothing in this section shall be construed to limit any rights of the State Project Manager or the State which may be allowed by the Grant or applicable law.

## 3.6 Invoicing

3.6.1 **General**

(a) All invoices (see **Attachment K**- Expenditure Report) for services shall be signed by the Grantee and submitted to the MORA Administrative Officer. The Grantee shall provide supporting documentation, such as detailed financial reports showing all expenses and time and effort reports for all staff salaries charged to the Grant. Incomplete Expenditure Reports cannot be processed for payment until the Grantee provides the required information.

(b) The Department reserves the right to reduce or withhold Grant payment in the event the Grantee does not provide the Department with all required reports and/or deliverables within the time frame specified in the Grant or in the event that the Grantee otherwise materially breaches the terms and conditions of the Grant until such time as the Grantee brings itself into full compliance with the Grant. Any action on the part of the Department, or dispute of action by the Grantee, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article §§ 15-215 through 15-223 and with COMAR 21.10.02.

3.6.2 **Invoice Submission Schedule**

The Grantee shall submit an Expenditure Report to DHR/MORA on a monthly basis by the 15th of each month for services provided in the previous month. DHR/MORA will then review the Expenditure Report and supporting documentation, and pay the requested amount.

## 3.7 Grantee’s Project Manager

The Grantee shall identify an individual to serve as the Grantee’s Project Manager (see RFGP Section 4.4.2.8).The Grantee’s Project Manager shall manage the daily operations of the program and be available on a daily basis to discuss the same. Program management includes but is not limited to: coordination, implementation and compliance with Grant requirements including submission of reports, and having knowledge of the budget and the provision of services to clients. The Grantee’s Project Manager shall also be available to meet with representatives of the Department at periodic monitoring visits and other program related meetings. The Department will give Grantees a minimum of 2 weeks advanced notice of meeting dates, locations, times and purpose.

## 3.8 Post Award Kick-Off Meeting

Within two weeks prior to the Grant start date, the State Project Manager, Grantee and/or Grantee’s Project Manager, and any other DHR or Grantee staff deemed appropriate shall attend a Post-Award Kick-Off Meeting. The purpose of the Post-Award Kick-Off Meeting is to discuss service delivery, invoice processing, monitoring and other Grant terms and conditions. The date, time and location of the Post-Award Kick-Off Meeting will be indicated to all successful Applicants. Each Applicant shall affirm in their Proposal that, if selected for award, they will attend the Post-Award Kick-Off Meeting (see RFGP Section 4.4.2.6 (e)).

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# SECTION 4 – PROPOSAL FORMAT

## 4.1 Two Part Submission

Applicants shall simultaneously submit Proposals in separate volumes:

* Volume I – TECHNICAL PROPOSAL
* Volume II – FINANCIAL PROPOSAL

## 4.2 Proposals

4.2.1 Volume I – Technical Proposal, and Volume II – Financial Proposal shall be sealed separately from one another. It is preferred, but not required, that the name, email address, and telephone number of the Applicant be included on the outside of the packaging for each volume. Each Volume shall contain an unbound original, so identified, and four (4) copies. Unless the resulting package will be too unwieldy, the State’s preference is for the two (2) sealed Volumes to be submitted together in a single package including a label bearing:

* The RFGP title and number,
* Name and address of the Applicant, and
* Closing date and time for receipt of Proposals

To the Procurement Officer (see Section 1.4 “Procurement Officer”) prior to the date and time for receipt of Proposals (see Section 1.8 “Proposals Due (Closing) Date and Time”).

4.2.2 An electronic version (CD or DVD) of the Technical Proposal in Microsoft Word format must be enclosed with the original Technical Proposal. An electronic version (CD or DVD) of the Financial Proposal in Microsoft Word or Microsoft Excel format must be enclosed with the original Financial Proposal. CD/DVDs must be labeled on the outside with the RFGP title and number, name of the Applicant, and volume number. CD/DVDs must be packaged with the original copy of the appropriate Proposal (Technical or Financial).

4.2.3 A second electronic version of Volume I and Volume II in searchable Adobe .pdf format shall be submitted on CD or DVD for Public Information Act (PIA) requests. This copy shall be redacted so that confidential and/or proprietary information has been removed (see Section 1.11 “Public Information Act Notice”).

4.2.4 All pages of both Proposal volumes shall be consecutively numbered from beginning (Page 1) to end (Page “x”).

4.2.5 Proposals and any modifications to Proposals will be shown only to State employees, members of the Evaluation Committee, or other persons deemed by the Department to have a legitimate interest in them.

## 4.3 Delivery

Applicants may either mail or hand-deliver Proposals.

* + 1. For U.S. Postal Service deliveries, any Proposal that has been received at the appropriate mailroom, or typical place of mail receipt, for the respective procuring unit by the time and date listed in the RFGP will be deemed to be timely. If an Applicant chooses to use the U.S. Postal Service for delivery, the Department recommends that it use Express Mail, Priority Mail, or Certified Mail only as these are the only forms for which both the date and time of receipt can be verified by the Department. An Applicant using first class mail will not be able to prove a timely delivery at the mailroom, and it could take several days for an item sent by first class mail to make its way by normal internal mail to the procuring unit.
    2. Hand-delivery includes delivery by commercial carrier acting as agent for the Applicant. For any type of direct (non-mail) delivery, Applicants are advised to secure a dated, signed, and time-stamped (or otherwise indicated) receipt of delivery.
    3. After receipt, a Register of Proposals will be prepared that identifies each Applicant. The Register of Proposals will be open to inspection only after the Procurement Officer makes a determination recommending the award of the Grant.

## 4.4 Volume I – Technical Proposal

**Note: No pricing information is to be included in the Technical Proposal (Volume 1). Pricing information is to be included only in the Financial Proposal (Volume II).**

* + 1. **Format of Technical Proposal**

Inside a sealed package described in Section 4.2 “Proposals,” the unbound original, four (4) copies, and the electronic version shall be provided. The RFGP sections are numbered for ease of reference. Section 4.4.2 sets forth the order of information to be provided in the Technical Proposal, e.g., Section 4.4.2.1 “Title and Table of Contents,” Section 4.4.2.2 “Claim of Confidentiality,” Section 4.4.2.3 “Transmittal Letter,” Section 4.4.2.4 “Executive Summary,” etc. In addition to the instructions below, responses in the Applicant’s Technical Proposal should reference the organization and numbering of Sections in the RFGP (ex. “Section 3.2.1 Response . . .; “Section 3.2.2 Response . . .,” etc.). This Proposal organization will allow State officials and the Evaluation Committee (see RFGP Section 5.1) to “map” Applicant responses directly to RFGP requirements by Section number and will aid in the evaluation process.

**4.4.2 The Technical Proposal** shall include the following documents and information in the order specified as follows. Each section of the Technical Proposal shall be separated by a TAB as detailed below:

**4.4.2.1 Title Page and Table of Contents (Submit under TAB A)**

The Technical Proposal should begin with a Title Page bearing the name and address of the Applicant and the name and number of this RFGP. A Table of Contents shall follow the Title Page for the Technical Proposal, organized by section, subsection, and page number.

* + - 1. **Claim of Confidentiality (If applicable, submit under TAB A-1)**

Any information which is claimed to be confidential is to be noted by reference and included after the Title Page and before the Table of Contents, and if applicable, also in the Applicant’s Financial Proposal. An explanation for each claim of confidentiality shall be included (see Section 1.11 “Public Information Act Notice”). The entire Proposal cannot be given a blanket confidentiality designation. Any confidentiality designation must apply to specific sections, pages, or portions of pages of the Proposal.

**4.4.2.3 Transmittal Letter (Submit under TAB B)**

A Transmittal Letter shall accompany the Technical Proposal. The purpose of this letter is to transmit the Proposal and acknowledge the receipt of any addenda. The Transmittal Letter should be brief and signed by an individual who is authorized to commit the Applicant to the services and requirements as stated in this RFGP. The Transmittal Letter should include the following:

* Name and address of the Applicant;
* Name, title, e-mail address, and telephone number of primary contact for the Applicant;
* Solicitation Title and Solicitation Number that the Proposal is in response to;
* Signature, typed name, and title of an individual authorized to commit the Applicant to its Proposal;
* Federal Employer Identification Number (FEIN) of the Applicant, or if a single individual, that individual’s Social Security Number (SSN);
* Applicant’s DUNS and SAM numbers;
* Acceptance of all State RFGP and Grant terms and conditions (see Section 1.24); if any exceptions are taken, they are to be noted in the Executive Summary (see Section 4.4.2.4); and
* Acknowledgement of all addenda to this RFGP.

**4.4.2.4 Executive Summary (Submit under TAB C)**

The Applicant shall condense and highlight the contents of the Technical Proposal in a separate section titled “Executive Summary.” The Summary should identify the Service Category(ies) and Region(s) for which the Applicant is proposing to provide services (if applicable). The Summary shall also identify any exceptions the Applicant has taken to the requirements of this RFGP, the **Grant (Attachment A)**, or any other attachments. Exceptions to terms and conditions may result in having the Proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award.

If the Applicant has taken no exceptions to the requirements of this RFGP, the Executive Summary shall so state.

**4.4.2.5** **Minimum Qualifications Documentation (If applicable, Submit under TAB D)**

The Applicant shall submit any Minimum Qualifications documentation that may be required, as set forth in Section 2 “Applicant Minimum Qualifications” (if references are required as proof of meeting any Minimum Qualification(s), see Section 4.4.2.9).

Any subcontractor(s) used to fulfill the minimum qualifications shall also be included as a proposed subcontractor in response to the RFGP (Sections 4.4.2.8 and 4.4.2.13) and said subcontractor(s) shall provide a letter of commitment that it will be involved for the duration of the Grant, if awarded.

* + - 1. **Applicant Technical Response to RFGP Requirements and Proposed Work Plan (Submit under TAB E)**

a. The Applicant shall address each Scope of Work requirement (Section 3.2) in its Technical Proposal and describe, in detail, its proposed processes, procedures, plans, and overall approach to providing all required services. Additionally, the Applicant shall describe, in detail, how its proposed services, including the services of any proposed subcontractor(s), will meet or exceed the requirement(s). If the State is seeking Applicant agreement to any requirement(s), the Applicant shall state its agreement or disagreement. Any paragraph in the Technical Proposal that responds to a Scope of Work (Section 3.2) requirement shall include an explanation of how the work will be done. Any exception to a requirement, term, or condition may result in having the Proposal classified as not reasonably susceptible of being selected for award or the Applicant deemed not responsible.

b. The Applicant shall give a definitive description of the proposed plan to meet the requirements of the RFGP, i.e., a Work Plan. The Work Plan shall include the specific methodology and techniques to be used by the Applicant in providing the required services as outlined in RFGP Section 3, Scope of Work. The description shall include an outline of the overall management concepts employed by the Applicant and a project management plan, including project control mechanisms, approach to monitoring sub-grantees and overall timelines. Project deadlines considered grant deliverables must be recognized in the Work Plan.

1. The Applicant shall identify the location(s) from which it proposes to provide the services, including, if applicable, any current facilities that it operates, and any required construction to satisfy the State’s requirements as outlined in this RFGP.
2. The Applicant must provide a draft Problem Escalation Procedure (PEP) that includes, at a minimum, titles of individuals to be contacted by the State Project Manager should problems arise under the Grant (including the Applicant’s process for resolving billing errors); and explain how problems with work under the Grant will be escalated in order to resolve any issues in a timely manner. Final procedures must be submitted as indicated in RFGP Section 3.5.
3. The Applicant shall affirm that, if selected for award, they will attend the Post-Award Kick-Off Meeting (Section 3.8).
4. The Applicant shall include a description of its cost allocation methodology and detailed information on how it will document and allocate staff time and expenses.

**4.4.2.7 Applicant Qualifications and Capabilities (Submit under TAB F)**

The Applicant shall include information on past experience with similar projects and/or services. The Applicant shall describe how its organization can meet the requirements of this RFGP and shall also include the following information:

a. The number of years the Applicant has provided the similar services;

b. The number of clients/customers and geographic locations that the Applicant currently serves;

c. The names and titles of headquarters or regional management personnel who may be involved with supervising the services to be performed under this Grant;

d. An organizational chart that identifies the complete structure of the Applicant including any parent company, headquarters, regional offices, and subsidiaries of the Applicant.

**4.4.2.8 Experience and Qualifications of Proposed Staff, including proposed Sub-recipients (Submit under TAB G)**

The Applicant shall identify the number and types of staff proposed to be utilized under the Grant.

The Applicant shall describe in detail how the proposed staff’s experience and qualifications relate to their specific responsibilities, including any staff of proposed subcontractor(s), as detailed in the Work Plan. The Applicant shall include individual resumes for the key personnel, including key personnel for any proposed subcontractor(s), who are to be assigned to the project if the Applicant is awarded the Grant. Each resume should include the amount of experience the individual has had relative to the Scope of Work set forth in this solicitation. Letters of intended commitment to work on the project, including letters from any proposed subcontractor(s) or VOLAG (see Section 3.2.3(B)) , shall be included in this section.

The Applicant shall provide an Organizational Chart outlining personnel and their related duties. The Applicant shall include job titles, job duties, and the percentage of time each individual will spend on his/her assigned tasks. Applicants using job titles other than those commonly used by industry standards must provide a crosswalk reference document. The Applicant shall also submit job descriptions for the employees of VOLAGs who will provide RTCA services to Refugees.

* + - 1. **List of Current or Prior State Grants/Grants (Submit under TAB H)**

Provide a list of all grants/contracts with any entity of the State of Maryland for which the Applicant is currently performing services or for which services have been completed within the last five (5) years. For each identified grant/contract, the Applicant is to provide:

a. The State granting/contracting entity;

b. A brief description of the services/goods provided;

c. The dollar value of the grant/contract;

d. The term of the grant/contract;

e. The State employee contact person (name, title, telephone number, and, if possible, e-mail address); and

f. Whether the grant/contract was terminated before the end of the term specified in the original grant/contract, including whether any available renewal option was not exercised.

Information obtained regarding the Applicant’s level of performance on State contracts will be used by the Procurement Officer to determine the responsibility of the Applicant and considered as part of the experience and past performance evaluation criteria of the RFGP.

* + - 1. **Financial Capability (Submit under TAB I)**

An Applicant must include in its Proposal a commonly-accepted method to prove its fiscal integrity. If available the Applicant shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).

In addition, the Applicant may supplement its response to this Section by including one or more of the following with its response:

a. Dun and Bradstreet Rating;

b. Standard and Poor’s Rating;

c. Lines of credit;

d. Evidence of a successful financial track record; and

e. Evidence of adequate working capital.

* + - 1. **Certificate of Insurance (Submit under TAB J)**

The Applicant shall provide a copy of its current certificate of insurance showing the types and limits of insurance in effect as of the Proposal submission date. The current insurance types and limits do not have to be the same as described in Section 3.4. See Sections 3.4 and 5.5 for the required insurance certificate submission for the recommended Applicant.

* + - 1. **Subcontractors (Submit under TAB K)**

The Applicant shall provide a complete list of all subcontractors that will work on the Grant if the Applicant receives an award. This list shall include a full description of the duties each subcontractor will perform and why/how each subcontractor was deemed the most qualified for this project. See Section 4.4.2.6 and 4.4.2.8 for additional Applicant requirements related to Subcontractors.

* + - 1. **Legal Action Summary (Submit under TAB L)**

This summary shall include:

a. A statement as to whether there are any outstanding legal actions or potential claims against the Applicant and a brief description of any action;

b. A brief description of any settled or closed legal actions or claims against the Applicant over the past five (5) years;

c. A description of any judgments against the Applicant within the past five (5) years, including the case name, court case docket number, and what the final ruling or determination was from the court; and

d. In instances where litigation is on-going and the Applicant has been directed not to disclose information by the court, provide the name of the judge and location of the court.

**4.4.3 Additional Required Technical Submissions (Submit under TAB M)**

**4.4.3.1** The following documents shall be completed, signed, and included in the Technical Proposal, under TAB O that follows the material submitted in response to Section 4.4.2.

a. Completed Bid/Proposal Affidavit (**Attachment B**).

**4.4.3.2 \*If Required**, the following documents shall be completed, signed, and included in the Technical Proposal, under TAB O that follows the material submitted in response to Section 4.4.2. **\***See appropriate RFGP Section to determine whether the Attachment is required for this procurement:

1. Completed Federal Funds Attachment (**Attachment E**) **\*see Section 1.28.**
2. Completed Conflict of Interest Affidavit and Disclosure (**Attachment F**) **\*see Section 1.29.**
3. Completed Location of the Performance of Services Disclosure (**Attachment I**) **\*see Section 1.32**.

## 4.5 Volume II – Financial Proposal

Under separate sealed cover from the Technical Proposal and clearly identified in the format identified in Section 4.2 “Proposals,” the Applicant shall submit an original unbound copy, four (4) copies, and an electronic version in Microsoft Word or Microsoft Excel of the **Financial Proposal**. The Financial Proposal shall contain all price information in the format specified in **Attachment D**. The Applicant shall complete the Financial Proposal Form only as provided in the Financial Proposal Instructions and the Financial Proposal Form itself.

# SECTION 5 – EVALUATION COMMITTEE, EVALUATION CRITERIA, AND SELECTION PROCEDURE

## 5.1 Evaluation Committee

Evaluation of Proposals will be performed in accordance with COMAR 21.05.03 by a committee established for that purpose and based on the evaluation criteria set forth below. The Evaluation Committee will review Proposals, participate in Applicant oral presentations and discussions, and provide input to the Procurement Officer. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

## 5.2 Technical Proposal Evaluation Criteria

The criteria to be used to evaluate each Technical Proposal are listed below in descending order of importance. Unless stated otherwise, any subcriteria within each criterion have equal weight.

5.2.1 Applicant’s Technical Response to RFGP Requirements and Work Plan (See RFGP § 4.4.2.6)

The State prefers an Applicant’s response to work requirements in the RFGP that illustrates a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be done. Proposals which include limited responses to work requirements such as “concur” or “will comply” will receive a lower ranking than those Proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed them.

5.2.2 Applicant Qualifications and Capabilities (See RFGP § 4.4.2.7 and 4.4.2.9 – 4.4.2.13)

5.2.3 Experience and Qualifications of Proposed Staff, including proposed Subcontractors (See RFGP § 4.4.2.8)

## 5.3 Financial Proposal Evaluation Criteria

All Qualified Applicants (see Section 5.4.2.3) will be ranked from the lowest (most advantageous) to the highest (least advantageous) price based on the Total Proposal Price within the stated guidelines set forth in this RFGP and as submitted on **Attachment D** - Financial Proposal Form.

## 5.4 Selection Procedures

**5.4.1 General**

The Grant will be awarded in accordance with the Competitive Sealed Proposals (CSP) method found at COMAR 21.05.03. The RFGP process allows for the conducting of discussions and the revision of Proposals during these discussions. Therefore, the State may conduct discussions with all Applicants that have submitted Proposals that are determined to be reasonably susceptible of being selected for grant award or potentially so. However, the State reserves the right to make an award without holding discussions.

In either case (i.e., with or without discussions), the State may determine an Applicant to be not responsible and/or an Applicant’s Proposal to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Proposals and prior to Grant award. If the State finds an Applicant to be not responsible and/or an Applicant’s Technical Proposal to be not reasonably susceptible of being selected for award, that Applicant’s Financial Proposal will be returned if the Financial Proposal is unopened at the time of the determination.

**5.4.2 Selection Process Sequence**

5.4.2.1 Technical Proposals are evaluated for technical merit and ranked. During this review, oral presentations and discussions may be held. The purpose of such discussions will be to assure a full understanding of the State’s requirements and the Applicant’s ability to perform the services, as well as to facilitate arrival at a Grant that is most advantageous to the State. Applicants will be contacted by the State as soon as any discussions are scheduled.

5.4.2.2 Applicants must confirm in writing any substantive oral clarifications of, or changes in, their Technical Proposals made in the course of discussions. Any such written clarifications or changes then become part of the Applicant’s Technical Proposal. Technical Proposals are given a final review and ranked.

5.4.2.3 The Financial Proposal of each Qualified Applicant (a responsible Applicant determined to have submitted an acceptable Proposal) will be evaluated and ranked separately from the Technical evaluation. After a review of the Financial Proposals of Qualified Applicants, the Evaluation Committee or Procurement Officer may again conduct discussions to further evaluate the Applicant’s entire Proposal.

5.4.2.4 When in the best interest of the State, the Procurement Officer may permit Qualified Applicants to revise their initial Proposals and submit, in writing, Best and Final Offers (BAFOs). The State may make an award without issuing a request for a BAFO.

**5.4.3 Award Determination**

Upon completion of the Technical Proposal and Financial Proposal evaluations and rankings, each Applicant will receive an overall ranking. The Procurement Officer will recommend award of the Grant to the responsible Applicant that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, technical factors will receive greater weight than financial factors.

## 5.5 Documents Required upon Notice of Recommendation for Grant Award

Upon receipt of a Notification of Recommendation for Grant Award, the following documents shall be completed, signed if applicable with original signatures, and submitted by the recommended awardee within five (5) Business Days, unless noted otherwise. Submit three (3) copies of each of the following documents:

a. Grant Agreement (**Attachment A**),

b. Non-Disclosure Agreement (**Attachment G**), if applicable; **\*see Section 1.30**,

c. HIPAA Business Associate Agreement (**Attachment H**), if applicable; **\*see Section 1.31**, and

d. copy of a current Certificate of Insurance with the prescribed limits set forth in Section 3.4 “Insurance Requirements,” listing the State as an additional insured, if applicable; **\*see Section 3.4.**

**THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK.**

# RFGP ATTACHMENTS

**ATTACHMENT A – Grant Agreement**

This is the sample Grant Agreement used by the Department. It is provided with the RFGP for informational purposes and is not required to be submitted at Proposal submission time. Upon notification of recommendation for award, a completed Grant Agreement will be sent to the recommended awardee for signature. The recommended awardee must return to the Procurement Officer three (3) executed copies of the Grant Agreement within five (5) Business Days after receipt. Upon Grant award, a fully-executed copy will be sent to the Grantee.

**ATTACHMENT B** **– Bid/Proposal Affidavit**

This Attachment must be completed and submitted with the Technical Proposal.

**ATTACHMENT C** **– Pre-Proposal Conference Response Form**

It is requested that this form be completed and submitted as described in Section 1.7 by those potential Applicants that plan on attending the Pre-Proposal Conference.

**ATTACHMENT D** **– Financial Proposal Instructions and Form**

The Financial Proposal Form must be completed and submitted in the Financial Proposal package.

**ATTACHMENT E – Federal Funds Attachment**

If required (see Section 1.35), these Attachments must be completed and submitted with the Technical Proposal as instructed in the Attachments.

**ATTACHMENT F – Conflict of Interest Affidavit and Disclosure**

If required (see Section 1.36), this Attachment must be completed and submitted with the Technical Proposal.

**ATTACHMENT G – Non-Disclosure Agreement**

If required (see Section 1.37), this Attachment must be completed and submitted within five (5) Business Days of receiving notification of recommendation for award. However, to expedite processing, it is suggested that this document be completed and submitted with the Technical Proposal.

**ATTACHMENT H** **– HIPAA Business Associate Agreement**

If required (see Section 1.38), this Attachment is to be completed and submitted within five (5) Business Days of receiving notification of recommendation for award. However, to expedite processing, it is suggested that this document be completed and submitted with the Technical Proposal.

###### ATTACHMENT I – Location of the Performance of Services Disclosure

If required (see Section 1.42), this Attachment must be completed and submitted with the Technical Proposal.

###### ATTACHMENT J – PPP Participant Agreement Form

A signed copy of this Attachment is required upon a Refugee’s intake/enrollment in the PPP.

###### ATTACHMENT K – Invoice/Expense Report (SAMPLE)

###### ATTACHMENT L – Projected Number of Refugees

###### This Attachment shows the estimated number of Refugees and Asylees who will resettle in Maryland in Federal Fiscal Year 2015.

###### ATTACHMENT M – Family Self-Sufficiency Plan

This Attachment is used by VOLAGs to assess the sills, assets, and barriers to employment of employable members of a family.

###### 

###### ATTACHMENT N – Compliance Form

This Attachments acts as a checklist for VOLAGs to use when closing a RTCA case.

###### 

###### ATTACHMENT O – RAP 10 Form

###### ATTACHMENT P – CMS Screenshots

This attachment shows the information that VOLAGs will enter into CMS once the system is live.

## ATTACHMENT A – GRANT AGREEMENT

**(Do not change any of the standard contract terms.)**

**TYPE SOLICITATION TITLE HERE**

**TYPE AGENCY CONTROL NUMBER HERE**

THIS GRANT AGREEMENT, effective as of       is made by and between the Maryland State Department of Human Resources, (DEPARTMENT OR DHR), and, Vendor's Name, (GRANTEE), a  .

The DEPARTMENT and the GRANTEE agree as follows:

1. **Definitions**

In this Grant Agreement, the following words have the meanings indicated:

* 1. “Approved budget” means the Grantee’s Financial Proposal dated (Financial Proposal date).
  2. “Grantee” means (Grantee’s complete legal name) whose principal business address is (Grantee’s primary address) and whose principal office in Maryland is (Grantee’s local address).
  3. “Department” means the Department of Human Resources or DHR.
  4. “Procurement Officer” means the Department employee identified in Section 1.4 of the RFGP as the Procurement Officer.
  5. “RFGP” means the Request for Grant Proposals for (solicitation title) Solicitation # (solicitation number), and any addenda thereto issued in writing by the State.
  6. “State” means the State of Maryland.
  7. “State Project Manager” means the Department employee identified in Section 1.5 of the RFGP as the State Project Manager.
  8. “Technical Proposal” means the Grantee’s Technical Proposal dated (Technical Proposal date).

2. PROGRAM AND SERVICES TO BE PROVIDED

2.1. Subject to the continuing availability of State and/or federal funds, the DEPARTMENT shall purchase GRANTEE’S services as described in DHR’s Request for Grant Proposals and GRANTEE’S Technical Proposal, dated      , attached as the Appendix, entitled      .

2.2. The Appendix includes an approved budget.

2.3. The DEPARTMENT retains the unilateral right to require changes in the services, as long as the changes are within the general scope of work to be performed.

3. TERM AND TERMINATION

3.1. Performance under this Grant Agreement shall commence on       and shall continue through      .

3.2. The parties may agree in writing to an earlier termination date.

3.3 If the GRANTEE fails to fulfill its obligations under this Grant Agreement properly and on time, or otherwise violates any provision of the Grant Agreement, the DEPARTMENT may terminate the Grant Agreement. Prior to termination of this Grant Agreement, the DEPARTMENT shall give the GRANTEE thirty (30) days prior written notice of such default, and if the GRANTEE has not cured such default within the thirty (30) day period, the DEPARTMENT may, by written notice, within five (5) days after expiration of this period, terminate the Agreement. The notice shall specify the acts or omissions relied on as cause for termination. The DEPARTMENT shall pay the GRANTEE fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages, caused by the GRANTEE’S breach.

4. PAYMENT

4.1. The cost to the DEPARTMENT for the services to be provided by the GRANTEE under this Grant Agreement shall not exceed , (). Any increase in the grant amount for any renewal period may be pro-rated over the annual grant in the same percentage as any applicable increase in grant funds in the Budget Bill over the previous fiscal year.

4.2. Payments by the DEPARTMENT shall be made promptly, no later than thirty (30) days after submission of an invoice from the GRANTEE.

4.3. The GRANTEE 'S Federal Tax Identification Number is . The GRANTEE agrees to include this number on all invoices. The DEPARTMENT may withhold payment for failure to comply with this provision.

4.4. Payment of these funds is conditional upon the DEPARTMENT receiving funds from **State of Maryland General Assembly and/or the federal government that have been appropriated under Grants Object 12** as specified, to pay for the total cost of the services set forth in the Appendix. The DEPARTMENT will give timely notice to the GRANTEE in the event that the DEPARTMENT does not receive the funds to pay for the total cost of the services provided under this Grant Agreement.

5. GENERAL PROVISIONS AND CONDITIONS

5.1. The terms of this Grant Agreement and its execution are subject to all applicable Maryland laws and regulations and approval of other agencies of the State of Maryland as required under State laws and regulations, including approval of the Board of Public Works where appropriate.

5.2. The DEPARTMENT shall not be liable in any action or tort, contract or otherwise for any action caused by the Grantee.

5.3. As a condition of the DEPARTMENT’S obligation to perform under this agreement, the GRANTEE hereby represents and warrants that:

5.3.1 It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;

5.3.2 It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this Grant Agreement;

5.3.3 It shall comply with all federal, State and local laws, regulations and ordinances applicable to its activities and obligations under this Grant Agreement; and

5.3.4 It shall procure, at its expense, all licenses, permits, insurance, and governmental approval, if any, necessary to the performance of its obligations under this Grant Agreement.

5.4. The person executing this Grant Agreement on behalf of the GRANTEE certifies, to the best of that person's knowledge and belief, that:

5.4.1 Neither the GRANTEE, nor any of its officers or directors, nor any employee of the GRANTEE involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the GRANTEE’S application for the Grant or this Grant Agreement or has been convicted of bribery, or conspiracy to bribe under the laws of any State or of the United States;

5.4.2 The GRANTEE has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the GRANTEE, to solicit or secure the Grant or this Grant Agreement, and the GRANTEE has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or this Agreement;

5.4.3 The GRANTEE, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, is in good standing, has filed all required annual reports and filing fees with the Department of Assessments and Taxation and all required tax returns and reports with the Comptroller of the Treasury, the Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, and has paid or arranged for the payment of all taxes due to the State;

5.4.4 No money has been paid to or promised to be paid to any legislative agent, attorney, or lobbyist for any services rendered in securing the passage of legislation establishing or appropriating funds for the Grant; and

5.4.5 Neither the GRANTEE, nor any of its officers, nor any person substantially involved in the contracting or fundraising activities of the GRANTEE, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under Regulation 21.08 of the Code of Maryland Regulations.

5.5. Indemnification and Claims:

5.5.1 The GRANTEE shall indemnify the State against liability for any suits, actions, or claims of any character arising from or relating to the performance of the GRANTEE or its subcontractors under this Grant Agreement.

5.5.2 The State of Maryland has no obligation to provide legal counsel or defense to the GRANTEE or its subcontractors in the event that a suit, claim or action of any character is brought by any person not party to this Grant Agreement against the GRANTEE or its subcontractors as a result of or relating to the GRANTEE’S obligations under this Grant Agreement.

5.5.3 The State has no obligation for the payment of any judgments or the settlement of any claims against the GRANTEE or its subcontractors as a result of or relating to the GRANTEE’S obligations under this Grant Agreement.

5.5.4 The GRANTEE shall immediately notify the Procurement Officer of any claim or suit made or filed against the GRANTEE or subcontractors regarding any matter resulting from or relating to the GRANTEE’S obligations under the Grant Agreement, and will cooperate, assist, and consult with the State in the defense or investigation of any claim, suit, or action made or filed against the State as a result of or relating to the GRANTEE’S performance under this Grant Agreement.

5.6. The persons performing the services as set forth in the Appendix shall be employees of the GRANTEE. The GRANTEE is responsible for complying with all federal and State laws as to tax and Social Security payments to be withheld from wages paid to said employees.

5.7. The DEPARTMENT shall furnish the GRANTEE with such technical assistance and consultation by the DEPARTMENT staff as is reasonably necessary to assure satisfactory performance in providing the services required by this Grant Agreement.

5.7.1 The GRANTEE shall designate INSERT THE GRANTEE'S PROJECT MANAGER'S NAME, ADDRESS, TELEPHONE #, FAX # AND E-MAIL ADDRESS or his/her designee, to serve as Project Manager for this Agreement. All contact between the DEPARTMENT and the GRANTEE regarding all matters relative to this Grant Agreement shall be coordinated through the DEPARTMENT’S and GRANTEE’S designated Project Managers.

5.7.2 The use of funds under this Grant Agreement by the GRANTEE to hire consultants shall require the prior approval of any such arrangement and the proposed work plan of the consultant(s) involved by the DEPARTMENT, through its Project Manager. (Approval is not required if the Appendix indicates the consultant's use.)

5.8. This Grant Agreement may be amended as the DEPARTMENT and the GRANTEE mutually agree in writing. Except for the specific provision of the Grant Agreement which is thereby amended, the Grant Agreement shall remain in full force and effect after such amendment. Adjustments of funds between categories which do not affect the total authorized funding and are consistent with the objectives of this Grant Agreement do not require an amendment to the Grant Agreement. They must, however, be approved in writing by the State’s Project Manager.

5.9. The GRANTEE shall operate under this Grant Agreement so that no person, otherwise qualified, is denied employment or other benefits on the grounds of race, color, sex, creed, national origin, age, marital status, sexual orientation, or physical or mental disability which would not reasonably preclude the required performance. Except in subcontracts for standard commercial supplies or raw materials, the GRANTEE shall include a clause similar to this clause in all subcontracts. The GRANTEE and each subcontractor shall post in conspicuous places, available to employees and applicants for employment notices setting forth the provisions of this non‑discrimination clause.

The GRANTEE understands that it will comply fully with provisions of the Americans with Disabilities Act. The GRANTEE agrees that it will not directly, or indirectly through contractual or other arrangements, utilize criteria or methods of administration that have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability; or that have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the Department of Human Resources program with respect to individuals with a disability.

5.10. Non‑hiring of Employees: No employee of the State of Maryland or any unit thereof, whose duties as such employee include matters relating to or affecting the subject matter of this Grant Agreement, shall, while so employed, become or be an employee of the party or parties hereby contracting with the State of Maryland or any unit thereof.

5.11. Financial Disclosure: The GRANTEE shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate $100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches $100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

5.12. Political Contribution Disclosure: The GRANTEE shall comply with Title 14 of the Election Law Article, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives in the aggregate $100,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of $500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality, or their agencies, and shall cover the preceding two calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.

5.13. Unless otherwise provided in the Appendix, the GRANTEE may not, during the term of this Grant Agreement or any renewals or extensions of this Grant Agreement, assign or subcontract all or any part of this Grant Agreement without the prior written consent of the State’s Project Manager.

5.14. Commercial Non-Discrimination: As a condition of entering into this Grant Agreement, upon the Commission on Civil Rights request, and only after the filing of a complaint against the GRANTEE under Title 19 of the State Finance and Procurement Article, as amended from time to time, the GRANTEE agrees to: provide to the State, within 60 days after the request, a truthful and complete list of the names of all subcontractors, vendors, and suppliers that the GRANTEE has used in the past four (4) years of any of its Grant Agreements that were undertaken within the State of Maryland including the total dollar amount paid by the GRANTEE on each subcontract or supply contract. The GRANTEE further agrees to cooperate in any investigation conducted by the State pursuant to the State’s Commercial Nondiscrimination Policy as set forth under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland, to provide any documents relevant to any investigation that is requested by the State. The GRANTEE understands and agrees that violation of this clause shall be considered a material breach of this agreement and may result in grant termination, disqualification by the State from participating in State Grant Agreements, and other sanctions.

5.15. All parties hereby expressly acknowledge the possibility of substantial changes in State and federal regulations applicable to this Grant Agreement and expressly agree to renegotiate this Agreement as necessary to comply with such changes; provided that any increase in the scope of work or cost of performance will be compensated for by a budget increase or, in the alternative, by modifying the scope of work to reduce the cost of performance.

5.16. The GRANTEE shall retain all books, records, and other documents relevant to this Grant Agreement for a period of no less than three (3) years after the date of final payment, a resolution of audit findings, or disposition of non‑expendable property, whichever is later, and upon receipt of reasonable written notice thereof, full access thereto and the right to examine any of said materials shall be afforded federal and/or State auditors who shall have substantiated in writing a need therefore in the performance of their official duties, and such other persons as are authorized by the DEPARTMENT. The GRANTEE will provide to the DEPARTMENT a copy of that part of any audit performed by State or independent auditors which relates to the performance of this Grant Agreement and the administration of funds provided by the DEPARTMENT pursuant to this Grant Agreement. Any additional audit information requested by the DEPARTMENT may be secured at its own expense using Department of Human Resources auditors or other State‑approved auditors.

5.17. Purchase and Treatment of Assets

5.17.1 GRANTEE shall obtain written approval of the DEPARTMENT for any purchase of assets with funds paid under this Grant, excluding ordinary office supplies, except that such is not required with regard to purchase of assets described in the Appendix attached hereto.

5.17.2 Title to all property furnished by the DEPARTMENT shall remain in the DEPARTMENT. Title to all property acquired by the GRANTEE at a cost of over FIFTY DOLLARS ($50.00) including purchase by lease‑purchase agreement for the cost of which the GRANTEE is to be reimbursed under this grant, shall immediately vest in the DEPARTMENT upon (i) issuance for use of such property in the performance of this grant, or (ii) reimbursement of the cost thereof by the DEPARTMENT, whichever occurs first.

5.17.3 The GRANTEE shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of the DEPARTMENT'S property so as to assure its full availability and usefulness for the performance of this grant.

5.17.4 The DEPARTMENT'S property shall, unless otherwise provided herein, or approved in writing by the DEPARTMENT, be used only for the performance of this grant.

5.17.5 In the event that the GRANTEE is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the DEPARTMENT'S property, it shall use the proceeds to repair, renovate, or replace the DEPARTMENT'S property involved, or shall credit such proceeds against the cost of the work covered by the grant, or shall otherwise reimburse the DEPARTMENT as directed by the DEPARTMENT.

5.17.6 At the conclusion of the term of this grant, the GRANTEE shall deliver to the DEPARTMENT a listing of all the DEPARTMENT'S property purchased hereunder, showing the following information as to each property item:

1. description of the property;
2. manufacturer's serial number or other identification number;
3. acquisition date and cost;
4. source of the property;
5. percentage of Federal funds used in acquisition of the property; and
6. location, use and condition of the property.

5.17.7 Upon termination of the grant, the DEPARTMENT may require the GRANTEE to deliver to the DEPARTMENT any property specifically produced or acquired for the performance of this grant.

5.17.8 As an alternative to the provisions of (a) ‑ (g), the GRANTEE may elect to furnish property for use in the performance of this grant out of its own funds, for which the DEPARTMENT will reimburse it to the extent of its allocated share of the annual depreciation expense of such property allowed by IRS depreciation schedules.

6. Late Payment of Subcontractors – Prompt Payment Policy

6.1. If a Grantee withholds payment of an undisputed amount to its subcontractor(s), DHR at its option and in its sole discretion, may take one or more of the following actions:

* + 1. Not process further payments to the Grantee until payment to the subcontractor is verified,
    2. Suspend all or some of the Grant work without affecting the completion date(s) for the Grant work,
    3. Pay or cause payment of the undisputed amount to the subcontractor from monies otherwise due or that may become due,
    4. Place a payment for an undisputed amount in an interest-bearing escrow account, or
    5. Take other or further actions as appropriate to resolve the withheld payment.
  1. An “undisputed amount” means an amount owed by a Grantee to a subcontractor for which there is no good faith dispute, including any retainage withheld, and includes an amount withheld because of issues arising out of an agreement or occurrence unrelated to the Grant under which the amount is withheld.
  2. An act, failure to act, or decision of a Procurement Officer or a representative of DHR concerning a withheld payment between a Grantee and its subcontractor(s) under this policy directive, may not:
     1. Affect the rights of the contracting parties under any other provision of law;
     2. Be used as evidence on the merits of a dispute between DHR and the Grantee in any other proceeding; or
     3. Result in liability against or prejudice the rights of DHR.
  3. The remedies enumerated above are in addition to those provided under COMAR 21.11.03.13 with respect to subcontractors that have contracted pursuant to the Minority Business Enterprise program.
  4. To ensure compliance with certified MBE subcontractor participation goals, DHR may, consistent with COMAR 21.11.03.13, take the following measures:
     1. Verify that the certified MBEs listed in the MDOT Certified MBE Utilization and Fair Solicitation Affidavit actually are performing work and receiving compensation as set forth in the MDOT Certified MBE Utilization and Fair Solicitation Affidavit.
     2. This verification may include, as appropriate:

a. Inspecting any relevant records of the Grantee

b. Inspecting the jobsite; and

c. Interviewing subcontractors and workers.

d. Verification shall include a review of:

1) The Grantee’s monthly report listing unpaid invoices over 30 days old from certified MBE subcontractors and the reason for nonpayment; and

2) The monthly report of each certified MBE subcontractor, which lists payments received from the Grantee in the preceding 30 days and invoices for which the subcontractor has not been paid.

* 1. If DHR determines that a Grantee is in noncompliance with certified MBE participation goals, then DHR will notify the Grantee in writing of its findings, and will require the Grantee to take appropriate corrective action.

6.6.1 Corrective action may include, but is not limited to, requiring the Grantee to compensate the MBE for work performed as set forth in the MDOT Certified MBE Utilization and Fair Solicitation Affidavit.

6.7 If DHR determines that the Grantee is in material noncompliance with MBE Grant provisions and refuses or fails to take the corrective action that DHR requires, then DHR may:

1. Terminate the Grant;
2. Refer the matter to the Office of the Attorney General for appropriate action; or
3. Initiate any other specific remedy identified by the Grant, including the contractual remedies stated above regarding the payment of undisputed amounts.

6.8 Upon completion of the Grant, but before final payment or release of retainage or both, the Grantee shall submit a final report, in affidavit form under the penalty of perjury, of all payments made to, or withheld from MBE subcontractors.

7. TRANSPARENCY ACT COMPLIANCE

This Agreement is governed by the provisions of the Federal Funding Accountability and Transparency Act of 2006, Pub. L. 109-282, as amended (Transparency Act).

7.1 Compliance. The GRANTEE agrees that it will comply with all Transparency Act requirements applicable to this agreement, including modifications or additional requirements that may be imposed by law, future guidance and clarifications of Transparency Act requirements.

7.2 Conflict of Laws. The GRANTEE agrees that to the extent Transparency Act requirements conflict with State requirements, the Transparency Act requirements shall control.

7.3 Enforceability. The GRANTEE agrees that if GRANTEE or one of its subcontractors fails to comply with all applicable federal and State requirements governing the use of federal funds, the State may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies available to the State under all applicable State and federal laws.

7.4` GRANTEE Identification. All Grantees are required to maintain a valid Dun & Bradstreet Data Universal Numbering System (DUNS) number and current registration in the Central Grantee Registry (CCR) prior to award. The registration procedure for the CCR can be found at [**www.ccr.gov**](http://www.ccr.gov). Grantees can request a DUNS number or modification to an existing DUNS record by using the online webform process at <http://fedgov.dnb.com/webform> (for US and International locations) or they can call 866-705-5711. The toll free number is for US locations only. Registrants will be asked for their entity name, address, city, state, country, postal code, highest ranking individual’s name and title, line of business, # of employees and legal structure (corporation, non-profit, etc.) and socio-economic data (veteran owned, woman owned, etc.). If the webform is used, their mailing address area, SIC code and annual revenue data lines, but these are optional.

* 1. The GRANTEE is required to submit the following information required for reporting:

1. Name of entity receiving award
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Award title descriptive of the purpose of the funding action
6. Location of the entity and place of performance (including congressional district)
7. Unique identifier of the entity and its parent; and
8. Total compensation and names of top five executives, as applicable.

**TYPE AGENCY CONTROL NUMBER HERE**

**This Grant Agreement, together with the Appendix attached hereto and incorporated herein by reference, represents the complete, total and final understanding of the parties, and no other understandings or representations, oral or written, regarding the subject matter of this Grant Agreement, shall be deemed to exist or to bind the parties hereto at the time of execution.**

**IN WITNESS WHEREOF, the parties have executed this Grant Agreement.**

**Attest: For the GRANTEE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Name

Title

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

**Attest:**  **For the DEPARTMENT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature

Name

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

THIS GRANT AGREEMENT APPROVED FOR LEGAL SUFFICIENCY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTORNEY GENERAL’S OFFICE DATE

ATTACHMENT B – BID/PROPOSAL AFFIDAVIT

Solicitation Number:

A. AUTHORITY

I HEREBY AFFIRM THAT:

I       (print name),       (title) of       (print firm name) possess the legal authority to make this affidavit.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. CERTIFICATION REGARDING MINORITY BUSINESS ENTERPRISES

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

1. Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
2. Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
3. Fail to use the certified minority business enterprise in the performance of the contract; or

(4) Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

B-2. CERTIFICATION REGARDING VETERAN-OWNED SMALL BUSINESS ENTERPRISES

The undersigned bidder hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, §14-605, Annotated Code of Maryland, which provides that a person may not:

(1) Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;

(2) Knowingly and with intent to defraud, fraudulently represent participation of a veteran–owned small business enterprise in order to obtain or retain a bid preference or a procurement contract;

(3) Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(4) Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;

(5) Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or

(6) Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of §B-2(1) — (5) of this regulation.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

     .

D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

(1) Been convicted under state or federal statute of:

(a) A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or

(b) Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;

(2) Been convicted of any criminal violation of a state or federal antitrust statute;

(3) Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;

(4) Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(5) Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;

(6) Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;

(7) Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;

(8) Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract; or

(9) Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(8) above, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

     .

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

     .

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

     .

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT:

Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Grant, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Grant.

K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

1. The undersigned certifies that in accordance with State Finance and Procurement Article §17-705, Annotated Code of Maryland:
2. It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article §17-702, Annotated Code of Maryland; and
3. It is not engaging in investment activities in Iran as described in State Finance and Procurement, Article §17-702, Annotated Code of Maryland.
4. The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities:

     .

L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

M. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

By:

(Print Name of Authorized Representative and Affiant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature of Authorized Representative and Affiant)

## ATTACHMENT C – PRE-PROPOSAL CONFERENCE RESPONSE FORM

Solicitation Number:

**TYPE SOLICITATION TITLE HERE**

A Pre-Proposal Conference will be held at TYPE TIME OF CONFERENCE HERE EST, on TYPE DATE OF CONFERENCE HERE, at TYPE LOCATION OF CONFERENCE HERE. Please return this form by TYPE FINAL DATE FOR SUBMISSION OF THIS ATTACHMENT HERE, advising whether or not you plan to attend.

Return via e-mail or fax this form to the Procurement Officer:

Department of Human Resources

Procurement Division

311 W. Saratoga Street, Room 946

Baltimore, Maryland 21201-3500

Email:

Fax #: (410) 333-0258

Please indicate:

Yes, the following representatives will be in attendance:



2.

3.

No, we will not be in attendance.

Please specify whether any reasonable accommodations are requested (see RFGP § 1.7 “Pre-Proposal Conference”):

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

Signature Title

Name of Firm (please print)

## ATTACHMENT D – FINANCIAL PROPOSAL INSTRUCTIONS

In order to assist Applicants in the preparation of their Financial Proposal and to comply with the requirements of this solicitation, Financial Proposal Instructions and a Financial Proposal Form have been prepared. Applicants shall submit their Financial Proposal on the Financial Proposal Form in accordance with the instructions on the Financial Proposal Form and as specified herein. Do not alter the Financial Proposal Form or the Proposal may be determined to be not reasonably susceptible of being selected for award. The Financial Proposal Form is to be signed and dated, where requested, by an individual who is authorized to bind the Applicant to the prices entered on the Financial Proposal Form.

The Pricing Proposal consists of Attachments D-1 through D-4 and a Budget Narrative. Attachments D-1 and D-2 are for the BRC. Attachments D-3 and D-4 are for the SWRC. Applicants will need to complete **both** Attachments related to the Center it proposes to operate. If an Applicant is applying for both Centers, it will need to complete Attachments D-1 through D-4. Attachments D-1 and D-3 contain a list of allowable budget categories (these categories are reflected on the Monthly Expenditure Report-Attachment M). Applicants shall insert the names, titles, and salary information (including fringe benefits) for its employees who will work under the Grant on either or both of Attachments D-2 and D-4.

In addition to completing the Attachments (D-1 through D-4 depending on the Center for which an Applicant is applying), an Applicant shall submit a Budget Narrative. This Narrative shall include all methodologies and formulas used to arrive at the requested dollar amounts listed on Attachments D-1 and D-3, as well as other financial information (see Budget Narrative instructions, below).

All budget categories submitted for the PPP RFGP must be related exclusively to the determination of eligibility for, and the administration of, Refugee Transitional Cash Assistance (RTCA).

**ATTACHMENTS D-1 and D-3:**

**Please abide by the following when determining the amount of each listed Budget Category-**

1. **Salary**

This item will automatically insert the total of the “Total Salary Charged to PPP” column on Attachment D-2 or D-4.

1. **Fringe Benefits**

This item will automatically insert the total of the “Fringe Benefits” column on Attachment D-2 or D-4.

1. **Interpretation & Translation**

Insert the total amount requested for Interpretation and Translation services in Line 3. Please justify the need for Interpretation and Translation services in your Budget Narrative.

1. **Travel**

Insert the total amount requested for In-State Travel on Line 4. Include in the Budget Narrative the approximate number of miles to be traveled, parking, tolls, etc. for staff conducting State business. Mileage will be reimbursed at the State’s reimbursement rate of $0.56 per mile.

1. **Communications**

Insert the total amount requested for Communications on Line 5. This figure shall include:

a. Telephone and Fax – List the number of lines and the average monthly rate per line.

b. Postage - Indicate how this is calculated in the Budget Narrative.

1. **Supplies and Materials**

Insert the total amount requested for Supplies and Materials on Line 6. This figure shall include:

a. Office Supplies and Materials – Purchase of office supplies and materials for daily program operations.

b. Other (Identify items.) and provide individual price, quantity and total price, along with justification.

1. **Equipment**

Insert the total amount requested for Equipment Purchased on Line 7. This figure shall include office equipment and any other equipment an Offeror needs to carry out the RFGP’s requirements. The Offeror, in its Budget Narrative, shall list the individual price, quantity, total price, and justification for each piece of equipment.

1. **Miscellaneous:**

Insert the price for all other items not listed, such as Insurance, Audits, Bank Fees, Dues, and/or Subscriptions on Line 8. Specify policies held and cost of each in Budget Narrative. Do not include health insurance or workmen's compensation as these figures should be included under either Salaries or Fringe Benefits. Indicate how the portion to be charged to DHR is calculated in your Budget Narrative.

NOTE: Funds requested must be used exclusively for purposes of determining eligibility for RTCA and administering payments and may not be used for activities outside of those specifically outlined in [ORR State Letter 12-13](http://www.acf.hhs.gov/programs/orr/resource/state-letter-12-13-guidance-clarification), available at <https://www.acf.hhs.gov/sites/default/files/orr/state_letter_12_13.pdf>.

1. **RTCA Payment to PPP Clients**

DHR has calculated and inserted this figure on Line 9. DHR arrived at this figure by multiplying $288, the RTCA Unit Cost per month, by the estimated total number of RCA payments during the 10 months (see Attachment L).

1. **Early Employment Incentives**

If applicable (see RFP Section 3.2.2(B)), insert the total amount of proposed incentive payments that will be paid to Refugees during the term of the Grant on Line 10.

1. **Indirect Cost Recovery**

Insert indirect charges on Line 11. In your Budget Narrative, provide calculations for the indirect charges. (Non-expendable property over $5,000; subgrant expenses over $25,000 per sub-award; Rent and RTCA are exempt and therefore shall not be included.) Indirect costs shall not exceed 10%.

1. **Rent**

Insert the amount of 10 month rental amount for the Center on line 12. This figure shall be exclusive of any VOLAG reimbursement (see RFGP Section 3.2.1 (C)). Therefore, this figure shall reflect the Applicant’s total cost to rent the space after deducting money recouped through VOLAG reimbursement/cost sharing.

1. **Utilities**

Insert estimated utility payments for the Center on Line 13. This figure shall be exclusive of any VOLAG reimbursement (see RFGP Section 3.2.1 (C)). Therefore, this figure shall reflect the Applicant’s total utility cost after deducting money recouped through VOLAG reimbursement/cost sharing.

**TOTAL:**

The sum total price of each Budget Category will automatically calculate and will be used to rank Financial Proposals.

**ATTACHMENTS D-2 and D-4:**

**TOP PORTION:**

* 1. List by title each position that the Applicant proposes to work on this project in the “Title” column.
  2. Include the position’s annual salary in the “Annual Salary” column. The amount requested may be reduced by the time a position or positions are expected to be vacant due to staff turnover or hiring (in the case of a new position).
  3. Insert the percentage of time the individual in the position(s) listed in the Title column will work on the PPP in the “PPP% of Salary” column.
  4. In the “Fringe Benefits” column, insert the amount of fringe benefits for each position listed in the Title column.
  5. All other cells will automatically calculate/populate.

Please note that job descriptions are required for each position listed as specified in Section 4.4.2.8 of the RFGP. Administrative and managerial staff may be funded using Time and Effort calculations or using a formula cost allocation across ALL grants.

**OTHER PARTICIPATING VOLAGS PORTION:**

* + - * 1. List the annual salary other VOLAGs pay their RTCA Caseworkers in the “Annual Salary” column. If a VOLAG pays its Caseworkers different salary amounts, the Applicant shall obtain and insert the average salary that the VOLAG pays its Caseworkers. The Applicant shall not insert salary information for its Caseworkers, but rather leave its respective row blank.
        2. List the fringe benefit amount other VOLAGs pay their RTCA Caseworkers in the “Fringe Benefits” column.
        3. All other cells in this section will automatically calculate.

**OTHER CHARTS:**

The bottom two charts in Attachments D-2 and D-4 are for informational purposes only. MORA used the information in these charts to determine the figures in the “Total Salary Charged to PPP” column and the “VOLAG Eligibility Workers Cost” row in the Other Participating VOLAGs portion of the top chart.

**BUDGET NARRATIVE:**

1. Include all methodologies and formulas used to arrive at the requested dollar amounts listed on Attachments D-1 and D-3.
2. Please provide the methodology by which you will determine the share of each VOLAG’s contribution for rent and office utilities.

**Attachments D-1 through D-4, are included in a separate Excel File.**

## ATTACHMENT E - FEDERAL FUNDS ATTACHMENT

A Summary of Certain Federal Fund Requirements and Restrictions

1. Form and rule enclosed: 18 U.S.C. 1913 and Section 1352 of P.L. 101-121 require that all *prospective* and present sub-grantees (this includes all levels of funding) who receive more than $100,000 in federal funds must submit the form “Certification Against Lobbying.” It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.

2. Form and instructions enclosed: “Form LLL, Disclosure of Lobbying Activities” must be submitted by those receiving more than $100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.

3. Form and summary of Act enclosed: Sub-recipients of federal funds on any level must complete a “Certification Regarding Environmental Tobacco Smoke,” required by Public Law 103-227, the Pro-Children Act of 1994. Such law prohibits smoking in any portion of any indoor facility owned or leased or contracted for regular provision of health, day care, early childhood development, education, or library services for children under the age of 18. Such language must be included in the conditions of award (they are included in the certification, which may be part of such conditions.) This does not apply to those solely receiving Medicaid or Medicare, or facilities where WIC coupons are redeemed.

4. In addition, federal law requires that:

1. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations requires that grantees (both recipients and sub-recipients) which expend a total of $300,000 or more ($500,000 for fiscal years ending after December 31, 2003) in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156 and the Office of Management and Budget (OBM) Circular A-133. All sub-grantee audit reports, performed in compliance with the aforementioned Circular shall be forwarded within 30 days of report issuance to the State’s Project Manager.

B) All sub-recipients of federal funds comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the conditions of which are summarized in item (C).

C) Recipients of $10,000 or more (on any level) must include in their contract language the requirements of Sections 503 (language specified) and 504 referenced in item (B).

Section 503 of the Rehabilitation Act of 1973, as amended, requires recipients to take affirmative action to employ and advance in employment qualified disabled people. An affirmative action program must be prepared and maintained by all contractors with 50 or more employees and one or more federal contracts of $50,000 or more.

This clause must appear in subcontracts of $10,000 or more:

a) The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) The contractor agrees to comply with the rules, regulations, and relevant orders of the secretary of labor issued pursuant to the act.

c) In the event of the contractor’s non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the secretary of labor issued pursuant to the act.

d) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting office. Such notices shall state the contractor’s obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

f) The contractor will include the provisions of this clause in every subcontract or purchase order of $10,000 or more unless exempted by rules, regulations, or orders of the [federal] secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the director of the Office of Federal Grant Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 791 et seq.) prohibits discrimination on the basis of handicap in all federally assisted programs and activities. It requires the analysis and making of any changes needed in three general areas of operation- programs, activities, and facilities and employment. It states, among other things, that:

*Grantees that provide health ... services should undertake tasks such as ensuring emergency treatment for the hearing impaired and making certain that persons with impaired sensory or speaking skills are not denied effective notice with regard to benefits, services, and waivers of rights or consents to treatments.*

D) All sub-recipients comply with Title VI of the Civil Rights Act of 1964 that they must not discriminate in participation by race, color, or national origin.

E) All sub-recipients of federal funds from SAMHSA (Substance Abuse and Mental Health Services Administration) or NIH (National Institute of Health) are prohibited from paying any direct salary at a rate more than Executive Level 1 per year. (This includes, but is not limited to, sub-recipients of the Substance Abuse Prevention and Treatment and the Community Mental Health Block Grants and NIH research grants.)

F) There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.

G) For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.

H) For research projects, a form for Protection of Human Subjects (Assurance/ Certification/ Declaration) should be completed by each level funded, assuring that either: (1) there are no human subjects involved, or that (2) an Institutional Review Board (IRB) has given its formal approval before human subjects are involved in research. [This is normally done during the application process rather than after the award is made, as with other assurances and certifications.]

I) In addition, there are conditions, requirements, and restrictions which apply only to specific sources of federal funding. These should be included in your grant/contract documents when applicable.

**ATTACHMENT E-1**

Solicitation Number:

**CERTIFICATION REGARDING LOBBYING**

Certification for Grants, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

|  |  |
| --- | --- |
| Award No. | Organizational Entry |
| Name and Title of Official Signing for Organizational Entry | Telephone No. Of Signing Official |
| Signature of Above Official | Date Signed |

**ATTACHMENT E-2**

Solicitation Number:

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Type of Federal Action:**    1. Grant    2. Grant    3. Cooperative Agreement    4. Loan    5. Loan guarantee    6. Loan insurance | 1. **Status of Federal Action:**    1. Bid/offer/application    2. Initial award    3. Post-award | | 1. **Report Type:**    1. Initial filing    2. Material change   For Material Change Only:  Year       quarter  Date of last report | |
| **4. Name and Address of Reporting Entity:**  Prime  Subawardee Tier      , if known:  Congressional District, *if known*: | | 1. **If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:**   Congressional District, *if known*: | | |
| **6. Federal Department/Agency:** | | **7. Federal Program Name/Description:**    CFDA Number, *if applicable*: | | |
| **8. Federal Action Number**, *if known*: | | **9. Award Amount**, *if known*:  $ | | |
| **10. a. Name and Address of Lobbying Registrant**  (*if individual, last name, first name, MI*): | | **b. Individuals Performing Services** (*including address if* *different from No. 10a*) (*last name, first name, MI*): | | |
| **11. Amount of Payment** (*check all that apply*)  $       actual  planned | | **13. Type of Payment** (*check all that apply*)  a. retainer  b. one-time  c. commission  d. contingent fee  e. deferred  f. other; specify: | | |
| **12. Form of Payment** (*check all that apply*)  a. cash  b. in-kind; specify: nature  value | |
| **14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s),**  **employee(s), or Member(s) contacted, for Payment Indicated in Item 11:**  *(attach Continuation Sheet(s) SF-LLLA, if necessary)* | | | | |
| **15. Continuation Sheet(s) SF-LLLA attached:**  Yes  No | | | | |
| 16. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than$10,000 and not more than $100,000 for each such failure. | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name:  Title:  Telephone No.:       Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Federal Use Only:** | | | | Authorized for Local Reproduction  Standard Form LLL (Rev. 7-97) |

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

10. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

**ATTACHMENT E-3**

Solicitation Number:

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, also known as the Pro Children Act of 1994, Part C Environh Tobacco Smoke, requires that smoking not be permitted in any portion of any indoor facility owned, or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children’s services that are provided in indoor facilities that are constructed, operated or maintained with such Federal funds. The law does not apply to children’s services provided in private residences, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole sources of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for children’s services and that all sub-recipients shall certify accordingly.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Certifying Individual

|  |
| --- |
| **ATTACHMENT F – CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE** |

**Solicitation #**

**Reference COMAR 21.05.08.08**

**(submit with Bid/Proposal)**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person’s objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes an Applicant, Grantee, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a Bid/Proposal is made.

C. The Applicant warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The Applicant agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the Applicant shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Applicant has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Grantee shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Representative and Affiant)

## ATTACHMENT G – NON-DISCLOSURE AGREEMENT

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made by and between the State of Maryland (the “State”), acting by and through the Department of Human Resources (the “Department”), and (the “Grantee”).

**RECITALS**

**WHEREAS**, the Grantee has been awarded a contract (the “Grant”) following the solicitation for , Solicitation #; and

**WHEREAS**, in order for the Grantee to perform the work required under the Grant, it will be necessary for the State at times to provide the Grantee and the Grantee’s employees, agents, and subcontractors (collectively the “Grantee’s Personnel”) with access to certain information the State deems confidential information (the “Confidential Information”).

**NOW, THEREFORE**, in consideration of being given access to the Confidential Information in connection with the solicitation and the Grant, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Confidential Information means any and all information provided by or made available by the State to the Grantee in connection with the Grant, regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such. Confidential Information includes, by way of example only, information that the Grantee views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the Grant.

2. Grantee shall not, without the State’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information provided by the State except for the sole and exclusive purpose of performing under the Grant. Grantee shall limit access to the Confidential Information to the Grantee’s Personnel who have a demonstrable need to know such Confidential Information in order to perform under the Grant and who have agreed in writing to be bound by the disclosure and use limitations pertaining to the Confidential Information. The names of the Grantee’s Personnel are attached hereto and made a part hereof as **ATTACHMENT G-1**. Grantee shall update **ATTACHMENT G-1** by adding additional names (whether Grantee’s personnel or a subcontractor’s personnel) as needed, from time to time.

3. If the Grantee intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the Grantee’s performance of the Grant or who will otherwise have a role in performing any aspect of the Grant, the Grantee shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.

4. Grantee hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to unauthorized third parties and to prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.

5. Grantee shall promptly advise the State in writing if it learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of the Grantee’s Personnel or the Grantee’s former Personnel. Grantee shall, at its own expense, cooperate with the State in seeking injunctive or other equitable relief against any such person(s).

6. Grantee shall, at its own expense, return to the Department all copies of the Confidential Information in its care, custody, control or possession upon request of the Department or on termination of the Grant.

7. A breach of this Agreement by the Grantee or by the Grantee’s Personnel shall constitute a breach of the Grant between the Grantee and the State.

8. Grantee acknowledges that any failure by the Grantee or the Grantee’s Personnel to abide by the terms and conditions of use of the Confidential Information may cause irreparable harm to the State and that monetary damages may be inadequate to compensate the State for such breach. Accordingly, the Grantee agrees that the State may obtain an injunction to prevent the disclosure, copying or improper use of the Confidential Information. The Grantee consents to personal jurisdiction in the Maryland State Courts. The State’s rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and to seek damages from the Grantee and the Grantee’s Personnel for a failure to comply with the requirements of this Agreement. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, attorneys’ fees and disbursements) that are attributable, in whole or in part to any failure by the Grantee or any of the Grantee’s Personnel to comply with the requirements of this Agreement, the Grantee shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and costs.

9. Grantee and each of the Grantee’s Personnel who receive or have access to any Confidential Information shall execute a copy of an agreement substantially similar to this Agreement, in no event less restrictive than as set forth in this Agreement, and the Grantee shall provide originals of such executed Agreements to the State.

10. The parties further agree that:

a. This Agreement shall be governed by the laws of the State of Maryland;

b. The rights and obligations of the Grantee under this Agreement may not be assigned or delegated, by operation of law or otherwise, without the prior written consent of the State;

c. The State makes no representations or warranties as to the accuracy or completeness of any Confidential Information;

d. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement;

e. Signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures;

f. The Recitals are not merely prefatory but are an integral part hereof; and

g. The effective date of this Agreement shall be the same as the effective date of the Grant entered into by the parties.

**IN WITNESS WHEREOF**, the parties have, by their duly authorized representatives, executed this Agreement as of the day and year first above written.

|  |  |
| --- | --- |
| Grantee:: TYPE GRANTEE'S LEGAL NAME | Department of Human Resources |
| By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) | By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Printed Name: TYPE REP'S NAME HERE | Printed Name: |
| Title: TYPE REP'S TITLE HERE | Title: |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Solicitation Number:

**NON-DISCLOSURE AGREEMENT - ATTACHMENT G-1**

**LIST OF GRANTEE’S EMPLOYEES AND AGENTS WHO WILL BE GIVEN ACCESS TO THE CONFIDENTIAL INFORMATION**

**Printed Name and Employee (E)**

**Address of Individual/Agent or Agent (A) Signature Date**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TYPE NAME & ADDRESS |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  | **\_\_\_\_\_\_\_\_** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |

Solicitation Number:

**NON-DISCLOSURE AGREEMENT – ATTACHMENT G-2**

**CERTIFICATION TO ACCOMPANY RETURN OF CONFIDENTIAL INFORMATION**

I AFFIRM THAT:

To the best of my knowledge, information, and belief, and upon due inquiry, I hereby certify that: (i) all Confidential Information which is the subject matter of that certain Non-Disclosure Agreement by and between the State of Maryland and TYPE GRANTEE LEGAL NAME (“Grantee”) dated TYPE MONTH AND DAY, 2014 (“Agreement”) is attached hereto and is hereby returned to the State in accordance with the terms and conditions of the Agreement; and (ii) I am legally authorized to bind the Grantee to this affirmation.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, HAVING MADE DUE INQUIRY.**

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF GRANTEE: TYPE GRANTEE LEGAL NAME

BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

TITLE: TYPE REP'S TITLE HERE

(Authorized Representative and Affiant)

## ATTACHMENT H – HIPAA BUSINESS ASSOCIATE AGREEMENT

This solicitation does not require a HIPAA Business Associate Agreement.

## ATTACHMENT I – LOCATION OF THE PERFORMANCE OF SERVICES DISCLOSURE

Solicitation Number:

**(submit with Bid/Proposal)**

Pursuant to Md. Ann. Code, State Finance and Procurement Article, § 12-111, and in conjunction with the Bid/Proposal submitted in response to Solicitation No. , the following disclosures are hereby made:

1. At the time of Bid/Proposal submission, the Bidder/Applicant and/or its proposed subcontractors:

have plans

have **no** plans

to perform any services required under the resulting Grant outside of the United States.

2. If services required under the contract are anticipated to be performed outside the United States by either the Bidder/Applicant or its proposed subcontractors, the Bidder/Applicant shall answer the following (attach additional pages if necessary):

1. Location(s) services will be performed:

b. Reasons why it is necessary or advantageous to perform services outside the United States:

The undersigned, being an authorized representative of the Bidder/Applicant, hereby affirms that the contents of this disclosure are true to the best of my knowledge, information, and belief.

|  |  |
| --- | --- |
| Date: |  |
| Applicant Name: |  |
| By: | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name: |  |
| Title: |  |

Please be advised that the Department may contract for services provided outside of the United States if: the services are not available in the United States; the price of services in the United States exceeds by an unreasonable amount the price of services provided outside the United States; or the quality of services in the United States is substantially less than the quality of comparably priced services provided outside the United States.

## ATTACHMENT J – PPP PARTICIPANT AGREEMENT FORM

Public Private Partnership

**Participant Agreement Form**

Date:

Name:

Address:

Case Number:

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name) received a copy of the Public Private Partnership Brochure. My case manager explained what I must do, the program rules, and what assistance I will get. My case manager also gave me a copy of the Public Private Partnership Sanction Policy and Grievance Procedure. I understand that I may lose my cash assistance and job services if I do not follow the rules.

I received these documents in my native language OR with interpretation assistance. My case manager gave me a chance to ask questions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Client Signature Date

## ATTACHMENT K – SAMPLE MONTHLY EXPENDITURE REPORT

A sample Expenditure Report is included as a separate Excel file.

## ATTACHMENT L – PROJECTED NUMBER OF REFUGEES AND ASYLEES

Attachment L is included as a separate Excel file.

## ATTACHMENT M – FAMILY SELF-SUFFICIENCY PLAN (SAMPLE)

MCj02318460000[1]FAMILY SELF SUFFICIENCY PLAN

Biographic Data

(All date formats: mm/dd/yyyy)

Case Managed By

|  |  |  |
| --- | --- | --- |
| Volag: | Case Mgr Name: | Case Mgr Phone: |

Case Information

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Program: | PPP | | MG | TANF | |
| Status: | Refugee | | Asylee | Parolee | Human Trafficking Victim |
| Type of Case: | New | | Re-opened | Free | Family Reunification |
| Case #: | | DOA: | Country of Origin: | | Language spoken in home: A |

Individual Information (list the PA first, circle number if employable)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name (Last, First Middle)** | **DOB** | **Alien #** | **Non-Emp. Code *(if applicable)*** | **SSN** | **Gender**  **(M/F)** | **Marital Status (M/S)** |
| 1. |  |  |  |  |  |  |
| 2. |  | A |  |  |  |  |
| 3. |  | A |  |  |  |  |
| 4. |  | A |  |  |  |  |
| 5. |  | A |  |  |  |  |
| 6. |  | A |  |  |  |  |
| 7. |  | A |  |  |  |  |
| 8. |  | A |  |  |  |  |

Contact Information

Family Contact Information

|  |  |  |
| --- | --- | --- |
| Street: | | |
| City: | State: | Zip: |
| County: | Phone: |  |

Emergency Contact Information

|  |  |  |
| --- | --- | --- |
| Name: | | Relationship: |
| Street: | | |
| City: | State: | Zip: |
| County: | Phone: |  |

Consent and Release of Information Form

This is a planning document that will facilitate an in-depth discussion between client and caseworker on the assets and barriers that exist for each member of the family. Every member of the family will have a set of goals and clear action steps to achieve these goals. The budget plan exists to outline clear expectations of the family expenses and all possible sources of income. When completed the FSSP should provide concrete solutions to assist the family or individual in overcoming barriers to Self Sufficiency. This form is a requirement for each case file and must be completed in full.

By signing this document, the client agrees to the Self Sufficiency Plan and all the steps outlined therein. The client also gives permission for the Voluntary Agency to release this document to:

* other voluntary agencies that are Resettlement Center partners
* employment services
* ESL providers
* the Department of Health and Mental Hygiene, local health departments health and their contractors
* the Maryland Department of Human Resources
* the Refugee Youth Program

This document can be released up to one year after it is signed. The client has the right to cancel their permission, but must do so in writing. This information may be reported to appropriate authorities if the Voluntary Agency suspects abuse of a child or vulnerable adult, or that a client is a danger to themselves or others.

|  |  |
| --- | --- |
|  |  |

Client Signature Date

By signing this form, the Voluntary Agency agrees to complete this form with the client and provide translation/interpretation when necessary. The staff member agrees to execute all steps outlined in the agency responsibilities section in a timely manner.

|  |  |
| --- | --- |
|  |  |

Voluntary Agency Staff Signature Date

I verify that I acted as interpreter for the individuals listed above in the formulation of this plan.

|  |  |
| --- | --- |
|  |  |

Print Interpreter Name Signature (or company name in the case of telephonic interpretation)

*Client Name:*

Assets and Barriers Worksheet

Check applicable assets/barriers, describe if necessary. Use corresponding barrier code to address each one on the goal worksheet. List additional assets or barriers and detail any referrals for service.

**Assets Barriers**

|  |  |
| --- | --- |
| Reliable Childcare | Lack of Childcare (CC) |
| English/Other Language Skills | Limited English (ESL)  Level Code: |
| Employment Skills | Need for Training (ST) |
| Understands Public Transportation | Does Not Understand Public Transportation (TU) |
| Reliable Transportation | Lack of transportation (TA) |
| Ready and Willing to Work | Medical Barriers (MB) |
| Education (highest grade)  Level Code:  Name of School: Course of Study: | Incomplete Education (IED) |
| Driver’s License | No Social Security Card (SS) |
| Work Experience or Transferable Skills (list): | Other (O1) |
| Family/Friends/Community Support to Work | Other (O2) |
| Computer Skills (list): | Referral to Auxiliary Service |
| Other | Referral to Auxiliary Service |

*Client Name:*

Goal Worksheet

**Long Term Goal:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Barrier Code** | **Steps to Overcome Barrier** | | **Client Responsibilities** | **Agency (Caseworker) Responsibilities** | **Start Date** | **End Date** | **Date Completed** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| Other: |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

Monthly Family Budget Worksheet- Expenses

|  |  |  |
| --- | --- | --- |
| **Fixed Expenses (same each month)** | **Current** | **Anticipated (as of dd/mm/yyyy)** |
| Rent/Mortgage |  |  |
| Child Care |  |  |
| IOM Loan/Credit Payments |  |  |
| Savings (if possible) |  |  |
| Other |  |  |
| **Flexible Expenses (change each month)** |  |  |
| Utilities (gas, electric, water) |  |  |
| Transportation |  |  |
| Food |  |  |
| Medical (Doctor/Dentist) |  |  |
| Telephone |  |  |
| Clothing and Laundry |  |  |
| Education |  |  |
| Household items (soap, cleaning supplies, etc.) |  |  |
| Personal Expenses |  |  |
| Insurance |  |  |
| Support to other relatives |  |  |
| Other |  |  |
| Total Monthly Expenses |  |  |

Family Budget Worksheet- Income

|  |  |  |
| --- | --- | --- |
|  | **Current** | **Anticipated (as of dd/mm/yyyy)** |
| Salary 1 |  |  |
| Salary 2 |  |  |
| Other Family Salaries |  |  |
| RTCA/**Cash Assistance/**MG/TANF |  |  |
| Food Stamps |  |  |
| Social Security/SSI |  |  |
| WIC (pregnant women and children) |  |  |
| Child Care Subsidy |  |  |
| Child Support |  |  |
| Other **(R&P)** |  |  |
| Total Monthly Income |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Current | Total Income | - | Total Expenses | = | Gap OR **Surplus** |
|  |  |  |  |  |  |
| Anticipated | Total Income | - | Total Expenses | = | Gap OR **Surplus** |
|  |  |  |  |  |  |

If there is a gap between needed income and basic expenses, explore any options not already being used. Use the following chart as a guide, checking services applied for (A) and services received (R).

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | **R** | **Temp. Income** | **A** | **R** | **One Time Income** | **A** | **R** | **Long Term Income** |
|  |  | Food Stamps |  |  | Energy Program |  |  | Second job for head of household |
|  |  | WIC |  |  | Renters’ Tax Credit |  |  | Second job for other adults |
|  |  | TANF |  |  | Earned Income Credit |  |  | Decrease spending |
|  |  | MCHP |  |  | Fuel Fund (BGE) |  |  | Part time job for teen |
|  |  | SSI |  | | | | | |
|  |  | Child Care Subsidy |  | | | | | |
|  |  | Tel Life |  | | | | | |
|  |  | Unemployment |  | | | | | |
|  |  | Workers Comp |  | | | | | |

*Client Name:*

*Employment Advocate Name:*

*Date Completed*

Employment Data

(To be completed by the Employment Team)

Document Check List

|  |  |
| --- | --- |
| Identity and Employment Authorization | |
|  | I-94 with employment authorization stamp |
|  | Permanent Resident Alien Card or other documentation of I-551 |
|  | Employment Authorization Card (required for asylees) |
| Employment Authorization Only | |
|  | Social Security Card (required) |
| Identity Only | |
|  | Driver’s License |
|  | State Issued Identification Card |
|  | Missing: |

Employment History

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/Address of Company** | **Start Date** | **End Date** | **Job Title** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Employment Skills and Goals

|  |  |
| --- | --- |
| Additional/Special Skills |  |
| Tasks client prefers to utilize in first job |  |
| Tasks or times client prefers not to work |  |
| Short term employment goal |  |
| Long term employment goal |  |
| What is required to attain long term goal |  |

Notes Page

|  |  |  |
| --- | --- | --- |
| **Name of Note Taker** | **Date** | **Notes** |
|  |  |  |
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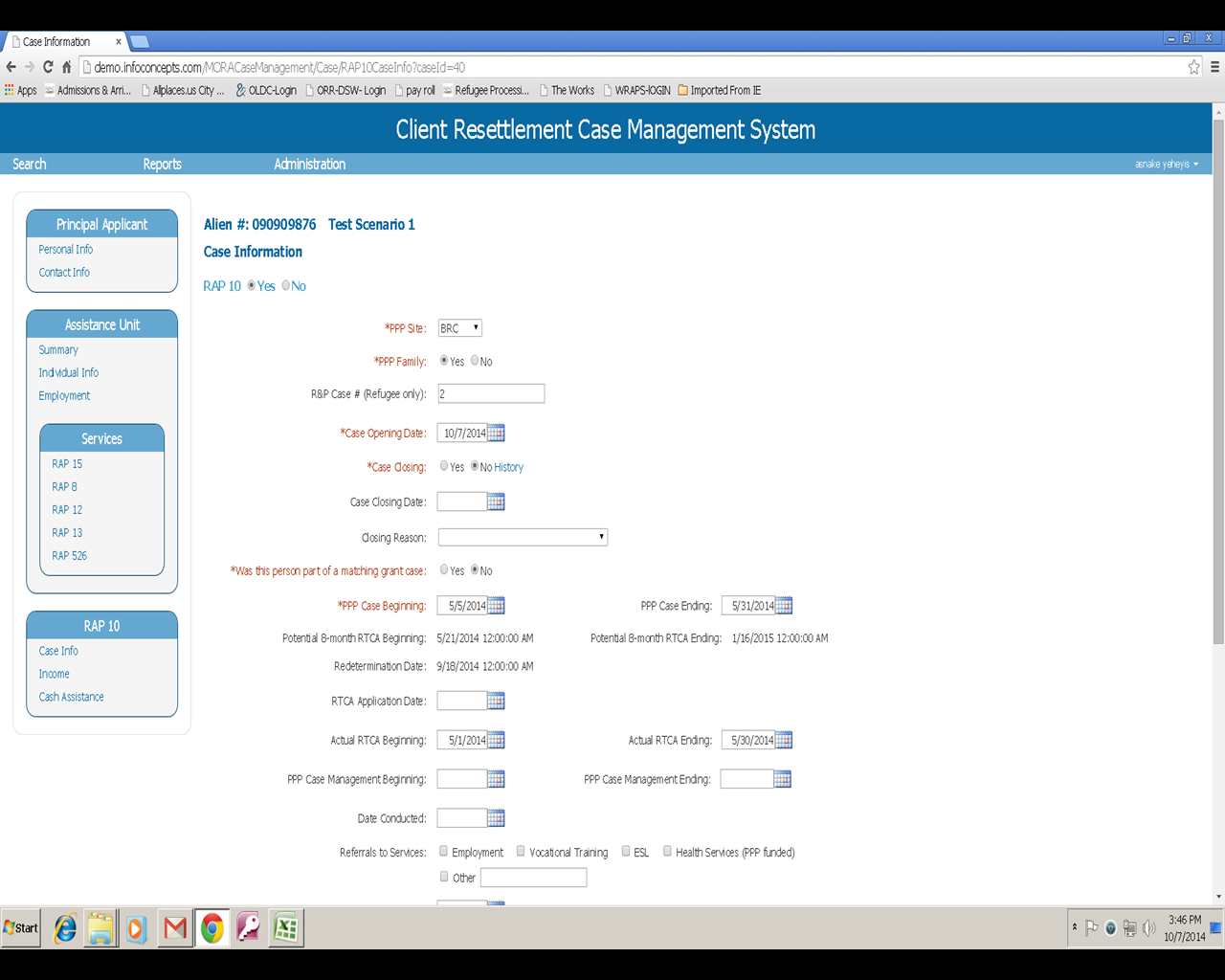
## ATTACHMENT N – COMPLIANCE FORM

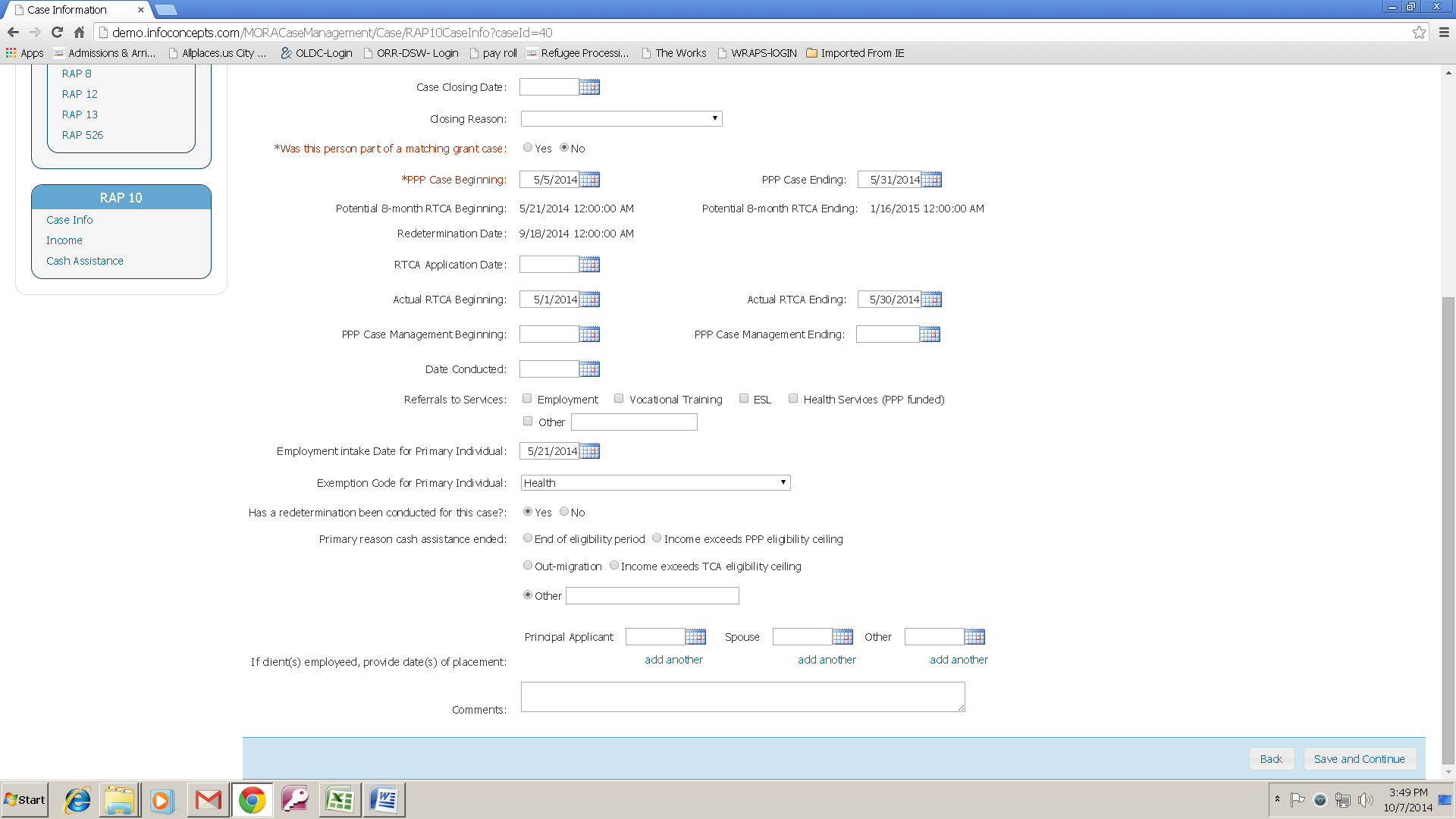
Attachment N is included as a separate Excel file.

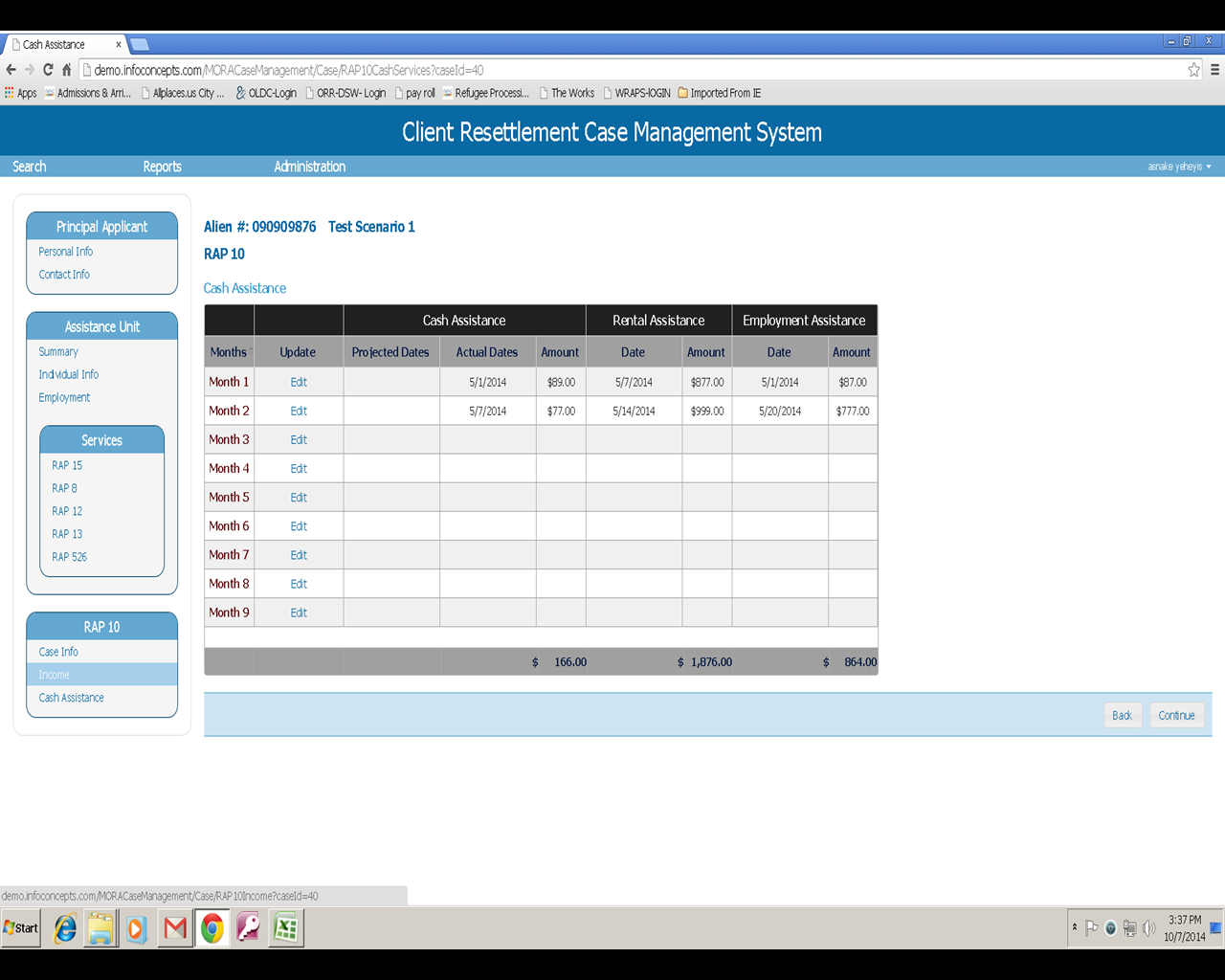
## ATTACHMENT O – RAP 10 FORM

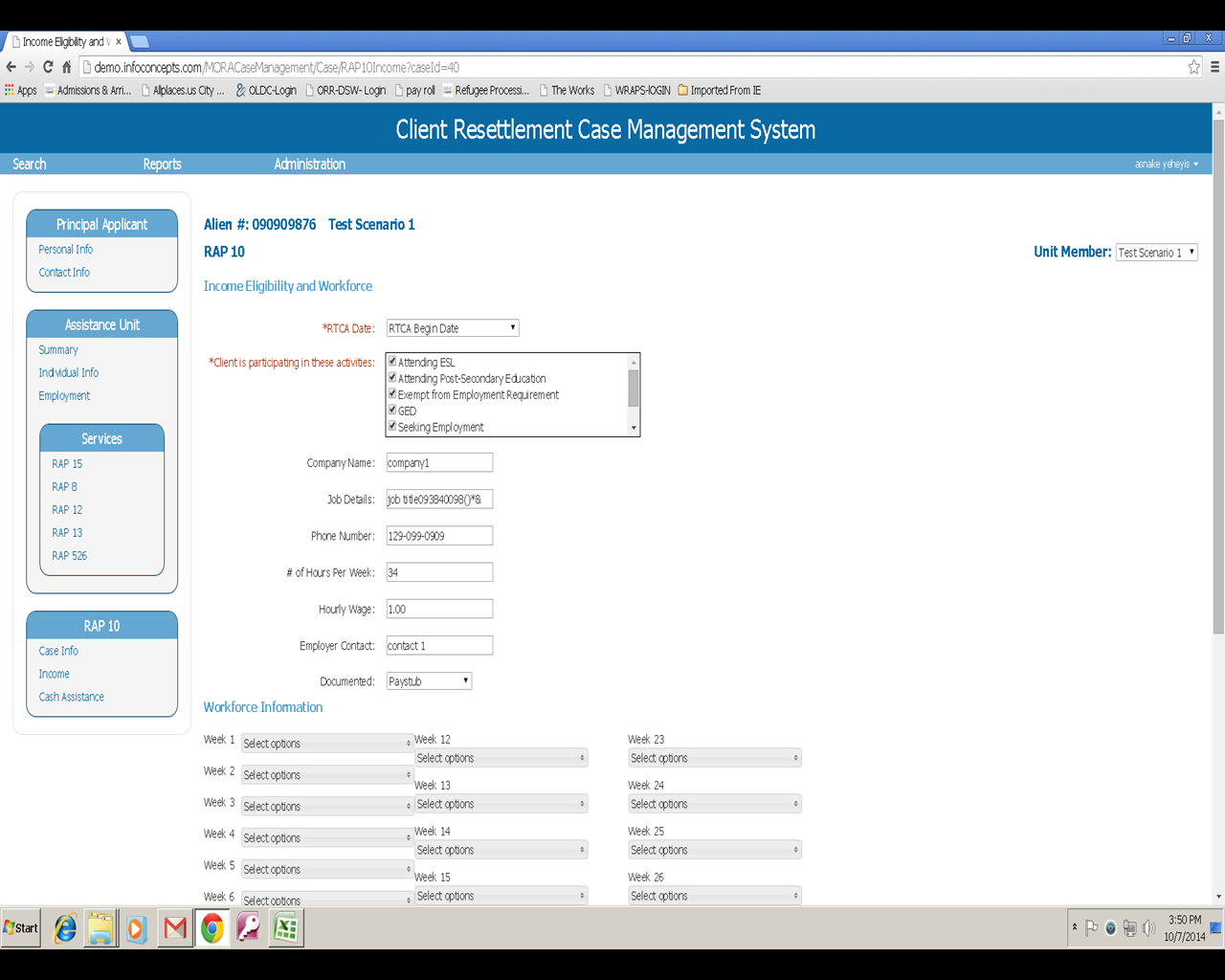
Attachment O is included as a separate Excel file.

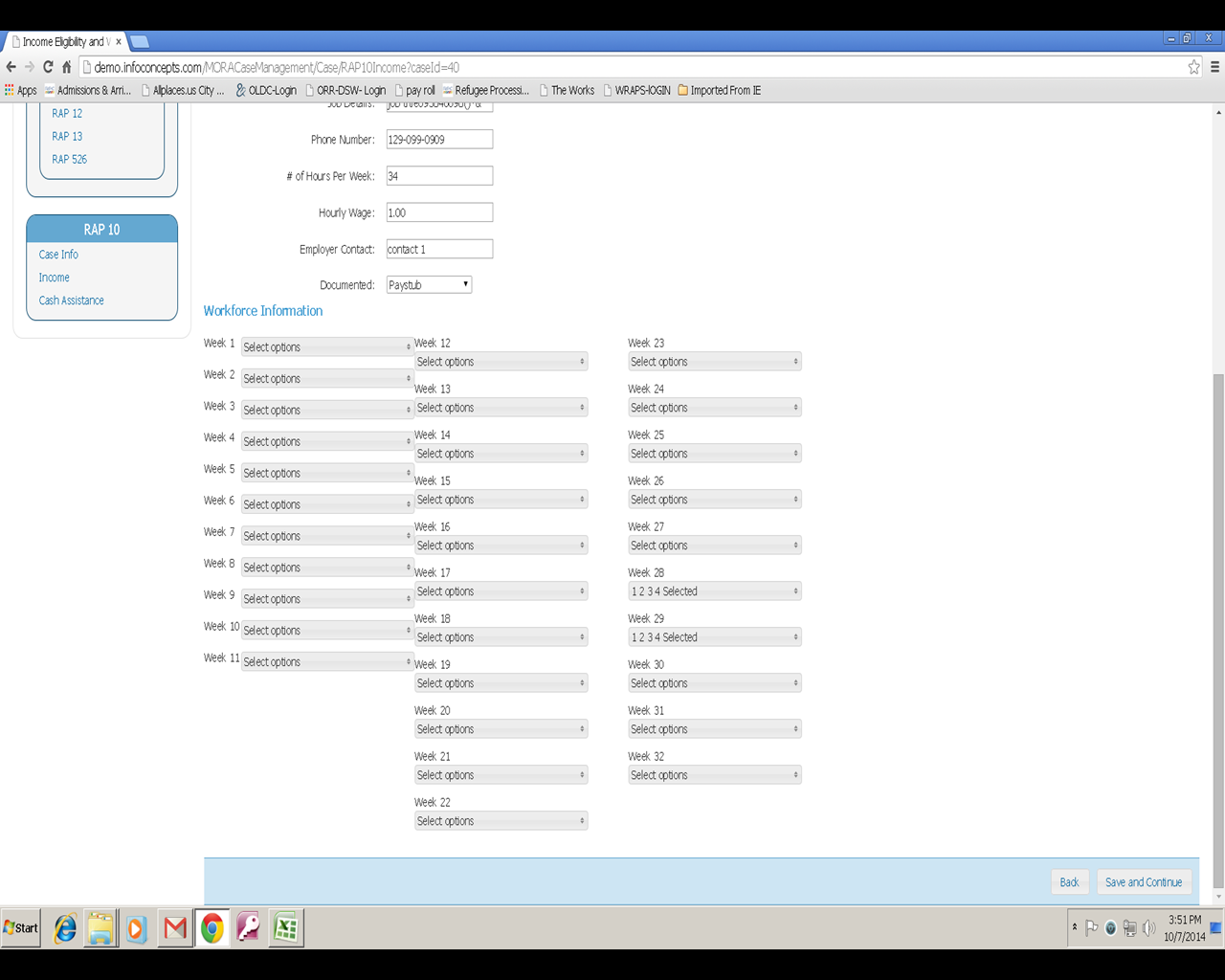
## ATTACHMENT P – CMS SCREENSHOTS

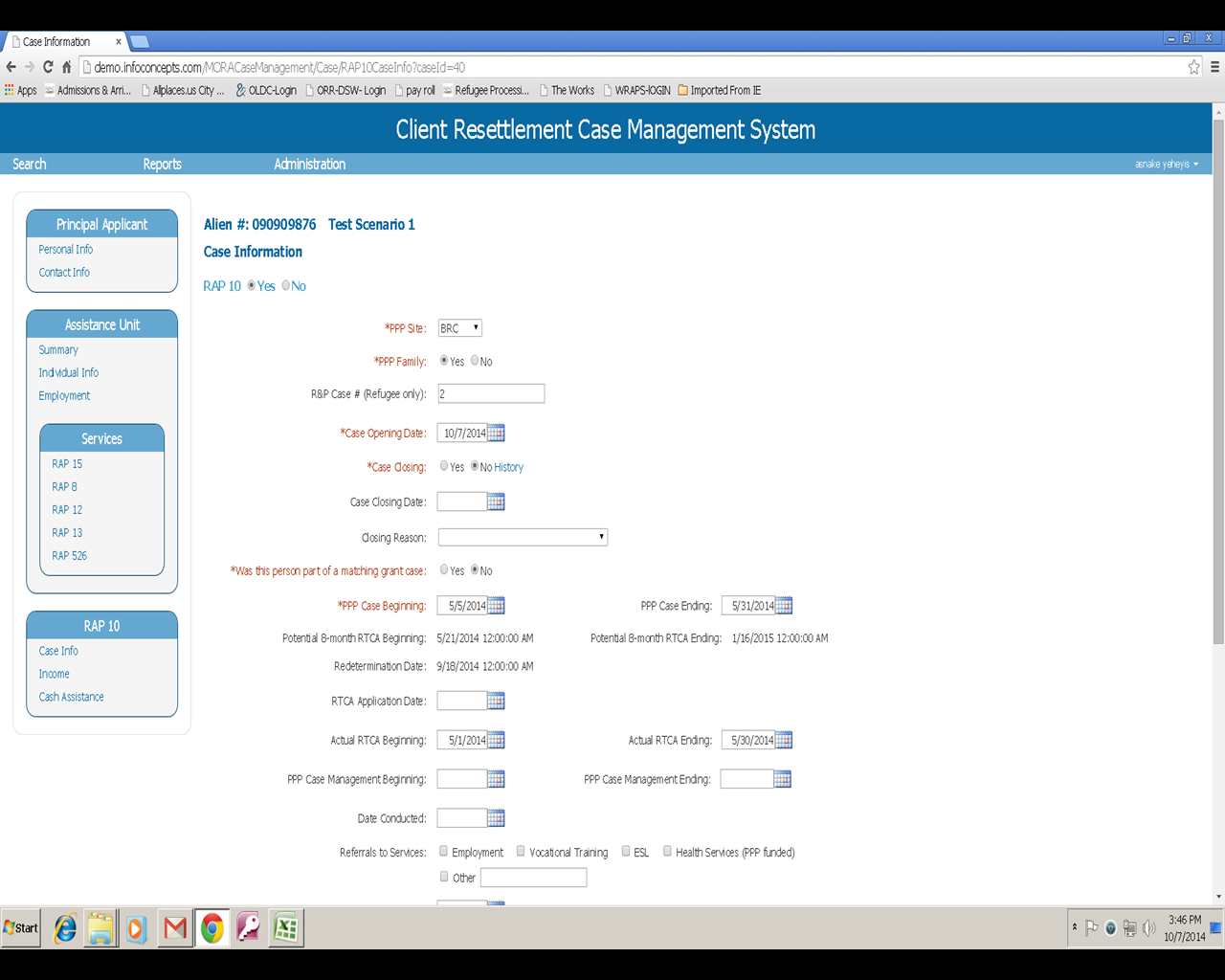












## ATTACHMENT Q – CURRENT CENTER INFORMATION

Relevant information for each Center is listed below:

**SWRC:**

Landlord- c/o Douglas Development Corp.

702 H Street, NW, Suite 400

Washington, DC 20001

Attention: Norman Jemal

Phone: 202-638-6300

Square Feet: 12,183

**BRC:**

Landlord: Bank of America

P.O. Box 840790

Dallas, TX 75284

Attention: Thomas E. Crostic

Phone: 410-547-4024

Square Feet: 10,275