

DEPARTMENT OF HUMAN RESOURCES
REQUEST FOR PROPOSAL FOR
SUMMER YOUTH EMPLOYMENT PROGRAM
CARLN/IA/15-010-S

Pre-Proposal Conference Questions

1. Is transportation to jobs required?
 - a. It is not expected unless children are placed out of county
2. What kind of Orientation would be acceptable?
 - a. It would be an all day, all children at once orientation. The departments do not provide transportation, but you may include this transportation in your proposal. Orientation is 4 days.
3. Is the Independent Living Coordinator the case worker?
 - a. No, the vendor would manage the children, the independent living coordinator is the primary contact for any problems you may incur with the youth.
4. What is the typical age group?
 - a. Typically, we have children from age 14-18, there are not many that are over the age of 18. Those youth typically go to college or find their own jobs.
5. Who is responsible for the work permits?
 - a. The vendor.
6. Can the program be extended?
 - a. This would depend on the number of youth participating and the available funding. Typically the program is run only through the dates listed in the RFP.
7. Will this program be offered every year?
 - a. We hope to keep it going for the youth, we have run it for the last five years.
8. How does reporting work?
 - a. The evaluation from the youth, employers, and your staff would be at the end of the program. Billing may be reported upfront.
9. Will there be site visits?
 - a. Your staff will be responsible for completing site visits for the youth, the departments can arrange site visits if vendor asks.
10. Do you require resumes from the vendors staff?

- a. Yes, we will need a resume from the staff that will be working with the children.

Other Questions Asked:

Question 1: Provide the List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

Response: This information is available on eMaryland Marketplace at <https://emaryland.buyspeed.com/bsol/> and the DHR web site at www.dhr.maryland.gov.

Question 2: Provide a Soft Copy of the Tender Document through email.

Response: See response to Question 1.

Question 3: Provide the names of countries that will be eligible to participate in this tender.

Response: All countries are eligible to participate in this procurement process. However, Offerors should note that some work requirements in RFP Section 3.2 call for Offerors to perform work in the State of Maryland.

Question 4: Provide information about the Tendering procedure and Guidelines.

Response: See Section 4 of the RFP for Proposal Preparation.

Question 5: Provide the Estimated Budget for this Purchase.

Response: The Department does not divulge this information to Offerors.

Question 6: Any Extension of Bidding Deadline?

Response: As stated in Section 1.11, requests for extension of the Proposal due date or time will not be granted.

Question 7: Any Addendum or Pre Bid meeting Minutes?

Response: All Amendments and information from the Pre-Proposal Conference will be posted on eMaryland Marketplace and the DHR Web Site.