

STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
PRE-PROPOSAL CONFERENCE
SOLICITATION NUMBER CSEA/SDNH/14-001-S

MARYLAND STATE DIRECTORY OF NEW HIRES

TUESDAY, JUNE 4, 2013 1:08 P.M.

Department of Human Resources
311 West Saratoga Street, Room 952
Baltimore, Maryland 21201

PRESENT FROM THE DEPARTMENT OF HUMAN RESOURCES:

KATHARINE KAMIENIECKI, Procurement Specialist

JOSEPH DIPRIMIO, Executive Director, CSEA

VASHTI GREEN, State Contract Manager

TANYA WILLIAMS, Deputy CIO

DONNA FOSTER, Project Administrator

LEYLA LAYMAN, Deputy Director, OCR

RODNEY SPENCE, Procurement Officer

NNEKA WILLIS GRAY, Procurement Officer

RAYMOND STEWART, Director of Systems Development,
CSEA

DEBORAH AUSTIN, Procurement Officer

ARETHA ECTOR, Attorney General's Office

SCOTT MOORE, Attorney General's Office

MS. DRUMMOND, Project Manager, CSEA

JACKIE JORDAN, Procurement Division

KEN HOLIDAY, FIA

ALSO PRESENT:

SCOTT PHILLIPS, MBE, Precision Task Group

ERIN PHILLIPS, Precision Task Group

KARAN CHARLES-BARKLAY, RCI, MBE

MIKE HENRY, Maximus

GARY JOHNSON, Maximus

KYRA THOMPSON, Thompson Financial Services, MBE

GLORIA THOMWELL, Blueprint, LLC, MBE

MARC DREILINGER, Angarai International, MBE

CLARENCE TUNSTALL, Tunstall Software, MBE

REPORTED BY: CHRIS HOFER, Notary Public

P R O C E E D I N G S

MS. KAMIENIECKI: So I wanted to welcome you all to the pre-proposal conference for the Maryland State Directory of New Hires. My name is Katharine Kamieniecki, and I'm going to be the procurement officer for this solicitation. And, once again, I want to welcome you all to the Department of Human Resources today. We're going to be going through the Request for Proposals, entitled CSEASDNH 14-001-S. That's the agency control number. There have been some questions about what number goes on the proposal that you submit. And that's the solicitation number we'll be looking for.

If you haven't done so, before you leave today, just be sure to either staple your business card or sign-in on our sign-in sheet outside. And

please identify on that sign-in sheet if you're a Minority Business Enterprise. If you need a copy of the conference agenda or the RFP, that's outside. We also have additional copies of the pricing proposal, because I just wanted to go through the format very quickly on that, because it is a spreadsheet with multiple tabs.

To date, we've received 32 questions regarding the solicitation. And DHR is in the process of furnishing our responses to those 32 questions. When they're complete, we will be posting them on DHR's website and on eMarylandMarketplace. And any other questions resulting from today's pre-proposal conference, today's transcript and any addenda will also be posted on DHR's website and eMarylandMarketplace.

If you're on our list of prospective offers,

and you've notified me of your receipt of this solicitation, you'll also be notified via email of these changes. Just as a note, Hunt Reporting Company is recording today's conference. A copy of this transcript from the conference will be posted on eMarylandMarketplace and DHR's website. I guess I want to turn it over quickly to Joseph DiPrimio, who's the director of the Child Support Enforcement Agency.

MR. DIPRIMIO: Good afternoon, everyone. My name is Joe DiPrimio. I'm the Executive Director for the State of Maryland's Child Support Enforcement Program. I want to welcome you here today, and I thank you so many folks for expressing an interest in our solicitation. New hire reporting is a critical function to the services that Child Support Enforcement provides, not only in the State, but also, as many of you know, throughout the country, because

it allows us to coordinate those individuals who have been recently hired with those individuals who are in our database as obligors, parents who are obligated to provide support. And by having accurate and timely information, it improves our efficiency. And by improving our efficiency, we improve the ability to provide the dollars and the funds that it takes to raise a child in this State. And it not only applies to the State, but also in those instances where Maryland is a respondent in a diversity case, and mom and the child may live in another jurisdiction and we've got dad, so to speak, and we're able to provide those coordinated services around where the individual is employed.

So I want to welcome you today, and thank you. I am looking forward to having the opportunity to see your creativity and the type of proposals that

you submit. And I will not be entertaining questions; however, I'll turn the rest of the program over to Katharine. Thank you very much.

MS. KAMIENIECKI: Thank you very much. I guess that we could now proceed with introductions. I'll ask that all representatives of the state introduce yourselves first, and then we'll go through each of the other representatives from the perspective offers. Please state your name and the organization you represent. And if you are an MBE company, please identify yourself. And just a quick note, if I could hold all questions that you have regarding each section until the presenter requests the questions. I guess I could start in the front here.

MS. GREEN: Hello, everyone. Vashti Green. I'll be the State contract manager for this contract. Thank you.

MS. WILLIAMS: Hello. I'm Tanya Williams,
Deputy CIO.

MS. FOSTER: Donna Foster, Minority Business
Enterprise Administrator for the Department of Human
Resources.

MS. LAYMAN: Leyla Layman, Deputy Director
of Operations for Child Support.

MR. SPENCE: I'm Rodney Spence. I'm the
Procurement Officer from DHR.

MS. WILLIS-GRAY: Nneka Willis Gray,
Department of Human Resources, Procurement Officer.
We will proceed -- Oh, oh. Sorry.

MR. STEWART: Raymond Stewart. I'm with the
Child Support Enforcement Administration and I'm
Director of Systems Development.

MS. AUSTIN: Deborah Austin, DHR,
Procurement Officer.

MS. ECTOR: Aretha Ector, Attorney General's
Office.

MR. MOORE: Scott Moore, Attorney General's
Office.

MS. DRUMMOND: Liz Drummond (phonetic). I'm
a Project Manager with Child Support.

MS. JORDAN: Jackie Jordan, Procurement
Division.

MR. HOLIDAY: Ken Holiday, FI, standing in
for Mr. Adu. Hiring Agreements.

MS. KAMIENIECKI: Thank you very much. And
then if I could start with the non-State
representatives.

MR. PHILLIPS: Scott Phillips, MBE,
Precision Task Group.

MS. PHILLIPS: Erin Phillips. I'm also with
Precision Task Group.

MS. CHARLES-BARCLAY: Karan Charles-Barklay,
with RCI, MBE, from the Office of Networking.

MR. HENRY: Mike Henry, Maximus.

MR. JOHNSON: Gary Johnson, Maximus.

MR. THOMPSON: Brian Thompson, Thompson
Financial Services, MBE.

MS. THOMWELL: Gloria Thomwell, Blueprint,
LLC, Human Capital Consultants, MBE.

MR. DREILINGER: Marc Dreilinger, Angarai
International, MBE.

MR. TUNSTALL: Clarence Tunstall, Tunstall
Software. I'm also non-MBE.

MS. KAMIENIECKI: Is that any other
individuals? Okay. Thank you very much. And, once
again, thank you for coming, and I know we're in
cramped headquarters, but conference rooms were a hot
commodity today. Sorry.

We're going to proceed with Sections 1 and 2, Items of Note. I just want to quick highlight Section 1.1, which is the Summary Statement. And that just summarizes the main objective of this request for proposals, which is that the, you know, the Department of Human Resources Child Support Enforcement Administration intends to acquire a single contractor to operate the Maryland State Directory of New Hires, which is a centralized database of newly hired or re-hired employees in Maryland.

All employers conducting business in the State are required to report any newly hired, rehired recalled, or temporary employee within 20 days after employment or re-employment to the Maryland State Directory of New Hires.

This data is used -- I'm sorry. The employers have the ability to transmit new hire data

electronically at the website, www.mdnewhire.com, or non-electronically or via payroll service. This information, as Mr. DiPrimio said, is used by Child Support Enforcement Administration. It's also used by the Department of Labor, Licensing and Regulations, and the Federal Office of Child Support Enforcement.

This contract will be for a three year period, and it includes an additional 30 calendar day transitioning period. In addition to the transitioning period, the State also has the option to exercise two one year renewable options exercised at the State's full discretion.

As I mentioned earlier, Section 1.2 highlights the fact that I am the procurement officer. Any communications regarding the solicitation or the preparation of your proposals must go through me. No other representative of the State should really be

speaking to you. Any questions about extending the proposal, who to submit it to, I am your primary point of contact, and all my information is listed in Section 1.2.

Section 1.4 discusses Electronic Procurement Authorization. And this just talks about which types of electronic communications are authorized or are not authorized in relation to this procurement and the contract that will result from this procurement. I just want to highlight one item in Section 1.4(b)(1), which states that among those transactions not authorized to be conducted by electronic means is the submission of initial proposals. The RFP references this in other locations, but I just want to highlight the fact that we do not accept electronic proposals on the initial submission.

Section 1.5 discusses Questions and

Inquiries. As I mentioned earlier, we have received 32 questions to date in response to the solicitation. The State is working on furnishing the responses. These responses and all other questions and inquiries will be posted on DHR's website and the eMaryland Marketplace site. If you have any additional questions after today's pre-proposal conference, we just ask that you submit them in a timely manner, preferably by email, and we will furnish our responses in a timely manner. And, as I said, in addition to our responses to the questions, we'll also be posting any amendments that result from this proposal conference or any questions on the website.

Section 1.5 references the Closing Date.

The closing date and time for receipt of all proposals is June 12th by 4 p.m. I must receive an original and three copies of the technical proposal and financial

proposal by this time and date in order for your proposal to be considered. If it arrives after this date and time, it will not be accepted. I can't stress enough that the State does not accept late proposals.

Section 2 has, we're going to have some other presenters, but really quickly, Section 2.15 references Corporate Registration. This states that all corporations doing business in Maryland are required to be registered with the State Department of Assessments and Taxation, the Comptroller's office, as well as the Department of Labor, Licensing and Regulation. And you must have a resident agent. It is strongly recommended that you are registered by the due date for receipt of proposals. Failure to do so may result in an otherwise successful proposal being deemed unacceptable. Offerers should also make

certain that all tax and any other State obligations have been met.

Section 2.28 references eMaryland Marketplace Registration. You must be registered on eMaryland Marketplace in order to receive a contract award. eMaryland Marketplace registration is active for one year and must be active at the time of contract award. It's just the best way for us to get information to you. All amendments and other documentation can be downloaded from eMaryland.

As stated in the RFP, there is a MBE subcontracting goal for this contract. So I'm going to welcome up Ms. Donna Foster, our MBE administrator, and she's going to be discussing Sections 2.27 through 2.31, which is our MBE Requirements.

MS. FOSTER: All right. Good afternoon once again. My name is Donna Foster, MBE

Administrator for the Department of Human Resources.

I will cover Sections 2.30 --

MS. KAMIENIECKI: Sorry.

MS. FOSTER: That's okay -- to 2.34, and to start off, all minority businesses are encouraged to respond to this solicitation. It was wonderful to hear the number of MBEs that are here today, and I want you to take advantage of this opportunity after the pre-proposal conference to use this room as long as it's available for networking.

Okay. Once again, all minority business are encouraged to respond to the solicitation. At 2.31, it talks about MBE, Minority Business Enterprise participation. And in this section, it notes that an offeror shall structure its procedures for the performance of the work required in this contract, to attempt to achieve the MBE goal.

The contractor agrees to exercise all good faith effort to carry out the MBE requirement set forth in this RFP. Again, there is an overall goal for this procurement MBE-wise, 30 percent. There are subgoals, of two percent African American, two percent Hispanic, and eight percent women-owned business. Okay. In Section 2.33(b) it discusses the Contractor's Responsibility. And the Offeror agrees again to exercise all good faith effort to carry out the requirements set forth. One is to identify specific work categories within the scope of the procurement appropriate for subcontracting, and to solicit minority business participation in writing, to also attempt to make personal contact with MBEs solicited, and to assist MBEs to fulfill or seek waiver of any bonding requirements.

In Section 2.33(c), it talks about the

Solicitation and Contract Information. These are documents that must be submitted with your proposal. Again, I emphasize must be submitted with your proposal. The first is the MDOT Certified MBE Utilization and Fair Solicitation Affidavit. This is a two part document. On the first section of this document, you will identify if you will meet the MBE goal, that is the overall goal in the supplements attached in whole with no exceptions.

On the second part, you will state your intent to request a waiver of the MBE goal in whole or in part. Please be clear that you must make a decision one or the other. You cannot check both. Okay. Once again, you must make a decision to meet the MBE goal, the overall goal and all of its subgoals, in whole, or you intend to request a waiver in whole or in part. Okay. Also in this document,

the second part, you will list the State certified MBEs which you intend to use to meet the MBE goal for this solicitation.

You will list their names, their MBE certification number, the federal ID numbers, the category of work they are certified to work in that you plan to use for this contract, and the percentage of the goal they represent. Do not put dollar amounts on this section, just the percentage. Okay.

Please make sure that you read this document carefully and it's filled out completely and accurately. Also pay attention to the information that's in bold. If you fail to submit what's indicated as Attachment F, the Utilization and Fair Solicitation document with the offer, which is your proposal, as required, the procurement officer shall determine that the offer is not reasonably susceptible

of being selected for award. Again, please pay attention to the completeness and accuracy of this document and the information that's in bold.

In addition, once you are notified that you are an apparent awardee, there is subsequent documents that must be submitted -- an Outreach Ethics Compliance Statement, the Subcontractor Project Participation Certificate, and your waiver documentation if you have indicated on the Utilization and Fair Solicitation document that you intended to submit a waiver.

Again, pay attention to the information that's in bold. If the apparent awardee fails to return Attachment D -- G, sorry, and Attachment H, as identified, within the requirement time, the procurement officer may determine that the apparent awardee is not responsible and, therefore, not

eligible for contract award. If the contract has already been awarded, it can be voided. Okay.

In Section 2.33(d), there's a discussion of the waiver. If, for any reason, you determine that you are not able to meet the MBE goal, that's the overall goal and the subgoals, in whole or in part, you must submit documentation of your good faith effort to attempt to meet the goal and have determined that you're not able to do so.

Okay. In this section 2.33(d), it lists the documentation that's required to support your request for a waiver. Please note that if you submit a waiver, and it is denied, your proposal is rejected. Okay.

Now, in addition, I'll now discuss Section 2.33(d). And this is for an amendment due to unforeseen circumstances. If at some time after you

submit your proposal, but before the contract is executed, it is determined that the MBE that you have chosen is not available or is ineligible to participate, you have 72 hours within the time you become aware of this to notify the procurement officer. In this case, it would be Ms. Kamieniecki. Did I say it right?

MS. KAMIENIECKI: Ms. Kamieniecki.

MS. FOSTER: Kamieniecki. Okay. And then you would have five business days to request in writing to submit a new participation schedule. Okay.

Now, to Section 2.34, that deals with Late Payment of Subcontractors. This section, in summary, simply states that if you have a subcontractor that performs satisfactorily on the job with what parameters you have established for them, then they are to be paid promptly. If they are not paid

promptly, this section delineates sanctions that can be taken for failure to pay a subcontractor promptly for any work or amount of money that's not disputed. Okay.

Now to go to Section 2.34, which deals with Compliance. And in terms of compliance, it simply means that the Department of Human Resources will be monitoring your contract for MBE compliance. And we will verify that the Certified MBEs that you have selected are, in fact, State certified MBEs. We will be requesting to see documents or make visits to ensure your compliance. And if you are out of compliance with any of these procedures in terms of MBE requirements for this procurement, we can request a corrective action plan, and you will be notified in writing of the findings in which you are out of compliance and the corrective action plan. And if we

determine that there's a material non-compliance, then there are other sanctions that can be taken in lieu of -- in addition to the corrective action plan. Okay. Any questions? Yes, ma'am?

MS. KAMIENIECKI: Really quickly. When you ask a question, can you please announce your name again?

MS. CHARLES: Karen Charles with ICI.

MS. FOSTER: Uh-huh.

MS. CHARLES: Can one MBE fulfill more than one requirements? For example, we are women owned and we're also African American. So do we fulfill both?

MS. MOORE: You have -- no. You'd have to determine which certification you're going to be counted for.

MS. CHARLES: Thank you.

MS. KAMIENIECKI: Any other questions related to the MBE goal?

MS. FOSTER: Okay.

MR. PHILLIPS: Scott Phillips with Precision Task Group. As you look at the sub-goals, the sub-goals aren't necessarily equal, but they're the same overall goal.

MS. FOSTER: Right.

MR. PHILLIPS: And -- and from that perspective, there's no reason why the prime would not -- couldn't exceed the sub-goals for (indiscernible).

MS. FOSTER: Right. You can exceed the subgoals that are stated in the procurement. Okay. But to meet the 30 percent goal, once you do those subgoals, then the remainder can be filled by anyone that's State certified.

MS. THOMWELL: Gloria Thomwell with

Blueprint, LLC.

MS. FOSTER: Sure.

MS. THOMWELL: So if the prime is MBE, the
(indiscernible) prime still has to make this 30
percent goal?

MS. FOSTER: Yes. Yes.

MS. KAMIENIECKI: If there are no more
questions, I just want to thank you again.

MS. FOSTER: All right. Thank you.

MS. KAMIENIECKI: And I'm next going to
introduce Rodney Spence, Procurement Officer, who will
be discussing the living wage requirements.

MR. SPENCE: Good afternoon everyone.

ALL: Good afternoon.

MR. SPENCE: All right. I'm going to talk
about a couple of things to give you a couple of
points about Living Wage Law. I'm standing in for

John Hayes today. If you guys have any questions in the future, you can forward them to Ms. Kamieniecki.

MS. KAMIENIECKI: Uh-huh.

MR. SPENCE: All right. Living Wage Law requires certain contractors and subcontractors to pay minimum wage rates to employees working under certain State services contracts. Solicitation for services under a State contract valued at \$100,000 or more may be subject to Title 18, State Finance and Procurement Article, Annotated Code of Maryland.

Effective September 29th, 2012, contractors and subcontractors subject to the Living Wage Law shall pay each covered employee at least \$12.91 per hour. If State contract services are valued at 50 percent or more of the total value of the contract and performed the Tier I area. If State contract services are valued at 50 percent or more of the total contract

value are performed in a Tier II area, an Offerer shall pay each covered employee at least \$9.70 per hour. The Living Wage rates are subject to annual adjustment by DLLR; however, the contractor's prices under the contractor may not change because of any living wage adjustments. Offerers must factor this into the pricing proposal submissions.

The specific Living Wage rate is determined by a whether majority of services take place in a Tier I area or Tier II area of the State. The Tier I area includes Montgomery, Prince George's, Howard, Anne Arundel and Baltimore County and Baltimore City. The Tier II area includes any county in the State not included in the Tier I area.

If a business has in operations in areas with two different wage tiers, the rate you pay is determined by the area where 50 percent or more of the

total contract value is performed. If the employees who perform the services are not located in either Tier I or Tier II, the living wage rate will be based upon where the majority of the recipients of the services are located. This is a Tier I contract.

Additional information regarding the State's Living Wage requirement is contained in Attachment M, entitled Living Wage Requirements for Service Contracts and Affidavit of Agreement. The Affidavit of Agreement must be completed and submitted within the original copy of the technical proposal. Failure to complete and submit the Living Wage Affidavit of Agreement will result in a determination that the offeror is not responsible.

The Maryland Living Wage Law is administered by the Department of Labor, Licensing and Regulation. Additional living wage information pertaining to

reporting obligations may be found by going to the Maryland State Department of Labor Licensing and Regulations, DLLR website at <http://www.dllr.md.gov> and clicking on Labor and Industry and then clicking Living Wage.

When you signed in, you should have received an information handout taken from DLLR's website, entitled Maryland Living Wage Frequently Asked Questions. That handout contains additional information about Maryland's Living Wage Laws as well. Thanks.

MS. KAMIENIECKI: And if anyone didn't get a copy of that, if you just want to hang around after the proposal concludes for a couple minutes, we'll run off additional copies. Thank you very much, Rodney.

MR. SPENCE: You're welcome.

MS. KAMIENIECKI: Next, if I could have

Jacqueline Jordan, the representative from Family Investment Administration is going to come and discuss the Hiring Agreement portion of the Request for Proposals.

MALE SPEAKER: Yes. I'm standing in for Mr. Adu (phonetic), the Program Administrator for Hiring Agreements, and I have handouts for anybody who needs the information. So, basically, I just want to give you a little background on what hiring agreements is. And if you have any more questions that you need to contact Ms. --

MS. KAMIENIECKI; Kamieniecki.

MALE SPEAKER: Kamieniecki, and you'll get the information (indiscernible). Basically, what it is is that Maryland State Law requires that a hiring agreement of is entered into by the Department of -- of -- DHR or local Department of Social Services and a

contractor doing business with the State under which DHR or local Department of Social Services and the contractor agreed to work cooperatively in an effort to identify and hire current and former Family Investment Program Recipients, children of foster youth and obligors to fill job openings of a contractor, as a result of the procurement contract.

The Contractor would be expected to notify DHR of all job openings that exist as a result of the procurement contract, declare DHR the first source for job openings, give first preference to DHR or local Department of Social Services candidates, allow DHR three working days to refer candidates for the positions, provide DHR and/or local departments with feedback on hiring decisions of the candidates, and comply with the hiring agreement throughout the life of the contract. So, basically, that's it in a

nutshell. There any -- no questions?

MS. KAMIENIECKI: Thank you for coming in.
Okay.

MALE SPEAKER: Thank you.

MS. KAMIENIECKI: I mean, once again, if --
if anybody needs a copy of the documents and didn't
receive it, I will have some additional available
later on. At this point, I'm going to turn the
presentation over to Ms. Vashti Green, the Director
for Finance and Contract Services Division for Child
Support Enforcement Administration. And she's also
going to be the State Project Manager for the
contract resulting from this solicitation. So,
Vashti, if you would like to give a brief overview of
what the (indiscernible) the RFP specifications?

MS. GREEN: Great. Yes, I will. Again, I
want to take this time to thank everyone for coming

for the presentation today, and I just hope that with the review here that you are able to walk away with your questions answered without actually having to ask questions. Okay. I'm going to begin -- I have Section 3, the Specifications, with a little bit of a background. Would -- would you like to state something?

MALE SPEAKER: No.

MS. GREEN: Okay. Okay. Child support was developed out of a Title 4(d) of the Social Security Act, 42 U.S.C., Section 701 of the Act, which requires each state to establish a local directory of new hires as resource to enhance child support collections. Okay. There are several entities that use the data that is collected from -- from new hires. And the State uses this information to identify newly hired employees, who have a child support obligation, and to

initiate wage -- earnings withholdings where appropriate. The Child Support Enforcement Administration uses this new hire information to identify employers of non-custodial parents owing a -- owing a child support obligation.

Employers failing to report new hires timely will receive a one time warning notice. CSEA will assess a \$20 file against those employers with continuing instances of non-compliance. The DLLR, the Department of Labor, Licensing, and Regulation, uses the new hire's information to detect fraudulent insurance, UI claims and to predict UI overpayments. The data exchange with DLLR, the contractor and CSEA enables DLLRs to reduce the number of UI claimants receiving benefits, while the individual is employed.

The federal OCSE, which is the Federal Officer of Child Support Enforcement, uses the new

hire information to update the National Directory of New Hires to transmit employment information nationwide for the collection of child support obligations. We provided a chart in the RFP that provided activity over the previous six years of new hire reported, both electronic and non-electronic. I have to add that the median percentage of new hires reporting for the past two years was approximately 86.5 percent.

The objectives of this contract is to increase child support collections at the State and federal levels. The contractor will provide new hire data enabling DLLR to identify again and reduce fraudulent UI activity. As well, the contract seeks to increase the percentage of Maryland new hires being reported electronically, and this aids in improving the accuracy of the new hire's data.

Okay. For the scope of the project, any employer conducting business must -- in the State of Maryland, must report newly hired or rehired employees to -- within 20 days of the employment/reemployment to the Maryland State Directory of New Hires. The contractor shall maintain an automated Maryland State Directory of New Hires for collecting, storing, transmitting and extracting this information being recorded by the employers.

The -- some of the service delivery areas include outreach to employers by providing information regarding the directory, as well as the customer service component for the employers, as well as daily electronic transfer of data files for the child support and the Federal Office of Child Support, weekly transferred -- excuse me, weekly electronic transfer of data files from the contractor to the

office -- our internal Office of Technology for transfer to DLLR, which is the Department of Labor, Licensing and Regulation, the monthly receipt of electronic files and the receipt four times daily, excuse me, four times per year of the entire employer account file from DLLR.

Okay. Some -- the State supplied services that will be provided to the contractor on day one of the contract, which is the transitioning period, Child Support will provide an electronic version, as well as a three month supply of New Hire Employer Information Package, which we call NHDIP. And that will include the notification letter, the fact sheet, the Maryland Fact Sheet of the State Directory of New Hires, the Maryland Annotated Code, which is the Labor and Employment Article, the State Directory New Hire Brochure, as well as the Maryland New Hire Reporting

Form.

There will be three local and national toll free telephone numbers and fax numbers transferred over to the contractor. As well, the post office that is maintained by the current contractor will be both the incoming contractor and the incumbent will have access to this P.O. Box through the period of the transitioning period.

Within five business days after the contract begins, the incumbent will transfer the directory or the data files to the successor contractor. As well, on a quarterly basis, the Department will transfer or provide the quarterly federal Employer Participation Project, better known as the EPP Report. OTHS will notify myself when this is available for transmission onto the contractor. I, as well as the Child Support Enforcement Administration, will provide the incoming

contractor with any changes as regards to federal new hires reporting requirements or policies enacted during the transition end period as well as throughout the life of the contract.

The contractor's minimum requirements. The contractor must possess a minimum of three years previous experience with knowledge of databases, SQL, Oracle and Unix operating commands. The preference at minimum is the Dbase 4 database tables, as well as the contractor must possess the knowledge of local, State and federal child support regulations.

The contractor personal minimum requirements. The contractor's project manager will be directly responsible for managing all aspects of the Maryland State Directory of New Hire data process and operations, and will serve as the point of contact for the contractor.

This person for the -- the project manager for the contractor shall possess a Bachelor's degree from an accredited college or university, with a minimum of five years experience in general project management. We would prefer that at least three years of this experience will be in the management of a minimum of five to ten employees. There's a note, and this note is in the RFP, that education can be substituted. Please take note of that note.

For the contractor requirements, the new hire program operations require that the Maryland State Directory of New Hire services are available Monday through Friday between the hours of 8:00 a.m. and 5:00 p.m. The contractor will maintain the new hire's database after the transfer. The contractor must display the DHR logo on all documentation and correspondence relating to the services performed on

this contract.

The contractor will receive new hire records from employers electronically, non-electronically and via payroll services, to include -- and the types of media that will be accepted is listed within the RFP. Okay. The contractor will be responsible for contacting employers when the new hire records are incorrect, incomplete, as well as rejected by the Federal Office of Child Support Enforcement. The requirements for the time frame is listed. The contractor will be responsible for input of new hire employee records into the database. The time frame requirement is listed.

The contractor will also be responsible for submitting a Corrective Action Plan upon the third occurrence of a backlog, and in that CAP request, we'll detail the method of preventing and eliminating

future backlogs of the work. The contractor will be responsible for adjusting staffing to accommodate seasonal increases and employers reported.

The contractor will also be responsible for input of misdirected records, in the event that employee records and employment forms are forwarded to CSEA directly or DLLR. The time frame is there stating when this has to be rectified.

The contractor will also be responsible for receipt of the monthly file of new employers. This will be received from DLLR.

The contractor will be -- also be responsible for mailing to teach new employer an NEI - - excuse me, NHEIP packet. All of the attachments are listed and spelled out there with the time frame.

The contractor will also be responsible for making adjustments to the database as requested by

myself or a CSEA representative. The contractor will also be responsible for updating the packet in the event of new or revised Legislative requirements as enacted -- as enacted by State or federal statute.

Okay. There are additional requirements. They're all listed out. I was doing an overview. For non-compliant employers, the EPP Report is provided to the State on a quarterly basis, and the contractor's required to submit the following non-compliant reports. There are three that I'm concentrated on. The Noncompliant Employer's Report, the Employees not Reported by Employer Report, as well as the Warning Notice of Noncompliant Employers. And the contractor will also forward or identify employers who have a consistent incidence of noncompliance after having received the warning notice.

The Enforcement Penalty Assessment

Procedures are listed there. The contractor will identify the employers after the three requirements are met. The contractor will also provide a Noncompliant Employer Report as a result of the first bullet and mail Penalty Assessment Notices to noncompliant employers.

As for electronic data file transfer, the contractor, very briefly, shall create a file every business day in the format provided, send to OTH on a twice weekly basis for forwarding to DLLR an electronic copy of the Report of New Hires, as well as send to OTHS every business day an electronic copy of the Report of New Hires for forwarding to the Federal Office of Child Support Enforcement.

The Help Desk Hotline allows employers to obtain technical assistance from the contractor and the contractor must assure that this is operational

between the hours of 8 and 5, Monday through Friday daily.

There will be a report -- a Hotline Activity Report that is due at the end of the month. For employer inquiries, the contractor will be required to date stamp, review and respond all inquiries and other correspondence. For Request of Disclosure of Information, that is to be forwarded to the State project manager. For the Employer Outreach, the contractor is responsible for all of the State Directory New Hire outreach activities, and you are to provide an Annual Outreach Plan as well.

For Data Storage and Retention, the contractor will be responsible for input of the non-electronic records received and the contractor shall scan all the original source documents and save electronically. And this information is to be

maintained from a minimum of 180 days, as well as maintain a backup copy of the database.

The contractor shall provide a written cap when requested by the state project manager in the time frame that's provided.

Monitoring Audits. The Contract Compliance Checklist and time frame will be updated and must be reviewed by the contractor. The checklist will be updated by the procurement officer, as well as, the State project manager. If there are any significant modifications to, I mean, excuse me, if there are any significant changes to the contract, the contractor shall fully -- cooperate fully with the state project manager in monitoring the contractor's performance.

The escalation procedures, they're detailed and I'm just going to state that we need for the contractor to maintain a problem escalation procedures

for both routine and emergency situations and provide, with the proposal, the procedures that details how problems with work under the contract will be escalated in instances where situations has to be resolved and the time frame in which -- and then there's a checklist there that you can review.

Moving on. We will now be provided with the technical requirements by Tanya Williams, and I will come back and finish up in a second.

MS. WILLIAMS: Good afternoon. I'm going to be going over Section 3.43. I'm just going to give an overview of the sections and what we're looking for in terms of the security around the technical aspects of this RFP.

DHR is required to follow DUIT and IRS regulations in terms of security. So you need to make special note to check DOIT's website. They have their

IT security requirements there. We also are required to follow IRS Special Publication 1075. Section B of 3.43 pretty much you guys have to have adequate security around the system. You need to have firewalls in place to prevent unauthorized access. You need to log of all sessions, all access to the system. Those logs need to be maintained for 45 days, and it actually gives you examples of the types of data that have to be logged. We need to be able to go back and pull your logs to see what's going on to make sure who has access to our information.

Any incidents you're required to report them within 24 hours and the specifications by which you have to report them are here as well us-cert.gov is what you need to follow for that.

One thing I left out was the encryption. All the transmission of data between the systems needs

to be in compliance with FIPS 140-2. So everything needs to be encrypted. Nobody should be sending anything in plain text.

The security of the site follow the State policy that I believe posted on DBM's website. You also -- and when you work from a DHR location, you agree not to attach anything to our network. If you're bringing your own computer in, it must have the proper security antivirus in place. We do not permit dial-up. So no dial-up into our systems.

Password is another thing. Passwords must be changed every 45 days, minimum of eight characters, must include a capital letter and numbers. No special characters. This is also defined in the IRS Special Pub 1075. All systems require authorization processor user name and password. Passwords must change. There shouldn't be any generic accounts out there. And the

state needs to know who has access to the system as well.

The last section of 3.45, Section 12, is the Disaster Recovery. So we want our systems to be recovered within 24 hours of a disaster. Question?

MS. KAMIENIECKI: We'll take questions at the -- the -- at the end of the (indiscernible) the document. Thank you very much, Tanya. I'm going to bring Vashti up for a quick overview. The State is really working hard to increase its contract monitoring. So this last Section is going to deal a lot with the -- the measure by which we'll use to see how the contractor is performing. So Vashti, you want kind of go through that section at this time?

MS. GREEN: Okay. There are 11 service level metrics, and the contractor shall provide for or perform the services or -- at or above the defined

service level metrics as met or the chart in the next proceeding pages. Excuse me. There is one service level metric. There are 11 service level agreements that are required. As well, DHR encourages recommendations of additional standards and corresponding means of measurement and reporting of the -- the measures.

Again, for the TPs, the contractor shall provide for and perform the services at or above the define levels. So the next couple of papers there provides the agreement, as well as the levels. If the contractor does not meet the deficiencies as outlines above, the payments can be reduced per Section 2.24. There are four performance -- there are four measures and goals that I just want to emphasize, with one being ensuring electronic and non-electronic records that arise to the database are processed upon

submission, as well as increased electronic new hire submission volumes over non-electronic submissions, increase new hire compliance awareness for those employers who fail to report, and take the actions to correct deficiencies identified by audits and monitoring performance.

For the project management piece, there's a project schedule. The details are provided there for the schedule. The Project Management Plan shall define how the contractor will apply his project management methodology. The Communications Plan will serve as the guideline to manage communications. You are required to -- to develop a Cost Management Plan as well as a Quality Management Plan and brief reports are listed there.

Finally, the Human Resource Management Plan, the contractor must list or notate the key contractor

personnel and local requirements are listed. As well, through the course of the project implementation, there is to be a Weekly Status Report that would be submitted on the Monday of each week. There's a transition end period, which consists of the first 30 days. We're trying to make this process as smooth of a transition as possible, and we just want to stress that the contractor has clear approaches to transitioning activities and describe the contractor's strategy to successfully accomplish the smooth transition between the incumbent contractor's team and his team and include a clear breakdown of task and responsibilities during this transition period. The highlights are notated there.

As for the New Hire Employer Information Package, this will be updated during the transition period as well, and I will notify the contractor when

it is approved for publication.

The Help Desk Hotline and all of the pieces involved shall be available and operational on day one of the contract. The administrators and operational procedures manager, the first draft is due within 15 calendar days of the contract's start date, and the additional requirements are listed.

For the transition out piece, the -- within six months before the contract's base period, the contract will -- the contractor will submit to myself the transition out plan and the -- the requirements of that plan are listed out there. The contractor must describe the strategy to successfully accomplish the - - the seamless transition between the contractor's team and the new contractor's team.

The deliverables of the transition out period are listed here, as well, and the acceptance

criteria, all of the dates and the time frames are listed out specific in the chart, following -- proceeding this section. It has the due dates, the frequencies, the acceptance criteria, as well as, the deliverable description and the ID of number launches it up to the -- the section in which it is referenced.

There's quite a few pages of deliverables. Okay. We require that the contractor designate a single individual to serve as the contractor's project manager on a full time basis. The section is referenced there, and the contractor's project manager will be responsible for managing the day to day operations of the project.

After five or within five business days after the approval by the Board of Public Works, there will be a post-award orientation conference. The purpose of the post-award orientation conference will

be to discuss the service delivery invoice processing monitoring and all other contract terms and conditions, as well as the expectations. And I have completed the overall specification review.

MS. KAMIENIECKI: Thank you very much, Ms. Green. Does anyone have any questions relating to Section 3? And just a reminder, please state your name and your business.

MR. DREILINGER: Okay. Marc Dreilinger, Angarai. I -- I have a couple of questions related to the current situation as it transitions that (indiscernible) referred to.

MS. KAMIENIECKI: Uh-huh.

MR. DREILINGER: The first one is whether or not the State or the contractor is under any federal corrective action requirement from OCC or from the Office of Social Security related to new hires?

MS. GREEN: If they're currently under corrective action?

MR. DREILINGER: Under it. Yes. Is there a corrective action plan that (indiscernible) basis contractor?

MS. GREEN: No. (Indiscernible) We don't have any corrective actions going on.

MR. DREILINGER: No.

MS. GREEN: No. I'm sorry. Right at the moment we -- we're going to -- we're going to take -- can you can you repeat your question in full? And we're going to respond to everyone, but the full --

MR. DREILINGER: My -- my question was is there currently any federally mandating corrective action plan from any of the three cognizant federal agencies related to the new hires process as it's implemented today that would be assumed by then new

vender when they come in?

MS. GREEN: Okay.

MS. KAMIENIECKI: Are you saying have there been any changes to date that would be affecting the specs?

MR. DREILINGER: No. If you -- say you're a (indiscernible) -- you're under an IRS corrective action plan, the new vendor would have to pick up and assume the corrective of the prior vendor. That is the question.

MS. KAMIENIECKI: Okay. Any -- any other questions we may just have to get back to you.

MR. DREILINGER: Okay.

MS. KAMIENIECKI: We're going to get back with you. We're going to provide you a full written response to your question.

MR. DREILINGER: Okay. And I have a second

question.

MS. KAMIENIECKI: Uh-huh.

MR. DREILINGER: If you want me to take, you know, (indiscernible) I will.

MS. KAMIENIECKI: Uh-huh.

MR. DREILINGER: On -- on page -- on 29, I was kind of looking at the numbers, and I kind of noticed that the numbers seem to -- the numbers seem to move in (indiscernible). You know, they -- they don't change very much from year to year. And I know -- my -- my question was what is the dynamic that -- that seems to be capping out of the ability to transfer to the -- the electronic system and about with roughly 90 percent of total -- total new hires and this states about ten percent non-electronic growth for the entire period that you have here. What -- what dynamic is causing that not to go down?

MS. KAMIENIECKI: At some point -- as I said, I mean at some point you are going to reach a point where not all employers are using the same technology that others are. There's still some employers that don't have access to the same technology, so there is going to be a point where there are still non-electronic submissions.

MS. GREEN: Yes. Because we -- the contract states that we have the ability to accept, I guess, that number would probably change as we -- the requirement was we would only accept electronic. But we have the -- the target is all of the businesses within the State of Maryland, and I'm sure there are a lot of small mom and pop businesses that have not fully acclimated over to modern technology. A lot of it could be hand, you know, still doing handwritten. Okay. So we've not -- our goal is to try to increase

each year the number of electronic reportings, but we don't put a mandate on the employer itself as to what their method has to be. We provide the opportunity to provide submissions under both electronic and manual.

MR. DREILINGER: Do you think that (indiscernible). I'll was going back to this --

MS. GREEN: Uh-huh.

MR. DREILINGER: Do you think that that means -- and what I'm hearing you say kind of is if -- if I'm interested that this -- will the vendor become more interested in submitting electronic processing -- data processing, but we've been stated installment around ten percent that's non-electronic, is that a baseline that's relatively constant over that period of time is what you're saying? That there's -- there's just a group of people out there that aren't going to do it unless somebody goes out and gets them,

or is that next changing work?

MS. GREEN: I don't want to tie myself into a specific response to that. I don't know why that remaining ten percent will not. My first -- my first sense would be like I said, you know, we have a large percentage in the State of Maryland of the smaller companies that just haven't migrated over to any type of electronic form of record keeping. But for the contract itself, electronic reportings has increased steadily. If you view the report, the amount each year may be small, but it is relevant and moving toward that goal under (indiscernible).

MR. DREILINGER: Oh, I agree. I'm not trying -- I'm not trying to be negative.

MS. GREEN: Uh-huh.

MR. BROWN: I'm thinking why we don't have EBT for records that there if is always a group of EBT

providers that haven't brought on the EBT group, at least from (indiscernible), you know, giving them the (indiscernible) do that. So I'm just wondering if they're part of the contract to encourage people to do the electronically make -- to actually turn out to be something like -- like that (indiscernible) giving them the electronics to do that. So (indiscernible) try to move it along and to process.

MS. KAMIENIECKI: And so we are not -- the goal of this contract is not to go out to all of these companies that are not reporting electronically and providing the tools to report a technology. There's an outreach component --

MR. DREILINGER: Right.

MS. KAMIENIECKI: -- so the goal would, you know, whatever way your company or the offeror, you know, would propose to increase the information that

you can report electronically, that's something, but we're not here to provide the tools for them to do it. I think that's correct.

MR. DREILINGER: So that would be taken -- not -- not -- that would not be a part of the proposal then or it couldn't be a part of the proposal?

MS. GREEN: Any suggestions that you have toward increasing electronic reporting, of course, it's welcomed. We've provided instances that we've just not had made it mandated. We offer many offerings for them to submit. We haven't just said we are only accepting electronic transmissions. We haven't gotten to that point yet.

MR. DREILINGER: Okay. So I believe my question is what source of percentage are there right now so we can think more about what we can do to help in terms of putting together a (indiscernible).

MS. KAMIENIECKI: Yes.

MR. DREILINGER: Could -- could -- my question then be what -- what incentives are there and we can think more about that?

MS. GREEN: What incentives are -- is the state going to provided to the contractor?

MR. DREILINGER: No. I'm -- I'm thinking the contractor is going to provide to the people who aren't doing it. What percentage you -- what are being provided now and (indiscernible) ideas to mainly increase the way numbers on electronic (indiscernible).

MS. KAMIENIECKI: We -- so how you -- right.

MS. GREEN: Can't just speak to how you're going to prepare your -- your (indiscernible).

MR. DREILINGER: I'm talking about how you do it. I'm talking about the State's efforts. That's

all.

MS. GREEN: Well, I mean, we've had the (indiscernible) time frame. I think we have to keep in mind as well that the reporting is a federal requirement.

MR. DREILINGER: Right. I understand that.

MS. GREEN: So contractors are required to report. And the federal government does not require electronic reporting. So the State does not require it. So there is no other incentive. There is a penalty for not reporting.

MR. DREILINGER: Right.

MS. GREEN: But there is no incentive for not reporting (indiscernible).

MR. DREILINGER: Okay. I'm on the system.

MR. GREEN: So then this --

MR. DREILINGER: I'm familiar with a lot of

(indiscernible).

MR. GREEN: Yeah.

MS. KAMIENIECKI: Thank you.

MS. GREEN: Okay. I guess that's --

MS. THORNWELL: Gloria Thornwell with
Blueprint. Could you tell us how many staff the
incumbent has under the contracts currently? For
(indiscernible) currently?

MS. KAMIENIECKI: Is that a question we can
answer? You want to --

MS. GREEN: There are approximately four to
five staff currently.

MS. THORNWELL: Okay. On the technical side
as well as the day to day?

MS. GREEN: Now, I can't respond to the
technical side. I just know for the data input --
yes. That definitely. Yes?

MR. PHILLIPS: Scott Phillips, Precision Task Group. Does that also include their help -- help point staff?

MS. GREEN: Yes. That does include them.

MS. THORNWELL: What about including the help desk?

MS. GREEN: They -- they -- they -- that staff, the numbers are provided, does all of the operation of the -- except for the technical side. We -- we don't --

MS. THORNWELL: All right.

MS. GREEN: -- have that.

MR. PHILLIPS: And are any of those -- are any of those -- are -- are any of the staff located here at DHR? Or are they all remote?

MS. GREEN: No. They have a location here within the Baltimore Metropolitan area. They're not

located here at DHR.

MS. KAMIENIECKI: We -- I can take, I guess, two more questions. Oh, this -- this'll be the last question.

MALE SPEAKER: All right. I just -- does -- does DHR have a -- an independent payment vendor that -- that transfers funds to the -- from the -- from the person who owes to the person (indiscernible)?

MS. GREEN: Can you repeat that again? I --

MALE: Does the State have an independent financial payment vendor that does the financial payments to the (indiscernible)? The child support recipient?

MS. KAMIENIECKI: That's not really to this solicitation.

MALE SPEAKER: Well, my question is do you know there are enough new hires responsible come back

for DHR and goes off to the payment vendor or the payment vendor gets filed directly from the vendor (indiscernible)?

MS. GREEN: If you don't mind sending that question in electronically so we can respond. Right off the top of my head I can't -- we -- I can't respond to that question. I'm not sure. And I don't think it's -- can you just put that in writing and forward that to us?

FEMALE SPEAKER: Could I just ask what you're talking about, because is no payment component to this particular solicitation. There's no involvement of paying or transferring any funds to the custodial parent or the obligor, and so if you can just, you know, get a little bit more context to your question.

MR. DREILINGER: Okay. I'm going to fall

back on my background from New York state, but basically the new hire is identified and then the way -- and your State has independent payment and the initial vendor that transfers payments from the people who owe them to the people who get them. So when the new hires are identified, the file is transferred to the payment vendor who then goes out and establishes whatever they need to establish to get the money from the person whether it's automatic or by paper or whatever. And they begin the process of transferring the funds. And this is understood from the system if a new hire is filed those go into the state system. So the state system recognizes it and it's entered into the vendor's payment system so that the vendor can go ahead and begin taking the money from the person in whatever way that they (indiscernible).

MS. GREEN: I -- I believe the processes are

completely separate.

MS. KAMIENIECKI: All right. Thank you, Vashti. And any -- oh, any last questions?

MALE SPEAKER: Excuse me. Scott
(Indiscernible) -- any prohibition of the current vendor responding to this RFP?

MS. GREEN: No.

MALE SPEAKER: Okay.

MS. GREEN: Did everyone hear that?

FEMALE SPEAKER: No.

MS. GREEN: His question was there any inhibition to the current vendor submitting a proposal. The response is no.

MS. KAMIENIECKI: Any additional question you can just email to. Okay. Thank you very much, Vashti. The -- the last few sections of the RPF just cover the proposal preparation and the evaluation

process. Your proposal, as I said before, is due to me the procurement officer, by June 12th at 4 p.m. If it is not received to me by that date, it will not be considered. Your proposal shall be submitted in two volumes within one envelope. Each volume shall be sealed. The first volume is going to be the technical offer and the second is your financial offer. Your technical offer can contain no information on your pricing.

Please be sure that you see Section 4.1 on the -- on the information that you should include on your label for your envelope. Within your technical volume, you need to include a transmittal letter which will be on your company's letterhead. And the information that we require you to include in the transmittal letter is there in Sections 4.2(a). Your technical volume should respond to and address all the

appropriate points listed as RFP as I said, except for the price information. Section 4.2 gives you an overview of all that information that we will be looking for.

Forms that you can submit with your proposal are listed in Section 4.2(1). As I said, you know, you need to include one original to these so identified and three copies of your technical offer. And within your technical offer, you need to include the (indiscernible) Proposal Affidavit, the Certified MBE Form, which is Attachment F, the Certification Regarding Lobbying, the Living Wage Affidavit, which is Attached M, and the Certification Regarding Investments in Iran, Attachment AA, and all of these must be an original signature by someone in your organization who's authorized to bind your company to business (indiscernible) related to this solicitation.

On a special note on Attachment F, the MDOT certified MBE Utilization and Fair Solicitation Affidavit, make sure that you only use percentages when you submit this form, as no financial information should be presented in any form in your technical proposal. The -- I'm sorry, the financial offer is going to be Attachment A, which is the Maryland State Directory of New Hires (Indiscernible) Proposal.

I just want to highlight really quickly that this is a spreadsheet and it has three separate tabs. So as you're preparing this, please before that you check off each one of the tabs. The third tab, auto fills the information from the first two tabs, and the information in figure H2 on the third tab is what we're going to be using as the basis to rank the financial proposals.

As you're going through, you'll be using

your fully loaded fixed unit price for the required services and you'll just simply hit tab and fill in your -- your information and the rest will be auto calculated. If you have any problems, please don't hesitate to contact me in forms of the format and the actual use of the pricing proposal. As I said, I cannot get any -- receive any information from you regarding your price, but I just want to highlight that there are three separate tabs and that you need to be sure that you have completed each of the tabs when you are preparing your financial proposal.

And as I said again the financial proposal needs to be in a separately sealed envelope and cannot be a part of your technical offer. Okay. The final section is the Evaluation Procedures. An evaluation committee will be established by DHR to evaluate all responsive and responsible proposal that have been

received by the closing deadline. Technical proposals will be ranked according to the major criteria, according to Section 5.5, which are the proposed services, qualifications, understanding the problem, references and other State of Maryland contacts, financial responsibility and stability and the economic benefit to the State.

Any your proposal found to be not reasonably susceptible for award will be dropped from further consideration and the financial volume will be returned to you unopened. During the evaluation process, if necessary, the committee may request clarifications for any information in your proposals. In addition, Offerers who submit a proposal in response to this RFP may be required to make an oral presentation of the proposal to the evaluation committee, possibly on short notice.

Section 5.6 discusses the financial evaluation. The financial proposal should contain all cost information for the services proposed. For those technical proposals found to be reasonably susceptible for award, the financial proposal would be distributed to the Evaluation Committee to determine total fully voted fixed year price and then ranked financial from lowest to highest from the voted fixed unit price.

Section 5.9 discusses Final Evaluation and Recommendation for Award. After the entire evaluation process has been completed, a recommendation for award will be made based upon which proposals represent the best value to the state, considering both technical factors and price factors. And the Financial Proposal will carry more weight than the technical proposal. I will now open the floor to any questions relating to Section 4 and 5. Any questions? Okay. Closing

comments. As I mentioned before, a copy of the transcript of this conference, a list of attendees, any questions or responses and any amendments to the RFP will be posted both on email and marketplace and the DHR website as soon as they're available.

The closing date and time of receipt for proposals is June 12th by 4 p.m. And if you haven't signed in already, please be sure to sign in outside. And if there are any forms that you needed that you didn't receive please stay around and I will get them to you.

Thank you all for attending and your interest in doing business with the State of Maryland. And this will conclude the pre-proposal conference. Enjoy the rest of your day.

(Whereupon, at 2:27 p.m., the hearing was adjourned.)

CERTIFICATE OF NOTARY

I, CHRIS HOFER, the officer before whom the foregoing testimony was taken, do hereby certify that the witness whose testimony appears in the foregoing transcript was duly sworn by me; that the testimony of said witness was taken by me by stenomask means and thereafter reduced to typewriting by me or under my direction; that said testimony is a true record of the testimony given by said witness; that I am neither counsel for, related to, nor employed by any of the parties to the action in which this testimony is taken; and, further, that I am not a relative or employee of any attorney or counsel employed by the parties hereto, nor financially or otherwise interested in the outcome of the action.

This certification is expressly withdrawn and denied upon the disassembly or photocopying of the foregoing transcript of the proceedings or any part thereof, including exhibits, unless said disassembly or photocopying is done by the undersigned court reporter and/or under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.

CHRIS HOFER
Notary Public in and for
the State of Maryland

My Commission Expires:

April 30, 2014