

FREDERICK COUNTY DEPARTMENT OF SOCIAL SERVICES
PRE-PROPOSAL CONFERENCE

REQUEST FOR GRANT PROPOSALS
FCDSS/CW-22-001-S

INTERAGENCY FAMILY PRESERVATION SERVICES

THURSDAY, OCTOBER 14, 2021
10:00 A.M.

(VIA TELECONFERENCE)

PRESENT FROM FCDSS:

DEBBIE MARINI, Director
KIM SMITH, Assistant Director
DAVID DREES, Assistant Director
MELISSA CURTIS-CHERRY, Program Manager
BARBARA TOLLEY, Procurement Officer
RAY BROWN, Administrator

PRESENT FROM DHS:

RICK GLASSBAND, Assistant Attorney General
NNEKA WILLIS-GRAY, Deputy Director
CORA TRAYNHAM, Procurement Lead

PRESENT FROM WAY STATION, INC.:

JENIFER WINKLER, Family Preservation Manager
CAROL REED, Grants & Accounting Manager
CLAUDIA WEAKLAND, Division Director

REPORTED BY: GEOFFREY HUNT, Notary Public

I N D E X

<u>Items:</u>	<u>Page</u>
Agenda	
Item 1: Opening of meeting and introductions	3
Agenda	
Item 2: Review of Request for Grant Proposal Sections	10
Agenda	
Item 3: Opportunity for Questions	35

1 that being said, I'm also going to tell you that this
2 conference is being recorded. So, now that I'm telling
3 you that, I'm going to press the record button.

4 MR. GLASSBAND: Barbara --

5 MS. TOLLEY: Yes?

6 MR. GLASSBAND: -- why are you recording?

7 We have a court reporter, right?

8 MS. TOLLEY: Yes.

9 MR. GLASSBAND: I'm not aware that we
10 typically record these like this.

11 MS. TOLLEY: The idea was that we would have
12 both, the recording and the court reporter would have
13 that recording, you know what I mean.

14 No?

15 MR. GLASSBAND: I don't think so.

16 MS. TOLLEY: All right. I'm going to press
17 the "stop recording" button on advice of our counsel
18 here.

19 Thank you, Rick.

20 So, that being said, then, I'll say that Hunt
21 Reporting will be providing transcripts of this and the

1 court reporter is Geoffrey Hunt, who we'll introduce
2 momentarily.

3 Today, we're going to -- sorry -- highlight
4 some of the areas of the RGP and once complete, there
5 will be a "question and response" period. So, we ask
6 that any questions be held until that period at the
7 end.

8 So, I'm going go through a roll call and just
9 ask everyone as I call you to introduce yourself and
10 just spell your name for the court reporting record.

11 So, I'll start with Geoffrey Hunt of Hunt
12 Reporting.

13 THE COURT REPORTER: Yes. Geoffrey Hunt,
14 G-e-o-f-f-r-e-y H-u-n-t.

15 MS. TOLLEY: Okay. Next is Debbie.

16 MS. MARINI: Hi, I'm Debbie Marini,
17 D-e-b-b-i-e M-a-r-i-n-i.

18 I'm the Director, here, at Frederick County
19 Department of Social Services.

20 MS. TOLLEY: Thank you.

21 And Rick?

HUNT REPORTING COMPANY
Court Reporting and Litigation Support
Serving Maryland, Washington, and Virginia
410-766-HUNT (4868)
1-800-950-DEPO (3376)

1 MR. GLASSBAND: Rick Glassband, R-i-c-k;
2 second name, Glassband, G-l-a-s-s-b-a-n-d.

3 I'm an Assistant Attorney General.

4 MS. TOLLEY: Kim?

5 MS. SMITH: Good morning. Kim Smith, K-i-m
6 S-m-i-t-h.

7 I'm the Assistant Director, here at the
8 Department.

9 MS. TOLLEY: Nneka?

10 MS. WILLIS-GRAY: Nneka Willis-Gray. I'm
11 Deputy Director for Procurement.

12 My name is spelled, N, as in Nancy, N, as in
13 Nancy, e-k-a. Last name is Willis, W-i-l-l-i-s,
14 hyphen, Gray, G-r-a-y.

15 MS. TOLLEY: Thank you.

16 And Ray?

17 MR. BROWN: Ray Brown, Administrator,
18 Operations Division at Frederick County DSS.

19 That's R-a-y B-r-o-w-n.

20 MS. TOLLEY: Thank you, Ray.

21 Melissa?

1 MS. CURTIS-CHERRY: Good morning. My name is
2 Melissa Curtis-Cherry. That's M-e-l-i-s-s-a -- and
3 it's a double last name -- C-u-r-t-i-s, hyphen, Cherry,
4 C-h-e-r-r-y.

5 And I'm the Program Manager for In-home
6 Family Services in Frederick.

7 MS. TOLLEY: Cora?

8 MS. TRAYNHAM: Good morning, my name is Cora
9 Traynham, Procurement Officer at DHS in the Procurement
10 Unit.

11 My first name is spelled C-o-r-a; last name,
12 T, as in Timothy, r-a-y-n-h-a-m.

13 MS. TOLLEY: Thank you, Cora.

14 Jenifer?

15 (No verbal response)

16 MS. TOLLEY: Jenifer, we're not hearing you.

17 All right. I'm going to move to Carol and
18 we'll come back to Jenifer.

19 Carol?

20 MS. REED: Hi, my name is Carol Reed,

21 C-a-r-o-l R-e-e-d.

1 And I'm the Grants & Accounting Manager at
2 Way Station in Frederick.

3 MS. TOLLEY: Claudia?

4 MS. WEAKLAND: Hi, Claudia Weakland,
5 C-l-a-u-d-i-a W-e-a-k-l-a-n-d.

6 I'm the Division Director for Central and
7 Western Family and Youth Services for Way Station.

8 MS. TOLLEY: Okay. Do we have Jenifer?

9 (No verbal response)

10 MS. WEAKLAND: Let me check on her.

11 (Pause)

12 MS. TOLLEY: Well, while she's checking, I'm
13 going to introduce myself again.

14 It's Barbara Tolley, B-a-r-b-a-r-a Tolley,
15 it's spelled, T, like Tom, o-l-l-e-y.

16 And I'm the Administrative Officer, here, at
17 Frederick County Department of Social Services.

18 UNIDENTIFIED: Perhaps if she's having
19 trouble with her audio, she could just type it in the
20 chat.

21 MS. TOLLEY: (Inaudible.)

1 MR. DREES: Now, Barb, you forgot me.

2 MS. TOLLEY: Oh, David, I'm so sorry.

3 MR. DREES: That's okay.

4 David Drees, Assistant Director of
5 Administrative Operations at Frederick County.

6 My name is D-a-v-i-d. Last name, D-r-e-e-s,
7 as in Sam.

8 MS. TOLLEY: Thank you.

9 Can I get a minute to allow Claudia to get
10 back into her office and then we'll proceed.

11 (Pause)

12 MS. TOLLEY: Yeah, I can see you, Jenifer.
13 She's chatting with me. It's easy to chat.

14 My apologies. I've done a lot of -- but I
15 haven't been the host part.

16 MS. WEAKLAND: Sorry, guys. I'm back.

17 MS. TOLLEY: Okay. And I've got Jenifer by
18 way of chat, so I think she's with us. Here we go.
19 She's rejoining.

20 So, we'll give it one more shot. Jenifer,
21 can you hear us? Are you with us?

1 (No verbal response)

2 MS. TOLLEY: There may be a bit of a
3 technical difficulty.

4 MS. WINKLER: Can you hear me now?

5 MS. TOLLEY: I can hear you, but there's
6 quite an echo.

7 MS. WINKLER: Okay. Is it better now?

8 MS. TOLLEY: Yes.

9 MS. WINKLER: I'm not sure what happened.
10 For some reason, when I got on the meeting, I was able
11 to talk and then it -- I don't know what happened.

12 So, Jenifer Winkler, J-e-n-i-f-e-r. Last
13 name is W-i-n-k-l-e-r.

14 Program manager over at Way Station, Sheppard
15 Pratt, for Family Preservation Services.

16 MS. TOLLEY: Great. Thank you so much.

17 Thank you, everyone. So, that was Agenda
18 Item I; we've made our introductions.

19 And now I'm going to move to Agenda Item II:
20 Review of Request for Grant Proposals Sections.

21 So, Section 1 is "General Information."

1 1.1 - The Frederick County Department of
2 Social Services (FCDSS) intends to acquire a vendor to
3 provide Interagency Family Preservation Services (IFPS)
4 for the purpose of preventing the out-of-home placement
5 of children identified by a child-serving agency; to
6 promote safety and
7 stability of children and families, and to
8 assist families in utilizing community resources in
9 order to maintain self-sufficiency.

10 A single grant will be awarded for a five (5)
11 year period beginning on or about February 1, 2022 and
12 ending five years later. In that case, it would be
13 January 31, 2027. Only one award will be made as a
14 result of this solicitation.

15 Please note that if the term does not start
16 on February 1, 2022, the grant will last for five years
17 from date of commencement. (See Section 1.3 Grant
18 Duration).

19 A grantee, either directly or through its
20 subgrantee(s), must be able to provide all services and
21 meet all of the requirements requested in this

1 solicitation and the successful applicant (the grantee)
2 shall remain responsible for grant performance
3 regardless of subgrantee participation
4 in the work.

5 Section 1.4, "Procurement Officer."

6 The Procurement Officer is the sole point of
7 contact in the State for the purposes of this
8 solicitation prior to the award of any grant.

9 Section 1.7, "Questions."

10 All questions asked today will be recorded
11 and a written response will be posted on the DHS web
12 site.

13 Previous questions and responses are:

14 Question 1: Section 1.3 Grant Duration in
15 the RFGP does not specify when the 5-year contract will
16 begin. Can you give me a date?

17 And the Response No. 1 is: The anticipated
18 start date is on or about February 1, 2022.

19 That's the only question that we've had,
20 prior to this conference, so I'm going to move on.

21 Now, our Director, Debbie Marini, will

1 address Section 2, which covers "Minimum
2 Qualifications"; followed by an overview of the scope
3 of work, as defined, in the solicitation.

4 Debbie?

5 MS. MARINI: Good morning, everyone. Thanks
6 for being here.

7 Section 2, "Minimum Qualifications."

8 The applicant shall have a minimum of three
9 (3) consecutive years' experience providing home-based
10 services to children and youth who are at imminent risk
11 of out-of-home placement and/or at high risk of future
12 placement. As proof of meeting this requirement, the
13 applicant shall provide with its proposal three (3)
14 references able to attest to the applicant's
15 experience.

16 And the applicant shall employ social workers
17 with an MSW degree and LMSW and LCSW-C licenses. As
18 proof of meeting this requirement, the applicant shall
19 provide with its proposal, licenses from the State of
20 Maryland for the social workers that will be providing
21 services, as specified in the agreement, resulting from

1 this RFGP. One license must be LCSW-C for the
2 Interagency Family Preservation Services

3 Program Manager that will be working on the
4 grant resulting from this RFGP.

5 I'm going to provide a quick overview of the
6 scope of work and then turn it over to Kim, our
7 Assistant Director, for more details.

8 So, the Maryland Department of Human Services
9 and Frederick County Department of Social Services is
10 requesting a proposal and a budget submission for the
11 purpose of continuing grant-funded contracted services
12 for Interagency Family Preservation. The selected
13 recipient or the grantee, through the resulting grant
14 agreement for IFPS will facilitate and manage the daily
15 operations of the IFPS program in Frederick County,
16 Maryland.

17 The IFPS program is an intensive, in-home
18 family intervention service targeting families whose
19 children are at imminent risk of out-of-home placement
20 into foster care, juvenile commitment, education and/or
21 mental health facilities and/or at high risk for future

1 maltreatment. This risk is supported by documentation
2 provided by the referring source,

3 which may include a discharge plan from a
4 treatment facility, court order, safety assessment or a
5 Maryland Family Risk Assessment. IFPS involves
6 families as partners in all steps of the therapeutic
7 and intervention process. Services include but are not
8 limited to: Crisis intervention/prevention; family
9 counseling; and family education in the areas of child
10 development, parenting skills, communication
11 skills, and behavior management.

12 Since 2007, FCDSS has provided grants to
13 Frederick County agencies to run the IFPS Program.
14 During this time, the IFPS Program has served
15 approximately 80-90 families per

16 year. Please note that these past figures
17 are only estimates and not a guarantee of the number of
18 families the Grantee will serve during the Grant term.

19 The scope of work in 3.2 defines the
20 requirements, qualifications, performance standards,
21 delivery and reporting methods necessary to fulfill the

1 purpose of the Grant Agreement. But I would ask that
2 you be sure to read the entire scope of work carefully
3 when preparing your proposal.

4 The IFPS Program provides the following types
5 of services to Frederick County residents: Case
6 management; crisis intervention/prevention; family
7 counseling and family education, as discussed earlier.

8 The program is composed of two faces of
9 intensity. The first phase is the Intensive Services
10 Phase and the second is the Step-Down Phase. The first
11 phase, Intensive Services, utilizes a team approach
12 consisting of a lead social worker and a family support
13 worker. The team conducts a minimum of five (5) hours
14 of direct family contact each week.

15 Intensive IFPS will continue for a maximum of
16 42 calendar days at which time the case will be either
17 closed due to the successful completion of services or
18 the removal of risk that caused the referral or it will
19 be transitioned to the Step-Down Phase.

20 During the Step-Down Phase, services are
21 delivered through either the team approach or a single

1 case manager. The case manager will be either the lead
2 social worker or the family support worker who worked
3 with the family during the Intensive Services Phase.
4 The team or case manager will have a minimum of two (2)
5 hours of direct contact with the family each week, and
6 during this contact, the team or case manager will see
7 the identified child in order to assess the child's
8 safety.

9 The Step-Down Phase shall run for 120 days
10 unless a team or case manager determines there's a need
11 for additional

12 or continuing tasks or goals, at which time,
13 there could be a 90-day extension.

14 So, I'll turn it over to Kim for more
15 details.

16 MS. SMITH: Okay. Thank you.

17 All right. So, the grantee requirements
18 regarding referrals. The grantee shall accept
19 referrals from any of the partner agencies: Frederick
20 County Department of Social Services, Frederick County
21 Board of Education, the Public School System, Frederick

1 County Health Department, Frederick County Department
2 of Juvenile Services, and the Local Care Team.

3 Can also accept referrals from private
4 providers, and that would be at the discretion of the
5 program manager, based on the family need, the family's
6 history of utilizing other support intervention
7 programs, and the ability of the IFPS program to
8 provide timely services to the family.

9 Also make provisions for the families to
10 self-refer.

11 Ensure that all families sign the IFPS
12 Acknowledgment of Family Referral Form, which is
13 Attachment 1, to indicate that they are aware of, and
14 in agreement with referral to the program.

15 For eligibility, no later than one business
16 day after receiving a referral, the provider needs to
17 contact the family or the referral source to determine
18 whether they accept or deny a case.

19 If denied, they need to notify the referring
20 source on the same business day of the determination by
21 phone and follow-up with a written letter within five

1 business days, documenting the reasons for the denial.

2 If accepted, the lead social worker or the
3 family support worker needs to make initial telephone
4 contact with the family no later than one business day
5 after accepting the case; make in-person, face-to-face
6 contact with the family, including the identified
7 child, no later than two business days after accepting
8 the case; complete a SAFE-C, which is Attachment 2, for
9 the identified child; and complete and have the family
10 sign an In-Home Family Services Program Initial Service
11 Agreement, Attachment 3, which outlines the duties of
12 the family and the grantee, as well as indicates the
13 family is accepting of the services.

14 The next section, actually, Debbie kind of
15 already touched on. It is the Intensive Services Phase
16 and then the Step-Down Phase. So, we can move past
17 that; she covered that area.

18 All right. So, for the program monitoring
19 and performance standards, there are quarterly IFPS
20 program monitoring and those will occur in order to
21 assess the grantee's performance with the grant

1 compliance. The IFPS program manager will complete the
2 quarterly report, which is Attachment 9, and submit it
3 to the State Project Manager at the time of the site
4 visit. Monitoring, will include, at a minimum, review
5 of CJAMS for our copy of records, personnel, and fiscal
6 records. And, additionally, at the discretion of the
7 State Project Manager, client interviews and collateral
8 contacts may be conducted.

9 In addition to the requirements of this RFP
10 the program monitor will evaluate the grantee on the
11 following standards and outcomes. So, these are the
12 deliverables.

13 Ray, do you want to go to the next slide.

14 So, the percentage of referrals that are
15 accepted into IFPS: So the target is 98 percent of the
16 referrals will be accepted and that would be reported
17 on the quarterly report.

18 The numbers of families served: 85 were
19 served for grant year 2021. That was the target. As
20 Debbie said, that could be vary, but that, in the past,
21 has been our target. And that data is collected from

1 CJAMS and the quarterly report.

2 Percentage of out-of-home placements
3 prevented: While the case is open with IFPS, the
4 target is 90 percent of open cases will not have an
5 out-of-home placement while the case is opened and that
6 also will be found in CJAMS, as well as the quarterly
7 report.

8 Prejudice of families without an out-of-home
9 placement, six months following the closing of IFPS
10 services: The target is 90 percent of open cases will
11 not have an out-of-home placement, six months of
12 services. That will be reported on the quarterly
13 report and the family surveys.

14 Families will experience a reduction in
15 safety and risk concerns. Safety and risk assessments
16 will achieve a level of moderate or low; that is the
17 target when completing those assessments. And the
18 source will be the SAFE-Cs and the MFIRA, which is the
19 risk-assessment.

20 Families satisfaction: 85 percent of
21 families will report satisfaction with IFPS. The

1 source of that documentation would be the satisfaction
2 surveys.

3 And then timeliness and completeness of
4 reporting requirements: 100 percent of requirements
5 are achieved is the target, and that would be -- the
6 source would be the Project Manager, kind of from the
7 State Project Manager to make sure that is happening.

8 Okay. So, the grant reporting requirements:
9 All the grant reports should be submitted to the State
10 Project Manager. The IFPS monthly invoice,
11 Attachment 8, is due by the 15th of each month for the
12 service rendered the previous month.

13 The IFPS quarterly report, Attachment 9, is a
14 report that is completed by the IFPS Program Manager
15 and is submitted four times per the contract year.

16 So, the first period is July 1 through
17 September 30th, and the report would be due
18 October 15th.

19 The second quarter period would run
20 October 1st through December 31st. Reports would be
21 due January 15th.

1 And the third quarter period runs January 1st
2 through March 30th. Reports are due April 15th.

3 And the fourth quarter period is April 1st
4 through June 30th, and reports are due July 15th.

5 There is also an IFPS client survey,
6 Attachment 10, which is due upon closing an IFPS case
7 and the aftercare report, Attachment 7, that is due no
8 later than one business day, following its completion.

9 Okay. Just real quick, I think Debbie
10 mentioned this also, but just make sure to read the
11 entire scope just for all the details and specifics.

12 MS. TOLLEY: Thank you, Kim.

13 So, we're going to defer now to Ray Brown,
14 who's going to talk about the security section, 3.3
15 security requirements.

16 Ray?

17 MR. BROWN: Thank you, Barb.

18 Section 3.3, this section addresses both,
19 standard security and cybersecurity requirements. This
20 contract handles sensitive data related to clients and
21 State of Maryland programs and also access to State

1 data systems. So, again, as Kim said, please read the
2 entire scope of work carefully for specific security-
3 related requirements.

4 Section 3.3.1 is the employee identification.
5 Any personal working on this contract shall display a
6 company ID badge in a visible location at all times.
7 This is while they're at the worksite or if they're in
8 State offices.

9 Personnel shall cooperate with all State site
10 requirements regarding security measures, which may
11 include the request of additional information on
12 personnel to authorize entry into any State offices.

13 The grantee shall remove any personnel from
14 working on the contract, where the State determines
15 that the personnel have not adhered to the security
16 requirements of this contract.

17 Section 3.3.2 is the security
18 clearance/criminal background checks. A criminal
19 background check needs to be performed on each of the
20 personnel who's going to be attached to this contract.
21 The grantee shall obtain a Criminal Justice Information

1 Systems, State and Federal criminal background check,
2 which includes fingerprinting for all personnel. This
3 must be in compliance with the IRS Publication 1705
4 [sic], as shown on the screen.

5 MS. TOLLEY: 1075.

6 MR. BROWN: I'm sorry, 1075, on the screen.

7 This is because we use DHS data systems and
8 we need to have those compliances.

9 So, at minimum, we need to have an FBI
10 fingerprinting, which will review the FBI results
11 conducted to identify possible suitability issues.

12 We need to check with local law enforcement
13 agencies where the subject has lived, worked, and/or
14 attended school within the last five years, and if
15 applicable, proper agencies for any identified arrests.

16 And we also need to know the
17 citizenship/residency status to make sure that the
18 subject is able to work legally within the United
19 States.

20 A person with a criminal record may not
21 perform services under this contract, unless prior,

1 written approval is obtained from the State Project
2 Manager.

3 Section 3.3.4 is in regards to the
4 information technology. The grantee shall comply with
5 and adhere with all State IT Security Policy and
6 Standards. You can locate this at
7 WWW.DOIT.MARYLAND.GOV by using the keyword "security
8 policy."

9 Implement administrative, physical, and
10 technical safeguards protect State data that are no
11 less rigorous than accepted industry best practices for
12 information security and the grantee shall also ensure
13 that all such safeguards comply with all applicable
14 data protection and privacy laws, as well as the terms
15 and conditions of the contract.

16 A note, the grantee shall not connect any of
17 its own equipment to a State network without prior
18 written approval by the State.

19 And then lastly, the 3.3.5 is the data
20 protection controls. The grantee shall ensure a secure
21 environment for all State data and any hardware and

1 software provided or used in connection with the
2 performance of this contract. There are 18 data
3 protocols within this section; these review them
4 carefully.

5 MS. TOLLEY: Thank you, Ray.

6 Were we going to mention the Data Access
7 Agreement, Attachment H?

8 MR. BROWN: Yes, my apologies.

9 So, the Data Access Agreement is on -- it's
10 Attachment H. That must be completed and submitted
11 within five business days of receiving notification of
12 recommendation for this award. To expedite that
13 process, we are suggesting that the document be
14 completed and submit with the technical proposals.

15 MS. TOLLEY: Okay. Awesome.

16 Thanks, again, Ray. There's an awful lot of
17 security information in the RFGP, so I will just
18 reiterate one more time, please be sure to read the
19 entire scope carefully for all the details when you're
20 preparing your proposals.

21 Moving on to Section 4, the proposal format.

1 It will be a two-part submission. Section 4.1.:

2 The proposals shall be provided
3 simultaneously in two separately sealed volumes.
4 Volume I is a Technical Proposal. Volume II is the
5 financial proposal.

6 Section 4.2.1 says:

7 Volume I, Technical Proposal, and Volume II,
8 Financial Proposal, shall be submitted as separate
9 documents. It is preferred, but not required, that the
10 name, email address, and telephone number of the
11 Applicant be included on a cover page for each volume.

12 Applicants shall submit Proposals to the
13 Procurement Officer (see Section 1.4 "Procurement
14 Officer") prior to the date and time for receipt of
15 Proposals (see Section 1.8 "Proposals Due (Closing)
16 Date and Time").

17 Section 4.2.2:

18 A second electronic version of Volume I and
19 Volume II in searchable Adobe.pdf format shall be
20 submitted for Public Information Act (PIA) requests.

21 This copy shall be redacted so that confidential and/or

1 proprietary information has been removed (see
2 Section 1.11 "Public Information Act Notice").

3 4.2.3: All pages of both Proposal volumes
4 shall be consecutively numbered from beginning, you
5 know, (Page 1) to end (Page "x").

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

10 Delivery, Section 4.3:

11 The Applicants may submit Proposals by hand
12 or by mail as described below to the address provided
13 in the Key Information Summary Sheet. Proposals
14 delivered by facsimile and email shall not be
15 considered.

16 Provide no pricing information in the
17 Technical Proposal. Provide no pricing information on
18 the media submitted in the Technical Proposal.

19 Volume I - Technical Proposal:

20 Section 4.4 of the RFGP provided detailed
21 information on the submission and format of Volume I,

1 Technical Proposal. Please review this information in
2 detail.

3 No pricing information is to be included in
4 the Technical Proposal (Volume I). Inside a sealed
5 package should be one unbound original and three
6 copies, with an electronic version.

7 Each section of the Technical Proposal shall
8 be separated by the tab, as indicated in Section 4.4.2.
9 The Technical Proposal should also correspond with and
10 be referenced with the organization and numbering of
11 sections in the RFGP.

12 Volume II - Financial Proposals:

13 Section 4.5, the financial proposals should
14 be in a sealed, covered, separate from the Technical
15 Proposal, and clearly identified in the format
16 identified in Section 4.2.

17 For electronic submissions, the applicant
18 shall submit an electronic version in Microsoft Word or
19 Microsoft Excel of the financial proposal.

20 The financial proposal shall contain all
21 price information in the formats specified in

1 Attachment D.

2 The applicant shall complete the financial
3 proposal form, only as provided in the financial
4 proposal instructions and the financial proposal form
5 itself.

6 Section 5 - Evaluation Committee, Evaluation
7 Criteria, and Selection Procedure.

8 The Evaluation Committee, 5.1:

9 The evaluation of proposals will be performed
10 in accordance with COMAR 21.05.03 by a committee
11 established for that purpose and based on the
12 evaluation criteria set forth below.

13 The Evaluation Committee will review
14 proposals, participate in applicant oral presentations
15 and discussions, and provide input to the Procurement
16 Officer.

17 The Department reserves the right to utilize
18 the services of individuals outside of the established
19 Evaluation Committee for advice and assistance, as
20 deemed appropriate.

21 Technical Proposal evaluation criteria,

1 Section 5.2:

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

6 5.2.1.: Applicant's technical response to
7 the RFGP requirements and work plan (see RFGP
8 Section 4.4.2.6).

9 The State prefers an Applicant's response to
10 work requirements in the RFGP that illustrates a
11 comprehensive understanding of work requirements and
12 mastery of the subject matter, including an explanation
13 of how the work will be done.

14 Proposals which include limited responses to
15 work requirements such as "concur" or "will comply"
16 will receive a lower ranking than those Proposals that
17 demonstrate an

18 understanding of the work requirements and
19 include plans to meet or exceed them.

20 5.2.2.: Applicant qualifications and
21 capabilities (see RFGP Section 4.4.2.7 and 4.4.2.9

1 through 4.4.2.13).

2 Experience and qualifications of proposed
3 staff including proposed subcontractors (see RFGP
4 Section 4.4.2.8).

5 We're coming down the homestretch, folks.

6 5.3.: Financial proposal evaluation
7 criteria:

8 Applicants will be arranged from the lowest
9 (most advantageous) to the highest (least advantageous)
10 price, based on the total proposal price within the
11 stated guidelines set forth in this RFGP, and as
12 submitted on Attachment D1, the financial proposal
13 form.

14 The selection procedures, Section 5.4.1.:

15 Although COMAR, Title 21, State Procurement
16 Regulations, is not applicable to this RFGP, the
17 selection procedure for award of this Grant will
18 generally follow the evaluation and selection
19 procedures described at COMAR 21.05.03.03.

20 Specifically, the Procurement Officer may
21 conduct discussions and obtain clarifications of

1 Proposals that are determined to be reasonably
2 susceptible of being selected for grant award or
3 potentially so. The State reserves the right to make
4 an award without holding discussions.

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

17 Award determination, Section 5.4.3.:

18 Upon completion of the Technical Proposal and
19 Financial Proposal evaluations, each Applicant will
20 receive an overall ranking. The Procurement Officer
21 will recommend award of the Grant to the responsible

1 Applicant that submitted the Proposal determined to be
2 the most advantageous to the State.

3 And this actually concludes the review of all
4 the sections and we'll move to Agenda Item 3, which is
5 your opportunity for questions.

6 For the record, when asking a question,
7 please identify yourself and your company. A
8 transcript of this conference will be available on the
9 DHS website. And should there be any discrepancy
10 between a response provided during this conference and
11 a response provided subsequently, the written response
12 will prevail.

13 Any questions?

14 MS. WEAKLAND: Just one quick question.

15 When you're talking about the staff --

16 MS. TOLLEY: Who's speaking, please?

17 MS. WEAKLAND: Claudia Weakland speaking.

18 MS. TOLLEY: Okay. Sorry, go ahead.

19 MS. WEAKLAND: I'm sorry.

20 So, when you're talking about the staff's
21 licensing it states to send a copy of the license.

1 They have not been sending, the State has not been
2 sending out licenses for quite some time. There's a
3 link where prospective employers go to verify a
4 license.

5 Is it acceptable to just provide that link?

6 MS. TOLLEY: Rick, do you have any feeling
7 about that?

8 MR. GLASSBAND: I think we might need to have
9 that correction submitted in writing so we can kind of
10 take a look at what you're talking about, if that's
11 okay.

12 MS. WEAKLAND: Okay. We'll do that.

13 MR. GLASSBAND: Great.

14 MS. TOLLEY: Any other questions?

15 MS. REED: This is Carol Reed from Way
16 Station.

17 Your delivery instructions allow for deliver
18 by hand to the address specified, which I believe would
19 be 1888 North Market Street, Room 3 (indiscernible).

20 MS. TOLLEY: Yes.

21 MS. REED: So, I would just check. Under

1 COVID, y'all are open? Your front doors are open?
2 People can walk in now or would that need to be
3 arranged in advance or something like that?

4 MS. TOLLEY: So, I'm going to let Ray answer
5 that question, since he's a facilities person.

6 MR. BROWN: At the time, yes, we are open for
7 business and it can be hand delivered.

8 MS. REED: Thank you.

9 MS. TOLLEY: And, Carol, if you would submit
10 that in writing, also, we'll make a more detailed
11 response.

12 MS. REED: Sure.

13 MS. TOLLEY: Anyone else?

14 (No verbal response)

15 MS. TOLLEY: All right. Well, you guys have
16 made this way too easy. Thank you so much. Thank you
17 so much for attending today.

18 Just a reminder to read the scope of work
19 really carefully, or the entire RFGP, I should say,
20 very carefully, so as not to miss any of the myriad of
21 details we have.

1 And the last reminder is October 29th, 2021,
2 2:00 p.m. is the deadline, the hard deadline. Nothing
3 will be accepted after that point.

4 And we look forward to seeing what comes of
5 it. Thank you all so very much.

6 VOICES: Thank you.

7 (Whereupon, at 10:40 a.m., the meeting was
8 adjourned.)

9
10
11
12
13
14
15
16
17
18
19
20
21

CERTIFICATE OF NOTARY

I, GEOFFREY HUNT, 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.



GEOFFREY HUNT

Notary Public in and for
the State of Maryland

HUNT REPORTING COMPANY
Court Reporting and Litigation Support
Serving Maryland, Washington, and Virginia
410-766-HUNT (4868)
1-800-950-DEPO (3376)