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
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(Proceedings commenced at 10:01 a.m.)

MS. TOLLEY: Okay. Great.

All right. I believe we have everyone here.

I'm going to informally say good morning and formally
say I'm going to start with the agenda, which is, you
know, Agenda Item I is the good morning and welcome to
you all.

So, my name is Barbara Tolley and I am the
procurement officer for the request for grant proposals
titled, "Interagency Family Preservation Services."

Can everybody hear me okay?

(No verbal response)

MS. TOLLEY: Okay. If you have any questions
regarding the solicitation, please reach out directly
to me; I'm the sole point of contact for any
information regarding this solicitation.

The due date for this request for grant
proposals is Friday, October 29th, 2021, no later than
2:00 p.m. and I'm going to say for the first time,
there will not be any late proposals accepted. So,
that being said, I'm also going to tell you that this
conference is being recorded. So, now that I'm telling
you that, I'm going to press the record button.

MR. GLASSBAND: Barbara --

MS. TOLLEY: Yes?

MR. GLASSBAND: -- why are you recording?

We have a court reporter, right?

MS. TOLLEY: Yes.

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

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

No?

MR. GLASSBAND: I don't think so.

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

Thank you, Rick.

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

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

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

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

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


MS. TOLLEY: Okay. Next is Debbie.

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

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

MS. TOLLEY: Thank you.

And Rick?
MR. GLASSBAND: Rick Glassband, R-i-c-k;
second name, Glassband, G-l-a-s-s-b-a-n-d.
I'm an Assistant Attorney General.

MS. TOLLEY: Kim?

MS. SMITH: Good morning. Kim Smith, K-i-m
S-m-i-t-h.
I'm the Assistant Director, here at the
Department.

MS. TOLLEY: Nneka?

MS. WILLIS-GRAY: Nneka Willis-Gray. I'm
Deputy Director for Procurement.
My name is spelled, N, as in Nancy, N, as in
Nancy, e-k-a. Last name is Willis, W-i-l-l-i-s,
hyphen, Gray, G-r-a-y.

MS. TOLLEY: Thank you.

And Ray?

MR. BROWN: Ray Brown, Administrator,
Operations Division at Frederick County DSS.
That's R-a-y B-r-o-w-n.

MS. TOLLEY: Thank you, Ray.

Melissa?
MS. CURTIS-CHERRY: Good morning. My name is Melissa Curtis-Cherry. That's M-e-l-i-s-s-a -- and it's a double last name -- C-u-r-t-i-s, hyphen, Cherry, C-h-e-r-r-y. And I'm the Program Manager for In-home Family Services in Frederick.

MS. TOLLEY: Cora?

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

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

MS. TOLLEY: Thank you, Cora.

Jenifer?

(No verbal response)

MS. TOLLEY: Jenifer, we're not hearing you. All right. I'm going to move to Carol and we'll come back to Jenifer.

Carol?

MS. REED: Hi, my name is Carol Reed, C-a-r-o-l R-e-e-d.
And I'm the Grants & Accounting Manager at Way Station in Frederick.

MS. TOLLEY: Claudia?

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

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

MS. TOLLEY: Okay. Do we have Jenifer?

(No verbal response)

MS. WEAKLAND: Let me check on her.

(Pause)

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

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

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

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

MS. TOLLEY: (Inaudible.)
MR. DREES: Now, Barb, you forgot me.

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

MR. DREES: That's okay.

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

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

MS. TOLLEY: Thank you.

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

(Pause)

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

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

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

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

She's rejoining.

So, we'll give it one more shot. Jenifer, can you hear us? Are you with us?
(No verbal response)

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

MS. WINKLER: Can you hear me now?

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

MS. WINKLER: Okay. Is it better now?

MS. TOLLEY: Yes.

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

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

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

MS. TOLLEY: Great. Thank you so much.

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

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

So, Section 1 is "General Information."
1.1 - The Frederick County Department of Social Services (FCDSS) intends to acquire a vendor to provide Interagency Family Preservation Services (IFPS) for the purpose of preventing the out-of-home placement of children identified by a child-serving agency; to promote safety and
stability of children and families, and to assist families in utilizing community resources in order to maintain self-sufficiency.

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

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

A grantee, either directly or through its subgrantee(s), must be able to provide all services and meet all of the requirements requested in this
solicitation and the successful applicant (the grantee) shall remain responsible for grant performance regardless of subgrantee participation in the work.

Section 1.4, "Procurement Officer."
The Procurement Officer is the sole point of contact in the State for the purposes of this solicitation prior to the award of any grant.

Section 1.7, "Questions."
All questions asked today will be recorded and a written response will be posted on the DHS web site.

Previous questions and responses are:

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

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

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

Now, our Director, Debbie Marini, will
address Section 2, which covers "Minimum Qualifications"; followed by an overview of the scope of work, as defined, in the solicitation.

Debbie?

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

Section 2, "Minimum Qualifications."

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

And the applicant shall employ social workers with an MSW degree and LMSW and LCSW-C licenses. As proof of meeting this requirement, the applicant shall provide with its proposal, licenses from the State of Maryland for the social workers that will be providing services, as specified in the agreement, resulting from
this RFGP. One license must be LCSW-C for the Interagency Family Preservation Services Program Manager that will be working on the grant resulting from this RFGP.

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

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

The IFPS program is an intensive, in-home family intervention service targeting families whose children are at imminent risk of out-of-home placement into foster care, juvenile commitment, education and/or mental health facilities and/or at high risk for future
maltreatment. This risk is supported by documentation
provided by the referring source,
which may include a discharge plan from a
treatment facility, court order, safety assessment or a
Maryland Family Risk Assessment. IFPS involves
families as partners in all steps of the therapeutic
and intervention process. Services include but are not
limited to: Crisis intervention/prevention; family
counseling; and family education in the areas of child
development, parenting skills, communication
skills, and behavior management.

Since 2007, FCDSS has provided grants to
Frederick County agencies to run the IFPS Program.
During this time, the IFPS Program has served
approximately 80-90 families per
year. Please note that these past figures
are only estimates and not a guarantee of the number of
families the Grantee will serve during the Grant term.

The scope of work in 3.2 defines the
requirements, qualifications, performance standards,
delivery and reporting methods necessary to fulfill the
purpose of the Grant Agreement. But I would ask that
you be sure to read the entire scope of work carefully
when preparing your proposal.

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

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

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

During the Step-Down Phase, services are
delivered through either the team approach or a single
case manager. The case manager will be either the lead social worker or the family support worker who worked with the family during the Intensive Services Phase. The team or case manager will have a minimum of two (2) hours of direct contact with the family each week, and during this contact, the team or case manager will see the identified child in order to assess the child's safety.

The Step-Down Phase shall run for 120 days unless a team or case manager determines there's a need for additional or continuing tasks or goals, at which time, there could be a 90-day extension.

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

MS. SMITH: Okay. Thank you. All right. So, the grantee requirements regarding referrals. The grantee shall accept referrals from any of the partner agencies: Frederick County Department of Social Services, Frederick County Board of Education, the Public School System, Frederick
County Health Department, Frederick County Department of Juvenile Services, and the Local Care Team.

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

Also make provisions for the families to self-refer.

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

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

If denied, they need to notify the referring source on the same business day of the determination by phone and follow-up with a written letter within five
business days, documenting the reasons for the denial.

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

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

All right. So, for the program monitoring and performance standards, there are quarterly IFPS program monitoring and those will occur in order to assess the grantee's performance with the grant
compliance. The IFPS program manager will complete the quarterly report, which is Attachment 9, and submit it to the State Project Manager at the time of the site visit. Monitoring, will include, at a minimum, review of CJAMS for our copy of records, personnel, and fiscal records. And, additionally, at the discretion of the State Project Manager, client interviews and collateral contacts may be conducted.

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

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

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

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

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

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

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

Families satisfaction: 85 percent of families will report satisfaction with IFPS. The
source of that documentation would be the satisfaction surveys.

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

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

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

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

The second quarter period would run October 1st through December 31st. Reports would be due January 15th.
And the third quarter period runs January 1st through March 30th. Reports are due April 15th.

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

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

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

MS. TOLLEY: Thank you, Kim.

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

Ray?

MR. BROWN: Thank you, Barb.

Section 3.3, this section addresses both, standard security and cybersecurity requirements. This contract handles sensitive data related to clients and State of Maryland programs and also access to State
data systems. So, again, as Kim said, please read the
entire scope of work carefully for specific security-
related requirements.

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

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

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

Section 3.3.2 is the security clearance/criminal background checks. A criminal background check needs to be performed on each of the personnel who's going to be attached to this contract.

The grantee shall obtain a Criminal Justice Information
Systems, State and Federal criminal background check, which includes fingerprinting for all personnel. This must be in compliance with the IRS Publication 1705 [sic], as shown on the screen.

MS. TOLLEY: 1075.

MR. BROWN: I'm sorry, 1075, on the screen. This is because we use DHS data systems and we need to have those compliances.

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

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

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

A person with a criminal record may not perform services under this contract, unless prior,
written approval is obtained from the State Project Manager.

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

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

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

And then lastly, the 3.3.5 is the data protection controls. The grantee shall ensure a secure environment for all State data and any hardware and
software provided or used in connection with the
performance of this contract. There are 18 data
protocols within this section; these review them
carefully.

MS. TOLLEY: Thank you, Ray.

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

MR. BROWN: Yes, my apologies.

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

MS. TOLLEY: Okay. Awesome.

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

Moving on to Section 4, the proposal format.
It will be a two-part submission. Section 4.1.:

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

Section 4.2.1 says:

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

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

Section 4.2.2:

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

This copy shall be redacted so that confidential and/or
proprietary information has been removed (see Section 1.11 "Public Information Act Notice").

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

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

Delivery, Section 4.3:

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


Volume I - Technical Proposal:

Section 4.4 of the RFGP provided detailed information on the submission and format of Volume I,
Technical Proposal. Please review this information in detail.

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

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

Volume II - Financial Proposals:

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

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

The financial proposal shall contain all price information in the formats specified in
Attachment D.

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

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

The Evaluation Committee, 5.1:

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

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

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

Technical Proposal evaluation criteria,
Section 5.2:

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

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

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

Proposals which include limited responses to work requirements such as "concur" or "will comply" will receive a lower ranking than those Proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed them.

5.2.2.: Applicant qualifications and capabilities (see RFGP Section 4.4.2.7 and 4.4.2.9
Experience and qualifications of proposed staff including proposed subcontractors (see RFGP Section 4.4.2.8).

We're coming down the homestretch, folks.

5.3.: Financial proposal evaluation criteria:

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

The selection procedures, Section 5.4.1.:

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

Specifically, the Procurement Officer may conduct discussions and obtain clarifications of
Proposals that are determined to be reasonably susceptible of being selected for grant award or potentially so. The State reserves the right to make an award without holding discussions.

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

Award determination, Section 5.4.3.: Upon completion of the Technical Proposal and Financial Proposal evaluations, each Applicant will receive an overall ranking. The Procurement Officer will recommend award of the Grant to the responsible
Applicant that submitted the Proposal determined to be the most advantageous to the State.

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

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

Any questions?

MS. WEAKLAND: Just one quick question.

When you're talking about the staff --

MS. TOLLEY: Who's speaking, please?

MS. WEAKLAND: Claudia Weakland speaking.

MS. TOLLEY: Okay. Sorry, go ahead.

MS. WEAKLAND: I'm sorry.

So, when you're talking about the staff's licensing it states to send a copy of the license.
They have not been sending, the State has not been
sending out licenses for quite some time. There's a
link where prospective employers go to verify a
license.

Is it acceptable to just provide that link?

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

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

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

MR. GLASSBAND: Great.

MS. TOLLEY: Any other questions?

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

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

MS. TOLLEY: Yes.

MS. REED: So, I would just check. Under
COVID, y'all are open? Your front doors are open?

People can walk in now or would that need to be
arranged in advance or something like that?

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

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

MS. REED: Thank you.

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

MS. REED: Sure.

MS. TOLLEY: Anyone else?

(No verbal response)

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

Just a reminder to read the scope of work
really carefully, or the entire RFGP, I should say,
very carefully, so as not to miss any of the myriad of
details we have.
And the last reminder is October 29th, 2021, 2:00 p.m. is the deadline, the hard deadline. Nothing will be accepted after that point. And we look forward to seeing what comes of it. Thank you all so very much.

VOICES: Thank you.

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

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