

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

SERVICES CONTRACT

ITEM: 7-S **Agency Contact:** Sandy Johnson
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DEPARTMENT/PROGRAM: Human Resources (DHR)
Maryland Legal Services Program (MSLP)

CONTRACT ID: Legal Representation Services for Children
Involved in Children in Need of Assistance (CINA),
Termination of Parental Rights (TPR) & Related
Proceedings *AND*
Indigent Adults Involved in Adult Protective
Services (APS) Guardianship Hearings & Adult
Public Guardianship Review Board (APGRB)
Hearings
ADPICS # See pages 22B - 24B

CONTRACT DESCRIPTION: Multiple award contracts to nine providers of legal
services for Children In Need of Assistance and Termination of Parental Rights proceedings and
Indigent Adults Involved in Adult Protective Services Guardianship Hearings and Adult Public
Guardianship Review Board Hearings Statewide.

AWARDS: See pages 22B - 24B

TERM: 9/1/2013 – 8/31/2016 (w/2 one-year renewal
options)

AMOUNT:

CINA/TPR Contracts:	APS/APGRB Contracts:
\$4,615,277 (3 Years; Base Contract)	\$3,224,922 (3 Years; Base Contract)
\$1,420,662 (1 Year; Renewal Option #1)	\$1,522,907 (1 Year; Renewal Option #1)
\$1,362,624 (1 Year; Renewal Option #2)	\$1,571,673 (1 Year; Renewal Option #2)
\$7,398,563 Total CINA/TPR (5 Years)	\$6,319,502 Total APS/ APGRB (5 Years)

(See breakdown on pages 22B - 24B)

PROCUREMENT METHOD: Competitive Sealed Proposals

PROPOSALS: See pages 25B - 31B

MBE PARTICIPATION: 0% (See Requesting Agency Remarks below)

PERFORMANCE SECURITY: None

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

HIRING AGREEMENT ELIGIBLE: Yes

INCUMBENTS: See pages 22B - 24B

REQUESTING AGENCY REMARKS: The State of Maryland is statutorily mandated to provide legal representation in Children In Need of Assistance and Termination of Parental Rights (CINA/TPR) cases and Indigent Adults Involved in Adult Protective Services Guardianship Hearings and Adult Public Guardianship Review Board (APS/APGRB) hearings. The Maryland Legal Services Program (MLSP) was created for the purpose of ensuring quality and effective legal representation in the State's Circuit Courts to children who have been victims of abuse and/or neglect and where the local Department of Social Services is a party to the case, and to alleged disabled adults where the services are the responsibility of the local Department of Social Services or the Department of Aging. Contracted legal service providers for the MLSP are required to provide consistent representation to this extremely vulnerable population, and must serve as a voice for child and adult clients in various settings.

A notice of the availability of the Request for Proposals (RFP) was advertised on *eMaryland Marketplace*, *The Maryland Register*, *The Daily Record*, *The Baltimore Sun*, *Chesapeake Publishing* and the DHR website. Notice of the RFP was also directly mailed to 589 prospective vendors, 265 of which are Maryland firms and 13 are MBEs. A copy of the solicitation was also sent to the Governor's Office of Minority Affairs.

The RFP covered legal representation services in two Functional Areas. Functional Area I covered legal representation services for CINA/TPR cases. Functional Area II covered legal representation services for indigent and disabled adults involved in APS/APGRB hearings.

A total of 28 proposals were received in response to the RFP; 15 for Functional Area I and 13 for Functional Area II. All proposals met the requirements of the RFP and were determined to be reasonably susceptible of being selected for award.

Two Offerors protested DHR's contract award recommendations for Functional Area I that impact ten jurisdictions. (One Offeror filed two Protests.) All three protests were denied by DHR. The Offeror that filed two protests has submitted an appeal to the Maryland State Board of Contract Appeals (MSBCA) on the denial of its first protest. DHR decided that no awards would be made in the ten jurisdictions that are being contested, and the current contracts for these jurisdictions (in Functional Area I) are being modified to ensure legal representation services for CINA/TPR cases continue throughout the appeal process. (The approval request for these modifications is also on this agenda; see Item 17-S-MOD.)

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

Therefore, two awards are being recommended in Functional Area I, and seven awards are being recommended in Functional Area II. Recommended awards were made to the Offerors deemed most advantageous to the State, considering both technical and financial factors, until each jurisdiction's maximum projected caseload was met. Technical and financial factors carried equal weight in the overall award determination. In addition, three Offerors recommended for award are certified MBEs.

DHR determined there were no subcontracting opportunities available for legal representation services; therefore, no MBE participation goal was established for these contracts. However, minority businesses were encouraged to respond to the solicitation as Primes.

FUND SOURCE: 100% General
APPROP. CODE: N00A0104
RESIDENT BUSINESSES: Yes, for all
MD TAX CLEARANCES: See pages 22B - 24B

Board of Public Works Action - The above referenced Item was:

APPROVED * DISAPPROVED DEFERRED WITHDRAWN
WITH DISCUSSION WITHOUT DISCUSSION

*The Board voted 2-1 to approve the award of contracts to the seven vendors listed on pages 23B and 24B (to provide legal representation in Indigent Adults Involved in Adult Protective Services Guardianship Hearing and in Adult Public Guardianship Review Board Hearings). The Comptroller dissented.

The Board took no action on the recommendation to award contracts to the two vendors listed on page 22B (to provide legal representation for Children Involved in Children in Need of Assistance and Termination of Parental Rights proceedings).

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

AWARDS (Cont.)

Awardees	Jurisdictions	Base Contract Amount (3 Yrs.)	Renewal Option #1 Amount (1 Yr.)	Renewal Option #2 Amount (1 Yr.)	Total (5 Yrs.)	Incumbent (Yes/No)
OS/MLSP 14-001 Child Advocacy Project of the Eastern Shore Chestertown, MD MD Tax Clearance #: 13-2169-0001 ADPICS: N00B4400118	Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worcester	\$823,800	\$257,350	\$246,000	\$1,327,150	Yes
CSA/MLSP 14-005 Legal Aid Bureau, Inc. Baltimore, MD MD Tax Clearance #: 13-2115-0110 ADPICS: N00B4400117	Allegany, Calvert, Charles, Frederick, Garrett, St. Mary's	\$3,791,477	\$1,163,312	\$1,116,624	\$6,071,413	Yes
Totals		\$4,615,277	\$1,420,662	\$1,362,624	\$7,398,563	

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

Awardees	Jurisdictions	Base Contract Amount (3 Yrs.)	Renewal Option #1 Amount (1 Yr.)	Renewal Option #2 Amount (1 Yr.)	Total (5 Yrs.)	Incumbent (Yes/No)
CSA/MLSP 14-100 Grimes Legal Group, LLC Baltimore, MD MD Tax Clearance #: 13-2108-0000 ADPICS: N00B4400112	Baltimore County	\$481,500	\$235,980	\$243,000	\$960,480	No
CSA/MLSP 14-101 Maryland Volunteer Lawyers Service, Inc. Baltimore, MD MD Tax Clearance #: 13-2111-0110 ADPICS: N00B4400110	Baltimore City, Baltimore County	\$1,137,682	\$400,867	\$412,873	\$1,951,422	Yes
CSA/MLSP 14-102 Patricia Patton Legal and Mediation Services, P.A. Hagerstown, MD MD Tax Clearance #: 13-2116-0111 ADPICS: N00B4400116	Washington	\$75,950	\$24,010	\$24,500	\$124,460	Yes
CSA/MLSP 14-103 Ria P. Rochvarg, P.A. Attorneys At Law West Friendship, MD MD Tax Clearance #: 13-2106-0111 ADPICS: N00B4400111	Carroll, Howard, Montgomery	\$468,650	\$178,600	\$184,700	\$831,950	Yes

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

Awardees	Jurisdictions	Base Contract Amount (3 Yrs.)	Renewal Option #1 Amount (1 Yr.)	Renewal Option #2 Amount (1 Yr.)	Total (5 Yrs.)	Incumbent (Yes/No)
CSA/MLSP 14-104 The Law Firm of Sharon M. Donahue, P.A. Ocean City, MD MD Tax Clearance #: 13-2109-0111 ADPICS: N00B4400113	Caroline, Dorchester, Kent, Queen Anne's, Somerset, Talbot, Wicomico, Worcester	\$75,010	\$25,650	\$28,760	\$129,420	No
CSA/MLSP 14-105 Law Offices of Sheryl Snee, Inc. Columbia, MD MD Tax Clearance #: 13-2107-0111 ADPICS: N00B4400114	Baltimore City	\$335,580	\$367,200	\$378,240	\$1,081,020	No
CSA/MLSP 14-106 Skolnick Law Firm, P.C. Bowie, MD MD Tax Clearance #: 13-2227-0111 ADPICS: N00B4400120	Allegany, Anne Arundel, Calvert, Cecil, Charles, Frederick, Garrett, Harford, Prince George's, St. Mary's	\$650,550	\$290,600	\$299,600	\$1,240,750	Yes
Totals		\$3,224,922	\$1,522,907	\$1,571,673	\$6,319,502	

GRAND TOTAL **\$7,840,199** **\$2,943,569** **\$2,934,297** **\$13,718,065**

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.) **PROPOSALS (Cont.)**

Offerors	Jurisdiction	Technical Rank	Financial Rank	5-Yr. Average FLFUP per Client per Contract Year	Overall
Legal Aid Bureau, Inc.	Allegany	1	1	\$1,611	1
Darlene A. Wakefield, P.A.	Anne Arundel	2	4	\$1,261	1
Children's Legal Services of Baltimore, LLC	Anne Arundel	3	2	\$1,200	2
Legal Aid Bureau, Inc.	Anne Arundel	1	6	\$1,897	3
Child Advocacy Project of the Eastern Shore	Anne Arundel	4	1	\$800	4
The Law Office of Augusta Siribuo, LLC	Anne Arundel	5	3	\$1,238	5
The Law Office of Paul Weisenfeld	Anne Arundel	6	5	\$1,289	6
The Franklin Law Group, Inc.	Baltimore City	4	1	\$815	1
Darlene A. Wakefield, P.A.	Baltimore City	2	5	\$1,180	2
Children's Legal Services of Baltimore, LLC	Baltimore City	3	6	\$1,200	3
Legal Aid Bureau, Inc.	Baltimore City	1	9	\$1,649	4
Lazarus & Burt, P.A.	Baltimore City	6	3	\$1,015	5
Randall & Sonnier, LLC	Baltimore City	5	8	\$1,513	6
Child Advocacy Project of the Eastern Shore	Baltimore City	7	4	\$1,095	7
Law Offices of Harriet McCullough	Baltimore City	8	2	\$821	8
The Law Office of Paul Weisenfeld	Baltimore City	9	7	\$1,289	9

SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA

ITEM: 7-S (Cont.)

Offerors	Jurisdiction	Technical Rank	Financial Rank	5-Yr. Average FLFUP per Client per Contract Year	Overall
The Franklin Law Group, P.C.	Baltimore County	3	1	\$815	1
Darlene A. Wakefield, P.A.	Baltimore County	2	4	\$1,180	2
Legal Aid Bureau, Inc.	Baltimore County	1	7	\$1,691	3
Lazarus & Burt, P.A.	Baltimore County	5	3	\$1,105	4
Randall & Sonnier, LLC	Baltimore County	4	6	\$1,556	5
Child Advocacy Project of the Eastern Shore	Baltimore County	6	2	\$895	6
The Law Office of Paul Weisenfeld	Baltimore County	7	5	\$1,289	7
Legal Aid Bureau, Inc.	Calvert	1	2	\$1,451	1
The Law Office of Augusta Siribuo, LLC	Calvert	2	1	\$1,289	2
Child Advocacy Project of the Eastern Shore	Caroline	1	2	\$1,050	1
Darlene A. Wakefield, P.A.	Caroline	2	3	\$1,261	2
The Law Firm of Sharon Donahue, P.A.	Caroline	3	1	\$585	3

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

Offerors	Jurisdiction	Technical Rank	Financial Rank	5-Yr. Average FLFUP per Client per Contract Year	Overall
Darlene A. Wakefield, P.A.	Carroll	1	2	\$1,180	1
Child Advocacy Project of the Eastern Shore	Carroll	3	1	\$850	2
Legal Aid Bureau, Inc.	Carroll	2	4	\$1,325	3
The Law Office of Paul Weisenfeld	Carroll	4	3	\$1,289	4
Child Advocacy Project of the Eastern Shore	Cecil	1	1	\$750	1
Darlene A. Wakefield, P.A.	Cecil	3	3	\$1,180	2
Legal Aid Bureau, Inc.	Cecil	2	4	\$1,803	3
The Law Office Stephen Meehan	Cecil	4	2	\$750	4
Legal Aid Bureau, Inc.	Charles	1	2	\$1,451	1
The Law Office of Augusta Siribuo, LLC	Charles	2	1	\$1,238	2
Child Advocacy Project of the Eastern Shore	Dorchester	2	2	\$900	1
The Law Office of Sharon Donahue, P.A.	Dorchester	3	1	\$485	2
Darlene A. Wakefield, P.A.	Dorchester	1	3	\$1,261	3

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

Offerors	Jurisdiction	Technical Rank	Financial Rank	5-Yr. Average FLFUP per Client per Contract Year	Overall
Legal Aid Bureau, Inc.	Frederick	1	4	\$1,325	1
Darlene A. Wakefield, P.A.	Frederick	2	2	\$1,261	2
Child Advocacy Project of the Eastern Shore	Frederick	3	1	\$850	3
The Law Office of Paul Weisenfeld	Frederick	4	3	\$1,289	4
Legal Aid Bureau, Inc.	Garrett	1	1	\$1,676	1
Darlene A. Wakefield, P.A.	Harford	2	2	\$1,180	1
Legal Aid Bureau, Inc.	Harford	1	3	\$1,803	2
Child Advocacy Project of the Eastern Shore	Harford	3	1	\$750	3
Darlene A. Wakefield, P.A.	Howard	2	1	\$1,180	1
Legal Aid Bureau, Inc.	Howard	1	4	\$1,828	2
Lazarus & Burt, P.A.	Howard	3	2	\$1,238	3
The Law Office of Paul Weisenfeld	Howard	4	3	\$1,289	4

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

Offerors	Jurisdiction	Technical Rank	Financial Rank	5-Yr. Average FLFUP per Client per Contract Year	Overall
Child Advocacy Project of the Eastern Shore	Kent	2	2	\$600	1
The Law Office Stephen Meehan	Kent	3	3	\$750	2
The Law Office of Sharon Donahue, P.A.	Kent	4	1	\$585	3
Darlene A. Wakefield, P.A.	Kent	1	4	\$1,261	4
Darlene A. Wakefield, P.A.	Montgomery	2	4	\$1,261	1
Lazarus & Burt, P.A.	Montgomery	3	2	\$1,216	2
Legal Aid Bureau, Inc.	Montgomery	1	6	\$1,911	3
Child Advocacy Project of the Eastern Shore	Montgomery	4	1	\$995	4
The Law Office of Augusta Siribuo, LLC	Montgomery	5	3	\$1,250	5
The Law Office of Paul Weisenfeld	Montgomery	6	5	\$1,289	6
Darlene A. Wakefield, P.A.	Prince George's	2	3	\$1,180	1
Lazarus & Burt, P.A.	Prince George's	3	2	\$1,015	2
Legal Aid Bureau, Inc.	Prince George's	1	7	\$1,828	3
Randall & Sonnier, LLC	Prince George's	4	6	\$1,775	4

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

Offerors	Jurisdiction	Technical Rank	Financial Rank	5-Yr. Average FLFUP per Client per Contract Year	Overall
Child Advocacy Project of the Eastern Shore	Prince George's	5	1	\$995	5
The Law Office of Augusta Siribuo, LLC	Prince George's	6	4	\$1,246	6
The Law Office of Paul Weisenfeld	Prince George's	7	5	\$1,289	7
Child Advocacy Project of the Eastern Shore	Queen Anne's	2	3	\$900	1
Darlene A. Wakefield, P.A.	Queen Anne's	1	4	\$1,261	2
The Law Office Stephen Meehan	Queen Anne's	3	2	\$750	3
The Law Office of Sharon Donahue, P.A.	Queen Anne's	4	1	\$585	4
Legal Aid Bureau, Inc.	St. Mary's	1	1	\$1,451	1
Child Advocacy Project of the Eastern Shore	Somerset	1	3	\$800	1
The Law Firm of Sharon Donahue, P.A.	Somerset	2	2	\$485	2
The Law Offices of Deborah Ullmann	Somerset	3	1	\$399	3

**SUPPLEMENT B
DEPARTMENT OF BUDGET AND MANAGEMENT
ACTION AGENDA**

ITEM: 7-S (Cont.)

Offerors	Jurisdiction	Technical Rank	Financial Rank	5-Yr. Average FLFUP per Client per Contract Year	Overall
Child Advocacy Project of the Eastern Shore	Talbot	2	2	\$1,050	1
Darlene A. Wakefield, P.A.	Talbot	1	3	\$1,261	2
The Law Office of Sharon Donahue, P.A.	Talbot	3	1	\$585	3
Patricia Patton legal & Mediation Service, P.A.	Washington	1	2	\$665	1
Legal Aid Bureau, Inc.	Washington	2	3	\$1,325	2
Darlene A. Wakefield, P.A.	Washington	3	4	\$1,500	3
The Law Offices of Bernard Semler II, P.C.	Washington	4	1	\$499	4
Child Advocacy Project of the Eastern Shore	Wicomico	1	2	\$800	1
The Law Office of Sharon Donahue, P.A.	Wicomico	2	1	\$485	2
Child Advocacy Project of the Eastern Shore	Worcester	1	3	\$900	1
The Law Office of Sharon Donahue, P.A.	Worcester	2	2	\$485	2
The Law Offices of Deborah Ullmann	Worcester	3	1	\$399	3