



DEPARTMENT OF HUMAN SERVICES

Wes Moore, Governor · Aruna Miller, Lt. Governor · Rafael López, Secretary

**REQUEST FOR EXPRESSIONS OF INTEREST
CHILD PLACEMENT AGENCY SERVICES
SSA/CPA-26-001-S
QUESTIONS AND RESPONSES #1**

Question 1: We operate a Treatment Foster Care program but also have the ability to serve a limited number of mother/baby youth under the umbrella of that operation. TFC is primary, with the rare ability to serve a mother baby as home availability allows. Are we filling out our TFC expression of need only? That is my plan as I don't believe we've done an entire second agreement just for the mother baby program, but I want to be sure I am not excluding required documents that limit our ability in that area.

Response: If you are currently providing TFC services and want to continue to provide this service, you must respond to the Expression of Interest. If you would also like to expand your programming to provide services to teen parents then you would also need to provide a response to that program as well. You can provide one response and indicate both services. The required information will need to be submitted to meet both service types.

Question 2: We already provide TFC and already have a mother baby program within TFC - I'm hearing you say that I need to complete an expression of interest for two separate programs, even though we are managing it as one program. Correct?

Response: All providers that are currently contracted with DHS must respond to the REOI. You will only need to submit one response but the response must identify the programs and demonstrate compliance with each program requirement and ensure that all of the required documentation is submitted to support both of the programs. Providers will receive one Contract encompassing more than one Program.

Question 3: We have been in deep planning with the community and stakeholders for 18 months the implementation of long needed ILP program in Western Maryland for young women. We are currently in the midst of construction and the facility will not be ready to open until the end of next summer. With this in mind, we have already received a license from OLM and want to clearly state our intentions to respond to meet the need of ILP services for DHS. Should we provide an expression of interest even though the program isn't slated to launch until August/September of 2026? It would be my preference to document for the record that we are responding to the states need, but most of these documents and communication reflect existing programming, not new.

Response: The contracts that will be awarded as a result of the Expression of Interest will go into effect on October 1, 2025. Providers must be ready to accept youth at that time.

Question 4: We received the REOI email yesterday for our treatment foster care program. Our program is also licensed for mother/baby. Would we need to submit two EOI letters or would the one letter and documentation suffice for both TFC/Mother-Baby?

Response: See Response to #2 above.

Question 5: When we submit our EOI, must our OLM (Office of Licensing & Monitoring) license already be fully issued?

Response: Yes

Question 6: If our application is still pending, can we include proof that OLM has received our licensing packet (for example, an application receipt or a letter stating "licensure under review")? Or do you require the actual license number?

Response: No, an actual license is required to respond to the REOI.

Question 7: Do we need to have a dedicated office or program site operational (e.g., a group home or licensed foster home) before submitting the EOI?

Response: All providers responding must be a licensed Child Placing Agency in good standing.

Question 8: If we are not yet serving youth, is it sufficient to provide a finalized lease or home-office address where OLM can conduct its initial inspection?

Response: All providers responding must be a licensed Child Placing Agency in good standing.

Question 9: Should our office and any proposed placement sites be fully furnished and staffed at the time of inspection, or can we submit our Policies & Procedures Manual, a detailed facility layout, and a proposed staffing plan for OLM's review?

Response: All providers responding must be a licensed Child Placing Agency in good standing and OLM must have already approved your site as well and Policies and Procedure Manual.

Question 10: Aside from the OLM license and Maryland incorporation (SDAT registration), are there any other prerequisites—such as background-check clearances for key staff, proof of insurance, or signed MBE/Living Wage affidavits—that must be in place before we submit the EOI?

Response: All providers responding must be a licensed Child Placing Agency. Child Protective Services and Criminal Background Checks will need to be completed for all employees. Please see page 13 on Staff Security. A Certificate of Insurance, Living Wage Affidavit and a Signed MBE Attachment D-1A are due with the Proposal.

Question 11: If some elements (for example, staff background checks or facility inspections) remain pending at the time of EOI submission, is there a permissible window after submission for completing those requirements?

Response: All providers should submit the required documentation in response to the REOI. Contracts will have an effective date of 10/1/2025. Providers should be ready to accept youth for placement with all staffing requirements and facilities approved.

Question 12: Must every item listed under Section M of the Statement of Work be finalized and included with our EOI packet (including Attachment C, D, F, H, L, and S)?

Response: The EOI proposal submission information is included on the Revised Letter of Expression of Interest (Amendment 1).

The following attachments are due with the EOI Response:

Attachment C - Proposal Affidavit

Attachment D - MBE Forms - MBE Forms D-1A

Attachment F - Living Wage

Attachment H - Conflict of Interest

Attachment L – Offeror Reference Sheet

Attachment M – Federal Funds Attachment

Attachment S – Non-Disclosure Agreement

The other attachments will be due upon award.

Question 13: If any attachments (for instance, MBE forms) are not yet applicable to our nonprofit, should we mark them “Not Applicable,” or should we request a waiver at the time of submission?

Response: The MBE Attachment D-1A needs to be completed in order to receive a Contract Award. Those Offerors who do not submit MBE attachments may not receive a Contract. Per the Executive Order from the Governor’s Office, all State agencies must take measures to meet our socioeconomic goals for Minority Business Enterprise participation on State Contracts. DHS encourages CPA Providers not to apply for a waiver to the MBE goal. Waivers are rarely approved by the Department and the CPA Provider will likely need to meet the MBE participation goal or not receive a Contract.

Question 14: Is there a need in the state of Maryland to provide housing for young parents with children that might be considered displaced/homeless? If you know who might be able to assist with this question.

Response: The REOI is seeking licensed programs to provide services to youth with children. These services are provided in treatment foster homes and independent living programs specifically licensed under COMAR 07.02.05.

Question 15: Is there a need for Non-Emergency Medical Transportation for these clients to be served? If so, will there be a separate RFP for this need?

Response: Providers responding to this REOI must be able to provide transportation for youth placed in their programs. No RFP will be issued separately for non-emergency medical transportation services.

Question 16: I am inquiring about the official request for an Expression of Interest (Response #SSA/CPA-26-001-S) in operating an Independent Living Program (ILP). Our company's ILP does not include mother-baby populations for children and adolescents. Our company's ILP also does not provide TFC services to children and youth specifically for medically fragile mother-baby populations or children with serious emotional, behavioral, medical, or psychological conditions. Do we need to respond to the EOI, given the focus of its Independent Living Program, if we intend to offer our current level of Independent Living services?

Response: Yes, you will need to respond if you would like to offer ILP services. You do not have to offer Mother/baby Services.

Question 17: Our company has been licensed by the Behavioral Health Administration (BHA) as a Residential Child Care (RCC) therapy group home for adolescents aged 13 to 18 since 2005. We recently received a solicitation to complete documentation for Child Placement Agency services.

We would appreciate it if you could clarify whether this documentation is applicable to our organization.

Response: No it is not. Child Placement Agencies provide services for Treatment Foster Care and Independent Living Services.

Question 18: Our company has two ILP programs and two TFC programs. We provide TFC and ILP to the general population but also to the mother baby population. Please advise as to whether or not you need an

entire packet of attachments for each program OR just the Letter of Interest for each program, with program descriptions. The remaining documentation won't change as it is the same for the entire organization.

Response: All information as requested in the EOI must be submitted.

Question 19: Is the EOI an opportunity to expand services to either Medically Fragile or Mother-Baby programming?

Response: Yes

Question 20: Is the EOI an opportunity to expand services to new jurisdictions?

Response: Yes

Question 21: Is the MBE goal of 5% mean 5% of total expenditures or 5% of total sub-contract expenses?

Response: The MBE goal is 5% of your total Contract amount. If your contract is for \$1,000,000, that means \$50,000 should be allotted to MBE subcontracting.

Question 22: I am reaching out to get clarity regarding your email on 6/4 to child placement providers. Is it the expectation that all attachments are completed and sent back to you by the 6/25 deadline?

Response: Yes.

Question 23: Do we need the attachment A when we submit our EOI or should we submit our rate sheet?

Response: Per Amendment 1, please submit FY26 rate letters. Attachment A will be completed upon award.