

State of Maryland
Request For Proposals (RFP)
One-On-One Support Services,
SSA/OTOSW-24-001-S
Preproposal Conference-Transcript

Attendees

Christopher Kelly -DHS-, Christopher Kelly -DHS-'s Presentation, Craig Jernigan, Darren L. Purnell, Dawn Thomforde, Deborah Fessenden, Diane Wessel -DHS-, Gallant Business Solutions, Hassan Z, Hassan's Notetaker, Joshua Rivers, Juwerah Umar, Kanisha Reed -DHS-, Kwame Rich, Lakshya Khattar, Latasha Marsh, Monica Hariri -DHS-, Nelson Lui -DHS-, Nnamdi's Notetaker, Nneka WillisGray -DHS-, Parul Jain, Parul's Notetaker, Quinn C, RoD Stokes, Rufus Berry -DHS-, Sang Kang -DHS-, Sanskriti Bhardwaj, Shelley Strain - YAP, Shonda Green, Stephanie Robinson, Tashawna Armstrong, Tennille Thomas -DHS-, Tianna Robinson, Tishana Adams -DHS-, Veara Butler, Vina Fit, Wayne Hart

Transcript

Rufus Berry -DHS-: Yeah, as I mentioned, welcome My name is Rufus Barry. I am the lead procurement officer for this solicitation and today the State will be presenting information that was presented in this RFP and upon following our presentation we will open up the floor and give the vendor community a chance to ask any questions regarding what was presented here as well as any questions from the RFP in its entirety.

Rufus Berry -DHS-: I hope you all have had the chance to read the solicitation. I have attached the solicitation to the invite as well as the agenda for this meeting and all subsequent documents. So you should be able to follow along as well. as I mentioned previously this meeting is being recorded as well as transcribed. So if you are speaking please or asking your questions I ask that you speak clearly; indicate your name and the organization that you are representing. We will publish this transcript on marketplace following this meeting.

Rufus Berry -DHS-: Also, I do ask that you utilize the chat. I want everyone to please put your name as well as the other organization that you are representing at this meeting in the chat. And while we go along, if you have questions as the State present, please add your questions to the chat and following the State' presentation, we will go back over those questions and try to address them. As well as open it up for anyone to ask any questions.

Rufus Berry -DHS-: At this time I will ask that the State' representation please introduce yourself. As I mentioned I'm Rufus Berry the lead procurement officer. I will open it up to the procurement team that is on the conference call to please introduce themselves.

Kanisha Reed -DHS-: Hello, my name is Kanisha I'm with the procurement team with DHS.

Tishana Adams -DHS-: Hello, I'm Tashana Adams.

Nelson Lui -DHS-: I'm Nelson Lui, central procurement.

Monica Hariri -DHS-: Good morning,...

Monica Hariri -DHS-: Monica Hariri, CPU.

Christopher Kelly -DHS-: Hey, good morning everyone.

Rufus Berry -DHS-: I believe that was it.

Christopher Kelly -DHS-: My name is Chris Kelly. I am the MBE liaison.

Rufus Berry -DHS-: Thank you. at this time I also open it up for the program to introduce their team.

Rufus Berry -DHS-: I Believe Tennille and her team is here. So you can go ahead introduce yourself to Anyone from SSA?

Tennille Thomas -DHS-: Good morning everyone.

Tennille Thomas -DHS-: My name is Tennille Thomas. I am the executive director for the social services administration. And there are a lot of folks on this call. So if there are other folks from SSA on, please introduce yourselves.

Rufus Berry -DHS-: I guess today we'll skip for a minute. I believe the assistant attorney general is on the call as well.

Rufus Berry -DHS-: So I ask her to introduce herself. And I believe that is the last individual from the state side.

Diane Wessel -DHS-: Good morning everyone.

Diane Wessel -DHS-: I'm Diane Wessel. I'm the assistant attorney general who will be helping the procurement team on this solicitation.

Rufus Berry -DHS-: Mr. Kenneth Jessup the hiring agreement manager could not make it this morning.

Rufus Berry -DHS-: Mr. Jessup were to present today but the information that he were to present I will be sending that out to everyone following the meeting. At this time I want to go down to the vendors have them introduce themselves.

00:05:00

Rufus Berry -DHS-: Read the names from the chat or we have them introduce themselves because I don't want everyone speaking on top of one another. Thanks

Monica Hariri -DHS-: I agree. So, I can go ahead and read the names that are listed in the chat. I'll do my best not to mess up anybody's name as I understand, my last name is a little tricky too. So, with that I begin with Deborah Freezeman or if I said your name wrong, she's with the Youth Advocate Programs, Inc. If I said your name wrong, please go ahead and introduce yourself at this time. Next is Vera Butler. They're Beyond Healing Counseling and Consultation. We have Dr. Stephanie Robinson representing Hope Health Systems Inc. Quinn Kley.

Monica Hariri -DHS-: if you want to list what company you're with, you can do that at this time. Moving along. Shelley Strand, Youth Advocate Programs, Inc. I'm going to say Go ahead, Rufus.

Rufus Berry -DHS-: call your name or if you want to unmute yourself and state the company from that's fine. You go ahead and...

Craig Jernigan: Hello Good day to you. This is Craig Jernig again. I am with Youth Advocate Programs.

Rufus Berry -DHS-: Thank you, Mr. Craig.

Vina Fit: Good morning. my name is Vena Stevens. I'm with Fitwood Vina LLC. Thank you.

Monica Hariri -DHS-: Thank you Tasha Armstrong. Thoughtful minds in creating solutions only...

Tashawna Armstrong: Was I supposed to jump in?

Monica Hariri -DHS-: if I got your name wrong if you wanted to correct me.

Tashawna Armstrong: No. Everything is correct.

Monica Hariri -DHS-: You're all right.

Tashawna Armstrong: Thank you.

Monica Hariri -DHS-:

Monica Hariri -DHS-: You're welcome. Quinn Kley with Kley Management Enterprises.

Quinn C: Good morning everyone.

Monica Hariri -DHS-: Good morning. Tiana Robinson with Robinson's Allied Health Professional and...

Kwame Rich: The Robinson's Allied

Tianna Robinson: Yes.

Monica Hariri -DHS-: Strap Mamas Incorporated. Good morning, Rod Stokes with Rod Stokes. I'm sorry, Rod, if you could go ahead and...

Monica Hariri -DHS-: mention what company you're with.

Kwame Rich: You could go with and...

RoD Stokes: Yes. Good morning everyone.

RoD Stokes: We're spooky regeneration project.

Monica Hariri -DHS-: All right.

Monica Hariri -DHS-: And the representative for Gallant Business Solutions,...

Kwame Rich: representative of Gallant Business Solutions.

Monica Hariri -DHS-: if you could introduce yourself

Gallant Business Solutions: Sure thing.

Kwame Rich: If you can.

Gallant Business Solutions: Good morning My name is Nambdi Obiako. I'm the senior manager with Gallon Business Solutions. We specialize in staff augmentation services, project management, and process improvement services. We're based out of PG County. Thank you.

Monica Hariri -DHS-: Thank. Joshua Rivers, introduce yourself.

Joshua Rivers: Good morning My name is Joshua Rivers. I have the picture with the white background. I specialize in my organization, Global Strategy,...

Joshua Rivers: Global Strategies and Consulting. we do mentoring and coaching one-on-one assistance to inner city predominantly African-American males aged 10 through 25. Thank you.

Monica Hariri -DHS-: Thank you,...

Monica Hariri -DHS-: Hassan Z, if you could introduce yourself.

Hassan Z: Good morning My name is Assan. I'm with Popeel Systems.

c t: Hey,

Monica Hariri -DHS-: Thank you.

Monica Hariri -DHS-: Lisha Cater,...

Lakshya Khattar: So good morning everyone.

Monica Hariri -DHS-: Rod Stokes.

RoD Stokes: Yes, ma'am. I've introduced myself once. Don't mind doing it a second time. Rod Stokes, the regeneration project.

Monica Hariri -DHS-: All right. Thank you very much, Rod.

Kwame Rich: Thank you very much.

Monica Hariri -DHS-: And if you guys can mute yourselves when you're not speaking, I appreciate your feedback. Thank you. Sans Scott Bara.

00:10:00

Sanskriti Bhardwaj: Sorry Monica, it's Sanskriti Baras. I represent Infoeni from the pre-sales team. Thank you.

Monica Hariri -DHS-: Thank you, it says here in the chat that Shondaanda Green, owner of Keys of Life Logistics LLC, it's a mental wellness therapist. And then the next person on the list is Wayne Hart.

Wayne Hart: Yes, Wayne Hart from Empire Minds Resource Center and we specialize in behavioral and mental health services.

Monica Hariri -DHS-: Thank you, Wayne Hart.

Monica Hariri -DHS-: Okay. Jay Umar.

Juwerah Umar: Good morning. My name is Jera Omar. I'm the owner of quality assured staffing. We specialize in medical staffing.

Monica Hariri -DHS-: Okay. Peru Jane.

Parul Jain: Good morning. I'm Parl Jane representing Copelt Systems.

Monica Hariri -DHS-: CT. Thank you very much,...

c t: communities today for tomorrow. BCTT is what we call ourselves. currently we provide community based and residential services to children, adolescents, adults or even seniors.

Monica Hariri -DHS-: Rufus. At this time that concludes the introductions.

Rufus Berry -DHS-: welcome everyone.

RFP Info: I'm from pediatrics developmental services. My chat's all the way on top.

Monica Hariri -DHS-: Very good.

RFP Info: my company deals with health or mental and physical services for kids.

Rufus Berry -DHS-: You took the words out of my mouth because I was just getting ready to ask everyone that did not hear their name being called to introduce themselves. thank you for stepping up. is there anyone else that did not hear the name of the organization?

Dawn Thomforde: Yes. Good morning. Thomforde. I'm with Justice Works Youth Care and we provide community-based child welfare services.

Rufus Berry -DHS-: Welcome. Anyone else? I do first thing I want to emphasize is that at this point I would ask that all communication be directly through me. There should be no communication within anyone from the program or anyone else from the state regarding this solicitation and all communication will be through eMaryland marketplace advantage as well as direct email for those that provide their contact information

Rufus Berry -DHS-: Please put your information in the chat. the main reason why I've been asking you all to put your information into the chat so I can have you on the contact list as a prospective vendor for this solicitation. Then all questions, all communication as I mentioned should come directly through me or anyone else that I designate in my office. I hope that everyone has had the opportunity to read the solicitation that was published and those that are here today have read it and as well as read the amendment because you coming to the right pre-proposal conference. the conference was scheduled from yesterday and we amended it to be today and

Rufus Berry -DHS-: but if not I urge you to please read it prior to the close dates. we will not go through the solicitation word for word, but we will try to touch on key portion of the solicitation and make sure that everyone has as much information as they can in order to submit a solid proposal to the state.

Rufus Berry -DHS-: and that's one reason why I do ask that everyone go back and read the solicitation in its entirety on your own. with that being said, on the invite agenda, I outlined the sections that we will be addressing in this conference and if there are any other sections that you have questions about following our presentation you may ask that questions regarding that as well and we will try to address it as much as we can. with that being said I will open it up to the program.

00:15:00

Rufus Berry -DHS-: the first section that's on our agenda for addressing is the section one, two, and three. So, I will open it up to Tennille and her team to present those three sections.

Tennille Thomas -DHS-: Good morning, everyone. Again, as Mr. Berry indicated, I hope everyone has had an opportunity to read the request for proposal or RFP. regarding the 1:1 service based on the minimum requirements, there are no offer minimum requirements for this procurement. the history of this work is that we usually saw providers that had PRP programs which are operated under the Maryland Department of Health. and so, we did not include any specific procurement requirements.

Tennille Thomas -DHS-: So, if you are an agency that does community work, as I've heard others report in the introductions, then you may be able to base on the scope of work provide these one-to-one services. section two, which is the contractor requirement, specifically the scope of work. this procurement is a statewide procurement excluding Baltimore City and our Anne Arundel County. There was another solicitation issued for those two jurisdictions.

Tennille Thomas -DHS-: the services that the state is looking to procure are temporary supplemental supervision and support services for our youth out of home care. That could mean that they are placed in a group home or a residential placement. they may be in a hospital setting. they could be in a treatment foster home setting or a kinship home setting.

Tennille Thomas -DHS-: if that kinship provider is amenable to having those services in the home. Those services again are supervisory and support services. It is our hope that with the one-on-one supports that our young people can stabilize in those settings and the one-on-one support can end and the families will be able to provide the supervisory services as needed. There are regions that these services will be provided in. Southern Maryland, which includes Calvin, Charles, Prince George's, and St. Mary's counties. Central Maryland, which includes Baltimore County, Curl, Harford, Howard, and Montgomery counties. Western Maryland, which includes Alagany, Frederick, Garrett, and Washington counties.

Tennille Thomas -DHS-: and the Eastern Shore which includes Caroline, Cecil, Dorchester, Kent, Queen Ans, Talbert, Somerset, Wakcom, and Warester counties. So those are the four regions that we will be providing these services in and that's how They will be based on regional submissions. In the actual RFP, there is a link that looks at the averages of our 101 services.

Tennille Thomas -DHS-: or when you take a look at the services, please reference attachment R where it's just a average of the types of services or the number of one-on-one services that have been provided

across the state. of course our central area which is region two which includes Baltimore County, Harford County, etc. has the most need at this time.

Tennille Thomas -DHS-: we have approximately 3,600 youth in our out of home care that could benefit from these one services. The staff that will be involved will be a project manager. So that the project managers from the state side and then there's a one-to-one project manager which would be the specific staff from your agency if you were offered a contract. the staff that are required for this service are all staff should be at least 21 years of age, possess a driver's license, pass a state and federal criminal background check, and a child welfare history screening, including fingerprints issued by the criminal justice information system, and meet the education and experience requirements.

00:20:00

Tennille Thomas -DHS-: education at a minimum is a high school diploma or GED with at least two years of experience working with adolescence or transition age youth. staff must be proficient in English and be available to provide services 24 hours a day, 7 days a week. they must receive training and certification in the following areas. crisis prevention intervention, and safe crisis management, medication management and first aid and CPR prior to providing any services.

Tennille Thomas -DHS-: They also must receive a minimum of two years in service training annually on such topics as child safety, trauma informed care, crisis deescalation, youth engagement as executive skills Contractors shall maintain training documentation in its personal records with copies submitted to the contract monitor by the 15th business day of each month for the previous month's training. must provide certification to the department at the start of the contract and upon request that all staff have completed the required training classes, background checks, fingerprinting etc as required by the RFP and receive weekly clinical supervision from a licensed certified social worker clinical which is a LCSSWC.

Tennille Thomas -DHS-: there are care coordinator the contractor shall identify a care coordinator to work with one project manager and the contract monitor to communicate any changes or concerns with service delivery. the care coordinator shall be available at the request of the one-on-one project manager and the contract monitor to attend meetings, discuss individual cases, and address any concerns. preferably the care coordinator will not be the clinical project manager. The care coordinator shall assist with scheduling recordkeeping and assign children to one-on-one staff based on their clinical needs.

Tennille Thomas -DHS-: the clinical project manager who shall be the licensed certified social worker greater will be responsible for reviewing the child's behavioral health plans and ensuring the proper treatment plans are in place and evaluating their progress. The clinical project manager also provides clinical supervision to the 101 services staff. the clinical project manager shall also be responsible for ensuring training is provided to one-on-one staff on medication management to include noted side effects that the youth may experience and to ensure that it such is committed to the case workers that are assigned to our young people. referrals can come 24 hours a day. Of course, our child welfare services are provided 24 hours a day, seven days a week.

Tennille Thomas -DHS-: referrals will include the name and age of the child. the address the address and the time where the 101 services will be Contact information for the department's case contact information for the current care provider. any information regarding the issues necessitating the one-on-one services and any service goals. we do expect that when referrals are issued to our one-on-one service

programs that there is a timely response within 30 minutes of the initial referral and then within 2 hours of the initial referral to meet with the care provider, etc.

Tennille Thomas -DHS-: and if to continue to provide one services subsequent to the initial visit on dates and times requested by the project manager. what else? we do expect that if a r being the one-on-one service staff suspects any abuse neglect that they are required to contact child protective services or use the 1-800 91 prevent number to call in any abuse neglect.

00:25:00

Tennille Thomas -DHS-: And there's also a reporting form that will need to be completed within 48 hours of making a verbal report. Looking at the time because we only have an hour. scheduled...

Tennille Thomas -DHS-: till 12. So, we are also requiring that the providers document and complete and keep case files for all referrals that are submitted and for all services provided to youth.

Tennille Thomas -DHS-: those case files will include referral forms, daily contact reports that should be completed by the 101 service providers, a medication log, if a, young person is prescribed medication to ensure that medications are administered, consistent as prescribed. information related to the behavioral plan if it is one that is applicable for the Updates on service goals and any additional reports to include quarterly reports based on key performance indicators and any ad hoc reports as needed. Monitoring will be completed for all of the service providers.

Tennille Thomas -DHS-: so that will be a assigned staff person that will come out to review your case files to ensure that services are provided consistent with the scope of work. the deliverables assigned are daily contact reports ensuring that the medication logs are completed as needed. Weekly summaries based on information regarding each youth that is assigned and those are due every Monday. The behavior management plans are completed and monitored as needed and reviewed and updated every 30 days. Service goals are provided, reviewed and updated every 30 days. the records are kept comprehensively.

Tennille Thomas -DHS-: any quarterly reports that are submitted April, July and October and ad hoc reports as requested and so based on that the performance measures are identified as service delivery which is 50% of the metrics with to at 25 points and ongoing timely service delivery as also with 25 points.

Tennille Thomas -DHS-: adherence to Timely submissions of weekly summaries attri is 15 points and timely submission of quarterly reports is also 15 points. And any satisfaction the care provider se satisfaction survey is 10 points and another 10 points for satisfaction surveys that are completed from our casework routine which is a total of 100 points.

Tennille Thomas -DHS-: if any performance scores are 69 points or less, providers will be issued a corrective action plan. the one-on-one contract monitor will monitor the corrective action plan. new or existing services may be suspended until the corrective action plan is accepted by the department. And for the contractor's requirements, Rufus, am I doing section three as well or just the scope of work? Okay.

00:30:00

Rufus Berry -DHS-: Yeah. Yeah. Section three as well.

Tennille Thomas -DHS-: So contracts will hold a kickoff meeting approximately 10 days following the final approval of the contract.

Tennille Thomas -DHS-: At a minimum the contractor's clinical project manager and the care coordinator shall attend the kickoff meeting. there will be a transition period for the end of the contract and I versus you may have to explain that one a little bit more. Yes.

Rufus Berry -DHS-: Yeah. ...

Rufus Berry -DHS-: so I'm sorry there was a com I'm trying to pull up this you referring to the transition period right. So right now in the contract in the solicitation we have a position.

Rufus Berry -DHS-: We have a transition period in that of 60 days. And what indicates that we will have to initiate the contract 60 days prior to for this one there will be no transition period just for those station there's not a contract in place. I believe the only contract that we have in place for is for Baltimore City right correct me if I'm wrong. Yes. So there will not be a transition period for this period.

Tennille Thomas -DHS-: Okay,...

Rufus Berry -DHS-: Maybe in the future when this contract is ending we will have to initiate if we are not going with the vendors that is awarded on this contract we will have to set up a 60 days period to enter into the new contract where all information can be transferred over but that's future day so we can just record that part I'm going to issue amending a section 3.2 transition period. So I'm going to amend that.

Tennille Thomas -DHS-: thank you.

Rufus Berry -DHS-: No problem.

Tennille Thomas -DHS-: All right.

Tennille Thomas -DHS-: So, invoicing with the department in section 3.3.1 there will be a monthly invoice that is submitted which will include the contractor's name and address where the payment should be paid to your federal tax ID number, the invoice number, assigned contract number, the purchase order number that is assigned to your agreement, the child will client ID number with who received the services and the amount that is being requested for the service as well as a summary of the dates and times and hours of services for each child that was identified on the invoice.

Tennille Thomas -DHS-: The department reserves the right to reduce or withhold contract payments in the event that the contractor does not provide the department with all required deliverables within the time frame specified in the contract or otherwise reaches the term and conditions of the contract until such time as the contractor brings itself into full compliance with the contract. Okay.

Rufus Berry -DHS-: transition period. I said, I will be each in writing, but there still may be a transition period just for the start of the contract. It may be a short transition period. We're not looking back on that, but that will be in writing. So, I will make your questions part of the questions and response. for him.

Tennille Thomas -DHS-: All right. So, the contractor shall submit invoices in accordance with the following One invoice for all services provided during the contract initiation period after the notice to proceed is mitted. The invoice for the contract initiation period should reflect the fixed price for the period provided on the financial proposal forms and no additional charges may be and travel reimbursement. There's no travel reimbursement under this RFP.

00:35:00

Tennille Thomas -DHS-: liquidated damages for MBEs are identified in attachment M and liquidated damages other than MBE is not applicable to this RFP and there is an insurance requirement that is associated ated with this commercial general liability is 1 million combined single limit per occurrence.

Tennille Thomas -DHS-: and there's a errors and emissions professional liability insurance that is also a 1 million combined single limit per claim and 3 million annual aggregate a crime insurance and employee theft insurance that is also required. cyber security, data breach insurance, workers compensation, automobile and commercial truck insurance is the contractor shall require any subcontractors to obtain and maintain comparable levels of coverage and shall provide the contract monitor with the same documentation as is required of the contractor.

Tennille Thomas -DHS-: security requirements for employee identification. so your staff should have a company ID or badge to indicate that they are a representative of your agency. contracted personnel shall cooperate with state site requirements, but not limited to being prepared to be escorted at all times and providing information if requested for their badge. has indicated there is a requirement for criminal background checks for all staff under this agreement.

Tennille Thomas -DHS-: You will have to secure your own state police and FBI background clearance checks for all assigned employees and all new employees prior to assignment to include a CPS clearance done in every state that they've lived in in the last 5 years and C just fingerprinting. the contractor shall provide certification or proof annually to the department that the contractor has completed the required criminal background checks described in this RFP for each required contractor personnel prior to ign certification that the contractor personnel have successfully passed this check and if requested a copy of the criminal background check.

Tennille Thomas -DHS-: staff with criminal records may not perform services under the contract unless prior written approval is obtained from the contract monitor. Alleged maltreaters are not allowed to work with children while the investigation is ongoing. the sieges criminal record check of each contractor personnel who will work under the contractor shall be reviewed by the contractor for convictions of any of the following crimes described in annotated code of Maryland criminal law article which is various crimes against property, any crime or various crimes involving theft, various crimes involving telecommunications and electronics, various crimes

Tennille Thomas -DHS-: involving fraud, various crimes against public administration or crime of violence as defined in criminal law 14- 101A. And I think that's it for me, Rufus.

Rufus Berry -DHS-: Yeah, just I was just getting ready to appreciate you. At this time, I do want to take a quick pause and open it up for brief questions. if anyone have any questions regarding the sections that we've just went before I call on you CT Monica were there any questions in the chat while Tia was going through a presentation?

00:40:00

Monica Hariri -DHS-: No, I don't see any typed in the chat.

Rufus Berry -DHS-: Okay, then I open CT I saw your hand first. So open it up for questions for me.

c t: Thank you again. my question and this is more for clarification. When Miss Denal started, she referenced something about the Department of Behavioral Health or Mental Hygiene Administration and I heard psych rehab or PRP services. I was toggling in between and...

c t: I kind of just wanted to get clarification on the reference that she was pointing out related to this RFP with PRP services. Okay, thank you.

Tennille Thomas -DHS-: It's not related to this services.

Tennille Thomas -DHS-: My statement was that there are no minimum requirements that in the past providers...

Tennille Thomas -DHS-: who provide PRP services provided this work.

Rufus Berry -DHS-: Also,...

Rufus Berry -DHS-: before I go to the next question, I do want to ask in and press upon everyone any questions that been asked here. I do request that you send it to me in writing whether it was answer to your satisfaction or not. Please send me those questions in writing so that we can respond accordingly and as well as publish it on Emma as well. So with that being said, I believe I saw Miss Stephanie who's the next person hand raise

Stephanie Robinson: Thank you. Good morning. I did know that you referenced the appendix R earlier that gives you the average children that might be served in any given region. Do you have any information about either how many providers are in each region? So that might give an average case load per provider at all.

Tennille Thomas -DHS-: We do not unfortunately because these services are not procured by the state. They are actually procured from each local department and so we are bringing the services statewide at this time which is why because we didn't have a good understanding of how many providers were out there.

Rufus Berry -DHS-: I Miss Butler believe that's who I saw next.

Veara Butler: Good morning. my question was there the clinical supervisor is identified as someone in the social work field. can that be extended to a licensed clinical professional counselor that's able to provide supervision in the state of Maryland?

Tennille Thomas -DHS-: have to review the requirement and then if determined that it could be extended to a licensed clinical professional counselor then we would need to do an amendment to the RFP.

Veara Butler: Okay. Thank

Monica Hariri -DHS-: Yeah.

Quinn C: Good morning. my question is with regard to reporting. is there a portal for reporting or will the reporting and invoicing be done in a sort of analog fashion?

Tennille Thomas -DHS-: So there is a portal for invoicing.

Tennille Thomas -DHS-: If it's not already in here, Rufus, we will need to add the portal so that's that question. And then two for submitting the reports.

Rufus Berry -DHS-: I'm missing

Tennille Thomas -DHS-: We do have a provider portal and so I just need to make sure that staff under this procurement have access to the portal to submit the reports.

Quinn C: Great. Thank you very

Tennille Thomas -DHS-: Is that a CT on the screen?

Monica Hariri -DHS-: Yen.

c t: I'm sorry.

c t: This is Cedric Tucker again.

c t: I have to figure out how to change CT to my name. I'm still working on that.

Tennille Thomas -DHS-: Okay. Mhm.

c t: So my question is kind of d add on to what Quinn asked as it relates to what needs to be submitted to the department. so as it relates to actually treatment itself the actual service tickets or service logs if are those standardized documents that you all will offer to the providers and...

Tennille Thomas -DHS-: So there will be standardized documents that will need to be uploaded.

c t: will those be also implemented in your portal as well or up okay so we don't provide them you all provide those okay the other question is a two-part question the other question is services provided

Tennille Thomas -DHS-: So oneone support services can be provided.

00:45:00

c t: deemed appropriate with the family member adult in the house or can it be provided to an adolescent as well without an adult in the house of president?

Tennille Thomas -DHS-: individually to a young person or while and there is an adult in the home.

c t: Fair enough.

Rufus Berry -DHS-: Okay, I do want to backtrack and...

Rufus Berry -DHS-: just address that section invoicing question. So with the section three, we do have the invoicing address in section three as to how is to be submitted. However, that portal that you will be submitting invoice in will be provided to awardies point awards.

Tennille Thomas -DHS-: Mhm.

Rufus Berry -DHS-: So, at this time is not available to everyone else. I will respond to the so...

Rufus Berry -DHS-: if you send that question as well we will submit a for respond. I believe I saw Monica hand raised.

Monica Hariri -DHS-: Yes, Rufus.

Monica Hariri -DHS-: I raised my hand because Shondaanda Green had questions in the chat, but she's also raised her hand. So, I'll let her ask her question. And then we have Latasha. And then Latasha will be the last person to ask questions at this time as we will continue on with the presentation. and then there'll be a opportunity for Q&A at the end. So Shondaanda and then Latasha and then Roffus is back to you.

Rufus Berry -DHS-: Thanks, M. Shanda.

Monica Hariri -DHS-: Okay, I'll ask her a question for her. How many awards will be made? That's the first question. Rufus, that's probably for you.

Monica Hariri -DHS-: and then the next question, it's probably program, but I think it was kind of answered earlier. What is the assigned case load for each vendor?

Rufus Berry -DHS-: So regarding the awards I want to refer to section 2.1.3. We intend to make four awards for each region. So I do ask you to go back and read that section but that section express how many award we expect to make for each region. And what was the second question?

Monica Hariri -DHS-: Yes, Miss Thomas, did you want to answer the question about the case load? I thought you said that that was something that might not be determined at this time.

Tennille Thomas -DHS-: So case loads will vary based based on the region and the number of referrals that are received. So there I can't give you a number of referrals at this time but you can look at the average in section R based on the jurisdiction and that will tell you it's the average number that is received for that location.

Tennille Thomas -DHS-: again, Baltimore County, Hartford County, Montgomery, Prince George's counties, our largest larger jurisdictions tend to have more referrals for services.

Monica Hariri -DHS-: Thank you, Latasha.

Latasha Marsh: Yes, good morning. my apologies. I didn't get to introduce myself earlier, but my name is Latasha Marsh. I'm also here with Thoughtful Minds. And my question is I didn't see this information or I possibly missed it. is there a response time that we will receive after you submit for the solicitation? So when will we will hear response back from you all? cuz I don't believe I saw that information.

Rufus Berry -DHS-: you broke out at least on my end. I just want to make sure you heard questions correctly.

Tennille Thomas -DHS-: What's the response time for notice regarding the award?

Rufus Berry -DHS-: So at this time I cannot as to get a set time as to when we will give an award because we have a number of process that we have to go through. we have to evaluate and then provide a

recommendation to our secretary and then take it to the BBW for approval. So I cannot state the time. However, we do anticipate to award this contract has ex executed contract by the first of the fiscal year June.

Rufus Berry -DHS-: But it's based on how this process goes.

00:50:00

Latasha Marsh: Thank

Rufus Berry -DHS-: Yeah. I Okay, let's move on. the next section that we want to cover will be section four. I'm going to go over that section. So if everyone could please mute yourself at this time and I mentioned when I be going over that whole section worth I'll be touching key portion of that section. the first thing I want to cover is as I mentioned previously the marin marketplace it is in marketplace advantage and everyone should have received the solicitation through that if you received the solicitation by email from me I do ask that you go on to the emer marketplace and register because that's where all our communication all amendments

Rufus Berry -DHS-: all questions and response will be published. however I will be receiving questions by email but all the communications will be transferred through marketplace. in order to receive an award you must be reing mer marketplace. I do want to emphasize that it is free to register and process is pretty very quick. So I want to scratch on that everyone have to take the chance to go out to go on there and second portion I want to check on is questions.

Rufus Berry -DHS-: as you notice my amendment one extended the questions due to this conference being pushed to today's date I have extended the questions due date to January 20th at 3 p.m. all questions must be submitted to me by that due date and time.

Rufus Berry -DHS-: that date and time is subject to amendment that's if I feel like more time is needed or if based on the officer discretion and as I mentioned previously all response will be published on marketplace next section I want to speak on be section 4.4 F and that's the procurement method for this solicitation is a competitive seal proposal. and then underneath COMAR 21.05.03

Rufus Berry -DHS-: 03. on that section all proposal must be received by myself procurement officer must be received in my office no later than the deal date that I indicated on the key information I do ask that everyone please place close attention to The due date right now is February 14, 2025 at 3 pm. I also want to say that that date is subject to amendment if I feel that more time is needed. if I feel like if there are issues that I feel I need to extend But as it stands, the due date is February 14, 2025.

Rufus Berry -DHS-: I will not accept any request for extension of this due date. It will not be granted. next section I want to speak on is section 4.9 and that is of the awarded basis. this contract shall be awarded to the responsible offer who submitted a proposal that have been determined to be the most advantageous to the states and that is considering the price and all violating factors set forth in this RFP. I do ask that I refer you to code 21.05.03

Rufus Berry -DHS-: No three no 3F that they specifically speak to all the violation factors that I have that and set forth in this RFP. I do want to indi speak on the oral presentation. Offerers I may require the offer make a presentation to the state of your solicit of your technical proposal. and that oral presentation will

be considered part of your technical proposal. You will receive a formal email, a formal invitation from me if I feel that we need a oral presentation from your agency.

00:55:00

Rufus Berry -DHS-: I do ask that everyone acknowledge receipt of all amendment, all questions and all subsequent documents that was in your transmitted letter. I do ask that you acknowledge all the amendments and everything that has been published on marin marketplace thus far. And I do want to say that failure to acknowledging amendments and all any and any other subsequent documents does not relieve anyone any agency from complying to the terms and condition and then deletion correction or any amendment that was published.

Rufus Berry -DHS-: it does not relieve you of that. When you respond to the solicitation, when you submit a proposal, you are being held to everything that was published, even if you do not acknowledge it. do want to speak on section 4.3.1 that is the state do want to emphasize that the state reserve the right to cancel this RFP and reject any and all proposal whether in hold or in part of this in response to this solicitation.

Rufus Berry -DHS-: I do ask that you go back and read that section and familiarize yourself with that section as well. Do want to touch on section 4.15. Sorry about that. I'm going to continue. Section 4 section 4.15.

Rufus Berry -DHS-: that speaks to protest and any protest dispute relating to the solicitation or contract awarding is subject to com 2110. I do ask that you familiarize yourself with that if you feel the need to exercise that provision as well. next section I want to speak on is the offerer responsibility.

Rufus Berry -DHS-: in section 4.16.1 we express that offerer must be able to provide all goods and services and meet all the requirement in the solicitation and successfully offer shall be responsible to perform the contract performance including any subcontracting opportunities. you want to let me repeat that you must be able to provide all goods services and meet all the requirement that was set forth in the solicitation. you must be able to perform the contract in that including any subcontracting participation. you will be held accountable for all

Rufus Berry -DHS-: Next section I want to speak on is section 4.17 and that's the acceptance of terms and condition in submitting your proposal in response to this RFP and if you are selected for a war you shall be then to have accepted the terms and condition of the RFP and the assemble contract that I attached in the RFP.

01:00:00

Rufus Berry -DHS-: P. So I do ask that you go and familiarize yourself with that. That is attachment M go and read Any exception to this RFP of the contract shall be identified in your executive summary and all exception will be taken into consideration. So, I ask that you go and read it and any exception that have any the terms in the contract in attachment or that you indicate that in your executive summary of your technical proposal and I will take that into consideration. We will read it and determine how we go from there.

Rufus Berry -DHS-: I do want to speak on one other section 4.2.1 2.1 and that is your verification of registration and tax payment. before any business can do business with the state of Meridan, you must be registered with ESOT.

Rufus Berry -DHS-: So I do ask that you go and register your business. It is strongly recommended that you go and register your business with MD. And if you fail you fail to do so, you may be disqualified and I will not be awarding you a contract underneath this solicitation. So please go and register your business with ESOT and that is the state department of assessment and taxation.

Rufus Berry -DHS-: At this time I do want to take a break and have Mr. Chris Kelly present a separate portion but our MBE portion and I believe Chris has a PowerPoint presentation that he want to present as well. So Chris, you can go ahead and...

Rufus Berry -DHS-: present. ...

Nneka WillisGray -DHS-: Good morning everyone.

Nneka WillisGray -DHS-: My name is Nikki Willis Grey. I'm the procurement director for Maryland Department of Human Services.

Rufus Berry -DHS-: Nikki will be

Nneka WillisGray -DHS-: I'll actually be going over the minority business enterprise goal today. So before we jump into prime contract and subcontractor rights and responsibilities, just wanted to mention that this contract does have a 15% NBE goal. There are no subcontracting goals. and the department has identified several areas of subcontracting opportunities which includes education support services, offices of mental health practitioners except physicians and then other individuals and family services. the NAKES codes associated with those areas is found on the key information page of the solicitation u for your reference.

Nneka WillisGray -DHS-: Please also note that although we have identified those as areas of subcontracting opportunities, as you are reviewing the solicitation and speaking with MBE providers, you are able to identify other opportunities that you see will fit well with your organization and meeting that BE Great. if we can go to the next slide. Thanks, Chris. if you can click on slide number two. I don't think it's in present mode right now, but if you can just click there, that's fine. Yes. thank you.

Nneka WillisGray -DHS-: So, this slide goes over the MBE subcontractor rights. So, the, MBE contractor rights. So the MBE prime contractor must provide NB subcontractors have the same rights as all prime contractors are entitled to receive fair and equitable treatment during the procurement process.

01:05:00

Nneka WillisGray -DHS-: may submit written responses to questions and receive a written response from the state agency and may ask state agency how MBE goals and set goals were set and raise any technical or MBE related concerns with the with the procurement officer before the submission dates an BA prime contractor may add MBE subcontractors but not at the expense of the originally named MBE subcontractor. So we just want to keep in mind that once you actually have identified who is going to be used as a MBE that you are continuing to use those MBEs throughout the process.

Nneka WillisGray -DHS-: during the procurement process an NBE may be able to be changed. However we would need to have that documentation during the contracting period. any changes to the NBE need to be done through a contract modification. were we on the previous slide? I'm sorry. also responsibility of a prime contractor any additional additions, removals or changes to the original MBE participation must be approved in writing by the MBE liaison at the time of a contract modification prior to modifying the contract once you are awarded a contract. Next slide please.

Nneka WillisGray -DHS-: So contracted responsibilities to ensure MBE forms are complete and accurate. So when you're submitting over your forms, please make sure that the forms are completed and they are accurate. there are some items that were able to cure through the procurement process. But there are other items that are not able to be cured that may deem your proposal not reasonably susceptible of being selected for award. So please pay attention whenever you are filling out those NBE forms at the onsite onset of the proposal process.

Nneka WillisGray -DHS-: next you to receive credit for the MBE goal use the subcontractor named on the Comply with the monthly MBE reporting requirements and ensure subcontractors do as well. U meet the deliverables on time and keep good records of your documents tech of your technical and subcontractor rights. The MBE Prime must provide MBE subcontractors with enough time 10 days before the bid or proposal is due and any information to submit qualified competitive quote.

Nneka WillisGray -DHS-: provide MBE subcontractors with no less than the same information and amount of time to respond to any potential subcontractor and obtain the subcontractor authorization to list the MBE subcontractors on a bid or proposal. notify the MBE subcontractor before execution of the contract which the firm has been listed as as an MBE subcontractor, you want to carefully review all the forms and agreements before Want to keep records of all documents.

Nneka WillisGray -DHS-: Never sign a blank form presented by the prime contractor. All documents should be completed before you sign it. keep good records and documentation. the complete and submit the MBE payment forms and other required state submissions on time. Deliver goods and services as promised and get advanced written confirmation of requests for additional work. So, MBE subcontractors are entitled to receive prompt payments from the prime contractor for undisputed work completed successfully, be treated fairly and without fear of harassment or intimidation, and contact the project monitor, procurement officer, and MBE liaison directly when it is appropriate.

01:10:00

Nneka WillisGray -DHS-: With MBE goals. So contractors must utilize their assigned subcontractors and if the contractor wants to use an unassigned subcontract to complete the project, they must submit in writing the reason why the assigned subcontractor cannot be utilized for the project. The letter would be reviewed by The MBE team will verify the subcontractor and the Maryland Department of Transportation directly directory to ensure that they are certified. All right. If you are self-performing contractor, which means that you are a prime contractor who is an MBE, you do have the ability to perform up to 50% of the overall goal.

Nneka WillisGray -DHS-: and may self-perform up to 100% of any sub goal. however, there are no sub goals that are currently associated with this solicitation. provide the certified MBE prime contractor is properly identified in the NBE participation schedule. you must provide the NYX codes you're certified to

do the work in. and you may also utilize if there was an NVsB goal, you will also be able to do the same for next slide, please. All right.

Nneka WillisGray -DHS-: So this slide has the MBE attachments. just want to note that form A certified MBE utilization and fair solicitation affidavit. Form B instructions for participation schedule. Form C outreach efforts compliance statement. Form D, MBE subcontractor participation affidavit and form 1 MBE prime project participation affidavit. if you are a self-performing or prime contractor who has an MBE, all of those forms are requested with your proposal.

Nneka WillisGray -DHS-: also just want to make sure that you are aware that it is fraud for a certified MBE to be listed on a bidder proposal without its that an MBE is offered payment solely for the use of state of Maryland for its use of its state of Maryland issued MBE certification number in the bid or submission documents that the certified MBE gave permission to be listed in the bid documents but did it ser but its services were not used to perform the contract or it's expected it's fraud to be success if

Nneka WillisGray -DHS-: you are suspected of abuse of the NBE program, there is an opportunity to request a waiver of the MBE goal either in part or in full. if you are requesting a waiver, then you do have to provide good faith effort that you tried your best to reach out to MBEs and get their participation on the contract. so if you are requesting a waiver, please document all of your efforts as that would need to be reviewed to see if you were able to be eligible for that waiver. And then the following forms are u required with the waiver request.

Nneka WillisGray -DHS-: There's the MBE an unavailability certificate, the good faith effort documents to support the waiver request and good faith effort document to support of the identified work that was made available to the identified MBE firms and record of solicitations. So, we want to see who you reached out to, when you reached out to them, and the record that something was issued out, and then, any additional information regarding, rejected MBE quotes. All right. So, also just keep in mind there are monthly MBE payment reports.

01:15:00

Nneka WillisGray -DHS-: So contracts with MBE goals, primes and subcontractors are required to complete the monthly MBE payment reports. they are to be submitted for each month. prime contractors and MBE subcontractor payment forms must be sent directly to chris.ke.kelly1@maryland.gov by the 10th of each month. and prime contractors will not receive credit for submission of MBE payments if the subcontractor fails to submit their monthly payment reports. So here it's important to note that it is not only the prime contractor who needs to submit the reports but we also need those reports from the subcontractors as well.

Nneka WillisGray -DHS-: Our MBE team is Chris Kelly's and he can be reached with the following information. he is the director of procurement for small business and minority affairs. So if you have any questions about how to complete your MBE forms or any questions on the form itself, please always reach out to the procurement officer as the prime contact for the solicitation. However, he will be able to link you up with our MBE liaison who is Chris Kelly. We've also included as our a sample of a completed form with instructions so to assist you with preparing those forms for your solicitation.

Nneka WillisGray -DHS-: and this presentation has been provided to Rufus which he can upload to Emma as a part of the notes for this presentation. Thank you. Are there any questions about the MBE goal or

how we came up with the MBE goal at this time? All right. Thank you all and I'll hand it back over to you Rufus. 15%

Rufus Berry -DHS-: Thanks, I believe you did best person the MBE goal for this right at the beginning. 15%. Great. Thanks, ikki. I noticed there is a question in chat as well. I'm going to hold on to that question. we just want to ask reiterate if there any questions concerning the MBE because I believe my MBA team has to step away for another meeting. So if there's any question regarding MBEs...

Rufus Berry -DHS-: but any other questions please hold it until following presentation. I believe Mr. CT. Yeah. Question concerning MB.

c t: Yes. yeah.

c t: Yeah. Thank you so much. Just the question is and I believe was a mention about what goals I think maybe could be utilized or what providers could be utilized. Are there any particular categories as it relates to I guess MBEs minority subcontractors that are precluded from being utilized on this contract.

Nneka WillisGray -DHS-: Yeah. I would say no. we have identified areas that we believe are subcontracting opportunities on the contract.

c t: Exactly. Thank you.

Nneka WillisGray -DHS-: However, as you are looking at the solicitation and looking at how you want to provide services, you are able to utilize NBES in any fashion that you've seen you deem will complement your proposal and also ensure that you meet the goal. looks like there's one more question. talent

Rufus Berry -DHS-: Yes, business.

Gallant Business Solutions: Yes. Hi. this is Nandi Oiako with Gallum's Business. my camera's not my question is about getting dually certified to self-perform up of the 15% MBE goal. from what you presented, it sounds like we actually will not be able to Do that. Correct. if we are a prime contractor,...

Gallant Business Solutions: a prime NBE, we can only self-certify up to 50%. Did I get that correctly? Okay.

01:20:00

Nneka WillisGray -DHS-: Right. ...

Nneka WillisGray -DHS-: you can self-certify up to 50%. there are no subcontracting off. There's no sub goals. So that I hear what you're saying. you might be dy certified like woman and blackowned but because there is no subcontracting goals it's just the overall goal of 15% and then if you are a prime who is an MBE you can do up to 50% of that goal which would be 7.5% and then you would subcontract out the other 7.5 right thank you all have a Number 10.

Rufus Berry -DHS-: Okay, thanks Nik at this time I do want to keep every morning because I want know in the interest of time I want to ask Mr. Nelson Lee to please present the merit and...

Rufus Berry -DHS-: living wages requirement. Nelson unmute yourself.

Nelson Lui -DHS-: I'll be sharing information with you regarding Merit's living wage law...

Nelson Lui -DHS-: which has been in effect since October 1st, 2007. The Maryland living wage law requires certain contractors and subcontractors to pay a minimum wage rate to its employees working under certain state services contract A solicitation for services under a state contract valued at \$100,000 or more or \$100,000 or more for contractors with 10 or fewer employees may be subject to this law which is under title 18 of the state finance and procurement article. The annotated code of Maryland.

Nelson Lui -DHS-: The current Maryland living wage law is \$16.13 per hour with a state contract services valued at 50% or more of the total value of the contract is performed in a tier one area. If the state contract services valued at 50% or more of the total value of the contract is performed in the tier 2 area, then you pay each covered employee at least \$1211 per hour. The specific living wage rate is determined by whether the majority of the services take place in the tier one or tier 2 area of the state. The tier one area includes Anna Rondo, Baltimore, Howard, Montgomery, and Prince George's counties in Baltimore City. The tier 2 area includes any county in the state not included in tier one area.

Nelson Lui -DHS-: If your business has operations in areas with two different wage tiers, the wage you pay is determined by the area in which 50% or more of the contract value is If the employees perform the services are not located in either tier one or tier 2, the living wage rate will be based upon where the majority of the recipients of the services are located. Additional information regarding Maryland's living wage requirement is contained in caption F of the RFP which is entitled Maryland living wage affidavit of agreement for certain service contracts. Information may also be found on the Maryland Department of At the site in the blue area, click labor under the offices heading on the left.

Nelson Lui -DHS-: living wage. In the quick links heading on the left, click frequently asked questions. This will take you to the page entitled living frequently asked questions. Living wage for state service contracts. The living wage rates are subject to an annual adjustment by the Department of Labor. However, your prices under the contract may not change because of any living wage adjustments. Thank you.

Rufus Berry -DHS-: Thank you, on. I'm going to keep it moving. at this typically we will ask the hiring agreement representative to presenting however as I mentioned previously Mr. Ken Joseph couldn't be at this meeting due to other arrangement but he provided me with his presentation. So I will be making that also I will be present I will be issuing that on amine as well. So please look out for that. and as I mentioned please hold all questions. I'm going to try to speed through this just in the interest of time so that we can get this over with. I want to jump to section five submitting of your proposal. how the format and how you should submit the proposal.

Rufus Berry -DHS-: As I mentioned, this is the two-part this is a competitive seal proposal procurement method. Therefore, this will be a two separate volumes of submission. Let's just say that if you go Emmon gave you Emma have instruction on how to submit your two separate Volume one will be your technical proposal and the volume two will be your financial proposal. I do want to express that there should be price information in your technical proposal.

01:25:00

Rufus Berry -DHS-: we have a evaluation team that will review the technical proposal and then we have a violation team that will review your financial proposal. So I do ask that you do not include any price in your technical proposal. Your volume one technical proposal should be submitted as such. There should be

one original executive technical proposal and all subsequent mark materials that was marked. there should be a technical proposal in searchable Adobe PDF.

Rufus Berry -DHS-: There should be a second searchable PDF but that second Adobe PDF should be marked as confidential and proprietary information for information So let me make that clear. There should be one original technical proposal and there should be one Adobe searchable format and then it should be another Adobe sexual searchable format but that second one should be marked proprietary confidential information redacted the same process you'll use the same process for your financial proposal volume

Rufus Berry -DHS-: your one Adobe searchable and then another Adobe that is marked confidential and proprietary information redacted. the volume one proposal it should have information sheet the appendix and all the important resources of the procurement contract offering. I want to ask that you make sure that you all contract information there is that all your contact information is current.

Rufus Berry -DHS-: So I need you to put all the information on the information sheet because if I were to reach back to anyone I will be referring back to The contact that you put on the information sheet is what I will be referring to and how I will be contacting everyone. So, I ask that I'm going to move down to next section. This is section 5.3. Five. Let's move down to section 5.3.2.

Rufus Berry -DHS-: 5.3.2F the offer shall address each RFP requirement in the second section two and three and you should address each of those section in your technical proposal. You should also have a cross reference to the requirement and describe how you propose to meet the goods or the services in that section. I ask you to please go and read section 3.2F

Rufus Berry -DHS-: 2. F and it breaks down how your proposal should be outlined and what requirement are to be addressed in there. your volume two financial proposal that includes all pricing information and as specify in my attachment B. I refer you to that attachment. Please read the instruction carefully. If you have any questions, send me your questions. I'll be more than welcome to address it and also do any amendment if I feel if I deem necessary.

01:30:00

Rufus Berry -DHS-: I want to skip down interest of time to section six the eviation criteria because I believe there was a question in there when regarding the violation as I mentioned the violation will be based on section 20 kmar 21.05.03 03. there I would establish a committee that will review all of the proposal and the criteria that will be used for that I will direct my evaluation committee to to evalate each of the proposal are outlined in the solicit in the solicitation.

Rufus Berry -DHS-: I ask that you please go and read the section 6.2. It breaks down the criteria as how I will be instructing my evaluation team to review and how we will be reviewing the proposal. I do want to touch on that the criteria that will be used in each of the evaluation are I said listed in section two but they are listed in descending order which is say there descending order of importance so for example section 2.1 talks about the offer response to the requirement

Rufus Berry -DHS-: and work plan. the state preferred that the offer technical proposal illustrate a comprehensive understanding of the work requirement and mastery of the subject matter including the explanation of how the work will be performed. I'm going to say you should not limit your proposal to

address the required section as concur or will comply response as such will be wrangl especially for this section

Rufus Berry -DHS-: Because this section is where you are to express and give me the details as to how you plan to address the requirement. What is the work plan? section two the next descending order section for eval is section 2 section 6.2.2 two and that is your experience and qualification of your staff. The next section is section 2.3 and that is your capabilities and your subcontractings and your qual and once again your qualification for qualification.

Rufus Berry -DHS-: The next section in the descending order is your financial proposal. let me backtrack. the three section that I just listed 6.21, 6.22, 6.2 3 those are the section that I will be used to violate your technical proposal.

Rufus Berry -DHS-: And now in regards to your financial proposal, each qualified offerer will be ranked from the lowest the most advantageous to the highest which is the least advantageous price based on the total price or the price that

Rufus Berry -DHS-: that you submitted on your attachment B. So I ask that you once again review the instruction that I have on attachment B tab one and of the attachment B each of the E I have tab for each region. If you have any questions regarding any of those please reach out to me and I'll be more than welcome to assist in any way possible. I think in the interest of time I want to stop right here and open it up for questions and just if we'll try to keep the questions minimum as possible just but I do ask that you send me all your questions in writing and I will respond to them. let me go through the chat because I believe Monica had to jump on another meeting.

01:35:00

Rufus Berry -DHS-: So, let me see what questions that were there are in the chat. I believe Stephan asks, " how would the provider ranking be determined?" I just explained that, but if you need me to provide more detail, Stephanie, is you okay with that? you...

Stephanie Robinson: No, I'm fine. I had asked that earlier. Thank you.

Rufus Berry -DHS-: you repeat yourself. I'm sorry.

Rufus Berry -DHS-:

Stephanie Robinson: No, I was saying I'm fine. I had asked the question earlier prior to you beginning speaking,...

Rufus Berry -DHS-: Okay, that's

Stephanie Robinson: so I'm fine with it now. Thank you.

Rufus Berry -DHS-: what I thought. Thank to the volume one proposal original comment yes so it'll be original Excel I've already protected and that is from RFP information I'm not sure who is that the question Should the volume two proposal be in the original Excel format or be converted to PDF? it should be submitted in both the original Excel format because I've already protected that document.

Rufus Berry -DHS-: So you want to have certain errors that you can fill in as well as convert it to PDF and send and send to me in PDF searchable form and then another PDF version that is marked proprietary or in confidential. I hope that answer your question. It may have dropped off but I will be submitting a response in writing to all of these questions. So I have three questions. What form are required including in our proposal? It says that's from Debor Hello. I have three questions. What forms are required to include in the proposal and in what order should we organize our forms attach narrative and so forth?

Rufus Berry -DHS-: that I do want to refer you second to section seven where it says RFP attachments and appendix it's a whole table that the first column indicates

Rufus Berry -DHS-: I or no, meaning yes or yes or no. And the second column it tells you what should be submitted and what should not be submitted. for example you take attachment a it says yes and it says before proposal and that is the pre-proposal conference respond form. So I do ask that you refer to that section seven and I just went over this the other section is how your proposal should be structured and that is section five. So please I refer you to go and re read that section as well. Okay.

Rufus Berry -DHS-: and gallon business solution. It says required personnel while we are currently offering similar direct support services to person with disability. We do not have some of the required personnel on staff. Does the contractor need to already have to know quote? Okay.

Rufus Berry -DHS-: you do need to have the staff before submitting your proposal because you need to indicate your staff in your proposal. but I will send a formal respond to your questions. But yes, just to briefly answer it, yes, you will need to have staff. volume one is and that volume one is reference required. believe we address the reference section in there. but let me get back to you more specifically on that reference.

01:40:00

Rufus Berry -DHS-: Diane, do you recall us having the reference requirement in this? Is Dian on the call? She may have jumped off.

Rufus Berry -DHS-: I will respond to that question.

Diane Wessel -DHS-: respond in writing.

Diane Wessel -DHS-: Rufus will double check the respond in writing.

Rufus Berry -DHS-: I'm sorry. Yeah. Yeah.

Diane Wessel -DHS-: We'll double check the RFP and respond in writing.

Rufus Berry -DHS-: We'll respond in writing. I'm recording this and it does. Okay. I'm trying to see all the next to the questions. Leticia M she said that when will she receive responses to the questions from this meeting?

Rufus Berry -DHS-: Like I said, all questions are due to me by Monday. I previously had a date for this Friday, but I extended it to Monday. So, all questions are due to me and I do ask that you give me a week to I guess based on But you can ensure that I will get it back to you in sufficient time way before you

submit your proposal. So I will have a quick turnaround time on it just because of the sensitivity of this solicitation. this question

Rufus Berry -DHS-: Okay, there's no questions. That was confirmation. All right. that being said, is there any other questions? anyone want to ask other than the ones that was in the chat? Okay, I think I have tied everyone up. that was a hand raise. Okay, CT. the transcript.

c t: Again thank you for you going through all the questions will this chat be a part of the As's when you submit that out for next week. Okay. Okay.

Rufus Berry -DHS-: Yes. Yes. I'm going to make it part of the Q&A.

c t: Great. Thank you.

Rufus Berry -DHS-: Thank Anybody else? I know I've took out everyone's time but I want to make sure everyone have got at least chance to ask any questions and to address as much portion of this solicitation as we can. and I believe Diane just put in the chat, yes, that is absolutely true. 3.5 5.3.2 speaks to the reference section but we will send that in writing formally as well. So if there's no questions no comment I do thank everyone for taking the time out to be at this pre-proposal.

Rufus Berry -DHS-: I will be expecting any questions coming on the 20th and I will be responding as promptly as I can. But feel free to contact me if you have any issues regarding this solicitation. Everyone should have my email, my phone number. and if I can't get back to you, I will have someone else respond to you. I'll have one for my staff once a year. but all current respondent should come through me. If there's nothing else, I thank you guys and have a great rest of your day.

Latasha Marsh: Thank you.

c t: Thank you.

RFP Info: Thank you very much for everything.

Rufus Berry -DHS-: All right.

Wayne Hart: Thank you.

Deborah Fessenden: Thank you.

Quinn C: very much.

Quinn C: We appreciate your time.

Tashawna Armstrong: Thank you.

Meeting ended after 01:44:45 

This editable transcript was computer generated and might contain errors. People can also change the text after it was created.