

STATE OF MARYLAND  
DEPARTMENT OF HUMAN SERVICES  
SOCIAL SERVICES ADMINISTRATION

PRE-PROPOSAL CONFERENCE

STATEMENT OF NEED/REQUEST FOR PROPOSALS  
PSYCHIATRIC RESPITE RESIDENTIAL CHILD CARE PROGRAMS  
RFP NUMBER SSA/PRRC-22-001-S

TUESDAY, JANUARY 4, 2022  
10:00 A.M.

(Remotely via Google Meet Videoconference)

Maryland Department of Human Services  
31 West Saratoga Street  
Baltimore, Maryland 21201

PRESENT FROM MARYLAND DHS:

SAMUEL EDUFUL, Procurement Officer  
SANG KANG, Office of Procurement  
EDWINA WHIPPLE, Office of Procurement  
ARETHA ECTOR, Assistant Attorney General

PRESENT FROM SOCIAL SERVICES ADMINISTRATION:

TENNILLE THOMAS, Deputy Executive Director  
Placement Services and Performance Monitoring  
DEBRA LYNN PIERSON, Placement Unit Supervisor  
SHEILA GARRETT, Placement Specialist

VENDORS PRESENT:

COMMUNITY OPTIONS, INC. OF ROCKVILLE:

TIGEST ALEMU, Executive Director  
MICHAEL KENNEDY, Senior Staff Accountant  
KAREN CAPELLA, Accounting Supervisor

NEXUS WOODBOURNE FAMILY HEALING:

STEVEN SCHREIBER, Operations Director  
DR. JARRELL MCRAE, Executive Director  
DR. TESS CARPENTER, Clinical Director

ST. VINCENT'S VILLA DETP PROGRAM OF CATHOLIC CHARITIES:

EZRA BUCHDAHL, Administrator  
MIKE DUNPHY, Associate Administrator

ST. ANNE'S CENTER FOR CHILDREN, YOUTH AND FAMILIES:

NICHELLE LUCAS

BOARD OF CHILD CARE:

NICOLE SMITH, Executive Director  
Maryland and D.C. Programs

MCJOY'S JOY COVENANT:

MACKRAMAT EGBOREBHE, Program Administrator

REPORTED BY: DEBORAH B. GAUTHIER, Notary Public

P R O C E E D I N G S

1  
2 MR. EDUFUL: Good morning once again and  
3 welcome to the pre-proposal conference for the  
4 Psychiatric Respite Residential Child Care Programs.  
5 My name is Samuel Eduful, and today we'll be presenting  
6 information about the RFP. We'll also try and answer  
7 questions that you may have concerning the  
8 solicitation. The agenda for this conference is  
9 attached and available for download in Google Meet.

10 Please note that this conference is being  
11 recorded and transcribed by Hunt Reporting Company.  
12 When asking questions later, please clearly state for  
13 the record your name and the name of your company. A  
14 transcript of this conference will be made available on  
15 eMaryland Marketplace Advantage and the DHS website.  
16 Please use the chat feature to type in your  
17 organization's name, the name of those attending today,  
18 and your contact information. This will assist us when  
19 making the transcript. Please keep yourself muted  
20 unless identifying yourself during roll call or when  
21 asking a question after being called on, so that

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1 everyone can hear during the meeting. If I hear a  
2 background noise during the presentation, I will  
3 attempt to mute the open mic.

4 So let's begin the conference with  
5 introductions. I will begin with the DHS procurement  
6 staff and let them introduce themselves. I'll begin  
7 with myself. Once again, my name is Samuel Eduful, and  
8 I'm the Procurement Officer for this solicitation. The  
9 rest of the procurement team will introduce themselves,  
10 followed by Social Services Administration, Office of  
11 the Attorney General, and then Office of the Minority  
12 Business Enterprise. Thank you.

13 MR. KANG: Hi. This is Sang Kang from DHS  
14 Procurement.

15 MS. WHIPPLE: Good morning. My name is  
16 Edwina Whipple, and I'm a Procurement Officer with DHS  
17 Procurement Division.

18 MR. EDUFUL: All right. Thank you. Do we  
19 also have any other persons from the Procurement  
20 Division?

21 (No response.)

1 MR. EDUFUL: If not, then we will continue  
2 with Social Services Administration.

3 MS. THOMAS: Good morning, everyone.  
4 Tennille Thomas. I'm Deputy Executive Director for  
5 Placement Services and Performance Monitoring.

6 MS. PIERSON: Good morning. I'm Debra Lynn  
7 Pierson. I'm the Supervisor for the Placement Unit at  
8 SSA.

9 MS. GARRETT: Good morning. I'm Sheila  
10 Garrett, and I am the Placement Specialist for SSA.

11 MR. EDUFUL: All right. So we will continue  
12 with the Office of the Attorney General, followed by  
13 the Office of the Minority Business Enterprise.

14 MS. ECTOR: Hi. Good morning, everyone.  
15 Aretha Ector, Assistant Attorney General representing  
16 the Department of Human Services.

17 MR. EDUFUL: All right. Thank you. Then a  
18 rep from the Minority Business Enterprise, Jessica, is  
19 supposed to join us, so I guess we will proceed. I'm  
20 sure maybe she's going to join in the course of the  
21 meeting. So now I will proceed to the chart. All

1 right. So I have Catholic Charities. Could you please  
2 introduce yourself? And then one rep is supposed to  
3 introduce -- if you are more than one, you introduce  
4 your team members, and then you tell us your area of  
5 specialty.

6 MR. BUCHDAHL: Hi. This is Ezra Buchdahl,  
7 Administrator for Catholic Charities, along with Mike  
8 Dunphy, Associate Administrator. We're interested in  
9 the Diagnostic Program.

10 MR. EDUFUL: All right. So who else do we  
11 have on the call? Please mention the name of your  
12 company, your name, and then your team members.

13 MR. SCHREIBER: Good morning. This is Steven  
14 Schreiber, the Operations Director at Nexus-Woodbourne  
15 Family Healing, and I am joined by our Executive  
16 Director, Dr. Jarrell McRae, and our Clinical Director,  
17 Dr. Tess Carpenter.

18 MR. EDUFUL: All right. So, Steven, could  
19 you please type in the chat so that you give us the  
20 details of your name, the name of your organization?  
21 So this will assist the court reporter to capture all

1 the information please.

2 MR. SCHREIBER: Absolutely.

3 MR. EDUFUL: All right. Thank you.

4 MS. THOMAS: What service are you interested  
5 in providing?

6 MR. SCHREIBER: We're interested in the  
7 Diagnostic, but also wanted to get some more  
8 information about the Psychiatric Respite.

9 MR. EDUFUL: All right. Thank you. Is there  
10 anyone else on the call?

11 MS. ALEMU: Tigest Alemu, Executive Director  
12 for Community Options, and we're interested in  
13 Diagnostic and Respite.

14 MR. EDUFUL: Okay. Could you please type in  
15 the name of your organization and then your name as  
16 well and then your area of specialty? Thank you. Who  
17 else do we have on the call?

18 (No response.)

19 MR. EDUFUL: All right. Thank you.

20 MS. THOMAS: Sam, there's other folks on the  
21 call. There's Mr. Mac from McJoy's Covenant is on.

1 MS. SMITH: Hi. This is Nicole Smith from  
2 the Board of Child Care. Also I'm calling into the  
3 call today.

4 MR. EDUFUL: Okay. So if don't have your  
5 name, could you please unmute yourself and then  
6 introduce yourself? Thank you.

7 MR. EGBOREBHE: Yeah. My name is Mackramat  
8 from McJoy's Joy Covenant. I just joined you.

9 MR. EDUFUL: Hi, Mac. So could you please  
10 provide your details in the chat; the name of your  
11 company and then your name and then your area of  
12 specialty, and then if you have any other person with  
13 you also, if you'd provide the person's name? Thank  
14 you. All right. So who else do we have on the call  
15 that has not introduced him or herself?

16 MS. THOMAS: Folks are writing -- putting  
17 information in the chat. There's Nichelle Lucas from  
18 St. Anne's is on. And, Nichelle, what Program are you  
19 interested in?

20 (No response.)

21 MS. THOMAS: And I believe Nicole may be on



1 by phone from the Board of Child Care. Nicole, what  
2 Program is the Board of Child Care interested in?

3 MS. SMITH: Hi. We're interested in the  
4 Diagnostic Program. I was having a hard time accessing  
5 the video link. It was asking for a State e-mail  
6 address, so that's why I'm calling in. If there's  
7 another way to access the video link, if anyone could  
8 let me know, that would be great.

9 MS. THOMAS: Let me send you the link,  
10 Nicole, and you let me know if you have issues again.  
11 We probably need to admit you. That probably was the  
12 issue.

13 MS. SMITH: Okay. Thanks, so much, Tennille.  
14 Appreciate it.

15 MS. THOMAS: Yes. Thank you, Nichelle.  
16 She's -- St. Anne's is interested in Diagnostic. Are  
17 there any other providers on the line?

18 (No response.)

19 MS. THOMAS: McJoy's, what Program are you  
20 interested in?

21 MR. EGBOREBHE: Can you hear me?

1 MS. THOMAS: We can hear you now.

2 MR. EGBOREBHE: Oh, okay, 'cause I was on the  
3 phone. We interested -- we're looking at both Programs  
4 right now.

5 MS. THOMAS: Okay. I think that's all the  
6 Programs, Sam. I will send the link over to Nicole  
7 Smith from Board of Child Care.

8 MR. EDUFUL: Okay. I also sent you an e-mail  
9 to send the link -- somebody just sent me an e-mail to  
10 provide the link. All right. Thank you. All right.  
11 So there will be the opportunity to ask questions after  
12 Section 6 of the presentation. Please refer to the  
13 agenda. Now Tennille will give us the opening remarks  
14 for today's meeting.

15 MS. THOMAS: All right. Nicole, I just sent  
16 you the link. Let me know if you cannot access it. It  
17 was the same person, Sam.

18 Good morning, everyone. Thank you for coming  
19 together. I hope everyone is safe and warm after the  
20 snowy conditions that we had yesterday. Again, this is  
21 for the Statement of Need for Psychiatric Respite and

1 Diagnostic treatment services. As you all know, there  
2 has been closures of both Programs within the State of  
3 Maryland. There are currently no Psychiatric Respite  
4 Programs within the State at this time. There is only  
5 one Diagnostic for youth under the age of 14 and one  
6 Diagnostic that only serves females for youth older --  
7 over the age of 14. So the Department has decided to  
8 look at acquiring additional services within the State.  
9 This is our effort to do so. This will also assist us  
10 with our Hospital Overstay initiative that the State  
11 has implemented. So we are here again to discuss the  
12 Diagnostic Evaluation Treatment Program and the  
13 Psychiatric Respite Program under the Department of  
14 Human Services. Again, thank you for joining us today.

15 MR. EDUFUL: All right. Thank you. We will  
16 now move on to the Key Information Summary Sheet. This  
17 is a Request for Proposals for Services, Psychiatric  
18 Respite Residential Child Care Programs. The  
19 solicitation number is SSA/PRRCC-22-001-S. And the RFP  
20 was issued on 12/21/2021. The RFP issuing office is  
21 the Department of Human Services, and the Procurement

1 Officer for this Contract is myself, Samuel Eduful.  
2 The address is 311 West Saratoga Street, Ninth Floor,  
3 Room 940-J, Baltimore, MD 21201. My e-mail address is  
4 samuel.eduful@maryland.gov, and my office phone number  
5 is 410-676 (sic) 7068.

6 Proposals are to be sent through eMaryland  
7 Marketplace Advantage. Please refer to Section 5 of  
8 the RFP. Questions, due date, and time has been  
9 amended from 12/21/21 to 01/13/2022 at 9:30 a.m. The  
10 amendment will be published right after this meeting.  
11 Proposals are due on 02/03/2022 at two p.m. There's a  
12 feedback form that is -- if you are not interested in  
13 submitting any bid, kindly complete the feedback form  
14 and then send it to me at my e-mail address.

15 There's a five percent MBE subcontracting  
16 goal for Offerors that receive 25 beds or more, and  
17 then a one percent VSBE subcontracting goal. The  
18 Contract type is indefinite quantity with fixed unit  
19 prices, and then the Contract duration is two years  
20 base with two one-year option periods. The primary  
21 place of performance is Statewide. And then there's no

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1 SBR. And then it's federal funding project. We'll now  
2 move on to Section 1, Minimum Qualifications, Offeror  
3 Minimum Qualifications. To be considered reasonably  
4 susceptible of being selected for award, the Offeror  
5 must provide proof with its Proposal that the following  
6 Minimum Qualifications have been met:

7 For Diagnostic, Evaluation, Treatment  
8 Programs, DETP, and Psychiatric Respite, that is PR,  
9 Programs, Offerors must possess a current, valid  
10 Maryland DHS license to provide DETP or PR Residential  
11 Child Care services and be in good standing with the  
12 appropriate licensing agency or have the ability to  
13 obtain licensure in the State of Maryland to provide  
14 the services at the time of award. Offerors shall  
15 submit a copy of its current license that corresponds  
16 with the Program proposing. For Offerors who are not  
17 currently licensed, please submit with your Proposal a  
18 Letter of Intent to OLM expressing your interest in  
19 obtaining a Residential Child Care license. I will now  
20 hand it over to Tennille to walk us through Section 2  
21 and 3, that is Contractor Requirements, Scope of Work

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1 and General. Thank you.

2 MS. THOMAS: Good morning again, everyone.  
3 So we're just going to go through -- I'm not going to  
4 read verbatim. You definitely have access to the  
5 actual scope of work listed in the RFP, but, as Samuel  
6 indicated, these services are for Psychiatric Respite  
7 and Diagnostic Services Programs. The license will be  
8 issued, if you do not already have a license, by the  
9 Office of Licensing and Monitoring.

10 The Statement of Need, again, is for us to be  
11 able to develop Programs to provide short-term care.  
12 These Programs are not to exceed 90 calendar days in  
13 length, to identify and facilitate diagnostic services  
14 for children in need of stabilization before  
15 transitioning into a long-term placement setting. As  
16 well as for the Psychiatric Respite Program, these will  
17 serve youth who are discharged from a psychiatric  
18 hospitalization with a placement recommendation for a  
19 residential treatment center, a less restrictive  
20 placement, or diversion from a psychiatric  
21 hospitalization. These services are for short-term,

1 30-day, residential programming with additional  
2 staffing and supportive services for children with  
3 serious behavioral issues.

4 As indicated, in all of our Residential Child  
5 Care settings, we will be utilizing the Integrated  
6 Practice Model that was implemented by the Department  
7 of Social Services -- the Department of Human Services  
8 under the Social Services Administration. Place  
9 Matters is still being utilized as well. Again, the  
10 licensing entity will be the Office of Licensing and  
11 Monitoring plus the Department of Human Services. For  
12 our Psychiatric Respite treatment needs, we are looking  
13 to acquire 25 beds. For the Diagnostic services, we  
14 are looking to acquire 35 beds. This is a projected  
15 need for placement and is drawn from the average number  
16 of children that have been identified as being impacted  
17 by hospital overstay.

18 I will now go through the Responsibilities  
19 and Tasks. So looking at the General Requirements, the  
20 Contractor shall possess and maintain a current, valid  
21 Maryland RCC license; b) operate in the State of

1 Maryland; operate its facilities 24 hours a day, 365  
2 days per year. The Contractor must have 24-hour  
3 supervision by awake staff. They must operate their  
4 RCC Program consistent with the regulations and  
5 requirements of the RCC Program placement and licensing  
6 policies, as detailed in COMAR 14.31.05 through 07.

7 They must comply with applicable State and  
8 federal laws, regulations, DHS policies, standards, and  
9 guidelines affecting the care and supervision of  
10 children in the Contractor's care. The Contractor  
11 shall maintain -- remain abreast of and comply with  
12 current, new, and revised laws, regulations, and DHS  
13 policies, which include, but may not be limited to the  
14 Bill of Rights, DHS Integrated Practice Model, Place  
15 Matters, and Ready by 21.

16 I want to speak to staffing. The Contractor  
17 shall maintain a Board of Directors; employ a  
18 significant -- excuse me -- sufficient number of  
19 Residential Child Care Youth Care Practitioners, which  
20 are called RCYCPs, and other interdisciplinary  
21 credentialed staff to provide services and behavior



1 management that meets the needs of the children in the  
2 Programs; identify the Certified Program Administrator,  
3 who shall be considered as Key Personnel, as referenced  
4 in Section 3.10 of the RFP.

5           If the provider is a Qualified Residential  
6 Treatment Program, identify registered or licensed  
7 nursing and clinical staff who provide care within the  
8 scope of their practice, who are also considered as Key  
9 Personnel. The staff must be on site in accordance  
10 with the selected treatment model and/or available 24  
11 hours a day, seven days a week; insure that staff  
12 receive appropriate orientation and ongoing training to  
13 meet the minimum licensing requirements and to comply  
14 with COMAR 14.31.06 in order to meet the needs of the  
15 children served.

16           Additionally, the Contractor shall insure all  
17 staff receive 40 hours of initial and 40 hours of  
18 annual training, as prescribed in 14.31.06.05-F and  
19 maintain training records, including the names and  
20 credentials of trainers, staff attendance, and copies  
21 of the curriculum.

1           Please note the Cultural and Linguistic  
2 Competence requirement. The Contractor shall insure  
3 that all staff persons who come in contact with the  
4 children are aware of and sensitive to the child's  
5 cultural, ethnic, and linguistic differences, which may  
6 include hearing-impaired children. Contractors shall  
7 employ or have access to individuals who are  
8 representative of the children serviced in order to  
9 minimize the language and cultural barriers that may  
10 exist. Each child in a Contractor's care shall be  
11 provided services that address any special language  
12 needs and reinforce positive cultural practices and  
13 acknowledge and build upon ethnic, socio-cultural, and  
14 linguistic strengths. All costs for these services  
15 shall be included in the approved IRC/MSDE rate with no  
16 additional costs to the Department of Human Services.

17           Now moving to -- excuse me; I'm scanning  
18 through -- the specific Program requirements in Section  
19 2.3.22, this section is specifically for the Diagnostic  
20 Treatment Program providers. Under 2.3.22.1, the  
21 Contractor shall complete a written Diagnostic

1 Assessment of a child, according to the DSM-5  
2 standards, for submission to the LDSS within 60 days --  
3 business days -- again, that's business days -- of  
4 placement. The Diagnostic Assessment shall include a  
5 psychiatric, psychological, educational, psycho-social,  
6 and medical plan for stabilizing the child and  
7 developing a plan to transition and maintain the child  
8 in the most appropriate and least restrictive placement  
9 to meet the child's needs.

10 We are continuing to use the Levels of  
11 Intensity standards. When responding to the Statement  
12 of Need, for care and supervision, the level of  
13 intensity is high; for clinical services, the level of  
14 intensity is high; education, moderate; health and  
15 medical services, moderate; family support services is  
16 high. Have an on-site MSDE-approved Type III school or  
17 utilize the local school systems, when appropriate, to  
18 insure that school-aged -- to insure that each school-  
19 aged child attends an educational or vocational program  
20 in accordance with all applicable federal, State, and  
21 local laws.

1           The Contractor shall have the ability to  
2 provide a milieu of services offered in diagnostic and  
3 evaluation treatment programs in a campus-facility or  
4 community-based facility; have the ability to serve  
5 male, female, and transgendered youth ages 13 to 20;  
6 offer evidence-based and/or trauma-informed treatment  
7 services. Contractors must be able to provide  
8 individual trauma therapy and individual and group  
9 therapy; must be able to provide a Certificate of Need  
10 to the LDSS Case Manager for children recommended for a  
11 Residential Treatment Center; insure on-site  
12 availability to provide nursing and clinical/counseling  
13 needs consistent with the treatment model to meet the  
14 needs of children 24/7. There's a minimum staff to  
15 resident ratio of 1 to 4 during awake hours and 1 to 8  
16 during sleeping hours.

17           In Section 2.3.22.2, which is specific to the  
18 Psychiatric Respite Program, the Contractor shall  
19 provide a combination and sequence of intensive,  
20 interdisciplinary, or generic care, treatment, or other  
21 services that are individually planned and coordinated

1 for individuals -- for the individual; provide 24-hour  
2 awake staff. The Level of Intensity standards are as  
3 follows: Care and supervision is high; clinical  
4 services, high; education, moderate; health and medical  
5 services, moderate; family support services, moderate.

6 Consistent with the Diagnostic Program, the  
7 Psychiatric Respite Program also requires an on-site  
8 MSDE-approved Type III school or utilization of the  
9 local school system, when appropriate; must also insure  
10 that each school-aged child attends an educational or  
11 vocational program in accordance with the applicable  
12 federal, State, and local laws.

13 The Psychiatric Respite Program must also  
14 have the ability to serve male, female, and  
15 transgendered youth ages 13 to 20; offer evidence-based  
16 or trauma-informed treatment services; provide  
17 individual trauma therapy, individual and group  
18 therapy; must also be able to provide a CON to the  
19 Local Department Case Manager for those children  
20 recommended for a RTC; and provide on-site counseling  
21 and appropriate therapeutic modalities.

1           The difference is that the Placement Unit,  
2 they must receive in writing on specified days Respite  
3 Census Reports, and that will include the name of the  
4 children, their date of birth, the Local Department,  
5 name of the Case Manager, placement history  
6 information, their date of admission, length of stay,  
7 and recommendations or changes to the recommendations.  
8 Also included will be comments regarding the progress  
9 of the youth, estimated date of discharge, barriers to  
10 discharge, reasons for admission, and communications  
11 with the Local Department Case Manager. There is also  
12 a minimum resident to staff ratio. That ratio for the  
13 Psychiatric Respite Program is 1 to 3 during awake  
14 hours and 1 to 8 during sleeping hours.

15           There will be performance -- there will not  
16 be performance measures for the Psychiatric Respite  
17 Program. And these psychiatric -- these performance  
18 measures still include child safety, and that's staff  
19 security, which includes 100 percent compliance with  
20 Child Protective Services' clearances and criminal  
21 background checks; insure that the provider is in

1 compliance with the minimum standards for licensing;  
2 that there are no licensing sanctions; and that the  
3 provider has not been on the Hot List, which is the SSA  
4 Hot List, which means that a provider is subject to no  
5 new admissions for the Program due to deficiencies  
6 either with the Contract or licensing standards. Each  
7 provider is required to submit an Annual Financial  
8 Audit by December the 2nd of each year for the previous  
9 fiscal year. Excuse me.

10 Child Well-being will consist of CANS  
11 Assessment compliance, and the child stability and  
12 permanency incentive points are only applicable to the  
13 Diagnostic only, whereas you exit to permanency or to a  
14 less restrictive setting, and the provider will receive  
15 an additional five extra points on their performance  
16 standards. These performance standards are issued  
17 quarterly.

18 As indicated, these -- this Contract is for a  
19 two-year base and it does have options. Options are  
20 based on -- at the State's sole discretion and will be  
21 impacted by a provider's performance. And there is --

1     there are also deliverables identified within the RFP,  
2     which include submission and completion of individual  
3     service and treatment plans with a due date of 30 days  
4     -- business days after placement and every 90 business  
5     days thereafter; CANS Assessments, which are also due  
6     30 business days after placement and every 90 days  
7     thereafter; COMAR Safety Requirements reports, which  
8     are due to the Office of Licensing and Monitoring the  
9     10th of each month.

10             For Diagnostic Assessments, these are due 30  
11     business days from the date of placement. Certification  
12     of Need would be due at discharge to the Local  
13     Department Case Manager. Annual Financial Audits of  
14     the Contractor's financial records are due on or before  
15     December the 2nd of each year following the end of the  
16     previous Contract year and are submitted to the SSA  
17     Administrative Specialist.

18             DHS Private Contractor Annual Reports, again,  
19     are due on or before December the 2nd of each year  
20     following the end of the Contract year. Financial  
21     Incident Reports; this is the first report within five



1 business days of receiving a fully-executed copy of a  
2 Contract, and, thereafter, the Contractor shall submit  
3 a Financial Incident Report on July 1 and December 2nd  
4 of year thereafter.

5 Quarterly Reports of Economic Benefits  
6 Attained by the 15th of the month following the end of  
7 the report quarter. The quarterly report shall be  
8 submitted until all proposed economic benefits are  
9 attained. Current Certifications -- Certificates of  
10 Insurance, at Contract anniversary date, including  
11 option periods. A Program Questionnaire at each  
12 Contract anniversary date, including option periods.  
13 Ad hoc or miscellaneous reports due in the time period  
14 requested by the Social Services Administration. And  
15 for all providers providing services under QRTP  
16 designation, at submission of the annual affidavit.

17 We are now on the Section 3 of the Contract,  
18 which are General Requirements, specifically looking at  
19 Invoicing. Contractors will receive a Revised  
20 Maintenance Payment Statement monthly, and it is  
21 comprised of the calculated rates issued by the IRC and

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1 the actual number of days in the previous month that a  
2 child was in the Contractor's care. Contractors have  
3 five business days to verify the statement. The  
4 appropriate Local Department staff and Contractors must  
5 resolve any disputes. On the 13th of the month, DHS  
6 electronic case management system, which is now called  
7 CJAMS, will be -- will have Local Department staff  
8 validate in CJAMS those placements, and, based on that  
9 validation, a payment will be issued to the provider on  
10 or about the 23rd of the month, unless payment issues  
11 are outstanding. There are Liquidated damages proposed  
12 because of the MBE requirement.

13 The Insurance Requirements. As indicated,  
14 there are Commercial General Liability of a million  
15 dollars; Errors and Omissions/Professional Liability,  
16 \$50,000 per combined single limit; Workers'  
17 Compensation; Automobile or Commercial Truck Insurance.  
18 All must be indicated when submitting your insurance  
19 statement.

20 As indicated, there are Security  
21 Requirements. The criminal background check for all

1 staff, including employees, Board members, consultants,  
2 subcontractor. They must have a cleared Child  
3 Protection Registry clearance and background checks in  
4 which the staff member resides prior to beginning work.  
5 That is consistent the COMAR 14.31.06.05. All  
6 Contractors are required to complete the Criminal  
7 Background Affidavit and submit with their Technical  
8 Proposals.

9 Contractors shall not employ any person who  
10 has been convicted of the following: child abuse;  
11 child neglect; spousal abuse, a crime against children,  
12 including child pornography; a crime involving  
13 violence, including but not limited to rape, sexual  
14 assault, or homicide; a conviction within five years of  
15 applying for a job with the Program from assault or a  
16 drug-related offense; and a conviction within five  
17 years for a violation of Courts and Judicial  
18 Proceedings.

19 All Contractors shall demonstrate compliance  
20 with COMAR 14.31.06.05 A(2) (e) to insure a drug and  
21 alcohol-free workplace. Contractor shall require staff

1 to undergo a physical examination and tuberculosis  
2 screening in accordance with 14.31.06.05 E(1)(c) and  
3 (d). Any staff that has indicated findings of any of  
4 the following allegations by an investigation of the  
5 Office of Licensing and Monitoring or the Local  
6 Department of Social Services' Child Protective  
7 Services unit in any jurisdiction shall be terminated:  
8 1) neglect of children; 2) physical abuse of children,  
9 families, or staff members; 3) sexual abuse or  
10 harassment of children, families or staff members;  
11 verbal or emotional abuse of children, families, or  
12 staff members; drug or alcohol use on the premises or  
13 with children and families or such that the staff is  
14 intoxicated while on duty.

15 The Contractor shall remove any Contractor  
16 Personnel from working on the Contract where the State  
17 determines, in its sole discretion, that the Contractor  
18 Personnel has not adhered to the security requirements  
19 specified herein. The State reserves the right to  
20 request that the Contractor submit proof of employment  
21 authorization of non-United States citizens, prior to

1 commencement of work under this Contract. And I  
2 believe that's it, Sam.

3 MR. EDUFUL: All right. Thank you. So we'll  
4 now move on to Section 4, Procurement Instructions. So  
5 eMaryland Marketplace Advantage, also known as eMMA --  
6 so Proposals are to be submitted through eMaryland  
7 Marketplace Advantage. Hard copy submissions are not  
8 permitted.

9 So the RFP conference summary and attendance  
10 sheet, questions, and responses, addenda and other  
11 solicitation-related information will be made available  
12 through eMaryland Marketplace Advantage. In order to  
13 receive a Contract award, a vendor must be registered  
14 on eMMA. All questions shall be submitted through e-  
15 mail to the Procurement Officer no later than the date  
16 and time specified on the Key Information Summary  
17 Sheet. Answers to all questions that are not clearly  
18 specified only to the requestor will be posted on eMMA.

19 Procurement Method. Contracts will be  
20 awarded in accordance with the Competitive Sealed  
21 Proposals method under COMAR 21.05.03. Proposals must

1 be received by the Procurement Officer no later than  
2 the Proposal due date and time indicated on the Key  
3 Information Summary Sheet in order to be considered.  
4 Requests for extension of this date or time shall not  
5 be granted. Proposals received after the due date and  
6 time will not be considered. Proposals may not be  
7 modified or withdrawn before the time and date for  
8 receipt of Proposals. Proposals may not be submitted  
9 by e-mail or fax. And, also, Proposals will not be  
10 opened publicly. Potential Offerors not responding to  
11 this solicitation are requested to submit the Notice to  
12 Vendors form, which includes company information and  
13 reason for not responding; example, too busy, cannot  
14 meet mandatory requirements. Multiple or alternate  
15 Proposals will not be accepted.

16 Economy of Preparation. Proposals should be  
17 prepared simply and economically and provide a  
18 straightforward and concise description of the  
19 Offeror's Proposal to meet the requirements of the RFP.

20 Public Information Notice Act -- Public  
21 Information Act Notice. Sorry. The Offeror shall give

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1 specific attention to the clear identification of those  
2 portions of its Proposal that it considers confidential  
3 and/or proprietary commercial information or trade  
4 secrets and provide justification why such materials,  
5 upon request, should not be disclosed by the State  
6 under the Public Information Act, Md. Code Ann.,  
7 General Provisions Article, Title 4. Please refer to  
8 RFP Section 5.3.2.B, Claim of Confidentiality.  
9 Offerors are advised that, upon request for this  
10 information from a third party, the Procurement Officer  
11 is required to make an independent determination  
12 whether the information must be disclosed.

13 Award Basis. A Contract shall be awarded to  
14 the responsible Offerors submitting the Proposal that  
15 has been determined to be the most advantageous to the  
16 State, considering price and evaluation factors set  
17 forth in this SON/RFP. Please refer to COMAR  
18 21.05.03.03F.

19 Section 4.10, Oral Presentations. Offerors  
20 may be required to make oral presentations to the State  
21 representatives. Oral presentations are considered

1 part of the Technical Proposal.

2 Duration of the Proposal. Proposals  
3 submitted in response to this SON/RFP are irrevocable  
4 for the latest of the following: 240 days following  
5 the Proposal due date and time, best and final offers,  
6 if requested. See Section 6.5.2.

7 Revisions of the RFP. If the RFP is revised  
8 before the due date for Proposals, the Department shall  
9 post any addenda to the RFP on eMaryland Marketplace  
10 Advantage and shall endeavor to provide such addenda to  
11 all prospective Offerors that were sent this RFP or  
12 otherwise known by the Procurement Officer to have  
13 obtained this RFP. It remains the responsibility of  
14 all prospective Offerors to check eMaryland Marketplace  
15 Advantage for any addenda issued prior to the  
16 submission of Proposals.

17 Acknowledgment of receipt of all addenda of  
18 this RFP issued before the Proposal due date shall be  
19 included in the Transmittal Letter accompanying the  
20 Offeror's Technical Proposal. Addenda made after the  
21 due date for Proposals will be sent only to those

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1 Offerors that remain under award consideration as of  
2 the issuance date of the addenda. Acknowledgment of  
3 the receipt of addenda to the RFP issued after the  
4 Proposal due date shall be in the manner specified in  
5 the addendum notice. Failure to acknowledge receipt of  
6 an addendum does not relieve the Offeror from complying  
7 with the terms, additions, deletions, or corrections  
8 set forth in the addendum and may cause the Proposal to  
9 be deemed not reasonably susceptible of being selected  
10 for award.

11 Section 4.13, Cancellations. The State  
12 reserves the right to cancel this SON/RFP, accept or  
13 reject any or all Proposals, in whole or in part,  
14 received in response to this SON/RFP, waive or permit  
15 the cure of minor irregularities, and conduct  
16 discussions with all qualified or potentially qualified  
17 Offerors in any manner necessary to serve the best  
18 interests of the State.

19 The State reserves the right, in its sole  
20 discretion, to award a Contract based upon the written  
21 Proposals received without discussions or negotiations.

1 In the event a government entity proposes and receives  
2 the recommendation for award, the procurement may be  
3 cancelled and the award processed in accordance with  
4 COMAR 21.01.03.01.A(4).

5 Incurred Expenses. The State will not be  
6 responsible for any costs incurred by any Offeror in  
7 preparing and submitting a Proposal.

8 Protests/Disputes. Any protest or dispute  
9 related to this solicitation or the Contract award  
10 shall be subject to the provisions of COMAR 21.10,  
11 Administrative and Civil Remedies.

12 Section 4.16, Offeror Responsibilities.  
13 Offerors must be able to provide all goods and services  
14 and meet all the requirements requested in this  
15 solicitation, and the successful Offeror shall be  
16 responsible for Contract performance, including any  
17 subcontractor participation. All subcontractors shall  
18 be identified and a complete description of their role  
19 relative to the Proposal shall be included in the  
20 Offeror's Proposal. If applicable, subcontractors  
21 utilized in meeting the established MBE or VSBE

1 participation goals for this solicitation shall be  
2 identified, as provided in the appropriate attachments  
3 to this RFP.

4 Acceptance of Terms and Conditions. By  
5 submitting a Proposal in response to this SON/RFP, the  
6 Offeror, if selected for award, shall be deemed to have  
7 accepted the terms and conditions of this SON/RFP and  
8 the Contract, attached.

9 So we move on to the MBE participation goals.  
10 And this was supposed to be presented by Jessica, but  
11 I'm not sure if she's on the call. Jessica -- do we  
12 have Jessica on the call?

13 (No response.)

14 MR. EDUFUL: All right. So we will skip the  
15 MBE participation goal, but, as I indicated earlier on,  
16 this Contract has a five percent MBE subcontracting  
17 goal for 25 beds or more. If you have any questions,  
18 please send us an e-mail. We will respond to it. So  
19 I'll now hand over to Sang to present the VSBE goals.  
20 Sang.

21 MR. KANG: Thanks, Samuel. I'll present both

1 MBE and VSBE quickly.

2 MR. EDUFUL: All right. Thanks.

3 MR. KANG: There's an MBE participation goal  
4 of five percent, like Samuel said, for those Offerors  
5 that will receive 25 beds or more. By submitting a  
6 response to this RFP, you are acknowledging that you're  
7 going to meet the goal and any subgoals and you're just  
8 committing to meet the goal. If -- let's see here. So  
9 if you decide that you are not able to meet this five  
10 percent goal, on your D-1A Form you're going to have to  
11 say that you're requesting a waiver. And this D-1A  
12 Form, which is your MBE Utilization and Fair  
13 Solicitation Affidavit and MBE Participation Schedule,  
14 that form needs to be submitted with the RFP or it  
15 could result in rejection of your Proposals, so please  
16 turn that form in, regardless of what you're doing. Of  
17 course, we want you to meet the goal. So let's see  
18 here, I think that's it with that. Just please turn in  
19 your Attachment D-1A.

20 If you are recommended for award, you will  
21 also need to turn in an Attachment D-2, your Outreach

1 Efforts Compliance Statement and your MBE Subcontractor  
2 Prime Project Participation Certification. That's  
3 Attachments D-2 and D-3A and D-3B. A directory of the  
4 certified MBEs is available through the MDOT website.  
5 You can see that in Section 4.26, if you need that  
6 directory to look for your MBEs.

7           If you requested a waiver of your goal, then  
8 you're going to be submitting Attachment D-1C, which is  
9 the Good Faith Efforts documentation, and that will be  
10 ten days upon notification of award, if that is what  
11 you're going to do. And one other condition here. If  
12 you are, yourself, a Minority Business -- MBE firm,  
13 then you can count up to 50 percent of the MBE goal  
14 with the work that you perform on the Contract, and  
15 that's also on your D-1A Form, and you can see that  
16 there on the first page. And please ask any questions  
17 about that, if you need to.

18           So, with that, I'm going to present VSBE. A  
19 one percent VSBE goal has been established for this  
20 solicitation. So that means that one percent of the  
21 total Contract amount will need to be subcontracted out

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1 to veteran-owned small businesses. By submitting a  
2 response to this solicitation, the Offeror agrees that  
3 this percentage of the total dollar amount of the  
4 Contract will be performed by verified veteran-owned  
5 small business enterprises. The solicitation requires  
6 Offerors to identify specific work categories within  
7 the scope of work, solicit VSBEs before Proposals are  
8 due, and attempt to make personal contact with the  
9 VSBEs solicited and to document these attempts.

10 The Offeror -- it's the same thing as with  
11 MBEs -- Offeror must include with its Proposal a  
12 completed VSBE Utilization Affidavit and Prime  
13 Subcontractor Participation Schedule. That's  
14 Attachment E-1. This is where you acknowledge that you  
15 either meet the goal or request a full or partial  
16 waiver of that goal. An Offeror -- okay. So an  
17 Offeror must complete a separate -- okay. So if you're  
18 submitting for one -- more than one Program, you need  
19 to submit an Attachment E-1 for each of those Programs.  
20 So if you submit for two Programs, you need an  
21 Attachment E-1 for both of those. And that's actually

1 true of MBE. I left that out. MBE, you need to submit  
2 an Attachment D-1A for each Program that you apply for.

3 In the case that a Prime is a VSBE firm, you  
4 can meet up to 100 percent of the VSBE goal, but you  
5 must still complete the Attachment E-1 and list  
6 yourself as a Prime Contractor who will meet the VSBE  
7 goal. And the same is true for -- after you receive an  
8 award letter, you will need to send in your Attachment  
9 E-2s, which are VSBE Project Participation Statements.  
10 And then if you ask for a waiver at that time, we'll be  
11 asking for waiver documentation as well. So that's it  
12 for the MBE and VSBE.

13 MR. EDUFUL: All right. Thank you, Sang.  
14 All right. Now Edwina will present the Living Wage  
15 requirements.

16 MS. WHIPPLE: Yes. Again, I'm Edwina Whipple  
17 and I'll be going over the Living Wage requirements for  
18 this RFP. Maryland's Living Wage Law, which has been  
19 in effect since October 1st, 2007, the Maryland Living  
20 Wage Law requires certain Contractors and  
21 subcontractors to pay a minimum wage rate to its

1 employees working under certain State service  
2 contracts. A solicitation for services under a State  
3 Contract valued at \$100,000 or more or \$500,000 or more  
4 for Contractors with ten or less employees may be  
5 subject to this law under -- which is under Title 18 of  
6 the State Finance and Procurement Article, the  
7 Annotated Code of Maryland.

8 The current Maryland Living Wage law is  
9 \$14.55 per hour, if the State Contract services valued  
10 at 50 percent or more of the total value of the  
11 Contract is performed in a Tier 1 area. If the State  
12 Contract services valued at 50 percent or more of the  
13 total value of the Contract is performed in the Tier 2  
14 area, then you pay each covered employee at least  
15 \$10.93 per hour.

16 The specific Living Wage rate is determined  
17 by whether the majority of the services take place in  
18 the Tier 1 or Tier 2 area of the State. The Tier 1  
19 area includes Anne Arundel, Baltimore, Howard,  
20 Montgomery, and Prince George's Counties and Baltimore  
21 City. The Tier 2 area includes any county in the State



1 not included in the Tier 1 area. If your business has  
2 operations in areas with two different wage tiers, the  
3 wage you pay is determined by the area in which 50  
4 percent or more of the Contract value is performed. If  
5 the employees who perform the services are not located  
6 in Tier -- in either Tier 1 or Tier 2, the Living Wage  
7 rate will be based upon where the majority of the  
8 recipients of the services are located.

9 Additional information regarding Maryland's  
10 Living Wage requirement is contained in Attachment F of  
11 the Request for Proposal, which is entitled "Maryland  
12 Living Wage Affidavit of Agreement for Service  
13 Contracts". Information may also be found on the  
14 Maryland Department of Labor website,  
15 labor.maryland.gov. Click "Labor" in the top tab,  
16 "Living Wage" under the office's heading, then the  
17 quick link for Frequently Asked Questions. This will  
18 take you to the page entitled "Maryland's Living Wage  
19 Frequently Asked Questions, Living Wage for State  
20 Service Contracts". The Living Wage rates are subject  
21 to an annual adjustment by the Department of Labor.

1       However, your prices under the Contract may not change  
2       because of any Living Wage adjustment. Thank you.

3               MR. EDUFUL: All right. Thank you, Edwina.  
4       So we'll now move on to Section 5, Proposal Format.  
5       Offerors shall submit Proposals in separate volumes  
6       through eMaryland Marketplace Advantage. So Volume I  
7       should be the Technical Proposal, and then Volume II  
8       should be the Financial Proposal. So for Offerors  
9       proposing to serve a single Program category shall  
10      submit one Proposal for the RCC Program category.

11              And then those Offerors proposing to serve  
12      multiple Program categories, both RCC Program  
13      categories shall submit a separate Proposal for each  
14      RCC Program category. Offerors must identify the  
15      specific site location, number of beds, gender, and age  
16      of the children to be served using the RCC Program  
17      Service Form, Attachment P. A separate RCC Program  
18      Service Form must be submitted for each Program and  
19      site location within each Program.

20              Proposal Delivery and Packaging. Proposals  
21      delivered by fax and e-mail shall not be considered.

1 Proposals must be submitted by electronic means, that  
2 is through eMaryland Marketplace Advantage.

3 For Technical Proposals, please omit all  
4 pricing information from the Technical Proposal; that  
5 is Volume I. Include only pricing information only in  
6 the Financial Proposal; that is Volume II. In addition  
7 to the instructions below, responses in the Offeror's  
8 Technical Proposal shall reference the organization and  
9 numbering of sections in the RFP. The RFP describes in  
10 detail how to format the Technical Proposal in Section  
11 5.3. Rather than reading all of the instructions at  
12 this time, I will mention some highlights. Please ask  
13 questions after Section 6, if you have them.

14 So 5.3.2. The Technical Proposal shall be  
15 included -- shall include the following documents and  
16 information in the order specified as follows. Each  
17 section of the Technical Proposal shall be separated by  
18 a tab, as detailed below.

19 A) Title Page and Table of Contents, it  
20 should be submitted under Tab A. And then Claim of  
21 Confidentiality, if applicable, must be submitted under

1 Tab A-1. Offeror Information Sheet and Transmittal  
2 Letter must be submitted under Tab B. Executive  
3 Summary needs to be submitted under Tab C. And then  
4 Minimum Qualifications Documentation, if applicable,  
5 needs to be submitted under Tab D. Offeror Technical  
6 Responses to RFP Requirements and Proposed Work Plan  
7 needs to be submitted under Tab E.

8 Experience and Qualifications of Proposed  
9 Staff should be submitted under Tab F. Offeror  
10 Qualifications and Capabilities needs to go under Tab  
11 G. References under Tab H. List of Current or Prior  
12 State Contracts needs to go under Tab I. Financial  
13 Capabilities, Tab G. Certificate of Insurance needs to  
14 be submitted under Tab K. And Subcontractors needs to  
15 be under Tab L. Legal Action Summary needs to be under  
16 Tab M, as well as Economic Benefit Factors under Tab N.  
17 Finally, Technical Proposal, Required Forms and  
18 Certifications, all needs to go under Tab O.

19 So we move on to Section 6, Evaluation and  
20 Selection Process. Evaluation Committee; that is  
21 Section 6.1. Evaluation of Proposals will be performed

1 in accordance with COMAR 21.05.03 by a committee  
2 established for that purpose and based on the  
3 evaluation criteria set forth. The Evaluation  
4 Committee will review Proposals, participate in Offeror  
5 oral presentations and discussions, and provide input  
6 to the Procurement Officer. The Department reserves  
7 the right to utilize the services of individuals  
8 outside of the established Evaluation Committee for  
9 advice and assistance, as deemed appropriate.

10 Technical Proposal Evaluation Criteria; that  
11 is Section 6.2. The criteria to be used to evaluate  
12 each Technical Proposal are listed below. Please refer  
13 to the RFP document.

14 So Experience and Qualifications of Proposed  
15 Staff, please refer to RFP Section 5.3.2.G. Offeror  
16 Qualifications and Capabilities including proposed  
17 subcontractors, see RFP Section 5.3.2.H.

18 Financial Proposal Evaluation Criteria. All  
19 qualified Offerors will be ranked from the lowest (most  
20 advantageous) to the highest (least advantageous) price  
21 based on provider rates.

1           Section 6.5, Selection Procedures. The  
2 Contract will be awarded in accordance with the  
3 Competitive Sealed Proposals method found at COMAR  
4 21.05.03. The Competitive Sealed Proposals allows for  
5 the conducting of discussions and the revision of  
6 Proposals during these discussions. Therefore, the  
7 State may conduct discussions with all Offerors that  
8 have submitted Proposals that are determined to be  
9 reasonably susceptible of being selected for Contract  
10 award or potentially so.

11           Section 6.3 -- sorry. Section 6.5.3, Award  
12 Determination. Upon completion of the Technical  
13 Proposal and Financial evaluations and rankings, each  
14 Offeror will receive an overall ranking. The  
15 Procurement Officer will recommend award of the  
16 Contract to the responsible Offeror that submitted the  
17 Proposal determined to be the most advantageous to the  
18 State. In making this most advantageous Proposal  
19 determination, technical factors will receive greater  
20 weight than financial factors. And this concludes our  
21 presentation for this RFP. So please use the feature

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1 in this meeting to raise your hand if you have any  
2 questions so that it will be responded to. Thank you.  
3 So question time. You can as well also type your  
4 questions in the chat feature.

5 MS. ECTOR: Well, I guess while we're  
6 waiting, I just wanted to make one clarification. I'm  
7 sorry. This is Aretha Ector speaking. Section 2.3.22,  
8 I think one and two, when Tennille referred to the  
9 staffing ratios, I think she said it in the reverse,  
10 based on what's written, but the staffing ratios are,  
11 for instance eight residents to one staff person I  
12 think is the way it's written. It is written as  
13 residents to staff and I think you spoke of it as staff  
14 to residents, but the ratios are correct as written in  
15 the RFP.

16 MS. THOMAS: Yes. So if you're looking at  
17 the section for Diagnostic, which is 2.3.22.1, Section  
18 I, the minimum resident to staff ratio during awake  
19 hours is 4 residents to 1 staff, and during sleeping  
20 hours it's 8 to residents to 1 staff. And consistent  
21 with 2.3.22.2, for the Psychiatric Respite, Section J,

1 the resident to staff ratio is 3 to 1 during awake  
2 hours and 8 to 1 during sleeping hours.

3 MS. ECTOR: Correct.

4 MR. EDUFUL: All right. Thank you. There's  
5 a question from Steven. He wants to find out, "If your  
6 Program already has a license for DETP and submits a  
7 Proposal for Psychiatric Respite, will an application  
8 for a Psychiatric Respite license be needed?"

9 MS. THOMAS: So you have a license for a  
10 Residential Child Care Program already, you have been  
11 awarded a Contract to provide services for a Diagnostic  
12 Treatment Program, and so I'm quite sure, unless you  
13 have additional beds on that license, you would need to  
14 expand your license to acquire a different additional  
15 -- to acquire additional capacity in order to do  
16 Psychiatric Respite.

17 MR. EDUFUL: All right. Thank you. Are  
18 there any other questions regarding this RFP? You can  
19 as well use the feature to raise your hand so that you  
20 unmute yourself and then ask your questions.

21 (No response.)



1           MR. EDUFUL: All right. So if you have no  
2 questions, please feel free to reach out to me -- my  
3 e-mail address had been provided in the RFP document --  
4 with all your questions, and then it will be responded  
5 and then published in eMaryland Marketplace Advantage  
6 and the DHS website. So we would like to thank you all  
7 for attending this pre-proposal conference. We look  
8 forward to receiving your Proposals. Please remember  
9 that the Proposals are due on 02/03/2022 at two p.m.  
10 Local Time through eMaryland Marketplace Advantage.  
11 Thank you all for attending. Thank you.

12                   (Whereupon, at 11:20.m., the pre-proposal  
13 conference was concluded.)

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CERTIFICATE OF NOTARY

I, Deborah B. Gauthier, Notary Public, before whom the foregoing Pre-Proposal Conference was held, do hereby certify that said Pre-Proposal Conference is a true record of the proceedings; that I am neither counsel for, related to, nor employed by any of the parties to this action, nor financially or otherwise interested in the outcome of the action; and that the Pre-Proposal Conference was reduced to typewriting by me or under my direction.

This certification is expressly withdrawn upon the disassembly or photocopying of the foregoing transcript, including exhibits, unless disassembly or photocopying is done under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.

*Deborah B. Gauthier*

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DEBORAH B. GAUTHIER,  
Notary Public in and for the  
State of Maryland

My Commission Expires: October 17, 2023

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