STATE OF MARYLAND
DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES ADMINISTRATION

PRE-PROPOSAL CONFERENCE

STATEMENT OF NEED/REQUEST FOR PROPOSALS
PSYCHIATRIC RESPIRE 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:

TEENILLE THOMAS, Deputy Executive Director
Placement Services and Performance Monitoring

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

Please note that this conference is being recorded and transcribed by Hunt Reporting Company. When asking questions later, please clearly state for the record your name and the name of your company. A transcript of this conference will be made available on eMaryland Marketplace Advantage and the DHS website. Please use the chat feature to type in your organization's name, the name of those attending today, and your contact information. This will assist us when making the transcript. Please keep yourself muted unless identifying yourself during roll call or when asking a question after being called on, so that
everyone can hear during the meeting. If I hear a background noise during the presentation, I will attempt to mute the open mic.

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

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

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

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

(No response.)
MR. EDUFUL: If not, then we will continue with Social Services Administration.

MS. THOMAS: Good morning, everyone.

Tennille Thomas. I'm Deputy Executive Director for Placement Services and Performance Monitoring.

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

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

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

MS. ECTOR: Hi. Good morning, everyone.

Aretha Ector, Assistant Attorney General representing the Department of Human Services.

MR. EDUFUL: All right. Thank you. Then a rep from the Minority Business Enterprise, Jessica, is supposed to join us, so I guess we will proceed. I'm sure maybe she's going to join in the course of the meeting. So now I will proceed to the chart. All
right. So I have Catholic Charities. Could you please introduce yourself? And then one rep is supposed to introduce -- if you are more than one, you introduce your team members, and then you tell us your area of specialty.

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

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

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

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

MR. SCHREIBER: Absolutely.

MR. EDUFUL: All right. Thank you.

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

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

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

MS. ALEMU: Tigist Alemu, Executive Director for Community Options, and we're interested in Diagnostic and Respite.

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

(No response.)

MR. EDUFUL: All right. Thank you.

MS. THOMAS: Sam, there's other folks on the call. There's Mr. Mac from McJoy's Covenant is on.
MS. SMITH: Hi. This is Nicole Smith from the Board of Child Care. Also I'm calling into the call today.

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

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

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

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

(No response.)

MS. THOMAS: And I believe Nicole may be on
by phone from the Board of Child Care. Nicole, what
Program is the Board of Child Care interested in?

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

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

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

MS. THOMAS: Yes. Thank you, Nichelle.
She's -- St. Anne's is interested in Diagnostic. Are
there any other providers on the line?
(No response.)

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

MR. EGBOREBHE: Can you hear me?
MS. THOMAS: We can hear you now.

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

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

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

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

Good morning, everyone. Thank you for coming together. I hope everyone is safe and warm after the snowy conditions that we had yesterday. Again, this is for the Statement of Need for Psychiatric Respite and
Diagnostic treatment services. As you all know, there has been closures of both Programs within the State of Maryland. There are currently no Psychiatric Respite Programs within the State at this time. There is only one Diagnostic for youth under the age of 14 and one Diagnostic that only serves females for youth older over the age of 14. So the Department has decided to look at acquiring additional services within the State. This is our effort to do so. This will also assist us with our Hospital Overstay initiative that the State has implemented. So we are here again to discuss the Diagnostic Evaluation Treatment Program and the Psychiatric Respite Program under the Department of Human Services. Again, thank you for joining us today.

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

The address is 311 West Saratoga Street, Ninth Floor, Room 940-J, Baltimore, MD 21201. My e-mail address is samuel.eduful@maryland.gov, and my office phone number is 410-676 (sic) 7068.

Proposals are to be sent through eMaryland Marketplace Advantage. Please refer to Section 5 of the RFP. Questions, due date, and time has been amended from 12/21/21 to 01/13/2022 at 9:30 a.m. The amendment will be published right after this meeting.

Proposals are due on 02/03/2022 at two p.m. There's a feedback form that is -- if you are not interested in submitting any bid, kindly complete the feedback form and then send it to me at my e-mail address.

There's a five percent MBE subcontracting goal for Offerors that receive 25 beds or more, and then a one percent VSBE subcontracting goal. The Contract type is indefinite quantity with fixed unit prices, and then the Contract duration is two years base with two one-year option periods. The primary place of performance is Statewide. And then there's no
And then it's federal funding project. We'll now move on to Section 1, Minimum Qualifications, Offeror Minimum Qualifications. To be considered reasonably susceptible of being selected for award, the Offeror must provide proof with its Proposal that the following Minimum Qualifications have been met:

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

MS. THOMAS: Good morning again, everyone.

So we're just going to go through -- I'm not going to read verbatim. You definitely have access to the actual scope of work listed in the RFP, but, as Samuel indicated, these services are for Psychiatric Respite and Diagnostic Services Programs. The license will be issued, if you do not already have a license, by the Office of Licensing and Monitoring.

The Statement of Need, again, is for us to be able to develop Programs to provide short-term care. These Programs are not to exceed 90 calendar days in length, to identify and facilitate diagnostic services for children in need of stabilization before transitioning into a long-term placement setting. As well as for the Psychiatric Respite Program, these will serve youth who are discharged from a psychiatric hospitalization with a placement recommendation for a residential treatment center, a less restrictive placement, or diversion from a psychiatric hospitalization. These services are for short-term,
30-day, residential programming with additional staffing and supportive services for children with serious behavioral issues.

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

I will now go through the Responsibilities and Tasks. So looking at the General Requirements, the Contractor shall possess and maintain a current, valid Maryland RCC license; b) operate in the State of
Maryland; operate its facilities 24 hours a day, 365
days per year. The Contractor must have 24-hour
supervision by awake staff. They must operate their
RCC Program consistent with the regulations and
requirements of the RCC Program placement and licensing
policies, as detailed in COMAR 14.31.05 through 07.

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

I want to speak to staffing. The Contractor
shall maintain a Board of Directors; employ a
significant -- excuse me -- sufficient number of
Residential Child Care Youth Care Practitioners, which
are called RCYCPs, and other interdisciplinary
credentialed staff to provide services and behavior
management that meets the needs of the children in the
Programs; identify the Certified Program Administrator,
who shall be considered as Key Personnel, as referenced
in Section 3.10 of the RFP.

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

Additionally, the Contractor shall insure all
staff receive 40 hours of initial and 40 hours of
annual training, as prescribed in 14.31.06.05-F and
maintain training records, including the names and
credentials of trainers, staff attendance, and copies
of the curriculum.
Please note the Cultural and Linguistic Competence requirement. The Contractor shall insure that all staff persons who come in contact with the children are aware of and sensitive to the child's cultural, ethnic, and linguistic differences, which may include hearing-impaired children. Contractors shall employ or have access to individuals who are representative of the children serviced in order to minimize the language and cultural barriers that may exist. Each child in a Contractor's care shall be provided services that address any special language needs and reinforce positive cultural practices and acknowledge and build upon ethnic, socio-cultural, and linguistic strengths. All costs for these services shall be included in the approved IRC/MSDE rate with no additional costs to the Department of Human Services.

Now moving to -- excuse me; I'm scanning through -- the specific Program requirements in Section 2.3.22, this section is specifically for the Diagnostic Treatment Program providers. Under 2.3.22.1, the Contractor shall complete a written Diagnostic
Assessment of a child, according to the DSM-5 standards, for submission to the LDSS within 60 days -- business days -- again, that's business days -- of placement. The Diagnostic Assessment shall include a psychiatric, psychological, educational, psycho-social, and medical plan for stabilizing the child and developing a plan to transition and maintain the child in the most appropriate and least restrictive placement to meet the child's needs.

We are continuing to use the Levels of Intensity standards. When responding to the Statement of Need, for care and supervision, the level of intensity is high; for clinical services, the level of intensity is high; education, moderate; health and medical services, moderate; family support services is high. Have an on-site MSDE-approved Type III school or utilize the local school systems, when appropriate, to insure that school-aged -- to insure that each school-aged child attends an educational or vocational program in accordance with all applicable federal, State, and local laws.
The Contractor shall have the ability to provide a milieu of services offered in diagnostic and evaluation treatment programs in a campus-facility or community-based facility; have the ability to serve male, female, and transgendered youth ages 13 to 20; offer evidence-based and/or trauma-informed treatment services. Contractors must be able to provide individual trauma therapy and individual and group therapy; must be able to provide a Certificate of Need to the LDSS Case Manager for children recommended for a Residential Treatment Center; insure on-site availability to provide nursing and clinical/counseling needs consistent with the treatment model to meet the needs of children 24/7. There's a minimum staff to resident ratio of 1 to 4 during awake hours and 1 to 8 during sleeping hours.

In Section 2.3.22.2, which is specific to the Psychiatric Respite Program, the Contractor shall provide a combination and sequence of intensive, interdisciplinary, or generic care, treatment, or other services that are individually planned and coordinated.
for individuals -- for the individual; provide 24-hour awake staff. The Level of Intensity standards are as follows: Care and supervision is high; clinical services, high; education, moderate; health and medical services, moderate; family support services, moderate.

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

The Psychiatric Respite Program must also have the ability to serve male, female, and transgendered youth ages 13 to 20; offer evidence-based or trauma-informed treatment services; provide individual trauma therapy, individual and group therapy; must also be able to provide a CON to the Local Department Case Manager for those children recommended for a RTC; and provide on-site counseling and appropriate therapeutic modalities.
The difference is that the Placement Unit, they must receive in writing on specified days Respite Census Reports, and that will include the name of the children, their date of birth, the Local Department, name of the Case Manager, placement history information, their date of admission, length of stay, and recommendations or changes to the recommendations. Also included will be comments regarding the progress of the youth, estimated date of discharge, barriers to discharge, reasons for admission, and communications with the Local Department Case Manager. There is also a minimum resident to staff ratio. That ratio for the Psychiatric Respite Program is 1 to 3 during awake hours and 1 to 8 during sleeping hours.

There will be performance -- there will not be performance measures for the Psychiatric Respite Program. And these psychiatric -- these performance measures still include child safety, and that's staff security, which includes 100 percent compliance with Child Protective Services' clearances and criminal background checks; insure that the provider is in
compliance with the minimum standards for licensing; that there are no licensing sanctions; and that the provider has not been on the Hot List, which is the SSA Hot List, which means that a provider is subject to no new admissions for the Program due to deficiencies either with the Contract or licensing standards. Each provider is required to submit an Annual Financial Audit by December the 2nd of each year for the previous fiscal year. Excuse me.

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

As indicated, these -- this Contract is for a two-year base and it does have options. Options are based on -- at the State's sole discretion and will be impacted by a provider's performance. And there is --
there are also deliverables identified within the RFP, which include submission and completion of individual service and treatment plans with a due date of 30 days -- business days after placement and every 90 business days thereafter; CANS Assessments, which are also due 30 business days after placement and every 90 days thereafter; COMAR Safety Requirements reports, which are due to the Office of Licensing and Monitoring the 10th of each month.

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

DHS Private Contractor Annual Reports, again, are due on or before December the 2nd of each year following the end of the Contract year. Financial Incident Reports; this is the first report within five
business days of receiving a fully-executed copy of a Contract, and, thereafter, the Contractor shall submit a Financial Incident Report on July 1 and December 2nd of year thereafter.

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

We are now on the Section 3 of the Contract, which are General Requirements, specifically looking at Invoicing. Contractors will receive a Revised Maintenance Payment Statement monthly, and it is comprised of the calculated rates issued by the IRC and
the actual number of days in the previous month that a child was in the Contractor's care. Contractors have five business days to verify the statement. The appropriate Local Department staff and Contractors must resolve any disputes. On the 13th of the month, DHS electronic case management system, which is now called CJAMS, will be -- will have Local Department staff validate in CJAMS those placements, and, based on that validation, a payment will be issued to the provider on or about the 23rd of the month, unless payment issues are outstanding. There are Liquidated damages proposed because of the MBE requirement.

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

As indicated, there are Security Requirements. The criminal background check for all
staff, including employees, Board members, consultants, subcontractor. They must have a cleared Child Protection Registry clearance and background checks in which the staff member resides prior to beginning work. That is consistent the COMAR 14.31.06.05. All Contractors are required to complete the Criminal Background Affidavit and submit with their Technical Proposals.

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

All Contractors shall demonstrate compliance with COMAR 14.31.06.05 A(2)(e) to insure a drug and alcohol-free workplace. Contractor shall require staff
to undergo a physical examination and tuberculosis
screening in accordance with 14.31.06.05 E(1)(c) and
(d). Any staff that has indicated findings of any of
the following allegations by an investigation of the
Office of Licensing and Monitoring or the Local
Department of Social Services' Child Protective
Services unit in any jurisdiction shall be terminated:
1) neglect of children; 2) physical abuse of children,
families, or staff members; 3) sexual abuse or
harassment of children, families or staff members;
verbal or emotional abuse of children, families, or
staff members; drug or alcohol use on the premises or
with children and families or such that the staff is
intoxicated while on duty.

The Contractor shall remove any Contractor
Personnel from working on the Contract where the State
determines, in its sole discretion, that the Contractor
Personnel has not adhered to the security requirements
specified herein. The State reserves the right to
request that the Contractor submit proof of employment
authorization of non-United States citizens, prior to
commencement of work under this Contract. And I
believe that's it, Sam.

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

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

Procurement Method. Contracts will be
awarded in accordance with the Competitive Sealed
Proposals method under COMAR 21.05.03. Proposals must
be received by the Procurement Officer no later than the Proposal due date and time indicated on the Key Information Summary Sheet in order to be considered. Requests for extension of this date or time shall not be granted. Proposals received after the due date and time will not be considered. Proposals may not be modified or withdrawn before the time and date for receipt of Proposals. Proposals may not be submitted by e-mail or fax. And, also, Proposals will not be opened publicly. Potential Offerors not responding to this solicitation are requested to submit the Notice to Vendors form, which includes company information and reason for not responding; example, too busy, cannot meet mandatory requirements. Multiple or alternate Proposals will not be accepted.

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

Public Information Notice Act -- Public Information Act Notice. Sorry. The Offeror shall give
specific attention to the clear identification of those portions of its Proposal that it considers confidential and/or proprietary commercial information or trade secrets and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4. Please refer to RFP Section 5.3.2.B, Claim of Confidentiality.

Offerors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information must be disclosed.

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

Section 4.10, Oral Presentations. Offerors may be required to make oral presentations to the State representatives. Oral presentations are considered
part of the Technical Proposal.

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

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

Acknowledgment of receipt of all addenda of this RFP issued before the Proposal due date shall be included in the Transmittal Letter accompanying the Offeror’s Technical Proposal. Addenda made after the due date for Proposals will be sent only to those
Offerors that remain under award consideration as of the issuance date of the addenda. Acknowledgment of the receipt of addenda to the RFP issued after the Proposal due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of an addendum does not relieve the Offeror from complying with the terms, additions, deletions, or corrections set forth in the addendum and may cause the Proposal to be deemed not reasonably susceptible of being selected for award.

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

The State reserves the right, in its sole discretion, to award a Contract based upon the written Proposals received without discussions or negotiations.
In the event a government entity proposes and receives the recommendation for award, the procurement may be cancelled and the award processed in accordance with COMAR 21.01.03.01.A(4).

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

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

Section 4.16, Offeror Responsibilities. Offerors must be able to provide all goods and services and meet all the requirements requested in this solicitation, and the successful Offeror shall be responsible for Contract performance, including any subcontractor participation. All subcontractors shall be identified and a complete description of their role relative to the Proposal shall be included in the Offeror's Proposal. If applicable, subcontractors utilized in meeting the established MBE or VSBE
participation goals for this solicitation shall be identified, as provided in the appropriate attachments to this RFP.

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

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

(No response.)

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

Sang.

MR. KANG: Thanks, Samuel. I'll present both
MBE and VSBE quickly.

MR. EDUFUL: All right. Thanks.

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

If you are recommended for award, you will also need to turn in an Attachment D-2, your Outreach
Efforts Compliance Statement and your MBE Subcontractor Prime Project Participation Certification. That's Attachments D-2 and D-3A and D-3B. A directory of the certified MBEs is available through the MDOT website. You can see that in Section 4.26, if you need that directory to look for your MBEs.

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

So, with that, I'm going to present VSBE. A one percent VSBE goal has been established for this solicitation. So that means that one percent of the total Contract amount will need to be subcontracted out
to veteran-owned small businesses. By submitting a
response to this solicitation, the Offeror agrees that
this percentage of the total dollar amount of the
Contract will be performed by verified veteran-owned
small business enterprises. The solicitation requires
Offerors to identify specific work categories within
the scope of work, solicit VSBEs before Proposals are
due, and attempt to make personal contact with the
VSBEs solicited and to document these attempts.

The Offeror -- it's the same thing as with
MBEs -- Offeror must include with its Proposal a
completed VSBE Utilization Affidavit and Prime
Subcontractor Participation Schedule. That's
Attachment E-1. This is where you acknowledge that you
either meet the goal or request a full or partial
waiver of that goal. An Offeror -- okay. So an
Offeror must complete a separate -- okay. So if you're
submitting for one -- more than one Program, you need
to submit an Attachment E-1 for each of those Programs.
So if you submit for two Programs, you need an
Attachment E-1 for both of those. And that's actually
true of MBE. I left that out. MBE, you need to submit an Attachment D-1A for each Program that you apply for. In the case that a Prime is a VSBE firm, you can meet up to 100 percent of the VSBE goal, but you must still complete the Attachment E-1 and list yourself as a Prime Contractor who will meet the VSBE goal. And the same is true for -- after you receive an award letter, you will need to send in your Attachment E-2s, which are VSBE Project Participation Statements. And then if you ask for a waiver at that time, we'll be asking for waiver documentation as well. So that's it for the MBE and VSBE.

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

MS. WHIPPLE: Yes. Again, I'm Edwina Whipple and I'll be going over the Living Wage requirements for this RFP. Maryland's Living Wage Law, 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 service contracts. A solicitation for services under a State Contract valued at $100,000 or more or $500,000 or more for Contractors with ten or less employees may be subject to this law under -- which is under Title 18 of the State Finance and Procurement Article, the Annotated Code of Maryland.

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

The specific Living Wage rate is determined by whether the majority of the services take place in the Tier 1 or Tier 2 area of the State. The Tier 1 area includes Anne Arundel, Baltimore, Howard, Montgomery, and Prince George's Counties and Baltimore City. The Tier 2 area includes any county in the State
not included in the Tier 1 area. If your business has
operations in areas with two different wage tiers, the
wage you pay is determined by the area in which 50
percent or more of the Contract value is performed. If
the employees who perform the services are not located
in Tier -- in either Tier 1 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 Attachment F of
the Request for Proposal, which is entitled "Maryland
Living Wage Affidavit of Agreement for Service
Contracts". Information may also be found on the
Maryland Department of Labor website,
labor.maryland.gov. Click "Labor" in the top tab,
"Living Wage" under the office's heading, then the
quick link for Frequently Asked Questions. This will
take you to the page entitled "Maryland's Living Wage
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 adjustment. Thank you.

MR. EDUFUL: All right. Thank you, Edwina.

So we'll now move on to Section 5, Proposal Format. Offerors shall submit Proposals in separate volumes through eMaryland Marketplace Advantage. So Volume I should be the Technical Proposal, and then Volume II should be the Financial Proposal. So for Offerors proposing to serve a single Program category shall submit one Proposal for the RCC Program category.

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

Proposal Delivery and Packaging. Proposals delivered by fax and e-mail shall not be considered.
Proposals must be submitted by electronic means, that is through eMaryland Marketplace Advantage.

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

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

A) Title Page and Table of Contents, it should be submitted under Tab A. And then Claim of Confidentiality, if applicable, must be submitted under
Tab A-1. Offeror Information Sheet and Transmittal Letter must be submitted under Tab B. Executive Summary needs to be submitted under Tab C. And then Minimum Qualifications Documentation, if applicable, needs to be submitted under Tab D. Offeror Technical Responses to RFP Requirements and Proposed Work Plan needs to be submitted under Tab E. Experience and Qualifications of Proposed Staff should be submitted under Tab F. Offeror Qualifications and Capabilities needs to go under Tab G. References under Tab H. List of Current or Prior State Contracts needs to go under Tab I. Financial Capabilities, Tab G. Certificate of Insurance needs to be submitted under Tab K. And Subcontractors needs to be under Tab L. Legal Action Summary needs to be under Tab M, as well as Economic Benefit Factors under Tab N. Finally, Technical Proposal, Required Forms and Certifications, all needs to go under Tab O. So we move on to Section 6, Evaluation and Selection Process. Evaluation Committee; that is Section 6.1. Evaluation of Proposals will be performed
in accordance with COMAR 21.05.03 by a committee established for that purpose and based on the evaluation criteria set forth. The Evaluation Committee will review Proposals, participate in Offeror oral presentations and discussions, and provide input to the Procurement Officer. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

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

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

Financial Proposal Evaluation Criteria. All qualified Offerors will be ranked from the lowest (most advantageous) to the highest (least advantageous) price based on provider rates.
Section 6.5, Selection Procedures. The Contract will be awarded in accordance with the Competitive Sealed Proposals method found at COMAR 21.05.03. The Competitive Sealed Proposals allows for the conducting of discussions and the revision of Proposals during these discussions. Therefore, the State may conduct discussions with all Offerors that have submitted Proposals that are determined to be reasonably susceptible of being selected for Contract award or potentially so.

Section 6.3 -- sorry. Section 6.5.3, Award Determination. Upon completion of the Technical Proposal and Financial evaluations and rankings, each Offeror will receive an overall ranking. The Procurement Officer will recommend award of the Contract to the responsible Offeror that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, technical factors will receive greater weight than financial factors. And this concludes our presentation for this RFP. So please use the feature
in this meeting to raise your hand if you have any
questions so that it will be responded to. Thank you.

So question time. You can as well also type your
questions in the chat feature.

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

MS. THOMAS: Yes. So if you're looking at
the section for Diagnostic, which is 2.3.22.1, Section
I, the minimum resident to staff ratio during awake
hours is 4 residents to 1 staff, and during sleeping
hours it's 8 to residents to 1 staff. And consistent
with 2.3.22.2, for the Psychiatric Respite, Section J,
the resident to staff ratio is 3 to 1 during awake
hours and 8 to 1 during sleeping hours.

MS. ECTOR: Correct.

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

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

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

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

Thank you all for attending. Thank you.

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

[Signature]

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

My Commission Expires: October 17, 2023