

STATE OF MARYLAND

DEPARTMENT OF HUMAN RESOURCES

Office of Adult Services  
Social Services Administration  
311 West Saratoga Street  
Baltimore, Maryland 21201

INVITATION FOR BIDS (IFB)

FOR

In Home Aide Services

DHR AGENCY CONTROL NUMBER: SSA/IHA-10-001-S

**WARNING:** *Prospective bidders who have received this document electronically via eMaryland Marketplace or the DHR Web Page should immediately contact the Issuing Office and provide their name, mailing address, and e-mail address in order that communications regarding this IFB can be sent to them. Any prospective bidder who fails to notify the Issuing Office with this information assumes complete responsibility in the event that they do not receive communications from the Issuing Office prior to the closing date.*

*In order to receive a contract award, a vendor must be registered on eMaryland Marketplace (eMM). The eMM website is [www.eMarylandMarketplace.com](http://www.eMarylandMarketplace.com).*

**The State of Maryland encourages Minority Businesses Enterprises to participate in this procurement process.**

**Summary:** The Maryland Department of Human Resources (DHR), Social Services Administration's (SSA) Office of Adult Services (OAS) intends to award multiple Contracts to qualified vendors for the provision of In-Home Aide services (Personal Care, Chore Services, Respite Care, and Nursing Evaluation/Supervision services - see Section 1.10, Glossary of Terms), in the jurisdictions listed below via the Local Departments of Social Services (LDSS). In-Home Aide services are provided in the homes of persons who are eligible for DHR In-Home Aide Services and in the homes of individuals who have been determined to have functional disabilities as defined in COMAR 07.06.12.02 B (6) (Attachment I) (i.e. cannot perform activities of daily living such as dressing, bathing, eating, toileting, transferring from bed to chair, etc. without assistance). Contracts awarded will be for a five-year period beginning on or about May 1, 2010 and will end on or about April 30, 2015.

Baltimore City  
Baltimore County

Dorchester County  
Frederick County

St. Mary's County  
Talbot County

Calvert County  
Caroline County  
Carroll County  
Cecil County  
Charles County

Harford County  
Howard County  
Prince George's County  
Queen Anne's County  
Somerset County

Washington County  
Wicomico County  
Worcester County

Allegany, Anne Arundel, Garrett, Kent and Montgomery counties have local services locally arranged and are not included in this solicitation.

#### KEY DATES

- **IFB Issue Date:** tuesday, January 5, 2010
- **Question Submittal Begins:** Wednesday, January 6, 2010
- **Pre-Bid Conference Date, Time and Location:** Wednesday, January 13, 2010 at 10:00 a.m. at Maryland Department of Housing & Community Development, People's Resource Center, 100 Community Place, Crownsville, MD. 21032
- **Bid Closing Date and Time:** Wednesday, January, 27, 2010 at 2:00 p.m. at 311 W. Saratoga St, Baltimore, Md 21212
- **Bid Opening Date:** Thursday, January 28, 2010
- **Bid Opening Time:** 10:00 a.m.
- **Bid Opening Place:** Dept. of Human Resources, 311 W. Saratoga Street, Room 950A, Baltimore, Maryland 21201
- **Anticipated Contract Award Date:** May 1, 2010
- **IFB Issuing Office:** Social Services Administration, Office of Adult Services

#### POINT OF CONTACT AND LOCATION

**\*Questions will be accepted in writing only. They must be submitted to Fran Avallone, Procurement Officer at the address and numbers listed below, who is also the sole point of contact for this solicitation:**

Address/Room #: 311 West Saratoga Street, Room 946  
City/State/Zip Code: Baltimore, Maryland 21201  
Voice Mail: (410) 767-7404  
Fax: (410) 333-0258  
Email: favalone@dhr.state.md.us

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