

STATE OF MARYLAND

DEPARTMENT OF HUMAN RESOURCES

Social Services Administration
311 W. Saratoga Street
Baltimore, MD 21201

REQUEST FOR PROPOSALS (RFP)

FOR

KINSHIP CARE RESOURCE CENTER

DHR AGENCY CONTROL NUMBER: SSA/KC 09-001-S

WARNING: *Prospective Offerors who have received this document from a source other than the Issuing Office should immediately contact the Issuing Office and provide their name and mailing address in order that amendments to the RFP or other communications can be sent to them. Any prospective Offeror 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.*

The State of Maryland encourages minority businesses to participate in this procurement process.

Summary: The Department of Human Resources' Social Services Administration intends to acquire a qualified Contractor to manage a Kinship Care Resource Center in the State of Maryland. The Resource Center will provide information and referrals as well as supportive services to both formal and informal kinship care providers throughout Maryland. It is anticipated that only one contract will be awarded as the result of this RFP. The Contract resulting from this RFP shall be for an initial period of two (2) years beginning on or about September 1, 2009 through August 31, 2011. In addition, there will be one (1) one-year renewal option which may be exercised at the sole discretion of the State.

KEY DATES

- **RFP Issue Date:** June 15, 2009
- **Question Submittal Begins:** June 15, 2009
- **Pre-Proposal Conference Date, Time and Location:** June 30, 2009 10:00 a.m., Maryland Department of Human Resources 311 W. Saratoga Street, Room 104
- **Question Submittal Ends:** July 8, 2009
- **Closing Date and Time:** July 13, 2009, 4:00 p.m.
- **Anticipated Contract Award Date:** On or about September 1, 2009
- **RFP Issuing Office:** Maryland Department of Human Resources

POINTS OF CONTACT AND LOCATION

***Questions will be accepted in writing only. They may be submitted to the Procurement Officer at the address below. The RFP sole point of contact is Elsa Singleton, Procurement Officer, at the address and numbers listed below.**

Elsa Singleton, Procurement Officer
Maryland Department of Human Resources
Procurement Division
311 West Saratoga Street, Room 946
Baltimore, MD 21201
Voice Mail: 410-767-7525
Fax: 410-333-0258
Email: esinglet@dhr.state.md.us

This RFP is available electronically in Adobe PDF format. Information supplied in electronic form is for convenience only. In cases of conflict between the electronic version of this RFP and the actual written RFP, the written RFP document prevails.