

STATE OF MARYLAND

DEPARTMENT OF HUMAN RESOURCES

IN RESPONNSE TO DEPARTMENT OF \*  
HUMAN RESOURCES SOLICITATION \*  
SSA/KC 09-001-S: KINSHIP CARE \*  
RESOURCE CENTER OF MARYLAND \*  
\* \* \* \* \*

PRE-PROPOSAL CONFERENCE

An Pre-Proposal Conference in response to the above-referenced solicitation held before the State of Maryland Department of Human Resources on June 30, 2009, commencing at 10:00 a.m., at the Department of Human Resources, 311 West Saratoga Street, Baltimore, Maryland 21201, Room 104, and realtime reported by Monique Kastner, Court Reporter and Notary Public.

EVANS REPORTING SERVICE  
The Munsey Building, Suite 705  
Seven North Calvert Street  
Baltimore, Maryland 21202  
410-727-7100  
800-256-8410

1 APPEARANCES:

2

3 ON BEHALF OF THE DEPARTMENT OF HUMAN RESOURCES:

4 ELSA SINGLETON  
5 DONNA FOSTER  
6 LARRY INGRAM  
7 PAMELA MILLER  
8 CARNITRA WHITE

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1 REALTIME PROCEEDINGS:

2 MS. SINGLETON: Good morning. Welcome  
3 to the Department of Human Resources. My name  
4 is Elsa Singleton. And we're here today to  
5 share information about the Department  
6 solicitation, the Kinship Care Resource Center  
7 of Maryland.

8 The agency control number for this  
9 solicitation is SSA/KC 09-001-S.

10 Please note that Evans Reporting is  
11 recording this conference. So when you ask  
12 your questions, make sure you state your name  
13 and your company for the record each time you  
14 speak.

15 As we progress through the agenda, you  
16 will be given the opportunity to ask questions.  
17 So please wait until that time.

18 As soon as this conference is over, a  
19 copy of the transcript, a summary of the  
20 conference, all questions and responses, a list  
21 of attendees as well as any amendments to the

1 RFP will be issued and posted on the DHR  
2 website and eMaryland Marketplace.

3 Right now, I would like to introduce  
4 myself and the rest of the State  
5 representatives.

6 My name is Elsa Singleton, and I am the  
7 procurement officer for this particular  
8 solicitation.

9 MS. WHITE: Good morning, everyone. I  
10 am Carnitra White the executive director of the  
11 Social Services Administration.

12 MS. FOSTER: Donna Foster, Minority  
13 Business Enterprise administrator.

14 MR. INGRAM: I'm Larry Ingram program  
15 manager of hiring agreements.

16 MS. MILLER: I'm Pamela Miller with the  
17 Social Services Administration. And I will be  
18 the project manager.

19 MS. SINGLETON: And right now, we would  
20 like to know who we have with us here today.

21 I would like to ask one -- well, there

1 is not a lot of people here. So if each person  
2 wouldn't mind introducing yourself and your  
3 company and letting us know whether or not  
4 you're an MBE.

5 Sir, could we start with you?

6 MR. SMITH: Absolutely. Lewis Smith,  
7 Progressive Life Center. Yes, we are an MBE.

8 MS. JOHNSON: Good morning, my name is  
9 Regina Johnson. I'm the finance management  
10 officer for Light Health and Wellness  
11 Comprehensive Services. We are an MBE.

12 MR. EDWARDS: My name is Dennis  
13 Edwards, I'm CEO of Professional Health  
14 Solutions. We provide services to companies  
15 that are trying to project into communities.  
16 We consult for -- we do a lot of different  
17 things in terms of consulting. Dennis Edwards.

18 MR. BROOKS: Hi. My name is Timothy  
19 Brooks. I am from Towson University's  
20 self-supporting organization, RESI backup. We  
21 are specialists in database design, online

1 database hosting and access with a proven track  
2 record in handling properly secure and  
3 sensitive data.

4 We also have the online learning  
5 association associated with us, which is a  
6 group that is developing curriculum and  
7 training materials for a number of State  
8 agencies and presenting them through web  
9 interfaces and so forth.

10 We are not an MBE.

11 MS. SINGLETON: Thank you.

12 MS. SANCILIO: Good morning. Diane  
13 Sancilio with Kids Peace. We are not an MBE.

14 MS. MUSGRAVE: Dawn Musgrave with  
15 Adoptions Together. And we're not an MBE.

16 MS. CAREY: Nicole Carey with Catholic  
17 Charities. We are not an MBE.

18 MS. WILLIAMSON: Karen Williamson with  
19 Administrative Services, Inc. We're not an  
20 MBE.

21 MS. SINGLETON: Good morning.

1 MS. PANDIT: Good morning, I'm Sheila  
2 Pandit from BSI family services. And we are a  
3 foster care agency. And we have experience in  
4 kinship care in several states.

5 MS. SINGLETON: Welcome.

6 MR. SMITH: Merle Smith, DHR/SSA.

7 MR. STRIEDER: Fred Strieder,  
8 University of Maryland, Baltimore.

9 MR. ST. CLAIR: Duane St. Clair,  
10 Baltimore Grant Families. We're not an MBE.

11 MS. SAUNDERS: Annette Saunders,  
12 independent contractor.

13 MS. CLARKE: Evette Clarke. We work  
14 with foster care. We are an MBE.

15 MS. RICE: Leslie Rice, Hiring  
16 Agreements Programs Office.

17 MS. SINGLETON: And the young woman  
18 that just came in, would you mind introducing  
19 yourself?

20 MS. BARGER: Good morning. Patricia  
21 Barger, Family Tree, Maryland.

1 MS. SINGLETON: Thank you all very  
2 much.

3 Right now, it is my pleasure to  
4 reintroduce Carnitra D. White, executive  
5 director of the Social Services Administration  
6 who will give us opening remarks.

7 MS. WHITE: Once again, good morning  
8 everyone. I would like to welcome you all to  
9 the pre-proposal conference for the Kinship  
10 Care Resource Center.

11 We are so excited that this proposal  
12 has made it out for bid and excited that  
13 everyone has come today to hear about the  
14 proposal hear more about it and ask any  
15 questions that you may have.

16 In Maryland, I'm sure you heard our  
17 signature initiative is -- you can say it with  
18 me -- place matters. And place really does  
19 matter in Maryland. Underscoring that is the  
20 fact that we believe all children deserve to be  
21 with a family. And that family should be the

1 family of origin.

2 Our Kinship Care Resource Center is our  
3 effort to help to provide services to kin who  
4 are providing care for children in their  
5 families.

6 These may be private arrangements that  
7 families have made within themselves. These  
8 may be formal arrangements that we, the State,  
9 also have made. But the resource center, the  
10 way we envision the resource center is  
11 providing information and referrals to families  
12 who are caring for their children. This may be  
13 a grandparent. This may be an aunt, an uncle a  
14 cousin an older sibling, an adult sibling.

15 So the resource center is an  
16 opportunity for us as the State to provide  
17 extra support to those families as a preventive  
18 measure to reduce the risk of children coming  
19 into out-of-home care or to access services  
20 that they may need in order to support  
21 themselves as they care for the children.

1           So the panel will be providing more  
2           information and going through the actual  
3           proposal. Once again, I thank you for coming  
4           to hear about it. And I look forward to  
5           reading all of the wonderful proposals that  
6           will be submitted.

7           Thank you again.

8           MS. SINGLETON: Thank you Carnitra.

9           Right now, I would like to share  
10          briefly some general information about the RFP.

11          The closing date and time for receipt  
12          of proposals is 4:00 p.m. Monday, July 13th,  
13          2009. Once again, the closing date for receipt  
14          of proposals 4:00 p.m. Monday, July 13th, 2009.  
15          Not 4:01, not 4:00 and 30 seconds. It has to  
16          be no later than 4:00 p.m.

17          I cannot accept your proposal if it is  
18          late, so it is very important that you make  
19          whatever arrangements you need to make to make  
20          sure that it is here at that time.

21          The contract awarded as a result of

1 this solicitation shall be for a period of two  
2 years beginning on or about September 1st  
3 through August 31st 2011. In addition, there  
4 will be one one-year renewal option which may  
5 be exercised at the sole discretion of the  
6 State.

7 All corporations doing business in the  
8 State of Maryland are required to be registered  
9 with the State Department of Assessments and  
10 Taxation. So if you are unsure of your status,  
11 please call the State Department of Assessments  
12 and Taxation at (410) 767-1340. Once again,  
13 that number for the State Department of  
14 Assessments and Taxation is (410) 767-1340.

15 You must also be certain that all your  
16 tax obligations are met with the State. And I  
17 can tell you if you have not paid your taxes,  
18 you cannot be awarded a State contract. So  
19 make sure you call that number if you have  
20 any -- if you're unsure at all about what your  
21 status is.

1 All right. Right now, I would like to  
2 call on Larry Ingram. He is our program  
3 director for the hiring agreements for the  
4 Department. And he'll share with you some  
5 information about that legislation.

6 Larry.

7 MR. INGRAM: Good morning. I'm Larry  
8 Ingram program manager of hiring agreements  
9 with the Maryland Department of Human  
10 Resources.

11 May I just first ask how many of you  
12 are familiar with hiring agreements by a show  
13 of hands, please? Okay. All right.

14 If you have the packet that we have  
15 passed out, would you look on the left-hand  
16 side of the packet for the solicitation cause.  
17 It reads thusly: "Hiring agreements, by  
18 submitting a bid proposal in response to this  
19 solicitation, the bidder or offeror agrees to  
20 execute and comply with the enclosed Maryland  
21 Department of Human Resources hiring agreement.

1           "The hiring agreement is to be executed  
2           by the bidder or offeror and delivered to the  
3           procurement officer within ten days following  
4           receipt of notice of the bidder or offeror that  
5           is being recommended for contract award.

6           "The hiring agreement will become  
7           effective concurrently with the award of the  
8           contract.

9           "The hiring agreement provides that the  
10          contractor and the Maryland Department of Human  
11          Resources will work cooperatively to promote  
12          hiring by the contractor of qualified Maryland  
13          Temporary Cash Assistance recipients to fill  
14          all job openings resulting from this  
15          procurement in accordance with Section 13-224  
16          of the State finance and procurement article."

17          In essence, what this is saying is that  
18          if you are the awardee of this proposal, there  
19          will be a hiring agreement requirement attached  
20          to the contract. The contract is user  
21          friendly. It is not difficult. However, it is

1 required by Maryland procurement law. It is  
2 not optional.

3 The second item in the folder on the  
4 left-hand side is a copy of that contract. If  
5 you would look particularly on line -- on Page  
6 3, Line Item No. 5, it says: "Agree to  
7 consider filling a minimum of blank of the job  
8 openings with local Department-preferred  
9 candidates provided that the local Department  
10 refers qualified candidates within three  
11 working days."

12 You will look further on the back, Page  
13 6. This is where your company's authorized  
14 representative will sign and date, and our  
15 office will sign and date and forward it back  
16 to you.

17 What will happen at that point is, once  
18 we receive the contract, our office will  
19 forward you what we call an employer's packet.  
20 Leslie Rice sitting in the back will be  
21 handling that, and she will be handling your

1 phone calls and directing this business.

2 On the right-hand side of the folder,  
3 you will see a facsimile of the intro letter  
4 that we send to all awardees who have a hiring  
5 agreement contract attached to their major  
6 contract.

7 The second item on the right-hand side  
8 is a list of instructions as to how the -- how  
9 the information will be sent between our office  
10 and your office regarding job openings,  
11 interviewing, the whole process.

12 And on the right-hand side if you look  
13 down a little further, there is a form here  
14 which the awardee would fill out defining all  
15 aspects of the job opening or openings they may  
16 have, a disposition sheet which tells who you  
17 hired, who you didn't hire and why you didn't  
18 hire them.

19 And on the back, the last page if  
20 you're not a nonprofit, there is a Welfare to  
21 Work tax credit. If you look at the last page,

1           it lets you know that you can receive up to  
2           \$8,500 in tax credit over a two-year time  
3           period for hiring a qualified Temporary Cash  
4           Assistance recipient.

5                     May I have your comments or questions  
6           on this, please? Yes, sir?

7                     MR. BROOKS: Does this pertain to hires  
8           specifically, 100-percent related to this  
9           contract?

10                    MR. INGRAM: Well, if you look on the  
11           contract, it is as a result.

12                    MS. SINGLETON: Excuse me, Larry. I'm  
13           sorry.

14                    Sir, could you state your name for the  
15           record?

16                    MR. BROOKS: Tim Brooks from Towson  
17           University.

18                    And the question was, does this  
19           requirement pertain to individuals -- only to  
20           individuals that are hired 100 percent in  
21           fulfillment of this contract.

1           MR. INGRAM: 100 percent? Let me give  
2           a little scenario. This might bring some  
3           clarity.

4           If your company may have openings,  
5           let's say in Baltimore City and on the Eastern  
6           Shore, and the contract is being managed in the  
7           Baltimore corridor, and that is clearly -- it  
8           is clear that -- it is clear under normal  
9           circumstances that this particular contract  
10          hiring will affect your operations on the  
11          Eastern Shore.

12          And I would like to add that sometimes  
13          with companies, in my experience, if work is  
14          slow in one area but booming in another, then,  
15          often times, companies will transfer staff to  
16          other areas.

17          In other words, if this contract opens  
18          additional positions, and dealing in good faith  
19          we are looking or expecting that this  
20          particular contract would require solicitation  
21          of a Temporary Cash Assistance person and not

1 result in existing staff being transferred  
2 there so that there would be no new hiring.

3 Does that answer your question?

4 MR. SMITH: Sort of.

5 MS. SINGLETON: Well, what we can do  
6 is, we do have a transcript. And we can answer  
7 your question more fully and post the response  
8 on the internet.

9 MR. BROOKS: Thank you very much.

10 MS. SINGLETON: Okay.

11 MR. STOKES: James Stokes, BCCT.

12 Does this program -- the Mayor's office  
13 has a program, Mayor's Office of Economic  
14 Development. Can the person be -- can he be in  
15 both pools, or is it separate pools?

16 I know of a person receiving cash  
17 assistance, but also they might be in the  
18 Mayor's office program Workforce Development.  
19 So is those two separate pools? Or the person  
20 can only be in the cash recipient pool?

21 Because we hired staff from the

1 Workforce Development from the Mayor's office,  
2 and we received some credits that way also.

3 MR. INGRAM: That is a good question.  
4 That we'll need to get back to you on because,  
5 while we are glad for every new hire, we don't  
6 want to double dip or double count because of  
7 the statistics that we provide, they're going  
8 to the legislature, all right.

9 And perhaps some of the -- perhaps the  
10 stats from the City program you're speaking of  
11 can only be reported under -- to the government  
12 also.

13 MR. STOKES: As a vendor, we don't want  
14 to give you false stats.

15 MR. INGRAM: And we wouldn't want to  
16 double dip either.

17 MR. EDWARDS: Dennis Edwards,  
18 Professional Health Solutions.

19 Does the hiring agreement also apply to  
20 MBEs?

21 MR. INGRAM: Yes, sir. Yes, sir.

1           Would you give me the name of that City  
2           agency?

3           MR. STOKES: Workforce Development,  
4           Mayor's Office.

5           MR. INGRAM: I would like to add that  
6           in the process -- question? Yes, sir?

7           MR. TUCKER: Cedrick Tucker from BCCT  
8           as well. To kind of add on to this gentleman's  
9           question here as well, does the hiring  
10          agreement apply to prime and sub contractors?  
11          Not just MBEs, MBE could be a prime or sub, but  
12          does it apply to both?

13          MR. INGRAM: I would think not.  
14          Whoever is the primary, the contract is with  
15          the primary whether they be an MBE or not. So  
16          we won't double dip there either.

17          MR. EDWARDS: I guess that was the  
18          nature of my question. As an MBE  
19          subcontractor, would you also be subject to  
20          that, I guess, too.

21          MR. INGRAM: No, sir. Our contract is

1 not with you.

2 MR. EDWARDS: So just with the prime?

3 And if the prime is an MBE --

4 MR. TUCKER: Then it would be required.

5 MR. INGRAM: I was going to add also  
6 that in this process, should your company incur  
7 job openings, there are instructions here for  
8 forwarding that information to our office.

9 We will comb the TCA recipient rolls to  
10 find qualified recipients for those openings.  
11 We will set up an arrangement that is suitable  
12 to you for interviewing these folks.

13 If we cannot find any suitable  
14 candidates within three business days, we will  
15 sign a waive and forward it to you stating that  
16 for these positions at this time, there is a  
17 waiver. Hire whomever you wish because we  
18 don't have suitable candidates for the position  
19 at this time.

20 And when the TCA recipient candidate  
21 comes to you, they're to be treated as if you

1 would any other job seeker. All right?  
2 They're no special anything. They're to be  
3 treated fairly just like everyone else. This  
4 is a user friendly program.

5 All right. Yes, ma'am?

6 MS. JOHNSON: So is there a certain  
7 percentage or amount that has to be dedicated?

8 MR. INGRAM: I'm glad you said that,  
9 because back in the contract that Line Item 3,  
10 you must put at least. You must put some  
11 number.

12 On Page 3 of the contract, Line Item 5,  
13 there must be a number there. It cannot be  
14 zero. Other than zero. And we have had  
15 contractors we hired, some will put one there.  
16 Some will put other numbers there.

17 However, if you hire no one, that is  
18 not necessarily automatically deemed as not  
19 dealing in good faith.

20 In other words, you may go through your  
21 contract, and this is for the life of the

1 contract -- and we hope it doesn't happen that  
2 way, but it may happen, you may not hire  
3 anyone. That does not automatically deem your  
4 organization as not complying, but each vendor  
5 in a situation is looked at differently.

6 MS. JOHNSON: Thank you.

7 MR. INGRAM: All right. Well, I want  
8 to thank you for your time. There is a  
9 business card left in each folder for you. And  
10 thank you so much for your attention.

11 MS. SINGLETON: Thank you very much,  
12 Larry.

13 Right now, I would like to ask Donna  
14 Foster, our MBE coordinator for the Department  
15 to talk to us about the Department's MBE  
16 initiative.

17 MS. FOSTER: Good morning. I know when  
18 we did initial introductions, some of you  
19 stated that you were MBEs. But all the State  
20 certified MBEs that are in the room, could you  
21 please raise your hands? Raise them high.

1 This is a good accomplishment. This is a good  
2 thing.

3 Okay. Thank you very much.

4 I'll be covering section 2.28 to 2.34  
5 in the RFP if you have it with you.

6 First of all, I want to say that  
7 minority businesses are encouraged to respond  
8 to the solicitation. And those of you who have  
9 identified yourselves as State certified MBEs,  
10 if time permits after the pre-proposal  
11 conference, I encourage you to use this  
12 opportunity to network with each other in this  
13 room to increase your opportunities to  
14 participate in the procurement.

15 For those of you who are not MBE State  
16 certified but may be eligible to be MBE State  
17 certified, I also encourage you to go to the  
18 Maryland Department of Transportation website,  
19 look up the eligibility requirements and seek  
20 eligibility.

21 Okay, now in section 2.29, we have a

1 minority business enterprise reporting. The  
2 Department of Human Resources is responsible  
3 for reporting procurement activities with all  
4 minority business enterprises to the Governor's  
5 Office of Minority Affairs.

6 However, we can only count those State  
7 certified MBEs toward meeting the MBE goal.

8 However, we ask that all minority businesses  
9 complete this report so we can report this  
10 information to the Governor's office on  
11 minority affairs.

12 Okay. 2.30 Minority Business  
13 Enterprise Participation. The offeror shall  
14 structure its procedures for the performance of  
15 the work required in this contract to attempt  
16 to achieve the minority business enterprise  
17 goal stated in this request for proposal.

18 2.31 the minority business  
19 participation enterprise goal for this  
20 procurement is 25 percent.

21 Okay. Then we're going to skip to

1 section 2.32(b), contractors' responsibility.  
2 And I will highlight the first statement that  
3 the offerors agree to exercise all good-faith  
4 efforts to carry out the requirements set forth  
5 in the solicitation.

6 Okay. Section 2.32(c).

7 If I hadn't stated before, I'm only  
8 going through the highlights of the section.  
9 I'm not going line by line. These are things  
10 that you should pay close attention to when you  
11 submit your proposal.

12 Okay. Again, section 2.32(c). There  
13 are two documents that must, I say again, must,  
14 be submitted with your proposal. The first is  
15 the certified MBE utilization and fair  
16 solicitation affidavit which is identified in  
17 this proposal as Attachment G.

18 Please be mindful. You have two  
19 choices on this document. One is to agree and  
20 acknowledge the MBE goal for this procurement.  
21 And the second is whether you intend to waive

1 the goal in whole or in part.

2 You cannot do both. You must make a  
3 decision here, one or the other. And you must  
4 clearly identify what your intent is for this  
5 procurement to either acknowledge and meet the  
6 goal or request a waiver in whole or in part.

7 The second document is the MBE  
8 participation schedule identified as attachment  
9 8, H.

10 I created a new attachment for you, H.

11 MS. SINGLETON: Yes, you did. I  
12 appreciate that.

13 MS. FOSTER: On this document, you will  
14 identify your MBE subcontractors, the work that  
15 you propose for them to do as part of the  
16 proposal and the percentage designated to each  
17 subcontractor as it relates to this proposal.

18 Please make sure you fill out this  
19 document completely and correctly. Okay.

20 Notice there is information that is in  
21 bold here. "If an offeror fails to submit

1 Attachment G and Attachment H with the offer as  
2 required, the procurement officer shall deem  
3 the offer nonresponsive or shall determine that  
4 the offer is not reasonably susceptible of  
5 being selected for award."

6 Also in this section there are forms  
7 due once you have been notified that you are an  
8 apparent awardee. And that is the outreach  
9 efforts compliance document, the subcontractor  
10 project participation statement and any other  
11 document required by the procurement officer to  
12 ascertain offeror's responsibility in  
13 connection with the certified MBE participation  
14 goal.

15 These forms are due after you have been  
16 notified that you are an apparent awardee.

17 Please pay close attention to the  
18 information that is bolded.

19 "If the apparent awardee fails to  
20 return each completed document within the  
21 required time, the procurement officer may

1 determine that the apparent awardee is not  
2 responsible and therefore not eligible for  
3 contract award.

4 "If the contract has already been  
5 awarded, the award is voidable."

6 Okay. 2.32(d) amendment of MBE due to  
7 unforeseen circumstances. If, for some reason  
8 prior to award, MBEs that you have engaged are  
9 not available or eligible to work with you  
10 prior to the contract award, you must  
11 immediately notify the procurement officer.  
12 You must have approval to make MBE changes.

13 If, for some reason, you cannot use  
14 your MBE subcontractors after award, you are to  
15 notify the project manager. And in that case,  
16 you will also need approval to change your MBE  
17 subcontractors.

18 Okay. Section 2.32(f) deals with  
19 waiver. If, for any reason, you determine that  
20 you are not able to meet the MBE goal, you may  
21 request a waiver which is Attachment M. And

1           there is a listing of all the documentation  
2           that must be presented with your waiver at the  
3           time that you request your waiver. Okay.

4                     In addition, you must have stated on  
5           the utilization and affidavit form that it was  
6           your intent to submit a waiver of the MBE goal.

7                     Now, Section 2.33 is a very lengthy  
8           section about late payment. And just to  
9           summarize this whole section, it says that if  
10          an MBE subcontractor does the work and it is  
11          not disputed about the work that they have  
12          done, they should be paid promptly. DHR is  
13          very supportive of prompt payment for the MBE  
14          subs.

15                    Any questions?

16                    MS. JOHNSON: So all we do is -- any  
17          subcontractors hired have to be MBE?

18                    MS. FOSTER: No, ma'am.

19                    Your name, and could you repeat your  
20          question?

21                    MS. JOHNSON: I'm sorry. Regina

1 Johnson, Light Health and Wellness.

2 Any subcontractor that is hired should  
3 be an MBE?

4 MS. FOSTER: No. No. You can hire any  
5 subcontractor you want. However, in order to  
6 meet the MBE goal, you must use a State  
7 certified MBE subcontractor. Any other sub  
8 cannot be counted toward your MBE goal.

9 MR. BROOKS: The MBE goal can only be  
10 filled through subcontracting?

11 MS. FOSTER: Yes.

12 MS. SINGLETON: Excuse me.

13 Please don't forget to state your name  
14 for the record before you speak.

15 MS. FOSTER: I'm sorry. Any other  
16 questions?

17 All right. Thank you.

18 MS. SINGLETON: Thank you, Donna.

19 Now, I'm going to talk for a little  
20 while, so I hope I don't bore anybody. But it  
21 is very important information, so I would

1 appreciate your attention.

2 I have been asked to speak to you about  
3 Maryland's Living Wage. This is legislation  
4 that Governor O'Malley signed into law on  
5 October 1st, 2007.

6 And what this means is that certain  
7 contractors and subcontractors must pay a  
8 minimum wage rate to employees working under  
9 certain State contracts. The law requires the  
10 payment of a living wage of either \$11.72 per  
11 hour or \$8.81 per hour depending upon the  
12 jurisdiction the services are being performed.

13 There are two wage tiers established in  
14 the State of Maryland. Tier one includes  
15 Montgomery County, Prince George's, Howard  
16 County, Baltimore County, Baltimore City and  
17 Anne Arundel County. Tier two is comprised of  
18 all the other counties.

19 If the employees who perform the  
20 services are not located in either Tier one or  
21 Tier two, the living wage rate will be based

1 upon where the majority of the recipients of  
2 the services are being located.

3 In general -- I'm sorry. For more  
4 information or if you have any questions  
5 regarding the living wage rate, you received a  
6 green handout when you came in the door today.  
7 Or you can contact the Maryland Department of  
8 Labor Licensing and Regulation. Their phone  
9 number is (410) 767-2394. Or you may go to the  
10 DLLR website at WWW.DLLR.state.MD.US.

11 This department does not take care of  
12 the living wage rate. So you need to call them  
13 if you have any other questions or anything  
14 specific that you need to know.

15 Right now, I would like to talk to you  
16 a little bit about how you should prepare your  
17 proposal. All this information is in the RFP,  
18 but there are certain things I would like to  
19 highlight.

20 A proposal contains two volumes; a  
21 technical volume and a financial volume. Your

1 technical proposal is to be sealed separately  
2 from your financial proposal.

3 Accompanying these two volumes is a  
4 transmittal letter. This should be on company  
5 letterhead and contain the title of your  
6 company, the title of the solicitation, your  
7 federal tax ID number or Social Security number  
8 and your eMaryland Marketplace ID. And the  
9 letter is to be signed by an individual who is  
10 authorized to bind the company to the  
11 information contained in the proposal.

12 The technical proposal carries the  
13 greatest weight for evaluation purposes. The  
14 technical proposal should be organized and  
15 numbered in the same order as the requirement  
16 section of the RFP.

17 You should detail your overall  
18 understanding of the work and describe your  
19 organization's qualifications as well as those  
20 of key personnel who will be assigned to this  
21 project.

1           You must also demonstrate your capacity  
2           to perform fully the contract requirements and  
3           the fiscal integrity of your company to insure  
4           good faith performance.

5           And this is very important. When you  
6           prepare your technical proposal, do not include  
7           any financial information in the technical  
8           proposal including the MBE information. You  
9           should use percentages only.

10           Your financial proposal contains all  
11           direct and indirect costs associated with  
12           providing the services. This portion of the  
13           proposal is to be identified as the financial  
14           proposal, and as I stated before, is to be  
15           bound and sealed separately from the technical  
16           proposal.

17           Now, the way your proposal will be  
18           evaluated. An evaluation committee established  
19           by the Department will evaluate all proposals  
20           received by the closing deadline, July 13th,  
21           4:00 p.m., 2009. The evaluation committee will

1 rank the proposals according to certain  
2 criteria. A recommendation for award will be  
3 made based upon which proposal represents the  
4 best value to the State.

5 Any proposal found to be not reasonably  
6 susceptible of being selected for award will be  
7 dropped from further consideration, and the  
8 financial volume will be returned to you  
9 unopened.

10 Once again, if your proposal is deemed  
11 to be not reasonably susceptible of being  
12 selected for award, your financial volume will  
13 be returned to you unopened.

14 Your proposal will be evaluated  
15 according to the following criteria. And this  
16 criteria is listed in descending order of  
17 importance. Those criteria are: The proposed  
18 services, your company's qualifications,  
19 understanding the problem, personnel assigned  
20 to the project, references, financial stability  
21 and responsibility, and economic benefit to the

1 State.

2 If necessary, the committee will  
3 request clarification for any information in  
4 your proposals.

5 In addition, you may be required to  
6 make an oral presentation of your proposal on  
7 short notice. So I would advise you if you  
8 have any feeling that you might want to submit  
9 a proposal, you should start working on your  
10 oral presentation now. At least, have some  
11 idea what you would like to present.

12 The financial proposals will be  
13 distributed to the evaluation committee for all  
14 proposals deemed reasonably susceptible of  
15 being selected for award. The evaluation  
16 committee will determine the price of each  
17 proposal in order to establish a financial  
18 ranking of proposals from highest to lowest.

19 The procurement officer will recommend  
20 award of the contract to the responsible  
21 offeror whose proposal is determined to be most

1           advantageous to the State considering the  
2           technical evaluation factors and the price  
3           factors set forth in the RFP.

4                   And once again, in making this  
5           determination, technical factors outweigh price  
6           factors.

7                   And I said a lot there. And it is in  
8           your RFP, but I'm going to stop right now and  
9           ask you do you have any -- I can take a few  
10          questions about how to prepare the RFP or how  
11          the RFP will be evaluated.

12                   MS. BARGER: Patricia Barger for Family  
13          Tree.

14                   You're going to begin with the  
15          technical piece?

16                   MS. SINGLETON: That is correct.

17                   MS. BARGER: Then you'll look at the  
18          financial piece. If, in fact, it does not meet  
19          the criteria that you're looking for, you will  
20          not even look at the financial piece? It will  
21          be sent back unopened?

1 MS. SINGLETON: Succinctly said. Yes,  
2 ma'am.

3 MS. BARGER: I have to go back and  
4 report.

5 MS. SINGLETON: I understand.

6 Any other questions before we get to  
7 the specifications section?

8 Okay. It is my pleasure to introduce  
9 Pamela Miller the project director for the  
10 Kinship Care Resource Center. And she will be  
11 over the specification section of the RFP or  
12 the requirements we like to call them.

13 Pam.

14 MS. MILLER: Good morning, everyone.  
15 We are indeed delighted to see as many of you  
16 out. We appreciate the interest you're  
17 expressing regarding this very important  
18 segment of Maryland's services and that is the  
19 kinship care population.

20 As you have heard, the Department of  
21 Human Resources is committed and also dedicated

1 to providing services to the kinship care  
2 population.

3 Our focus is on the two facets of  
4 kinship which is the formal as well as the  
5 informal. If you have familiarized yourselves  
6 with the RFP, you know that the formal regards  
7 those children who are committed to the care of  
8 the local Department of Social Services. And  
9 the informal are those many children that are  
10 placed in relative care who we have general  
11 idea about, but we know that there are hundreds  
12 in the State of Maryland.

13 The Department of Human Resources  
14 intends, as you know, to select one offeror to  
15 provide services of managing a statewide  
16 kinship care resource center. And this  
17 resource center, although it will be located in  
18 the Baltimore metropolitan area, will provide  
19 services throughout the state of Maryland from  
20 the western shores of Garret County to the  
21 eastern shore of Worcester County. So we want

1 to encompass all 23 counties plus Baltimore  
2 City.

3 The Kinship Care Resource Center will  
4 also provide an opportunity to create a warm  
5 and friendly environment so that relatives can  
6 feel comfortable in contacting the resource  
7 center through outreach and information and  
8 referral to make sure that the family services  
9 being requested are provided.

10 And most importantly, we know that  
11 there are services in Maryland, but a lot of  
12 families don't know about how to access these  
13 services. And one of the greatest roles of the  
14 resource center will be to inform the caregiver  
15 about the services that are existing in  
16 Maryland.

17 As I said, the resource center will  
18 provide these resources of information and  
19 referral. And some of the questions and  
20 categories that may come up will be child  
21 support, temporary cash assistance, education,

1 healthcare, mental health, legal, parenting,  
2 substance abuse and child care. And we hope  
3 that the offeror selected will be able to  
4 provide these particular services.

5 The resource center will have an  
6 advisory board, because we know that there are  
7 people who are on the front lines who are  
8 experiencing servicing their families. And  
9 what we want to be able to do is to hear from  
10 these individuals which will be composed of the  
11 kin advocates and community services providers.

12 The board will provide input on the  
13 delivery of services to kin. And they are  
14 expected to meet at least four times a year.  
15 And this will be a voluntary service without  
16 compensation.

17 On Section 3.3, the objectives of the  
18 resource center are there. And I won't read  
19 them all.

20 3.4.1 are the requirements for an  
21 offeror. And they also are listed here very

1 clearly.

2 3.4.2, contractor requirements. We  
3 hope that the contractor is ready. I think the  
4 term that they're using now in the nation is  
5 shovel ready. So we're hoping that the offeror  
6 is shovel ready because we have been waiting a  
7 while. And we're ready for this person to  
8 become this advocate that we're seeking for our  
9 population.

10 3.5 talks about personnel. The project  
11 director will assume overall responsibility for  
12 implementing the proposed project and  
13 overseeing administrative requirements to  
14 achieve the projected goal and objectives of  
15 the project. And the project director will  
16 preside over the advisory board.

17 The other staff for the resource center  
18 will be the project coordinator who will work  
19 with the project director and oversee the day-  
20 to-day activities proposed to accomplish the  
21 goals and objectives of the project.

1           Also there will be administrative  
2 aides/customer service representatives. And  
3 these individuals will devote at least twenty  
4 hours a week to the project under the  
5 supervision of the project coordinator.

6           These individuals will answer the  
7 phone, assist caregivers in assessing  
8 resources, participate in disseminating  
9 information to the public and caregivers. And  
10 these individuals shall have demonstrated  
11 knowledge of kinship care issues and provide  
12 general clerical support.

13           The administrative aide and customer  
14 service representative shall complete a  
15 criminal background check. And that is because  
16 we often have the caregivers bringing in their  
17 children. So we do require a criminal  
18 background check for the staff as well as the  
19 project coordinator and the project director.

20           3.6 are the deliverables. And I  
21 emphasize that what has been emboldened here is

1 that: "All deliverables shall be submitted on  
2 the appointed time and date to the State  
3 project manager as listed in Section 1.7 of the  
4 RFP unless otherwise indicated."

5 And 3.7 contractor project manager.

6 The contractor shall designate someone to serve  
7 as the project manager. The project manager  
8 may be the project director or the coordinator.

9 The notices of meeting dates, places  
10 and times will be provided in advance. And it  
11 is estimated that there will be as many as one  
12 meeting per month, but no less than one per  
13 quarter. And all meetings will be held at the  
14 Department of Human Resources, Saratoga  
15 building unless otherwise determined by the SSA  
16 project manager.

17 And then 3.8 is the post award  
18 orientation conference which will be held with  
19 the awardee. And the purpose of the post award  
20 orientation conference is to discuss service  
21 delivery, invoice processing, monitoring and

1 other contract terms and conditions. And the  
2 date, time and location of the post award  
3 orientation conference will be indicated to the  
4 successful offeror.

5 Do you have questions?

6 MS. SINGLETON: Pam will entertain your  
7 questions now regarding the specification  
8 section of the RFP.

9 MS. LACANIENTA: Cyd Lacanienta, IGS.

10 Was there an incumbent to the current  
11 contract? And if so, how much was that  
12 contract for?

13 MS. SINGLETON: Yes, ma'am. No one is  
14 performing -- there is no contractor, I should  
15 say, performing the services now.

16 The previous contract was held by  
17 Coppin University. Okay. Coppin University,  
18 yes, held the previous contract. And I believe  
19 that DHR is performing these services now.

20 MS. MILLER: Yes.

21 MS. SINGLETON: That is correct. So a

1 State -- someone from DHR is performing these  
2 services right now.

3 I am very sorry. I do not have the  
4 amount of the contract with me right now, but I  
5 will put it on the website. It is public  
6 information. I can tell you that.

7 Okay. So I don't want to, like, try to  
8 remember. I have an idea, but I want to be  
9 exact, so I will post the amount of the  
10 previous contract.

11 MR. BROOKS: Do we have any reference  
12 to the metrics involved with the database? Do  
13 we know number of records? Do we know number  
14 of gigabytes or anything at all about the  
15 actual size of the database or what it can be  
16 anticipated to be?

17 MS. MILLER: That's very technical.

18 MR. BROOKS: First of all, Tim Brooks  
19 from Towson University. Bad Tim.

20 And the question was: Do we have any  
21 sort of reference for metrics associated with

1 the database whether it be done with records,  
2 whether it be size in gigabytes or anything  
3 that would give us an insight into how much  
4 size and capacity it would take to host that.

5 MS. SINGLETON: I can answer that. We  
6 did receive several questions late last week,  
7 and unfortunately, we did not have time to  
8 answer them all. We looked at them, but we  
9 didn't have time to answer them. And a lot of  
10 those questions are about IT.

11 So what we will do is forward those  
12 questions as they refer to the database to our  
13 information technology section, and that answer  
14 will be posted.

15 Unfortunately, we don't have a  
16 representative here right now from our IT  
17 division, but we will answer that question.

18 MR. BROOKS: Thank you.

19 MS. WILLIAMSON: Karen Williamson from  
20 ASI. I have questions about the database, not  
21 the technical aspects of it.

1           What is the primary purpose of the  
2           database, and who primarily will be using that  
3           information?

4           MS. MILLER: Often times, we have a  
5           need to know the numbers of recipients who are  
6           receiving our services.

7           And on a more personal basis, our  
8           Secretary is very outcome driven. And we need  
9           to know numbers. It is good when we are going  
10          to the legislature to say that we are servicing  
11          a certain number of families.

12          And for the informal kinship care  
13          population, we have some general idea. But I  
14          know from the experiences of being one of those  
15          persons who have been involved since the  
16          expiration of contract, is that there are a  
17          number of people out in the state who are  
18          informal kinship care providers.

19          So the resource center should be able  
20          to capture that from the telephone, the  
21          outreach, the various services, their

1 partnerships, their collaborations and all.

2 And we're interested in knowing so we  
3 can say when we go to the legislature that  
4 these are the numbers of persons and families  
5 and children who are in need of kinship  
6 services.

7 MR. SMITH: This is more in relation to  
8 the timeline.

9 When are you guys expecting to -- let  
10 me just say everything, then you can kind of  
11 answer it.

12 When are you guys actually expecting to  
13 have some of these answers posted? Because my  
14 concern is now, you're talking about two weeks  
15 from now almost a proposal is due.

16 MS. SINGLETON: Yes, sir.

17 MR. SMITH: That could greatly affect  
18 our submissions. So I'm just little concerned  
19 about the timeframe and being able to submit a  
20 quality proposal given some of the limitations.

21 MS. SINGLETON: Unfortunately, I cannot

1 give you a date. But the answer is as soon as  
2 possible. That is the answer. That is the  
3 answer.

4 We understand that you need this  
5 information to prepare your proposal. And  
6 we're on an aggressive time schedule.

7 The questions that we have will be sent  
8 to the appropriate people within the department  
9 to answer them. If they're not questions that  
10 the procurement officer can answer, we have to  
11 send them out. Okay.

12 And we usually ask for 24-hour or less  
13 turnaround from our different departments, and  
14 then I post them. And that is just a matter of  
15 going on to the website and posting.

16 So I can assure you, you will be given  
17 sufficient time. We understand our  
18 responsibility in getting the information out  
19 there, because the question -- because the  
20 answers that we give you affect the quality of  
21 your proposal. We understand that.

1           At this time, I always get this  
2           question, so I'll address it now. At this  
3           time, there are no plans to extend the due  
4           date. But it has happened many times in the  
5           past.

6           So we examine and we look at where we  
7           are, and we make decisions in the best interest  
8           of those who would be submitting proposals.

9           So we'll treat you right.

10          MR. SMITH: So please consider.

11          MS. MUSGRAVE: Dawn Musgrave from  
12          Adoptions Together. I have a couple questions.

13                 One is that in section 3.42(f), you  
14                 refer to providing transportation assistance.  
15                 I'm -- can you give some examples of what you  
16                 have in mind for that kind of need?

17          MS. MILLER: Well, although Maryland is  
18          a small state, we have urban, we have suburban  
19          and we have rural areas.

20                 And some of the concerns that the  
21                 caregivers have or have expressed is in regards

1 to transportation for counseling or for medical  
2 appointments. So we were thinking about the  
3 cab vouchers or bus tokens in the metropolitan  
4 area.

5 In the past, the past contractor had  
6 access to a van. So what we're saying is that  
7 transportation for medical appointments, for  
8 counseling, those type of things. It may be  
9 some activity that there is going to be a group  
10 activity that the Resource Center is  
11 sponsoring, and they may be able to assist with  
12 that.

13 Did that answer?

14 MS. MUSGRAVE: Yes. It is a little  
15 open ended I guess. I mean, would you  
16 anticipate that a contractor, for example, or  
17 bidder might propose we'll put this much money  
18 in the budget for transportation assistance,  
19 but once that is expended, you wouldn't expect  
20 the bidder to continue to kind of have an open  
21 obligation to provide transportation to medical

1 appointments and things?

2 MS. MILLER: Well, I think that the  
3 budget should include, maybe, on a monthly  
4 basis transportation services. Break it down  
5 on a monthly basis as to what services would be  
6 provided.

7 And if, because of the situation,  
8 you're unable because, say, you expended all of  
9 it, then you would not be able to complete it.

10 MS. SINGLETON: We will take your  
11 question, though, and get clarification for it.

12 MS. MUSGRAVE: Thank you.

13 MS. SINGLETON: But I would like to say  
14 that we ask you when you consider your budget,  
15 it should be fully loaded. That is the term we  
16 like to use.

17 In other words, we have a -- I don't  
18 want to call it a problem, but we have a  
19 project. And your job as vendors is to tell us  
20 how you propose. So we want to hear your  
21 ideas. And your budget should be fully loaded.

1 That is, all the services you feel that would  
2 accomplish the requirements of the Kinship Care  
3 RFP. That is what we want to look at.

4 And once again, if there are any  
5 clarifications we need, we will come back to  
6 you with questions. And we'll keep coming back  
7 to you for clarification until we feel that we  
8 have the answers that we need and that you have  
9 given us the best information that you could  
10 give us.

11 Yes, Dawn?

12 MS. MUSGRAVE: Just as a follow-up, can  
13 you break down -- there is a number given here  
14 for kinship -- formal kinship care providers,  
15 but it is not broken down by jurisdiction. It  
16 would be helpful to have that broken down by  
17 jurisdiction, if that's possible.

18 And then, I realize you don't have  
19 solid numbers on informal kinship providers,  
20 but if you can give us the State's best  
21 estimates of numbers, that will really help in

1           formulating staffing and budget.

2                   MS. MILLER: I could refer --

3                   MS. SINGLETON: That is going to be a  
4           question that we'll have to -- we'll take that  
5           back and provide you with clarification.

6                   MS. MUSGRAVE: Thank you.

7                   MS. SINGLETON: Yes, sir?

8                   MR. SMITH: Also seeking clarification  
9           regarding Section I. Is that same section?

10                   MS. MILLER: Yes.

11                   MR. SMITH: Provide quarterly training  
12           opportunities. Well, it says actually H,  
13           provide quarterly professional development  
14           training for staff.

15                   Is that referencing the staff of the  
16           particular kinship care program, or for other  
17           staff external to the program?

18                   MS. MILLER: This is referencing to the  
19           resource center staff.

20                   MR. SMITH: Only?

21                   MS. MILLER: Yes. This is referencing

1 to the resource center development training for  
2 staff at the resource center. And we can also  
3 address that.

4 MR. SMITH: Right, because it could be  
5 other providers out there that could also  
6 benefit from training.

7 MS. MILLER: Well, it addresses staff,  
8 but we'll clarify what we deem staff to be.

9 MS. SINGLETON: Yes, ma'am?

10 MS. LACANIENTA: I would like to echo  
11 the lady's request for number of cases per  
12 jurisdiction related to kinship care because  
13 that helps with the calculation.

14 But on a related -- on a related note,  
15 say a request for transportation, is that a  
16 request for transportation for the support  
17 groups that are being conducted under this  
18 contract or for ancillary services to that  
19 family?

20 So let's say, a grandmother is in need  
21 of getting the child to medical appointments

1 and has no way of doing so. It is different  
2 from the grandmother has to go to the  
3 grandmother's support group funded under this  
4 contract.

5 MS. SINGLETON: I understand what she  
6 is saying.

7 MS. MILLER: I would say that Elsa  
8 addressed that with your budget. It should be  
9 fully loaded. And the offeror would make a  
10 determination as to how you want to utilize  
11 providing the transportation services.

12 So if it is for support group, or if it  
13 is for medical appointments, that is the  
14 offeror's determination.

15 MS. SINGLETON: I will get  
16 clarification from the program for you. My  
17 understanding is it would be both. That is how  
18 I understand it. But I will get clarification  
19 for you.

20 I understand exactly what you're  
21 saying. Okay, but I will get clarification for

1           you.

2                       MR. ST. CLAIR: Duane St. Clair from  
3           Baltimore Families.

4                       Is the scope of service in this RFP  
5           broader than the one that Coppin had?

6                       It seems as if there may be some  
7           requirements here that may not have been in  
8           that contract particularly in terms of planning  
9           an annual conference and responsibility to  
10          really to both formal and inform kinship care.

11                      Were those requirements in the previous  
12          contract?

13                      MS. SINGLETON: Unfortunately, I cannot  
14          speak to that. Can you speak to that, Pam?

15                      MS. MILLER: Lessons learned. I think  
16          I can start with that way in that what we have  
17          envisioned as to the resource center's goals  
18          and objectives and what we would like to see  
19          more of.

20                      So I think we can say lessons learned.

21          Yes, the scope is broader and more concise as

1 to what we're looking for.

2 MS. WILLIAMSON: Karen Williamson. And  
3 I know you're looking for us to give you ideas,  
4 but can you talk a little bit in terms of the  
5 Resource Center as a physical place that people  
6 will be coming in and out of getting material,  
7 or is it, you know, the information? I mean,  
8 is it a source of information which we know can  
9 be pretty much electronic?

10 I know there was something about there  
11 was a question about scheduled sessions, but  
12 there was also some verbiage that implied that  
13 it would be a store front and that people would  
14 just be able to come in and out.

15 And I guess I wasn't quite clear.

16 MS. MILLER: I would have to refer to  
17 requirement 3.4.2 if I'm understanding.

18 MS. SINGLETON: 3.4.2.

19 MS. MILLER: 3.4.2 for contractor  
20 requirements.

21 If I'm understanding your question

1 correctly, there would be a physical.

2 MS. WILLIAMSON: Right. And too, it  
3 says the space for support groups and training  
4 workshops, but that doesn't necessarily mean  
5 that people can come in and out any time of the  
6 day to pick up information.

7 MS. MILLER: Well, the hours of the  
8 resource center -- it will be during the day.

9 MS. SINGLETON: Pam, if I might. Do  
10 you mind?

11 MS. MILLER: I didn't see hours  
12 required.

13 MS. SINGLETON: There are hours in  
14 there. But --

15 MR. EDWARDS: Could you give the  
16 information on the hours?

17 MS. WILLIAMSON: Which is  
18 information -- which is not somebody sitting at  
19 the desk monitoring if somebody is coming in.

20 MS. MILLER: I must refer you to 3.4.2  
21 for (a) and (b). So we are envisioning that

1           this is a physical facility that will enable  
2           families to come in and out, yes.

3                     It would be on a Monday through Friday.  
4           And in some cases, you may schedule something  
5           in the evening. But our expectation is that it  
6           is a physical entity, and that it is available  
7           Monday through Friday unless some schedule  
8           evening activities to accommodate the families.

9                     Yes?

10                    MS. MUSGRAVE: Dawn Musgrave.

11                    Is there an existing website that would  
12           be expected to be taken over, or is this  
13           starting from scratch with the website?

14                    MS. MILLER: This would be a starting  
15           from scratch. The Kinship Care Resource Center  
16           would develop their own website.

17                    However, linkage would be to various  
18           advocates and national services, organizations  
19           that are connected to kinship care, and also to  
20           DHR website.

21                    MR. BROOKS: What would be the -- I'm

1           sorry. Tim Brooks from Towson.

2                       What would be the anticipated role of  
3           DHR in the development of the content and  
4           design of the website?

5                       Would those be something that would be  
6           developed in conjunction with your  
7           organization? Or would it be something that  
8           would be developed entirely by the vendor and  
9           then presented to include --

10                      MS. LACANIENTA: Sorry. Could you  
11           repeat that?

12                      MS. SINGLETON: May I?

13                      MR. BROOKS: Yes. Go ahead.

14                      MS. SINGLETON: The gentleman's  
15           question was what would be DHR's role in  
16           conjunction with you in the development of the  
17           website.

18                      MS. MILLER: We anticipated that the  
19           offeror on the contract at that point would  
20           have autonomy in developing the website.

21                      Of course, we know, you know, that this

1 will be -- the services are professional  
2 services. That will be part of the budget that  
3 you would have included in your budget, the  
4 development of website and maintenance.

5 MR. BROOKS: It is not really question  
6 so much of the budget that was driving my  
7 question. It is a question of the expertise  
8 and what your desire is as far as what the  
9 content of the website would be.

10 MS. SINGLETON: May I?

11 MS. MILLER: Yes.

12 MS. SINGLETON: In other solicitations  
13 that the Department has issued, the Department  
14 always -- they have to approve the website or  
15 at least take a look at it. Sometimes they  
16 work in conjunction with you all.

17 So that is something that we're going  
18 to have to explore. I don't believe when this  
19 RFP was developed, that -- excuse me -- that  
20 that was explored that much. It was just give,  
21 us a website.

1           So what I'll have to do is go back to  
2           our IT department and find out what the  
3           requirements are and whether or not it is going  
4           to interface with any of our websites.

5           My feeling is that it's not. They're  
6           not going to talk to each other. It is going  
7           to be a stand alone, but I will find out.

8           MR. BROOKS: Would you be anticipating  
9           posting this website within your IT  
10          infrastructure or outside?

11          MS. SINGLETON: That's what I need to  
12          find out. I understand what you're saying.

13          I understand what you're saying. So  
14          you need to know about the hosting?

15          MR. BROOKS: The nuts and bolts stuff.

16          MS. SINGLETON: Exactly. Exactly.

17          I will get clarification for you.

18          MS. CLARKE: Evette Clarke, Progressive  
19          Life Center.

20          Would the vendor have access to any of  
21          the written materials or resources of the

1 former Kinship Care Resource Center home at  
2 Coppin State?

3 MS. SINGLETON: No, ma'am. That is  
4 considered confidential and proprietary  
5 information. And that is a public information  
6 request. Some of you have heard of the Freedom  
7 of Information Act.

8 So if you would want any information  
9 about the previous contract, you would have to  
10 send me a letter. And then I would have to  
11 contact the previous -- the incumbent and say  
12 there has been a request.

13 They get the opportunity to go through  
14 and redact or take out -- exactly -- take out  
15 everything that they consider confidential and  
16 proprietary before we can give that information  
17 to you.

18 And we have thirty days to accomplish  
19 that. So it is kind of an -- I'm sorry that is  
20 the answer.

21 Yes, ma'am?

1 MS. LACANIENTA: Little bit more about  
2 the website.

3 MS. SINGLETON: Sure.

4 MS. LACANIENTA: And I appreciate the  
5 finding clarification.

6 Now, with the -- it said that the  
7 website has to be up in thirty days after a  
8 notice to proceed.

9 Would you consider the notice to  
10 proceed an approval after it has gone through  
11 the review by the State agencies to go ahead  
12 and launch the website so we have a few months  
13 to develop a beta have it go through -- have it  
14 go through the review process for DHR and then  
15 the notice to proceed is then once the approval  
16 is done?

17 MS. SINGLETON: Well, the notice to  
18 proceed would be after approval by the Board of  
19 Public Works. So it is not just a DHR  
20 approval. Once a recommended vendor is  
21 selected, it has to go to the Maryland Board of

1 Public Works.

2 Then after that, after it passes the  
3 Board, then you would get a letter saying it is  
4 a notice to proceed. And then you can start.

5 That is why we say on or about  
6 September 1st. I realize this is an aggressive  
7 timeframe. I realize that.

8 MR. SMITH: Super aggressive.

9 MS. SINGLETON: Super aggressive.

10 MS. LACANIENTA: So that means once the  
11 contract is officially initiated, the vendor  
12 has thirty days to have a website up and  
13 running?

14 MS. SINGLETON: I believe that is how  
15 the RFP is written. I believe that is how it  
16 is written.

17 Yes, sir?

18 MR. BROOKS: Just to elaborate on that,  
19 I have been through the review cycle with the  
20 agencies a number of times. And I have to  
21 concur with the implication I'm hearing that

1 thirty days is probably --

2 MS. SINGLETON: Not enough time?

3 MR. BROOKS: -- absolutely overly

4 aggressive. And that you might consider

5 disassociating the notice to proceed from the

6 website from the actual approval of the

7 contract.

8 MS. SINGLETON: We will take that into

9 consideration.

10 MR. BROOKS: Thank you.

11 MS. SINGLETON: You're welcome.

12 I hear crickets.

13 Yes, ma'am?

14 MS. JOHNSON: The attachments and forms

15 are already available on the website?

16 MS. SINGLETON: They are. They are

17 posted on eMaryland Marketplace and the DHR

18 website.

19 And I would like to point out they are

20 in a PDF format on the DHR website. They are

21 in a Word format on the eMaryland Marketplace

1 format.

2 I do not know why they put them in a  
3 PDF format because you can't work with it.  
4 Okay. I mean, you can print them off and scan  
5 them into something or type, but they're  
6 actually in a Word format on eMaryland  
7 Marketplace.

8 And everyone understand that you have  
9 to be registered on eMaryland Marketplace in  
10 order to get to be awarded a State contract? I  
11 didn't mention it before, but it just popped  
12 into my head.

13 It is in the RFP.

14 We'll let you have another one.

15 MS. LACANIENTA: On a related note,  
16 again, for website.

17 MS. SINGLETON: Yes.

18 MS. LACANIENTA: There is a website  
19 that is up and running for kinship care that  
20 was under Coppin State. Is there an  
21 expectation by DHR for the new vendor to

1 maintain that particular website or to create  
2 an entirely --

3 MS. MILLER: No. That should have  
4 been -- it should have been down.

5 MS. LACANIENTA: It is still up.

6 MS. SINGLETON: It is up? I'm finding  
7 out something.

8 Did SSA know it was up?

9 MS. MILLER: We knew it was up, but it  
10 should have been down.

11 MS. SINGLETON: Thank you for that  
12 information.

13 MS. LACANIENTA: Okay. Thank you.  
14 That was very helpful.

15 MS. SINGLETON: That is enlightening.  
16 Thank you.

17 Are there any other questions?

18 I'm not rushing you out of here now.  
19 We have the room until 12:00, so if you guys  
20 want to stay and talk to each other, you can.

21 Are there any other questions for me or

1 for Pam or anything that you would like me to  
2 find out about and get clarified? Okay.

3 MS. JOHNSON: We will still have the  
4 opportunity to give you a call if there are any  
5 other questions?

6 MS. SINGLETON: We're not done just  
7 yet. I know. I know.

8 The lady asked do you still -- can you  
9 still ask me questions. You can call me.

10 I have been very busy. I apologize. I  
11 have gotten all your messages and all your  
12 e-mails. But normally, I acknowledge everyone,  
13 but I just didn't have the opportunity. But  
14 now that we have reached this level, I will be  
15 more available to talk to you.

16 So e-mail me or call me up. The last  
17 day to ask questions is July 8th, I think.  
18 Yes, July 8th.

19 Well, I want to thank you all today and  
20 for your interest in doing business with the  
21 State of Maryland. It has been a pleasure.

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Thank you.

(Whereupon, the proceedings were  
concluded at 11:21 a.m.)

- - -

1 State of Maryland

2 County of Baltimore

3 I, Monique Kastner, a Notary Public of  
4 the State of Maryland, County of Baltimore, do  
5 hereby certify that the above-captioned proceedings  
6 took place before at the time and place herein set  
7 out.

8 I further certify that the proceedings  
9 were recorded stenographically by me, and that this  
10 transcript is a true record of the proceedings.

11 I further certify that I am not of  
12 counsel to any of the parties, nor an employee of  
13 counsel, nor related to any of the parties, nor in  
14 any way interested in the outcome of the action.

15 As witness my hand and seal this 2nd day  
16 of July, 2009.

17  
18 

19 Monique Kastner  
20 My Commission Expires 04-28-12



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INDEX

MARYLAND DEPARTMENT OF HUMAN RESOURCES  
PRE-PROPOSAL CONFERENCE: SSA/KC 09-001-S  
KINSHIP CARE RESOURCE CENTER

PRESENTATION BY:	PAGE:
Ms. Singleton:	10, 31
Ms. White:	8
Mr. Ingram:	12
Ms. Foster:	23
Ms. Miller	39