



**SUPPLEMENT B  
DEPARTMENT OF BUDGET AND MANAGEMENT  
ACTION AGENDA**

**ITEM:** 2-S (Cont.)

**REQUESTING AGENCY REMARKS:** A notice of the availability of the Invitation for Bids (IFB) was advertised on *eMarylandMarketplace.com* (eMM) and the DHR website. A total of 228 vendors were notified through eMM, of which 54 are small businesses and 45 are minority businesses. Copies of the solicitation notice were also mailed directly to 69 prospective vendors (that could overlap with vendors notified by eMM), of which 68 are Maryland businesses and four are minority businesses. A copy of the solicitation was also sent to the Governor's Office of Minority Affairs.

A total of 169 bids were submitted by 46 bidders in response to the IFB. The IFB was to serve 21 of 24 Maryland jurisdictions; the other three jurisdictions, Allegany, Anne Arundel and Montgomery counties, have local arrangements in place to provide In-Home Aide services and did not participate in the solicitation. Bidders were permitted to submit separate bids for any or all of the 21 jurisdictions. Multiple bids were received for all jurisdictions. At this time, ten bidders (four of which are incumbents) that provided 48 responsive bids were determined to be responsible bidders and are recommended for awards.

Since 48 bids of the 169 bids were determined to be responsive, of the remaining 121 bids, 73 bids from 20 bidders were determined to be non-responsive for MBE issues and were rejected. The remaining 48 bids from 16 bidders are still being evaluated to determine the responsibility of the bidders and have been given time to provide information as to the bidder's qualifications.

Because the current contracts end on 10/31/2009, the ten awards are being presented for approval at this time to continue the existing services in the 21 jurisdictions with these ten vendors. As the evaluation process on the remaining 16 bidders is completed, the qualified responsible bidders will be recommended for awards, since the IFB stated all qualified bidders would be recommended for awards. If additional bidders are determined to be qualified prior to 10/21/2009, the agenda item will be revised to reflect these vendors. If the evaluation process is not completed by the time of this agenda's Board of Public Works (BPW) meeting, another agenda item will be submitted to the BPW for approval of the additional vendors at a later date.

Three protests were received for this solicitation; however, this agenda item is not requesting approval notwithstanding protest since no existing vendors would be displaced. If any protest or a subsequent appeal is successful, the vendor would be added as an additional qualified contractor.

**SUPPLEMENT B  
DEPARTMENT OF BUDGET AND MANAGEMENT  
ACTION AGENDA**

**ITEM:** 2-S (Cont.)

The vendors selected will provide chore services (meal planning and preparation, regular housekeeping tasks, shopping and packing and unpacking clients' possessions, when needed), personal care, nursing assessments, and respite care to elderly and/or adults with disabilities, to prevent institutional placement, abuse, neglect and self-neglect. In-Home Aide services will be provided as needed, on request of the Local Departments of Social Services (LDSS).

In jurisdictions where multiple vendors are being recommended for award, the LDSS will have a rank-ordered pool of Contractors to draw from to provide services to their clients. The rank-orders are based on the vendors' bid amounts, with the lowest bid amount ranked #1, the next lowest bid amount ranked as #2 on the list, and so forth (see Attachment 2). The vendor ranked #1 on the list for a particular jurisdiction will have the first opportunity to provide in-home aide services whenever the client need arises in that jurisdiction. The second ranked vendor will be given the second opportunity to serve clients in that jurisdiction, and so on.

These are indefinite quantity, not-to-exceed contracts, paid on an hourly basis for services rendered. Contractors will only be paid for work actually performed. Since multiple Contractors are selected for award to provide services in multiple jurisdictions, the award amount is based on the maximum dollar amount allocated to each LDSS for purchase of In-Home Aide Services. The maximum five-year contract award to each Contractor represents the most each jurisdiction could purchase from any single exclusive Contractor. (See the \* note on Attachment 1.) Therefore, it is highly unlikely that any one Contractor will serve all the clients in any one jurisdiction and receive in payment the total available dollar amount of the contract award during the five-year term of the contracts.

**SUPPLEMENT B  
DEPARTMENT OF BUDGET AND MANAGEMENT  
ACTION AGENDA**

**ITEM:** 2-S (Cont.)

The total budgeted amount for In-Home Aide Services for the five-year term of the contracts for all 21 jurisdictions is \$12,775,660. These contracts in total will not exceed this budgeted amount. The budgeted amount for each jurisdiction is as follows:

	<i>(One Year)</i>	<i>(Five Years)</i>
• Baltimore City -	\$917,385	\$4,586,925
• Baltimore County -	\$416,660	\$2,083,300
• Calvert County -	\$ 18,362	\$ 91,810
• Caroline County -	\$ 38,151	\$ 190,755
• Carroll County -	\$118,334	\$ 591,670
• Cecil County -	\$ 42,758	\$ 213,790
• Charles County -	\$ 39,932	\$ 199,660
• Dorchester County -	\$ 52,414	\$ 262,070
• Frederick County -	\$ 68,407	\$ 342,035
• Garrett County -	\$ 41,961	\$ 209,805
• Harford County -	\$ 80,870	\$ 404,350
• Howard County -	\$ 11,167	\$ 55,835
• Kent County -	\$ 40,619	\$ 203,095
• Prince George's County -	\$311,599	\$1,557,995
• Queen Anne's County -	\$ 21,620	\$ 108,100
• Somerset County -	\$ 44,040	\$ 220,200
• St. Mary's County -	\$ 54,439	\$ 272,195
• Talbot County -	\$ 45,997	\$ 229,985
• Washington County -	\$ 90,404	\$ 452,020
• Wicomico County -	\$ 66,028	\$ 330,140
• Worcester County -	<u>\$ 33,985</u>	<u>\$ 169,925</u>
• TOTAL	\$2,555,132	\$12,775,660

A 10% MBE subcontracting goal was established based upon the fact that activities such as background clearance checks, medical supplies, printing and copying could be subcontracted. In addition, one of the eight Bidders recommended for award is a MDOT certified MBE.

