

**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-09-001-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 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 (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 September 1, 2009 and will end on or about June 30, 2014.

Baltimore City  
Baltimore County  
Calvert County  
Caroline County

Dorchester County  
Frederick County  
Garrett County  
Harford County

Queen Anne's County  
Somerset County  
St. Mary's County  
Talbot County

Carroll County  
Cecil County  
Charles County

Howard County  
Kent County  
Prince George's County

Washington County  
Wicomico County  
Worcester County

Allegany, Anne Arundel and Montgomery counties have local arrangements for service provision and are not included in this solicitation.

#### **KEY DATES**

- **IFB Issue Date:** April 20, 2009
- **Question Submittal Begins:** April 21, 2009
- **Pre-Bid Conference Date, Time and Location:** Friday, May 1, 2009 at 10:00 a.m. at the Howard County Dept. of Social Services, 7121 Columbia Gateway Drive, Multi-Purpose Room, Columbia, Maryland 21046
- **Bid Closing Date and Time:** Monday, May 11, 2009 at 12:00 p.m.
- **Bid Opening Date:** Monday, May 11, 2009
- **Bid Opening Time:** 1:00 p.m.
- **Bid Opening Place:** Dept. of Human Resources, 311 W. Saratoga Street, Room 104, Baltimore, Maryland 21201
- **Anticipated Contract Award Date:** September 1, 2009
- **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

This IFB 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 IFB and the actual written IFB, the written IFB document prevails.