

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

ITEM: 2-S (Cont.)

INCUMBENTS: See Attachment

REQUESTING AGENCY REMARKS: A notice of the availability of the Request for Proposals (RFP) was advertised on *eMarylandMarketplace.com* (eMM) and the DHR website. A total of 1,523 vendors were notified through eMM, of which 331 were MBEs. In addition, 20 prospective vendors were notified directly by mail, all of which are Maryland firms and included no MBEs. A copy of the solicitation was also sent to the Governor's Office of Minority Affairs.

Of the 24 jurisdictions in Maryland, nine are being served by local Departments of Social Services, one by the local Government and the remaining 14 jurisdictions by the non-profit Local Administrative Agencies (LAAs). The LAAs provide staff, supervision, office space and time for outreach, application intake, payment processing, energy crisis services, customer notification of eligibility, minimization of fraud, linkages to community service providers, fiscal reporting and accountability, program reporting, ad hoc reporting and related data entry into OHEP's database.

This was the second RFP issued for the energy assistance services. The initial solicitation resulted in the award of six contracts for six jurisdictions, as noted below. A single proposal was received for each jurisdiction, which has been the case for the past 25 + years. All of the offerors are Community Action Agencies (CAAs) and are also the incumbents. The other eight proposals from four offerors were determined not to be reasonably susceptible of being selected for awards due to MBE issues. For the first time, the RFP contained a MBE goal of 1%. Because these energy assistance services result in a single proposal per jurisdiction scenario, a new RFP was issued for the remaining eight jurisdictions.

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The 14 jurisdictions are as follows:

^Allegany County	Howard County
^Anne Arundel County	*St. Mary's County
*Calvert County	*Somerset County
^Carroll County	^Talbot County
*Charles County	*Washington County
^Garrett County	*Wicomico County
^Harford County	*Worcester County

^These six jurisdictions are being served by the contracts awarded on the 8/26/2009 DBM BPW Agenda, Item 4-S.

*These seven jurisdictions will be served by the contracts on this agenda item.

Sixteen proposals were received from five Offerors for the new RFP. Eight proposals were submitted by the four incumbent Contractors and eight proposals were submitted by a single new Offeror, resulting in two proposals being received for each jurisdiction. All eight proposals from the new Offeror were determined to be not reasonably susceptible of being selected for award for failure to complete the MBE forms properly in accordance with COMAR 21.11.03.09(c)(3) and (4). For seven of the jurisdictions, this created a single proposal scenario again. Both of the proposals for one jurisdiction, Howard County, which were from the new offeror mentioned above, as well as the incumbent, were determined to be not reasonably susceptible of being selected for award due to failing to complete the MBE forms properly. Neither the incumbent Offeror nor the new Offeror attended the Pre-Proposal Conference to receive the training for completing the documents properly. Services for this jurisdiction will be procured through another solicitation.

Proposals from the remaining three Offerors were deemed susceptible of being selected for awards. The prices for each of the seven jurisdictions are considered fair and reasonable. Therefore, awards are being recommended for Calvert, Charles, St. Mary's, Somerset, Washington, Wicomico and Worcester Counties. By law, only 10% of the total energy budget can be allocated for operating expenses statewide.

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For the seven jurisdictions, a projected 102,265 households will apply for assistance during the four year-nine month contract period with an estimated 87,948 receiving benefits from the stated programs. MEAP provides assistance with energy bills for gas, electric, fossil fuel and/or weatherization services. EUSP provides assistance with electricity bills and limited electrical weatherization assistance. USPP, for customers who qualify for MEAP, provides added protection against service termination.

A 1% MBE participation goal was established for this procurement for office supplies based upon the fact that the majority of the contract budget is for specialized staff.

FUND SOURCE: 60% Federal (Low Income Home Energy Assistance Block Grant)
40% Special (Electric Utility Ratepayers)

APPROP. CODE: N00I0006

RESIDENT BUSINESS: Yes for all

MD TAX CLEARANCE: See Attachment

Board of Public Works Action - The above referenced Item was:

APPROVED DISAPPROVED DEFERRED WITHDRAWN
WITH DISCUSSION WITHOUT DISCUSSION

ITEM: 2-S (Cont.)

ATTACHMENT

<u>Offerors/Awardees</u>	<u>Estimated Number of Applications</u>	<u>4 Years and 9 Months Financial Offer *</u>
<p><i>Calvert County</i> Southern MD Tri-County Community Action Committee, Inc. Hughesville, MD 20637 Comptroller #: 09-2727-0110 ADPICS BPO ID: N00B0400246 Contract Number: FIA/OHEP-10-012</p>	10,478	\$720,513.22
<p><i>Charles County</i> Southern MD Tri-County Community Action Committee, Inc. Hughesville, MD 20637 Comptroller #: 09-2727-0110 ADPICS BPO ID: N00B0400247 Contract Number: FIA/OHEP-10-013</p>	12,266	\$787,081.44
<p><i>St. Mary's County</i> Southern MD Tri-County Community Action Committee, Inc. Hughesville, MD 20637 Comptroller #: 09-2727-0110 ADPICS BPO ID: N00B0400248 Contract Number: FIA/OHEP-10-014</p>	10,903	\$787,081.44
<p><i>Somerset County</i> Shore Up! Inc. Salisbury, MD 21803 Comptroller #: 09-2729-0110 ADPICS BPO ID: N00B0400243 Contract Number: FIA/OHEP-10-009</p>	11,872	\$627,070.70
<p><i>Washington County</i> Washington County Community Action Council, Inc. Hagerstown, MD 21740 Comptroller #: 09-2728-0110 ADPICS BPO ID: N00B0400249 Contract Number: FIA/OHEP-10-015</p>	21,037	\$1,986,733.69

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<u>Offerors/Awardees</u>	<u>Estimated Number of Applications</u>	<u>4 Years and 9 Months Financial Offer *</u>
<i>Wicomico County</i>		
Shore Up! Inc.		
Salisbury, MD 21801		
Comptroller #: 09-2729-0110	24,822	\$1,374,708.04
ADPICS BPO ID: N00B0400244		
Contract Number: FIA/OHEP-10-010		
<i>Worcester County</i>		
Shore Up! Inc.		
Salisbury, MD 21801		
Comptroller #: 09-2729-0110	10,887	\$634,822.07
ADPICS BPO ID: N00B0400245		
Contract Number: FIA/OHEP-10-011		
Total	102,265	\$6,918,010.60

*A single-offer was received for each jurisdiction from the incumbent Contractor.