

**STATE OF MARYLAND**

**DEPARTMENT OF HUMAN RESOURCES**

FAMILY INVESTMENT ADMINISTRATION  
311 W. SARATOGA STREET  
BALTIMORE, MARYLAND 21201

**REQUEST FOR PROPOSALS (RFP)**

**FOR**

**REFUGEES AND ASYLEES EMPLOYMENT SERVICES**

**DHR AGENCY CONTROL NUMBER: FIA/ORA-10-465-S**

**WARNING:** *Prospective offerors 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 RFP 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.*

*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 Business Enterprises to participate in this procurement process.**

**Summary:** The Maryland Department of Human Resources, Family Investment Administration, Maryland Office for Refugees and Asylees (MORA) intends to award 2 contracts to provide employment services for legal refugees living in: (1) the Baltimore Area (includes Baltimore City and Anne Arundel, Baltimore, Carroll, Harford and Howard counties) and (2) Montgomery and Prince George's counties. Employment services to refugees in the Baltimore Area will be offered from the Baltimore Resettlement Center (BRC), and services to refugees in Montgomery and Prince George's counties will be offered from the Suburban Washington Resettlement Center (SWRC). Employment services are defined as direct services that assist an employable adult in preparation for, development of, placement in, or maintenance of employment. Services include outreach, intake and assessment, job placement, job retention, and job upgrade services, when appropriate. Only one contract will be awarded for each regional jurisdiction listed above for a 5-year period beginning on or about October 1, 2009 and ending September 30, 2014.

## KEY DATES

- **RFP Issue Date:** May 1, 2009
- **Question Submittal Begins:** May 1, 2009
- **Pre-Proposal Conference Date, Time and Location:** May 15, 2009, 10 a.m. Baltimore Resettlement Ctr, 3516 Eastern Avenue, Baltimore, MD 21224 in the Conference Room
- **Closing Date and Time:** June 16, 2009, by 4:00 p.m. EST
- **Anticipated Contract Award Date:** on or about October 1, 2009
- **RFP Issuing Office:** Maryland Office for Refugees and Asylees

## POINT OF CONTACT AND LOCATION

**\*Questions will be accepted in writing only. They must be submitted to Roland L. Knox, Procurement Officer at the address and numbers listed below, who is also the sole point of contact for this solicitation:**

Address/Room #: 311 W. Saratoga Street, Room 946

City/State/Zip Code: Baltimore, Maryland 21201

Voice Mail: 410-767-7370

Fax: 410-333-0258

Email: Rknox@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.