

PRE-PROPOSAL CONFERENCE

RESIDENTIAL CHILD CARE

SSA/RCC 11-001-S

WAR MEMORIAL BUILDING

101 N. GAY STREET

BALITMORE, MARYLAND

NOVEMBER 16, 2009

1 PRESENT:

2 Brenda Donald, Secretary of Maryland
3 Department of Human Resources.

4 Elsa Singleton, Procurement Officer,
5 Department of Human Resources.

6 James Redditt, Minority Business
7 Enterprise, Department of Human Resources.

8 Larry Ingram, Hiring Agreement, Department of
9 Human Resources.

10 Sandra Johnson, Living Wage, Department of
11 Human Resources.

12 Kevin Keegan, Social Services
13 Administration.

14 Aretha Ector, Maryland Office of the
15 Attorney General.

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1 MS. SINGLETON: And once again, good morning.
2 And once again, thank you for your patience in waiting to
3 begin this pre-proposal conference. We did that to make
4 sure that everyone got to the venue. My name is Elsa
5 Singleton. Today we are here to talk about the
6 Department's request for proposals for Residential Child
7 Care. The agency control number for this RFP is SSA/RCC
8 11-001-S. Please note that Evans Reporting is recording
9 the conference. When asking your questions, use the
10 microphone in the center aisle, and identify yourself and
11 your company whom you represent each time you ask a
12 question. I know we have a great deal of information to
13 get through today, but I assure you that you will be
14 given adequate time to ask your questions.

15 As soon as possible after this conference, a copy
16 of the transcript of the conference, all the questions
17 and responses, a list of attendees, as well as any
18 amendments to the RFP will issued and posted on the DHR
19 website and e-Maryland Marketplace.

20 Once again my name is Elsa Singleton. I am the
21 procurement officer for this solicitation. And to my

1 right, I would like to introduce Kevin Keegan from the
2 Social Services Administration, Nancy Blackwell, also
3 from the Social Services Administration, Sandy Johnson,
4 the Acting Director of Procurement. To my left, Larry
5 Ingram, who handles the hiring agreements for the
6 Department, James Redditt, from the Procurement division,
7 who will speak to us about the Minority Business
8 Enterprise goal, and we have Aretha Ector, from the
9 Office of the Attorney General.

10 And now it's my great pleasure to introduce the
11 Secretary of the Department, Brenda Donald, who will give
12 us opening remarks. Madame Secretary.

13 MS. DONALD: Thank you. Good morning. I
14 am Brenda Donald, Secretary of Maryland Department of
15 Human Resources, and I thank you for your joining us
16 today. All of us who are here today are here for one
17 single purpose: to ensure that the State of Maryland has
18 done the best job it can in caring for foster children.

19 Today, our procurement staff will help you all
20 better understand our request of proposals for group home
21 services that the Department that has released.

1 I know you have a lot of questions. I know you
2 have lot of anxiety about this new process. But I assure
3 you, when it's over and the contracts are awarded, DHR
4 will have made many jumping steps forward in making this
5 process even more predictable and easier in the future.

6 As you know, I am no fan of the way DHR had been
7 making contract decisions in the past, or have DHR has
8 had virtually no authority in terms of the growth of the
9 group home industry. If someone was to open a group home
10 in Maryland, even in a county of region already
11 over-saturated with group homes, all it took was to meet
12 the proposed requirements, and virtually all licensed
13 programs received contracts. DHR now plays a much more
14 central role in identifying the need before any of the
15 programs can open.

16 The changes that we now going through in our
17 contracting continues the process with DHR clearing
18 stating exactly what services we need -- what services we
19 need to buy in order to take care of the children and
20 families we serve.

21 We believe this is an exciting opportunity for

1 the Department to provide much needed leadership and
2 guidance to the provider community.

3 By now, all of you should be very familiar with
4 place matters. We believe the RFP is a big step in
5 making sure that the most appropriate resources are
6 available in the areas of the State where they are
7 needed. We have also grown in using data to drive our
8 decisions. Everyone in this room should be very familiar
9 with the fact that DHR is using significantly fewer group
10 home beds than we have in the past.

11 The total number of beds that we are procuring
12 for 2011 is under 1,300 beds. This represents
13 approximately 400 fewer beds than are under contract for
14 2010, at 700 fewer beds that were under contract for
15 2009.

16 In order to be fair to our contractors, we need
17 to make ensure there is not such a surplus of beds that
18 providers are not to stay financially viable.

19 It is important to us here at DHR that we
20 contract with the best providers best located for our
21 children, and to be good partners with our contractors.

1 Today Elsa Singleton is going to commence and go
2 through a detailed procurement requirements and
3 expectations of the RFP. Kevin Keegan is going to review
4 the program expectations of the RFP.

5 Once we have gone through this presentation,
6 there will be ample time for everyone to ask their
7 questions. If there are questions that we are not able
8 to answer, please know that all questions and answers
9 will be posted to our website within the coming week.

10 Thank you all for coming today. And I hope that
11 you find today's meeting helpful. Good luck to everyone
12 who is planning to respond to the RFP. Thank you.

13 MS. SINGLETON: Thank you, Madame Secretary. Now
14 some very important information. The closing date and
15 time for the technical proposals is 4 p.m., December 14,
16 2009.

17 The closing date for financial proposals is 12
18 noon on February 15, 2010. Offerors may submit technical
19 proposals for residential child care program in one or
20 more one jurisdictions, and for more than one residential
21 child care program.

1 Now offerors who submit proposals for a
2 particular residential child care facility located in one
3 or more jurisdictions shall submit one primary proposal
4 that identifies each specific jurisdiction, and the
5 number of beds in each location. All proposals for more
6 than one program under a group home license must submit
7 separate proposals for each program.

8 Each proposal must be submitted in a separately
9 sealed envelope, and include on the envelope the
10 Offeror's name, jurisdiction and program.

11 You should know that only contract may be awarded
12 to an Offeror who submits more than one proposal under
13 the same license.

14 Financial proposals must be submitted for each
15 residential child care program and for jurisdiction as
16 appropriate.

17 Now I said a lot of things here that may be
18 confusing to you, or may not be business as usual as you
19 know them. And Kevin Keegan is, his presentation will
20 explain that in more detail to you.

21 Most importantly, proposals are arriving after

1 the closing date and time will not be considered. Please
2 do not be late. I can not accept a proposal if the
3 proposal arrives late, even 30 seconds late, I can not
4 take it. So please, please be on time.

5 The contracts awarded as a result of this
6 solicitation shall be for a period of two years,
7 beginning on or are about July 1, 2010 through June 30,
8 2012. In addition, there will be a one-year option that
9 may be exercised at the sole discretion of the State.

10 You should also know that all corporations doing
11 business in Maryland are required by law to be registered
12 with the State Department of Assessments and Taxation.
13 If you are unsure of your status, please call the State
14 Department of Assessments and Taxation at (410) 767-1908
15 prior to the due date for receipt of proposals.

16 You must also be certain that all of your tax
17 obligations with the State have been met. Failure to
18 satisfy your tax obligations may result in an otherwise
19 successful proposal being deemed unacceptable for award.

20 Right now it's my pleasure to bring to the podium
21 Larry Ingram, who will discuss the Maryland State hiring

1 rules.

2 MR. INGRAM: Good morning and thank, Elsa.
3 Again, I am Larry Ingram, I am Hiring Program Manager
4 with the State Department of Human Resources. We have
5 provided a green folder. If you have your folder, if you
6 would at this time review it with me.

7 The first item on the left side of the folder is
8 the Solicitation Clause, underneath, the Maryland
9 Department of Human Resources Hiring Agreement. We will
10 begin with the Solicitation Clause Hiring Agreement. "By
11 submitting a bid proposal in response to this
12 solicitation, the Bidder/Offeror agrees to execute and
13 comply with the enclosed Maryland Department of Human
14 Resources Hiring Agreement. The Hiring Agreement is to
15 be executed by the Bidder/Offeror and delivered to the
16 Procurement Officer within ten days following receipt of
17 notice by the Bidder/Offeror that is being recommended
18 for contract award. The Hiring Agreement will become
19 effective concurrently with the award of the contract.

20 The Hiring Agreement provides that the contractor
21 and the Maryland Department of Human Resources will work

1 cooperatively to promote hiring by the contractor of
2 qualified Maryland Temporary Cash Assistance recipients
3 to fill all job openings resulting from this procurement,
4 in accordance with Section 13-224, State Finance and
5 Procurement Article."

6 The second item under the Solicitation Clause is
7 the actual hiring agreement. If you would turn to Page
8 three with me, please? Page three, line item five,
9 states, "Agreed shall consider filling the minimum of
10 _____ the job openings with Local Department referred
11 candidates, provided that the Local Department refers
12 qualified candidates within three working days."

13 What this means is that under this agreement,
14 should a need to hire arise as a result of this contract,
15 all of those job openings should be sent to the Maryland
16 Department of Human Resources, to allow the Department to
17 provide qualified candidates for those positions. Should
18 the Department not be able to find qualified candidates
19 for your positions, we will forward a waiver to you
20 saying that for these jobs, at this time, you have met
21 the requirement of the law, hire whom you wish.

1 On the right side of the folder, the first item
2 there, Recruitment Information and Instructions For
3 Hiring Contractors. This is an overview of how the
4 recruitment works, laid out for you. We do have contact
5 information on it, however, all questions regarding this
6 RFP should be referred to Ms. Elsa Singleton.

7 The second item is an actual Job Order Form,
8 State Contractors, Office of Hiring Opportunities, Hiring
9 Agreement Job Offer Form. On this document, you would
10 put the specifications of the job, the requirements and
11 qualifications, contact information and so forth.

12 The form under it is the Maryland TCA Application
13 Referral Data Flow Form. It is a form that allows you to
14 document why the candidate was hired, or was not hired.

15 And last but not least, the last item on the
16 right hand side of the jacket, we have the
17 Welfare-to-Work Tax Credit. For example, did you know
18 that you can earn up to \$8,500 per hiree, over a two year
19 period? Good news at least to those you who are in
20 business, there is a tax incentive that comes with this.

21 The paperwork is user friendly, and the website

1 is included on the document.

2 There will be an opportunity for questions if you
3 have some, but at this time, I want to thank you for your
4 attention.

5 MS. SINGLETON: Thank you, Larry. As some of you
6 have probably already read in the Request for Proposals,
7 a MDE sub contractor participation goal of five percent
8 of the total contract amount has been established in this
9 procurement with providers who have 25 or more beds.
10 When you submit a proposal, you agree with this dollar
11 amount that the contract will be performed by certified
12 minority business enterprises. And I would like to ask
13 James Redditt to come to the podium to give us some more
14 information about the MBE requirements. James?

15 MR. REDDITT: Good morning, ladies and gentlemen.
16 Excuse me for it stepping away from the podium, but you
17 can see I am a little vertically challenged, so I want to
18 be out where everybody can see me while I make my
19 presentation.

20 I am here in place of our MDE Officer, and my
21 responsibility is to provide information regarding the

1 MBE Minority Business Subcontractor goal for this
2 procurement.

3 I would like to call your attention to Section
4 2.29 through Section 2.32 of the request for proposals.
5 Let me begin with Section 2.29, which states that the
6 Department of Human Resources, for the performance of
7 this contract, expects that you will attempt to achieve
8 the minority enterprise goals stated in this request for
9 proposals. So in other words, as Elsa has explained, the
10 subcontracting goal of five percent will be required for
11 25 or more beds. We would expect that you would
12 structure the procedures in your proposal to attempt to
13 achieve that five percent MBE subcontractor goal.

14 Under Section 2.30, Minority Enterprise
15 Participation Goal, the goal has already been stated as
16 five percent of the total contract dollar amount, and are
17 only for those who have 25 or more beds. Now if you do
18 not provide 25 beds, the MBE subcontracting goal does not
19 apply to your proposal, however that does not exclude you
20 if you feel that an MBE would help you to achieve the
21 requirement of the proposal, then by all means, please

1 use a subcontractor if you can because you are required
2 to meet the minimum goal under this contract. The
3 subcontracting goals have been established for this
4 contract.

5 Let me go over some of the definitions in Section
6 2.31, particularly the definition regarding
7 certification. A State certified MBE is one that has
8 certified as such by the Maryland Department of
9 Transportation.

10 If you have questions regarding a potential
11 subcontractor, that they may or may not be registered
12 with MDOT, you can go to the Maryland Department of
13 Transportation website, and they are actually the agency
14 responsible for the oversight of the Minority
15 Subcontractor Program for the State of Maryland. Their
16 website is www.mdot.state.md.us. And you will click on
17 the link on the left-hand column of that page that says
18 Minority Subcontractor Enterprises, and you can access
19 that directory from that application.

20 Let me stress to you the importance of Section B
21 of Section 2.31, Contractor Responsibilities, under No.

1 1, it says, the Offeror agrees to exercise all good faith
2 efforts to carry out the requirements set forth in this
3 solicitation. And the term good faith effort is very
4 important, because once your proposal has been determined
5 that you have the amount of beds that you need to meet
6 the requirements for this subcontracting goal, you must
7 have make all available effort to meet that
8 subcontracting goal with available certified MBE, and the
9 information is required how you solicited the MBE to meet
10 that requirement. It's very important that you provide
11 the attempts that you solicited MBEs to meet the
12 subcontractor goals. And there will be more about that
13 documentation in the presentation coming up a little
14 later.

15 Let me go now to Section C of Section 2.31,
16 Solicitation and Contract Formation. And let me place
17 special emphasis on this section right here. No.
18 1, it says a completed certified MBE Utilization and Fair
19 Solicitation Affidavit, which is attached, whereby the
20 Offeror acknowledges the certified MBE participation
21 goal, or requests a waiver, commits to make a good faith

1 effort to achieve the goal, and affirms that MBE
2 subcontractors were treated fairly in the Solicitation
3 process.

4 Now one of the things we've done with this
5 solicitation in order to ensure that we can offer a clear
6 and understanding of the policies, is that we included
7 some instructions on how to complete the MBE Certified
8 Utilization and Fair Solicitation Affidavit, as well as
9 the next form we are going to discuss, which is the MBE
10 Participation Schedule.

11 Now under the Solicitation Affidavit, there is
12 information at the beginning of the form that your fill
13 out, your general information regarding your company and
14 the Solicitation number. In the first, it says in
15 response to the Agency Control Number -- that is in
16 proposal.

17 There are two sections, or two paragraphs under
18 No. 1. You would complete the first portion of that
19 section, if your intent is to completely meet the entire
20 five percent MBE goal. You would complete the first
21 section under No. One. You are saying that you

1 acknowledge the overall certified Minority Business
2 Enterprise participation goal of five percent.

3 You will complete Section 2 under that section,
4 if your intent is to meet either a portion of or you are
5 unable to meet the entire MBE goal. And it says that
6 after having made a good faith effort to achieve the MBE
7 participation goal, I conclude that I am unable to
8 achieve it. I intend to achieve an MBE participation of
9 ____ percent, and it will be something less than the five
10 percent goal, and that you request a waiver for the
11 remainder of the remainder of the goal.

12 I want to urge you to either complete the top
13 section or the bottom section. Do not complete both
14 sections. Remember, only complete the top section if you
15 intend to meet the entire five percent goal. If your
16 intent is to meet anything less than the entire five
17 percent goal, please only complete the second section
18 under No. 1.

19 And then be please to be sure that you sign and
20 date the form on the bottom of Page No. two.

21 Continuing under No. 2, in Section C under 2.31,

1 that talks about the completed MBE Participation
2 Schedule, which is attachment H of the Solicitation. And
3 again, we provided instructions on how to complete that
4 form. The information at the top of that form,
5 Attachment H, has information regarding your company, you
6 are the prime contractor, the project description and
7 jurisdiction. Please be sure that you include
8 jurisdiction you are serving, and I think I also stated
9 here, and I will ask Elsa, would you like them to also
10 include the type of service that they provide under that
11 section also? Okay. Where it says title description
12 and jurisdiction, you will state the type of service that
13 you're proposing for as well as the jurisdiction you are
14 going to be serving. And give the agency control number.

15 Under this section, this information will be a
16 certified MBE contractor on the project. Here is where
17 you would include the information on the subcontractors
18 that you plan to use to provide services under your
19 proposal. Let me state this for the record, please make
20 sure that the subcontractor that you are proposing to use
21 under the contract, that the services they are providing

1 are directly related to the services under this contract.
2 Please don't choose any subcontractor that is not going
3 to be connected with this contract in order to meet the
4 MBE goal if that contractor is not qualified. They will
5 not count towards the completion of your MBE goal.
6 Please ensure that all the information is included,
7 including the business name, address and phone number,
8 their federal employee identification number, their MBE
9 certification number, which you can gain access on the
10 MDOT website for Minority Business Enterprise Program,
11 the specific work to be performed under this contract,
12 and percentage of the total contract that they intend to
13 achieve on this contract.

14 You may have more than one MBE subcontractor, and
15 you will put down that as a percentage of the total goal
16 that that subcontractor must meet under this contract.
17 So under each subcontractor, it would also include a
18 project commitment date, and the project completion date.

19 In other words, if an MBE subcontractor wanted to
20 give services under the contract that you intend for
21 them, it may or may not be the contract start date. It

1 may or may be during the time of the contract, it may be
2 for services during a time in the contract. It would be
3 for that time that they are completing those duties, and
4 you must put that information on this form.

5 At the bottom where it talks about total MBE
6 participation, please include that percentage on there,
7 and also make sure that the form is dated and signed by
8 representative of your company.

9 Now on information under Section C, under 2.31,
10 and I cannot stress the importance of this enough. Now
11 there is information in bold, it says that the failure of
12 an Offeror to complete and submit Attachment G and H
13 shall result in a termination that the proposal is not
14 acceptable of being selected for award.

15 In other words, if you do not complete these
16 forms completely or fully, if you do not complete these
17 forms properly, your proposal will be deemed as
18 unacceptable, and you will removed from all further
19 consideration for award under this contract. And so we
20 have provided samples of the forms and attachments, or
21 you can access MDOT from the website. And again, if you

1 have any questions regarding them, we will be
2 entertaining them at the conclusion of the entire
3 presentation.

4 Moving onto the bullet point under 2.31-C, which
5 is which you have received the contract award, you would
6 submit to the Department two forms, the Outreach Effort
7 Compliance Form, which is Attachment I, and the
8 Subcontractor Project Participation Statement, which is
9 Attachment J.

10 The Outreach Effort Compliance Form is a form
11 that documents the efforts that you made to reach out to
12 MBEs subcontractors to solicit them to provide services
13 under your contract.

14 The Subcontractor Participation Form is an
15 agreement between you and the subcontractor, to show that
16 the contractor agreed to provide the services that you
17 stated on the Participation schedule that they will
18 provide under the contract.

19 And those forms need to be returned to the
20 Department within ten days after notification of award.

21 Let me call your attention to information in bold on that

1 section. It says if the current awardee fails to return
2 any completed documentation in the required time, the
3 procurement officer may determine that they are not
4 responsible, and therefore not eligible for contract
5 award. If the contract has already been awarded, the
6 award is voided. So please ensure that these forms are
7 completed and returned in a timely fashion.

8 Under Section D, an MBE, due to unforeseen
9 circumstances, and we know in this day and age during a
10 troubling economy, maybe a participating MBE on your
11 participation schedule, it was your intent to use them,
12 but for some reason, either between the time of doing
13 your proposal and the time over the contract, when all of
14 a sudden the MBE has gone out of business.

15 Well, what is written is here, "Any changes to
16 the MBE Participation Schedule prior to or after the
17 Contract execution must receive approval in accordance
18 with COMAR 21.11.03.12. The apparent awardee shall
19 immediately notify the Procurement Officer regarding any
20 MBE changes prior to execution of the contract.
21 Contractors shall immediately notify the State's Project

1 Manager and Procurement Officer regarding MBE changes
2 after the execution of a Contract. Any change to a MBE
3 must be approved by the Agency Head or Designee and can
4 only be done via a contract modification."

5 Now this is the case when after contract award,
6 all of a sudden there comes one of the MBEs that you were
7 supposed to use, you can't use them any more. Well the
8 only way after the contract has been awarded is through a
9 contract amendment. So that's what that is.

10 The next section we want to go through is Section
11 F, and this is if you are in the second portion of the
12 MBE Participation Affidavit, and you said you can only
13 fill a portion of the MBE requirement and you are
14 requesting a waiver for the remainder.

15 Well, it says, that if after contract award, you
16 determine that you have made a good faith effort to try
17 to fulfill the MBE goal, but you just can't reach the
18 five percent, you are going to ask for a waiver. And
19 there are forms that you can turn in after notification
20 of contract award. And one of those would be the request
21 for a waiver, which is Attachment M of the RFP.

1 Now the request for waiver, first of all, No. 1,
2 is a detailed statement of the efforts made to solicit
3 portions of the work proposed to be performed by
4 certified MBEs in order to increase the likelihood of
5 achieving the stated goal. And as we mentioned earlier
6 about the detailed affidavit to solicit MBE to provide
7 services under your proposal, well here is where you are
8 going to provide the documentation of the efforts that
9 you made. If you made the effort and you reached out to
10 the MBEs, and you tried and you tried, and you feel that
11 you are not going to reach the goal, even though you
12 tried to, this is where you put in the documentation of
13 the effort that you tried to reach the MBEs.

14 In addition another form, called the MBE
15 Unavailability Certification, which is Attachment N of
16 the RFP. That is that the MBEs that you attempted to
17 reach out to, but for some reason they were unable to
18 provide the services that you requested. Those MBEs
19 lists will complete the schedule and you will return that
20 form, along with your request for a waiver and the other
21 documentation that you with a good faith effort, that

1 you tried to reach MBE goal.

2 And again, that must be submitted ten days after
3 notification of the award.

4 The final thing that we want to talk about is the
5 prompt payment of subcontractors, and that is Section
6 2.32 of the RFP. And in that section, briefly, is
7 stating that if you have selected and MBE or MBEs to
8 provide services under this contract, if the MBE provided
9 work, you should pay them, and pay them promptly. And if
10 you do not pay them promptly, and in a timely fashion,
11 there are certain remedies that the State of Maryland can
12 use in order to make sure that the subcontractors are
13 paid in a timely fashion. One way is to have the payment
14 subtracted from your contract, and there are other
15 remedies included that will ensure that the MBE will be
16 paid. So the Department policy is that you pay them and
17 pay them promptly.

18 And with that, that concludes the presentation on
19 Minority Enterprise Program. I thank you all for your
20 attention and I wish you all success in your proposals.

21 MS. SINGLETON: Thank you, James. Since October

1 1, 2007, all contracts awarded in the State of Maryland
2 are subject to the Maryland Living Wage Requirement. I
3 would like to ask Sandra Johnson to come to the podium
4 and give us some information on that. Sandy?

5 Ms. Johnson: Thank you, Elsa. Before I begin, I
6 just wanted to add, in line with what James's speech on
7 the MBEs, are there any State certified MBEs in the
8 audience? Would you raise your hands? Okay. I just
9 want to give you the idea there are MBEs here for you who
10 are participating in the conference, that you may want to
11 talk to and you may want to meet some MBEs.

12 I also wanted to take the opportunity to say
13 thank you again for waiting and for your patience, while
14 we were late in beginning this pre-proposal conference,
15 because we wanted to allow everyone the opportunity to be
16 here, because of the location change, we extended the
17 time.

18 Now for the living wage. The Living Wage Law
19 requires certain contractors and subcontractors to pay
20 minimum rates to employees working under certain State
21 services contracts. This law requires the payment of the

1 Living Wage of either \$12.25 per hour, or \$9.21 per hour,
2 depending upon the jurisdictions where the services are
3 performed.

4 The Maryland Department of Labor and Licensing
5 Regulation is responsible for establishing the wage rate
6 and ensuring compliance with the law. This law only
7 applies to contracts that were awarded after October 1,
8 2007.

9 There are two wage tiers established in Maryland.
10 Tier 1 includes Montgomery, Prince George's, Howard,
11 Baltimore County, Baltimore City and Anne Arundel County.
12 Tier 2 is comprised of counties not included in Tier 1.

13 The Living Wage rate, Tier 1, \$12.25 per hour
14 rate. The rate for Tier 2 is \$9.21 per hour.

15 If a business has operations in areas with two
16 different wage tiers, the rate you pay is determined by
17 the area where 50 percent or more of the total contract
18 volume is performed. If the employees to perform the
19 services are not located in either Tier 1 or Tier 2, the
20 Living Wage area will be based upon where the majority of
21 the recipients of the services are located.

1 For more information, or if you have questions
2 regarding the Maryland Living Wage Law, please refer to
3 the handout you received today or contact the Maryland
4 Department of Licensing and Regulation. The number is
5 (4100 767-2394. Additional information is also available
6 on the DLLR website, which is www.dllr.state.md.us.

7 Thank you.

8 MS. SINGLETON: Thank you, again, Sandy. I would
9 like to talk now about the requirements for proposal
10 preparation. Some of the things, many of you have never
11 done before. I am not going to go over single thing,
12 just the major points. You may need to refer to the RFP
13 for more detailed information.

14 The selection procedure for this procurement
15 requires that the technical evaluation and ranking of
16 proposals be completed before the financial proposals are
17 submitted and distributed to the Interagency Rate
18 Committee, therefore, each proposals shall submitted as
19 two separate enclosures: the technical proposal and the
20 financial proposal. Accompanying these two volumes is a
21 transmittal letter. This should be on company letterhead

1 and contain the Offeror's name, the title of the
2 solicitation, your federal tax ID number or your Social
3 Security number, your e-mail and Marketplace ID number
4 and be signed by the individual who is authorized to bind
5 your company to the information contained in the
6 proposal. In addition, the transmittal letter shall
7 acknowledge any agenda to the RFP that you may have
8 received.

9 You should know that the technical proposal
10 carries the greatest weight for evaluation purposes.
11 Your technical proposal should be prepared in a clear and
12 precise matter. It should address all appropriate points
13 in the RFP, except price information. All pages shall be
14 consecutively numbered and contain the following
15 sections: proposed services, qualifications,
16 understanding the problem, personnel, references, and
17 economic benefit to the State. Financial information
18 should not be presented in your technical proposal in any
19 form, including the MBE forms. You should use
20 percentages only.

21 Your financial proposal should contain all price

1 information for all services proposed. Offerors must
2 comply with the instructions of the Interagency Rate
3 Committee. This volume must be submitted with the
4 budget application forms, which is listed as Attachment A
5 in the RFP. And should contain all the financial
6 information that you determine to be relevant to the
7 proposal.

8 Now is very important to know that all financial
9 proposals will be submitted directly to the Interagency
10 Rate Committee by the Procurement Officer. You do not
11 need to forward your financial proposals directly to the
12 IRC, as you have done so in the past. So that means on
13 February 15, 2010, you will be sending your financial
14 proposals to me, and my name and address and room number
15 is clearly indicated in the RFP.

16 And I would like to give you a little information
17 about how your proposals will be evaluated. All
18 proposals received by the closing deadline will be
19 evaluated by Evaluation Committees established by the
20 Department.

21 The Evaluation Committees will rank the proposals

1 according to certain criteria. Recommendations will be
2 made based upon which proposal represents the best value
3 to the State.

4 Any proposal that is not acceptable for award
5 will be dropped from further consideration and the
6 financial volume will be returned to you unopened.

7 Evaluation Committees will evaluate technical
8 proposals according to the following criteria, which is
9 listed in descending order of importance, and that
10 criteria is: proposed services, qualifications, prior
11 experience with DHR, or another Maryland licensing
12 agency, understanding the problem, references, financial
13 responsibility and stability, and economic benefit to the
14 State.

15 The separate financial volume of each qualifying
16 offer will be submitted directly to the Interagency Rates
17 Committee by the Procurement Officer. The IRC will
18 determine the provider rates, or the price of each
19 proposal in order to establish a financial ranking of
20 proposals, from the lowest to highest price.

21 The Procurement Officer will recommend award of a

1 contract to the responsible Offerors, whose proposals are
2 determined to be most advantageous to the State,
3 considering the technical factors and the price factors
4 as set forth in the RFP. And once again, in making this
5 determination, technical factors will be given greater
6 weight than price factors.

7 It is my privilege now to introduce Kevin Keegan
8 from the Social Services Administration, who will discuss
9 Section 3, Specification Section.

10 MR. KEEGAN: Good morning. Hopefully all of you
11 have had a chance to read through the RFP. I will be
12 dealing with Section 3, which I call the Specifications,
13 and I will be starting -- I am not going to go through
14 the whole thing, it's 30 pages long.

15 So I am going to start with Section 3.3 A, which
16 you will find on page 38, and talk first about Family
17 Centered Practice. This is certainly one of the newest
18 things you will see in the RFP. The fact is we are in
19 the process of implementing this statewide. We have
20 numerous trainings, we are probably 50 percent of the way
21 to holding trainings for our staff. And we have

1 trainings coming up. We have some trainers we will
2 provide to the community, and we expect and hope that all
3 of our providers will have the opportunity to get that
4 training on Family Centered Practice.

5 One of the most noticeable elements of Family
6 Centered Practice is Family Involvement Meetings. I
7 would expect everyone has heard of them, and hopefully at
8 least attended one. And I can assure you that in the
9 coming year, you certainly should plan to be attending
10 that, upon the invitation from the local department.

11 The -- one of the -- for Family Involvement
12 Meetings is placement change, and all of our local
13 departments, again, some are already doing it and some
14 are still developing the capacity to do a Family
15 Involvement Meeting for every placement change that it
16 goes through. So that if you are involved in placing a
17 child or fostering a child, you would be invited to the
18 meeting at the Department, to discuss them.

19 Section B, Admission, Intake and Discharge. I
20 just want to, again, highlight and explain a couple of
21 things. Placement of youth, it says, is out-of-home

1 care, may occur 24-hours-a-day, 7 days-a-week. This is
2 not a requirement that programs do admissions
3 24-hours-a-day, seven days-a-week. That does not mean
4 that you're not allowed to either, in fact, in many
5 programs, they currently do handle admissions 24
6 hours-a-day, seven days-a-week. But again, I just want
7 to be clear, that it is not an actual requirement.
8 Certainly it is welcomed by the Department as we do have
9 a need to make placements 24 hours-a-day.

10 There is language in here that says a contractor
11 must accept all referrals that are made in accord with
12 the provider profile when there is a vacancy. Now it
13 goes on to say, unless must there is an accentuating
14 circumstance. And I would imagine that some of you are
15 probably wondering what is an extenuating circumstance,
16 so let me just give you an example. But in general, we
17 would expect the providers, if a child is within your
18 provider profile, that you will admit them and maintain
19 them in the program as long as they fit within the
20 provider profile. So the extenuating circumstance, and I
21 think the best example which was actually given to me by

1 a provider, was that they had a child referred to them
2 with significant AWOL, run away behaviors. That child
3 fit within the provider's profile, but that being said,
4 so did the other four of the other six kids placed in the
5 program. And it was the decision that in that program it
6 would be risky and inappropriate to bring that child into
7 the program at that time. I will tell you that we would
8 wholeheartedly support that decision and back that
9 decision. That would be an extenuating circumstance that
10 you would put you in need to explain and articulate that
11 reason.

12 Same on the discharge side. We would expect that
13 any child discharged from your program due to behavioral
14 issues, that they are continuing to fit within the
15 provider profile, and you should be able to explain the
16 specific reason why they're being discharged, in spite of
17 the fact that there still in the provider profile. So
18 you should be able to explain those reasons.

19 I am pleased that we are able to add a section in
20 there, Cultural Competence and Linguistic Competence, and
21 I think all the details are in that section.

1 Section D, Community Integration, on Page 40,
2 it's really about maintaing a connection with their
3 community.

4 The last paragraph in that section will stress
5 related to religious involvement, and we certainly would
6 expect that all children are able to involve themselves
7 in religious services at their choice, and that includes
8 choosing not to, as well.

9 And there is specific language in here to talk
10 about any who is bisexual, transgender in question. We
11 certainly hope any and all programs are connecting with
12 the appropriate community resources and community
13 supports that are appropriate for them.

14 So I will move onto Education, Section E. The
15 only thing I will say on education is that we would
16 certainly anticipate, one of the things you will notice
17 in this RFP mentions about transportation and education,
18 and we will certainly anticipate that it is the school
19 system's job primarily to transport children to school.
20 It is their job to transport children to school. That
21 being said, there may be disruptions and changes at

1 times, and we would certainly hope that providers are
2 able to fill that gap during those periods of time.

3 Section F, Youth Rights, Bill of Rights. I would
4 certainly hope that you have posted in a conspicuous
5 place, the Bill of Rights as people walk into your
6 program. I will assure you, if Madame Secretary walks
7 into your program, that is one of the first things she
8 will be looking for because they are so important.

9 These rights are very much in line with the
10 Residential Care Bill of Rights that was passed a couple
11 of years ago.

12 We are also really excited to have a section
13 Ready by 21, and the first sentence here talks about 50
14 percent of our kids in the system are between the ages of
15 14 to 20. But I could show you by a show of hands, 90
16 percent of the kids in group homes are 14 and under. I
17 think it might be more than 90 percent. So everyone
18 certainly should to be aware, it is not only the
19 independent programs, licensed independent programs are
20 expected to be developing the skills.

21 So please be aware of this section. Please have

1 something to say about this section. And are the bench
2 marks in the attachments? The benchmarks are something
3 that are available on their website. I don't know if
4 they on the attachment.

5 Okay. Onto Section H, which is where I think
6 where things get particularly interesting. Projected
7 Program Needs and Referral Process. One of the benefits,
8 and again, forgive me if this sounds trite, one of the
9 benefits that is reliance on high-end care is that it can
10 be better alignment in our high-end care with a child's
11 region, their home region. So for instance, it has been
12 shown for many years that kids who are from Baltimore
13 City don't want to stay in Baltimore City because it
14 lacks a lot of resources. In fact, there is a pretty
15 close alignment on that, close, although not perfect,
16 between number of beds needed and the number of beds
17 available in Baltimore City.

18 That does not necessarily also mean that is not
19 appropriate that that child might need to get out of the
20 city for some reason. The fact is we all know that if a
21 child is from Baltimore City, they will return to

1 Baltimore City. And the same goes for any region in the
2 State.

3 So we have laid out for you in a table format
4 the process for seven types of programs for which we are
5 contracting, with which you contract. You will notice,
6 if you have not already, that there is no category of
7 shelter. The fact is the Department's position is that
8 shelter has all but disappeared over the past few years,
9 and there is not a need for us to continue to contract
10 for shelters.

11 The seven categories: diagnostic group, group
12 homes, a high-intensity group homes, Teen Parents, which
13 we will talk about, developmentally disabled, and
14 psychiatric rescue. You will see that the in the group
15 home category, for instance, that we have been able to go
16 to what I would call a regional procurement.

17 I want to just explain how this works. We have
18 indicated 600 group home beds, a maximum of 600 group
19 home beds will be procured statewide. Then what you'll
20 see next to that are a list of the specific counties or
21 groups of counties, we will call regions, that total up

1 to 600. And those we are referring to as our targets for
2 each of the regions, to total 600.

3 If there is a situation where we did not have
4 enough of, say, again let's use Baltimore City as an
5 example, let's just say if you were not able to get to
6 the 300 in Baltimore City, then what we would be able to
7 do as a result, the way we designed this, is to go to the
8 next closest region, and be able to pull some beds into
9 the contracting pool from the region closest to the
10 region where we are short. For instance, the Eastern
11 shore, another example. We are projecting that we are
12 going to need 30 beds on the Eastern Shore. And there
13 really are none at this point for us to use, and in fact,
14 it's unclear if there would be any by next July. So we
15 would, therefore, be able to probably cross the bridge,
16 so to speak, and look to contract with some additional
17 providers. So that they would add to possibly to the
18 Carroll, Howard, Anne Arundel or Prince George's regions.

19 And so that's how the process will work in terms
20 of just us choosing, as we will do as much as we can to
21 reach those regional targets. And we would like very

1 much like to hit those numbers.

2 But statewide we will not go under 600, and if
3 you follow that logic, for each of the sections -- now
4 the fact is, not that every type of program has the exact
5 same selection numbers. As I think you all know, that
6 has something to do with trying as much as can to align
7 current resources with our needs.

8 So in high-intensity group home category, there
9 is not an adequate supply in Baltimore City that we
10 consider to be high-intensity. So we brought in the
11 region, so we are better able to meet that. Does that
12 make sense? Nods? Okay. If it doesn't, maybe when we
13 get to specific questions.

14 Let me then explain -- if you run a program, and
15 I also mentioned this earlier, and I said I would expand
16 on it. If you run an organization with multiple programs
17 providing the same service, so in the same service
18 category, when you operate programs in Washington County
19 and Prince George's County, those would be in two
20 separate regions. You would submit one primary proposal
21 and indicate in that proposal which jurisdictions, which

1 of these regions you represent in those proposals. So if
2 you are operating multiple programs with the same type in
3 different regions, one proposal, and you would indicate
4 the region you service. All right? You got that? Okay.

5 Now if you are operating a program with different
6 types of service, so let's say you operate what could be
7 a high intensity group home, a regular group home and a
8 related program, you would submit three separate
9 proposals to the Department. You would submit in the
10 proposal for every service category, for every type of
11 program. These are some critical parts. That is my
12 explanation of Page 43.

13 If there are more questions later, we can get
14 into that. All right. Let me go to Page 44, in brief,
15 talk about the referral process. One of the things we
16 want to be very clear about within the Department, is
17 that it is our job to make these resources available to
18 other departments. We did not place kids at DHR. In
19 fact, kids are placed by the local level of Social
20 Services, and we do not intend to take away their
21 authority in any way in making those placement decisions.

1 That being said, we are being much stronger about the
2 expectation from DHR, that there are attempts made to
3 place children in their own jurisdiction, or as close to
4 home as possible. That being said, the local departments
5 will be considering the location, the appropriate
6 intensity of program, and the most appropriate program
7 for the child, and they still will be making the
8 placement decisions.

9 The different part here for all of us, if you
10 read to the bottom of that paragraph, what it will tell
11 you is if you get to the end of a decision about which
12 programs are more appropriate for a child, and yet two
13 programs are just as close and just as appropriate and
14 just as restrictive, and they both all have open beds,
15 the tie breaker is the RFP, and that's what it says here.
16 And that's just a procurement issue, that's a procurement
17 process. So if the programs were to be ranked based on
18 your proposals, and in the event of an absolute tie, then
19 the Procurement Director will be the tie breaker. Right?
20 Right. This is what it says. I got a nod from the
21 lawyer, that's good. Okay.

1 So I am now going to move next to Page 45, 3.4.

2 Somebody earlier told me I had ten minutes. I
3 think it was Jackie. Sorry, Jackie.

4 All Offerors responding to this RFP must possess
5 a current, valid RRC license of the requisite Program
6 for which the Offeror submits a proposal. You can expect
7 an amendment to this language to make it clear that a
8 provider who can reasonably expect to be licensed by the
9 contracting period. There are programs out there, there
10 are programs that began the process of license prior to
11 this need and they have been around, and there are
12 programs that don't require the stated need for
13 development, such as DEA licensed programs.

14 So there are no active statements at DHR at this
15 time, so there is not an ability for DHR to award
16 contracts, unless someone is already in the pipeline that
17 prior to when that went into effect, they were already in
18 the process. So that will be amended to reflect that
19 specific change. All right.

20 I'm pretty sure these are -- I am going to keep
21 moving here. I assume you've read these and I assume

1 they are self-explanatory. I am going to go to Page 47,
2 No. 14. And this also applies to 14, 15 and 16, where it
3 makes reference to a diagnostic plan. Just be specific,
4 depending on the type of program that you are running,
5 that language, technically will issue to
6 diagnostics/service/treatment plan. So every program out
7 there develops something. If you run a diagnostic
8 program, certainly you are developing a diagnostic plan
9 for that child. So we can, in the amendment that will we
10 send out, just make that clear.

11 No. 21, on Page 48, refers to the State's
12 Medicaid Rehabilitation Option, and it says for group
13 homes covered by. So just in case there is any question
14 as to whether or not you are, let me just say you can
15 expect to be, and all programs, whether regular or
16 therapeutic should expect to be participating in this.
17 So if you are not now, again you should pay attention to
18 this only and somebody will likely be calling you in the
19 very near future.

20 And then the last piece that I'm pretty sure is
21 something we have to fix, on Page 49, No. 22 refers to

1 every two years receiving a new FBI check, and every year
2 receiving CPS, Child CPS registry clearance. The fact is
3 right now, that requirement is at hiring, at the time of
4 hire. The fact is CPS will be sent an update on your
5 staff, if they have a hit. So please realize that is
6 also only a State hit. It's not an FBI hit. So you will
7 not get -- so I cannot assure you that I will retain this
8 requirement as related to FBI checks. We are going to go
9 back and talk about this one at the Department, and it
10 will be made clear in the amendment.

11 That being said, the CPS registry annually, I
12 can pretty assure you, we have to do something about
13 that.

14 No. 25, we would expect certainly everyone I
15 believe is going to participate at the time of hire, and
16 we will anticipate that every program would have a policy
17 that will allow you to go on-going testing with your
18 staff. I did get a question about that. I just wanted
19 to make it clear. I always tell people about the policy.
20 You certainly have been provided one to protect yourself
21 in the event that something happened in terms of if you

1 need to exit the staff person. So again, that
2 requirement is staying. All right.

3 I am now going onto the specifications around the
4 seven different types of programs. I believe that the
5 diagnostic category speaks for itself. We do realize
6 that it says on seven business days, not calendar days.
7 I apologize. That is a change. I think this is the last
8 change. So we are on calendar days, but business days.
9 Exception at the bottom goes into the requirements for
10 the contract.

11 For the contractors and the deliverables, and
12 again this is something that you will see as new from
13 DHR, that it is actually being specific about
14 deliverables.

15 I think on Page 54, the contract is for programs.
16 This should be self explanatory. Let me say that there
17 are programs that currently are not rated, at least in
18 moderate and can be considered. And as you write your
19 proposal, you clearly would, for those who ranked low on
20 supervision, and again, as we move forward on the low,
21 medium, high thing, and I am not suggesting that it

1 shouldn't be ranked, but I think that kind of terminology
2 implies is a little bit deceptive, because levels should
3 like you don't do much, but the fact is low means given
4 the fact that is there are fewer kids in group homes, I
5 think we all agree that the more needy kids, so we
6 believe that at least moderate care and supervision
7 intensity is appropriate.

8 There will in some cases have to make changes in
9 your program to be able to achieve that. And we are well
10 aware that in some cases, not all of them, but in some
11 cases that could have some cost implications. And I know
12 there are a bunch of questions out there, especially for
13 the providers who supplies as to what implication has
14 with rate freezing, rate cuts all that other stuff.

15 So we can assure you that we will be working with
16 the Legislature around if there is program changes that
17 require your rate to be adjusted as a result of coming
18 into compliance with the Department. We work with them
19 to allow that. There is no promises in that, because I
20 don't make this decision, but I can assure you we will be
21 working with them around this.

1 I would also suggest to you that doesn't
2 necessarily mean that your cost actually go up because of
3 intensity changes and supervision. Because the fact is
4 you might also be able to adjust your levels of
5 intensity. We know categories are ranked above. There
6 are -- not just to the ones that has to be raised, but
7 there are places where levels of intensity can be
8 lowered. All right.

9 Let's move onto high intensity group home
10 programs, Page 56. One of the things I think we need to
11 be clear about is that we do not -- we don't want to be
12 bound by the way that the regulations are provided across
13 agencies. We also don't want to be bound necessarily by
14 the way that necessarily breaks or categorizes programs.

15 The fact is we want to define the service type by
16 the services provided, not by rate category, not by
17 licensing category.

18 So we understand certainly that if you are a
19 therapeutic group home, this would certainly be the
20 category where you would be applying. What's different
21 about this category is that there are providers out there

1 licensed by DHR, but for their size, and a few other
2 things, but for their size and a few other things,
3 provide intensity of clinical services, intensity of
4 supervision at levels that are comparable, more
5 comparable than the group homes, than to lower intensity
6 group home programs. And the fact is when we look at
7 group homes, they were able to handle some of the
8 toughest clients, and with the highest clinical needs,
9 you know? We are looking at programs sometimes beyond
10 therapeutic programs. That limited numbers of programs,
11 if you look currently who are high clinical, they are
12 very, very, ver few. But we would expect programs that
13 are ranked high in those three categories to look to this
14 category.

15 Okay. One significant change for program for
16 teen parents on Page 58. The Teen Parent Programs are no
17 more than six pregnant parent teens per site. I know
18 that's a change. So please just be aware of that.

19 I just want to point out Page 66, Contractor's
20 Project Manager, and I believe that is Nancy Blackwell.
21 Just to put a name on that. I didn't go specifically to

1 others, because I believe they are self-explanatory. So
2 I am going to stop there. I am done.

3 MS. SINGLETON: Thank you, Kevin. I know you are
4 all anxious to ask your questions and if we could begin
5 that question and answer period now. If you would just
6 come to the center aisle, and state your name and your
7 company for the record, and ask your questions. And we
8 will do our best to answer at this time.

9 QUESTION: Some questions have been submitted
10 already in writing. Are you going to answer those or
11 must people resubmit them verbally?

12 MS. SINGLETON: I am sorry, sir. I hate to be so
13 hard on you, but could you state your name?

14 QUESTION: (Inaudible.)

15 MS. SINGLETON: I received all questions by --
16 I've gotten some in writing, some by fax, I have gotten
17 some by e-mail, and I have them all. And they will be
18 responses. They will be posted on e-Maryland Marketplace
19 and the Department's website.

20 QUESTION: I did submit written questions. I
21 would like to get a clarification on some of the

1 particular one of the last things that Mr. Keegan
2 referenced was with respect to levels of intensity for
3 the programs in all six categories. And there is a
4 statement in the RFP that says, "That the contractor
5 shall use the following minimum standards," and taken
6 literally, what I think that means is that you can not
7 exceed those levels of intensity in those categories --
8 in those -- in any of the categories; is that correct?

9 MS. SINGLETON: Kevin, would you like to respond
10 to that?

11 MR. KEEGAN: I would say there's a minimum, not a
12 maximum.

13 QUESTION: That's fine. But it doesn't say
14 maximum. It says that the provider shall use the
15 minimum, not that they have the option to, or it doesn't
16 say at least the minimum. It says they shall use the
17 minimum.

18 MS. SINGLETON: Sir, can we take your question
19 under advisement and get back to you?

20 QUESTION: Absolutely. Thank you.

21 MS. SINGLETON: Did you have another one?

1 QUESTION: I have several. I can go to the back
2 of the line and ask another.

3 MS. SINGLETON: Hi.

4 QUESTION: Hi. First of all, I have a question.
5 First of all, I think the partnership should be applauded
6 for this. I think it's absolutely wonderful that there
7 has been an attempt, and in anticipation of the
8 Department will take clients at TCA, and have the
9 providers incorporate these services.

10 I'm really concerned because, as you know as the
11 State Certification Board, and they have their own
12 requirements, and as you know, come October 1, 2013, all
13 direct care workers have to be certified by that entity.
14 So if a provider has vacancies, and those vacancies are
15 now shared with the local Department of Social Services,
16 how are you going to reconcile the two?

17 MS. SINGLETON: Thank you. We will take down
18 your question and respond to it.

19 QUESTION: And one last thing, pursuant to the
20 job manager, so when, and on Page 66, talks about the
21 Project Manager, is this the same person as the Project

1 Administrator, particularly for the small providers?

2 MR. KEEGAN: I apologize. I misspoke. I read
3 this is as DHR's. That's my mistake. Each provider.
4 I'm sorry about that.

5 QUESTION: On the bottom of Page 70, you state
6 that the evidence -- it's under Financial Responsibility
7 and Stability, you say that you need the evidence of no
8 less than six of working capital. What do you mean,
9 days, weeks or months?

10 MS. SINGLETON: That should be six months and we
11 will correct that.

12 QUESTION: Okay. Thank you. I want to ask,
13 given the current financial situation in the banking
14 community, six month's worth of working capital between
15 now and the date of the contract is going to be virtually
16 impossible especially since nobody is going to give
17 anybody a letter of credit without a contract.

18 MS. SINGLETON: I am aware of that. We will take
19 that up with our Office of the Attorney General and get
20 back to you about that, if we need to amend our RFP to
21 reflect that.

1 QUESTION: I have a further question about that.
2 Why do you need six months when the government is
3 supposed to pay within 45 days? So that means we should
4 probably have at the most have, two months and 15 days,
5 30 days to get your invoice out, 45 days after that. So
6 to me, to me that means that's two months and 15 days,
7 rather than six months.

8 MS. SINGLETON: Thank you for your question. We
9 will consider that and get back to you.

10 QUESTION: The RFP is seeking a contract for a
11 total of 860 group home beds, the 600 are identified as
12 regular and 260 as high intensity group home. But there
13 really isn't any other distinction in the RFP. It
14 doesn't tell us about the gender of the children needing
15 services, ages, and more particularly, it doesn't tell us
16 by any way of description what are the special needs are?
17 We have a history, having distinguished group homes,
18 particularly in those that have developed some specialty
19 capability, for example, there is -- we will accept
20 children who have complex medical issues, and those that
21 won't. There are those that accept children with complex

1 medical issues who are not medically fragile, I could go
2 on and on and on. The fact is group homes are not all
3 exactly alike, and there is nothing in the description of
4 group homes for high intensity group homes that
5 distinguishes the needs and characteristics of the
6 children in the home. The question is how can providers
7 offer or give you proposals that will anticipate or
8 respond to those needs which are not articulated in the
9 RFP?

10 MS. SINGLETON: Thank you. Mr. Keegan wanted to
11 know if that was one of the questions you previously
12 submitted?

13 QUESTION: Yes, sir, it is. Except in my
14 previous question, I think that -- let's just say that I
15 embellished it a little bit based your presentation
16 today.

17 MS. SINGLETON: We will have to get back to you
18 on that.

19 QUESTION: Okay. Let me go again to the end of
20 the line.

21 MS. SINGLETON: Good afternoon.

1 QUESTIONS: I have two questions for clarity.
2 DHR hiring submitted after the award, should the DHR
3 hiring agreement be signed ten days after the award, or
4 with the proposal? Let me repeat it. Should the DHR
5 hiring form be submitted, signed or unsigned, before and
6 not with the proposal?

7 MS. SINGLETON: As soon as Mr. Redditt returns,
8 we will revisit your question.

9 QUESTION: Okay. And also, just for clarify,
10 Offerors submitted under 25 beds, are any MBE forms
11 required?

12 MS. SINGLETON: I am sorry. If you have under 25
13 beds, no MBE requirement.

14 QUESTION: Okay. My final question.

15 MS. SINGLETON: It does not apply.

16 QUESTION: For my final question, for a group
17 home that has previously been licensed, with process for
18 expansion, therefore for the initial beds, right, does
19 that process -- should that be articulated in this new
20 RFP request?

21 MS. SINGLETON: Would that be part of your

1 proposal?

2 QUESTION: Yes.

3 MS. SINGLETON: You should include it. Yes, you
4 should include it.

5 QUESTION: I also submitted a list of questions
6 but I have a couple of questions based on what I heard
7 here this morning. In regard to new beds, first, Kevin
8 said there would not be any new contracts. Then he
9 corrected himself and said there would not be any new
10 licenses. However, licenses are site specific. So if
11 you are asking for new beds on, say the Eastern Shore,
12 you would have to issue new licenses. And so I ask that
13 question.

14 I also ask will providers be subject to ---
15 requirements, and what is the expectation in terms of
16 bringing on new beds in terms of time frame?

17 MR. KEEGAN: So I would say that there would be
18 no DHR licensed new programs, or programs that are
19 already in the pipeline now. And if there's a program
20 that's in the pipeline now, which is a program that is
21 already approved for some point of entry prior to October

1 12, 2008, that program would be considered in the
2 pipeline, and therefore eligible for a licensure. The
3 RFP explains that.

4 QUESTION: Okay. I understand. Under No. 22, in
5 terms of security requirements, are you saying that this
6 section in the RFP will be amended about the reviewing --
7 every two years?

8 MR. KEEGAN: Procedure is to check every two
9 years, actually that's not a necessary step because it
10 actually happens automatically.

11 QUESTION: Right. That's my question. Will --

12 MR. KEEGAN: -- That will be fixed.

13 QUESTION: Okay. In terms of Teen Parent
14 Programs, what is a site, what constitutes a site?

15 MR. KEEGAN: Licenses are site specific. So I
16 would apply it the same way.

17 QUESTION: And one question that was on my list
18 that I really feel the need to be ask here is because
19 there are people that are unfamiliar with it, and they
20 need to know the answer to the question without delay in
21 order to get prepared. And what is a Dunn and Bradstreet

1 Report and rating, and why is it being required and how
2 do providers get one?

3 MS. SINGLETON: Well, we were just looking for
4 evidence. There is list of things in the RFP to show
5 your financial stability. You don't have to have to all
6 of them, just one of them. So if you're not registered
7 with Dunn and Bradstreet or what one of the other things
8 you can submit, I think it's three years of financial
9 statements.

10 QUESTION: But it's not clear here that you only
11 have to submit one of these, so I recommend that are be
12 amendments to make that clear. Also I don't understand
13 why a provider should have to submit three years of all
14 their financial statements when they submit those to the
15 Department every year, and you already have those.

16 MS. SINGLETON: We will take your concern under
17 advisement and possibly amend the RFP.

18 MR. KEEGAN: I want to be clear, I would suggest
19 to you that there are certain formalities related to
20 procurement that are necessary by our procurement office,
21 even though they're not necessarily friendly.

1 QUESTION: For group homes, if you operate a
2 group home currently, and it could fall into the group
3 home status or high intensity, depending how you write
4 the proposal, can you submit that proposal in both
5 categories, understanding it will only be awarded possibly
6 only one time?

7 MS. SINGLETON: That is correct.

8 QUESTION: My second question is to our financial
9 proposals, when we submit our financial proposals in
10 February, will the rates that we submit, will we have a
11 separate budget or will we have to bid in to the
12 Diagnostics Center budget?

13 MS. SINGLETON: That's a very good question. I
14 will take that question and we will look into it.

15 QUESTION: I have a question on setting the MBE
16 goals. What procedure was gone through to determine the
17 five percent was the appropriate number, given that for
18 most of the group homes, over 75 percent of the contract
19 is salaries and benefits, none of which qualify for MBE
20 status? Add in the further expenses of telephone and
21 electricity, which can be MBE providers, five percent

1 becomes an extraordinarily large number for most of the
2 providers. So I cite the fact that steel is excluded
3 when they calculate the MBE for the participation rate,
4 because there are no providers of steel in that
5 component. So I'd like to know if there is any thought
6 of excluding the salaries for which you model the MBE and
7 base the goal on the available numbers?

8 MS. SINGLETON: I can tell you that the RFP was
9 reviewed by the Department for Subcontracting
10 possibilities. We will get back to you. We will take
11 that under consideration and get back to you.

12 MR. KEEGAN: Can I step back a question, the
13 person from Arrow? You will submit your RSD budget for
14 your type of school with the RFP. The fact is we are --
15 there is no damage done in sending it to us, with your
16 financial proposal, so, please, do that.

17 MS. SINGLETON: Also, in Mr. Redditt's
18 presentation, he did say that if you feel you cannot meet
19 the goal, he explained a process for requesting of waiver
20 from that MBE goal. Okay?

21 QUESTION: Thank you. There are some provisions

1 in this RFP which are abnormal. One of them is there is
2 a requirement for cultural and linguistic competence, and
3 I did submit a question. Beyond that, there has been an
4 effort to support children in minimally restricted
5 settings by wrapping services around them, rather than
6 placing them in a more restrictive level of care to make
7 sure those service needs are met, and specifically with
8 respect to a need like the hearing impairment or sight
9 impairment. If I read this correctly, any Offeror that
10 gets a contract will be expected to provide those
11 services, and I want to just be clear, if they are not
12 going to include that capability in their programs, so
13 that it's there in the event of the need, how then would
14 it be paid for? And let me just add to that, how would
15 it be paid for but if it's not Medicaid covered service,
16 for which there is no other source of funding?

17 MR. KEEGAN: (Inaudible.) I think that's
18 typically what is done now. It certainly we wouldn't
19 expect providers to build a capacity for programs within
20 their budget if they might not use it.

21 QUESTION: Can you amend the RFP so that's

1 equally clear to everyone?

2 MR. KEEGAN: We will take that into
3 consideration.

4 QUESTION: Thank you for this conference, pre-
5 proposal, to explain the process to us. I have just two
6 quick questions. One is a follow-up to the type three
7 school. If you're not in the diagnostic category, the
8 high intensity group, because we are in a school
9 district, because we don't have where kids would not be
10 in the school system, but you reside in, do we need to --
11 do we have to submit a separate proposal, that type three
12 school under the new RFP or --

13 MR. KEEGAN: -- Let me just be clear. You're
14 having problems with one of the children in the high
15 schools?

16 QUESTIONS: No, we have our children in one of
17 the schools in the State, and we are type three, we are
18 not diagnostic, or one of those outlying high intensity
19 group homes, it's not a therapeutic group home for a
20 variety of reasons.

21 MR. KEEGAN: Can you explain, and I feel like

1 maybe this is a separate conversation, but --

2 QUESTION: -- That's okay.

3 MR. KEEGAN: -- But why wouldn't they be
4 enrolled --

5 QUESTION: -- They are enrolled --

6 MR. KEEGAN: -- in your community school?

7 QUESTION: They are enrolled. We are the type
8 three school to stabilize them in school. We are a type
9 three model. We have had that for years. But how would
10 that be assigned to our group home kids as a type three
11 group home?

12 MR. KEEGAN: I appreciate the question, but I
13 think I not able to answer that right this second.

14 QUESTION: I guess let me put it this way, this
15 would be one of those cases that you generally refer to
16 where we're not minimum, we're above the minimum and in
17 order to --

18 MR. KEEGAN: -- I hear that, and at the same time
19 we expect kids to be enrolled in the community schools.

20 QUESTION: They are, but it may take up to 60
21 days to get them there.

1 MR. KEEGAN: Let's have a conversation offline
2 about those issues. We will respond in writing, in the
3 RFP, but if it is taking 60 days for you to enroll kids in
4 Howard County schools, we need to look at it.

5 QUESTION: We are a type three model. I am not
6 saying an average, but we are doing that type three
7 model.

8 MS. SINGLETON: The best thing for us to do is we
9 have your question down, and we need to consider that and
10 get back to you. That would be the best thing.

11 QUESTION: The second question will go quickly,
12 speaks to really kind of downsizing to make the group
13 homes models fit the actual needs of the kids, which is
14 commendable, but it does drive up associated costs
15 factor. Has the Department considered some financial
16 guidelines, wage or compensation, to participate in
17 rather than us being kind of outside, shooting in the
18 dark because we need to fix this gap between what we
19 provide and what we get reimbursed for now to provide the
20 services?

21 MR. KEEGAN: The short answer is no. We can't

1 provide to you guidelines on that.

2 QUESTION: Good afternoon. My questions revolve
3 around three or four different areas. My first question
4 is evaluation criteria for the technical proposal, there
5 are seven items that we are evaluated on. My question is
6 is there a point system used for each of those seven
7 items? When preparing this proposal, how do you know
8 which criteria will get a certain number of points,
9 points for references, do you get more points for
10 services, et cetera?

11 MS. SINGLETON: No, you don't know. They are
12 listed in order of importance. If you check the RFP,
13 there is a descending order of importance. So the
14 proposal of service, so would be the most important.
15 They are ranked. The proposals will be ranked.

16 QUESTIONS: But to add to the question, then
17 proposal A and proposal B, both proposals, minimum of
18 number of services. One proposal has one service more
19 than that, and that proposal will receive the highest
20 rating, even the proposal being that it has all the
21 minimum qualifications in it? I have two separate

1 proposals, both of them meet the minimum qualifications.
2 One has one service that isn't required in the RFP. Does
3 the proposal get the same weight?

4 MS. SINGLETON: Once again, there are no minimum
5 standards. They are rated in order of the importance,
6 and the first thing on that is the most important and it
7 goes down from there.

8 QUESTION: Okay. My next question goes to
9 Minority Subcontractor piece. Will the State consider
10 setting aside for the subcontractor piece, a certain
11 number of these beds for awards to minority with small
12 businesses?

13 MS. SINGLETON: Are you referring to meeting the
14 five percent goal?

15 QUESTION: No. I am referring to the approximate
16 1,300 beds you are going to contract out for. Will the
17 State consider setting aside ten percent, 15 percent,
18 five percent of those beds to go only to a minority-owned
19 company, or a small business companies, the intent of
20 that subcontractor requirement? I think it's easier to
21 meet that goal than the five percent you all talked about

1 requiring.

2 MS. SINGLETON: I will ponder that and take that
3 into consideration and get back to you.

4 QUESTION: Okay. My last question -- I have two
5 more questions. Is the anticipated date of the award the
6 anticipated date of notification?

7 MS. SINGLETON: The date of notification?

8 QUESTION: Yes. On the technical proposal, we
9 will submit the technical proposal. Is there an
10 anticipated date when we may know who is going to be
11 acknowledged for award?

12 MS. SINGLETON: When? When will you been
13 notified of the award? The evaluation process will
14 continue until the State determines that they made a
15 selection in the best interests of the State.

16 QUESTION: Okay. The last question. There are a
17 lot of group homes that are licensed as smaller group
18 homes. And there has been some discussion about some of
19 these group homes combining themselves and being able to
20 actually apply for a larger number of beds. Each of the
21 group homes are already licensed, but the group that they

1 may propose under is not licensed. Is that acceptable
2 under this RFP?

3 MR. KEEGAN: This issue is the contract only be
4 awarded to one licensed entity. Okay. The partnerships
5 you that you might establish, at least depending on the
6 spectrum of the partnership that you form is, from some
7 sort of merger to just those that are a normal
8 partnerships. Those normal partnerships are something
9 that you would make mention in your technical proposal if
10 you feel that it improves your proposal. But the
11 contract specifically can't go to more than one licensed
12 entity.

13 QUESTION: I understand the licensed entity part,
14 but in terms of the number of beds that you are actually
15 applying for, the license only allows you a certain
16 number of beds. I am actually applying for more beds and
17 our licenses are covered because each of the departments
18 involved have a licenses on the beds. So I think the
19 answer was yes.

20 MR. KEEGAN: In terms of your licensed beds and
21 your other licenses' size, based on the number of beds

1 that are available in the house at that site that is
2 licensed, so there will be no need to expand that
3 license.

4 QUESTION: So the answer is no, you can't do that
5 or can you get back to us and let us know?

6 MR. KEEGAN: We will try to clarify that.

7 QUESTION: Okay. And my last question is will
8 you put into consideration to extend the due date of the
9 proposal? We got 30 days in which to complete all this.

10 MS. SINGLETON: We will take that under
11 advisement.

12 MR. REDDITT: Set asides. Regarding set asides,
13 the Department has not made any set asides regarding
14 minority businesses or small businesses. The only
15 minority business is the MBE goal of the five percent of
16 the contract, so there are no set asides. I just wanted
17 to clear that up.

18 (Off microphone discussion.)

19 MR. REDDITT: As far as prime contractor and
20 minority subcontractor, it is stated in the RFP that the
21 State's authority is that we would like that to happen

1 since we have a minority contractor goal. And although
2 you are a minority contractor, you would still be
3 required to attempt to meet the subcontractor goal
4 required by the RFP, or you would have made a good faith
5 effort, and you weren't able to do so, you are able to
6 request a waiver for all or a portion of the MBE goal.

7 Let me just state that requesting a waiver will
8 not negatively cause your proposal to be ranked any lower
9 if you were unable to make or meet the MBE goal. I am
10 talking about that you made a good faith effort to meet
11 the goal.

12 MS. SINGLETON: Thank you for your patience. Do
13 you have a question?

14 QUESTION: My question will be fairly quick.
15 High intensity group homes in this section of the RFP,
16 that defines group homes, it shows a table of minimum
17 standards, but it does not identify which LOI category --
18 that group it's not clear which one --

19 MR. KEEGAN: -- Whichever applies to your
20 license.

21 QUESTION: I beg your pardon?

1 MR. KEEGAN: Whichever apply to your license.

2 QUESTION: So a therapeutic group home has to
3 meet a higher standard than a regular group home? So the
4 standards from the two categories are very different?

5 MR. KEEGAN: Is that a question?

6 QUESTION: Is that your intent, to have two
7 different standards for providers providing the same
8 level?

9 MR. KEEGAN: We acknowledge the fact that we are
10 introducing a new idea. But we believe it makes sense
11 for practical reasons for this RFP. I hear you and I
12 appreciate your statements.

13 QUESTION: My question is do you believe under
14 the State current law to have different standards for two
15 licensees bidding on the same services? If you look at
16 the level of intensity, it's much more stringent for high
17 intensity standards than for regular group homes. So if
18 you just want providers to meet the criteria for a high
19 intensity home, why would you require a higher standard
20 for one program than you would for another program,
21 bidding for the same services; and is that legal to do

1 that?

2 MS. SINGLETON: And what we need to do, sir, is
3 submit your question to our legal department to get a
4 response for you.

5 Ma'am, before you ask your question, I would like
6 to recognize the gentleman that asked about the hiring
7 agreement. And I told him that I would get back to him.
8 Has he gone?

9 (Off microphone discussion.)

10 MR. INGRAM: I am sorry. What is your question?
11 The hiring agreement should be presented at the point
12 that the bid, that the contract has put in place. And I
13 believe that leaves you up to ten days to do that.

14 (Off microphone question.)

15 MR. INGRAM: Right, right. But it runs
16 concurrently, both will come into effect at the same
17 time. Usually what happens is after a bidder has been
18 notified that they will be awarded the contract, at the
19 signing of the contract, the contract is to be signed and
20 should be then concurrently on each contract.

21 MS. SINGLETON: Thank you for your patience.

1 QUESTION: I have a question with regard to the
2 economic impact statement, which, it's my understanding
3 that that is to be submitted with the technical proposal.
4 Is that correct?

5 MS. SINGLETON: I am sorry, economic impact
6 statement? Are you talking about economic benefit to the
7 State?

8 QUESTION: Yes? Is that submitted with the
9 technical part?

10 MS. SINGLETON: Yes.

11 QUESTION: Then my question is since you have to
12 do the budget before you get the economic impact
13 statement, why is the budget then required to be
14 submitted two months after the fact, knowing that there
15 are probably going to be changes between the budget on
16 December 14, and the budget that will be due on February
17 15, for the simple fact that something as simple as
18 employment insurance, no one knows what the rates are
19 going to be, they probably are going to be changed again
20 in January?

21 MS. SINGLETON: Are you under the impression that

1 there is a budget submitted in December?

2 QUESTION: There is no way to do the economic
3 impact statement without first doing the budget, because
4 you ask for the percent of the budget -- the percent of
5 that contract that goes to salaries, and I don't know how
6 you do that without doing a budget.

7 MS. SINGLETON: I understand. So you feel that
8 you could not even give a percentage, is that what you
9 are telling me, or an estimated percentage?

10 QUESTION: No. I'm asking for clarification
11 because the numbers are not what we submit in December,
12 may not match what happens in February.

13 MS. SINGLETON: I understand what you saying. I
14 don't know why you wouldn't be able to give an estimate
15 but, we will get back to you on that to answer that
16 question.

17 QUESTION: My question is very brief. No. 1, we
18 are an MBE. Does that mean that we are just exempt from
19 having to do searches for MBE or are we still valued at
20 five percent?

21 MS. SINGLETON: You are still valued under the

1 five percent, provided you are 25 beds or more.

2 QUESTION: My second question if you had a change
3 in leadership and we expecting to meet the standards for
4 certification within the next month, but not probably
5 before the RFP is due, should we go ahead and send the
6 RFP in? Would you like to have proof of certification
7 following the submission?

8 MS. SINGLETON: I am going to try to answer.
9 Providing the person is certified at the time of the
10 award, it should be all right to --

11 OTHER SPEAKER: -- There's a process by which
12 your Board of Directors or your agency needs to apply
13 through the Board of Directors for the certification for
14 your program administrators. You need to submit
15 information and also documentation if you have vacant
16 positions for a temporary waiver, for that person to
17 function in the capacity, while you are meeting the
18 qualifications until recognized -- until they have --
19 your Board of Directors have to do that. It's all
20 spelled out in the regulation.

21 QUESTION: I have two questions. Has DHR

1 established when the contracts will be awarded?

2 MS. SINGLETON: No, they have not been.

3 QUESTION: Okay. My second question in keeping
4 in mind what the Secretary stated as the initiative,
5 would the preference be for larger campus-type facilities
6 to be awarded the contracts, or will consideration be
7 given to the smaller programs like DHR refers to as
8 mom-and-pop? Will they be given equal consideration or
9 is this going to be an exercise in futility?

10 MR. KEEGAN: I would suggest that for instance --
11 I guess I am not quite sure how to answer your question.

12 OTHER: All proposals will be reviewed and ranked
13 using the same criteria.

14 QUESTION: Thank you.

15 QUESTION: Are therapeutic group homes included
16 in this RFP?

17 MR. KEEGAN: Yes.

18 QUESTION: Okay. So if you run a therapeutic
19 group home, and this is my question, you run a
20 therapeutic group home, do you have to have it included
21 in this submission of the RFP under high-intensity group

1 home?

2 MR. KEEGAN: Yes.

3 QUESTION: My second question, on Page eight of
4 the RFP, the line that says, "Only one contract may be
5 awarded to an Offeror who submits only one proposal under
6 the same license." What does that mean?

7 MR. KEEGAN: It means you can have two contracts
8 under the same license.

9 QUESTION: So if you run a facility that has one
10 license with multiple programs, in different units, you
11 can only go for one type of service, only be awarded one
12 type of service?

13 MR. KEEGAN: It's a very interesting question and
14 submit that in writing, please.

15 QUESTION: I already did. Because I run a number
16 of programs --

17 MR. KEEGAN: -- Submit that in writing. We will
18 get back to you.

19 QUESTION: Thank you.

20 QUESTION: I have two questions. One is the
21 follw-up to the gentleman that was asking about the date

1 of awards. You did not get a specific date but you said
2 that awards would be announced when the State felt they
3 had done what they needed to do. Does that mean that if
4 the State has not done what they needed to do at the end
5 of current fiscal contract year, the contract will
6 automatically be renewed until such time as you announce
7 the new award?

8 MS. SINGLETON: The current contract will be
9 modified, if that is the case.

10 QUESTION: Okay. Thank you. My second question
11 is again about diagnostic plans. The RFP requires all
12 group homes or all RCCs to jointly develop the LDSS, the
13 diagnostic plan that identifies the diagnostic needs and
14 the services needed to complete the diagnostic
15 assessment. What exactly are the scope and/or limit of
16 the contractor's responsibilities in regard to this
17 diagnostic plan?

18 MR. KEEGAN: I think I am correct to say that we
19 amended that to say the diagnostic or the service plan or
20 treatment plan, depending on which is appropriate for the
21 program you are running.

1 QUESTION: Okay.

2 MR. KEEGAN: And so, yes, I think I addressed
3 that earlier.

4 QUESTION: Okay. Thanks.

5 MS. SINGLETON: Hello.

6 QUESTION: Hello. My question kind of trails the
7 type three. I am a type one general education program in
8 which the children don't go to public schools, perhaps
9 they are 17, and they have a high school diploma, but
10 generally they earn those credits, how is that being
11 incorporated into the RFP?

12 MR. KEEGAN: You mean a residence, type one?

13 QUESTION: No, but you pay for it.

14 MR. KEEGAN: We believe as much as possible,
15 children should be enrolled in community school. Beyond
16 that, we will get back to you with more detail.

17 QUESTION: I have two questions. In submitting a
18 budget, intensities, staffing, the site that is needed to
19 be done, sent to the licensing personnel and be approved.
20 Now these are to be sent in technical proposal, if I'm
21 correct, is that same process, the same process when we

1 send it to licensing for approval?

2 MS. SINGLETON: I am sorry.

3 MR. KEEGAN: All that information should be in
4 the technical proposal, and for your proposal to be
5 accepted, it has to be in there.

6 QUESTION: That means it will be sent to
7 Licensing before I put it in my technical proposal?

8 MR. KEEGAN: No, it's sent with your technical
9 proposal.

10 QUESTION: All right. My next question is about
11 the increase of the Living Wage. The increase of the
12 Living Wage, how do we know what the increase will be?

13 MS. SINGLETON: No, we don't know until they tell
14 us what the increase will be, not until they tell us.

15 QUESTION: So do we make up a number and put it
16 in our budget?

17 MS. SINGLETON: The numbers that we quoted to
18 you, we received maybe a month ago.

19 QUESTION: So in the next fiscal year, the
20 Living Wage, they will be raised, and we are talking
21 about a two, maybe three-year contract, so we're talking

1 about proposals with that Living Wage increases for two
2 or three consecutive years in this proposal?

3 MS. SINGLETON: Since the Department of Wage and
4 Licensing regulations regulate that, I can't answer that
5 question, We know what you know. I am sorry.

6 QUESTION: Would that be taken into
7 consideration when in my budget shows --

8 MS. SINGLETON: You do need to build that into
9 your budget, but we do not have information ahead of time
10 of what that will be to help you prepare your budget.

11 QUESTION: Thank you. Just for clarity, because
12 this RFP is the first time for me. Is there a template
13 format that DHR will put out say that this is kind of
14 what we are by looking for?

15 MS. SINGLETON: It's in the RFP. It's in Section
16 four of the RFP. It tells you how to prepare. Yes.

17 QUESTION: Second question kind goes along with
18 what another gentleman that spoke on. Because we can buy
19 another corporation has the assets, when we buy a
20 corporation, and that corporation has a license. So when
21 we buy that corpotation, will that license come with us?

1 OTHER: You can not buy a license.

2 QUESTION: But we can buy a corporation that has
3 license?

4 OTHER: You can buy a corporation, and there are
5 specific items that go along with that as they relate to
6 the license, and you need to deal with those. We put
7 some information up on the website.

8 QUESTION: Who would I speak to about that?

9 OTHER: Just send them to questions on the
10 website, with specifics related to your question.

11 QUESTION: Good day. When submitting your
12 proposal, from what I understand, is that in my ranking,
13 there will be 50 beds available for a 28 bed group home.
14 So if I submit my proposal for 28 beds, can the State
15 come in and say we want 14 of those beds? And at that
16 point, do I need redo my budget and cap my proposal,
17 including signatures from my licensing agent that sign
18 off on the reduction of staff that I'm asking for?

19 MR. KEEGAN: It would be all or nothing. We
20 would not select some beds.

21 QUESTION: So you are saying if I put a proposal

1 forward, you're only taking 50 beds from that; is that
2 correct?

3 MR. KEEGAN: A maximum of 50. Is that the
4 number?

5 QUESTION: That is the number. It's my area. So
6 whatever is most likely it's up or down, there is no
7 negotiation in that? That's yes, I need 28 beds, or no
8 --

9 MR. KEEGAN: -- In terms of negotiation, in most
10 cases it would be a total number of beds, and you can
11 make a decision as to the number of beds you propose, and
12 then we bid yes or no.

13 QUESTION: So is the State then saying, because
14 realistically 28 beds in Western Maryland, they are most
15 likely meet those areas. My question is if we have to
16 reduce the numbers of beds through our license, does that
17 mean that it has to be done prior to the submission or is
18 that something that can be done after the technical and
19 budget has been offered through the RFP process?

20 MR. KEEGAN: We will get back to you on that
21 question.

1 QUESTION: My question is you have separate
2 license for our satellite programs that all fall under
3 the same rate at our campus. Can we submit two different
4 proposals?

5 MS. SINGLETON: I am sorry. Would you repeat
6 that one more time?

7 QUESTION: We have separate licenses for our
8 satellite programs, but we also have our main campus and
9 all fall under one rate, the same rate. Can we submit
10 two different categories, for our the satellite at the
11 same rate as our high intensity for the campus?

12 MR. KEEGAN: Yes.

13 QUESTION: Two questions. Co-mingling with the
14 other populations from other agencies, I don't think the
15 RFP, I wonder if it applies to all levels of programs,
16 all types of programs?

17 MR. KEEGAN: In the RFP?

18 QUESTION: This no probation for co-mingling
19 that's part of the --

20 MR. KEEGAN: -- There this is nothing in the RFP
21 on that.

1 QUESTION: There is a piece in terms of the MDE
2 requirements between 25 beds or more, so is that per
3 application, eight over here, and eight over here, or six
4 over here or is it a total of 25 or is it per
5 application?

6 MS. SINGLETON: I understand that implies the
7 total contract.

8 QUESTION: Total contract not the agency
9 capacity or total contract, not the agency capacity, but
10 the total contract? So if there were three contracts for
11 three different licenses, would it apply for three all
12 together or one individual contract?

13 MS. SINGLETON: I am going to have to get back to
14 on that.

15 QUESTION: My last question is in reference to
16 certification will only be required if it you have
17 \$25,000 of funds available, does it apply here in all
18 cases?

19 MS. SINGLETON: I wouldn't know about that, it's
20 25,000 or above.

21 QUESTION: Right. It's not our funds. It's --

1 MS. SINGLETON: -- It's DHR's.

2 MR. KEEGAN: To back to your last question, all
3 contract, different licenses under one contract, one
4 parent organization. So you will only have one RCC
5 contract per your parent organization for all of your
6 RCCs. One contract, so it's a total contract for all of
7 your RCC licenses.

8 QUESTION: Several of the questions have been
9 made and several of them have been unanswered. When will
10 the responses be made available; and two, will you
11 consider extending the deadline, and if so, when will we
12 know?

13 MS. SINGLETON: We will take into consideration,
14 and by taking into consideration, that doesn't mean it's
15 going to happen, but we do take it into consideration. I
16 am sorry, I missed the first one.

17 QUESTIONS: When will responses to our questions
18 be posted?

19 MS. SINGLETON: The responses to questions, as
20 soon as possible, as soon as we receive the transcript
21 and we have had an opportunity to answer the questions, I

1 hope within a week. You have to give us time to answer.

2 QUESTION: Responses given to Mark regarding the
3 all or nothing seems to be contradictory to 2.4, Page 19,
4 where it says, "The State reserves the right to accept or
5 reject any proposals in whole or part." So could you
6 clarify? You told Mark all or nothing, but the RFP says
7 you can accept in part.

8 MS. SINGLETON: I think we will get back to you.

9 QUESTION: My question is our school program is
10 licensed by MSDE while our residential is licensed by
11 DHR, do we have to include both budgets in our proposal?

12 MS. SINGLETON: Could you state that one more
13 time, please, sir?

14 QUESTION: Our educational component for our
15 program is licensed by MSDE, our residential component is
16 licensed by DHR. When we make our proposal, do we have
17 to include our budgets for both?

18 MS. SINGLETON: We will answer that in writing,
19 sir. Thank you.

20 QUESTION: Hello. My question is about the
21 levels of intensity, and in the past what we've done we

1 have had to submit everything to our licensing
2 coordinator to have it signed. I am unclear. When do we
3 do that to do for this proposal?

4 MR. KEEGAN: Your technical proposal, you will
5 discuss any changes to levels of intensity.

6 QUESTION: Okay. So are you looking for the
7 signed recommendation from -- we don't need that until
8 the financial piece?

9 MR. KEEGAN: No. With each submission, you send
10 that to DHR.

11 QUESTION: Typically we do that with budget.
12 Are you saying, that we do it with a budget, the levels
13 of intensity and site change?

14 MR. KEEGAN: Yes, that is part of the technical
15 proposal.

16 QUESTION: So would we have to submit -- we need
17 to get the signature of our licensing coordinators to
18 send that approval from the DHR Licensing Coordinator or
19 DHR?

20 OTHER: Our expectation is that your submission
21 without licensing signature as part of your proposal.

1 QUESTION: You said without licensing approval?

2 OTHER: Yes, without. You are submitting an RFP
3 proposal.

4 QUESTION: Okay. Thank you. This is directed
5 toward the economy of scale. It also requires a decision
6 on capacity. Can we reduce our capacity through the RFP
7 process until -- could you get a penalty if in fact, the
8 capacity that we made is utilized by an out-of-state
9 provider? Will we be penalized if we reduce our capacity
10 and sell our beds to another provider? The rationale is
11 this, looking at the utilization of the beds now, and if
12 in fact, we are in a competitive process, you would not
13 want to compete for beds if you are getting them now.

14 MS. SINGLETON: I don't want to speculate on
15 that. I can not answer.

16 QUESTION: So there is no penalty to reduce beds
17 in this process?

18 MR. KEEGAN: So if your license is for 30 and you
19 decide for 15, so you reduce your bid for those 15.

20 QUESTION: So the license approval would be
21 reduced to 15?

1 MR. KEEGAN: If you are selling them to somebody
2 else, they have to be licensed, right? That's a contract
3 issue because your license has to be connected, and it
4 has to be changed, because you are still using all of the
5 current beds under the license.

6 QUESTION: Just two technical questions. One on
7 the MBE forms, if you did not have to meet the goals in
8 the MBE, if it's less than 25 beds, specifically which
9 forms have to be included in the RFP? You made a strong
10 case that some forms acknowledge there is a goal and that
11 have to be included.

12 MR. REDDITT: If you are submitting a proposal
13 for fewer than 25 beds, you do not need to submit that
14 data because the MBE goals don't apply to the contract,
15 so none.

16 QUESTION: And in terms of the strong case made
17 of course under financial data is in the technical
18 proposal. Yet in the technical proposal you do are
19 asking for copies of audits, financial statements, those
20 types of things. So I am assuming all that's okay as
21 part of the technical proposal, they will have dollars

1 and you will have that economic impact, and it will show
2 audits of these programs in the past years.

3 MS. SINGLETON: That's okay. You can send them
4 in. The evaluation be not looking at financial
5 information.

6 QUESTION: I want to ask a question, what
7 provision is being made in this proposal for any overflow
8 of employee emergencies based on referral. I know mine
9 is full right now. I have a license in order to expand
10 and so I want to know what provisions are being made to
11 for emergencies you have when there is no place for
12 children to go?

13 MR. KEEGAN: I can't answer that in context.

14 MS. SINGLETON: We will take that question and
15 get you a response.

16 QUESTION: Is it the Department's expectation
17 that we hire a Temporary Cash Assistance recipient over a
18 highly qualified person, who is not a Temporary Cash
19 Assistance recipient?

20 MR. INGRAM: Let me put it this way, when you are
21 referred qualified candidates for the positions, you are

1 offered that process is the exact process you would use
2 to hire any qualified candidate. You would hire the best
3 qualified candidate.

4 QUESTION: Then my other question is just for
5 clarification. As far as what we need to document for
6 financial purposes to demonstrate our financial
7 stability, it's an audit for three years or a Dunn and
8 Bradstreet rating or six months cash in the bank ,or six
9 months line of credit?

10 MS. SINGLETON: That is correct.

11 QUESTION: One last question on hiring folks from
12 the Emergency Cash Assistance, there is a blank where you
13 fill out -- I don't know that a number people, is that a
14 percentage of people referred, and if it's a number, is
15 that just something we make up or is that something to be
16 an expectation that we could get some guidance?

17 MS. SINGLETON: That's a very good question.

18 MR. KEEGAN: That's correct. Some contractors
19 put a minimum. In order for the contract to be valid, a
20 number must be put in on Line five, Page three, that's
21 exactly correct. Some contractors put a minimum one,

1 others will out more, but the important thing to remember
2 here is this, after that number is filled, you are under
3 the obligation through this procurement to offer all of
4 your job openings back to the local the department, even
5 if the number you put in the blank has been filled as a
6 job that emulates from this procurement contract.

7 QUESTION: One last question. What if your
8 program has not been in existence for three years, can
9 you submit annual reports?

10 MS. SINGLETON: When you say one or two, your
11 program hasn't been in existence for three years? You
12 are required to submit three years' of annual audits.

13 QUESTION: My question is can you submit less
14 because the program has not been in existence for three
15 or more years?

16 MS. SINGLETON: I understand.

17 MR. KEEGAN: There are four choices on
18 documentation, so your choice of any of those four.

19 MS. SINGLETON: We will have to clarify that with
20 the Department.

21 QUESTION: I have a question relative to setting

1 up new establishment of a new program or any program in
2 the jurisdiction. Is there an established time frame
3 that these programs will be allowed to be up and running;
4 is there an implied time or a preconceived time?

5 MR. KEEGAN: So we would expected the license by
6 July, at the time of the contract, July 1, 2010.

7 MS. SINGLETON: I want to clarify something I
8 said earlier. The term for this contract, which will be
9 for the period of two years, to begin July 1, 2010,
10 through June 30, 2012. There is no option period, as I
11 previously stated.

12 Are there any more questions?

13 I just want to remind everyone that unless there
14 are written amendment issued, there has been a lot of d
15 discussion about amendments. Unless a written amendment
16 is issued, the RFP will apply. Thank you all for coming
17 today. I appreciate your patience. And thank you for
18 your interest in doing business with the State of
19 Maryland. Good day.

20 (Proceedings concluded at 1:17 P.M.)

21

1 REPORTER'S CERTIFICATE

2 State of Maryland,
3 City of Baltimore, to wit:

4 I, Cynthia S. Norman, a Notary Public of
5 the State of Maryland, City of Baltimore, do hereby
6 certify that the within-named witness personally appeared
7 before me at the time and place herein set out, and after
8 having been duly sworn by me, according to the law, was
9 examined by Counsel.

10 I further certify that the examination was
11 recorded stenographically by me, and this transcript is a
12 true record of the proceedings.

13 I further certify that I am not of Counsel
14 to any of the parties, nor an employee of Counsel, not
15 related to any of the parties, nor in any way interested
16 in the outcome of this action.

17 As witness, my hand and Notarial Seal this
18 16th day of November, 2009.

19

20 Cynthia S. Norman

21 My commission expires: 8/1/2010