

MARYLAND DEPARTMENT OF HUMAN SERVICES

PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSALS

STATE GENETIC PATERNITY TESTING SERVICES
CSA/DNA-23-001-S

Via Google Meet

Wednesday, November 9, 2022

10:00 a.m.

ATTENDANCE:

AGENCY:

Samuel Eduful, Procurement Officer

Laticia Muse, Child Support Administration

Aretha Ector, Assistant Attorney General, DHS

Carla Corbett-Fisher, Project Manager, DHS/CSA

Jessica Horton, DHS/SSC

Rufus Berry, DHS

ATTENDEES:

Antoinette Surgeon, Labcorp

John Rader, Labcorp

Andi Webber, Labcorp

Prince Miles, Labcorp

Teresa Clifton, Labcorp

Linda Bornholdt, Labcorp

Heather Duke, Essential Onsite Solutions

Patrice S. Renee, DGD Healthcare Solutions, LLC

Reported by: Carol O'Brocki, Notary Public
Hunt Reporting Company

P R O C E E D I N G S

(10:03 a.m.)

1
2
3 MR. EDUFUL: My name is Samuel Eduful and I'm
4 the procurement officer for this solicitation and today
5 we're going to present the Request for Proposal
6 solicitation document and then we'll try to answer all
7 of your questions that may come up.

8 We will also -- and I've attached a copy of
9 the agenda and then the other documents to the invite,
10 as well. So you may go to the invite and then download
11 the meeting agenda, as well. So we're going to go
12 through from Section 1 to Section 6 and then at the end
13 of the presentation we'll open the floor for questions
14 if you will have one.

15 But we also encourage that if you are not
16 speaking you mute yourself so that we'll not get any
17 feedback, and then also you go into the chat and then
18 you will type your name and then the name of your
19 company, as well, so that this will help the court
20 reporter in preparing like the transcript.

21 So I'm going to go ahead and then record this

1 meeting, and then it's going to be -- it will be
2 uploaded on the eMaryland Marketplace Advantage. All
3 right.

4 And then also if you have any questions
5 please feel free to raise your hand using the chat
6 there so that you'll be called upon to ask your
7 question, or if you have any concerns.

8 So we'll start with the introductions. My
9 name is Samuel Eduful. As I said I'm the procurement
10 officer for this solicitation, and I will invite my
11 colleagues, procurement officers also if they are on
12 the call so that they introduce themselves.

13 All right. So we'll continue with the Child
14 Support Administration. Kindly introduce yourself --
15 unmute yourself and then you introduce yourself.

16 MS. MUSE: Good morning. My name is Laticia
17 Muse. I am the acting director for the Contracts and
18 Procurement Unit for Department of Human Services,
19 Child Support Administration.

20 MS. CORBETT-FISHER: Good morning. My name
21 is Carla Corbett-Fisher. I am the contract manager

1 with CSA/DHS.

2 MR. EDUFUL: All right. Thank you. Do we
3 have anybody else from CSA? If not, we'll move on to
4 the Office of the Attorney. Kindly unmute yourself and
5 then you'll introduce yourselves.

6 MS. ECTOR: Hi. Aretha Ector, Office of the
7 Attorney General.

8 MR. OFFENKAUS: Hi. Brian Offenkaus
9 (phonetic) with the Office of the Attorney General.

10 MR. EDUFUL: All right. Thank you. We'll
11 also move on to the MBE rep to introduce herself.

12 MS. HORTON: Good morning. My name is
13 Jessica Horton and I am the MBE director for DHS.

14 MR. EDUFUL: All right. Thank you. So we'll
15 continue with the providers. So the list that I have
16 here, I will start with the Labcorp reps. So you
17 unmute yourself, you mention your name, and then when
18 you're done kindly type your name and then the company
19 that you're representing in the chat so that it will
20 assist us with the transcript.

21 So I'll start with Labcorp.

1 MR. MILES: Okay. I'll jump in. I am Prince
2 Miles, regional account manager at Labcorp DNA. We are
3 the incumbent lab. I serve as the project manager for
4 this current contract.

5 MS. WEBBER: Good morning. I am Andi Webber.
6 I also work for Labcorp and I am a contract
7 administrator.

8 MS. SURGEON: Good morning. My name is
9 Antionette Surgeon. I'm a contract manager for
10 Labcorp.

11 MS. CLIFTON: Good morning. I'm Teresa
12 Clifton. I'm also with Labcorp. I'm the client
13 services manager.

14 MR. RADER: This is John Rader, also with
15 Labcorp and I'm a contract administrator.

16 MS. BORNHOLDT: Hello. This is Linda
17 Bornholt, the business director for our lab in North
18 Carolina.

19 MR. EDUFUL: All right. Thank you. All
20 right, next we'll move on with Essential Onsite
21 Solutions, LLC. Currently unmute yourself. You

1 mention your name and then the name of your company.

2 MS. DUKE: Good morning, everyone. My name
3 is Heather Duke. I am the president and owner of
4 Essential Onsite Solutions, a collection facility
5 within the State of Maryland.

6 MR. EDUFUL: All right. Thank you. So
7 lastly on my list I have PS Renee LLC. Kindly unmute
8 yourself and then introduce -- you mention your name
9 (indiscernible).

10 MS. RENEE: Hello. My name is Patrice Renee.
11 I am representing DGD Healthcare Solutions, LLC.

12 MR. EDUFUL: All right. Thank you. Is there
13 someone that I missed on the call? So that you unmute
14 yourself, you mention your name and then the name of
15 the company.

16 (No response.)

17 MR. EDUFUL: All right. So kindly type your
18 name and then the name of your company in the chat
19 provided so that this will assist us with the
20 transcript, and then mute yourself as I say. So when
21 there's a time for questions, raise your hand and then

1 unmute yourself and then you'll be called upon.

2 So I'll now hand it back to Laticia to give
3 us the opening remarks.

4 MS. MUSE: Okay. Good morning again. Thank
5 you everybody for joining today.

6 The purpose of this contract is to provide
7 genetic testing services to the Department of Human
8 Services Child Support Administration. It would be for
9 all 24 jurisdictions in the State of Maryland and this
10 is a Federal and State requirement for genetic testing
11 to confirm or refute genetic testing in child support
12 cases.

13 And hopefully you all had a chance to take a
14 look. We're here to answer any questions that you have
15 today, and again just thank you for joining.

16 MR. EDUFUL: All right. Thank you, Laticia.
17 So I'll continue with the meeting agenda with the Key
18 Information Summary Sheet.

19 So this is a Request for Proposals. It's a
20 service contract as Laticia indicated. It's a State
21 Genetic Paternity Testing Services, and the

1 solicitation number is CSA/DNA-23-001-S. It was issued
2 on October 25th, 2022 and then the issuing office is
3 Department of Human Services Child Support
4 Administration, and as I indicated earlier on I'm the
5 procurement officer. My details are provided in the
6 Key Summary Information Sheet.

7 So proposals are to be sent through eMaryland
8 Marketplace. It's in Section 5 for which I'm going to
9 explain further, and then questions are due by November
10 18th by 2:00 local time, and proposal due date is
11 December 8th, 2022 at 2:00 local time.

12 And currently also there's a feedback form
13 that has been provided. Please do well to complete the
14 feedback form and then you send it to me by email.

15 This contract has a MBE subcontracting goal
16 of two percent, with no subgoals. We will touch on
17 that in the subsequent sections. There's no VSBE
18 contracting goals. It's zero percent, and then the
19 contract type is indefinite quantity with fixed unique
20 prices, and then the duration of this contract will be
21 three year based with two one-year renewal options.

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1 The primary place of performance will be
2 Maryland local Child Support offices, local State's
3 Attorneys Office, and courthouses, as well as
4 correctional facilities and Baltimore City juvenile
5 courthouse. There's no SBR and then it's a small
6 Federal funded contract.

7 I will move on to Section 1 that is minimum
8 qualifications. So as it has been indicated in the
9 RFP, there are two requirements, right? So in order to
10 be awarded this contract you should be accredited AABB
11 with DNA testing facility, and then a proof of meeting
12 this requirement, it should be able to provide this
13 accreditation. A copy of that, the certification to
14 your proposals, and then also you should be a Child
15 Support Administration -- it should be on the Child
16 Support Administration list of paternity testing
17 laboratory.

18 You may refer to MD Code and Family Law
19 Article 5-1029c, and COMAR 07.07.04.04. You can also
20 refer to Exhibit 1 for directions on how to apply to be
21 placed on CSA list of approved paternity testing

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1 laboratories.

2 So Laticia will walk us through Section 2 to
3 3 that is contract requirements and then the scope of
4 work.

5 MS. MUSE: Okay. Thank you. So the -- I'm
6 not going to read this verbatim but the summary
7 statement, the Department of Human Services Child
8 Support Administration is issuing this RFP in order to
9 provide genetic paternity collection and testing
10 services as required by the State of Maryland on a
11 regular schedule established within each jurisdiction
12 by the State contract monitor in consultation with
13 genetic testing liaisons.

14 So it is the State's intention to obtain
15 these services as specified in this RFP from a contract
16 between the selected offeror and the State. The
17 Department intends to award a single award as a result
18 of the RFP. That can be found in Section 4.9, the
19 Award Basis, for more contract award information.

20 And an offeror either directly or through its
21 subcontractor must be able to provide all goods and

1 services and meet all requirements requested in the
2 solicitation, and the successful offeror, the
3 contractor, shall remain responsible for contract
4 performance regardless of subcontractor participation
5 in the work. A contract award does not ensure a
6 contractor will receive all or any State business under
7 the contract.

8 I did already talk about the background and
9 the purpose of this solicitation. Again to help us to
10 establish paternity in child support cases in all 24
11 jurisdictions in the State of Maryland. We provided
12 some charts and some history for specimen collections
13 to give you an idea for how many collections take place
14 within the State, and just a guideline of what is
15 required as a part of the scope of this contract.

16 And a little bit about the guidelines. The
17 general requirements, that can be found in Section 3,
18 and again I won't go into all of them on here. It's
19 kind of a little bit of a read for understanding. It
20 talks about things like security requirements, the
21 insurance requirements, basic liquidated damages and

1 things like that, invoice structure. This is what you
2 can find in the general requirements of this contract.

3 And did anybody have any questions about what
4 I've shared so far?

5 MS. WEBBER: I do. This is Andi Webber from
6 Labcorp. Those (indiscernible) -- they're discussing
7 what (indiscernible) requirements are. Are you looking
8 for a response from us?

9 MS. MUSE: I'm sorry. There was a lot of
10 feedback. Can you repeat your question?

11 MS. WEBBER: Yeah. I apologize. I have
12 feedback. I'm not sure why. I'll ask it in the chat.
13 Thank you.

14 MS. MUSE: Actually I could -- no, that was
15 better actually. Whatever you did or didn't do, that
16 was better. (Indiscernible) your question.

17 MS. WEBBER: John, do you want to ask?
18 Because I'm afraid it's going to keep -- I don't know
19 what's going on.

20 MR. RADER: I'll be happy to.

21 MS. WEBBER: Thank you, John.

1 MR. RADER: Uh-huh. I think Andi is
2 referencing sections of the bid -- like Sections 2.1,
3 2.2, 2.4, potentially other sections where the bid
4 basically defines a certain amount of information or
5 requirement. It's a must or shall type of requirement,
6 and we really don't see that there's a need to respond
7 to those kinds of critical requirements individually.

8 So, you know, that actually I think is the
9 gist of Andi's question. If you look at some of the
10 sections in 2.2 and even in 2.0 and 3.0, there are some
11 sections that we have a question about whether we need
12 to respond. We would quite often just put a sort of
13 response that would say "we understand and agree to
14 these requirements" or something along those lines.
15 Would that be acceptable?

16 MR. EDUFUL: John, this question, is it
17 possible that maybe you can put it into writing so that
18 we will respond and then we will publish that in the
19 eMaryland Marketplace website?

20 MS. ECTOR: I think we can and I'm not sure
21 which section it is, but since this is a Request for

1 Proposal your written response will be evaluated. So
2 if you look at the evaluation criteria it talks about
3 your work plan and how you intend to provide these
4 services.

5 Understandably there are some sections where
6 there may not be an explanation about how you intend or
7 what your procedures or processes are, and in some
8 instances the response may be "yes, we understand and
9 we agree to do this." But to the extent that you can
10 provide additional information about any procedures and
11 processes that you undertake you should do so for each
12 section.

13 MR. RADER: I appreciate that guidance.
14 Andi, does that answer your question?

15 MS. WEBBER: That was an excellent answer.
16 Thank you very much.

17 MS. ECTOR: Okay.

18 MR. RADER: Thank you.

19 MR. EDUFUL: All right. So to keep the flow
20 so that we can move on, we would like to take all
21 questions right after the presentation. That would be

1 after we're done with Section 6 so that we will have a
2 Q & A session. All right. Back to you, Laticia.

3 MS. MUSE: Sorry. I believe that was all I
4 had to -- did you want to add anything to that, Samuel?

5 MR. EDUFUL: No, I'm good. I'm good. All
6 right. So we will move on to Section 4, Procurement
7 Instructions.

8 So proposals are to be submitted through
9 eMaryland Marketplace Advantage and then part of this
10 will not be permitted or accepted. So for instructions
11 -- based on the instructions the link that you need to
12 follow on how to submit your proposals. And so if you
13 have any questions or finding it very difficult in
14 doing that, kindly send me an email and then I'll be
15 able to assist you.

16 All right. So the RFP, the conference
17 summary and then the attendance sheets, questions and
18 responses, and other information will be made available
19 through the eMaryland Marketplace Advantage and DHS
20 website, as well.

21 And then in order to receive a contract award

1 a vendor must be registered on eMaryland Marketplace
2 Advantage. So I'll continue with Section 4.3 So all
3 questions has to be submitted to the procurement
4 officer. That is me. So you can find my email address
5 from the solicitation document and then also it's on
6 the Key Information Summary Sheet section.

7 Section 4.4, Procurement Method. So there's
8 going to be competitive sealed proposals, and then this
9 falls under COMAR 21.05.03. And then proposals are to
10 be received by the procurement officer no later than
11 the date that has been specified on the Key Information
12 Summary Sheet. That is, it's going to be December 8th,
13 2022 at 2:00 p.m. local time in order to be considered
14 for an award.

15 Section 4.6 also talks about multiple or
16 alternate proposals will not be accepted. So kindly
17 note that we're not going to receive any multiple
18 proposal. It's going to be just one.

19 Section 4.9, Award Basis. A contract will be
20 awarded to the responsible offeror submitting a
21 proposal that has been determined to be the most

1 advantageous to the State considering the price and
2 evaluation factors that has been set forth in this RFP.
3 This is in accordance with COMAR 21.05.03.03F for
4 providing goods and services as specified in the RFP.
5 You may also reference -- see Section 6 for further
6 award information.

7 Section 4.10, it talks about oral
8 presentations. So you will be invited to do an oral
9 presentation. So the dates and then the time and then
10 the invites will be sent to all, and then this oral
11 presentation will form parts of the evaluation process.

12 Section 4.13, Cancellations. All right. So,
13 Antoinette?

14 MS. SURGEON: Yes. Okay. So I just want to
15 confirm oral presentation is automatically part of this
16 solicitation?

17 MR. EDUFUL: Yes. It's also part of the
18 solicitation and then the evaluation committee members
19 are going to use part of like what we're going to say
20 in evaluating all the proposals that we're going to
21 receive.

1 MS. SURGEON: Sure. And the timing of that
2 would be probably after the due date of the RFP,
3 correct?

4 MR. EDUFUL: That's correct, and then the
5 time and then the dates and then the invites will be
6 sent to you all.

7 MS. SURGEON: Thank you.

8 MR. EDUFUL: You're welcome. All right. So
9 Section 4.13, Cancellations. All right. So the State
10 reserves the right to cancel this RFP or reject any or
11 in all the proposals, and then Section -- kindly put
12 yourself on mute. I'm getting a feedback.

13 Incurred Expenses -- that is Section 4.14.
14 So all expenses will not -- the State will not be
15 responsible for any costs incurred in preparing your
16 proposals. So either for the oral presentation or
17 providing a demonstration of performing in any other
18 related activities where the State will not incur any
19 costs.

20 And then Section 4.19, the Contract
21 Affidavit. So all offerors are advised that if a

1 contract is awarded as a result of this solicitation,
2 the successful offeror will be required to complete a
3 contract affidavit. A sample has been provided in the
4 solicitation document. That is Attachment N in the
5 RFP.

6 We'll move on to Section 4.21, Verification
7 of Registration and Tax Payment. So before you can do
8 any business with the State you must be registered with
9 the State Department of Assessments and Taxation, and
10 they are kindly located in the State Office Building,
11 Room 803, 301 West Preston Street, Baltimore, Maryland,
12 21201.

13 So we recommend that if you are a potential
14 offeror complete registration prior to the proposal due
15 dates and time, and failure to complete the
16 registration with SDAT may disqualify a potential
17 offeror.

18 I will now move on to -- hand over to Jessica
19 to walk us through the MBE goals.

20 MS. HORTON: So good morning, everyone.
21 Jessica Horton and like I said before I am DHS's

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1 Minority Business Enterprise director. So as I'm sure
2 you're all aware, each agency is required to examine
3 the procurements on an contract-by-contract basis as to
4 appropriate MBE goals.

5 This solicitation has an MBE goal of two
6 percent. Prime contractors are required to certify
7 that they're willing to make a good faith effort to
8 meet that goal as well as complete the additional MBE
9 forms that are required to be completed and submitted
10 during the bid process and then more once the contract
11 has been awarded.

12 I first would like to talk about the MBE
13 forms. The D1A form is the MBE Utilization and Fair
14 Solicitation Affidavit as well as the MBE Participation
15 Schedule. This is where you certify that you intend to
16 meet the MBE goal and it's required to be submitted
17 with your bid. If you cannot commit to meeting the
18 entire goal you can request a waiver which should be
19 supported by documentation of good faith efforts to
20 meet the goal. However, if a waiver is denied you will
21 not be eligible for award.

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1 Another important monitoring piece of the
2 program are the payment reports. Each month all prime
3 contractors and MBE subcontractors are required to
4 submit invoice reports to the agency. These reports
5 are due by the 10th of the month following the month
6 the services were provided.

7 The last thing I want to mention is making
8 amendments to the participation schedule. Once the
9 contract has been awarded and MBE contractors have been
10 secured, an MBE cannot be terminated without prior
11 written approval from the agency.

12 An MBE may only be terminated upon a showing
13 of good cause and historically good cause exceptions
14 have been granted for circumstances such as
15 ineligibility, unavailability, or inability or refusal
16 to perform.

17 If you have any questions my email is
18 jessica.horton1@gmail. -- or, I'm sorry --
19 maryland.gov, and my phone number is 410-767-1693. I'm
20 going to put that information in the chat, as well.

21 MR. EDUFUL: Thank you, Jessica. Thank you.

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1 All right. So I will now invite Tishana to walk us
2 through the living wage requirement.

3 MS. ADAMS: Good morning, everyone. I'll be
4 sharing with you information regarding Maryland's
5 living wage law which has been in effect since October
6 1st, 2007. The Maryland minimum wage law requires
7 certain contractors and subcontractors to pay a minimum
8 wage rate to its employees working under certain State
9 services and contracts.

10 A solicitation for services under a State
11 contract valued at \$100,000 or more, or \$500,000 or
12 more for contractors with ten or less employees may be
13 subject to this law which is under Title 18 of the
14 State Finance and Procurement Article, and Annotated
15 Code of Maryland.

16 The current Maryland living wage law is
17 \$14.55 per hour if the State contract service is valued
18 at 50 percent or more of the total value of the
19 contract is performed in a Tier 1 area. If the State
20 contract service is valued at 50 percent or more of the
21 total value of the contract is performed in a Tier 2

1 area, then you pay each covered employee at least
2 \$10.93 per hour.

3 The specific living wage rate is determined
4 by whether the majority of the services take place in a
5 Tier 1 or Tier 2 area of the State. The Tier 1 area
6 includes Anne Arundel, Baltimore, Howard, Montgomery,
7 and Prince George's County, and Baltimore City. The
8 Tier 2 area includes any county in the State not
9 included in the Tier 1 area.

10 If your business has operations in areas with
11 two different wage tiers, the wage you pay is
12 determined by the area in which 50 percent or more of
13 the contract is valued -- 50 percent or more of the
14 contract value is performed. If the employees who
15 perform the services are not located in either Tier 1
16 or Tier 2, the living wage rate will be based upon
17 where the majority of the recipients of the services
18 are located.

19 An additional information regarding
20 Maryland's living wage requirement is contained in
21 Attachment F of the RFP which is entitled Maryland

1 Living Wage Affidavit of Agreement for Service
2 Contracts. Information may also be found on the
3 Maryland Department of Labor website,
4 labor.maryland.gov. Click "labor" in the top tabs,
5 living wage under the office heading, then the quick
6 link for "frequently asked questions." This will take
7 you to the page entitled Maryland Living Wage
8 Frequently Asked Questions.

9 Living wage for State service contracts. The
10 living wage rates are subject to an annual adjustment
11 by the Department of Labor. However, your prices under
12 the contract may not change because of any living wage
13 adjustments. Thank you.

14 MR. EDUFUL: All right. Thank you. All
15 right. So we'll continue with Section 5. So Section 5
16 talks about a submission of proposals. So as I
17 indicated, proposals are to be submitted through
18 eMaryland Marketplace Advantage and then it shall be in
19 two volumes. So Volume 1 should be your technical
20 proposal and then Volume 2 must be your financial
21 proposals.

1 So proposals are not to be faxed or to be
2 sent by email to me. It will not be considered for an
3 award. It needs to be done through eMaryland
4 Marketplace Advantage.

5 So lastly I will touch briefly on Section 6,
6 the Evaluation Selection Process. All right. So at
7 COMAR 21.05.03 an evaluation from a team will be set up
8 to review the proposals that will be received. And
9 then during the evaluation process the procurement
10 officer may determine at any time that a particular
11 offeror is not susceptible for an award.

12 And then the (indiscernible) in Section 6.2
13 talks about technical proposal evaluation criteria. So
14 the criteria to be used to evaluate each technical
15 proposal are listed below in descending order of
16 importance unless stated otherwise.

17 All right. So the financial proposal
18 evaluation criteria found at Section 6.3, all qualified
19 offerors will be ranked from the lowest that is most
20 advantageous to the highest that is the least
21 advantageous price based on the two top proposal price

1 within the stated guidelines set forth in the RFP, and
2 are submitted on Attachment B. That is the financial
3 proposal form, and Section 6.5 talks about the
4 selection procedure, right?

5 So as I indicated earlier, this is a
6 competitive sealed proposal and then this method allows
7 for the conducting of discussions and the revisions of
8 proposals during this discussion. The State may
9 conduct discussions with all offerors that have
10 submitted proposals that are not determined to be
11 reasonable susceptible of being selected for contract
12 award or potentially so.

13 And then (indiscernible) you the offerors are
14 to communicate with only the procurement officer, not
15 the program, the Child Support Administration. All
16 communications need to be submitted by email to the
17 procurement officer.

18 Section 6.5.3 talks about award
19 determination. So here, upon completion of your
20 technical proposal and financial evaluation and
21 ranking, each offeror will receive an overall ranking.

1 The procurement officer will recommend award of a
2 contract to the reasonable offeror that submitted the
3 proposal determined to be most advantageous to the
4 State. In making this most advantageous proposal
5 determination, technical factors will receive equal
6 weight with financial factors.

7 Section 6.6 talks about documents required
8 upon notice of recommendation for the contract award.
9 So this can be located on the top one of Section 7 of
10 the RFP documents, and then the appendices.

11 And so this concludes our presentation for
12 this RFP. So it's time now for questions and answers
13 so kindly raise your hand if you have any question or
14 you can also type it in the chat and we will respond to
15 you.

16 All right. John?

17 (No response.)

18 MR. EDUFUL: John, you are muted.

19 MR. RADER: Thank you, Samuel. I want to
20 begin by thanking you for sending us the attachments to
21 the invitation which we had trouble opening and other

1 assistance you've already provided. But I do have a
2 few questions and I'd like to run through those briefly
3 if I might.

4 Is there a limit to the number of attachments
5 that we can upload as our response on eMMA?

6 MR. EDUFUL: If you set a limit? I'm not
7 clear. Apart from your -- there should be two
8 documents that we will need from you as I indicated --
9 the technical proposal and then your financial. So
10 these are the two documents that we require from you.
11 So if I may know is there any additional documents you
12 may want to share with us?

13 MR. RADER: Yes. In order to substantiate
14 our qualifications we would probably include a variety
15 of different kinds of attachments. You know, a good
16 case in point is you've asked for an AABB certificate.
17 That's an additional attachment. You know, I would say
18 probably more than 10 but less than 20 supporting
19 documents that we would add.

20 And so, you know, we always try to find out
21 if there's a limit to the number of files we can upload

1 and is there a size limitation to the size of those
2 files if we wanted to support our offer with financial
3 statements in the form of SEC filings. Those are
4 fairly large documents sometimes. So that's our
5 question.

6 MR. EDUFUL: All right. So there's no limits
7 to the documents that you're going to attach. So the
8 list of the required documents that are supposed to
9 come with your proposals, it can be located in Section
10 7. That is the attachments and then appendixes.

11 So for let's say your certification --
12 certifications and all those documents, they are the
13 documents -- these are some of the documents that are
14 needed before we can even read your proposal. So that
15 there's no -- I mean, limit as to the kind of documents
16 you may attach.

17 MR. RADER: Very good. And I noticed that
18 one of the attachments that we received as part of the
19 invitation to this call speaks to a hiring agreement
20 program which I believe is -- there is a statement in
21 the solicitation that that is not applicable to this

1 acquisition. So I just wanted to confirm that.

2 MR. EDUFUL: All right. So, yes. As it was
3 indicated in the RFP, the solicitation documents, the
4 hiring agreement is not applicable. So kindly
5 disregard that information, that document that was
6 attached.

7 MR. RADER: All right. Thank you. And we've
8 already discussed the response to sections like 2.1 and
9 2.4 and some of the other ones that just we would not
10 be considered non-responsive if we agreed to those or
11 confirmed our understanding of those so I'm not going
12 to re-ask that question.

13 But there is one topic that I did want to
14 touch on and if you can address it during the call, and
15 it has to do with Section 4.33 which is non-visual
16 features associated with I'm going to say information
17 technology acquisitions.

18 And our reading on that is, you know, we feel
19 like our company is providing genetic testing services.
20 We're not providing IT-based solution software or
21 hardware, things that might normally be considered part

1 of a purchase of information technology, per se.

2 So it's our feeling that there's not -- those
3 non-visual features might not speak to the services
4 we're providing and we just wanted to touch base with
5 you on that and see if we can confirm that's in fact
6 the case.

7 MR. EDUFUL: All right. So, John, could you
8 please like -- could you send me this question through
9 an email so that we will review and then we will
10 respond accordingly if it's applicable or non-
11 applicable to this RFP.

12 MR. RADER: Absolutely, and I'll be more than
13 happy to send all these questions in written form. I
14 just hoped that we could possibly discuss that today.
15 That specification's on page 60, I believe it is.

16 And, you know, while we're sort of on the
17 subject this is, I guess, an informal question but if
18 you already have incorporated in your typical office
19 operations non-visual facilitations, could you sort of
20 describe what the features and capabilities of those
21 are that you might already have in your office system?

1 MS. ECTOR: Hi. If I might, the non-visual
2 access I think I agree we'd probably review it but the
3 likelihood is that it will not be applicable to this
4 solicitation because you're not providing any kind of
5 software application for us, and there's separate
6 provisions regarding, you know, ADA with respect to
7 other employees.

8 So the likelihood is that we will do an
9 amendment and this will not be applicable to you.

10 MR. RADER: Thank you. And --

11 MS. ECTOR: If the other questions have been
12 answered like you really don't need to put them in
13 writing anymore. We are transcribing it so you can see
14 your questions and answers once we get the transcript.

15 MR. RADER: All right. And I will just say
16 before I drop off and allow my associates possibly to
17 ask other questions, we are still reviewing the
18 solicitation so any other questions that we might
19 develop we will do through the normal Q and A process.
20 We'll send them in to Samuel.

21 MS. ECTOR: Correct. And I think there was

1 an amendment, Sam. What's the deadline for submitting
2 questions?

3 MR. EDUFUL: That's going to be on November -
4 - just a second -- 18th. 18th November.

5 MR. RADER: Thank you very much.

6 MS. ECTOR: And everybody should have
7 received that amendment -- Amendment No. 1.

8 MR. EDUFUL: 1 and 2.

9 MS. ECTOR: 1 and 2. Okay. Good.

10 MR. EDUFUL: All right. Thank you. So
11 there's a question in the chat from Patrice. It says
12 "Are we looking to award more than one contract?" So
13 there's going to be just one contract and then it's
14 going to be a three-year based contract with two one-
15 year renewal options.

16 MS. RENEE: Thank you.

17 MR. EDUFUL: Yeah. Aretha?

18 MS. ECTOR: Just one point of emphasis.
19 There is a two percent MBE goal I recall. If there are
20 any MBEs on the call please indicate that designation
21 in the chat, as well. That's one other way that, you

1 know, vendors can communicate with the other for
2 potential subcontracting services.

3 So if you are an MBE or VSBE, even SBR,
4 please indicate that in the chat, as well.

5 MR. EDUFUL: All right. Thank you.
6 Antoinette?

7 MS. SURGEON: Okay, you guys. Thank you. I
8 just want to first of all always thank customers when
9 they do the proposal conferences. It allows us to
10 really understand what you're looking for and how you
11 want to have it provided. So thank you for that. I
12 always love to see that component in the bidding
13 process.

14 I have just a couple of questions about the
15 proposal's evaluation criteria. I just want to
16 understand that each of these all have equal value to
17 include financial. Like if technical weighed a little
18 bit more heavily, if financial weighed more heavily, if
19 it's 50/50, 20/20.

20 MR. EDUFUL: All right. So as it has been
21 indicated in the solicitation document, right, both the

1 technical and then the financial are going to be
2 weighted equally, right, and then part of your oral
3 presentation also is going to be part of your -- it's
4 going to be used for the evaluation process, as well.

5 MS. SURGEON: Okay. And thank you for that.
6 So with that said, how does the MBE tie in? So let's
7 say for example we decide not to use the MBE. How does
8 that affect our evaluation?

9 MR. EDUFUL: Could you repeat the last part
10 of your question again?

11 MS. SURGEON: Yes. If, for example, we
12 decide that, you know, we -- or we can't find a MBE, we
13 don't include an MBE or we ask for a waiver, how does
14 that MBE designation -- how does that factor into the
15 evaluation of our bid?

16 MR. EDUFUL: All right. So that will be
17 determined based on the waiver request that you're
18 going to request. So that will be determined and then
19 the committee will also determine all that.

20 MS. ECTOR: And so just for the point of
21 clarification, if you are not able to meet the MBE goal

1 of course you have to submit your paperwork, and again
2 if it's not approved then your solicitation can be
3 removed from further consideration. So that's
4 something you need to think about.

5 If it is accepted -- your waiver is accepted
6 for full or partial part of the goal, it's not that
7 consideration necessarily but in terms of
8 subcontracting, if you're subcontracting out for
9 staffing, so they would be considered under the
10 offeror's proposed staffing and qualifications, for
11 instance.

12 So it really depends on the type of MBE or
13 subcontracting goal that you are putting forward.

14 MS. SURGEON: And my last question -- I'm
15 sorry to ask to so many questions but it's a huge
16 document and I would rather ask it face-to-face and at
17 least get some discussion on it. In Section 3.5.2 you
18 guys are requesting at no additional cost or charge to
19 the State a full or partial import/export of State data
20 within 24 hours of a request.

21 While I understand the benefit of that

1 export/import of data, 24 hours seems to be a bit
2 stringent. Is there a reason that you guys are asking
3 for this particular specification? Do you anticipate
4 this happening in a new contract?

5 MS. ECTOR: I don't think we have any IT
6 people. Not likely. Most of the information that you
7 will be, I think, providing or keeping in your portal
8 the department will have access to will be included in
9 some of the report. The 24 hours of the request, it
10 just depends on the circumstances or the reason for it.
11 If there is an emergent situation they could ask for it
12 within 24 hours. If it's at the end of the contract
13 term it would be part of the transition out so
14 additional time may be allotted for it.

15 MS. SURGEON: Okay. Thank you.

16 MR. EDUFUL: Thank you. All right. So I
17 have two comments in the chat. Essential Onsite
18 Solutions, LLC, she said "We are certified MBE/SBE/DBE
19 by MDOT and certified MBE by City of Baltimore." And
20 then also DGD Healthcare Solutions, LLC has
21 (indiscernible) certifications that is MBE/SBR and then

1 DBE.

2 So are there any other questions? You can
3 also send all your questions to me by email and then
4 they will be responded to.

5 (No response.)

6 MR. EDUFUL: All right. I would like to
7 thank you all for attending this Pre-Proposal
8 Conference. We look forward to receiving your
9 proposals, and please remember the proposals are due on
10 December 8th, 2022 by 2:00 p.m. local time.

11 Thank you. The proposals are due -- they
12 need to be submitted through the eMaryland Marketplace
13 Advantage. They should not be sent by email to me.
14 Thank you all for attending.

15 (At 10:55 a.m. the conference concluded.)

16 - - -

CERTIFICATE OF NOTARY

I, Carol O'Brocki, Notary Public, before whom the foregoing testimony was taken, do hereby certify that the witness was duly sworn by me; that said testimony is a true record of the testimony given by said witness; that I am neither counsel for, related to, nor employed by any of the parties to this action, nor financially or otherwise interested in the outcome of the action; and that the testimony was reduced to typewriting by me or under my direction.

This certification is expressly withdrawn upon the disassembly or photocopying of the foregoing transcript, including exhibits, unless disassembly or photocopying is done under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.

Carol D. O'Brocki

CAROL O'BROCKI, Notary Public
in and for the State of
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