



QUESTIONS & ANSWERS SERIES #4
FOR
REQUEST FOR EXPRESSION OF INTEREST RESPONSES
(LICENSED CHILD PLACEMENT AGENCY PER DIEM PROVIDERS)

Question 1: I am seeking clarity for the TFC provider members regarding the requirements for the letter of interest. I have read through series 1 and 2 of the Question and Answers provided online. We respectfully request a comprehensive list of expected details providers must include in their letter of interest.

Answer 1: This Request for Expression of Interest Responses is not an RFP or a Bid, so the scope of work is not described in detail. The providers need to look at COMAR. The Expression of Interest response should include but not limited to the following information:

- Overall introduction to agency which includes history of program, mission of agency, and statement regarding what service(s) the agency is interested in providing or continuing to provide;
- verification of a valid license which indicates that the program is in good standing with the appropriate licensing agency (e.g. copy of license),
- organizational structure (e.g. organizational chart)- The organizational chart should include interdisciplinary credentialed staff to provide services and behavior management that meet the needs of the children in the program. The key personnel (personnel considered to be essential to the work being performed under this EOI should be included;
- a description of the program(s) that an agency is intending to provide services for (e.g. program description which specifically indicates summary program(s); the services to be provided and population to be served (e.g. male and females ages 18-21);
- site location for Independent Living Providers (e.g. location of apartments);
- and geographical region(s) (county) where services are rendered.