

STATE OF MARYLAND
DEPARTMENT OF HUMAN RESOURCES
FREDERICK COUNTY DEPARTMENT OF SOCIAL SERVICES

REQUEST FOR GRANT PROPOSALS
SOLICITATION NO. FCDSS/CW17-055

INTERAGENCY FAMILY PRESERVATION SERVICES

WEDNESDAY, SEPTEMBER 7, 2016, 10:00 A.M.

Department of Social Services
100 East All Saints Street
Frederick, Maryland 21701

PRESENT FOR FREDERICK COUNTY DEPARTMENT OF SOCIAL
SERVICES:

DAVID DREES, Procurement Officer
BARBARA TOLLEY, Assistant Procurement Officer
CHERYL GRAU, Assistant Director for Services
DAVID BREWSTER, Program Manager, Family
Preservation Unit
NEEKA WILLIS-GRAY, DHR Procurement
CORA DRANUM, DHR Procurement
TRACY GAMBLE, DHR Procurement
SCOTT MOORE, Esquire, Attorney General's Office

ALSO PRESENT:

JENNIFER WINKLER, Program Manager LBC
CLAUDIA WEAKLAND, Director of Child and Adolescent
Services, Way Station

P R O C E E D I N G S

1
2 MR. DREES: Just so you know, this -- this
3 conference will be recorded and transcribed to be put
4 on the DHR website.

5 UNIDENTIFIED SPEAKER: Okay.

6 MR. DREES: Just so you know.

7 Good afternoon, welcome, Frederick County
8 Department of Social Services. My name is David Drees,
9 I'm the procurement officer for this Request for Grant
10 Proposal entitled the Interagency Family Preservation
11 Services.

12 Just a reminder, this -- your proposals are
13 due September 22nd, 2016, no later than four o'clock
14 p.m. Late proposals will not be accepted. So please,
15 if you're mailing these, make sure that you give enough
16 time for that. We'll actually discuss that a little
17 later too.

18 As I said before, this conference is being
19 recorded through WebEx and it will be transcribed by
20 Hunt Reporting. That transcription will be posted to
21 the DHR website after the end of this conference.

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1 We're looking for about within 48 hours.

2 Today, we're just going to highlight some of
3 the areas of the RFGP. And once we're complete, there
4 will be a question and response period, so please hold
5 your questions until then.

6 Before we get started, I just want to --
7 well, we'll go around the room and introduce everyone.
8 And if you could spell your last name, please.

9 Again, my name is David Drees, D-R-E-E-S, I'm
10 the Procurement Officer at Department of Social
11 Services.

12 MR. BREWSTER: David Brewster, B-R-E-W-S-T-E-
13 R, Program Manager for the In-Home Unit.

14 MS. GRAU: Cheryl Grau, G-R-A-U, Assistant
15 Director for Services.

16 MS. WINKLER: Jennifer Winkler, W-I-N-K-L-E-
17 R, Program Manager for LBC (phonetic) in with
18 (indiscernible) Preservation Services.

19 MS. WEAKLAND: Claudia Weakland, W-E-A-K-L-A-
20 N-D, Director of Child and Adolescent Services at Way
21 Station.

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1 MS. TOLLEY: Barbara Tolley, Assistant
2 Procurement Officer FCDSS. Right. Barbara Tolley, T-
3 O-L-L-E-Y.

4 MR. DREES: And on the telephone?

5 MS. WILLIS-GRAY: Neka Willis-Gray, DHR
6 Procurement.

7 MS. DRANUM: Cora Dranum, DHR Procurement.
8 And Tracey Gamble, DHR Procurement.

9 MR. MOORE: And Scott Moore with the Attorney
10 General's Office. M-O-O-R-E.

11 MR. DREES: Okay. Thank you. So what we're
12 going to do is we'll go through just some of the
13 sections of the RFGP. Section 1 of -- and I do want to
14 apologize up front, some of this I'm going to be
15 reading verbatim. I know you don't -- didn't come here
16 to listen to me read, but due to the legality of this,
17 I do have to read this verbatim. So we're going to
18 look at Section 1, just general information.

19 The Frederick County Department of Social
20 Services intends to acquire a vender to provide
21 Interagency Family Preservation Services for the

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1 purpose of preventing the out-of-home placement of
2 children identified by a child serving agency to
3 promote safety and stability of children and families,
4 and to assist families in utilizing community resources
5 in order to maintain self-sufficiency.

6 A single grant will be awarded for a four-
7 year period beginning November 1st, 2016 and ending
8 October 31st, 2020. Only one award will be made as a
9 result of this solicitation.

10 Also please note that if for any reason this
11 did not start on November 1st, 2016, the grant will
12 last for a full four years. And that's in Section 1.3,
13 Grant Duration.

14 Under Section 1.1.4. A grantee, either
15 directly or through its sub-grantee, must be able to
16 provide all services and meet all requirements
17 requested in this solicitation and the successful
18 applicant or grantee shall remain responsible for grant
19 performance regardless of the sub-grantee's
20 participation in the work.

21 I also want to mention Section 1.4,

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1 Procurement Officer. The Procurement Officer is your
2 sole point of contact for the state for the purposes of
3 this solicitation prior to the award of this grant.

4 So any contact you will have with the Agency
5 will come to me. My contact information is in the Key
6 Information of the RFGP. Please do not send questions
7 or any contact with anyone else other than me
8 throughout this process until awarded.

9 Section 1.7, Questions. We didn't receive
10 any questions subsequent to this conference, so all
11 questions asked today will be recorded and a written
12 response will be posted to the DHR website.

13 Section 2 of the RFGP, Minimum
14 Qualifications. Minimum qualifications are as follows.
15 You must have a minimum of three consecutive years'
16 experience providing home-based services to children or
17 youth who are at imminent risk of out-of-home placement
18 and/or at high risk of future maltreatment.

19 As proof of meeting this requirement, the
20 applicant shall provide with its proposal three
21 references to attest to the applicant's experience.

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1 Okay. With that we're going to go to Section
2 3 and the Scope of Work. I'd say Mr. Brewster's going
3 to highlight some of the main requirements for that
4 section.

5 MR. BREWSTER: So I want to bring everyone's
6 attention to 3.2. I'm going to read this 'cause this
7 is basically encompassing the program.

8 The IFPS Program provides the following types
9 of services to Frederick County residents: case
10 management; crisis intervention/prevention; family
11 counseling; family education in the area of child
12 development; parenting skills; communication skills and
13 mood management; and referrals to community partners.

14 The program is composed of two phases of
15 intensity: the Intensive Service Phase and the Step-
16 Down Phase. The first phase, Intensive Services,
17 utilizes a team approach consisting of a lead social
18 worker and a family support worker.

19 The team conducts a minimum of five hours of
20 direct family contact each week. Intensive IFPS may
21 continue for a maximum of 22 days -- calendar days --

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1 at which time the case will either be closed due to the
2 successful completion of services, removal of the risk
3 that caused the referral, or transitioned to the Step-
4 Down Phase.

5 During the Step-Down Phase, those services
6 may be delivered through either the team approach or a
7 single case manager. The case manager will either --
8 will be either the lead social worker or the family
9 support worker who worked with the family during the
10 Intensive Service Phase.

11 The team or case manager will have a minimum
12 of two hours of direct contact with the family each
13 week. During this contact, the team or case manager
14 will see the identified child in order to provide
15 interventions and services as well as to assess the
16 child's safety. The Step-Down Phase runs for 120 days
17 unless circumstances dictate the need for a 90-day
18 extension.

19 I would like to next draw your attention to
20 3.2.2. I'm going to go -- talk about highlighting the
21 sections, I'm not going to read like I just did but

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1 each section. So we're going to do A is referrals.
2 Turn to page Eligibility Determination. Service
3 Provisions. Going, turning. Staffing is D on page 23.
4 And E is Case Documentation. F is Facility Standards.
5 And G, Technology.

6 So the next section I want to draw -- bring
7 your attention to is Program Monitoring and
8 Performance, 3.2.3. Here, I want to make sure that we
9 insight the targets areas. I'm going to read them, so
10 they're clearly stated.

11 First target, 98 percent of the referrals
12 will be accepted in the IFPS. The second is total
13 number of referrals per fiscal grant year is 85.
14 Ninety percent of open IFPS cases will not have an out-
15 of-home placement while the case is opened. Ninety
16 percent of open IFPS cases will not have an out-of-home
17 placement six months following closure of IFPS.

18 Safety and risk assessments will decrease by
19 at least one standard. Eighty-five percent of families
20 with -- will report satisfaction with IFPS. One
21 hundred percent of the requirements are achieved.

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1 I next want to draw your attention to 3.2.4,
2 Grant Reporting and Requirements. On top of page 26,
3 the IFPS Monthly Invoice is due by the 15th of each
4 month for services rendered the previous month.

5 B, the IFPS Quarterly Report is a report that
6 is completed by the IFPS Program Manager and submitted
7 four times per fiscal year. The Quarterly Report
8 provides statistical and programmatic data and a means
9 to evaluate the effectiveness of the IFPS Program.
10 Quarterly Reports are due by the following dates.

11 The first Quarter Report will be due by
12 February 15th, and cover the periods of November 1st
13 through January 31st.

14 Second Quarter will be due May 15th, and
15 cover the period of February 1 through April 30th.

16 Third Quarter Reports will be due by August
17 15th, and cover the period of May 1st through July
18 31st.

19 Fourth Quarter Reports will due by November
20 15th, and oversee the period of August 1 through
21 October 31st.

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1 MR. DREES: Next, I want to look at Section
2 4, Proposal Format. I do want to stress that we're
3 only hitting the highlights of this document which is
4 very lengthy. Please be sure to read everything
5 because even if we don't mention it in this conference,
6 you are responsible for meeting all the requirements.

7 The Section 4, the Proposal Format, it will
8 be a two-part submission. The Proposal should be
9 provided simultaneously in two separately sealed
10 volumes with Volume 1 being the Technical Proposal, and
11 Volume 2 being the Financial Proposal.

12 Under 4.2.1 it prefers that the name, email
13 address, and telephone number of the applicant be
14 included on the outside of the packages for each
15 volume. Each volume shall contain one identified
16 original, and three copies.

17 It is preferred that the two sealed volumes
18 are submitted together in a single package with the
19 label that includes three items: the first being the
20 RFGP title and number; the second being the name and
21 address of the applicant; and, thirdly, the closing

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1 date and time for receipt of Proposal.

2 Under Section 4.2.2, the Proposal submission
3 shall also include two electronic submissions of the
4 Technical and Financial Proposals. An electronic
5 version is a CD or DVD of the Technical Proposal in
6 Microsoft Word format must be enclosed with the
7 original Technical Proposal.

8 An electronic version on CD or DVD of the
9 Financial Proposal in either Microsoft Word or
10 Microsoft Excel format must be enclosed with the
11 original Financial Proposal. And also please label
12 each CD or DVD the same as previously discussed.

13 Under 4.2.3, a second electronic version
14 of Volume 1 and Volume 2 in searchable Adobe PDF format
15 shall be submitted on CD or DVD for Public Information
16 Act requests. Those copies should be redacted so that
17 confidential and/or proprietary information has been
18 removed.

19 Again, the Proposals are due to my attention
20 by September 22nd, 2016, no later than four o'clock
21 p.m. You can also find all of the contact information,

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1 mailing address, on the Key Information Sheet of the
2 RFGP.

3 As I mentioned earlier, if the Proposal is
4 mailed, it's considered on time if it has been received
5 by our mail room or typical place of mail receipt for
6 the respective procuring unit by the time and date
7 listed in the RFGP.

8 The Department recommends that offerers use
9 express mail, priority mail, or certified mail only if
10 these are the only forms by -- from which both the date
11 and time of receipt can be verified.

12 If the Proposal is hand delivered, you are
13 advised to secure a dated, signed, and time stamped, or
14 otherwise indicated receipt of delivery, which we can
15 provide if you -- like I said, if you return it in
16 person.

17 Technical Proposal. Under Section 4.4 of the
18 RFGP. That provides detailed information on the
19 submission and format of Volume 1, the Technical
20 Proposal. Please review that information in detail.

21 No pricing information is to be included in

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1 the Technical Proposal, which is Volume 1. Inside a
2 sealed package should be one unbound original and three
3 copies with the electronic version.

4 Each section of the Technical Proposal shall
5 be separated by a tab as indicated in Section 4.4.2.
6 The Technical Proposal shall also reference the
7 organization and numbering of the sections of the RFGP.

8 Financial Proposal, which is Section 4.5.
9 The Financial Proposal shall be in a sealed cover
10 separate from the Technical Proposal and clearly
11 identified, again, in the same format that we had spoke
12 about earlier.

13 The applicant shall submit an original and
14 three copies and an electronic version. The Financial
15 Proposal shall contain all price information in the
16 format specified in Attachment D and D1. The applicant
17 shall complete the Financial Proposal form only as
18 provided in the Financial Proposal instructions and the
19 Financial Proposal form itself.

20 I next want to just briefly talk about
21 Section 5, Evaluation Committee and the Criteria.

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1 Evaluation of these Proposals will be performed in
2 accordance with COMAR 21.05.03 by a committee
3 established for the purpose -- for that purpose and
4 based on the following criteria.

5 Number one, the offerer's Technical Response
6 to the RFGP Requirements and Work Plan. The State
7 prefers an applicant's Response to work requirements in
8 the RFGP that illustrates a comprehensive understanding
9 of the work requirements and mastery of the subject
10 matter including an explanation on how the work will be
11 done.

12 Proposals which include limited responses to
13 work requirements such as concur, or will comply, will
14 receive a lower ranking than those proposals that
15 demonstrate an understanding of the work requirements
16 and which include plans or how to meet or exceed them.

17 Two, the Experience and Qualifications of the
18 proposed staff.

19 And the third criteria would be the
20 experience and qualifications of the proposed staff
21 including proposed subcontractors. Each criteria has

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1 equal weight when being evaluated.

2 The applicants will be ranked per the
3 Financial Proposal Evaluation criteria. The applicants
4 will be ranked from the lowest, most advantageous to
5 the highest, least advantageous price based on the
6 total proposed price within the stated guidelines set
7 forth in the RFGP and as submitted on Attachment D
8 Financial Proposal Form. Actually, I think that's D1,
9 I'm sorry.

10 The Selection Procedures. Although COMAR,
11 Title 21, State Procurement Regulations, is not
12 applicable to this RFGP, the selection procedure for
13 award of this grant will generally follow the
14 evaluation and selection procedures described at COMAR
15 21.05.03.03.

16 Specifically, the Procurement Officer may
17 conduct discussions and obtain clarifications of
18 proposals that are determined to be reasonably suscep-
19 -- I need help with that word. Succesible -- I can't.

20 MS. GRAU: Is it susceptible.

21 MR. DREES: Of being selected -- of being

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1 selected for grant award or potentially so. The State
2 reserves the right to make an award without holding
3 discussion. In either case, the State may determine an
4 applicant to be not responsible and/or the applicant's
5 proposal not to be reasonably susceptible -- that's the
6 word --

7 MS. GRAU: Oh.

8 MR. DREES: -- of being selected for award at
9 any time after the initial closing date or receipt of
10 proposals and prior to grant award. If the State finds
11 an applicant to not be responsible and/or reasonably
12 susceptible of being selected for the award, that
13 applicant's Financial Proposal will be returned to the
14 Financial -- will be returned if the Financial Proposal
15 is unopened at the time of this determination.

16 Okay. Next section is Award Determination.
17 Upon completion of the selection process sequence
18 described in Section 5.4.2 each applicant will receive
19 an overall ranking. A Procurement Officer will
20 recommend award of the Grant to the responsible
21 applicant that submitted the proposal determined to be

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1 the most advantageous to the State.

2 In making this most advantageous proposal
3 determination, technical factors will receive greater
4 weight than financial factors.

5 This actually concludes the review of the
6 RFGP. At this point, we will open this for questions.
7 And, for the record, when asking any questions, please
8 identify yourself and your company.

9 MS. WEAKLAND: Okay.

10 MR. DREES: And, again, a transcript of this
11 conference will be available on the DHR website which
12 will include the questions and answers. And should
13 there be a discrepancy between a response provided
14 today during this conference and a written response
15 provided subsequently, the written response shall
16 prevail.

17 At this point, do you have any questions?

18 MS. WEAKLAND: Yeah, I have a few. This is
19 Claudia Weakland from Way Station. First question, I
20 would -- I wanted to just check and see, I know before
21 in solicitations when referral references have been

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1 asked for, we have been requested to provide letters of
2 reference. And this one it just states a list of
3 references, and I don't -- I was wondering, do you just
4 want contact information for references or do you want
5 the letter of reference?

6 MR. DREES: I'd prefer a letter of reference
7 --

8 MS. WEAKLAND: Okay.

9 MR. DREES: -- which would actually include
10 that contact information.

11 MS. WEAKLAND: Yes. Yeah. Okay. Another
12 question we had was that in the last solicitation for
13 Family Preservation, we understood it to designate that
14 25 percent of the grant needed to be subcontracted or
15 used with a sub-grantee for a minority business. Did
16 not notice that statement in this one, I want to
17 clarify whether that is still an expectation.

18 MR. DREES: The subcontracting goal is not
19 part of this solicitation --

20 MS. WEAKLAND: Okay.

21 MR. DREES: -- for MBE.

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1 MS. WEAKLAND: And I think last is, and it
2 may just be me, but I've had -- I've had a difficult
3 time finding the amount of the grant, or is it not
4 being solicited in that manner this time out? Is it --
5 typically when we've gotten the solicitations it would
6 say that this grant is for this many years for this
7 much money, and you would base your budgeting on that
8 when you provided your budget, but I didn't see
9 anything in this grant.

10 MR. BREWSTER: No, just the time frame there.
11 We're not advertising -- I guess is the right word --
12 the amount.

13 MS. WEAKLAND: Okay. I think that's all I
14 had, do you have any, Jenn?

15 MR. DREES: Do you have a question?

16 MS. WINKLER: No, I don't believe.

17 MR. DREES: Okay. Again, thank you for
18 coming. I just want to remind you, again, the
19 solicitation -- or the proposals are due, Volume 1 and
20 Volume 2, September 22nd, no later than 4:00, and to my
21 attention.

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1 MS. WEAKLAND: Solicit -- if they are hand-
2 delivered that day, or prior to that date, it's fine to
3 come where the Security Office is downstairs --
4 (indiscernible) and I'll get a receipt for --

5 MR. DREES: We will be -- yes, you will
6 receive a receipt from me.

7 MS. WEAKLAND: Okay. So we will let them
8 know what we're here for?

9 MR. DREES: Yes.

10 MS. WEAKLAND: Okay. And then just wait
11 there until we get that from you.

12 MR. DREES: Yes. Make sure you receive a
13 receipt. It will have the date and time that you
14 submitted.

15 MS. WEAKLAND: All right. Great. Okay.

16 MR. DREES: Another question?

17 MS. WEAKLAND: I don't think so.

18 MR. DREES: Okay. That concludes the
19 conference. Thank you very much.

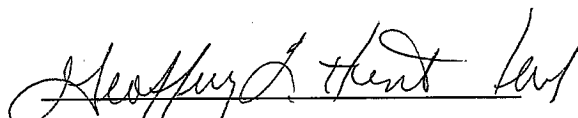
20 (Whereupon, the conference was adjourned.)

TRANSCRIBER'S CERTIFICATE

I hereby certify that the above-entitled matter was transcribed by me and that such transcript is a true record, to the best of my ability, of testimony.

That I am neither a relative to nor an employee of any attorney or party herewith and that I have no interest in the outcome of this case.

This 9th day of September, 2016.


GEOFFREY L. HUNT, CVR-CM

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