

MARYLAND DEPARTMENT OF HUMAN RESOURCES

PRE-PROPOSAL CONFERENCE

FIA/ORA 15-001-S

THE ADMINISTRATION OF THE PUBLIC PRIVATE PARTNERSHIP
REQUEST FOR GRANT PROPOSALS

311 W. Saratoga Street
9th Floor Conference Room
Baltimore, Maryland 21201

Tuesday, November 18, 2014

ATTENDANCE:

AGENCY:

Elsa Singleton, Procurement Manager/Officer

Ann Flagg, Director of Maryland Office for
Refugees and Asylees

Martin Ford, Deputy Director, Maryland Office for
Refugees and Asylees

ATTENDEES:

Debbie Austin, DHR
Adrienne Bennett, Office of Refugees and Asylees
Lisa Byrd, International Rescue Committee
Ruben Chandrasekar, IRC
Elizabeth Chernin, Office of Refugees and Asylees
Floor de Ruijter, IRC
Jackie Love-Baker, Lutheran Social Services
Scott Moore, Office of the Attorney General
Mamadou Sy, Lutheran Social Services

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

1 P R O C E E D I N G S

2 (10:07 a.m.)

3 MS. SINGLETON: Good morning, everyone, and
4 welcome to the Department of Human Resources. I hope
5 you don't mind if I sit. Once again, my name is Elsa
6 Singleton, and today we will share information with you
7 concerning the request for grant proposals for the
8 Administration of the Public Private Partnership. The
9 Agency Control Number for this RFGP is FIA/ORA 15-001.

10 Please note that this conference is being
11 transcribed. When asking questions, please identify
12 yourself for the record each time you ask a question,
13 and we would ask that you hold all of your questions
14 until the end of the presentation, and then you'll be
15 given an ample opportunity to ask them.

16 I did receive several questions all at once
17 last night, so you can ask them now, and anything we
18 can't give you an answer to will be posted on the DHR
19 website. In fact, all answers to all questions will be
20 posted on the DHR website.

21 As soon as possible after this conference, a

1 copy of the transcript, all questions and responses, a
2 list of attendees, as well as any amendments to the RFGP
3 will also be posted on the DHR website.

4 I'd like to do some introductions right now.
5 Once again, my name is Elsa Singleton. I'm a DHR
6 Procurement Manager and the Procurement Officer for this
7 procurement. And to my right?

8 MS. FLAGG: Ann Flagg, Director of the
9 Maryland Office for Refugees and Asylees.

10 MR. FORD: And I'm Martin Ford, Deputy
11 Director, Maryland Office for Refugees and Asylees.

12 MS. SINGLETON: And real quickly, if we could
13 just go around the room and identify yourselves and your
14 organizations.

15 MR. SY: I'm Mamadou Sy. I'm the Director of
16 Refugee and Immigrant Services with Lutheran Social
17 Services.

18 MS. LOVE-BAKER: Jackie Love-Baker, also from
19 Lutheran Social Services.

20 MS. BYRD: Lisa Byrd, the International Rescue
21 Committee.

1 MR. CHANDRASEKAR: Rubin Chandrasekar, IRC.

2 MS. DE RUIJTER: Floor de Ruijter, IRC.

3 MS. CHERNIN: Elizabeth Chernin, Office of
4 Refugees and Asylees.

5 MS. BENNETT: Adrienne Bennett, Office of
6 Refugees and Asylees.

7 MR. MOORE: Scott Moore, Attorney General's
8 Office.

9 MS. SINGLETON: Thank you, everyone. I would
10 like to start now with Section One, which is the general
11 information summary statement. The Department of Human
12 Resources, Maryland Office for Refugees and Asylees is
13 issuing this request for grant proposals to provide
14 refugee transitional cash assistance and related
15 adjustment services to eligible refugees and asylees
16 under a public/private partnership in six jurisdictions
17 of the Baltimore metropolitan area, and two suburban
18 Washington counties.

19 The Baltimore metropolitan area counties are:
20 Anne Arundel, Baltimore City, Baltimore County, Carroll,
21 Harford, and Howard counties, and the two Washington

1 suburban counties are: Montgomery County and Prince
2 George's County.

3 It is the State's intention to obtain services
4 as specified in the RFGP for grants between selected
5 applicants and the State. The anticipated duration of
6 services to be provided under this grant is ten months,
7 beginning on or about December 1, 2014, and ending
8 September 30, 2015.

9 The Department intends to make two awards --
10 one for the Baltimore Resettlement Center, and one for
11 the Suburban Washington Resettlement Center. However,
12 the Department could award a single grantee both grants.

13 Applicants either directly or through their
14 subcontractors must be able to provide all services and
15 meet all of the requirements requested in this
16 solicitation, and the successful applicant shall remain
17 responsible for the grant performance, regardless of
18 subcontractor participation in the work.

19 The sole point of contact in the State for the
20 purposes of this RFGP is myself. I'm the Procurement
21 Officer and my name and address and contact information

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1 is listed in the RFP.

2 And I'd like to talk about something very
3 important now -- the proposal due date and time.
4 Proposals in the number and form set forth in Section
5 4.2 must be received by the Procurement Officer at the
6 address listed on the key information summary sheet, no
7 later than 3:00 p.m. local time on Monday, December 1,
8 2014 in order to be considered. Please do not be late.
9 I cannot accept your proposal if it's late, even if it's
10 one minute late. The Code of Maryland Regulations will
11 not allow me to accept it. So to avoid all of that,
12 please be on time.

13 Traffic problems, any other -- I mean, they're
14 good excuses but it's not going to -- I cannot accept
15 your proposal, okay? So please be on time. Even
16 personal reasons, I cannot accept your proposal. So
17 please be on time. And once again, the proposal due
18 date and time is 3:00 p.m. on Monday, December 1, 2014.

19 Applicants mailing proposals should allow
20 sufficient delivery time to ensure timely receipt by the
21 Procurement Officer. Proposals may not be submitted by

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1 email or facsimile, and proposals will not be opened
2 publicly. And we ask a favor. If you are not
3 responding or you did not intend to respond to this
4 solicitation, we ask that you submit a Notice to Vendors
5 form, which includes your company information, and the
6 reason you're not going to respond, such as too busy,
7 cannot meet the requirements, et cetera. This form is
8 located in the RFGP immediately in the front, right
9 behind the title page.

10 By submitting a proposal in response to this
11 RFGP, an applicant, if selected for award, shall be
12 deemed to have accepted the terms and conditions of the
13 RFGP and the grant. Any proposer who takes exception to
14 these terms may be rejected. A proposal submitted by an
15 applicant must be accompanied by a completed bid
16 proposal affidavit, and a copy of this affidavit is
17 included as Attachment B in the RFGP.

18 I'd like to talk now about Section 1.22,
19 Compliance with Laws and Arrearages. By submitting a
20 proposal and responses, RFGP, the applicant, if selected
21 for award, agrees that it will comply with all Federal,

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1 State, and local laws applicable to its activities and
2 obligations under the grant. So when you submit a RFGP,
3 each applicant represents that he is not in arrears in
4 the payment of any obligations due or owing to the
5 State, including the payment of taxes, employee
6 benefits. If you are it may prohibit you from being
7 awarded the grant.

8 Before a business entity can do business in
9 the State, it must be registered with the Maryland State
10 Department of Assessments and Taxation. It is strongly
11 recommended that any potential applicant complete
12 registration prior to the due date for receipt of
13 proposals. If you fail to do so, it may disqualify an
14 otherwise successful applicant from final consideration
15 and recommendation for grant award.

16 Section 1.29, Conflict of Interest and
17 Disclosure. Applicants shall complete and sign the
18 Conflict of Interest affidavit disclosure and submit it
19 with the proposal. All applicants are advised that if a
20 grant is awarded as a result of this solicitation, the
21 successful grantee's personnel who perform the work

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1 under this grant shall be required to complete
2 agreements substantially similar to the Conflict of
3 Interest affidavit. There is also a non-disclosure
4 agreement. All applicants are advised that this
5 solicitation and any resulting grants are subject to the
6 terms of a non-disclosure agreement, and that's
7 contained in the RFGP in Section J.

8 Section 1.32, Location and Performance of
9 Services. The applicant is required to complete the
10 location of performance of services disclosure and that
11 is Attachment I, and that, too, must be provided with
12 the proposal.

13 Section 2, the Minimum Qualifications. There
14 is only one, and that is the applicant shall be an
15 office or an affiliate of a voluntary resettlement
16 agency that is currently providing services under
17 Maryland's Public/Private Partnership.

18 I would like to turn it over now to the
19 Maryland Office for Refugees and Asylees, and they will
20 speak with you regarding the requirements for this RFGP.

21 MS. FLAGG: Thank you, Elsa.

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1 MS. SINGLETON: Sure.

2 MS. FLAGG: Congratulations on making it
3 through the 105 page solicitation that we have provided
4 to you. I think Elsa did a great job covering the basic
5 requirements, so I wanted to just touch very briefly on
6 the programmatic and outreach requirements that we're
7 looking for.

8 You know, not to regurgitate what's on here,
9 but just to sort of highlight the operational
10 requirements we're looking for to negotiate with the
11 Center's existing landlord, or to find a new space if an
12 agreement cannot be reached to maintain services for a
13 one-stop center, to manage the space allocation with
14 that Center with existing partners, to timely pay the
15 Center's rent and utility expenses, ensure maintenance,
16 work with LORA (phonetic) if there are any alterations
17 or renovations that will be required, manage the
18 security -- fiscal security and information security
19 plan for the Center, work with us on any vendor payment
20 over \$500.

21 Obviously like we've done for many years, make

1 sure that there's a brochure for each voluntary agency,
2 obviously in languages appropriate to the refugee
3 population served at the time, ensuring that each client
4 has both a PPP participant agreement form as well as a
5 family self-sufficiency plan in the file.

6 I think most of you are familiar with how RTCA
7 is administered, so I will not go over that in any great
8 detail today, but to say that probably the largest
9 feature of this scope of work is administration of the
10 refugee transitional cash assistance program. So,
11 ensuring that eligibility is -- eligibility
12 documentation is completed and that payments are made to
13 the clients in a timely and accurate manner, and
14 ensuring that any conciliation measures or any dispute
15 resolutions are managing between the partners and with
16 our office.

17 So I think that's about it -- oh, and of
18 course ensuring that sub-agreements are developed with
19 each of the other voluntary agencies.

20 A little bit about performance measures,
21 because this is something that is somewhat new for those

1 of us who've been involved in this program before. We
2 are implementing performance measures that are somewhat
3 more similar to how DHR contracts with other vendors for
4 these types of services, including 100 percent of RTCA
5 recipients meet the grantees' eligibility criteria, some
6 reference to error rates -- keeping error rates under
7 four percent -- just sort of our standard DHR.

8 We can talk a little bit more as time goes on
9 about how those things would tabulated. One hundred
10 percent of client payments -- overpayments or
11 underpayments are resolved in less than 30 days from
12 discovery of error, and 100 percent of clients receive a
13 redetermination by the beginning of the fifth month of
14 RTCA payment.

15 And I guess just the reporting -- it's worth
16 mentioning the ORR sixth trimester performance reporting
17 is a requirement that all of you are familiar with now,
18 but ensuring that that gets complied and sent to our
19 office by the deadlines listed in this report, the RTC -
20 - opening or closing report. And the comment I'll make
21 about that is that we are intending to transition to the

1 electronic case management software. So there may be
2 some modification over the course of the award with
3 regard to how this report will be collected, but that's
4 -- so we wrote this for our current state, which is
5 we're still expecting those opening and closure reports
6 to come to our office. But that's something that may be
7 subject to negotiation, you know, over the course of the
8 year.

9 Monthly expenditure reports -- we are
10 increasing the information we're requesting in the
11 expenditure reports moving forward. We would like to
12 see detailed financial information associated, and not
13 simple line item charges. So we do want an additional
14 level of detail to support the invoicing. Additionally
15 we want some documentation and this is, of course,
16 subject to negotiated related to staff time and effort
17 -- time sheets, et cetera, that can support the salary
18 charges that are going to be charged against this claim.

19 And then an annual financial audit report or
20 financial review, which is sent to us when you get it or
21 when we ask for it. So that's about it for the

1 reporting. Is there anything I missed overall, Martin?

2 MR. FORD: No, I don't think so. Ordinarily
3 at these meetings we'd have someone -- some agency
4 representing someone who didn't know about refugee
5 resettlement, but since this is exclusive to actual
6 VOLAGS (phonetic), already operating in Maryland, I
7 don't think there's much need for background.

8 The only people -- even the people who aren't
9 directly involved in resettlement -- people like Elsa --
10 they now are experts in resettling from working through
11 this RFP with us. So I want to thank them. Maybe the
12 only person who doesn't know anything is the
13 transcriber. But I don't mean that in a derogatory
14 sense.

15 The only thing I would add would be the
16 importance in developing your plan -- really digging out
17 the Code of Federal Regulations and referring to it and
18 making that explicit in stating your plan, because it's
19 so important to what we do.

20 MS. FLAGG: Actually, Martin, I'm really glad
21 you mentioned that because that's another point that's

1 referenced in here that is extremely important and very
2 different from the arrangement in years prior that we
3 are requiring that the expenses are in compliance with
4 State Letter 1213 (phonetic), which -- we've got this on
5 here, right?

6 MS. SINGLETON: Yeah, I think so.

7 MS. FLAGG: I think so, too. It's available
8 on ORR's website, but if you needed a link to it just
9 let me know, but it really outlines very specifically
10 what charges are allowable in terms of RTC
11 administration and, you know, I know we've discussed
12 this before, but it is substantially more than what we
13 had been charging to RTC administration in years prior.

14 So just be sure that whatever expenses and
15 services you're including are referenced and eligible,
16 both in the regs but also in supplemental State policy,
17 like 1213, issued by ORR.

18 MS. SINGLETON: All right. Anything else
19 you'd like to share?

20 MR. FORD: Well, to preface the questions we
21 may not have the answers right, but we will. As Elsa

1 will confirm, we will get them to you if we don't.

2 MS. SINGLETON: Okay. Thank you so much. I'd
3 like to talk a little bit about how you should prepare
4 your proposal, and I don't want to bore you but some of
5 these items are very important. So if you'll just be a
6 little patient with me. I think that some of your
7 questions that I received last night will be answered in
8 what I'm getting ready to say.

9 So we'll start with two-part submission. When
10 you submit your proposals, they are submitted in
11 separate volumes. So there's a technical proposal,
12 that's Volume One; and there's a financial proposal,
13 that's Volume Two.

14 Now, Volume One, the technical proposals, and
15 Volume Two, they're sealed separately from one another.
16 It is preferred but not required that the name, email
17 address, and telephone number of the applicant be
18 included on the outside of the packaging for each
19 volume. Each volume should contain an unbound original
20 so identified, and four copies. So that would be each
21 volume shall contain an unbound original so identified

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1 and four copies. So an original technical and four
2 copies, and an original financial and four copies.

3 The State's preference is for the two sealed
4 volumes to be submitted together in a single package
5 including a label that gives the RFGP title and number,
6 name and address of the applicant, and the closing date
7 and time for the receipt of the proposals. And all of
8 the proposals are addressed to me at the address given
9 in the RFP.

10 Now something that's relatively new is we're
11 requiring that an electronic version -- a CD or a DPD of
12 the technical proposal in Microsoft Word format be
13 enclosed with the original technical proposal.

14 MS. BYRD: In Excel Word format?

15 MS. SINGLETON: Yes. And an electronic
16 version of the CD -- I'm sorry -- an electronic version
17 of the financial proposal. Okay? Now here it says it
18 can be a Word or a Microsoft Excel.

19 MS. LOVE-BAKER: Do you prefer Excel?

20 MS. SINGLETON: If you would put that in
21 Microsoft Excel. It must be enclosed with the original

1 financial proposal. Then we also ask for a second
2 electronic version of Volumes One and Two, in a
3 searchable Adobe format in case we receive a Public
4 Information Act request. And I'm not going to go into
5 that right now, but if you have any questions about that
6 I can talk to you about how that works.

7 And all pages of both proposal volumes should
8 be numbered consecutively, so 1 through 100, regardless
9 of what it is, or 1 through 50 -- just consecutively.
10 You may either mail or hand-deliver your proposal. If
11 you choose to use the U.S. Postal Service for delivery,
12 we recommend that you use Express Mail, Priority Mail,
13 or Certified Mail, as these are the only forms for which
14 both the date and time of the receipt can be verified.

15 In the technical proposal, no pricing
16 information is to be included -- in the technical
17 proposal. Pricing information is only to be included in
18 the financial proposal.

19 I'd like to talk about how your technical
20 proposal should be set up. There were some questions
21 about the tabs and what should be in each tab, so I'll

1 try and answer that now.

2 The technical proposal shall include the
3 following documents and information, or as specified.
4 Each section of the technical proposal shall be
5 separated by a tab as follows: The title page and the
6 table of contents, that's submitted under Tab A. The
7 Claim of Confidentiality, that's submitted under Tab A1.
8 The Transmittal Letter is submitted under Tab B. The
9 Executive Summary, Tab C. The Minimum Qualifications
10 document, that's submitted under Tab D.

11 The applicant's technical response to the
12 RFGP, Requirements and Proposed Work Plan -- that's
13 submitted under Tab E. Tab F will hold the Applicant's
14 Qualifications and Capabilities. Tab G will have the
15 Experience and Qualifications of Proposed Staff,
16 including Proposed Sub-Recipients.

17 The List of Current or Prior State Grants is
18 to be submitted under Tab H. Financial Capability,
19 that's submitted under Tab I. Certificates of
20 Insurance, under Tab J. Any subcontractors you intend
21 to use will be submitted under Tab K, and any pending

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1 legal action will be submitted under Tab L. And under
2 Tab M is additional required technical submissions, and
3 there was a typo in there, I believe. So it talks about
4 a list of documents and it says it should be submitted
5 under Tab M, but then it said to submit it under Tab O.
6 It's Tab M.

7 Okay. And the RFP goes into these tabs in
8 great detail, but I don't want to take up the time right
9 now reading it word-for-word. So if you have any
10 questions about it, please feel free to ask me and I
11 will get back to you.

12 The financial proposal, of course, is under a
13 separate sealed cover from the technical proposal, and
14 as I said, it has an original and four copies. The
15 financial proposal contains all price information. The
16 applicant shall complete the financial proposal only as
17 provided in the financial proposal instructions and the
18 financial proposal form itself.

19 I know that the Maryland Office of Refugees
20 and Asylees took great pains in preparing the financial
21 proposal, so I think they did a great job. So if you

1 have any questions about it, you know, I'm sure they'll
2 be happy to answer them.

3 I'd like to talk a little bit about how your
4 proposal will be evaluated. The evaluation of proposals
5 will be performed in accordance with COMAR 21.05.03 by a
6 committee established for that purpose, and based on the
7 following evaluation criteria. The criteria that I'm
8 going to explain to you now is in descending order of
9 importance, so the most important criteria is first.

10 The applicant's technical response to the RFG
11 requirements and work plan, and I'd like to say a little
12 bit about that. I know you all are familiar with the
13 work to be done on this RFGP, but it's important that
14 you answer each and every requirement, even if you get
15 tired of writing, even if you figure, oh, DHR knows me.
16 They know my work.

17 It is not enough to say that you will comply;
18 you must say how you will comply to that RFG
19 requirement. And it goes into more detail in the RFGP,
20 but that's that basis of it. Just don't say that you're
21 going to do it -- oh, State of Maryland, I'm going to do

1 it. Say how you're going to do it, and that will cut
2 down on the number of questions we have to come back to
3 you for.

4 So, once again, the application's technical
5 response is the most important criteria. The next one
6 is applicant qualifications and capabilities, and the
7 last is experience and qualifications.

8 After completion of the technical proposal and
9 the financial proposal evaluation and rankings, each
10 applicant will receive an overall ranking. The
11 Procurement Officer will recommend award of the grant to
12 the responsible applicant that submitted a proposal
13 determined to be most advantageous to the State. In
14 making this most advantageous determination, technical
15 factors will receive greater weight than financial
16 factors.

17 That concludes our overview of the RFGP, and
18 we'll be happy to entertain any questions you may have
19 at this time.

20 MS. LOVE-BAKER: I'm Lisa. Are you open the
21 day after Thanksgiving?

1 MS. SINGLETON: We are not. The State is
2 closed, I believe, Wednesday, Thursday, and Friday. Why
3 are you -- I mean, do you need --

4 MS. LOVE-BAKER: I wanted to turn it in early.

5 MS. FLAGG: No, we're not here.

6 MS. LOVE-BAKER: I may have missed it, but
7 could you direct me to Attachment Q, and I'm Jackie
8 Love-Baker from Lutheran Social Services.

9 MS. SINGLETON: I sure can. It probably
10 doesn't look the way you think it should look, or the
11 way an attachment would look, but it's the last page of
12 the RFP.

13 MS. LOVE-BAKER: Right. I see it right here.
14 Thank you.

15 MS. SINGLETON: Okay. And it has the
16 landlord's names for both locations and the square
17 footage. Is that good?

18 MS. LOVE-BAKER: Great. Yes, thank you.

19 MS. SINGLETON: You're welcome. Yes?

20 MS. BYRD: If there's something that doesn't
21 apply under a tab, do you want -- do you still want the

1 tab there, like --

2 MS. SINGLETON: What did you have in mind, or
3 just in general?

4 MS. BYRD: Like the legal action.

5 MS. SINGLETON: Oh, still answer that. So we
6 still want a tab and say my organization has no legal --
7 pending legal actions or whatever.

8 MS. BYRD: Okay.

9 MS. DE RUIJTER: Well, I have several
10 questions, but --

11 MS. SINGLETON: That's okay.

12 MS. DE RUIJTER: So, the first one is can an
13 agency be listed as a subcontractor on one proposal and
14 still submit their own proposal? So when you're talking
15 about submitting one proposal, is that as a primary
16 applicant?

17 MS. SINGLETON: Are the answers yes?

18 MR. MOORE: Scott Moore, Assistant Attorney
19 General. Yes, that's my understanding and chime in if
20 they disagree. It's my understanding that, yes, you can
21 submit one proposal as a primary (indiscernible) or

1 operation, but also be included in the proposal
2 (indiscernible) given the requirements for the sub.
3 It's the recipient agreements.

4 MS. SINGLETON: Okay. Thank you.

5 MS. DE RUIJTER: And then what happens if an
6 agency does not provide a Letter of Intent? Can they be
7 added to the contract once the award is announced?

8 MS. SINGLETON: Is a Letter of Intent
9 required, Scott?

10 MR. MOORE: In some circumstances, it could,
11 yes it is. And if we don't have an answer to that now
12 we can just come back to it in writing.

13 MS. LOVE-BAKER: Oh, were you done?

14 MS. DE RUIJTER: Oh, I'm sorry. No, go ahead.

15 MS. LOVE-BAKER: Jackie Love-Baker here again.
16 If we're interested in submitting proposed centers, do
17 we need to do two separate proposals?

18 MS. SINGLETON: Yes. You will need to do two
19 separate proposals.

20 MS. LOVE-BAKER: And how do you envision the
21 transition happening with such a short -- since we're

1 turning in the contract proposals for December 1st? You
2 know, the contract is supposed to go into place that
3 day. How do you envision that transferring? Is there a
4 way to prepare for that?

5 MS. SINGLETON: The State is looking at its
6 options right now, and you'll be notified as soon as
7 possible in writing. So, we're looking -- correct?

8 MS. FLAGG: Yeah.

9 MS. SINGLETON: We're looking at that right
10 now, and you'll know in ample time.

11 MS. DE RUIJTER: On the rent space allocation
12 plan, what's the percentage of rent for each center
13 that's allowable to be charged, and related to that,
14 what is the basis for excluding rent from the indirect
15 cost recovery?

16 MS. FLAGG: What's the basis for that?

17 MS. DE RUIJTER: Yes.

18 MS. FLAGG: Well, first question first. We
19 have not put a cap on the percent of the rental cost
20 that can be charged to the project. I'm trying to think
21 how to answer this. Yeah, we have not capped it. Let

1 me just leave it there, okay? The basis for making that
2 exclusion on calculation of ICR is just this needs
3 discretion.

4 MS. DE RUIJTER: Okay. And then what is the
5 maximum or minimum amounts that may be paid to clients
6 in employment incentives?

7 MS. FLAGG: We did not give a (indiscernible)
8 to that intentionally, so that is to be considered, you
9 know, this is an opportunity. We've been doing it the
10 same way for a very long time. This is an opportunity
11 for you to present another strategy, and we may have to
12 negotiate if the cost is too high. But we wanted to
13 invite the opportunity for everyone to just give us
14 their best idea.

15 MS. LOVE-BAKER: Is there a difference between
16 a subcontractor and a sub-recipient, or are those
17 interchangeable terms?

18 MS. FLAGG: They should be interchangeable,
19 but this would be a sub-recipient because we'll enter
20 into a grant, not a contract with the prime, correct?

21 MR. MOORE: Scott Moore, Assistant Attorney

1 General. As used in the proposal itself, sub-
2 recipient/subcontractor are used interchangeably.

3 MS. LOVE-BAKER: Do we need details on the IT
4 plan? Jackie Love-Baker here again -- or, I mean, how
5 detailed do want in that in the proposal? It doesn't
6 really say we need to -- it says --

7 MS. FLAGG: It says one needs to be developed
8 for the facility -- that we will develop -- hang on.

9 MS. LOVE-BAKER: I think you did say that, but
10 I just wanted to double-check that you didn't want more
11 of a plan --

12 MS. FLAGG: Develop and institute is in the
13 scope of work. So I think the best guidance is exactly
14 what Elsa pointed to earlier, which is it's not enough
15 to say "we're going to do this."

16 MS. LOVE-BAKER: Okay. So you do want a
17 developed plan, not just that we will do this, but that
18 there would be something specific?

19 MS. SINGLETON: I would answer that question
20 to the best of your ability that would meet the
21 requirements of the RFGP. What you propose -- what is

1 your plan as far as IT is concerned that you believe
2 will meet the requirements of the RFGP. Does that help?

3 MS. LOVE-BAKER: Yes.

4 MS. SINGLETON: Okay.

5 MS. LOVE-BAKER: It's hard when we're not
6 writing the contract now to know what all of the details
7 are to address that. We're coming sort of from --

8 MS. FLAGG: Again, I think it's Elsa's best
9 advice. If you can't tell us specifically what you
10 would do tomorrow, this is how we would implement a plan
11 to ensure that that deliverable has been achieved,
12 right, with as much detail as you think is appropriate
13 to inform us.

14 MS. DE RUIJTER: Yes. Floor de Ruijter here.

15 MS. FLAGG: It's a dueling question. I love
16 it.

17 MS. DE RUIJTER: Just about the insurance
18 requirements, I think it noted in the RFP that these
19 would be -- we would send them five days after the
20 award. But then you mentioned that under the tab that
21 we had to submit, you know, some specifics. So I was

1 just wondering what the specific insurance requirements
2 were for the proposal itself.

3 MS. SINGLETON: That is in the RFP.

4 MS. DE RUIJTER: Right. So my question is
5 during we need to submit that during the proposal or is
6 it stated that we need to five days afterwards?

7 MS. SINGLETON: Oh, no, that's -- the
8 insurance is five days after. That doesn't have to come
9 with the proposal. I'm 99 percent sure, but I'll
10 confirm that. I will confirm that.

11 MS. LOVE-BAKER: This should be an easy
12 question. I'm Jackie Love-Baker. I think this is an
13 easy one. Do we actually need to bind tabs labeled by
14 letter and then to put each section behind those tabs?

15 MS. SINGLETON: Well, that's what I've seen in
16 other proposals -- in other requests for proposals.
17 Yes, that's exactly what I've seen.

18 MS. LOVE-BAKER: When will the Center
19 coordinator or receptionist positions be posted?

20 MS. FLAGG: So we can talk about that. That's
21 sort of -- as far as I'm concerned, that's more related

1 to the current situation. We spoke about this a little
2 bit last week. So if we can table that, since it's not
3 relevant to this. But long story short, I think
4 (indiscernible) of a month posted today or yesterday.

5 MS. SINGLETON: Question?

6 MS. DE RUIJTER: Yes, I do.

7 MS. SINGLETON: Are these the ones you sent in
8 last night?

9 MS. DE RUIJTER: Yes.

10 MS. SINGLETON: Oh, okay. We'll do our best.

11 MS. DE RUIJTER: Okay. Does Moore (phonetic)
12 restrict RTCA payment monthly to check only or would the
13 EBT or the local pay cards be acceptable?

14 MS. FLAGG: That's a fantastic question. I
15 have no -- we will get back to you. I don't have any
16 issue with that in principle, but what I don't know is
17 if there is -- I would have to check to see if there is
18 any regulation guiding that.

19 MS. LOVE-BAKER: Is there any way to get more
20 details on the lease, the rent amount, in determining
21 payments?

1 MS. SINGLETON: We would definitely have to
2 get back to you on that one. Do you know?

3 MS. FLAGG: Is that -- that's in the tab
4 included in the budget, right, Lisa? Didn't we leave
5 that line so it's not considered -- is that --

6 MS. CHERNIN: No. The rent and utility they
7 have to provide. The only thing they will want in the
8 RTCA payments are predictions, but the rent and
9 utilities.

10 MS. FLAGG: So we're definitely going to have
11 to get back to you on that.

12 MS. SINGLETON: You have more?

13 MS. DE RUIJTER: I have more, yes. Is it a
14 requirement of a resettlement agency to be located
15 within the Center to receive funding or be part of a
16 partnership?

17 MS. FLAGG: The requirements that we've laid
18 out are just that it's an affiliate active in the State
19 of Maryland.

20 MS. DE RUIJTER: Okay. And then the self-
21 sufficiency plans and other supply documents, are both

1 prime and sub-grantees required to use this format for
2 the self-sufficiency --

3 MS. FLAGG: So the format that we provided, I
4 wouldn't be comfortable to negotiate with the grantee,
5 but I would want the same format used by all partners.
6 Right?

7 MS. SINGLETON: Yeah.

8 MS. DE RUIJTER: And then the (indiscernible)
9 rotation, can a resettlement agency participate in a
10 (indiscernible) rotation but not be a sub-grantee?

11 MS. SINGLETON: Do you want to --

12 MS. FLAGG: No, I just -- maybe I don't
13 understand the purpose of the question. How could an
14 agency -- an agency would have to be a sub-recipient for
15 the clients that they would be serving in a rotation to
16 receive cash assistance. So it doesn't -- I can't see a
17 circumstance where that would be advantageous to anyone.

18 MR. CHANDRASEKAR: I mean, there are
19 circumstances where an agency may not wish to be a sub-
20 grantee or particular prime -- could not respond to
21 their requests to give information, right? So in other

1 words, if we request information as a prime as a
2 (indiscernible) and the agency does not respond to your
3 requests, and we get the award, what happens?

4 MS. FLAGG: We would talk about that when the
5 time came, if the pre-cash would not -- could not be
6 received by the agency. I mean, there would need to be
7 a legal instrument and we are not in this ten-month
8 period doing any direct contracting with anyone outside
9 of the prime.

10 MR. CHANDRASEKAR: Yeah. I think that just
11 needs to be clarified so everyone works together.

12 MS. FLAGG: And the other thing I was going to
13 say about that is if there are current issues with the
14 current grant -- if that's an issue with the current
15 grant, then we've got two weeks to deal with that --
16 three weeks, or whatever. So if this is an issue we
17 don't need to wait for a new award. Do you know what
18 I'm saying?

19 MR. CHANDRASEKAR: I'm not sure.

20 MS. FLAGG: We don't need to wait for a new
21 award to deal with a current sub-recipient that you had

1 no difficulties managing.

2 MR. CHANDRASEKAR: I see.

3 MS. FLAGG: The point is is if there is a --
4 if you have an instrument in place right now with that
5 agency and you have an issue, then let's deal with it
6 right now, sort of separate from the new -- or before we
7 enter into the new award.

8 MR. CHANDRASEKAR: Okay.

9 MS. LOVE-BAKER: My question is quite minor
10 after to that. I'll give you the easy one. I just
11 wanted to clarify whether or not Attachment J should
12 merely be -- the NTA should really be labeled G1, and J
13 is the PP Participant Agreement. I know. It's
14 technical but when it comes up --

15 MS. SINGLETON: Can I confirm that with you
16 and get back to you?

17 MS. LOVE-BAKER: Absolutely.

18 MS. SINGLETON: Because I have your question
19 on the transcript, so I'll get back to you on that.

20 MR. MOORE: Scott Moore, Attorney General's
21 Office. The MBA has, I guess, described in Section One,

1 it references a bad attachment label. I believe it's
2 Attachment J in Section 1 is actually Attachment G.
3 That's a typo.

4 MS. LOVE-BAKER: Great. Thank you.

5 MS. DE RUIJTER: A question about background
6 checks. Is that -- could you confirm that more funding
7 cannot be used for background checks as the -- I can
8 read the Section 3.33, "Grantee shall secure at its own
9 expense a Maryland State Police and/or an FBI background
10 check."

11 MS. SINGLETON: Please confirm that more
12 funding cannot be used for background checks.

13 MS. FLAGG: More funding through this award?
14 Yeah. I mean, it says at the agency's own expense.

15 MS. DE RUIJTER: Okay. So, my last question
16 is, you know, since the contracts end at the end of
17 November and this is due on December 1st, how quickly
18 will the decision be made and will funding be
19 retroactive to December 1st?

20 MS. SINGLETON: The speed of the decision
21 depends upon the amount and the complexity of the

1 proposals that we receive. We are well aware of the
2 time frame, and we are pursuing an aggressive time frame
3 to get this completed on time. However, as I said
4 before, we are looking at other options and you will be
5 notified if we decide to do anything differently. But I
6 couldn't give you an exact date.

7 MS. FLAGG: Yeah, to the question about
8 retroactive, we don't -- yeah, as Elsa said, we're
9 exploring options, but it is not at all our intent to
10 leave anybody holding the bag on the expenses for the
11 interim time. So the question of the instrument for how
12 we will deal with that is still being decided, but we're
13 not going to leave the current grantees stuck with the
14 expenses, if we have to push this back a few days back.
15 All right? Anything else?

16 MR. SY: Yes. Mamadou Sy from Lutheran Social
17 Services. My question relates to the 3.23. Obviously
18 an administration --

19 MS. FLAGG: Reference what again? I'm sorry?

20 MR. SY: 3.23.

21 MS. FLAGG: 3.23, okay. Yep?

1 MR. SY: Secure a letter of intent from each
2 (indiscernible) stating that they intend to provide RTCA
3 services to refugees and help settle (indiscernible) in
4 relation of the grant. So if we were to jump to the
5 (indiscernible) that does not submit it on time for us
6 to be able to include it in our proposal?

7 MS. FLAGG: So that is -- I would say if you
8 have any -- submit what you have, and if there were
9 challenges to that you can describe those challenges.
10 That's not something that we can -- that's something
11 that we can deal with during a negotiation period.

12 MS. SINGLETON: Once again, you know, just
13 answer to the best of your ability. Answer each
14 requirement thoroughly and say how you will comply with
15 that. If you have -- you can write exactly what you
16 just said, okay, and then we will come to you for a
17 clarification.

18 Any more questions? Well, if there are no
19 more questions -- do you have one more question?

20 MR. SY: I did have one. I just wanted to get
21 to that section. It's regarding negotiating with the

1 existing landlords. This is Mamadou from Lutheran
2 Social Services. So do we -- do you want us to have a
3 plan prior to -- and be part of the submission, or do
4 you want -- or this should happen once an award has been
5 made, in terms of outreaching to those current landlords
6 and reaching for extension or looking for other options?

7 MS. SINGLETON: Is the RFP silent on that?

8 MS. FLAGG: It just says you should do it,
9 right? It doesn't say before submission or upon
10 submission?

11 MS. SINGLETON: Let me consider that.

12 MR. SY: Okay. Because it's kind of hard for
13 us to establish the goals --

14 MS. SINGLETON: Exactly. I understand.
15 Additional questions?

16 MS. FLAGG: Elsa will still take your
17 questions.

18 MS. SINGLETON: Well, if you have no more
19 questions at this time, that will conclude our Pre-
20 Proposal Conference for today. Yes, you can send me
21 your questions. You have my contact information if you

1 think of anything else.

2 I want to remind you the closing date and time
3 for proposals is Monday, December 1, 2014 at 3:00 p.m.,
4 and I thank you for your interest in doing business with
5 the State. Have a great day.

6 (At 10:59 a.m. the meeting concluded.)

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