



**DEPARTMENT OF HUMAN RESOURCES (DHR)
BALTIMORE COUNTY DEPARTMENT OF SOCIAL SERVICES (BCODSS)**

PRE-PROPOSAL CONFERENCE

REQUEST FOR PROPOSALS
FOR
OVERNIGHT SIBLING SUMMER CAMP

BCODSS/CS-17-003-S

APRIL 21, 2017
6401 YORK ROAD
BALTIMORE, MARYLAND

10:00 AM – 10:45 AM

PRESENT FROM BCODSS:

JEANNETTA BOYCE
STEPHANIE HOUSE
SUSAN LOYSEN
ABBIE LILAND
LOU HARDESTY

PRESENT FROM DHR:

NNEKA WILLIS-GRAY
HUBERT CHANG, ESQUIRE, OAG

ALSO PRESENT:

ADAM SCHWARTBURG

ATTENDING BY PHONE:

JERMEY CULPEPPER
KEVIN REED
JENNY

PROCEEDINGS:

Nneka Willis-Gray: Great thank you so much everyone! Today's conference it is going to be recorded and a summary of today's conference will be provided on eMaryland marketplace and DHR's website for review later on. What we are going to do is start to go through the solicitation, starting with the minimum requirements.

For the solicitation the Offeror must have camp facility that is (a) located no further than 200 miles from the Baltimore County Department of Social Services, located at 6401 York Rd. Baltimore MD 21212 and (b) is available from 1 pm on Monday, June 19, 2017 through 9am Sunday June 25, 2017. As proof of meeting this requirement the Offeror shall submit with its proposal a letter that provides the address of the camp facility and that states it will be available applicable period. If the camp facility is not owned by the Offeror the Offeror shall also submit documentation that establishes its right to use the facility during the specified period.

The Offeror shall also have experience within the 2016 calendar year operating a residential camp involving a substantial recreation component and that was attended by at least 100 campers. As proof of meeting this requirement the Offeror shall submit with its proposal a copy of its annual submitted pursuant to COMAR 10.06.16.06 or for camps outside of Maryland a report that provides the substantive information required on the annual report form provided as attachment P.

The Offeror shall have a license or certificate to operate a residential camp issued by the state government where the camp is operated or if the state government were the camp is operated does not license or certify residential camps, accreditation through the association. The license, certificate, or accreditation shall be active throughout the period June 19, 2017, June 25, 2017. As proof of meeting this requirement the Offeror shall submit with its proposal, documentation evidencing that it has such an active license, certificate, or accreditation.

Also just to mention that there has been an amendment that is issued to the RFP. That amendment was posted to eMaryland marketplace and the DHR website and that is changing minimum requirement in section 1.1.1 from the radius of 165 miles to 200 miles.

Also if you asked a question prior to today's meeting those questions have also been posted to eMaryland Marketplace and DHR's website.

Now we are going to go through the Scope of Work Requirements which is going to be provided to us my Ms. Susan Loysen.

Susan Loysen: I'm just going to summarize what was in the RFP, if you have any questions hold them the end and we will provide the answers at this time to them.

Just a little bit of background and the intent of the camp is to provide siblings who are in foster care and have been separate from one another an opportunity to have the same type of camp experiences that siblings who grow up in the same home have. So have they can have an overnight experiences where they can spend time with one another and enjoy their relationship in a way that they don't often get to outside of the camp experience.

Section 2.3 describes what we will bring to the table, so we provide approximately 40 counselors-- there are social workers, there are attorneys, there are counselors, and there are junior counselors. They are our counselors that help to assist with the activities. We are accompanying all the children on everything that they do. We're with them all the time. We maintain their emergency contact information. We coordinate with their parents and their legal guardians to make sure all forms are completed we make sure that their families or our agency provides their linens and bedding and things like that. We also provide an auxiliary nurse to the staff that helps with prescriptions and so forth. We provide arts and crafts material for our primary activity which is the creation of a memory blanket and other activities.

What we're asking from the camp is that we have space for our campers and our counselors. Our camp begins at 1 o'clock on June 19, 2017 and it ends approximately nine or 10 o'clock on Sunday the 25th. The counselors arrive on Monday afternoon our campers arrive the following day Tuesday in the afternoon by bus typically. We are looking for a facility that can house all of us. It ends up being about 100 people all said and done between campers and counselors we look to have two separate sleeping facilities that are separated by some distance so we can separate our camp by gender.

We clearly need toilets and showers and things, electricity to have comfortable camping/lodging facilities. We are looking for a dining hall that will hold 100 of us to eat at the same time. A swimming pool where we can all swim, either where we're all together or we're separated into groups. We're looking for a recreational facility so having a sports field or a way that we can recreate outdoors. Playing football or basketball or kickball or whatever game it is we choose. We need an outdoor meeting area so we can have our orientations, our team meetings and so forth. We need indoor space in the event of inclement weather and we do have some indoor activities we need a space where we can show a movie for all hundred camper counselors and we need a nursing station where all of her or his equipment can be kept including medicine. We need space for 40 or so counselors to park their cars. We're not always fantastic about carpooling because we come from all over. In terms of the evening activities we are looking for the camp to provide recreational activities for campers and counselors for all daytime hours that were there so starting Tuesday afternoon and then all day Wednesday, Thursday, Friday and Saturday we don't need to have recreational activities on Sunday because we eat breakfast and then depart as soon as possible.

We would need the camp to provide scheduling for those activities that would be done in consultation with or approved by our staff. We separate our campers and counselors into five or six what we call family groups, each scheduled activity would be specific for one family group which would be 8 to 10 campers and 4-6 counselors sometimes we can group some of those family groups together but in general we're looking for them to be separate activities so that sibling grouping are getting some one on one attention versus a whole hundred person camping activity if that makes sense to folks. We have arts & crafts period blocked out where they do their memory blanket or other arts & crafts activity. So again we need an area for that. We need alternative activities in the event we have inclement weather. If we have off site activities we need transportation to those off site activities. Again primarily it would be a family group or two family groups at a time but if the outside activities for all camp, we would need transportation for that as well.

We are looking for specific skilled positions at the camp including lifeguards for the pool. If there is any activities that need certification like zip lining or so forth we would need the camp to provide that certified staff. We are looking for some specific activities in particular horseback riding or rafting or high ropes some activity that is something that they can't typically get in their normal foster care experience. We have aged counselors and even JR from 7 to 17 so the activity needs to be doable for seven-year-old and a 17-year-old so if there is an activity that requires you know tall people there needs to be an alternative activity for smaller people. Let's just say, well you need to be as tall as Mickey for some things, so let's just say there needs to be something for the Minnie's! Again the swimming pool we need at least one swimming session each day for either the family group or the entire camp. We are looking

obviously for the camp to met or and/ or exceed the COMAR regulations. We are looking for the camp to provide a scavenger hunt activity so campers get an opportunity to explore different areas of the camp or community so it can be on or off grounds of camp. We are looking to have an amusement park experience off sit and that would include meal at the park. We are looking for any materials that are needed for the recreational activities. So if we are playing basketball a basketball is provided, the hoops should be provided. Materials for any of the activities would be provided by the camp.

We are looking for the staff to have a special understanding of our clients they are coming from foster placement they have trauma backgrounds and so we need the staff to be experienced and sensitive and empathic to their needs. If there needs to be you know waivers or releases signed we expect that be available.

Stephanie House: What about meals?

Susan Loysen: Meals is the next section, thank you very much for that lead in. WE NEED Meals!! It starts with dinner with counselors on Monday evening and then each breakfast lunch and dinner would be expected to be provided by the camp including the meal at the amusement park we are also looking for snacks and we have evening activities on site, so we will be looking for a snack during each of those evening activities like popcorn or snow cones or Smore's at a campfire we have at least one birthday celebration each week so will be looking for birthday cake for that. we are looking for folks for accommodate any food needs so we have allergies we have gluten free we have vegetarians we have any host of food needs and so within five days of camp we would give you those needs and expect them to be accommodated. We are looking to have a licensed nurse on the premises and as I said we will bring an auxillary nurse but we would expect a full-time nurse to be there with all the appropriate equipment to facilitate that. Obviously she should be licensed and qualified to administer medication and first aid. We would be looking for an emergency plan. And again looking for COMAR regulations to be met in terms of safety and sanitation from the camp. cleaning you know we are looking for the large areas to remain and the cafeteria and common areas remain clean and sanitary any issues that come up plumbing issues, electrical issues we may expect for them to be resolved right away. Our images of our campers are not to be utilized unless we have given you expressed written authorization to do so. Counselors, we bring our own counselors but we expect that there be camp counselors on-site. We provide an orientation we would expect that we would orient the camp and the camp would orient us to any regulations or activities that need to happen. So any training would be, we would expect to be trained if there is anything that you needed us to know and vice versa. As far as expenses go there maybe things that we require during the course of the week you know batteries, printer, toner paper, whatever we would expect for those things to be supplied and they can be reimbursed. The camp director shall possess extensive experience in the development of these camps and then there will be a kick off meeting maybe you guys can talk about a post award kick off meeting. Thank you!

Nneka Willis-Gray: So within about 2 weeks after we receive approval of the rewards there will be a post award kick off meeting. That kick off meeting will just include the contractors project manager any other staff, Contractor staff or any DHR – Department of Human Resources employees, were we will go over the delivery of service, invoice processing, monitoring of the contract, terms and conditions and other questions that may arise at that time.

So now we are going to move onto section 3 of the RFP which is the contractor requirements and general requirements on page 15. Just briefing go over the insurance and briefing highlight some sections here. First section is the insurance requirements section 3.1. For the insurance the contractor shall maintain commercial, general liability insurance with a minimum limit \$1,000,000 per occurrence and \$2,000,000 per aggregate. The contractor shall also maintain errors and omissions or professional liability insurance of \$5,000,000 per claim and annual aggregate. A current certificate of insurance is to be submitted with

your technical proposal. It does not need to match the requirements that are currently in the RFP at the time of the proposal submission. If you are recommended for contract award within in 5 business days of being notified for contract award a copy of the insurance with the minimum requirements described is to be submitted to the procurement officer.

So, now we are going to go to section 3.4 which is the invoice section found on page 17 of the RFP. For invoices all invoices shall include the following information. It should include the contractors name and address, remittance address, Federal Employer Identification #, invoice period, invoice date, number, state assigned contract number, state assigned blanket purchase order #, description of services provided and the amount due. For this particular solicitation because it has a cost reimbursement to it. There also is an expense activity log that is to be submitted with the invoice which is Attachment S and it, and a signed copy provided along with any itemized receipt, invoices, purchase order, or other similar documentation for which each expense claimed for reimbursement is provided. Attachment S as in SAM is the expense activity log.

The invoices are to be submitted no later than 30 days following the end of camp.

Now we are going to move on to the contract duration and type which can be found on page 24. The anticipated start date of the contract is June 1, 2017 and the end date is June 30, 2017. The camp does not start until June 19; however there maybe some information or something that need to be set in place before the start of camp which is why the date is June 1.

This contract is a mixed contract type and what that means is that we have a firm fixed price, that firm fixed price should include any and all direct and indirect cost for any and all work provide for each service and it also has a cost reimbursement amount which is \$3000. The only charges subject to reimbursement are those described in 2.4.7 of the scope of work.

Now we are going to move to Section 4 which is the procurement instructions. That's going to be found on page 22. We are going through...we are going to highlight section 4.2 of this section. This is eMaryland Marketplace. EMM is what we use to post the solicitation and provide any updates to the solicitation so it is expected that anyone who wants to receive any information about the solicitation actually registers for eMaryland Marketplace. And then to register go on the eMaryland Marketplace website which is <https://emaryland.buyspeed.com/bs/>, click on register and then follow the process from there. So if you haven't already done so you do want to make sure you do go ahead a register and also registration is required in order to receive a contract award. And your eMaryland Marketplace vendor ID number will need to be submitted with your transmittal, included in your transmittal letter for us to look at.

The next section is Section 4.5 which is proposal closing date and time. Proposals are going to be due May 8, 2017 @ 2PM. Proposals are to be submitted to the address located on the key information page. That address is for Baltimore County Department of Social Services is 6401 York Rd. Baltimore, MD 21212. Any Offerors that plan on mailing their proposals shall allow sufficient mail delivery time and timely receipt by the procurement officer because any late proposals will not be accepted. The only exceptions to this is provided in COMAR 21.05.03.02.F AND 21.05.02.10. These exceptions do not include traffic and/or not able to find parking.

The next section is Section 4.6 for Multiple or Alternate Proposals. Multiple or alternate proposals are not going to be accepted.

The next section is 4.8 Public Information Act Notice. We would like for you to pay specific attention to this section because Offerors shall give specific attention to the clear identification of these portions of its

proposals that it considers confidential and/or propriety information or trade secrets and provides a justification that why such materials upon request should not be disclosed by the State under the PIA act. So just pay close attention to what in your proposal you would not like to be known because we do get a lot of PIA act request and that information does require us to give the information to whoever request it.

4.17 goes over the mandatory contractual terms on page 25. When submitting a proposal in response to the RFP, the Offeror that is selected for award is expected to have accepted the T&C of the RFP. And the contract (attachment M), any exceptions shall clearly be identified in the executive summary of the technical proposal. A proposal that takes exceptions to these terms may be rejected. More info found in Section 5.4.2.4.

Last but not least for this section, section 4.21 Registration and Tax payment. For any entity to do business with the state of Maryland, they do need to be registered with state department of assessment and taxation. Registration info is found at www.egove.maryland.gov/business express. It's strongly recommended that if you would like to submit a proposal that the registration be completed prior to the date of receipt of proposals which is May 8.

So now we are going to move on to the fun stuff which is the proposal format. When submitting your proposal. They are submitted in two parts. The first is volume I which is the Technical Proposal the second part is Volume II which is the Financial Proposal. It is expected that these are sealed separately from each other but combined into one package. Each volume to contained 1 original that is unbound and 4 copies. And should have a label with the RFP Title and number; Name and address of the Offeror; and Closing date and time.

Also included with your submission should be two CD or DVD electronic versions. One electronic version is going to be a Microsoft Word version of the Technical Proposal and an excel version of the Financial Proposal. The second submission on CD or DVD is going to include a searchable adobe PDF format, redacted copy of the Technical Proposal and redacted copy of the Financial Proposal. This will be used for Public Information Act. Please do not submit a USB please submit either a DVD or CD. Include on the CD/DVD the RFP Title; Name and address of the Offeror; and the closing date and time for receipt of proposals.

No we are going to move on to the delivery method on the bottom of page 31. The Proposals can be either mailed or hand delivered. Proposals cannot be accepted electronically or by fax. If you are sending a proposal it is preferred you use US Postal service for delivery. The Department recommends either express, priority, or certified mail as these are the only forms both the date and time of receipt can be verified by the Department. If you were to mail out a proposal and it were to come after the due date and time and did not have a proof of delivery, your proposal would be rejected. So please use one of those forms of delivery so that we can verify. You can hand deliver your proposal, the Offeror is advised to secure time stamp or otherwise indicated receipt of delivery.

After receipt a register of proposals will be prepared that identifies each Offeror the register of proposals will be open to inspection after the Procurement officer makes a determination for recommendation of award for the contract.

Now we are going to go into section 5.4, which how volume I technical proposal should be laid out. It is highly recommended that you follow this format as it helps our evaluation committee, evaluate your proposals.

We are going to skip to Section 5.4.2. Tab A will include the title page and table of contents. Tab A-1 will include the claim of confidentiality if it is applicable. Tab B will include the transmittal letter. The

transmittal letter needs to acknowledge the receipt of any addenda. The transmittal should also be brief and signed by the individual authorized to commit the Offeror to the services and requirements as stated in the RFP. The transmittal letter will include the name and address of the Offeror, name, title, email address of the primary contact for the Offeror, the solicitation title and solicitation number, signature typed name and title of the individual authorized to commit the Offeror to its proposal, the Federal employer's identification # or if an individual, the individual's social security number. The Offeror's eMM number, MBE # if applicable, and acceptance of the RFP and any contractual terms. If any exceptions are taken those are to be included in the executive summary. Lastly acknowledgement to any amendments posted to eMM and DHR websites. Tab C is the executive summary. Tab D will go over the minimum qualification documents per section 1 of the RFP. Tab E is going to be the meat and potatoes of your proposal. Under to Tab E is your response to the RFP requirements and the proposed work plan. The Offeror is going to address each section of section 2 of the RFP and that should include detail information on how the Offeror will meet and exceed those requirements. Offerors who provide additional detail in these sections will be ranked higher than another Offeror that just says, "Yes, they will comply." Also to help guide you through creating that work plan, we have laid out some additional areas that we would like you to focus on which is on page 34. That would be (a) The specific times when the camp area will be available for the exclusive and continual use of the Campers and BCODSS Counselors, along with the location of the camp facility; (b) A description, map and/or photographs that show the camp facilities and equipment that will be available for the exclusive and continual use by the Campers and BCODSS Counselors and that satisfy the requirements; (c) A description of all recreational activities that will be offered to the Campers and BCODSS Counselors on site, including the hours and occupancy limits when the pool will be available; (d) A description of all recreational activities that will be offered to the Campers and Counselors off-site, including the names of the providers, the address of the off-site locations, and the round-trip transportation times required to get to and return from each off-site locations; (e) A description of the experience of the Offeror and its staff in working with children who have special behavioral or emotional needs and in working with children who are involved in the foster care system; (f) A description of the meals and snacks that will be offered, preferably including a draft menu; (g) A description of the Offeror's plan to ensure safety and provide maintenance at the camp; (h) A description of the Contractor's proposed role in the BCODSS Counselor Orientation sessions; (i) The resume or description of the relevant experiences of the proposed Contractor's Project Manager and Camp Director; and (j) Acknowledgment that the Offeror would attend the Post-Award Kick-Off Meeting if awarded the Contract. This section will help you assist preparing your response to section 2 of the RFP. Tab F Experience and Qualifications of Proposed Staff will be submitted; Tab G goes over Offeror Qualifications and Capabilities; Tab H is where references will be provided; Tab I will include a list of current and prior state contracts; Tab J will outline the financial capabilities; Tab K is where you will submit current certificate of insurance will need to be submitted. Again the insurance at the time of proposal submission does not need to match the requirements outlined in the RFP. Tab L will outline any subcontractors that will be working under the contract. Tab M goes over any legal action summary if applicable; and Tab N will go over the economic benefit factors. Tab O includes in additional Technical submissions. At the time the proposals submission we will need Attachment C the Proposal Affidavit completed and the Maryland Living Wage Agreement completed which is Attachment F-1. And then Volume II the Financial Proposal, Again the financial Proposal should a separately sealed cover from the Technical Proposal and needs to be clearly identified as the Financial Proposal and we will need 1 original and 4 unbound copies. It should be submitted in the format as specified in Attachment B. If it is not submitted in attachment B it will not be accepted. Also please recognize that when you are submitting your Technical Proposal, no financial information should be provided in a Technical Proposal. Only indicated in the Financial Proposal.

Moving on to Section 6, Section 6 is to let you know what you will be evaluated criteria will be based on. It's going to be based on the following in descending order of importance. This will be found on page 31 of the solicitation. Each criteria has equal weight. 1st the Offeror is going to be evaluated on the

Offeror's technical response to the requirements in the work plan. Then the Offeror will be evaluated on experience and qualifications of proposed staff; next is the Offeror's qualifications and capabilities including proposed subcontractors; and last the economic benefit factors to the State. Once the Technical proposals are ranked, then we will evaluate the Offerors on the financial criteria. Offerors will be ranked from lowest – most advantageous to highest-least advantageous based on the price that is submitted in Attachment B, the Financial Form.

Although Maryland law does not generally authorize procurement units to favor resident Offerors in awarding procurement contracts; many other states do grant their resident business preference over Maryland contractors. Therefore, COMAR 21.05.01.04 permits procuring units to apply a reciprocal preference in favor of a Maryland business under the following conditions: The resident is a responsible Offeror; The most advantageous offer is from a responsible Offeror whose principle office or principle operations through which it would provide the services required under this RFP is in another state; The other state gives preference to its resident businesses through law, policy, or practice; and the Maryland resident preference does not conflict with federal law or grant affecting the procurement contract. And so that is all the information I will be providing for you today. Does anyone have any questions about what we have gone over? And whenever you do ask your question can you also provide your name and the company that you represent.

Hubert Chang: This is Hubert Chang, Assistant Attorney General; I just wanted to make one point of clarification. In discussing the scope of work we talked about having approximately 100 people attend the camps and needing meals. The actual, specific number in the RFP is for 95. 100 is being used as an approximate term, 95 is the required number in the RFP.

[For a list of questions and responses to the questions asked during the Pre-Proposal Conference, please See Questions and Responses Series 2 and 3].

Nneka Willis-Gray: Thank you all very much for your time and for coming out today. This is going to conclude the Pre-Proposal Conference for the Overnight Sibling Summer Camp solicitation. Again, proposals they are due Monday, May 8 at 2:00 PM. Please submit them timely and if you are mailing them out please allow enough time to receive them timely.

Hubert Chang: And if you have continuing questions, please make sure to email them to the Procurement Officer located on the Key Information Sheet, with adequate time to allow a response prior to the proposal due date and time.