

**Questions and Responses No. 3**

**From Pre Proposal Conference**

**For**

**Request for Proposals (RFP)**

**For**

**The Maryland Kinship Care Resource Center**

**DHR Agency Control No. SSA/KC/12-001-S**

**PROCUREMENT QUESTIONS**

1. **Question:** Unless there's been some recent changes to the Living Wage Law, it's been my experience that community based organizations, 501 (c)(3), that are not subject to this, they can be exempt from this tier one if they submit that they are the type of nonprofit organization that are not making huge dollars?

**Response:** The Living Wage Law does have some exemptions; please refer to attachment M from the solicitation for a list of those exemptions. If you have any additional questions, there's also a fact sheet that can be obtained by going to the DLLR website, [www.dllr.state.md.us/](http://www.dllr.state.md.us/) and clicking on Living Wage.

**SPECIFICATION QUESTIONS**

2. **Question:** Is there any jurisdiction or model that has already done the Kinship Care Resource Center well?

**Response:** Chicago, Illinois and Ohio has done some good work, in terms of kinship, and they have been fairly progressive. There is not enough time to do a comprehensive search, but here are links based on the kinship care services in Illinois and Ohio along with a similar resource

center model in Michigan. University of Illinois at Chicago <http://www.uic.edu/jaddams/college/kincare/overview/overview.html>, Ohio Area Office on Aging <http://www.areaofficeonaging.com/kinship.html>, Michigan State University <http://www.kinship.msu.edu/>.

3. **Question:** For the counseling services and the contract, DHR's expectation is to have an agency or an individual contracted in each of the 24 jurisdictions to be able to work with kinship care? Would these services be incorporated into this contract? What if clients have private insurance or medical assistance, would that be coverage?

**Response:** Yes, there would need to be an agency or individual who would be available to provide those services regionally. Yes, the counseling services would be incorporated into the contract. If clients have private insurance or medical assistance, they would be billed for those services if their private insurance has the resources to provide them.

4. **Question:** Would the DHR be interested in having a readily accessible system in which a login could be provided and all reporting and documentation that would otherwise be submitted in paper form would be submitted through this system? Would this be something that DHR can probably look at?

**Response:** Offerors are encouraged to propose a work plan and methodology to carry out the services requested and that meet the requirements of the RFP, which would also include the option of receiving hard copies of files.

5. **Question:** For those families, who are not insured or can't get access to insurance, is there a maximum amount of families per year that the resource center is slated to serve?

**Response:** The projection is that 250 families will be served by the resource center in a one year period. Funding for counseling services shall be provided to uninsured families. The counseling services shall be limited to 50 hours per family per contract year. A maximum of ninety (90) days short term counseling services should be provided to relative caregivers and their families within three (3) business days of the request.

6. **Question:** Will DSS be supplying their clients, informal ones as well? Do you have informal calling in for any services that you might be able to share with the contractors?

**Response:** No, DSS will not be supplying a list of informal kinship caregivers to the resource center. Formal and informal relative caregivers will sometimes call the local department or the Social Services Administration (SSA) to request information. The protocol would be for the local departments or SSA to referral constituents to the resource center when they call for information.

7. **Question:** Is the funding, this time around, the same as when it was put out a few years ago? Has the funding shifted, more or less, availability?

**Response:** The offerors financial proposal should be based on what the cost would be for the services. Additionally, the services were previously provided by Coppin State University from 1999-2008 via an Inter-Governmental Agreement and are not identical to the services being requested in this RFP. However, the agreement amount for one year of services was for a total of \$162,318.00.

8. **Question:** The last page of the proposal says, "contract award, if any, resulting from the RFP is subject to appropriate state approvals for awards exceeding \$200,000, which would require approval of the Board of Public Works." So is 200,000 the ballpark or starting point?

**Response:** No, this amount is not in reference to a starting point. When a contract award exceeds \$200,000 or more it must be approved by the Board of Public Works according to Comar Title 21 regulations.

9. **Question:** In terms of the award, is the 2008 contract already public information?

**Response:** Yes it's public information; however the files have been moved to DHR's offsite storage facility.

10. **Questions:** From the 2008 award, are there any dos and don'ts that we should do as we go forward in writing the proposal? What worked and what did not work? Or no suggestions?

**Response:** The suggestions of what DHR would like to see are outlined in the specifications. The specifications outline what we want potential offerors to be able to offer for the families and the resource center, once it's awarded.

11. **Question:** Is there a page limit on the Technical proposal?

**Response:** No