



# Department of Public Safety and Correctional Services

## Office of the Secretary

300 E. JOPPA ROAD • SUITE 1000 • TOWSON, MARYLAND 21286-3020  
(410) 339-5000 • FAX (410) 339-4240 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • [www.dpscs.maryland.gov](http://www.dpscs.maryland.gov)

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

BOYD K. RUTHERFORD  
LT. GOVERNOR

STEPHEN T. MOYER  
SECRETARY

WILLIAM G. STEWART  
DEPUTY SECRETARY  
ADMINISTRATION

J. MICHAEL ZEIGLER  
DEPUTY SECRETARY  
OPERATIONS

RHEA L. HARRIS  
ASSISTANT SECRETARY  
PROGRAMS AND SERVICES

DAVID N. BEZANSON  
ASSISTANT SECRETARY  
CAPITAL PROGRAMS

## Pre-Bid Conference Summary February 24, 2016

### Project Title: Sexual Offender Treatment Services

### Solicitation No. DPSCS Q0015020

Ladies and Gentlemen:

The State of Maryland conducted a Pre-Bid Conference on February 23, 2016, at the Department of Budget and Management (DBM), 45 Calvert Street, Conference Room 164, Annapolis, MD 21401. An Attendance List is included with this Summary as Attachment 1. Attending on behalf of the State were Rachel Cruse, Procurement Officer, Jamie Tomaszewski, Chief of Procurement, Rachel Hershey, Procurement Supervisor, and Bruce Gerber, Administrator COMET Containment Teams.

This Summary is being issued to document the Pre-Bid Conference. The Procurement Officer convened the conference and recognized the State personnel present as identified above.

Rachel Cruse then reviewed the following sections of the IFB:

- Vendor Comments (encouraged vendors to provide questions or comments in writing following the conference)
- Key Information Summary Sheet
- Section 1 General Information (reviewed summary statement, contract type, contract commencement and duration, procurement officer, contract monitor, eMaryland Marketplace registration, award basis, revisions to RFP, Bid/Proposal Affidavit [Attachment B], Contract Affidavit [Attachment C], electronic procurements authorized, Living Wage requirements)

Bruce Gerber then reviewed the following sections of the IFB:

- Section 2 – Minimum Qualifications
- Section 3 – Scope of Work

Rachel Cruse then provided an overview of Section 5 and the Attachments to the IFB:

- Section 4 – Bid Format
- Attachments – Discussed the attachments to be provided (explained the schedule for providing various attachments and the structure of Attachment F – Bid Form)

Rachel Cruse opened the floor for questions. She advised that formal written answers would follow the oral answers provided that attendees submit the questions asked at the Pre-Bid Conference in writing.

Attendees were reminded that responses given verbally and other general discussions including questions and answers provided in writing do not change the provisions of the IFB. The conference was adjourned around 11:30 AM.

Date Issued: February 24, 2016

By: <signed>  
Rachel Cruse  
Procurement Officer

Attachment 1:

Pre-Bid Conference Attendance List

Attachment 2:

Pre-Bid Conference Agenda

**Pre-Bid Conference Attendance List**

<b>Name/Title/Company</b>	<b>Email</b>	<b>Phone</b>	<b>Physical Address</b>	<b>MBE</b>
Sarah Hooper, Administrative Director, Eastern Shore Psychological Services, LLC	<a href="mailto:s.hooper@espsmd.com">s.hooper@espsmd.com</a>	410-334- 6961	2336 Goddard Parkway, Salisbury, MD 21801	Yes
Robert M. Hooper, Eastern Shore Psychological Services, LLC	<a href="mailto:m.hooper@espsmd.com">m.hooper@espsmd.com</a>	410-334- 6961	2336 Goddard Parkway, Salisbury, MD 21801	Yes
James Fleming, Ph.D.	<a href="mailto:jfleming6767@gmail.com">jfleming6767@gmail.com</a>	240-426- 2110	PO Box 72 Garrett, MD 20896	No
Cris Barrish, Connections Community Support Programs	<a href="mailto:cbarrish@connectionsosp.org">cbarrish@connectionsosp.org</a>	302-230- 9177	3821 Lancaster Pike, Wilmington, DE 19805	No
Ken Truitt, Community Based Treatment Services	<a href="mailto:ktruitt@comcast.net">ktruitt@comcast.net</a>		5405 Twin Knolls Road, Columbia, MD 21045	
Michael Trader LCSW-C, Behavioral Health Program Manager, Worcester County Health Department	<a href="mailto:michael.trader@maryland.gov">michael.trader@maryland.gov</a>	410-629- 0164	9730 Healthway Drive, Berlin, MD 21811	No
Rebecca Mitch McKee, PhD, LCPC- S, Executive Director, Anne Arundel Counseling	<a href="http://www.annearundelcounseling.com">www.annearundelcounseling.com</a>	410-768- 5988	7310 Ritchie Highway, Suite 1009, Glen Burnie, MD 21061	Yes
Chuck Walsh, LCADC, CSOTP, Anne Arundel Counseling	<a href="http://www.annearundelcounseling.com">www.annearundelcounseling.com</a>	410-768- 5988	7310 Ritchie Highway, Suite 1009, Glen Burnie, MD 21061	Yes
Larry Stouter, Catocin Counseling	<a href="mailto:larrycactocin@outlook.com">larrycactocin@outlook.com</a>		Frederick, MD	Yes
Maureen Mulhern, Catocin Counseling			Frederick, MD	Yes



# Department of Public Safety and Correctional Services

## Office of the Secretary

300 E. JOPPA ROAD • SUITE 1000 • TOWSON, MARYLAND 21286-3020  
(410) 339-5000 • FAX (410) 339-4240 • TOLL FREE (877) 379-8636 • V/TTY (800) 735-2258 • [www.dpsscs.maryland.gov](http://www.dpsscs.maryland.gov)

STATE OF MARYLAND

LARRY HOGAN  
GOVERNOR

BOYD K. RUTHERFORD  
LT. GOVERNOR

STEPHEN T. MOYER  
SECRETARY

WILLIAM G. STEWART  
DEPUTY SECRETARY  
ADMINISTRATION

J. MICHAEL ZEIGLER  
DEPUTY SECRETARY  
OPERATIONS

RHEA L. HARRIS  
ASSISTANT SECRETARY  
PROGRAMS AND SERVICES

DAVID N. BEZANSON  
ASSISTANT SECRETARY  
CAPITAL PROGRAMS

## PRE-BID CONFERENCE AGENDA FEBRUARY 23, 2016

### PROJECT TITLE: SEXUAL OFFENDER TREATMENT SERVICES

### SOLICITATION NO. DPSSCS Q0015020

I. WELCOME AND INTRODUCTION.....Rachel Cruse, Procurement Officer

a. INTRODUCTION OF STATE ATTENDEES

- i. Bruce Gerber, Administrator COMET Containment Teams
- ii. Jamie Tomaszewski, Chief of Procurement
- iii. Bill Bohlayer, Procurement Analyst

b. PRE-BID CONFERENCE SUMMARY AND SIGN IN SHEET(S)  
WILL BE EMAILED

- II. REVIEW OF IFB SECTION 1.....Rachel Cruse
- III. REVIEW OF MINIMUM QUALIFICATIONS [SECTION 2]...Bruce Gerber
- IV. REVIEW OF SCOPE OF WORK [SECTION 3].....Bruce Gerber
- V. REVIEW OF BID PROPOSAL FORMAT [SECTION 4].....Rachel Cruse
- VI. REVIEW OF ATTACHMENTS A,B,C, AND F.....Rachel Cruse
- VII. QUESTIONS AND ANSWERS PERIOD.....All

**QUESTIONS PERTAINING TO THE CURRENT TOPIC BEING DISCUSSED  
MAY BE ASKED AT THAT TIME. IT IS NOT NECESSARY TO WAIT UNTIL  
THE Q&A PERIOD.**

NOTES: MINUTES OF THE PRE-PROPOSAL CONFERENCE WILL BE NOT BE TRANSCRIBED. ALTHOUGH THE STATE WILL PROVIDE A SUMMARY AFTER THE CONFERENCE, ANY SUBSTANTIVE QUESTION SHOULD BE SUBMITTED TO THE PROCUREMENT OFFICER IN WRITING, PREFERABLY VIA EMAIL.

WE WILL ATTEMPT TO ANSWER WRITTEN QUESTIONS BUT OUR RESPONSES MAY BE SUBJECT TO CLARIFICATION LATER. MOREOVER, NO ANSWER PROVIDED TODAY TO A QUESTION MAY IN AND

**OF ITSELF CHANGE ANY REQUIREMENT OF THE SOLICITATION.** IF BASED UPON A SUBMITTED QUESTION IT IS DETERMINED THAT ANY PORTION OF THE SOLICITATION SHOULD BE CHANGED, THE ACTUAL CHANGE MAY ONLY BE IMPLEMENTED VIA A FORMAL AMENDMENT TO THE SOLICITATION.