MARYLAND
Department of
Juvenile Services
Successful Youth • Strong Leaders • Safer Communities

One Center Plaza
120 West Fayette Street
Baltimore, MD 21201

Boyd K. Rutherford
Lt. Governor

Larry Hogan
Governor

Sam Abed
Secretary

June 15, 2016

Re: **15-JS-106** / Open Market Bid Number: **MDV0031027415**
Written Solicitation For Clinical Services at the Lower Eastern Shore Children's Center, Wicomico County, MD
Dear Potential Bidder,

The Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "Juvenile Services," or "DJS," is soliciting Bids to procure a contractor to provide clinical services for selected youth who are alleged or adjudicated that are housed at the Lower Eastern Shore Children's Center. Youth to be served are male and female youth, ages ten (10) to eighteen (18), referred by the Department. DJS intends to make a single contract award as a result of this RFP.

It is the State's intention to obtain services, as specified in this IFB, from a Contract between the selected Offeror and the State. The anticipated duration of services to be provided under this Contract is five (5) years. See Section 1.4 for more information.

Procurement for this RFP will be awarded under COMAR 21.05.02.

A Pre-Bid Conference has been scheduled for this procurement on **July 8, 2016** at 10**:00 AM** (Local Time) at the Department of Juvenile Services Headquarters Office, 120 W. Fayette Street Baltimore, Maryland 21201, in 4th floor Conference Room. Registration is not mandatory for attendance of the conference. However, to ensure proper seating and materials are available to accommodate attendees, we ask that you register for this conference.

Bids for this RFP are to be submitted to the Procurement Officer by July 22, 2016 no later than 3:30 P.M. (Local Time) to Monica R. Queen, Department of Juvenile Services, One Center Plaza, 120 W. Fayette Street, Rm. 334 Baltimore, Maryland 21201. Late Bids will not be accepted..

Upon receipt of this RFP please acknowledge by E-Mail to monica.queen1@maryland.gov

You may obtain this solicitation document by going to the eMaryland Marketplace website **www.emaryland.buyspeed.com**. Click on "Contract & Bid Search", click on "Bids", populate "Bid #" field with Open Market bid number **MDV0031026114** and click on "find it", the solicitation will be reflected at the bottom of page under "Results" to download the solicitation. You may also go to the DJS website at www.djs.state.md.us.

If you have any questions prior to the Conference, please submit them to my office as soon as possible via fax or e-mail at monica.queen1@maryland.gov or fax at 410.333.4191, so we can provide answers to them at the Conference. All questions after the conference should be submitted to my attention by fax at 410-333-4191 or by email at monica.queen1@maryland.com.

If you are unable to obtain a copy from our website and/or wish to register for the Pre-Bid Conference, please call Monica Queen at (410) 230-3124 for assistance.

Minority Business Enterprises (MBEs) are encouraged to respond to this solicitation as a primary contractor and are encouraged to obtain certification. If the prospective Bidder is a certified MBE Contractor, the certification number must be provided in a cover letter.

All questions related to the MBE certification process should be addressed to the Maryland Department of Transportation, Minority Business Enterprises, P.O. Box 8755, BWI Airport, Maryland 21240-8755. You may contact them by voice mail at 1-800-544-6056 or by E-Mail at www.mdot.state.md.us.

If you do not intend to respond to this procurement, please take a moment to fill out the Non-Bidders Response Form submit it to my office at the above fax number. This information is required by the Department of Budget and Management to ensure outreach methods were made to seek vendors for this procurement and to get feedback from vendors regarding this solicitation.

Sincerely,
Monica R. Queen
Monica Queen, Procurement Officer