



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 8, 2016

**Re: SOLICITATION NO. 16-BH-009/MDV0031027256/Life Skills and Self-Improvement Programming at Alfred D. Noyes Youth Center (Small Business Reserve)**

Dear Potential Bidder:

The Department of Juvenile Services, an Executive Department of the State of Maryland, hereinafter called "the Department," "DJS," or "Juvenile Services," is soliciting Contractors to provide life skills and self-improvement services for youth at Alfred D. Noyes Youth Center, 9925 Blackwell Road, Rockville, MD 20850.

**A Pre-Bid Conference (the Conference) will be held on June 23, 2016 at Alfred D. Noyes Youth Center, 9925 Blackwell Road, Rockville, MD 20850 at 10:30 AM. If you have additional questions, please contact me at [Julia.bouie1@maryland.gov](mailto:Julia.bouie1@maryland.gov).**

Bids are to be submitted by **July 8, 2016** no later than **1:00 PM**. Only bids via **courier service, US Mail or hand delivery** will be accepted.

You may obtain this solicitation document by accessing the eMaryland Marketplace website **[emaryland.buyspeed.com/bso/](http://emaryland.buyspeed.com/bso/)**. Click on Bidding Opportunities and enter the eMaryland Marketplace number MDV0031027256 to download the solicitation. Please review and submit all required documents. If you are unable to obtain a copy from our website, please call Julia Bouie, 410-230-3364 for assistance.

**The Contract award will be made under Small Procurement Regulations COMAR 21.05.07.**

If you do not intend to respond to this procurement, please take a moment to fill out the Non-Bidders Response Form and submit it to my office at 410-333-3364. 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.

If you have any questions, please submit them in writing to Julia Bouie, Procurement Specialist, as soon as possible via fax or email. **The Fax number is 410-333-4191 and email is [Julia.bouie1@maryland.gov](mailto:Julia.bouie1@maryland.gov).**

Sincerely,

Julia Bouie  
Office of Procurement

