

MARYLAND DEPARTMENT OF HEALTH

PRE-PROPOSAL MEETING FOR
MARYLAND YOUTH RISK BEHAVIOR SURVEY AND
YOUTH TOBACCO SURVEY (YRBS/YTS)

CONTRACT NO.: MDH-OPASS-22-19322

OCTOBER 27, 2021

via Google Meet
11:00 a.m. - 11:37 a.m.

PRESENT FROM DDH:

AFUA TISDALE, Procurement Manager/Contract Officer
NIKARDI JALLAH, Contract Monitor/Epidemiologist
NASEEB KIBRIA, Chief Statewide Initiatives CTPC
JANELLE ROBINSON, Director MBE/MBE Liaison
DANA MONCRIEF, Acting Director CTPC

ALSO PRESENT:

ELIZABETH BRITT, Britt's Industries
GINA REDFORD, AFMC
VALRI HAMILTON, AFMC
LINDA NEWELL, Arkansas Foundation for Medical Care
STAN HSIEH, Abt Associates
JOHN SOKOLOWSKI, Abt Associates
ERIKA COPELAND, Williams Consulting, LLC
JOBETH MCCARTHY, Williams Consulting, LLC
EMILY SURPIN, Williams Consulting, LLC
KATE FLINT, ICF
ALICE ROBERTS, ICF
HERBERT THOMPSON, KEN Consulting
CARRIE DEMAY, Data Recognition Corporation

REPORTED BY: KATHLEEN A. COYLE, Notary Public

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1 P R O C E E D I N G S

2 MS. TISDALE: I want to thank you all for
3 attending the pre-proposal conference for the Youth
4 Risk Behavior Survey and the Youth Tobacco Survey. I
5 know you guys have busy schedules, so we appreciate you
6 guys coming and taking time out to understand this
7 procurement and the services that are being requested.

8 My name is Afua Tisdale. I am the
9 procurement -- I am the contract officer for this
10 procurement. And I am processing this procurement on
11 behalf of Office Contract Management and Procurement,
12 just OCMP for short.

13 We're going to start off with introductions,
14 beginning with MDH team. And then we will follow by
15 the other members coming from out of MDH. I ask that
16 you guys type your information in on the chat. I would
17 try to call you guys out if I see your names on here.
18 And if I miss you, just speak up. But if everyone
19 could put their mics on mute. There's a lot of people
20 coming in joining, so there won't be any static.

21 Okay. Nikardi, do you want to start off and

1 introduce yourself, and then onto the next MDH person.
2 Thanks.

3 MS. JALLAH: Okay, great. And I -- this
4 meeting is being recorded. So I just want to let
5 everyone know. So hi. Good morning. Thank you so
6 much for being here. My name is Nikardi Jallah. I'm
7 the contract monitor for this procurement, for the
8 Youth Risk Behavior Survey and the Youth Tobacco
9 Survey. I'm also the coordinator for the State for the
10 YRBS/YTS. And I'm the epidemiologist at the Center for
11 Tobacco Prevention and Control. And I'm going to pass
12 it on to Naseeb.

13 MS. KIBRIA: Hi. I'm Naseeb Kibira. I'm
14 chief, Statewide Public Health Initiatives, with the
15 Center for Tobacco Prevention and Control at Maryland
16 Department of Health.

17 MS. TISDALE: Janelle?

18 MS. ROBINSON: I'm sorry. This is Janelle
19 Robinson. I'm the MBE liaison for the Department of
20 Health.

21 MS. TISDALE: Okay. And I'm just going to

1 call out the last name on the list, and if you can
2 introduce yourself and state where you're from. And
3 please indicate whether you're a MBE or VSBE vendor.

4 We have a number ending in 00. I don't have
5 a name for that, 410, ending in 00.

6 MS. JALLAH: I think that was Janelle.

7 MS. TISDALE: Okay. That was Janelle. Okay.
8 Alice Roberts?

9 MS. ROBERTS: Hi. This is Alice Roberts. I
10 am with ICF. I'm neither a MBE or a VSBE.

11 MS. TISDALE: Carrie DeMay?

12 MS. DEMAY: Hi. I'm Carrie DeMay. I'm with
13 Data Recognition Corporation. And I am also not a
14 small business.

15 MS. TISDALE: All right. And if you could
16 also type your information in the chat, that would be
17 helpful for the court reporter to get your information.

18 Elizabeth Britt?

19 MS. BRITT: Hi. I'm Elizabeth Britt from
20 Britt's Industries. We offer commercial printing. And
21 we are certified as an MBE. Thank you.

1 MS. TISDALE: Emily Surpin?

2 (No response.)

3 MS. TISDALE: Emily Surpin?

4 (No response.)

5 MS. TISDALE: Erika Copeland?

6 MS. COPELAND: Hi. Good morning. This is
7 Dr. Erika Copeland from Williams Consulting, LLC. We
8 are a certified MBE out of Maryland.

9 MS. TISDALE: Redford, Gina Redford?

10 MS. REDFORD: Hi. I'm Gina Redford. I'm the
11 manager of program evaluation at Arkansas Foundation
12 for Medical Care.

13 MS. TISDALE: Herbert Thompson?

14 MR. THOMPSON: Yes. Hi. Good morning. I'm
15 happy to join. My name is Herbert Thompson with KEN
16 Consulting, Inc. We are a Maryland MBE.

17 MS. TISDALE: Kathy Coyle?

18 THE REPORTER: Hi. I'm Kathy Coyle. I'm
19 with Hunt Reporting Company.

20 MS. TISDALE: Linda Newell?

21 (No response.)

1 MS. TISDALE: Linda Newell?

2 MS. NEWELL: Hi. I'm Linda Newell from
3 Arkansas Foundation for Medical Care. I'm their survey
4 supervisor.

5 MS. TISDALE: We have a Stan Hsieh? Sorry if
6 I mispronounced that.

7 MR. HSIEH: No problem. Stan Hsieh. I'm
8 with Abt Associates. We are neither a MBE or VSBE.
9 Thank you.

10 MS. TISDALE: I have Kate Flint?

11 MS. FLINT: Hi. I'm Kate Flint. I'm with
12 ICF. And neither a VSBE or MBE.

13 MS. TISDALE: Valri Hamilton?

14 (No response.)

15 MS. TISDALE: Ms. Hamilton?

16 MS. HAMILTON: Hi. I'm Valri Hamilton. I'm
17 with AFMC. I work in the strategic business
18 development department.

19 MS. TISDALE: Okay. Thank you. Was there
20 anyone that I missed?

21 (No response.)

1 MS. TISDALE: Would you introduce yourself.

2 MS. SOKOLOWSKI: Yes. John Sokolowski. I'm
3 also with Abt Associates.

4 MS. TISDALE: Okay.

5 MS. MCCARTHY: And this is JoBeth McCarthy.
6 I am also with Williams Consulting, LLC, a minority
7 owned business enterprise in Maryland, working with Dr.
8 Copeland.

9 MS. TISDALE: Okay. Thank you all again for
10 joining. I am here today to help you understand the
11 process for this procurement. If further clarification
12 is needed for this meeting I can be reached by email at
13 Afua.tisdale@maryland.gov You can also find that email
14 address on the key information summary sheet of the
15 RFP.

16 This meeting is to review the request for
17 YRBS/YTS for the State of Maryland. The Department
18 intends to make a single award as a result of this RFP.

19 There are no minimum qualifications for this
20 procurement.

21 Section 3.2 are the contractor requirements

1 and the scope of work. The State is issuing this
2 solicitation to award a contract to an offeror that can
3 administer three upcoming cycles of the combined
4 Maryland Youth Risk Behavior Survey and Youth Tobacco
5 Survey in selected Maryland public middle and high
6 schools, and provide comprehensive training and
7 technical assistance to State and local partners.

8 All subsequent documentation regarding this
9 solicitation will be posted on eMMA, that's eMaryland
10 Marketplace Advantage, and MDH website. Please
11 remember, in order to receive a contract award a vendor
12 must be registered on eMMA. Registration is free.
13 Please read the subsection 4.2 of the RFP for details.

14 I would like to stress to everyone today that
15 any questions asked during the question and answer
16 portion of this meeting be submitted to the Department
17 in writing for clarity purpose. The questions and
18 answers, along with the minutes and other documents,
19 will be posted to eMMA and MDH website as quickly as
20 possible.

21 Again, questions shall be submitted to

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1 myself, Afua Tisdale, or to MDH main procurement
2 officer, which is Jim Beauchamp. He is on the key
3 information summary sheet. And the email address for
4 Jim is MDH.solicitationquestions@maryland.gov Questions
5 should also be submitted no later than the date listed
6 on the key information summary sheet. Based on
7 availability of time and research to communicate an
8 answer, answers will be provided as soon as possible.

9 Again, the contract resulting from this
10 solicitation actually will be for six years, beginning
11 on or about July 1, 2022. There will be no option
12 renewals for this contract.

13 Again, the procurement method for this
14 procurement is -- for this solicitation, I'm sorry, is
15 competitive sealed proposal. There are several steps
16 involved in this method. So your attendance to the
17 solicitation documents is crucial to the successful
18 submission of your proposal. Again, there are no
19 minimum qualifications.

20 Section 3, Subsection 3.2, scope of work is
21 the meat of the solicitation that will give you a clear

1 understanding of what the Department expects of the
2 successful offeror and the provisions of the services.
3 Please note, someone representing the program staff
4 will give further emphasis on the scope of work.

5 Proposal format, Section 5.1. Offerors are
6 required to submit their response to the RFP in two
7 parts. This section clearly lists all submission
8 requirements. Offeror shall submit proposals in
9 separate volumes or envelopes. Volume one, technical
10 proposal, and volume two, financial proposal.
11 Proposals will be submitted through eMMA, eMaryland
12 Marketplace Advantage.

13 Subsection 5.2.5, two part, double envelope
14 submission. Technical proposals consisting of
15 technical proposal and all supporting materials in
16 Microsoft Word format, version 2007 or greater;
17 technical proposal in searchable Adobe PDF format. A
18 second searchable Adobe copy of the technical proposal
19 with confidential and proprietary information redacted.
20 Also, the financial proposal consisting of financial
21 proposal into the price form spreadsheet with eMMA and

1 all supporting material in Excel format. Financial
2 proposal in searchable Adobe PDF format.

3 The evaluation and selection process are
4 outlined in Section 6. Your proposals will be
5 evaluated by a committee organized for that purpose,
6 and will be based on the criteria set forth in the RFP.

7 The technical criteria listed in descending
8 order of importance can be found in Subsection 6.2,
9 with the financial proposal criteria listed at
10 Subsection 6.3.

11 The selection procedure is highlighted in
12 subsection 6.5. As noted, the contract will be awarded
13 to the responsible offeror that submitted a proposal
14 determined to be the most advantageous to the State,
15 considering technical evaluation factors and price
16 factors as set forth in the RFP.

17 Please note that there is a MBE goal of 17
18 percent on this RFP, and a one percent VSBE goal.

19 Other than composing your technical and
20 financial proposals, the most important matter is to
21 have proposals submitted by the date, time and location

1 listed, which is eMMA. Therefore, your proposals are
2 due no later than November 30, 2021, at 3:00 p.m. No
3 proposals will be accepted after that time.

4 Again, I want to ask, are there any questions
5 regarding the procurement process?

6 (No response.)

7 MS. TISDALE: Okay. Next we will have
8 Janelle Robinson. She will go over the MBE process.
9 Then we will have Nikardi to explain the scope of work.
10 Janelle?

11 MS. ROBINSON: Hi. This is Janelle Robinson
12 again. I'm the MBE liaison for the Department of
13 Health. I'm just going to go over a few things about
14 the rules for the MBE and the VSBE submissions and the
15 program, and then feel free to ask any questions that
16 you have.

17 The MDOT certified MBE utilization and fair
18 solicitation affidavit, Attachment D1, must be fully
19 and accurately completed and submitted in Tab "O" of
20 the technical proposal -- I'm sorry, in the technical
21 section of your bid or proposal. Failure to do so will

1 result in your bid or proposal being deemed
2 nonresponsive.

3 On the D1 form you must first acknowledge and
4 express your intention to meet the overall MBE goal
5 percentage established for this solicitation. As no
6 subgoals have been established for this solicitation,
7 do not enter any information regarding the percentages
8 for African American, Hispanic American, Asian
9 American, or women-owned businesses in Section 1.

10 The MBE participation schedule should include
11 the names of the minority business enterprises that you
12 intend to use to meet the required MBE goal, along with
13 their federal employment identification number and
14 their MDOT/MBE certification number, as well as their
15 certification category.

16 Only MDOT/MBE certification is acceptable.
17 MBE certification from another entity or jurisdiction
18 will not be accepted. Additionally, the percentage of
19 the total contract value to be provided by the
20 particular MBE should be entered, as well as the
21 specific description of the work that is to be

1 performed by that particular MBE.

2 MBEs must be fully certified at the time of
3 submission of your bid or proposal. MBE contractors
4 may count 50 percent towards the established
5 subcontracting goal.

6 Within 10 working days of receiving notice
7 that your firm is the apparent awardee, you must submit
8 your outreach efforts compliance statement, Attachment
9 D2, and your subcontractor project participation
10 certification, Attachment D3.

11 You may request a waiver of the MBE goal, and
12 within 10 working days of receiving notice that your
13 firm is the apparent awardee, you must submit all
14 required waiver documentation in accordance with COMAR
15 21.11.03.10. Please carefully review the liquidated
16 damages provisions in this solicitation regarding
17 compliance with the MBE rules and regulations.

18 The VSBE utilization affidavit and
19 subcontractor participation schedule, Attachment E1,
20 must also be fully and accurately completed and
21 submitted in Tab "O" of your bid or proposal. Failure

1 to do so may result in your bid or proposal being
2 deemed nonresponsive. On the E1 form you must first
3 acknowledge and express your intention to meet the
4 overall VSBE goal established for this solicitation.
5 The VSBE subcontractor participation schedule should
6 include the names of the veteran owned business
7 enterprises that you intent to use to meet the required
8 VSBE goals, along with their DUNS number. United
9 States Department of Veterans Affairs and Maryland
10 Department of Veterans Affairs certifications are
11 acceptable. VSBE certification from other entities or
12 jurisdictions will not be accepted. Additionally, the
13 percentage of the total contract value to be provided
14 by the particular VSBE should be entered, as well as a
15 specific description of the work that is to be
16 performed by that particular VSBE.

17 Within 10 working days of receiving notice
18 that your firm is the apparent awardee, you must submit
19 your subcontractor project participation statement,
20 Attachment E2. You may request a waiver of the goal,
21 the VSBE goal, and within 10 working days of receiving

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1 notice that your firm is the apparent awardee, you must
2 submit all required waiver documentation in accordance
3 with COMAR 21.11.13.07.

4 That's the end of my script. But I just want
5 to reiterate how important these documents are. These
6 documents are the first documents that are looked at in
7 your bid or proposal. And if they are not fully and
8 accurately completed, your proposal will be deemed
9 nonresponsive, and we won't even look at it. And I
10 hate to think of all the work that companies put in
11 just to be tripped up by this one form. So please, if
12 you have any questions, contact Afua at the address
13 provided, and she'll pass it onto me, and we'll get
14 back to you. But, please, don't let this be the thing
15 that trips you up.

16 And I think I'm done, unless anybody has any
17 questions.

18 MS. TISDALE: Any questions regarding the MBE
19 VSBE forms?

20 (No response.)

21 MS. TISDALE: Again, just to followup. As

1 Janelle said, these forms are very important. It's the
2 first thing that we look at. And you only have one
3 chance to get them right. There's not much forgiveness
4 if you complete these forms incorrect. So if they are
5 incorrect, we will not review your proposals. So
6 please review the instructions carefully. Please note,
7 please review when you get the meeting minutes and
8 instructions regarding being a prime that's a MBE.
9 Please note that when submitting your MBE, please make
10 sure that they are certified in that category. Just
11 wanted to go over those items. Because we don't want
12 anyone rejected because a flaw in the MBE. So please
13 send your questions. Any small questions, we will take
14 them. Because we don't want anybody to be excluded.
15 That has happened plenty of times in the past, and
16 we're just trying to avoid that. Okay.

17 Nikardi?

18 MS. JALLAH: Okay. So ill pick up and kind
19 of just talk about what the YRBS/YTS is and why we have
20 this procurement, and the scope of work.

21 So the Youth Risk Behavior Survey and Youth

1 Tobacco Survey is a biannual survey. So we usually do
2 ours in the fall of even years. And we've been kind of
3 doing a similar survey since 2000. So we started with
4 the Youth Tobacco Survey. We were doing that in the
5 fall of even years. And then the Maryland State
6 Department of Education started the Youth Risk Behavior
7 Survey. And they did that on odd years, in the spring.
8 And then we combined. So we combined the Youth Tobacco
9 Survey with the Youth Risk Behavior Survey into one
10 survey. And so this is what this procurement is. And
11 we've been doing this combined survey since 2013. We
12 are currently fielding what should have been 2020
13 survey, but because of COVID was moved to 2021, in the
14 fall.

15 So thank you, again, for being here. This
16 survey is really important because we do have a lot of
17 legislatively required reporting that uses this data,
18 and the data is used by local health departments, other
19 stakeholders, students, schools, other organizations
20 within their work. We determine funding for our
21 tobacco, local tobacco programs using this data. And

1 we just use the data a lot for evaluation and other
2 efforts for partners within the State.

3 So overall, like Afua said, we need a
4 contractor or offeror to administer three upcoming
5 cycles of the Combined Maryland Youth Risk Behavior
6 Survey and Tobacco Survey in select middle schools and
7 high schools, and provide comprehensive training and
8 technical assistance to State and local partners. So
9 I'll just kind of go over like a sample timeline, which
10 can be found within the RFP.

11 So this RFP, once awarded, we would conduct a
12 kick-off meeting, and then we'd start planning the
13 survey for the upcoming cycle. So we are planning on
14 doing a survey in the fall of 2022, which is coming up.
15 So whoever has the contract, you'll start as it's
16 awarded pretty much, because there is a lot of pre-work
17 required before survey administration in the fall.

18 So we usually do district coordinator
19 trainings, which are really trainings for -- so each
20 county we select one person who is appointed by the
21 superintendent, who is kind of the go-to person for

1 that county. And they help us with communication
2 between the schools, and the contractor, and us. And
3 so we have those trainings. The offeror would hire or
4 appoint data collectors that go into the school and
5 conduct the survey administration. And then the survey
6 administration would occur. Usually it happens from
7 late September to Thanksgiving, sometimes leading into
8 early December. And then once all data is collected,
9 that data is sent over, reviewed and sent over to
10 Westat, which is CDC's contractor. And then CDC and
11 Westat, they go over all the things that you submit,
12 and they will -- of course there will be questions that
13 they ask of the data, and then the contractor would
14 just respond and go from there.

15 Once data is submitted everything -- it's
16 kind of in CDC's hand. And then we get the data back
17 from CDC. And within this contract we also have the
18 development of trend reports. So once the data is sent
19 back to us, we'll send that back to the offeror, and
20 you create jurisdiction level trend reports which, an
21 example, we'll send in a link what's in the RFP of what

1 that looks like. And then pretty much the cycle
2 repeats again. So by the time we get our data it will
3 be time for the next survey cycle to begin. And so
4 there are three survey cycles that will happen during
5 this contract.

6 And in addition to the statement of the work
7 that we talked about, in Section 2.5, we have added web
8 administration capabilities. So right now the survey
9 is paper and pencil. But we are really trying to move
10 to web based for those schools that are able to. And
11 so we have added that we would like to do that. And
12 there are a lot of CDC required tasks and deliverables
13 which could be found in Appendix 3. So if you look at
14 Appendix 3, you'll see what's required for web
15 administration capabilities.

16 So I'm just going to quickly go over a few
17 things. So first you'll have to complete the web based
18 survey application form from CDC by a certain date.
19 And then you -- the offeror would choose or develop a
20 web based administration system. You would need to
21 make sure to be able to provide technical support

1 throughout the survey administration. And also, each
2 web survey should have a unique identifier. So each
3 student will have a unique log in or password to get
4 into the survey. We need to make sure to ensure
5 student privacy and make sure that all CDC requirements
6 for the type of web administration system, and just all
7 the deliverables that are required. So CDC does require
8 submission of the data on a biweekly basis and things
9 like that. But you can see all of that in Appendix 3
10 for this procurement.

11 And just quickly, the invoicing schedule is
12 listed. And we are on deliverable based invoicing
13 schedule. So it is not by month and you'll see the
14 times that we expect certain things to happen and be
15 completed. That will be there. But it's deliverable
16 based. So each deliverable has a certain percentage
17 associated with it. And that's how invoicing will
18 happen.

19 So are there any questions?

20 MS. TISDALE: I just wanted to step in for
21 that. Because there was a question regarding the

1 invoicing. So that section will be amended regarding
2 monthly invoicing.

3 MS. JALLAH: Yes. Yes. The monthly reports
4 will not be associated with invoices.

5 MS. TISDALE: All right. We have question.
6 Who is the incumbent? Nikardi, who has the current --

7 MS. JALLAH: Yes. ICF has the -- is the
8 current incumbent.

9 MS. TISDALE: Okay. Do you have the contract
10 price of the last contract on hand, the total?

11 MS. JALLAH: Let's see. It's approximately -
12 -

13 MS. TISDALE: Exact, if you know it.

14 MS. JALLAH: Sorry. Yeah. So the last
15 contract was for two survey cycles. And usually it's
16 approximately, between 500 to 600,000. Yeah. So it's
17 a --

18 MS. TISDALE: We'll get back to you with the
19 --

20 MS. JALLAH: I'll send the final number.

21 MS. TISDALE: Okay. And Nikardi, I'm going

1 to go ahead and answer that question because I've got a
2 response regarding the added value. And then you can
3 go ahead and answer the other questions. There are a
4 few questions that we haven't gotten to, so we will get
5 to those. I'm just trying to pull the question up.

6 One of the questions was for Section 2.3.6,
7 added value. Are these services and products intended
8 to be provided at no additional cost to the State? And
9 the response is: Correct. MDH added values and
10 services are provided at no additional cost to the
11 State. This is optional, and we're just saying that
12 it's not a requirement. It's just -- it's permitted.
13 And so I'll leave that there. And then we have a few
14 more questions. Nikardi, you can go ahead and answer
15 the ones that you responded to. And again, we do have
16 a few of them that we don't -- I don't have the
17 responses. But we will put the responses out.

18 And I think one of the questions was about
19 questions and answering the questions. We're going to
20 get them out on a rolling basis. When we have the
21 answers, we will provide the answers to the questions.

1 Okay.

2 MS. JALLAH: Yes. So the first question.
3 Please confirm if the records retention is for three or
4 five years. At what point does the retention timeline
5 begin? Okay. So the retention of all records and
6 documents will be for three years after the end of the
7 contract. So all data collected over the six years.

8 And then: Please clarify -- so we already
9 talked about the invoicing schedule. So it's going to
10 be deliverable based, not monthly. So that amendment
11 will be made.

12 And then about the trend reports on the
13 county level data. So the trend report listed on the
14 county level data will be the responsibility of the
15 contractor. The contractor is not responsible for any
16 other county level reporting.

17 Please confirm the code developed by CDC to
18 generate the 24 jurisdiction level trend reports will
19 be provided to the contractor. Yes. CDC has promised
20 to provide technical assistance, which includes code or
21 instructions on how they obtain the jurisdiction level

1 trend reports. So, yes, they will provide that.

2 And the specific task for web administration.
3 So all tasks are in Appendix 3 for web administration.
4 And so you can see that. So look at Section 2.5 and
5 Appendix 3 for the tasks and deliverables associated
6 with web administration.

7 Please confirm the offeror should print 100
8 percent of the paper materials. Example, questionnaires
9 and other fielding materials as backup to the web based
10 survey administration. That is correct. CDC requires
11 100 percent backup of paper materials for web
12 administration. Because we never know what can happen.
13 Computers might not be working that day, and you'll
14 have to be prepared to give all the students paper
15 surveys, paper and pencil surveys.

16 And then should the State opt for a web based
17 administration, please confirm that a single primary
18 mode of data collection, web or paper and pencil is
19 anticipated. Yes, we anticipate that one primary
20 single mode of data collection will happen in each
21 school. However, if the data collector -- however, if

1 the school chooses web administration and they're
2 unable to do so, the offeror would have to provide 100
3 percent paper backup for that day.

4 And then please confirm that this -- so about
5 travel reimbursements. So travel -- this section does
6 not apply to subcontractors or employees of the
7 offeror. It only applies to the offeror. So we do not
8 reimburse travel for the offeror, but travel costs for
9 data collectors or any other employees that the offeror
10 hires or subcontractors should be budgeted in the
11 overall cost of conducting a complete survey cycle. So
12 that should all be included in the financial proposal.
13 But we're not individually, yeah, reimbursing travel
14 under this RFP.

15 I think that's all for me. Actually, I do
16 see some questions that have come in. So the
17 anticipated sample size. So last survey year we had
18 approximately 70,000 students respond over middle
19 school and high school. But that's out of those who
20 responded. So really you should anticipate surveying
21 about 85,000 or so. Because not everyone -- you can

1 opt out of the survey. So not everyone responds. I
2 would say about 85,000 students are selected for the
3 survey.

4 MS. TISDALE: Okay. Nikardi, can I just go
5 ahead and put the question outloud, just for the court
6 reporter. And the question is from Stan Hsieh. And
7 the question is: For budgeting purposes, what is the
8 anticipated sample size for the fall survey, and how
9 many paper and pencil and web surveys should we assume?
10 Also, how many papers -- pages should be assumed for
11 the paper and pencil surveys? So that is the question.
12 Nikardi, please respond.

13 MS. JALLAH: Yes. Thank you for that. Yeah.
14 So it really depends on the school, whether they're
15 going to do web administration or paper survey
16 administration. So we can't give an estimate on how
17 many would choose what, but really we can just -- you
18 have to be able to provide 100 percent paper backup.
19 And the surveys can be reused. So it' really depends
20 on your estimate, how many paper booklets that you
21 think you would need. But it really depends on the

1 schools if they're able to accommodate web
2 administration. So I can't say right now how many
3 schools. There are usually 365 schools that are
4 selected. So you can anticipate, hopefully, all the
5 schools will be able to do web administration, but we
6 don't know.

7 And then it says, oh, how many pages? So
8 usually the survey booklet -- I'm going to see for high
9 school, let me pull it up quickly. So for high school
10 there are 99 questions usually on the survey. And this
11 year there were 14 pages. And we usually print them
12 back and front. And for the middle school survey there
13 are 82 questions this year. And those pages are, how
14 many pages is that. There were 10 pages for middle
15 school. Does that help answer the question?

16 MS. TISDALE: Okay. Do we have anymore
17 additional questions for Nikardi regarding the scope of
18 services?

19 (No response.)

20 MS. TISDALE: Okay. If you guys can think of
21 any more questions, again, please send them to my email

1 address. You can also reach out to Jim Beauchamp, MDH
2 procurement officer, and we'll get back to you. Again,
3 look out for the date for the last time to accept
4 questions. And November 30, at 3:00 p.m., is the last
5 day to accept any proposals.

6 I just want to thank all of you for taking
7 the time to come into this pre-proposal meeting. And I
8 encourage you all to submit proposals. Thank you very
9 much. Have a good day.

10 (Whereupon, at 11:37 a.m., the meeting
11 was adjourned.)

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CERTIFICATE OF NOTARY

I, Kathleen A. Coyle, Notary Public, before whom the foregoing testimony was taken, do hereby certify that the witness was duly sworn by me; that said testimony is a true record of the testimony given by said witness; that I am neither counsel for, related to, nor employed by any of the parties to this action, nor financially or otherwise interested in the outcome of the action; and that the testimony was reduced to typewriting by me or under my direction.

This certification is expressly withdrawn upon the disassembly or photocopying of the foregoing transcript, including exhibits, unless disassembly or photocopying is done under the auspices of Hunt Reporting Company, and the signature and original seal is attached thereto.



KATHLEEN A. COYLE
Notary Public in and for
the State of Maryland

My Commission Expires: April 30, 2022

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