



Somerset County Health Department
8928 Sign Post Road, Suite 2, Westover, Maryland 21871
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Health Officer Danielle Weber, MS, RN

**SOMERSET COUNTY HEALTH DEPARTMENT
PURCHASING DIVISION
8928 SIGN POST ROAD, STE 2
WESTOVER, MARYLAND 21871**

REQUEST FOR PROPOSAL #2022-15

PROJECT: AFTER SCHOOL PROGRAMS

LOCATION: SOMERSET COUNTY, MARYLAND

Vendor Name: _____

Address: _____

Telephone: _____ **Fax:** _____

Signature of Authorized Representative:

**Proposal Submission Deadline: June 30, 2022
4:00 p.m. EST**

**Submit To: Christie Taylor,
Purchasing Agent
Somerset County Health Dept.
8928 Sign Post Road
Westover, MD 21853**

The Somerset County Health Department is accepting proposals for an after school program that provides support and resources for youth dealing with mental health impacts of COVID-19. These funds are made possible through the Maryland Department of Health, Office of Population Health Improvement (OPHI) Substance Abuse Block Supplement Grant Funds.

I. PURPOSE

To provide social support, emotional, cognitive and academic development, reduce risky behaviors, promote physical and mental health, and provide a safe and supportive environment for youth.

II. ELIGIBILITY

All Somerset County community based organizations, churches, and non-profit organizations are encouraged to apply for grant funding. Priority will be given to programs that provide after school care and services to high-risk and/or hard to reach segments of the population of which we wish to reach, i.e. youth.

III. FUNDS AVAILABLE

This Request for Proposals is competitive. A total of **\$43,600** is available in funds. More than one proposal may be funded depending on application and review score.

The term of these contracts is set from July 1, 2022 to June 30, 2023.

IV. TIMELINE

RFP release date:	June 3, 2022
Pre-proposal meeting date:	June 10, 2022
Proposal deadline:	June 30, 2022
Tentative award date:	July 11, 2022

V. PROPOSAL GUIDELINES & FORMAT

Applications will be disqualified if the following criteria is not included:

- Number all pages and clearly note any attachments
- Must be typed with 1 inch margins
- Proposal must include items A-D in the stated order

A. Cover Sheet (Attachment I)

B. Project Abstract--Describe in one page or less:

1. What is the project purpose?
2. Who is the intended audience?
3. How will the project be conducted?

4. Who will conduct the project and what is their experience with adolescents?
(Please include all Key Staff)
5. What is the expected outcome and how will it be measured?

C. Technical Proposal--Describe in 3 pages or less:

1. **Statement of Need**--Why is the project needed? (supported with relevant data)
2. **Organizational Capacity**--Discuss your agency, type of services that are currently provided, and previous experience working with the intended audience.
3. **Project Plan** (Attachment II)--Discuss the following:
 - a. **Primary Objective** of the proposal.
 - b. **Planned activities**. Include a timeline and activity details of the project strategies and activities. Please include all topics to be discussed that relate to dealing with mental health impacts of COVID-19.
 - c. **Expected Benefits** of the project.
 - d. **Evaluation/Performance Measures**. Include in detail how the results will be measured and the project evaluated. Make sure the measures are consistent with the primary objective.
 - e. **Sustainability**. Include a plan or discussion how you will sustain this project after the grant period ends.

D. Budget Proposal

1. **Submit a detailed budget narrative**. Include an explanation for each budget line item.

VI. SUBMISSION OF PROPOSAL

One proposal packet bearing original signature in **blue ink** and four copies are to be submitted in a sealed envelope.

ON THE ENVELOPE CLEARLY IDENTIFY: “After School Mental Health Program Grant Proposal”

Each proposal must include the items discussed on the previous page:

- Completed and signed Cover Sheet
- Project Abstract
- Technical Proposal
- Budget Proposal

VII. DELIVERY OF PROPOSAL

The deadline for submission of proposals is **by 4:00 p.m. on June 30, 2022**.

Proposals should be mailed or hand delivered to Christie Taylor at the Somerset County Health Department at 8928 Sign Post Road, Suite 2, Westover, MD 21871 prior to the stated deadline. **PROPOSAL RECEIVED AFTER THAT TIME WILL BE**

RETURNED UNOPENED. It is the full responsibility of the bidder to ensure the proposal is received on time. No telegraphic or facsimile proposals will be accepted. The Somerset County Health Department is not responsible for failure of a public carrier to promptly deliver proposal documents.

VIII. EVALUATION PROCESS

Applications will automatically be disqualified if proposal format is not followed.

The Evaluation Committee will evaluate proposals using the following criteria:

Total possible scoring is 100 points.

(65 points) Project, Abstract & Technical Proposal:

- a. All forms are complete with no missing information. Cover sheet, project abstract and technical proposal are complete **(10 points)**
- b. Statement of need is clear and backed by relevant data **(15 points)**
- c. Project plan is clear, complete, includes all necessary components, and contains no contradictions **(25 points)**
- d. Evaluation/Performance measures are measurable, specify the intended audience, and adhere to the primary objective **(15 points)**

(35 points) Budget:

- a. Budget corresponds to the project plan and is reasonable **(10 points)**
- b. Budget matches objectives and activities **(10 points)**
- c. Budget narrative clearly demonstrates plans for each line item and all funding **(15 points)**

IX. BASIS OF AWARD

Funds will be awarded to responsible parties deemed to have the most advantageous and beneficial offers as set forth in the proposal. The awards will be contingent upon approval of the Grant Review Committee. Awards will be announced on or about **July 8, 2022.**

Reimbursement

Organizations selected for an award will be required to assume responsibility for all services offered in the awarded proposal. In addition, by signing a grant project contract (Memorandum of Understanding), award recipients are required to:

- 1. Schedule two on-site reviews with the Health Department program monitor, one during the first half of the project between July and December 2022 and one during the second half of the project between January and June 2023.
- 2. Submit accurate and complete project reports, budget forms, expense forms, time sheets, and original receipts for reimbursement to the health department as requested, by set deadlines.

X. ADDITIONAL INSTRUCTIONS TO BIDDERS

Bid and Performance Bond:

No bid or performance bond is required unless specifically noted.

Right to Reject:

The Somerset County Health Department reserves the right to reject any and/or all proposals or waive any technicality it deems in the Agency's best interest.

Maryland Law Prevails:

The provisions of this contract shall be governed by the laws of the state of Maryland.

Evaluation:

Each proposal will be evaluated utilizing the criteria outlined in the application packet.

Solicitation Information:

Issuing Officer: Danielle Weber, Health Officer

Grant Project Coordinator/Monitor: Elizabeth Justice, Prevention Supervisor

Questions:

Contact Elizabeth Justice at Somerset County Health Department at 443-523-1700 or elizabethl.justice@maryland.gov.

COVER SHEET

(Please complete this page and submit with proposal)

Name of Organization	
Name of Project Director	
Mailing Address	
Physical Address (if different from above)	
Phone	
Email	
Federal Tax ID Number	
Title of Proposed Project	
Amount Requested	
How did your organization become aware of this RFP?	

Certification

I certify that all the information provided in this application is correct and accurate to the best of my knowledge.

Name and Title	
Signature	
Date	