



## **REQUEST FOR PROPOSAL**

### **Reducing Adverse Childhood Experiences**

Issued by:

Harford County Department of Community Services,  
Local Management Board

125 North Main Street  
Bel Air, MD 21014  
410-638-3389

**Total Amount of Anticipated Available for program:**

**\$84,000.00**

**Due January 27, 2020**

## Section I. Objective of Request for Proposal

### 1.1 Summary Statement

**The Harford County Department of Community Services, Local Management Board,** hereinafter referred to as “LMB,” anticipates that it will have funding available to develop and implement a Reducing Adverse Childhood Experiences program. The Harford County Local Management Board envisions assisting in creating programs that aid in sustaining safe, stable, nurturing relationships and environments for all children and families, which can help to prevent ACEs and help all children reach their full health and life potential.

### 1.2 Terms of Contract

A contract will be awarded for a 12-month period during FY 2021 from July 1, 2020 through June 30, 2021.

### 1.3 Issuing Office

The point of contact for purposes of this Request for Proposal (RFP) is the issuing office presented below:

Harford County Department of Community Services, Local Management Board  
125 North Main Street  
Bel Air, MD 21014  
410-638-3389  
[llrajala@harfordcountymd.gov](mailto:llrajala@harfordcountymd.gov)

### 1.4 Eligibility

Private, nonprofit organizations organized and operated under Internal Revenue Code #501(c)(3) and agencies of local government interested in providing services to families and children in Harford County.

Applicant organizations must be legally active and in **GOOD STANDING** with the Maryland State Department of Assessment and Taxation. The organization’s name in the MD SDAT database must match **EXACTLY** the organization’s legal name. Visit the web site below to confirm these requirements and initiate any corrective action, if necessary.

<https://egov.maryland.gov/businessexpress/entitysearch>

### 1.5 Questions

All questions regarding this RFP should be directed to [llrajala@harfordcountymd.gov](mailto:llrajala@harfordcountymd.gov) or 410-638-3389.

### 1.6 Closing Date

Three (3) hard copies of the proposal must arrive at the Issuing Office **no later than 5:00 pm on January 27, 2020** in order to be considered. Vendors can either hand deliver or send their hard copy submission via courier or US mail. No binders or folders, please. Vendors who mail their submission should allow sufficient mail delivery time to ensure timely receipt by the Issuing

Office. Proposals or unsolicited amendments that arrive after the deadline cannot be accepted or considered.

In addition to the hard copy version, an electronic version of the proposal must be submitted by the deadline to [llrajala@harfordcountymd.gov](mailto:llrajala@harfordcountymd.gov). The electronic version of the proposal shall be submitted as one (1) Word document file. Please do not:

- Submit the electronic version of the proposal as multiple individual files;
- Zip the file;
- Send as a PDF or another format

#### 1.7 Acceptance of Proposal Content

The content of this RFP and the proposal of the selected vendor will be included by reference in any resulting contract. All prices, costs, terms and conditions in the proposal shall remain fixed and valid for 90 days after the closing date. This period may be extended by written mutual agreement between the vendor and the LMB.

### **Section II. General Information**

#### 2.1. Purpose

The overall purpose of this RFP is to provide information to vendors interested in preparing and submitting a proposal to meet the requirements for contractual services described herein.

#### 2.2 Revisions to the RFP

If it becomes necessary to revise this RFP, amendments will be posted at <http://www.harfordcountymd.gov/319/Community-Services>. Interested vendors should check this site regularly for any revisions.

#### 2.3 Cancellation of RFP

The LMB may cancel this RFP, in whole or in part, whenever in its sole discretion, it is determined to be fiscally advantageous to the County and/or the LMB or otherwise in its best interest.

#### 2.4 Proposal Acceptance

The LMB reserves the right to accept or reject any and all proposals, in whole or in part, received in response to this RFP, or to waive or permit cure of minor irregularities to serve the best interests of the LMB and/or the County.

#### 2.5 Definition of Offeror

An offeror is defined as a vendor who prepares and submits a proposal in response to this RFP, seeking to be selected by the LMB to enter into an agreement to provide the services described herein.

## 2.6 Additional Information

Vendors who submit proposals may be required to provide additional information orally or in writing or to submit to a site inspection by the LMB in order to clarify or document their proposals.

## 2.7 Incurred Expenses

The LMB will not be responsible for any costs incurred by any offeror in preparing and submitting a proposal in response to this RFP.

## 2.8 Economy of Preparation

Proposals should be prepared simply and economically, providing a straightforward, concise description of the vendor's proposal for meeting the requirements of this RFP.

## 2.9 Contractor's Responsibilities

The LMB will enter into contractual agreement with the selected vendor only. The selected vendor shall be responsible for all services as required by this RFP. Subcontractors, if any, must be identified and a complete description of their role relative to the proposal must be included. Joint proposals will be accepted only if one party assumes the responsibility of prime contractor.

## 2.10 Document Ownership

In the event of contract award, all documentation produced as part of the contract will become the exclusive property of the LMB and may not be removed by an employee of the vendor without the written permission of the LMB. Proposals received from all other offerors in response to this RFP will become the property of the LMB and will not be returned to the offeror. The LMB shall have the right to use any or all ideas or adaptations of the ideas presented in any proposal received in response to this RFP. Selection or rejection of the proposal will not affect this right.

## 2.11 Program Ownership

The LMB retains all rights to the program. Any company literature developed by the vendor with regard to the program must contain a reference to the LMB as the primary planning and funding agent.

## 2.12 Personnel

The key personnel identified in the vendor's proposal are considered to be essential to the work being performed under this RFP. Prior to diverting any of the specified individuals to assignments other than this project, the vendor shall seek prior approval from the LMB by notifying the LMB of its intent at least 30 calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on the project by the LMB. No diversion shall be made by the vendor without the written consent of the LMB. In circumstances where a key employee discontinues their employment with the vendor, it is the vendor's responsibility to notify the LMB immediately via phone, email or facsimile upon receiving such notification. Further, it is the vendor's responsibility to provide the LMB, within five calendar days, a written plan with timeline as to staff replacement. Replacement of any personnel shall be with personnel of substantially equal ability, qualifications and experience.

### 2.13 General Contractual Conditions

The laws of the State of Maryland shall govern any contract resulting from this RFP.

### 2.14 Terms of Payment

The vendor shall submit invoices on a monthly basis. Payment will be made upon certification of satisfactory performance. All billing shall be submitted by the 15<sup>th</sup> of the month for the previous month's services. Failure to provide timely invoices may result in delay of payments.

### 2.15 Contract Award

The contract shall be awarded on the basis of the quality of the program Narrative including Results-Based Accountability factors, feasibility of its implementation, and overall cost of the program. The LMB reserves the right to award contracts to more than one vendor, with the total amount awarded to all vendors shall not exceed the anticipated award by the Governor's Office for Children.

### 2.16 Compliance with Law

By submitting a proposal in response to this RFP, the offeror, if selected for award, agrees to comply with all federal, state and local laws applicable to its activities and obligations under the contract.

### 2.17 Criminal Background Investigations

According to Maryland law, all personnel working with children must have a criminal background investigation. State and federal background checks are required. The selected vendor shall provide documentation certifying to the LMB, in a timely manner, that all personnel serving children pursuant to the contract are in compliance with this requirement. Such certification shall be made on an ongoing basis as new employees are hired to work in the program. In addition, the LMB reserves the right to conduct on-site monitoring to ensure compliance. Such monitoring shall not abrogate the vendor's responsibility to provide ongoing, timely certification to the LMB.

### 2.18 Audit

The vendor shall provide a copy of an independent financial audit, which shall be forwarded to the LMB no later than 120 calendar days after the close of each of the vendor's most recent fiscal years.

### 2.19 Acceptance of Terms and Conditions

By submitting a proposal in response to this RFP, the offeror shall be deemed to have accepted all the terms, conditions and requirements set forth in this RFP unless otherwise clearly noted and explained in its proposal.

### 2.20 Termination and Renewal

A 30 calendar day transition period will be required 30 calendar days prior to the end of the contract for termination or non-renewals. The vendor shall not cease accepting referrals at any time during the contract without consulting the LMB in advance and obtaining written approval.

Contract renewals shall be based on satisfactory performance and compliance with all contractual obligations. Renewal of contract shall be subject to negotiation by the LMB.

#### 2.21 Federal HIPAA and State Confidentiality Law

The selected vendor acknowledges its duty to review and comply, to the extent applicable, with all requirements of the federal Health Insurance Portability and Accountability Act (HIPAA), 42 U.S.C. § 1320d et seq. and all implementing regulations including 42 CFR Part 2, 45 CFR Parts 142, 160 and 164. The contractor also agrees to comply, where applicable, with the Maryland Confidentiality of Medical Records Act (MCMRA), Md. Health-General §4-301 et seq. This obligation includes, but is not limited to adhering to the privacy and security requirements entailed for protected health information under federal HIPAA and State MCMRA, making the transmission of all electronic information compatible with the federal HIPAA requirements, and otherwise providing good information management practices regarding all health information and medical records. Protected Health Information as defined in the HIPAA regulations at 45 CFR 160.103 and 164.501, means information transmitted as defined in the regulations, that is individually identifiable; that is created or received by a healthcare provider, health plan, public health authority, employer, life insurer, school or university, or healthcare clearinghouse; and that is related to the past, present, or future physical or mental health or condition of an individual, to the provision of healthcare to an individual. The definition excludes certain education records as well as employment health records by a covered entity in its role as employer.

#### 2.22 Insurance

The Contractor must document, to the satisfaction of the County, that it maintains adequate general and professional liability insurance coverage for all its personnel. In addition, the Contractor, where applicable, must procure and maintain appropriate fire, casualty, premise, vehicle (if applicable) and worker's compensation insurance coverage. The Contractor will be required to produce documentation of insurance coverage for monitoring review.

### **Section III. Background**

#### 3.1 Issuing Office

The Harford County Local Management Board (LMB) is a program of the Harford County Government Department of Community Services with an active Board of Directors, appointed by the County Executive.

The LMB believes that children and families are important in our society, and as such, they need and deserve to have a system of services that is:

- Responsive
- Integrated
- Comprehensive
- Easily Accessible
- Focused on Prevention and Early Intervention
- Innovatively Designed
- Provided in a Respectful Manner
- Empowering

- Outcome Focused
- Culturally Competent

## **Section IV. Specifications**

### 4.1 Scope of the Program

Research has demonstrated a strong relationship between stressful or traumatic events, including abuse and neglect, substance use disorders, and behavioral problems. "When children are exposed to chronic stressful events, their neurodevelopment can be disrupted...Over time, and often during adolescence, the child may adopt negative coping mechanisms...these unhealthy coping mechanisms can contribute to disease, disability, and social problems, as well as premature mortality." Preventing ACEs and engaging in early identification of children and youth who have experienced these events could have a significant impact on a range of critical health problems. Most funded programs/strategies will address the Results of "Healthy Children"; "Communities are Safe for Children, Youth, and Families"; and/or "Families are Safe and Economically Stable."

Successful applications to address this population will: a. Increase awareness of ACEs among State- and community-level prevention professionals, emphasizing the relevance of ACEs to behavioral health disciplines; b. Include ACEs among the primary risk and protective factors, if engaging in prevention planning efforts; c. Propose programs/strategies designed to address ACEs, including efforts focusing on reducing intergenerational transmission of ACEs; and, d. Use ACEs research and local ACEs data to identify groups of people who may be at higher risk for behavioral health concerns and conduct targeted prevention efforts.

### 4.2 Number of Individuals to be Served

The service goal of the Reducing Adverse Childhood Experiences program is to serve a minimum of 40 families.

### 4.3 Results-Based Accountability

Provide two headline performance measures for each question.

What/How Much We Do?

- # of families served
- # of activities (by type of activity)

How Well We Do It?

- Examples: % of tasks performed on time, attendance rates, % families who report being treated well, unit cost per service, % of standards met

Is Anyone Better Off?

- Examples: # and % changes in skills, knowledge, attitude, opinion, behavior or circumstance

#### 4.4 Contractor Reporting

Monitoring shall occur throughout provision of service. Utilizing a report format developed in collaboration with the LMB, evaluation/outcome reports shall be submitted to the contract monitor on a quarterly basis. These quarterly reports will track the progress of measurable outcomes referenced above.

#### 4.5 Role of the LMB

The LMB is responsible for

1. Providing oversight to the contract including:
  - Ensuring timely receipt of thorough reports
  - Monitoring and evaluating process and outcome data
  - Reviewing records of clients served
2. Maintaining programmatic and fiscal accountability, including report preparation for the Governor's Office for Children.

### **Section V. Requirements for Proposal Preparation**

#### 5.1 Section I: Narrative

The Narrative portion of the proposal should be prepared in a clear and concise manner. Submissions are limited to fifteen (15) pages, 12-point Times New Roman font, single spaced, with one inch (1") margins throughout. Documents that do not count in the 15 page total include:

- Cover Letter
- References
- Budget
- Budget Narrative
- Appendices

Appendices are limited to those documents (or portions of documents) that are necessary to support the proposal.

Proposal submissions shall be organized in the following format:

#### **A. Cover Letter (2 points)**

The cover letter should be prepared on the offeror's letterhead. The letter must be signed by an individual who is authorized to bind the offeror's organization to all statements, including services and budgetary information contained in the proposal. The signed version of the cover letter does not need to be submitted electronically.

#### **B. Management Summary/Organizational Background (10 points)**

This section should contain a description of the offeror's organization and its qualifications to provide the requested services. Include the organizational history, related experience, personnel professional competency and education. Resumes or job descriptions of key staff may be included as appendices.



**C. Understanding of the Problem (10 points)**

In this section the offeror should demonstrate a strong understanding of the nature and scope of the work involved. Include relevant supportive data (e.g. target population, geographic area, identified needs, impact).

**D. Proposed Service (45 points)**

This section should outline a sound and workable plan of action that includes timelines and resources. Explain how future sustainability of this program is to be achieved including how the offeror plans to incorporate other funding sources (in-kind, additional funders) and how adjustments will be made if awarded funding is reduced.

**E. Program Objectives Utilizing Results-Based Accountability (30 points)**

This section should outline how your organization will know if it has achieved program goals. Discuss how your organization will measure the results and evaluate progress using Results-Based Accountability (see section 4.5)

**F. References (3 points)**

The offeror must supply a minimum of three current letters of reference to support this proposal.

5.2 Section II: Budget and Budget Narrative

The financial component of the proposal is to contain a Budget with all financial information for the services proposed as well as a Budget Narrative that provides sufficient detail to the Budget. Offerors are encouraged to identify and include additional in-kind resources and matching funds to contribute to the total program cost. Offerors that identify supplemental funding sources in their budgets will be awarded additional points in the scoring of proposals. Please use the budget forms attached to indicate use of funding and additional funding resources.

The GOC requires the LMB to submit an itemized budget for the Reducing Adverse Childhood Experiences program. That budget form can be found in Attachment A.

The budget attached in Attachment A should reflect one year of spending. The LMB reserves the right to reduce budgets. The budget must accompany a brief narrative that clearly explains each line item, how the figure was derived, and its relevance to the overall program. The narrative form can be found in Attachment B.

Allowable costs may include personnel costs, supplies, utilities, insurance, training, equipment, travel, transportation, professional services, and others. Please note that assets purchased with GOC and/or Children’s Cabinet funds are the sole and exclusive property of the State of Maryland, and that the PROSPECTIVE GRANTEE and the LMB must maintain an accurate inventory of such fixed assets. If uncertain as to whether an expense is allowable, please feel free to contact for information.

Unallowable costs are identified in Attachment C, the *State of Maryland Policies and Procedures Manual for Local Management Boards Section V, Subsection 10 Restrictions*.

## **Section VI. Evaluation Criteria**

### **6.1 Evaluation Committee**

An Evaluation Committee established by the LMB will evaluate all proposals that are received by the closing deadline. The committee may request additional information from an offeror either orally or in writing.

After the established closing date, a Register of Proposals shall be prepared that identifies each offeror. The Register of Proposals shall be open to the public for inspection upon written request.

### **6.2 Qualifying Proposals**

The committee shall review each proposal for compliance with the feature requirements in Section IV (Specifications), Section V (Requirements for Proposal Preparation) and with all other necessary requirements of this procurement. Failure to comply with any requirements may disqualify an offeror's proposal. The LMB retains the right to waive a requirement when it is in its best interest to do so. Written notice of the waiver of a requirement will be given to every offeror whose proposal is deemed acceptable, with the opportunity to submit a best and final offer, if necessary.

### **6.3 Evaluation of the Narrative**

The committee shall first conduct its evaluation of the technical merit of the proposals. Scoring by the Evaluation Committee of each proposal shall be in accordance with the Evaluation Criteria included under Section VI. 6.4. Minor irregularities in proposals which are immaterial or inconsequential in nature may be waived or cured whenever it is determined to be in the best interest of the LMB. A technical score of 70 points is required for a proposal to be judged as qualifying. All proposals that fail to obtain this rating will be judged non-qualifying and will be excluded from further consideration in the awarding of the contract.

### **6.4 Criteria for Technical Evaluation**

The Evaluation Committee will utilize the following criteria in scoring the Narrative. Total scoring will be adjusted according to the points indicated with the major criteria. The maximum score for the Narrative is 125 points.

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
A. Cover Letter	2 points
B. Management Summary	10 points
C. Understanding of the Problem	10 points
D. Proposed Service	45 points
E. Results-Based Accountability	30 points
F. References	3 points
Extra weight for in-kind or matching funds	25 points

### **6.5 Final Evaluation and Recommendation for Award**

The Evaluation Committee will make a recommendation for award of the contract to the responsible, qualifying offeror whose proposal is determined to be the most advantageous to the LMB based on the results of the final technical and financial evaluations.

## **Section VII. Debriefing**

Offerors shall be notified about the outcome of the proposal review upon completion of the evaluation process and successful selection of a vendor. Offerors not selected may request feedback from the LMB regarding their proposal by submitting a formal request in writing. Feedback provided shall consist of average scores in each criterion for their submission including the total average score as well as general comments. Information will not be provided on proposals submitted by other offerors.

## **Section VIII. RFP Timeline**

Proposals are due to the Issuing Office by **Monday, January 27, 2020 no later than 5:00 pm.** Upon execution of the Community Partnership Agreement between Harford County and GOC the selected vendor and all other proposal offerors will be notified. The selected program will begin upon execution of the awarded contract.

**Harford County Department of Community Services,  
Local Management Board**

**Cover Sheet**

Date of proposal submission: \_\_\_\_\_

Name of applying organization: \_\_\_\_\_

Name of program applying for: \_\_\_\_\_

**Primary contact**

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Attachment A**

**Harford County Department of Community Services,  
Local Management Board**

**Proposed Budget FY21**

<b>Category</b>	<b>Budgeted Amount</b>	<b>In-Kind/Other Funding Source</b>	<b>Total</b>
Personnel	0.00		
Salaries	0.00		
Fringe	0.00		
Operating Expenses	0.00		
Communications	0.00		
Postage	0.00		
Utilities	0.00		
Advertising	0.00		
Office Supplies	0.00		
Insurance	0.00		
Rent/Mortgage	0.00		
Printing/Duplication	0.00		
Information System Repair/Maintenance	0.00		
Vehicle Operating (other than insurance)	0.00		
Travel	0.00		
Business Travel	0.00		
Conferences/Conventions	0.00		
Contractual Services	0.00		
Training	0.00		
Consultant (other than Legal & Accounting/Auditing)	0.00		
Legal	0.00		
Accounting/Auditing	0.00		
Equipment	0.00		
Office Equipment	0.00		
Other	0.00		
Vehicle purchase and lease	0.00		
Program Supplies	0.00		
Professional Dues/Publications/Subscriptions	0.00		
Food	0.00		
Other (specify)	0.00		
Other (specify)	0.00		
<b>Total Budget</b>	<b>\$84,000.00</b>		

## **Attachment B**

### **Harford County Department of Community Services, Local Management Board**

#### **Budget Narrative**

Provide a detailed justification for each line item in the Budget. The Budget Narrative should explain how the costs were estimated (how the offeror derived the dollar amounts stated) and justify the need for the cost, giving enough detail to tie the costs to the project's activities and proposed goals. When costs seem unusually high or low, the budget narrative can provide the needed explanation.

- A. For each line item of the budget, itemize how each cost was derived (Example: Business Travel – 100 miles @ .50/mile = \$50 per month X 12 months = \$600).
- B. Also provide a brief explanation for the need of the cost. The explanation can be a statement (Example: Cost based on established IRS rate to reimburse staff travel expenses). However, be sure to include as much information as needed to justify the expense, remembering that something that seems obvious may be less clear to a third party that is not familiar with the program.
- C. When preparing the budget narrative:
  - 1. Make sure the narrative matches the budget line items exactly
  - 2. Make sure the total amount is commensurate with the outcome
  - 3. Include actual, reasonable and necessary costs

## **Attachment C**

### **UNALLOWABLE COSTS**

*State of Maryland Policies and Procedures Manual for Local Management Boards (eff. July 1, 2019), Section V, Subsection 10 Restrictions*

Unallowable costs for funds from the Office and/or Children's Cabinet include, but are not limited to:

1. Alcoholic beverages;
2. Bad debts;
3. Contributions and donations to charitable organizations not in support of a defined activity;
4. Defense and prosecution of criminal and civil proceedings, claims, appeals and patent infringement;
5. Entertainment costs;
6. Incentive compensation, as follows:
  - a. That does not involve all sources of funding;
  - b. That is not based on job performance, a written job appraisal or some other documented, measurable criteria;
  - c. That is not available to all employees within the same class;
  - d. That is not part of a defined benefit plan;
  - e. Does not increase an employee's salary and/or to circumvent payroll limitations; and/or
  - f. That is not issued pursuant to an agreement or an established plan entered into in good faith between the organization and the employees before the services were rendered.
7. Personal use by employees of organization-furnished automobiles (including transportation to and from work) and other assets;
8. Fines and penalties and interest on fines and penalties;
9. Assets, goods or services for personal use;
10. Interest on borrowed capital/lines of credit;
11. Costs of organized fundraising;
12. Costs of investment counsel/management;
13. Lobbying;
14. Losses on other awards;
15. Renovation/remodeling and capital projects;
16. Gifts for Board members and/or Board employees;
17. Food and beverages, except for:
  - a. Those incurred by Board members and employees traveling overnight on official Board business;
  - b. Bulk drinking water for coolers where tap water is not potable;
  - c. Those routine expenses for the operation of a program serving children and youth (e.g., snacks served to children on a regular basis at an out-of-school time program funded by the Board);

- d. Meetings/focus groups/forums where the majority of attendees expected are family and/or youth; and/or,
        - e. Special events where the majority of attendees are not Board members or staff or State/local Agency representatives.
- 18. Costs of training/technical assistance offered by consultants that the Office and/or the Children's Cabinet or one of its member Agencies makes available to the Board and its vendors at no cost;
- 19. Any plaque or item presented to a speaker, official, legislator, vendor, or other person (not a Board member or Board employee) in recognition of service provided with a value in excess of \$50;
- 20. Any expenses relating to the establishment, maintenance or liquidation of foundation or other accounts that the Board utilizes for the purpose of maintaining earned reinvestment and other State funds, to the extent that the Board does not receive prior approval for the expenses;
- 21. Investment fees and losses;
- 22. Flex fund expenditures;
- 23. Gift card expenditures, except for incentives for participants attending meetings/ focus groups/forums where:
  - a. The Board purchases only the number of gift cards necessary based on the number of participants;
  - b. The Board, or its vendor/consultant, does not establish or maintain an inventory of gift cards; and,
  - c. The participants are families and/or children/youth.
- 24. For fee-for-service contracts, vendor staff vacation, sick leave and other leave time during which services were not provided.