REQUEST FOR PROPOSAL

LOCAL ACCESS MECHANISM

Issued by:

Harford County Department of Community Services,
Local Management Board

319 South Main Street
Bel Air, MD 21014
410-638-3166

http://www.harfordcountymd.gov/services/stimulus/

March 11, 2014

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," has funding available to implement a Local Access Mechanism in order to improve the following in Harford County:

1. Coordination and utilization of existing resources and supports
2. Access to services by families
3. Identification of needed services

1.2 Terms of Contract
A contract will be awarded for a 12-month period during FY 2015 from July 1, 2014 through June 30, 2015.

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
319 South Main Street
Bel Air, MD 21014
410-638-3166
LMB@harfordcountymd.gov

1.4 Eligibility
Private, nonprofit organizations listed under IRS #501(c) (3), interested in providing services to families and children in Harford County.

1.5 Questions
All questions regarding this RFP should be directed to LMB@harfordcountymd.gov or 410-638-3166. Questions must be received by 5:00 pm on Tuesday, April 22, 2014. A compilation of all questions received and their answers will be available online beginning Thursday, April 24, 2014 at: http://www.harfordcountymd.gov/services/stimulus/

1.6 Closing Date
Five (5) hard copies of the proposal must arrive at the Issuing Office **no later than 5:00 pm on Friday, May 2, 2014** in order to be considered. Vendors can either hand deliver or send their hard copy submission via 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 that arrive after the deadline or unsolicited amendments to proposals 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 LMB@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/services/stimulus/. 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 this action is determined to be fiscally advantageous to the organization 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 organization.

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
Offerors 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 for 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 notify the LMB of its intent 30 days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact on the project. 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 upon receiving such notification. Further, it is the vendor's responsibility to provide the LMB, within five 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 15th 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 (see Section 4.9), feasibility of its implementation, and overall cost of the program.

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. 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 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-day transition period will be required 30 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.

Section III. Background

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

The **vision** of the LMB is for Harford County to be a community where all families share opportunities equally and all children are safe, healthy, valued, cared for, and respected.

The **mission** of the LMB is to assess community assets and needs, facilitate the development of services, and to monitor, evaluate, and continually improve outcomes for children, youth, and families.

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 Definitions
(Source: State of Maryland Directory of Local Access Mechanisms, September, 2010)

a. Child with Intensive Needs: A child who has behavioral, educational, developmental, or mental health needs that cannot be met through available public agency resources because: (a) The child's needs exceed the resources of a single public agency; and (b) There is no legally mandated funding source to meet the child's needs. (Source: COMAR 14.31.01.02)
b. Local Access Mechanism (LAM): An identifiable structure and method to help families access and coordinate available services and supports, both public and private, to address the full range of need encountered by families with children.
c. Navigation Services: Services for families who need additional assistance beyond a simple referral, including assistance in identifying strengths and needs and obtaining necessary services.

d. Family Navigation: Navigation services provided by a legacy parent or primary caregiver who is caring for or has cared for a child with mental health needs and/or developmental disabilities, including a child with intensive needs.
e. Systems Navigation: Navigation services provided by a professional or paraprofessional, not necessarily a legacy parent or primary caregiver.
f. Single Point of Access: A single point of entry for families who wish to obtain information or enter the system, regardless of the intensity of the needs of their children.
g. Systems of Care: Systems of Care are family and local community-driven service systems that improve access to services; provide engaging and effective service in a coordinated delivery system; and increase options and system resources in service delivery. Local, integrated systems of care are the connecting of all service delivery systems (mental health, child welfare, juvenile justice, education, substance abuse, housing) in order to create a seamless service delivery system for Maryland's children and youth.
h. Warmline: A non-emergency telephone line that is staffed by individuals trained to provide information and referral services.

4.2 Scope of the Project

The Local Access Mechanism (LAM) is Harford County's method of ensuring all families have access to needed services. The chosen vendor will need to have a strong presence in the community and raise awareness of the LAM and how to access it. They will also be charged with identifying areas of need within the county with respect to services requested by families that are unable to be met. In accordance with Children's Cabinet priorities, a goal of the LAM will be to support Care Management Entity (CME) implementation through preservation of the required State match for Maryland CARES and Rural CARES System of Care grants issued by the Substance Abuse and Mental Health Services Administration (SAMHSA).

4.3 Program Composition

There are a variety of components that the offeror may choose to include in the proposed LAM. LAM's vary widely throughout the state, and have been developed in an effort to meet the specific needs of the jurisdiction. Information on LAM's in Maryland is available online at: http://www.goc.state.md.us/PDF/MarylandLAMDirectory.pdf.

At a minimum, the offeror must propose utilizing Systems/Family Navigation. The following are examples of additional components that may be incorporated into the LAM, but which are not required:

- Walk in resource center
- Warmline
- Promotion of the United Way's 2-1-1 First Call for Help
- Linkage to Harford County Government's online Resource Directory

All components of the LAM shall work to ensure that clients served are aware of how to access federal nutrition programs including Food Stamps, Free and Reduced Price School Meals, the School Breakfast Program and the Women, Infants and Children Program, as appropriate (see Attachment #1).

LAM's shall also ensure that cultural and linguistic needs are not barriers to service. The selected vendor should make use of the County's Language Line which offers free, immediate translation services.

Characteristics of the LAM include services that are:

- Accessible
- Family-centered
- Responsive
- Flexible
- Culturally sensitive
- Individualized
- Comprehensive
- Based on strengths and needs of the family
- Based on family involvement and empowerment
- Responsive to gender-specific issues

4.4 Essential Functions

The LAM shall provide the following functions as outlined in the State of Maryland Policies and Procedures Manual for Local Management Boards, Section III, Subsection 40 (http://www.goc.state.md.us/PDF/LMB_Manual.pdf)

1. Information and referral (I/R)
    a. Serve as the first point of contact within the service system.
    b. During that first contact, the I/R specialist will ask preliminary questions and determine if the child or family is in a crisis situation that requires immediate attention by the police, a crisis response unit, or a hospital.
    c. The I/R shall have a mechanism in place that will ensure that the family is connected with the appropriate crisis response system.
2. Screening to determine a family's level of need and make the appropriate referral.
    a. Screening does not constitute clinical evaluation or diagnosis.
    b. Families requiring clinical evaluation will be referred to appropriate child-serving agencies, organizations, or appropriately credentialed professionals.
    c. Some level of intervention may occur at this point if the individual or family is not willing to obtain the necessary level of service.
    d. There are two (2) levels to screening, which may be done at the same time or in two (2) distinct phases:
        i. A screening is conducted to determine if assistance beyond information and referral is needed, including crisis intervention.
        ii. This next level of screening is utilized when it is determined that the caller's needs exceed simple information and referral, such as when a specific problem is presented.
            1. This screening will generate more detailed information concerning the families' strengths, needs, previous and current use of services, and other information that is needed to best address the individual or family's expressed concerns or problems.

2. At this stage, there is a fuller identification of needs and concerns than at the first contact (although it is recognized that this screening may occur during the same encounter as the first contact).

3. Assessment
    a. Assessment is used to identify strengths, resources and needs and to obtain information for measuring customer results.
    b. An appropriate instrument shall be used to assist in the planning of non-clinical services for children and adolescents and their families, as well as to provide information for quality assurance monitoring.

4.5 Systems/Family Navigation

Systems/Family Navigators, herein referred to as Navigators, are a key component of effective care coordination as they take all aspects of a family's situation into account and help the family to formalize a plan of action. Navigation is for those families who need additional assistance beyond a simple referral.

1. An LMB providing Navigation will ensure that the family is:
    a. Assisted with identifying strengths and needs and obtaining necessary services.
    b. Appropriately screened and assessed by asking specific questions about current health conditions, recent family stresses, and other more detailed information.
        i. This screening is not, however, at the level of a clinical evaluation.
        ii. Families requiring clinical evaluation or diagnosis shall be referred to the appropriate child-serving agency, organization or an appropriately credentialed professional.
2. Staff
    a. The staff position that provides navigation may be filled by either:
        i. A legacy family member (referred to as a Family Navigator) or
        ii. Another appropriately trained professional or paraprofessional (System Navigator).
3. Training
    a. The staff person filling the navigation role is required to complete approved trainings as determined by the Governor's Office for Children.
    b. These trainings will prepare family navigators and system navigators for their role and responsibilities.
    c. In addition to learning about system services and access
        i. Family navigators will receive training to prepare them for their unique dual role as family member and family navigator; and
        ii. System navigators will receive heightened training on family experiences and concerns.
4. Secondary screening
    a. Navigators will provide the second level of screening and may complete a strengths and needs assessment with the family.

The chosen vendor shall employ staff that meets the following criteria of Systems/Family Navigation. Specifically, Navigators will:

- Coordinate and link a parent or primary caregiver of a child or youth who is currently or has in the past been involved in multiple child-serving agencies or has specialized needs to appropriate resources and services
- Work within the LAM and assist the family in identifying strengths and needs and obtaining necessary services
- Respond to families within 24 to 48 hours of receipt of a referral
- Provide individual family-to-family support, education, advocacy, coaching, information and referral and follow-up
- Provide community outreach to families who may benefit from Navigation services as part of the Harford County System of Care
- Build family-to-family support in the community
- Provide family-to-family support for families at interagency team meetings and voice the family perspective at these meetings
- Coach families on how to use effective advocacy skills and navigate child-serving agencies
- Work with families and interagency teams to develop plans of service
- Maintain confidentiality and safeguard confidential records, including copies of service plans
- Provide follow-up to families and assist them with problems that arise after a linkage is made
- Collect data and specifically track information about barriers and gaps related to accessing quality services and supports
- Prepare any reports and documentation as may be required for interagency teams for family plan reviews
- Maintain up-to-date knowledge about resources and services available to children and families related to Effective Practices in supporting families
- Participate in ongoing training, technical assistance and support from state, local and other organizations as appropriate
- Facilitate the inclusion of families' perspective in the design, implementation and evaluation of Harford County's System of Care

4.6 Referral and Intake Process

Families can be referred to navigation services by any source, including self-referral. Upon making a referral, families will be contacted by a Family Navigator who will determine the level of need that the family is exhibiting. Some families may simply need the name and number for a single resource, many families will present complex or multiple needs.

Navigators will gauge the degree of support needed and provide the appropriate level of resource and referral linkage. For families who present with multiple needs, a family plan may be utilized as a tool to determine the family's strengths and needs. As part of developing the family plan, the Navigator will utilize the Child and Adolescent Needs and Strengths (CANS) Assessment to measure family functioning. The CANS is a tool that supports decision making, assists in determining the appropriate level of service, and identifies specific areas of need. More information about the CANS can be found at:
http://www.praedfoundation.org/About%20the%20CANS.html and
http://www.cans.umaryland.edu/

4.7 Number of Families to be Served
The established service goal is a minimum of 75 families in FY2015, or as otherwise agreed to by the LMB and selected vendor.

4.8 Location of Service and Hours
Harford County Public Schools will provide in-kind dedicated space at the Center for Educational Opportunity for Family Navigation. The Center for Educational Opportunity is located at 253 Paradise Road in Aberdeen, Maryland. This location has direct access to a Harford Transit bus stop to ensure it is accessible by the community. In addition, it houses the Alternative Education middle and high school. Alternative Education provides an alternative to a traditional school environment for youth who have experienced crisis, have dropped out of school or have not been successful in a traditional school environment.

In addition to being accessible to all families in Harford County, Navigators will play a special role at the Center for Educational Opportunity establishing set office hours that are established in collaboration with the selected vendor and school administration. Staff at Alternative Education may refer a family to meet with a Navigator to be offered immediate screening, assessment, information and referral services.

As Alternative Education has non-traditional program hours (detailed below), the offeror should be aware of these hours and plan accordingly. In particular, it is anticipated that on occasion coverage will need to be provided during the evening program. This arrangement will be established by the selected vendor in consultation with the school.

Alternative Education day program
Monday, Tuesday, Thursday, Friday – 10:15am-4:30pm
Wednesday – 12:15pm-4:30pm

Alternative Education evening program
Monday-Thursday – 5:15pm-7:15pm

4.9 Results-Based Accountability
Results-Based Accountability is an evaluation method that helps gauge program performance. This method focuses on the ideal end conditions for families receiving services. Indicators are used to measure these conditions and set baselines, or target goals for family functioning. Performance measures are used to determine: *How much did we do? How well did we do it? Is anyone better off?*

Established performance measures for the LAM (below) pertain to the Systems/Family Navigation component only. Should the selected vendor incorporate other methods of service (resource line, walk-in center, web-based directory) these elements will be incorporated in the final performance measure table.

How much did we do?
Measured by:

- Number of families referred to a System/Family Navigator
- Number of families served by a Navigator
- Average number of referrals per family
- Number of families with a completed family plan

How well did we do it?
Measured by:

- Average or median number of business days between referral and first person-to-person contact by a Navigator
- Number of completed CANS assessments used in developing a Family Plan
- Percent of families satisfied or higher with services received
- Percent of families who report that the Navigator was:
    - Respectful of their family
    - Concerned with the well-being of their family
    - Assisted in identifying both family strengths and needs
    - Assisted the family in setting its own goals
    - Effective in identifying services appropriate to meet family goals
- Percent of families reporting that they understood how to contact the suggested agencies/organizations

Is anyone better off?
Measured by:

- Percent of families who report success in contacting suggested agencies/organizations
- Percent of families who report success in receiving needed services or supports.
- Percent of families reporting an increase in their ability to advocate for the needs of their child(ren) after receiving Navigation services
- Percent of families reporting a decrease in stress after receiving assistance from Navigation services.

4.10 Contractor Reporting
Monitoring shall occur throughout provision of service. The intake procedure and family plan shall be developed by the selected vendor. Utilizing a report format developed in collaboration with the LMB, evaluation/outcome reports shall be submitted to the contract monitor on a monthly basis. These monthly reports will track the progress of measureable outcomes referenced above.

4.11 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 families 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 (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 should 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). Explain past experience working with at-risk youth, including youth that are involved in or at-risk of involvement in juvenile services and those that have mental health and/or substance abuse needs. Also speak to past track record engaging families in service and ability to instill pro-social parenting and advocacy skills.

D. Proposed Service (45 points)

This section should outline a sound and workable plan of action that includes timelines and resources. Explain how the offeror plans to implement a comprehensive Local Access Mechanism in Harford County, identifying specific strategies to be implemented. Include in this section information on how federal nutrition programs will be shared with clients served (see Attachment #1). Also provide information on how potential cultural and linguistic barriers will be addressed. Lastly, explain how future sustainability of this program is to be achieved including how the offeror plans to incorporate other funding sources (in-kind, billing, additional funders) and how adjustments will be made if awarded funding is reduced.

E. Results-Based Accountability (30 points)
This section should outline how your organization will know if it has achieved the goals of improving coordination and utilization of services, improving access to services by families and identifying additional services needed. Discuss how your organization will measure the results and evaluate progress using Results-Based Accountability (see section 4.9). Include in this section an explanation of the level of research evidence available for the proposed program. Explain whether the program is an EBP, Promising Practice or has Practice-Based Evidence (see Attachment #2).

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 may be awarded additional points in the scoring of proposals.

Section VI. Evaluation Criteria

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

After the established due 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.

Evaluation Criteria	Maximum Points
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 Criteria for Financial Evaluation
The cost per child or case rate of each offeror's Budget will be evaluated. Once the lowest case rates have been determined, all other proposals will be measured against those costs along with a comparison of the quality of services proposed.

6.6 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 5:00 pm on May 2, 2014. Upon execution of the Community Partnership Agreement between Harford County and the Governor's Office for Children 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

Budget: Local Access Mechanism

Name of Organization: _____

Complete the following Budget form for the services proposed in the Narrative for FY2015 (July 1, 2014-June 30, 2015).

Proposed Budget FY2015

Category	Budgeted Amount	In-Kind/Other Funding Source	Total
Salaries			
Fringe			
Contractual			
Supplies/Materials			
Business Travel			
Equipment			
Training			
Flex Funds			
Other (specify below)			
Total			

A. Provide cost per family as indicated below:

Cost per family = $_____ x _____ (proposed number of families) = _____*

*This amount should match the amount on the Total line in the Budget above.

Harford County Department of Community Services,
Local Management Board

Budget Narrative: Local Access Mechanism

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 expenses incurred by staff traveling to meet with families). 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 #1

Federal Nutrition Programs and Participant Eligibility Guidelines

Program	Eligibility		Contact	If eligible, may also be eligible for:
Food Supplement Program (Food Stamps)	Child/Family	For most families with children the family's gross income cannot exceed 200% of the federal poverty level. Other households must have gross income below 130% of the federal poverty level. Other factors, such as an elderly or disabled family member living in the home, may change this eligibility standard.	Contact the local Department of Social Services to determine eligibility and to submit an application. One may also apply online at: www.marylandsail.org.	School Breakfast and School Lunch program (Free and Reduced Priced Meals), WIC
	Organization	n/a		
Free and Reduced Price School Meals	Child/Family	Children from families with incomes at or below 130% of the poverty level are eligible for free school meals. Children from families with incomes between 130% and 185% of the poverty level are eligible for reduced-price school meals. These students pay no more than 40 cents for lunch and 30 cents for breakfast.	Contact the front office or the nutrition department at the child's school for a meal benefit application. One can apply at any time during the school year.	Food Supplement Program (food stamps), School Breakfast Program, School Lunch Program, and WIC
	Organization	n/a		
School Breakfast Program	Child/Family	All students may participate in the School Breakfast program. Based on family income, students are eligible for breakfast in the free, reduced or paid category.	Contact the front office or the nutrition department at the child's school for information on what time breakfast is served or to get a meal benefit application for free and reduced priced meals. One can apply at any time during the school year.	(See Free and Reduced Price School Meals above)
	Organization	All public elementary schools with 15% or more students eligible for free or reduced meals must have a school breakfast program.		
At-Risk Afterschool Supper Program	Child/Family	Children must be 18 years and under.	Contact the Maryland State Dept. of Education (MSDE) School & Community Nutrition Programs Branch at 410.767.0214 to determine the program's eligibility.	School Breakfast and School Lunch program (Free and Reduced Priced School Meals)
	Organization	Eligible afterschool programs include: those operated by a school, public agency, or private nonprofit organizations (*i.e.*, Boys and Girls Club or community action agency); program centers in areas served by a public school where at least 50% of the enrolled children are eligible for free or reduced-price meals; programs must offer educational or enrichment activities (ie, tutoring, arts and crafts, life skills, etc.).		
Summer Food Service Program (SFSP)	Child/Family	Children must be 18 years and under.	Contact the Maryland Hunger Hotline at 1.877.731.9300 to locate a Summer Food site in your area.	School Breakfast and School Lunch program (Free and Reduced Priced School Meals)
	Organization	Organizations eligible to become SFSP sponsors include: public or private nonprofit schools, public or private nonprofit residential summer camps, National Youth Sports Program participants, and private, nonprofit organizations. Eligible agencies include those in areas served by a public school where at least 50% of the enrolled children are eligible for free or reduced-price meals or when 50% of children enrolled in a program qualify.	Contact the Maryland State Dept. of Education (MSDE) School & Community Nutrition Programs Branch at 410.767.0225 to determine the program's eligibility.	
Women, Infants and Children Program (WIC)	Child/Family	Target population is low-income (up to 185% of poverty level) and nutritionally at risk: Women: pregnant women (through pregnancy and up to 6 weeks after birth or after pregnancy ends); breastfeeding women (up to infant's 1st birthday); non-breastfeeding postpartum women (up to 6 months after the birth of an infant or after pregnancy ends) Infants: up to 1st birthday Children: up to 5th birthday	Call the WIC Hotline (1.800.242.4942) to locate the WIC office near you. The local WIC office will determine eligibility.	Food Supplement Program (food stamps)
	Organization	n/a		

Attachment #2

Effective Intervention Categories and Definitions

Evidence-Based Practice, Promising Practice, & Practice-Based Evidence: What's the difference?

The purpose of this document is to educate providers, policymakers, and others interested in effective interventions about three categories of available interventions. Understanding the ways in which interventions differ could influence the selection and adoption of a new intervention. These categories are evidence-based practice (EBP), promising practice, and practice-based evidence (PBE).

How strong is the research?

Evidence-based practice (EBP) refers to the integration of the best available research with clinical expertise in the context of youth and family characteristics, culture, and preferences. In other words, the effectiveness of an EBP to help children and families reach desirable outcomes is measured by three vital components:

1) Extent of scientific support of the intervention's effects, particularly from at least two rigorously designed studies;
2) Clinical opinion, observation, and consensus among recognized experts (for the target population);
3) Degree of fit with the needs, context, culture, and values of families, communities, and neighborhoods.

Better/best intervention
More effective than other well-established techniques

Well-established intervention
≥2 well-controlled studies

Promising practice refers to interventions that have *some* research evidence to indicate that they produce positive outcomes for children and adolescents. Promising practices require additional supporting research evidence to be considered evidence-based practices.

Promising intervention
Some possible effects but needs more rigorous research

Practice-based evidence (PBE) refers to interventions and strategies that are accepted as effective by the local community (e.g., families, youth, providers, administrators). Therefore, PBE have been tested in the "real world"; however, they typically lack supporting research evidence.

Evaluated intervention
but unclear, possibly neg. findings

Not evaluated intervention

References

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Pires, S. (2002). *Building systems of care: A primer.* Washington, DC: Human Service Collaborative.

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