



## **REQUEST FOR PROPOSAL**

### **Strengthening Families Program**

Issued by:

Harford County Department of Community Services

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

**Total Amount Available for program:**

**\$58,850.00**

**Due January 17, 2020**

## Section I. Objective of Request for Proposal

### 1.1 Summary Statement

The **Harford County Department of Community Services** has funding available for Strengthening Families Program, a 10-14 week parenting and family training sessions using family systems and cognitive behavioral approaches to increase resilience and reduce risk factors.

### 1.2 Terms of Contract

A contract will be awarded for a 12-month period during FY 2020 from July 1, 2019 through June 30, 2020.

### 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  
125 North Main Street  
Bel Air, MD 21014  
410-638-3389  
[scbowker@harfordcountymd.gov](mailto:scbowker@harfordcountymd.gov)

The application form can be downloaded from the County website at <http://www.harfordcountymd.gov/319/Community-Services>

### 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 [scbowker@harfordcountymd.gov](mailto:scbowker@harfordcountymd.gov) or 410-638-3389.

### 1.6 Closing Date

One (1) original paper application and one (1) paper copy application of the proposal must arrive at the Issuing Office **no later than 5:00 pm on Friday, January 17, 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 [scbowker@harfordcountymd.gov](mailto:scbowker@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 Harford County Department of Community Services.

### **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

Harford County Department of Community Services may cancel this RFP, in whole or in part, whenever in its sole discretion, it is determined to be fiscally advantageous to the County or otherwise in its best interest.

#### 2.4 Proposal Acceptance

Harford County Department of Community Services 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 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 Harford County Department of Community Services 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 Harford County Department of Community Services in order to clarify or document their proposals.

#### 2.7 Incurred Expenses

Harford County Department of Community Services 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

Harford County Department of Community Services 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 are not permissible. Joint proposals will not be accepted.

#### 2.10 Document Ownership

In the event of contract award, all documentation produced as part of the contract will become the exclusive property of Harford County Department of Community Services and may not be removed by an employee of the vendor without the written permission of Harford County Department of Community Services. Proposals received from all other offerors in response to this RFP will become the property of Harford County Department of Community Services and will not be returned to the offeror. Harford County Department of Community Services 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

Harford County Department of Community Services retains all rights to the program. Any company literature developed by the vendor with regard to the program must contain a reference to Harford County Department of Community Services 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 Harford County Department of Community Services by notifying Harford County Department of Community Services 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 Harford County Department of Community Services. No diversion shall be made by the vendor without the written consent of Harford County Department of Community Services. In circumstances where a key employee discontinues their employment with the vendor, it is the vendor's responsibility to notify Harford County Department of Community Services immediately via phone, email or facsimile upon receiving such notification. Further, it is the vendor's responsibility to provide Harford County Department of Community Services, 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, 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. State and federal background checks are required. The selected vendor shall provide documentation certifying to Harford County Department of Community Services, 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, Harford County Department of Community Services 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 Harford County Department of Community Services.

#### 2.18 Audit

The vendor shall provide a copy of an independent financial audit, which shall be forwarded to Harford County Department of Community Services 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 Harford County Department of Community Services 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 Harford County Department of Community Services.

#### 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

Harford County Department of Community Services works daily to meet the needs of our seniors, youth, persons with disabilities, and those struggling to overcome addiction. The Department works with federal, state, local and private agencies to ensure our community continues to evolve and remains focused on the best possible services for our citizens and County.

### **Section IV. Specifications**

#### 4.1 Scope of the Program

The Strengthening Families Program (SFP) involves elementary school children, 6 to 12 years of age, and their families in 10 – 14 week parenting and family training sessions using family systems and cognitive behavioral approaches to increase resilience and reduce risk factors. It seeks to improve family relationships, parenting skills, and youth's social and life skills. It is unique because the whole family attends and practice new relationship skills together in family

groups. The parents and children meet for two hours. They meet separately the first hour for skills training and then together the second hour for a structured parent-child interaction to practice the skills they learned. Families eat meals together and are also provided assistance with transportation and childcare. SFP is designed to significantly improve parenting skills and family relationships, reduce child maltreatment, children's problem behaviors, delinquency and alcohol and drug abuse; and to improve social competencies and school performance.

#### 4.2 Number of Individuals to be Served

The service goal of the program is to serve 28 families (14 families for two sessions) and minimum of 28 children (14 children for two sessions).

#### 4.3 Program Measurement/Performance Indicators

1. The number of children (ages 6-17) graduating (attending at least 10 of sessions) Target = 28 (14 children for two sessions).
2. The number of families graduating (attending at least 10 of 14 sessions) Target = 28 (14 families for two sessions).
3. The number and percentage of families surveyed who report increased communication and positive interaction with their child(ren). Target = 24/28 families or 86%.

#### 4.4 Contractor Reporting

Monitoring shall occur throughout provision of service. Utilizing a report format developed in collaboration with Harford County Department of Community Services, 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. Reports are due ten (10) days after the end of each Quarter: April 20, 2020 and July 10, 2020.

#### 4.5 Role of Harford County Department of Community Services

Harford County Department of Community Services 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 State of Maryland Opioid Operational Command Center.

### **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 ten (10) pages, 12-point Times New Roman font, single spaced, with one inch (1") margins throughout. Documents that do not count in the 10 page total include:

- Cover Letter
- 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 (5 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 (20 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 (20 points)**

This section should outline a sound and workable plan of action that includes timelines and resources.

**E. Program Objectives (20 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

**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.

The budget attached in Attachment 1 reflects one year of spending. Harford County Department of Community Services reserves the right to reduce budgets. The budget is accompanied by a brief narrative that clearly explains each line item, how the figure was derived, and its relevance to the overall program. The narrative can be found in Attachment 2.

Review the budget in Attachment 1 and submit any changes the vendor anticipates making to the budget line items. Please include a written justification for the proposed changes. If uncertain as to whether an expense is allowable, please feel free to contact for information.



## **Section VI. Evaluation Criteria**

### **6.1 Evaluation Committee**

An Evaluation Committee established by Harford County Department of Community Services 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. The committee is made up of a diverse group of citizens, including representatives from faith base organizations, business leaders, the local school system and various community services agencies.

### **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. Harford County Department of Community Services 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 Harford County Department of Community Services. 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 67 points.

<u>Evaluation Criteria</u>	<u>Maximum Points</u>
A. Cover Letter	2 points
B. Management Summary	5 points
C. Understanding of the Problem	20 points
D. Proposed Service	20 points
E. Performance Measures	20 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 Harford County Department of Community Services 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 Harford County Department of Community Services regarding their proposal by submitting a formal request in writing. Information will not be provided on proposals submitted by other offerors.

## **Section VIII. RFP Timeline**

Proposals are due to the Issuing Office by **Friday, January 17, 2020 no later than 5:00 pm.** The selected program will begin upon execution of the awarded contract.

**Harford County Department of Community Services**

**Cover Sheet**

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

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

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

Primary contact

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

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

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

**Attachment 1**

Harford County Department of Community Services

Proposed Budget FY20

<b>CATEGORY</b>	<b>AMOUNT</b>
<b>SALARIES</b>	
Two Adult and Youth Facilitators; One Aide	\$25,200.00
Site Coordinator	\$7,600.00
<b>FRINGES</b>	
<b>CONTRACTUAL</b>	
Contractual/Training	\$5,100.00
<b>SUPPLIES/MATERIALS</b>	\$4,200.00
Program Supplies	\$3,000.00
Program Incentives	\$300.00
Graduation	\$450.00
Training/Development	
<b>BUSINESS/TRAVEL</b>	
Travel	\$2,800.00
<b>EQUIPMENT</b>	
<b>OTHER (list; attach additional sheets if necessary)</b>	
Food	\$3,200.00
Space Rental	\$7,000.00
<b>TOTAL:</b>	<b>\$58,850.00</b>

## **Attachment 2**

### Harford County Department of Community Services

#### Budget Narrative

##### Salaries

Two Adult Facilitators x \$200 per session x 28 sessions = \$11,200  
Two Youth Facilitators x \$200 per session x 28 sessions = \$11,200  
One Aide x \$100 per session x 28 sessions = \$2,800  
Site Coordinator - \$20/hr x 10 hours x 38 weeks = \$7,600

##### Contractual

Contractual Services - \$4,100 for a two-day SFP group leader training for 16 or fewer trainees (with one Trainer) plus travel expenses (\$1,000) = \$5,100; HH Training & Consulting, LLC – Contact: Hope Heffernan (812) 787-1668

##### Supplies and Materials

Program Supplies - \$150 per session x 28 sessions = \$4,200  
Program Incentive - \$100 per family x 30 families = \$3,000  
Graduation - \$6 per person x 50 people = \$300  
Training/Development – 6-book master set on CD, including site-limited license to copy as needed for agency's own use - \$450

##### Travel

Travel in State - \$100 per sessions x 28 sessions = \$2,800

##### Other

Food - \$100 per sessions x 28 sessions = \$2,800; \$100 x 4 booster sessions = \$400  
Space Rental – Cost of space/room rental \$250 for 3 hours x 28 weeks = \$7,000