



FREDERICK COUNTY, MARYLAND

**OFFICE OF
PROCUREMENT & CONTRACTING**

Winchester Hall, Second Floor
12 East Church Street
Frederick, Maryland 21701

REQUEST FOR PROPOSALS (RFP) #27-142

Coordinated Community Supports Partnerships

Proposal Due Date:

Monday, November 9, 2026, 1:00 pm

Buyer: Garrison Frey
Phone: (301) 471-4698
Email: gfrey@frederickcountymd.gov

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IMPORTANT: ADVISE THE PROCUREMENT AND CONTRACTING OFFICE IMMEDIATELY IF ANY OF THE ABOVE DOCUMENTS ARE NOT ENCLOSED



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1. EVENT SUMMARY

RFP Number:	27-142
RFP Name:	Coordinated Community Supports Partnerships
Issue Date:	Monday, September 21, 2026
Buyer:	Garrison Frey, Procurement Analyst III gfrey@frederickcountymd.gov (301) 471-4698
Pre-Proposal Date, Time and Location:	Monday, October 5, 2026, 1:00 pm Microsoft Teams Attendance: Non-Mandatory
Questions Due:	Monday, October 26, 2026, 4:00 pm via the OpenGov Procurement Portal
RFP Due:	Monday, November 9, 2026, 1:00 pm
Proposal Submission:	https://procurement.opengov.com/portal/frederickcountymd/projects/294330 Note: Only electronic submissions will be accepted. PLEASE NOTE THAT REGISTRATION WILL TAKE TWO (2) BUSINESS DAYS.
Agreement Term:	one year
Tentative Presentation/Interview Dates:	N/A
Bid Deposit:	No, Bid Deposit Amount is not applicable.
Performance Bond:	No, Performance Bond Amount is not applicable.
Payment Bond:	No, Payment Bond Amount is not applicable.

* Be advised: If County administrative offices have been officially **closed** for any reason, the Pre-Proposal Conference will be rescheduled via Addenda posted on the website the morning after the closing event.

** Be advised: In the event that County administrative offices are **closed or delayed** on the date that submissions are due, the solicitation will be opened the next business day at the same time indicated in the Event Summary section at the front of this document.

2. DEFINITIONS

- A. Addenda – Formal alteration of a solicitation or Agreement in writing (When applicable, Addenda are available on the Procurement & Contracting website.)
- B. Agreement – The Request for Proposal Documents and any addenda, the Applicant's response to this solicitation
- C. Alternate Proposals – A second proposal for a single item that intentionally offers a substitute product or service that varies from the stated specifications
- D. Applicant – Any Offeror; most often the successful Offeror
- E. Business Associates Agreement (BAA) – An agreement between the County and any healthcare provider or Contractor who may have access to PHI at any time throughout the life of any Agreement resulting from the award of this solicitation
- F. Buyer – The County's Procurement & Contracting representative or Designee for the solicitation process and/or any Agreement that may result from award of this solicitation
- G. CHRC – Community Health Resource Commission
- H. County – Frederick County, Maryland
- I. CSP – Community Supports Partnership
- J. Designee – Specifically appointed alternate signatory or decision maker
- K. FCPS – Frederick County Public Schools
- L. FERPA – Family Educational Rights and Privacy Act
- M. EBP – Evidence-Based Program
- N. HIPPA – Health Insurance Portability and Accountability Act
- O. Interested Party – An actual or prospective Offeror or Applicant that may be interested in the award of a contract
- P. Issuing Office – Frederick County, Maryland Office of Procurement & Contracting, 12 East Church Street, Frederick, Maryland 21701
- Q. LBHA – Local Behavioral Health Authority
- R. LEA – Local Education Agency
- S. LMB – Local Management Board
- T. MPIA – Maryland Public Information Act request for information

- U. MTSS – Multi-Tiered System of Supports
- V. NCSMH – The National Center for School Mental Health
- W. MCCCS – Maryland Consortium on Coordinated Community Supports
- X. Offeror – Any entity that submits a response to this solicitation
- Y. P&C – Frederick County, Maryland Office of Procurement & Contracting
- Z. Personal Health Information (PHI) – Any data that relates to any past, present, or future healthcare, health condition, provision of medical care, healthcare status or payment for services thereof
- AA. Personally Identifiable Information (PII) – Any information about a natural person that may be utilized in order to distinguish an individual’s identity
- BB. Proposal – All information submitted by the Applicant in response to this solicitation
- CC. Request for Proposals (RFP) – All documents identified in the Table of Contents, including any addenda
- DD. Solicitation – The Request for Proposal
- EE. User Agency – County division, department, or office for which goods and/or services are being purchased

3. PRE-PROPOSAL CONFERENCE

- A. A Pre-Proposal Conference will be held on Monday, October 5, 2026 at 1:00 pm to discuss objectives and answer questions relating to this solicitation. Applicant’s attendance is not required but is strongly encouraged. Additionally, attendance may facilitate the Applicant’s understanding of the requirements.
- B. It is recommended that Applicants read the solicitation prior to the conference and bring a copy to the conference.
- C. If there is a need for language interpretation and/or other special accommodations, please advise the Buyer via email so that reasonable efforts may be made to provide special accommodations.
- D. MICROSOFT TEAMS™ MEETING: The Pre-Proposal will be an online and virtual Microsoft Teams™ meeting. However, in the event that a participant has difficulty joining virtually, a phone number for calling into the meeting is available.
Meeting Link: [Click to Join](#)
Phone: +1 667-217-6643, Phone conference ID: 226 699 082#
- E. If County administrative offices have been officially closed or delayed for any reason, the Pre-Proposal Conference will be rescheduled via Addenda posted on the website the morning after the closing event.

4. INQUIRIES AND ADDENDA

- A. The P&C Buyer from the Issuing Office is the sole point of contact for this solicitation. Questions concerning this solicitation must be addressed in writing and submitted to the OpenGov Procurement Portal by Monday, October 26, 2026 at 4:00 pm.
- B. Addenda to solicitations often occur prior to the proposal opening, sometimes within a few hours of the opening. It is the potential Applicant's responsibility to visit the P&C OpenGov Procurement Portal at <https://procurement.opengov.com/portal/frederickcountymd/projects/294330> to obtain Addenda.

5. GENERAL CONDITIONS

5.1. RESERVATIONS

- A. The Director of P&C reserves the right to reject any or all proposals or parts of proposals when, in P&C's reasoned judgment, the public interest will be served thereby.
- B. The Director of P&C may waive formalities or technicalities in proposals as the interest of the County may require.
- C. The Director of P&C may reject any proposal which shows any omission, irregularity, alteration of forms, additions not called for, conditional or unconditional unresponsiveness, or proposals obviously unbalanced.
- D. Responsibility and responsiveness of any Applicant's proposal will be determined at the sole discretion of the Director of P&C.

5.2. PERIOD OF VALIDITY

Unless otherwise specified, all formal proposals submitted shall be irrevocable for 120 days following the proposal opening date, unless the Applicant agrees to an extension. Proposals may not be withdrawn during this period. The County may request an extension of the Period of Validity via email to the Applicant's representative.

5.3. NON-WAIVER

Any waiver of any breach of covenants herein contained to be kept and performed by the Applicant shall not be deemed or considered as a continuing waiver and shall not operate to bar or prevent the County from declaring a forfeiture for any succeeding breach either of the same condition of covenant or otherwise.

5.4. COMPLIANCE WITH LAWS

- A. If awarded a contract, the Applicant hereby represents and warrants that it:
 - 1. Is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;

2. Is not in arrears with respect to the payment of any monies due and owing the County, or any department or agency thereof, including, but not limited to, the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the contract;
 3. Shall comply with all federal, state, and local laws, ordinances, and legally enforceable rules and regulations applicable to its activities and obligations under the contract;
 4. Shall eschew any and all forms of employment discrimination and promote equal opportunity in hiring practices as well as the selection of subcontractors for use in any of its projects;
 5. Agrees that the facts and matters set forth hereafter in the contract and made a part hereof are true and correct.
 6. Meets the qualifications required and years of experience stated.
- B. In addition to any other remedy available to the County, breach of any of the paragraphs of this clause shall, at the election of the County, be grounds for termination. Failure of the County to terminate the contract shall not be considered or construed as a waiver of such breach nor as a waiver of any rights or remedies granted or available to the County.

5.5. MARYLAND REGISTRATION

Applicants must be registered to do business in, and must be in good standing with, the State of Maryland. Applicants not registered must obtain registration information from the Maryland Department of Assessments and Taxation website at: <http://dat.maryland.gov> or by calling 410-767-1184 or Toll Free 888-246-5941.

5.6. AVAILABILITY OF FUNDS

The contractual obligation of the County under this contract is contingent upon the availability of appropriated funds from which payment for this contract can be made.

5.7. RESPONSIBILITY

The Applicant has the burden of demonstrating affirmatively its responsibility in connection with this solicitation, in background, history of projects, years of experience as a firm, project team(s), ability, etc. A Applicant under debarment, or with documented poor performance, or with questionable reputation, or without the required years of operation, or lacking integrity or key personnel, as solely determined by the Director of P&C, may automatically be considered non-responsible in connection with this solicitation. At the sole discretion of the County, a Applicant that has previously failed to perform properly, has failed to timely complete contracts of a similar nature, has failed to complete contracts of a similar nature within budget or with an unreasonable quantity of change orders, or one that investigation reveals is unable to perform the requirements of the contract may be excluded from consideration for award. P&C may request that a Applicant provide documentation necessary for the determination of responsibility. Failure

of a Applicant to provide the required documentation may exclude it from further consideration. Final determination of responsibility is determined at the sole discretion of the Director of P&C.

5.8. AFFIDAVIT

The attached affidavit is provided to facilitate compliance with the applicable law and is to be completed and returned with response.

5.9. PUBLIC INFORMATION/PROPRIETARY/CONFIDENTIAL INFORMATION

- A. The County operates under the public information law, which permits access to most records and documents under the Maryland Public Information Act (MPIA).
- B. Proposals will be available for public inspection after the award announcement, except to the extent that a Applicant designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the non-confidential portion of the proposal. A Applicant's designation of material as confidential will not necessarily be conclusive, and the Applicant may be required to provide justification why such material should not be disclosed, on request, under the MPIA, General Provisions Article, Sections 4-101 through 4-601 of the Annotated Code of Maryland.

5.10. CONTRACT SERVICES AGREEMENT

- A. The County and Applicant may execute a Contract Services Agreement resulting from the award of this solicitation.
- B. The County will prepare an Agreement specific to this solicitation for execution by the successful Applicant.

5.11. REDACTED VERSION

Applicants are encouraged to submit a redacted version of their proposal, redacted in accordance with Public Information/Proprietary/Confidential Information. The redacted version shall be kept in County records and utilized for future reference only if requested via the MPIA. In the event no redacted version is submitted with the Applicant's submitted proposal, the original submitted proposal will be released in response to any MPIA. The redacted version will not be utilized in the process of award. REDACTED VERSION WILL BE FILED AND ONLY RELEASED IN THE EVENT PROPOSER'S RESPONSES ARE REQUESTED THROUGH MARYLAND PUBLIC INFORMATION ACT REQUEST.

5.12. PERSONALLY IDENTIFIABLE INFORMATION (PII)

- A. The Applicant agrees that any PII obtained during the provision of service shall be used only to support the service and will not be utilized or released or sold for any other purpose. Use of PII other than the use specified herein is strictly prohibited. Any use not detailed herein requires a formal Amendment to any Agreement resulting from any award under this solicitation.

- B. The Applicant shall implement safeguards that appropriately protect the integrity of PII that it receives, creates, maintains, or transmits in any capacity.
- C. The Applicant shall limit any use of PII to entities with which it has a formal agreement. The Applicant is solely responsible to any breach of any entity with which the Applicant has allowed use of PII.
- D. Upon conclusion of any Agreement resulting from award of this solicitation and at no cost to the County, the Applicant shall return any PII necessary for continuance of provision of services or, if the PII is not deemed necessary at the sole discretion of the County, the Applicant shall be responsible for its destruction. In the event of destruction, the Applicant shall provide Certificate of Destruction.
- E. The Applicant shall immediately notify the County of any use or leak of PII in violation of any Agreement resulting from the award of this solicitation, regardless of cause or severity. Notification shall take place as soon as possible after discovery, but not less than two (2) business days of the date of discovery. Notification shall include a list or subsection of all PII that had been compromised.
- F. The Applicant is solely responsible for mitigation of any damage cause by the unauthorized use or leak of PII and mitigation shall be to the satisfaction of the County and at no cost to the County.

5.13. BUSINESS ASSOCIATES AGREEMENT (BAA)

Any award resulting from award of this solicitation shall be subject to a Business Associates Agreement (BAA) which will be executed after award of purchase Agreement.

5.14. AWARD NOTIFICATION

- A. Award notification will be by U.S. Mail, email, phone or any combination thereof. All Applicants that have submitted a proposal will be notified of which Applicant(s) will be awarded prior to final award.
- B. The awarded Applicant(s) will be required to return an Insurance Certificate naming Frederick County as an additional insured, the executed Agreement*, and the Maryland Registration Certificate of Good Standing.
- C. Individuals wishing to contest results of a solicitation may view procedures on the P&C website at www.FrederickCountyMD.gov/procurement.

5.15. SYSTEM FOR AWARD MANAGEMENT (SAM)

Applicants must not be presently debarred, suspended, proposed for disbarment, declared ineligible or voluntarily excluded from covered transactions with the Federal Government according to the information contained on the website SAM.gov

6. SPECIAL CONDITIONS

6.1. CONTRACTOR'S QUALIFICATIONS

- A. Applicants must be engaged in behavioral health services and supports for students and shall have been actively engaged in this field for a minimum of one year. The proposing firm must meet these years of experience, at a minimum, in order to be considered for award.
- B. The County reserves the right to inspect the Applicant's equipment and to perform such investigations as may be deemed necessary to insure that competent personnel and management will be utilized in the performance of this contract.

6.2. AWARD

The County intends to award to the responsive and responsible Applicants whose proposals represents the best value to the County. Responsibility and responsiveness are determined at the sole discretion of the Director of P&C.

6.3. AGREEMENT PERIOD

The contract period shall be for 1 year(s) commencing on or about July 1, 2027 after approval and proper execution of the contract documents, with a renewal option for four additional year(s) in one-year increments, exercisable at the sole discretion of the County.

6.4. NON-EXCLUSIVITY

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the Applicant. This contract shall not restrict the County from acquiring similar, equal, or like goods and/or services from other entities or sources.

6.5. INSURANCE REQUIREMENTS

The Applicant shall be required to provide the insurance as outlined in Section Insurance Requirements. All documentation of insurance shall be submitted prior to contract start date. In the event that the necessary insurance cannot be obtained, the County reserves the right to revoke the contract award and award to another firm.

6.6. GRANT FUNDING REQUIREMENTS

In the event that a grant opportunity is made available and awarded to the County during the term of the agreement, the Applicant agrees to comply with guidelines, requirements, terms, and conditions as outlined in Notification of Grant Award documents after award and acceptance and incorporated into any approved Task Order using grant funding.

6.7. ADDITIONS/DELETIONS

The County, at its option, may add or delete like or related services as needed at the sole discretion of the Director of P&C. All specifications and requirements of this solicitation will apply to any additions made during the contract term.

7. SPECIFICATIONS

7.1. Technical Specifications

- A. **Background:** The Frederick County Health Department Behavioral Health Service Division operates the Community Supports Partnership (CSP) Hub, part of the Frederick County Local Behavioral Health Authority. The CSP Hub seeks proposals from qualified organizations to deliver youth behavioral health services and supportive interventions consistent with the goals of the Maryland Consortium on Coordinated Community Supports (MCCCS) and the Community Health Resource Commission (CHRC). Youth across Frederick County experience emotional, behavioral, social and environmental challenges that impact school engagement, wellness, and stability. The selected Applicants will provide accessible, trauma-responsive, culturally competent services designed to strengthen functioning in school, at home and in the community. The Frederick County CSP Hub intends to expand equitable access to behavioral health supports, reduce disparities, and improve outcomes for youth and families through coordinated, community-based service delivery.

B. Definitions

1. For the purpose of this Scope of Services:
 - a. "Youth" refers to school-aged children and adolescents eligible for MCCCS-supported services.
 - b. "Applicant" refers to the provider responsible for delivering services under this Request for Proposals.
 - c. "Frederick County CSP Hub" refers to the Frederick County Local Behavioral Health Authority (LBHA) overseeing MCCCS/CHRC implementation.
 - d. "Services" refers to behavioral health, supportive and coordination activities described herein.
 - e. "Evidence-Based" refers to practices supported to research, professional standards or emerging best practices appropriate for youth behavioral health.

C. Applicant Qualifications

1. Applicant must demonstrate a history of:
 - a. Experience providing behavioral health or supportive services to youth and families in Frederick County.

- b. Capacity to deliver trauma-responsive, culturally competent and linguistically accessible services.
- c. Ability to coordinate with schools, community partners and referring entities.
- d. Administrative infrastructure to meet MCCC/CHRC reporting, compliance and fiscal requirements.
- e. Staff appropriately qualified to provide the proposed service model, including licensure where required.

D. Statement of Work

1. Provision of Services

- a. The Applicant shall provide a continuum of youth behavioral health and support services, including but not limited to:
 - i. Individualized interventions addressing emotional, behavioral, social or school-related concerns.
 - ii. Supports that reduce barriers to school participation, service access and family stability.
 - iii. Regular engagement with youth to reinforce wellness goals, coping skills and daily functioning.
 - iv. Service delivery in settings that minimize access barriers, which may include schools, homes or community locations.
 - v. Assistance connecting youth and families to essential appointments, resources and supportive services.
 - vi. Culturally responsive and linguistically accessible services for youth and families.
 - vii. Acceptance of referrals from schools, families and community partners, consistent with MCCC/CHRC expectations.
- b. The Applicant shall ensure services are flexible, developmentally appropriate and responsive to the needs of youth and families.

2. Evidence-Based Approaches

- a. The Applicant shall utilize evidence-based practices that support emotional regulation, motivation, skill-building and family engagement. Staff shall maintain competency in selected

approaches and participate in ongoing training as required by MCCCCS/CHRC or the Frederick County CSP Hub.

- b. The Applicant may propose its own service model, provided it aligns with MCCCCS/CHRC goals and youth behavioral health best practices.

3. Coordination and Collaboration

- a. The Applicant shall:
 - i. Coordinate with school personnel, community partners and referring entities to ensure aligned interventions and avoid duplication of services.
 - ii. Maintain communication necessary to support youth progress while adhering to all applicable privacy regulations.
 - iii. Provide interpretation or translation services when needed to ensure equitable access.
 - iv. Participate in coordinated planning efforts that support MCCCCS/CHRC and Frederick County CSP Hub goals.
 - v. Engage in collaborative problem-solving with Frederick County CSP Hub to address service gaps, barriers and emerging needs.

4. Participation in Required Meetings

- a. The Applicant shall participate in:
 - i. Meetings, trainings and technical assistance sessions convened by the Frederick County CSP Hub, MCCCCS, CHRC or other oversight entities.
 - ii. Programmatic, administrative or fiscal meetings required for monitoring and compliance.
 - iii. Any additional sessions necessary to support service alignment, quality improvement or reporting accuracy.
- b. Appropriate staff shall attend and be prepared for all required sessions.

5. Reporting Requirements

- a. The Applicant shall submit reports in accordance with Frederick County CSP Hub and MCCCCS/CHRC timelines, including:
 - i. Service utilization data

- ii. Progress updates and narrative summaries
- iii. Identification of challenges, barriers and corrective actions
- iv. Fiscal documentation, including invoices, expenditure tracking and supporting documentation
- v. Quarterly and annual performance summaries
- b. Reports shall be submitted within required timeframes and in formats specified by the Frederick County CSP Hub or MCCCCS/CHRC.
- c. See Attachment G for additional requirements.

6. Compliance Requirements

- a. The Applicant shall:
 - i. Cooperate with all monitoring, performance reviews, audits and corrective action processes conducted by the Frederick County CSP Hub, MCCCCS or CHRC.
 - ii. Implement required corrective actions within established timelines.
 - iii. Maintain documentation demonstrating compliance with all applicable federal, state and local regulations, including confidentiality requirements (e.g., FERPA, HIPAA).
 - iv. Ensure staff adherence to Frederick County CSP Hub and MCCCCS/CHRC standards for service delivery, reporting and accountability.
 - v. Maintain records in accordance with retention requirements established by oversight entities.
 - vi. Provide a clear plan describing how the Applicant will bill for reimbursement, if applicable, including processes, systems and responsible personnel. If the Applicant is unable or elects not to bill for reimbursement, they must provide a written explanation detailing the reason(s) and confirming how program costs will be supported.

E. Deliverables

- 1. The Applicant shall provide:
 - a. Youth behavioral health and support services consistent with this Scope of Services and Frederick County CSP Hub, MCCCCS/CHRC expectations.

- b. Timely submission of all required reports and performance summaries.
- c. Participation in required meetings, trainings and technical assistance activities.
- d. Full compliance with monitoring and oversight requirements.

F. Performance Expectations

- 1. The Applicant shall demonstrate progress toward:
 - a. Improved youth engagement in school, services or community activities
 - b. Increased access to behavioral health supports
 - c. Enhanced youth emotional regulation, coping skills or stability
 - d. Reduction of barriers affecting youth and families
 - e. Timely and accurate reporting and documentation
 - f. Effective coordination with schools and community partners
- 2. The Frederick County CSP reserves the right to establish additional performance indicators consistent with MCCC/CHRC requirements.

G. Administrative Requirements

- 1. The Applicant shall:
 - a. Maintain adequate staffing levels to meet service demand.
 - b. Ensure that all staff who have contact with or interact with students on FCPS property are fingerprinted in accordance with FCPS procedures. The Applicant is responsible for all associated costs.
 - c. Ensure staff receive ongoing supervision and professional development.
 - d. Maintain secure systems for documentation, data collection and communication.
 - e. Adhere to all fiscal and administrative requirements established by MCCC/CHRC and the Frederick County CSP Hub.

H. Reference Documents

1. The following documents which are included under Section 13. Attachments & Exhibits are incorporated as part of this scope of work by reference:
 - a. Attachment A
 - b. Attachment B
 - c. Attachment C
 - d. Attachment D
 - e. Attachment E
 - f. Attachment F
 - g. Attachment G
 - h. Attachment H

8. EVALUATION OF OFFERS

8.1. EVALUATION

Proposals will be evaluated by discussion in a step-by-step process during which the Evaluation Team will determine the best value for the County. As this is a best value procurement, additional steps may be added to ensure that the County's best interest is reached in award.

8.2. TECHNICAL EVALUATION CRITERIA

- A. Project proposals should be clear and concise, single spaced, in 11- or 12-point font. Proposals should be approximately 10-12 pages (approximately 5,000 words or less), excluding table of contents, executive summary, budget, and appendices. Brevity is encouraged. All pages of the proposal must be numbered.
- B. The project proposal should be structured using these topic headings:
 1. Table of contents (not included in page/word limit)
 2. Executive Summary (300-500 words, not included in page/word limit)
 3. Current CHRC/Consortium grantees only: Prior grant performance (300-800 words, not included in page/word limit)
 4. Proposal:

- a. Background and Justification
 - b. Organizational Capacity
 - c. Financial Capacity
 - d. Project Plan
 - e. Coordination/Integration
 - f. Engagement with students and families
 - g. Ability to demonstrate measurable outcomes
5. Project Budget and Budget Justification (not included in page/word limit)

C. Detailed instructions follow.

1. **Executive Summary** (300-500 words, not included in page/word limit)
 - a. How many total unduplicated students will receive grant-funded services? (see definition in Attachment B.
 - b. How many of these unduplicated individuals will receive services at each of the three MTSS Tiers: Tier 1 (universal/prevention), Tier 2 (brief/small group), and Tier 3 (individual)? See Attachment F.
 - c. Briefly describe the priorities and unmet needs that the program proposes to address.
 - d. What is the program's overall focus?
 - e. What key services will be provided (see Attachment H)?
 - f. What key Evidence-Based Programs will be implemented (see Attachment H)? How is the organization planning for staff training and on-going implementation support in the EBP(s), including participation in EBP implementation support calls? How will the EBP(s) be utilized in programming and implemented with fidelity?
 - g. Briefly describe how the program will integrate with existing services in the school and community.
 - h. Funding amount requested and brief description of other sources of funding (Medicaid, commercial insurance, local grants, in-kind, etc.), include brief description regarding sustainability of services.
2. **Prior grant performance** (current CHRC/Consortium grantees only, 300-800 words, not included in page/word limit)

- a. Describe accomplishments under the current grant, qualitative and quantitative.
- b. Describe any proposed changes to the current grant-funded program.
- c. Describe any lessons learned during the current grant and how those lessons would be applied in a future grant.
- d. Describe applicant's efforts to maximize Medicaid revenue during the current grant period.

3. Background and Justification

- a. Briefly describe the population(s) to be served (i.e., demographics, insurance coverage, income levels, etc.).
- b. Provide evidence that the proposed program responds to a documented local priority.
 - i. Applicants may use community health needs assessments, Frederick County Hub FY26 Needs Assessment, LBHA and/or LMB Needs Assessments, Community Schools Needs Assessments, information from LEAs, and/or other sources to describe the unmet needs and priorities. Use quantitative and/or qualitative data. Recommended data sets are included in Attachment A – select a few data points that best highlight the need for the program; do not include every measure.
- c. If applicable, list the schools that will receive services and explain the reasoning for selecting these schools. If providing services on school grounds, outline considerations for delivering programming in FCPS schools that can be executed without requiring additional staffing, scheduling changes or resource commitments from the schools.
- d. Will certain sub-groups of students/families within those schools be prioritized? Why? How?
- e. How will the proposed services address health equity?

4. Organizational Capacity

- a. Briefly describe the organization's mission, structure, and governance.
- b. Describe the organization's history of supporting youth and adolescent behavioral health. If applicable, describe the organization's history of work in Frederick County supporting youth and families.
- c. Describe the organization's history of working in schools and if applicable, outline the organization's current relationship or engagement with FCPS. Describe the organization's history of working with the target community.
- d. Describe the organization's staff. Include information about staff training and cultural and linguistic competency. Describe the extent to which the staff reflects the community served.

Provide an organizational assessment of racial and ethnic minority representation and cultural competency among the organization's staff and/or the organizational approach to achieve racial and ethnic diversity proportional to the community served.

- e. Describe the qualifications and licensure of key staff.
- f. Provide resumés of up to five key staff (not included in page/word limit).

5. Financial Capacity

- a. Briefly describe the organization's history of financial management.
- b. Does the organization currently bill Medicaid? If so, include Medicaid provider number. Describe existing capacity to bill Medicaid and any barriers to Medicaid billing. Which services will be eligible for Medicaid reimbursement? Which services are not billable? (Note: Medicaid billing is not a prerequisite; applicants that do not bill should briefly explain the reasons.)
- c. Describe how grant funds may complement any anticipated Medicaid revenues.
- d. How are any anticipated Medicaid revenues accounted for in the proposed budget (i.e., budget does not request grant funding for portions of FTEs that will be funded through anticipated Medicaid revenues)?
 - i. Describe the procedures your organization will use to verify, exhaust and document all available third-party reimbursement options prior to utilizing Consortium funds.
 - ii. Describe how your organization will document how Consortium funds are utilized if supporting services that are Medicaid/commercial insurance reimbursable.
 - iii. Describe the process your organization will use to identify youth who are underinsured for the service(s) provided and outline how this determination will be documented for compliance and audit purposes.
- e. If applicable, will a sliding scale fee schedule be supported? If so, include sliding scale fee schedule (not included in page/word limit).
- f. If applicable, will private commercial insurance be billed? If so, will grant funds be used to pay co-pays to private insurers according to an income-based sliding scale fee schedule? Describe how co-pay support will document client need (i.e., a client hardship form to request copay support, etc.). How are these anticipated revenues reflected in the proposed budget (i.e., budget does not request grant funding for portions of FTEs that will be funded through anticipated Medicaid revenues, budget includes co-pay support only, etc.)?
- g. What other sources of funding will support the organization's existing and new school-based services (e.g., local support, other grants, hospital community benefit, etc.)? How will grant

funding from this RFP be blended with funding from other sources? Describe any in-kind support that will be provided. Will matching funds be provided by the applicant?

- h. Applicants must fill out, sign, and attach the legal and financial disclosure form (see Attachment C).

6. Program Design and Prospects for Success

- a. Which services will be provided? Be clear and concise. Note: proposals that are overly complex may be less likely to be awarded under this RFP.
- b. What date will services begin? To what extent is the program ready to start in the first quarter of the school year?
- c. How many total unduplicated youth, families, and others will receive grant-supported services (see definition of Unduplicated Individuals Served in Attachment B)? How many of these unduplicated individuals will receive services at each of the three tiers of MTSS (See Attachment F). Briefly describe your methodology for developing these estimates and how you will ensure students are not counted more than once. For returning grantees, how many new students will be served, and how many students from the previous year will continue to be served?
- d. Where will services be provided? If applicable, describe commitment from schools to make confidential spaces available. If services will not be provided in the school building, describe means to facilitate access to services (e.g., transportation, etc.).
- e. What times during the day will services be provided? If applicable, describe commitment from schools to permit students to receive services during these times. Will services be provided over the summer?
- f. What evidence-based strategies will be used (see menus of Priority and Recommended evidence-based programs in Attachment D)? How is the organization planning for staff training and on-going implementation support in the EBP(s)? How will the EBP(s) be utilized in programming and implemented with fidelity? Be specific.
- g. Discuss the organization's plans for meeting EBP training and implementation expectations (see Attachment D). Budgets and staffing plans should reflect this commitment.
- h. Discuss the organization's willingness and commitment to participate in training, technical assistance, and grant monitoring provided by the Frederick County CSP Hub and/or coordinated by the CHRC, Consortium, and NCSMH. This includes attending CHRC-mandated monthly technical assistance calls (approximately 90 minutes), participating in individual consultations, and utilizing optional grantee office hours. Budgets and staffing plans should reflect these commitments.

- i. What other strategies will be used, and how are they justified (see Attachment H)?
- j. How will the program address challenges in hiring and retaining behavioral health staff? (The Consortium is aware of behavioral health workforce constraints. Applicants must develop realistic staffing plans as part of their proposals. Applicants may include innovative strategies to address challenges in the behavioral health workforce such as: use of supervised interns and other staff consistent with legal requirements, family and peer support programs, innovative use of technology, expanding Tier 1 and Tier 2 services, paid staff training and career ladders, and building the behavioral health workforce pipeline. Examples of innovative technology may include virtual reality technology, biofeedback, remote patient monitoring, use of Artificial Intelligence to monitor client well-being, computerized medical scribes for documentation, computerized assessment, psychoeducational apps to complement treatment or aid in care coordination, and self-care and mental health promotion applications. While proposals may include components that address workforce challenges, an applicant's program, as a whole, must directly result in expanded behavioral health and/or wraparound services for students and families during the grant period.)
- k. How will referrals be made to the program? How will services be "marketed" to families and school staff?

7. Coordination/Integration

- a. Describe collaboration with the Local Education Agency (LEA) in developing the proposal, including specific meeting dates. How will school staff be involved in the implementation of the program? How will student information be shared with school staff?
- b. How will the proposed program integrate with existing behavioral health services and supports for the target population and the identified schools? How will the proposed program avoid duplication?
- c. Describe all partners who will be involved in the program, including referral partners and others. Describe the processes and organizational structures that will be put into place to ensure that the partnership(s) are effective. Include letters of commitment (not included in page/word limit). How will information be shared between partner organizations?
- d. Will the program address the holistic needs of children and families, including medical needs and non-medical Social Determinants of Health? Describe any referral relationships.
- e. Will Community Schools be served (see Attachment A)? If so, how will the program integrate with services provided by Community Schools? If applicable, how does the program respond to Needs Assessments developed by Community Schools?

- f. Discuss any reservations about working with the Frederick County CSP Hub in the future.

8. Engagement with Families and Communities

- a. How is youth voice incorporated in the design and implementation of the program?
- b. Describe the extent to which families and communities were consulted in program design.
- c. How will feedback from families and communities be collected and incorporated into future programming?
- d. How will parents and families be involved in treatment plans, if applicable?
- e. Please include any letters of support from key community agencies and organizations (e.g., community-based organizations, Departments of Social Services, etc.) (not included in page/word limit).

9. Ability to Demonstrate Measurable Outcomes

- a. Describe the organization's capacity for data management and outcomes reporting. What data systems will be used? Note: Grant funding may be requested for data systems.
- b. Comment on the organization's ability to collect and report standardized data measures (see Attachment G). Discuss any measures that will not be collected. Optional: What additional, customized process and outcome measures could be collected to demonstrate the impact of this program?
- c. Which validated assessment tools will be used to demonstrate impact? (See Attachment B)
- d. Describe how the organization currently conducts self-assessment as part of continuous quality improvement efforts. If applicable, describe support needed to build the organization's evaluation capacity. Note: grantees will be required to consult with the CHRC and NCSMH to review data and assessment strategies.
- e. How will student and family satisfaction be measured? Please include a copy of any satisfaction survey (not included in page/word limit).
- f. Does the organization utilize an EMR system?
- g. How will the program ensure that the count of individuals/families served is unduplicated?

10. Project Budget and Budget Justification

- a. Please use templates provided in Section 12, Question 8. You may add or remove rows as applicable.

- b. Budget requests will undergo thorough review by the Frederick County CSP Hub, which may request revisions as needed before determining which proposals will be advanced for inclusion in the FY28 Frederick County Community Supports Partnership Application submission to the CHRC.

D. Scoring Rubric – Service Providers

Criteria	Score
1. Responds to documented local priority; promotes health equity; prioritized by LEA	15
2. Organizational capacity: history of working with students and schools, cultural and linguistic competency, financial capacity	15
3. Program design: use of EBPs and/or other strategies, holistic approach, referral process	10
4. Program feasibility and prospects for success: starting date for services, staffing plan, coordination with school system on service implementation	10
5. Priority EBP and/or Measurement-Based Care learning community are selected and integrate well into planning and programming	5
6. Coordination/Integration: integration and alignment with existing programs, ability to be a “team player”	10
7. Evidence of engagement with schools, families, and communities in the planning and execution of programming	10
8. Ability to demonstrate measurable outcomes	15
9. Budget is reasonable and commensurate with project impact, maximizes Medicaid revenue attainment where appropriate, reflects Medicaid and other revenues in budget as applicable, good return on investment	10
TOTAL	100

8.3. CONTACT

All questions shall be directed to the OpenGov Procurement Portal for this solicitation. During the solicitation process which begins with the advertisement of the Request for Proposals, and following the submittal of

proposals, Applicants are strongly cautioned not to contact elected officials or members of the evaluation team regarding the selection process. Contact with any entity other than P&C will be deemed as an attempt to influence the award process and will disqualify the Applicant from further consideration in the award process. Inappropriate efforts to lobby or influence individuals or Applicants involved in this selection may result in dismissal from further consideration, at the County's sole discretion.

9. EVALUATION PHASES

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Criteria 1 Responds to documented local priority; promotes health equity, prioritized by LEA	Points Based	15 (15% of Total)
2.	Criteria 2 Organizational Capacity: history of working with students and schools, cultural and linguistic competency, financial capacity	Points Based	15 (15% of Total)
3.	Criteria 3 Program design and prospects for success; use of EBPs and/or other strategies, starting date for services, holistic approach, staffing plan, referral process	Points Based	20 (20% of Total)
4.	Criteria 4 Priority EBP and/or Measurement-Based Care Learning Community are selected and integrate well into planning and programming	Points Based	5 (5% of Total)
5.	Criteria 5 Coordination/Integration: integration and alignment with existing programs, ability to be a "team player"	Points Based	10 (10% of Total)
6.	Criteria 6 Evidence of engagement with schools, families, and communities in the planning and execution of programming	Points Based	10 (10% of Total)
7.	Criteria 7 Ability to demonstrate measurable outcomes	Points Based	15 (15% of Total)

8.	Criteria 8 Budget is reasonable and commensurate with project impact, maximizes Medicaid revenue attainment where appropriate, reflects Medicaid and other revenues in budget as applicable, good return on investment	Points Based	10 (10% of Total)
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10. SUBMISSION REQUIREMENTS

10.1. SUBMISSION OF RESPONSE

- A. Please be advised that hand-delivered solicitation responses will not be accepted as P&C has moved to online proposal submission via *OpenGov Procurement*. Registration information is available at <https://procurement.opengov.com/signup>. **PLEASE NOTE REGISTRATION TAKES A MINIMUM OF TWO BUSINESS DAYS.** Frederick County, Maryland is not responsible for inability to submit a response.
- B. Proposals shall be submitted electronically through the *OpenGov Procurement* website only.
- C. NO LATE PROPOSAL SHALL BE ACCEPTED.

10.2. PROPOSAL OPENING

- A. Proposal submissions are due on or before the due date and time indicated in the Pertinent Information section at the front of this document. Late proposals shall not be accepted, opened, considered or awarded. In the event that County administrative offices are closed or delayed the date that proposal submissions are due, the solicitation will be opened online the next business day at the same time indicated in the Pertinent Information section at the front of the document.
- B. Names of proposers will become available at the opening; however, no additional proposal information will be available. Indications that a Applicant has submitted do not reflect the responsiveness or responsibility of the Applicant and may not accurately reflect which proposals might be considered.
- C. Proposals will be opened via Microsoft Teams™: [Click to Join](#)

10.3. INSTRUCTIONS

1. Proposals shall be submitted electronically through *OpenGov Procurement* at <https://procurement.opengov.com/portal/frederickcountymd/projects/294330>.
2. All submissions must be signed by an authorized officer or agent of the Applicant submitting the response shall be entered into *OpenGov Procurement* no later than the time and date indicated. Responses received after the time and date indicated will not be accepted or considered.

3. The submission of a proposal shall be considered an agreement to all the terms, conditions, and specifications provided herein and in the various documents, unless specifically noted otherwise in an Exception.
4. Each proposal shall be accompanied by the Affidavit regarding price fixing, gratuities, bribery, and discriminatory employment practices. When the Applicant is a corporation, a duly authorized representative of said corporation shall execute the Affidavit. The Affidavit is provided in the Technical package.
5. If a discrepancy in or omission from the specifications is found, or if an Applicant is in doubt as to its meaning, or feels that the specifications are discriminatory, the Applicant shall notify P&C in writing not later than five days prior to the scheduled proposal opening. Exceptions taken do not obligate the County to change the specifications. P&C will notify all Applicants of any changes, additions, or deletions to the specifications by Addenda posted on through *OpenGov Procurement* at <https://procurement.opengov.com/portal/frederickcountymd/projects/294330>.
6. The County will assume no responsibility for oral instructions or suggestions. All official correspondence in regard to the specifications shall be directed and will be issued by P&C.
7. All proposals are to be submitted on and in accordance with the requirements of this solicitation. Additional supplementary documentation, when requested, shall be submitted on the Applicant's letterhead.

10.4. SUBMISSION OF PROPOSAL DOCUMENTS

Upload all required documents as requested to Section 12. Vendor Questionnaire.

11. INSURANCE REQUIREMENTS

11.1. Insurance

Work shall not commence for Frederick County, Maryland until evidence of all required coverage is approved by the Office of Risk Management.

The following are required coverages for the contract based on the scope of work:

COMMERCIAL GENERAL LIABILITY coverage with minimum limits of:

\$1,000,000 per Occurrence; \$2,000,000 Aggregate

\$2,000,000 Products/Completed Operations Aggregate

Frederick County, Maryland must be added as an Additional Insured

PROFESSIONAL LIABILITY/TECH ERRORS & OMISSIONS coverage with minimum limits of:

\$1,000,000 per Occurrence and \$2,000,000 Aggregate

WORKERS' COMPENSATION coverage meeting all statutory requirements of the State of Maryland Employers Liability with minimum limits of:

\$1,000,000 per Accident, \$1,000,000 per Employee; and \$1,000,000 per Policy

OR, if there are no employees, Workers' Compensation Waivers must be completed.

NOTE: *Out of State employers must show evidence of coverage in Maryland.*

The following additional coverages may be required depending on the contract's scope of work:

SEXUAL ABUSE/MOLESTATION COVERAGE

\$1,000,000 per Occurrence and \$1,000,000 Aggregate

AUTO LIABILITY coverage with minimum limits of:

\$1,000,000 Combined Single Limit or

\$1,000,000 each Person, \$1,000,000 each Accident, \$1,000,000 Property Damage

CYBER LIABILITY coverage with minimum limit of \$1,000,000

Privacy Notification Expense coverage with minimum limit of \$500,000.

PLEASE NOTE THE FOLLOWING:

A certificate of insurance showing these coverages must be provided to Frederick County Office of Risk Management. The Certificate Holder must be:

**Frederick County, Maryland
Office of Risk Management
12 East Church Street
Frederick, Maryland 21701**

- If the County requires additional insured status, the blanket endorsement(s) for such must be provided upon request.
- If any primary policy's limits fall short of the stated requirements, a certificate shall be provided for all any excess policies that supplement or extend these limits.
- Required insurance is primary and non-contributory, which should be stated on the certificate of insurance.
- Required insurance must be maintained for the duration of the contract or business relationship.
- If applicable, the Contractor shall assure that all subcontractors and independent contractors performing services for the County carry identical insurance coverage as required of the contract, either individually or as an Additional Insured on the policies of the Contractor. Exceptions may be made only with the approval of the County.

- Contractor shall indemnify Frederick County, Maryland for any uninsured losses relating to contractual services involving subcontractors, including workers' compensation claims and the cost of defense.
- The Contractor shall not commence work for Frederick County, Maryland until evidence of all required coverage is approved by the Office of Risk Management.
- Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.
- The Contractor will not hold Frederick County, Maryland liable for any injuries to the employees, servants, agents, subcontractors or assignees of the contract arising out of or during the course of services relating to this agreement.
- The providing of any insurance required herein does not relieve the Contractor of any of the responsibilities or obligations assumed by the Contractor in the contract awarded or for which the Contractor may be liable by law or otherwise. Approval of the insurance by the County shall not in any way relieve or decrease the liability of the Contractor.
- All of the above coverages must be written by a carrier with a minimum A.M. Best rating of A- or better AND a financial size classification of VI or higher. All insurance policies must also be underwritten by companies licensed to do business in the State of Maryland and all certificates must include an authorized signature.

12. VENDOR QUESTIONNAIRE

1. Technical Proposal Signature Page*

Please download the below document, complete, and upload.

- [TECHNICAL PROPOSAL SIGNATUR...](#)

*Response required

2. Acknowledgement of Addenda*

Please download the below document, complete, and upload.

- [ACKNOWLEDGEMENT OF ADDENDA.pdf](#)

*Response required

3. Affidavit Form*

Please download the below document, complete, and upload.

- [AFFIDAVIT.pdf](#)

*Response required

4. Two (2) Certifications of Compliance*

Please download the below document, complete, and upload.

- [TWO CERTIFICATIONS OF COMPL...](#)

*Response required

5. Insurance Requirements*

Please download the below document, complete, and upload.

- [INSURANCE REQUIREMENTS.pdf](#)

*Response required

6. Technical Proposal from Vendor*

Applicants will upload the following files:

One PDF file containing all documents outlined in Section 8. Evaluation of Offers, Paragraph B, Items 1, 2, 3, and 4:

1. Table of contents
2. Executive Summary
3. Current CHRC/Consortium grantees only: Prior grant performance
4. Proposal:
 - a. Background and Justification
 - b. Organizational Capacity
 - c. Financial Capacity
 - d. Project Plan
 - e. Coordination/Integration
 - f. Engagement with students and families
 - g. Ability to demonstrate measurable outcomes

*Response required

7. Project Budget and Budget Justification*

Please download the below document, complete, and upload.

- [Budget Forms.pdf](#)

*Response required