

QUEEN ANNE'S COUNTY HEALTH DEPARTMENT

Request for Proposal – Information and Requirements

PART I – Introduction

This document provides information necessary for interested parties to respond to the request for proposals to help provide Queen Anne's County Health Department with various services as described below with the Strategic Prevention Framework to the Substance Abuse Prevention and Treatment Block Grant (SABG) for prevention services in the county. Services provided in response to this invitation will begin tentatively on March 15, 2021 and continue through June 30, 2021.

PART II – Background

Queen Anne's County Health Department will be applying the Strategic Prevention Framework to the Substance Abuse Prevention and Treatment Block Grant (SABG) for prevention services in the county, per guidelines from the Office of Population Health Improvement (OHPI).

PART III – Mandatory Qualifications/Requirements

The Vendor must possess and describe:

- a) Explain experience in Prevention services
- b) Explain experience in working collaboratively with community partners
- c) Explain familiarity with the Queen Anne's County Health Department

PART IV – Services to be Performed/Statement of Work/Deliverables

- a) Assist communities in conducting a needs assessment.
 - Knowledge of data sources of community indicators;
 - Assist in collection primary quantitative and qualitative data;
 - Data analysis of quantitative and qualitative data;
 - Ability to assist various coalition members in interpreting and understanding assessment findings; and
 - Being objective about the data in report to the coalition and the grantor.
- b) Assist communities in the development of the local strategic plan that outlines the results of the needs assessment, plans to enrich local capacity, intervention(s) selected and rationale for the choice and implementation plans:

- Assist communities in identifying an appropriate strategy or strategies based on assessment of local intervening variables. Strategies identified by local communities must be approved by the OPHI before actual implementation can begin; and
 - Familiarity with the development of logic models, strategic plans.
- c) Prepare a local evaluation plan documenting how the coalition will conduct both a process and outcome evaluation of the strategies put into place in the community:
- Develop study design
 - Select and/or develop valid and reliable data collection tools in collaboration with the Behavioral Health Resources and Technical Assistance Team (BHRT); and
 - Assist coalition with data management such as developing a data collection schedule consistent with implementation plan, implementation of data collection, protection of data confidentiality, data entry, quality control, and data coding
- d) Implement the process and outcome evaluation of strategies put into place in the community:
- Develop data analysis plan and perform data analysis;
 - Ability to educate and supervise program staff about evaluation; and
 - Assist various audiences in interpreting and understanding evaluation findings and their implications for program development.
- e) Participate in meetings with grantor.
- f) Obtain Institutional Review Board (IRB) approval at the local level depending on the intervention(s) and data collection procedures that in put in place.
- g) Provide a detailed report outlining the FY 2021 strategic plan, along with campaigns and strategies implemented, the number reached, platforms, and level of efficacy.
- h) Provide detailed monthly reports as to strategies reviewed, meetings attended, outcomes, and findings.

PART V – Payment of Services/Cost Proposal

- A. The award of this RFP will result in a Firm Fixed Price Contract, as described in COMAR 21.06.03 (.02 through .05).
- B. Please submit an hourly rate for the services listed and described in the above section. Price for service is to be all inclusive:

\$_____ per hour

C. Please list payment requests, i.e. payment method, down payment:

D. Please list any additional information:

PART VI – Conditions

- A. The Queen Anne's County Health Department reserves the right to accept or reject any or all bids.
- B. Method of Payment – Purchase Order. Payment to be received four weeks from submittal of invoices. All invoices must have the Vendor's federal identification number or social security number to be processed.
- C. If Vendor is selected and fails to meet these conditions, Vendor may become ineligible for participation in future bids.
- D. The Queen Anne's County Department of Health is an Equal Opportunity Employer.

VENDOR NAME: _____

VENDOR ADDRESS: _____

PHONE NUMBER: _____ FAX: _____

AGENT'S NAME: _____

AGENT'S SIGNATURE: _____

AGENT'S TITLE: _____ DATE: _____

Please email the above information along with your cost proposal and any questions to:

Michelle Gero
(michelle.gero@maryland.gov)
443 – 262 – 4471

Please have all responses returned no later than Monday, March 8, 2021.