



Worcester County Local Behavioral Health Authority

FY2026 Request for Proposals

for

**Recovery Support for Pregnant/Postpartum/Women with Children
Project**

Release Date: Friday, April 4, 2025

Due Date: Monday, April 28, 2025 at 2:30pm

I. BACKGROUND AND OVERVIEW

Each Local Behavioral Health Authority (LBHA) acting as the designee of the Maryland Department of Health (hereafter known as “MDH”), shall complete a competitive procurement for its respective jurisdiction. Worcester County Local Behavioral Health Authority (WCLBHA) is responsible for planning, managing, and monitoring of publicly funded mental health services at the local level. This responsibility includes the competitive selection at least once every five years of a provider to render Recovery Support for Pregnant/Postpartum women and women with children (RSPPW), Strengthening Families in Recovery - Recovery Support Pregnant/Postpartum Women and Women with Children (RSPPW) Enhancement and Children in Need of Assistance - CINA (SB512) services in Worcester County. The budget for the programs for FY2026 is \$318,636.

The Department has several changes under consideration with respect to the regulation, accreditation and oversight of community behavioral health providers. As such, the selected applicant(s) agrees to adhere to all existing and future regulatory requirements, directives, policies, and protocols pertaining to these mental health/substance use programs issued by the department or its designee.

This Request for Proposals (RFP) pursuant to the authority and requirements set forth by the Behavioral Health Administration to provide assistance and access to supportive services for the following three programs:

Recovery Support for Pregnant/Postpartum women, and women with children (RSPPW) program provides services to pregnant/postpartum women, or women with children who are in active addiction or the early stages of recovery from a substance related disorder. This project seeks to improve outcomes for program participants by eliminating barriers to independence and facilitating a path towards self-reliance.

Strengthening Families in Recovery (SFIR) - Recovery Support for Pregnant/Postpartum Women and Women with Children (RSPPW) Enhancements is a Substance Abuse and Mental Health Services Administration (SAMHSA) Grant that will provide additional services for pregnant and postpartum women and women with children in recovery. The Behavioral Health Administration is using the grant to support pregnant/postpartum women and women with children who are enrolled in the RSPPW program. The funding will be used for the following RSPPW enhancements for pregnant/postpartum women and women with children in the RSPPW program: (1) Expungement of criminal records, (2) Support families that need documents/certificates from vital records (i.e., birth certificates), and (3) Transportation for job appointments, school appointments, medical, mental health and other appointments that benefit the family. The RSPPW Recovery Support Coordinator (RSC) will initiate the use of funds for the expungement and other services based on the funding amount in the grant. All participants in the RSPPW program are eligible for the service. The RSPPW Recovery Support Coordinator (RSC) will then complete the baseline and subsequent GPRAs (Government Performance and Results Act) that are required for the grant for the individuals that are requesting the support. The LBHA will track all enhanced recovery supports.

Children in Need of Assistance - CINA - SB512 This legislation and service went into effect October 1, 1997 to identify newborns exposed to drugs and or alcohol and offer the mother and birth father drug/alcohol treatment and support. The counselor will be located at the Local Department of Social Services (LDSS)/Local Department of Human Services (LDHS) and or at the Local Behavioral health Authority and works in conjunction with the LDSS/LDHS for the clinical assessment and referral for all treatment services for the individuals that are identified as having a substance-exposed newborn.

II. BIDDER QUALIFICATIONS & REQUIREMENTS

Grantee, Service, and Staff Requirements:

1. Complete program specific requirements for the three programs outlined below.
2. Utilize funding to hire and employ at least 1.0 FTE Recovery Support Coordinator for the RSPPW and SFIR programs.
3. Provide supervision and oversight for the three programs, Recovery Support Coordinator and Counselor.
4. Ensure that any person selected for the role of Recovery Support Coordinator possesses a minimum of an associate degree (preferred), high school diploma or equivalency.
5. Ensure that the Recovery Support Coordinators have a minimum of two years of experience in the guiding principles of recovery that assist individuals to improve their health and wellness, live a self-directed life, and reach their full potential.
6. Use funds to employ at least one 0.5 FTE Counselor and ensure the SB512 counselor is licensed by the Maryland State Board of Professional Counselors and Therapists.
7. Inform the WCLBHA within 7 days of any staff changes.
8. Report monthly data using the form provided by the Worcester County Local Behavioral Health Authority (WCLBHA) by the end of the month; the report is due by the 30th of the next month to WCLBHA.
9. Provide quarterly reports to the WCLBHA; the report is due by the 30th of the next month.
10. Provide a combined data report of all participants in the programs at the end of the fiscal year by 30th of July.

Program Specific Requirements:

The Recovery Support for Pregnant/Postpartum Women Project provides nonclinical assistance and access to supportive services for pregnant women, and women with children, who are in the early stages of recovery from a substance related disorder. This project seeks to improve outcomes for program participants by eliminating barriers to independence and facilitating a path towards self-reliance. It is the intent of the Behavioral Health Administration (BHA) that these funds be used to provide or contract for the implementation and/or continuation of the Recovery Support for Pregnant/Postpartum Women and Women with Children Program.

Participant Eligibility:

Participants must be pregnant or postpartum women, or women with children, who are in active addiction or are in the early stages of recovery from a substance related disorder.

The Recovery Support Coordinator shall:

1. Be available to work a flexible schedule to accommodate participants.
2. Complete an Individualized Care Plan within 5 days of program entry and provide monthly case management.
3. Assist pregnant and postpartum women, as well as women with children, who have an opioid or other substance related disorder, with navigating the service delivery system and accessing wrap-around services.
4. Provide non-clinical assistance and recovery support, and encourage each program participant to identify and participate in the recovery community.
5. Provide referrals to supportive services and resources to 75% or more of program participants to maintain recovery.
6. Maintain a caseload of at least 30 participants.

7. Serve as a liaison to all relevant entities including, but not limited to, prenatal clinics, Federally Qualified Health Centers (FQHC), licensed substance related disorder treatment providers, labor and delivery hospitals, Maternal Health Entities, and other systems and related support services.
8. Provide weekly community outreach to promote the RSPPW program, educate outside agencies on recovery resources and services, and generate participant referrals. Community outreach can include, but is not limited to, attending a community event, meeting with community providers, or engaging potential participants within the community.
9. Document participants' progress and all outreach efforts in the RSPPW database.
10. Enter all notes into the RSPPW database within 24 hours after contact with participants.

The Strengthening Families in Recovery Program (SFIR) is a SAMHSA grant that will provide additional services for pregnant and postpartum women and women with children who are in active addiction or are in early stages of recovery. BHA is using the grant to support pregnant/postpartum women and women with children who are enrolled in the RSPPW program.

The funding will be used for the following services for pregnant/postpartum women and women with children in the RSPPW program:

1. Expungement of criminal records.
2. Support families that need documents/certificates from vital records (i.e. birth certificates).
3. Transportation for job appointments, school appointments, medical, mental health and other appointments that benefit the family.

Participant Eligibility:

Pregnant and postpartum women and/or women with children who are in active addiction or are in early stages of recovery and who are enrolled in the RSPPW program. All participants in the RSPPW Program are eligible for the service.

The Recovery Support Coordinator (RSC) shall:

1. Ensure all participants in the RSPPW program are eligible for the service.
2. Initiate the use of funds for expungement and other services based on funding availability.
3. Complete the baseline and subsequent GPRAs that are required for the grant for the individuals that are requesting the support.
4. Enroll 100% of pregnant/postpartum women and women with children in the RSPPW program that need the enhanced services of expungement of criminal records, vital records support, and transportation support.
5. Report monthly on the number of participants in the program that receive the enhanced recovery support.
6. Ensure that the GRPAs are completed at baseline, three months and at six months after enrollment as well as report discharge data in the GPRA system.
7. Report on the participants in the RSPPW program who are enrolled in the SFIR program at 30 day intervals in the RSPPW Data System.

Children in Need of Assistance/Drug-Exposed Newborns - CINA - SB512, this service went into effect October 1, 1997. The purpose of the legislation was to identify newborns exposed to drugs/alcohol and offer the mother and birth father drug treatment as well as support. The position either sits in the Local Department of Social Services (LDSS)/LDHS or works in conjunction with the LDSS for the assessment and referral for all treatment services for the individuals that are referred for assessment and treatment.

Participant Eligibility:

Individuals with newborns exposed to drugs/alcohol at birth. The Grantee will receive referrals on these individuals and assess and refer the mother and birth father to addiction treatment and support services.

The SB512 Counselor shall:

1. Provide services for families with substance exposed newborn(s).
2. Conduct assessments at Hospitals, during home visits, at Local Detention Centers and on site at the Local Department of Social Services (LDSS) to all individuals referred by caseworkers at the LDSS.
3. Complete urinalysis on all referrals to the SB512 program.
4. Utilize an evidence-based tool such as the Addiction Severity Index (ASI) or other assessment tool that is comprehensive for child welfare individuals.
5. Assess 85% of all individuals referred for substance use disorder (SUD) assessments.
6. Refer all assessed individuals that need SUD treatment to a local treatment provider and conduct follow up case management after they enter into SUD treatment.
7. Provide Referral Recommendations to individuals/LDSS Case Workers for substance use disorder treatment services.
8. Provide case management for all individuals that were referred to a treatment provider to ensure continuity of care and share information with the case worker at the Department of Social Services.
9. Meet with the LDSS/LDHS on a regular basis to review and discuss the SB512 program to ensure collaboration efforts and any updates to ensure that the program runs smoothly.

III. BUDGET

A budget proposal for Recovery Support for Pregnant/Post-Partum Women (RSPPW), Child in Need of Assistance (SB-512), and Strengthening Families in Recovery (SFIR) grant expenditures must be submitted. A budget narrative page should be included explaining how funds will be used in accordance with the Grant Requirements identified above. A FY2026 budget for the time period of July 1, 2025 - June 30, 2026 should be included. All available resources, such as in-kind contributions, other sources of support and volunteer labor hours, should be included in the appropriate column. See details below about budgetary requirements and see Attachment I for the Budget Narrative Template.

Once cost elements have been listed in the appropriate line item category, break down costs one by one. This is a chance to dig deeper into the details and give a clear picture of where funds will be spent, and why these expenses are necessary.

For direct cost, list the following details when breaking down your costs:

- **Cost type:** List the type of cost included in each category. Cost types may include team wages, utilities, server fees, or specific project costs.
- **Amount:** Explain what the expense costs at its most basic level. For example, there may be a team member working for \$25 per hour. If team members have different hourly rates, put them on separate lines.
- **Hours:** If any expenses occur hourly, list the number of hours associated with that cost. This may include the number of hours a team member will work on the project. This number could be anywhere from 40 hours to 1200 hours if there are multiple team members working on a project for an extended period.

- **Cost explanation:** Provide additional detail for the cost in this section. For example, if there were four team members working on the project—all paid at \$25 per hour, it should be stated that each team member will work 25 hours per week for 12 weeks, resulting in 1200 hours of work.
- **Total cost:** Calculate the total cost of each expense across the entire project. For example, it will cost \$30,000 to pay all four team members for 1200 hours of work.

Equipment, travel, and miscellaneous expenses should be detailed similar to direct costs identified above. This should include items to be purchased, quantity, and unit prices.

Expenditures

Grant funds will be awarded for the time period of July 1, 2025 - June 30, 2026. A grant for FY2026 in the amount of up to \$318,636 will be awarded. Subject to availability of MDH and Worcester County Local Behavioral Health Authority (WCLBHA) funds, an additional grant award may be available in subsequent Fiscal Years to the Awardee based on performance in FY2026 up to five years renewal at a rate of \$318,636.

Funds may not be used to supplement or provide services for other programs or initiatives outside of the Recovery Support for Pregnant/Postpartum/Women with Children Project. Funds may not be used to provide gift cards or monetary gifts to program participants. All funds must be used in accordance with the guidelines set forth by the Behavioral Health Administration.

Examples of eligible expenditures include, but are not limited to:

- Staff salaries
- Information technology equipment
- Post-partum support items such as but not limited to; diapers, wipes, diapers bags, car seats, pack and plays
- Program educational and office supplies
- Building rent, utilities and maintenance
- Advertising and marketing materials
- Transportation support items such as bus tickets, taxi rides

***Note:** The amount of \$20,455 must be used to directly support the efforts of the Strengthening Families in Recovery (SFIR) program. The only allowable expenses under this program are as follows and must be accounted for in your budget narrative:

- expungement of criminal records,
- vital records, and
- transportation support for participants that are enrolled in the RSPPW program and need the enhancements.

Expenditures not considered eligible include, but are not limited to:

- Donations to other organizations
- Purchase of vehicles
- Political activity
- Payment for fundraising activities
- Capital purchases
- Sales tax

Grant funds cannot be used to supplant money the organization is spending on services or activities not related to the Recovery Support for Pregnant/Post-Partum Women (RSPPW), Child in Need of

Assistance (SB-512), Strengthening Families in Recovery (SFIR) and the encompassing recovery support services, either inside or outside of the proposed facility.

As put forth in the above Grant Requirements, services and activities provided by the Recovery Support for Pregnant/Post-Partum Women (RSPPW), Child in Need of Assistance (SB-512), and Strengthening Families in Recovery (SFIR) program must be separate and different than those already provided in the existing facility so that grant funds are not used for these services and activities already in operation.

Maintenance of Fiscal Records and Audits

The sub-vendor shall maintain all fiscal records, audits, reports requested by the WCLBHA and all other documents relative to the performance of services under this contract. Separate accounting systems for Agreement funds will be established and maintained including disbursements, expenditures, and time sheets.

The sub-vendor shall adopt generally accepted accounting procedures and practices and maintain books, records, documents and other evidence which sufficiently and properly reflect all direct costs of any nature, expended in the performance of this project. The sub-vendor and its subcontractors will make available such books, records, documents, and other evidence records for inspections, reviews or audits by the WCLBHA and/or State of Maryland at any reasonable time.

The sub-vendor shall collect statistical data of a fiscal nature on a regular basis and make fiscal, statistical reports and statements according to times prescribed by, and on forms furnished by the WCLBHA and/or State of Maryland. Failure to submit any report when due may result in suspension of funding until the report is received.

Payment/Request for Funds

The sub-vendor will be paid pursuant to the terms and conditions outlined in eligible expense costs and services rendered through this project. The sub-vendor must submit a completed request for payment form to the WCLBHA in the format and according to the schedule specified by the WCLBHA.

Invoicing

Invoicing and payment schedules will be determined during the contracting process with the WCLBHA. Invoices for work, services and items not on the project timeline and/or not approved by the WCLBHA may result in denial of further funding. The Awardee must provide receipts and/or other documentation of expenditures and attach to invoices. Receipts and proof of payment will be required for reimbursement.

Invoices are to be submitted to:

Worcester County Local Behavioral Health Authority
via email worcester.lbha@maryland.gov

OR

Worcester County Local Behavioral Health Authority
ATTN: WoCLBHA Director
P.O. Box 249
Snow Hill, MD 21863

Cost Reimbursement Contract Audits

The sub-vendor must submit the MDH 440 (Annual Report) to the WCLBHA and must certify that the reported expenditures and revenues are true and correct. The WCLBHA shall carefully review the sub-vendor's MDH 440 to determine that it is correct and reasonable, and that the sub-vendor stayed within budgetary limits.

Audit requirements for cost reimbursement contracts totaling over \$100,000 must be audited by the WCLBHA as set forth in the information below.

Frequency of audits

- A. Sub-vendor contracts that have been terminated for cause or contracts with sub-vendors that have gone out of business must have audits performed and the reports completed within three months of the end of the contract period or the termination of the contract.
- B. Sub-vendor contracts that have not been continued (i.e., they have simply expired) must have audits performed and the reports completed within 12 months of the end of the contract period.
- C. Sub-vendor contracts that are continuing from year to year shall be audited every other fiscal year and the audit shall encompass the last two completed fiscal years. If a vendor believes that a sub-vendor may be having fiscal or other problems, the vendor shall have an audit performed as soon as possible.

Audit report due date for continuing contracts

The audit report is due 12 months after the end of the last fiscal year covered by the audit. Worcester County Local Behavioral Health Authority must maintain copies of all sub-vendors' audit reports.

IV. QUALITY STANDARDS AND CONTRACT MONITORING

Quality Standards

The Worcester County Behavioral Health Authority (WCLBHA) and MDH are committed to ensuring that Recovery Support for Pregnant/Postpartum Women and Women with Children Program (RSPPW), Strengthening Families in Recovery - Recovery Support Pregnant/Postpartum Women and Women with Children (SFIR) Enhancements, and Children in Need of Assistance - CINA (SB512) services are of high quality and responsive to the needs of eligible women and women with children who are in active addiction or are in early stages of substance use recovery. Providers that do not meet the requirements as outlined in this Request for Proposal (RFP) and in applicable COMAR such as, but not limited to, COMAR 07.02.07 shall be subject to a Corrective Action Plan, with additional follow-up monitoring by the WCLBHA to ensure that the requirements are being met. In the event that the Grantee is unable or unwilling to meet the requirements as specified by this Request for Proposal (RFP), the WCLBHA or MDH reserves the right to terminate the contract with the Grantee/Provider and re-issue a competitive solicitation for a replacement of the provider.

Contract Monitoring

WCLBHA and the Department shall engage in ongoing, periodic monitoring activities to evaluate the quality of service delivery and essential ingredients of the program. Providers selected through this Request for Proposal (RFP) shall be required to participate in all monitoring and evaluation activities.

V. TIMELINE

RFP release date	Friday, April 4, 2025
Pre- bid proposal conference	Friday, April 11, 2025 at 11am Virtually Meeting ID: meet.google.com/hss-rzca-hvh Phone Number: 716-541-0950 PIN: 133 932 637#
Proposal due date	Monday, April 28, 2025 at 2:30pm Worcester County Administration ATTN: Nicholas Rice Procurement Officer Room 1103 Government Center One West Market Street Snow Hill, MD 21863-1195 410-632-1194
Review committee	Monday, May 5, 2025
Anticipated awarded notification date	Tuesday, May 20, 2025
Anticipated contract signed start date	Tuesday, July 1, 2025

VI. PROPOSAL SUBMISSION AND CLOSING DATE

The deadline of submission for proposals is **Monday, April 28, 2025 at 2:30pm** to the Worcester County Administration office of the County Commissioners. Please submit one (1) original and five (5) copies of the proposal. No email or facsimile submissions will be accepted. Documents may be mailed at the applicant's risk. The Worcester County Local Behavioral Health Authority (WCLBHA) is not responsible for late, lost, or misdirected mail. Proposals not received by the deadline will not be considered.

Mailed proposals should be sent to:

Worcester County Administration
ATTN: Nicholas Rice Procurement Officer
Room 1103 Government Center
One West Market Street
Snow Hill, MD 21863-1195

Cost of Proposal Preparation

Any costs incurred by offerors in preparing or submitting proposals are the sole responsibility of the offerors. WCLBHA will not reimburse any offeror for any costs incurred in making a proposal or subsequent pre-contract discussions, presentations, or negotiations.

Selection and Ad Hoc Committee

A committee will be formed by the WCLBHA to review the proposals, findings, recommendations and other pertinent items during this procurement. All proposals accepted by the WCLBHA will be reviewed to determine whether they are satisfactorily responsive to this RFP. Proposals that are determined to lack satisfactory responsiveness will not be reviewed or rated. An ad hoc evaluation committee will evaluate and rate all responsive proposals based on the evaluation criteria listed in Section VIII. Proposal Evaluation Criteria of the RFP.

Format of the Proposal

Each offeror is required to submit a sealed package that bears the name of the offer or, the title Gender Specific Services proposal, and the closing date for proposals on the outside of the package. Inside this package one (1) original and five (5) copies shall be the offeror's technical proposal.

Freedom of Information

Offerors should give specific attention to the identification of those portions of their proposals that they deem to be confidential proprietary information or trade secrets and provide any justification why such material, upon request, should not be disclosed by WCLBHA under the Maryland Public Information Act, State Government Article, Sections 10-611 et seq. annotated Code of Maryland.

Offerors are advised that the mere assertion of confidentiality is not sufficient to make matters confidential under the act. Information is confidential only if it is customarily so regarded in the trade and/or the withholding of the data would serve an objectively recognized private interest sufficiently compelling as to override the general disclosure policy of the act. In determining whether information designated as such is proprietary, WCLBHA will follow the direction provided by its attorney when responding to requests for information contained in proposals.

It may be necessary that the entire contents of the proposal of the selected offeror be made available and reproduced for the purpose of examination and discussion by a broad range of interested parties.

VII. TECHNICAL AND FINANCIAL PROPOSAL CRITERIA

Overview

The proposal should address all points outlined in this Request for Proposal (RFP) and should be clear and precise in response to the information and requirements described. A transmittal letter should accompany the technical proposal. The sole purpose of this letter is to transmit the proposal. It should be brief and signed by an individual who is authorized to commit the offeror to the services and requirements as stated in this RFP.

Proposal Instructions and Narrative Outline

The proposal should be a clear, concise narrative that describes the applicant's intent to serve the target population.

1. Organizational Background

- Describe the organization's history and experience providing similar mental health and substance use services to adults in recovery. Submit relevant approval letters or licenses.
- Describe the organization's capacity to provide the services mentioned in the Request for Proposal for adults in recovery, including your ability to adhere to the requirements in legislation and to access GPRA and RSPPW data systems for tracking and documentation purposes.

2. Description and Goals of the Programs

- Describe how you plan to implement the programs' requirements and demonstrate how the approach would fulfill the goals and objectives described in this Request for Proposal (RFP).
- Describe the location of the office where the programs will be housed and the hours of operation.
- Describe other behavioral health services provided by your organization as well as any relationships your organization has with other provider entities and the structure/process you will use to avoid conflicts of interest and inappropriate self-referrals.

3. Program's Organizational Structure and Staffing Plan

- Describe the staffing pattern you will use to deliver the proposed services, including the supervisory roles and educational background and experience of staff to be assigned to this project. Include an organizational chart.
- Describe your plan to ensure adequate and appropriate supervision of staff, particularly for staff who often work offsite. Describe the training plan for staff.

4. Effectively Serving the Target Population

- Describe how your organization will ensure that all eligible individuals referred will receive services.
- Describe how the program will use assertive outreach strategies to locate, engage, and enroll individuals viewed as challenging to serve.
- Describe how your organization will ensure that services are delivered in a culturally and linguistically competent manner, responsive to the diverse communities served.
- Describe how your organization will assess and work with individuals who have limited English proficiency, including the procedures in place to address service access for these individuals.

5. Program Evaluation and Quality Assurance

- Describe the program's anticipated outcomes and how you will track and monitor these outcomes.
- Describe the quality assurance process of the organization or program (e.g., client satisfaction surveys, program evaluation, etc.).
- Describe the data this program will collect, including how it will be collected, who will be responsible for collecting, analyzing, and storing the data.

6. Implementation Timeline

- Provide a timeline to establish and execute the programs' services.

7. Budget

- Provide a detailed specific budget narrative for each program and an overall budget that includes the breakdown of each programs' budget. Budgets should be reasonable and fiscally responsible. For details of requirements please refer to Section III. Budget.

VIII. PROPOSAL EVALUATION CRITERIA

Organizational Background (10 points)

- This section should provide evidence of the organization's history and experience providing recovery services, care coordination, and counseling.
- It should also clearly show the organization's understanding of the requirements under this RFP and COMAR.

Description and Goals of the Programs (25 points)

- The description of the program should show a strong commitment to the goals of the three programs in this RFP.
- The applicant should demonstrate a strong understanding of the requirements listed in the Scope of Work by providing a detailed implementation plan.
- The location of services should be adequate to store case files, support staffing needs, and promote access to case management services.
- It should be clear that the program will avoid known conflicts of interest/ self-referral and respect consumer choice when connecting consumers to other services.

Program's Organizational Structure and Staffing Plan (20 points)

- The staffing pattern and organizational chart should demonstrate a strong understanding of the staffing requirements outlined in this RFP.
- Staff training and supervision should be adequate to support staff who often works offsite and with individuals with diverse needs and backgrounds.

Effectively Serving the Target Population (20 points)

- This section should thoroughly explain how the applicant will effectively reach out to, engage, enroll, serve, successfully link, and ultimately discharge the target population, particularly those individuals with multiple, complex needs.
- Emphasis should be given to the partnerships the program either has or will develop for the purposes of generating referrals from and making linkages to these systems.
- This section should clearly articulate a commitment to service delivery that is culturally and linguistically competent and responsive to the diverse communities served. It should also describe how the program will work with people who have limited English proficiency, both within the Mental Health Case Management program and in connecting consumers to culturally and linguistically competent care.

Program Evaluation and Quality Assurance (15 points)

- The applicant should show a commitment to providing quality services by describing how quality will be defined and measured on an ongoing basis.

Implementation Timeline (5 points)

- The timeline should be reasonable and clearly define actions, who is responsible, and by when actions will be taken and completed.

Budget (5 points)

- This section should include a detailed specific budget narrative for each program and an overall budget that includes the breakdown of each programs' budget. Budgets should be reasonable and fiscally responsible. For details of requirements please refer to Section III. Budget.

IX. SELECTION AND CONTRACT REQUIREMENTS

The WCLBHA or its designee shall select the most qualified and responsive applicant through this Request for Proposal (RFP). The selected offeror will be required to enter into a contractual agreement with the WCLBHA to serve as the Provider for Recovery Support for Pregnant/Postpartum women and women with children (RSPPW), Strengthening Families in Recovery - Recovery Support Pregnant/Postpartum Women and Women with Children (RSPPW) Enhancement and Children in Need of Assistance - CINA (SB512) services in Worcester County.

Attachment I: Budget Narrative

**Maryland Department of Health
Behavioral Health Administration
Worcester County Local Behavioral Health Authority**

BUDGET NARRATIVE

The MDH 432 A-H Budget Packet must be completed along with a sub-vendor budget narrative in the table below. Please include details for each budget line item.

MDH Object Code	Project/Service Breakdown	Proposed Total FY26 Budget	Detailed Expense Description	Total FY26 In-Kind Program Support Amount and description, if applicable.
111	Salaries			
121	FICA			
131	Retirement			
139	Def Compensation			
141	Health Insurance			
142	Retiree Health Insurance			
161	Unemployment Insurance			
162	Workmen's Compensation			
171	Overtime Earnings			
181	Additional Assistance			
182	Adjustments			
201	Consultants			
280	Special Payments Payroll			

MDH Object Code	Project/Service Breakdown	Proposed Total FY26 Budget	Detailed Expense Description	Total FY26 In-Kind Program Support Amount and description, if applicable.
291	FICA			
292	Unemployment Insurance			
299	Contractual Ser-Salaries & Fringe			
301	Postage			
304	Cellular Telephone			
405	In-state Travel			
409	Out-of-State Travel			
415	Training			
420	Stipend/Tuition			
604	Electricity			
613	Water			
615	Utilities - Combined			
801	Advertising			
803	Client Transportation			
812	Personnel Investigations			
833	Repair & Maintenance			
838	Software			
839	Software Maintenance			
853	Maintenance			
854	Housekeeping			

MDH Object Code	Project/Service Breakdown	Proposed Total FY26 Budget	Detailed Expense Description	Total FY26 In-Kind Program Support Amount and description, if applicable.
860	Laboratory Services			
873	Printing			
881	Purchase of Care			
885	Trash Disposal			
899	Special Projects-Client Transport			
909	Cleaning Supplies			
919	Educational Supplies			
924	Food			
953	Medicine, Drugs & Chemicals			
957	Medical Supplies			
965	Office Supplies			
986	Other Supplies			
1060	Computer Equipment			
1073	Office Equipment			
1180	Personal Computer Equipment			
1192	Medical Equipment			
1193	Office Equipment			
1331	Dues & Memberships			
1332	Insurance			
1334	Rent			

MDH Object Code	Project/Service Breakdown	Proposed Total FY26 Budget	Detailed Expense Description	Total FY26 In-Kind Program Support Amount and description, if applicable.
	Total Direct Costs	\$ -		
0856	Indirect Cost (10% of total award)		<i>This is cost directly taken by the Worcester County Local Behavioral Health Authority. Please leave this amount BLANK.</i>	
	Total Costs	\$ -		