

REQUEST FOR PROPOSALS
FY20 Growing A Healthy Community Program
for Worcester County Local Management Board (LMB)

The Worcester County Commissioners are currently seeking proposals from qualified providers able to develop and implement a home visiting program for pregnant mothers and mothers with young children up to age 6 entitled "Growing a Healthy Community." Further information and instructions to bidders are provided in the Request for Proposals (RFP) package which may be picked up from the Office of the County Commissioners, Worcester County Government Center, One West Market Street - Room 1103, Snow Hill, Maryland 21863, obtained online under the "Bids" drop-down menu in the lower right hand side of the home page at www.co.worcester.md.us or by calling the Commissioners' Office at 410-632-1194 to request a package by mail. Interested Bidders are encouraged to attend a **Pre-Bid Meeting on Wednesday, November 20, 2019 at 2:30 pm** to be held at the Health Department Office in Snow Hill, 6040 Public Landing Road, Snow Hill, MD 21863. **Sealed proposals will be accepted until 1:00 PM, Monday, December 9, 2019** in the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**Proposal for FY20 Growing A Healthy Community Program for LMB**" in the lower left-hand corner. After opening, proposals will be reviewed by an evaluation committee and a recommendation of award will be made to the County Commissioners at a future meeting. In awarding the proposal, the Commissioners reserve the right to reject any and all proposals, waive formalities, informalities and technicalities therein, and to take whatever proposal they determine to be in the best interest of the County considering lowest or best proposal, quality of goods and work, time of delivery or completion, responsibility of consultants being considered, previous experience of consultants with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to Jessica Sexauer, Director of the LMB, at 410-632-3648.



Worcester County's
Initiative
to Preserve Families

Worcester County's Initiative to Preserve Families

The Local Management Board

FY 2020 Request for Proposals for
Growing a Healthy Community - Home Visiting Program
Release Date: November 5, 2019
Deadline for Submission: December 9, 2019

For questions contact the Worcester County Local Management Board: 410-632-3648

Table of Content

Introduction	2
Executive Summary	2
Priority Population	3
Proposal Specifics	3
Selection Schedule	5
Evaluation	5
Submission Details	6
Evaluation Criteria	8
Budget	9

Introduction

The Local Management Boards (LMBs) were established during the mid-1990s in an effort to change the way services were provided to children, youth and families in their communities. The LMBs were created by the Maryland Legislature to ensure that quality services were being provided in Maryland's 24 counties and jurisdictions. The LMBs function as a local authority, to plan, implement and monitor services for children, youth and families and bring together resources to be utilized to improve the overall wellbeing and outcomes of their communities.

In 2015, the Governor's Office for Children (GOC) and the Local Management Boards, adopted four strategic goals to improve child well-being in Maryland, aligning with Governor Hogan's goal of an economically secure Maryland. Additionally, in 2019, the GOC introduced three priorities in which local programs funded through the Local Management Boards were encouraged to address. These goals and priorities include:

1. Reducing the impact of parental incarceration
2. Improve outcomes for disconnected youth
3. Reducing childhood hunger
4. Reducing youth homelessness
5. Juvenile justice diversion
6. Trauma-informed care and reducing Adverse Childhood Experiences
7. Preventing out-of-State placements

For purposes of this Request for Proposal, Worcester County's Initiative to Preserve Families (Worcester County Local Management Board) and the Board of Directors are seeking proposals for Fiscal Year 2020 from providers able to develop and implement community-based **home-visiting program which will improve outcomes for children, youth, and families** in Worcester County. Funding is available to local 501-(c) not-for-profit organizations, faith based organizations, and government agencies who are in good standing.

Executive Summary

Worcester County's Initiative to Preserve Families' office is located in the central part of Worcester County in Snow Hill, Maryland. The Worcester County Local Management Board (LMB), Board of Directors is composed of five (5) ex officio members and four (4) at-large members; all of who are committed to improving the well-being and outcomes for children, youth and families in Worcester County.

Mission Statement: The mission of the Worcester County Local Management Board is to achieve a comprehensive system of education, health and human services that effectively and responsibly address the needs of Worcester County children and families through public and private interagency collaboration.

Vision Statement: The Worcester County Local Management Board envisions a caring, compassionate, inclusive community with leadership and government that fosters an environment which empowers all children, youth and families to thrive.

The LMB Board of Directors reviewed data available for **poverty, childhood hunger, infant mortality, as well as mental and substance abuse** in Worcester County. This led to the decision to fund a home-visiting program, impacting pregnant women and families with children from birth up to age six (6) in which children have emotional behavioral, or developmental challenges; or the family faces multiple environmental and psychosocial challenges that may lead to negative child outcomes (maternal depression, domestic violence, substance abuse, homelessness, or abuse and neglect).

Priority Population

Worcester County continues to have higher rates of child maltreatment, children living in poverty, and children experiencing food insecurity than the state of Maryland average. More than 40% of students enrolled in the public school system are eligible to receive Free and Reduced Meal Services (FARMS). Data collected in the 2019 Community Needs survey, focus groups, and key informant interviews shows there is a high area of concern regarding health related issues in the county including mental health and substance use/abuse. Data available from Maryland's Public Behavioral Health System shows the number of individuals accessing behavioral health services in Worcester County continues to increase over a three-year period. In 2016 the number of individuals, ages 13-65 and over, that accessed mental health services in Worcester County was 1,879, in 2018 it was 2,159. For substance use/abuse services, there was a reported 1,091 individuals in 2016 between the ages 13-65 and over, and 1,384 individuals in 2018. In addition, Worcester County faces a growing rate of infant mortality. Between 2013 and 2017 there were 24 reported deaths in the county. The trend in on an upward climb, thus presenting a growing concern.

Although the services offered in the public behavioral health system has grown over the past three years, there continues to be barriers with access to appropriate care. One of the barriers to accessing treatment is the limited number of providers available to serve individuals in need. Worcester County has been designated a health professional shortage area, which includes psychiatry, nursing, and social work/counseling services and professionals. Another barrier is limited and expensive transportation options available in the area. Worcester County residents without their own transportation rely heavily on the local bus services, taxi services and ride sharing apps (i.e. Uber). These services are often unaffordable to families living in or near poverty.

The consistent themes of mental health and substance use/abuse concerns reported through the planning process, challenges with access to care for services, workforce shortages, and transportation barriers have led to the Board's decision to implement a home visiting program in Worcester County.

Proposal Specifics

The Worcester County Local Management Board is asking that interested parties develop a robust, succinct and concise proposal for a **home-visiting program** that provides positive outcomes for children, youth and families in Worcester County through the program entitled Growing a Health Community. Areas that will be impacted by this program will be child maltreatment, poverty, childhood hunger, infant mortality and behavioral health in Worcester County. Interested parties are encouraged to utilize the nationally recognized, evidence based model, Child First as a reference for proposal development. (<https://www.childfirst.org/>)

Program implementation will be expected to begin January 21, 2020 and run through June 30, 2020 with \$65,559.00 available funding during this timeframe. The grant period for this funding is from the awarding of this grant through June 30, 2020, with the possibility of an additional year of funding

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

ALL FUNDING IS CONTINGENT UPON AVAILABILITY OF FUNDS AND MAY BE AMENDED TO REFLECT CHANGES IN THE FINAL BUDGET APPROPRIATION BY THE GENERAL ASSEMBLY.

Proposals should consider the following:

- The program should be community based, family focused and strength based in philosophy, modality and design.

Growing a Healthy Community

- Proposals that make a commitment to utilizing the Child First, evidence based model, will be given priority.
- The target population should be:
 - Pregnant women
 - Families with children from birth to age six (6) in which:
 - children have emotional, behavioral, and/or developmental challenges;
 - families facing multiple environmental and psychosocial challenges (i.e. maternal depression, domestic violence, substance abuse, homelessness, or abuse and neglect).
- Proposals should incorporate:
 - master’s level clinician who will perform onsite behavioral health assessments and implement appropriate strengths based interventions
 - community support worker who will connect families to appropriate resources
- Proposals should include a detailed description and programmatic outline and timeline of how the program will operate. This should include the Implementation Framework located here: <https://www.childfirst.org/our-work/home-based-intervention>
- Proposals must include a detailed and robust outreach and education plan to local partners and agencies, including but not limited to the following in Worcester County:
 - Local Care Team, Local Health Department, Department of Social Services, Infants and Toddlers, Head Start Programs, the Judy Center, elementary schools, early childhood daycare providers, primary care providers, and Obstetrics offices.
- Priority will be given to proposals that have a location within Worcester County; the selected vendor could potentially have a main office within a neighboring jurisdiction
- Proposals for specific individuals or families will not be considered.
- Proposals sent after the due date will not be considered.

The following are the anticipated performance measures developed for Growing a Healthy Community. These performance measures are subject to change.

Performance Measure	For Percentages, Indicate the Numerator and Denominator (NUM/DEM)
What/How Much We Do:	
# of families enrolled in the program	
# of families receiving home visits through the program	
# of outreach activities completed	
How Well We Do It:	
#/% of mothers enrolled in the program who are screened for depression using a validated tool within 3 months of enrollment	NUM: # of mothers enrolled in the program who are screened for depression within the first three months since enrollment
	DEN: # of mothers enrolled in the program for at least three months
#/% of children enrolled in the program that are scanned for behavioral problems within the first 3 visits	NUM: # of children enrolled in the program that are scanned for behavioral problems within the first 3 visits
	DEN: # of children enrolled in the program

Is Anyone Better Off?	
#/% of mothers reporting reduced depression on depression screening tool after six months of program (N/A for FY20)	NUM: # of mothers with reduced depressive symptoms DEN:# of mothers screened for depression
#/% of mothers that identified a decrease in child's behavioral problems after being enrolled in the program for 6 months via pre/post test (N/A for FY20)	NUM:# of mothers that identified a decrease in child's behavioral problems after being enrolled in the program for 6 months via pre/post test DEN:# mothers enrolled in the program that completed the pre/post test
#/% of mothers improving parent/child relationship after 6 months of program via pre/post test (N/A for FY20)	NUM: # of mothers improving parent/child relationship after 6 months of program via pre/post test DEN: # mothers enrolled in the program that completed the pre/post test

The LMB reserves the right to discontinue funding if the program is not meeting deliverables or is funding is withdrawn from the Children's Cabinet.

The LMB does not discriminate on the basis of race, color, sex, age, national origin, religion, disability or sexual orientation in matters affects employment or in providing access to programs.

Selection Schedule

County Commissioners meeting in which the RFP will be released: **November 5, 2019.**

RFP Question and Answer Session by LMB Staff at the Worcester County Health Department: **November 20, 2019 at 2:30 p.m.**

RFP due to the Worcester County Administration: **December 9, 2019 by 1:00 pm.**

Evaluation Meeting: **December 13, 2019.**

County Commissioners meeting to submit vendor(s) selected: **January 7, 2020.**

Chosen vendor(s) will be contacted by: **Letter.**

The vendor(s) chosen will be notified by LMB staff by **January 10, 2020.** A follow up meeting will then be scheduled. Vendors are expected to be ready for implementation by **January 21, 2020.**

Interested parties must submit one (1) original and five (5) copies of their proposal to the Worcester County Government by established deadline of **December 9, 2019 at 1:00 pm.** The Worcester County Government will ensure that all proposals received by the deadline are given to the LMB. Proposals should be addressed and mailed or hand carried to:

**Office of the County Commissioners
ATTN: Mr. Kelly Shannahan, Assistant Chief Administrative Officer
Worcester County Government Center
One West Market Street, Room 1103
Snow Hill, MD 21863**

Evaluation

The LMB will utilize an Evaluation Committee to review and evaluate each proposal submitted by the guidelines established on the provided evaluation criteria. A total of five members will serve on the RFP panel. The panel will be assigned a facilitator who will assist the group through the process, but will not have a vote. Members of the RFP panel will receive all proposal once they have been received from the County Administrator. Agencies that are submitting a proposal cannot be part of the panel that reviews the proposals. This would prohibit past/present employees of the agency; persons with a current conflict of interest with an applying agency, and present/past board members of an applying agency. This will limit

Growing a Healthy Community

the amount of available volunteers in this small community. *Examples* of persons/agencies we may draw from could include:

- The Worcester Commission on Aging
- LMB Directors from other jurisdictions
- Clergy
- Representatives from civic groups
- Representatives from SU School of Social Work or professor(s) from WorWic and/or UMES
- Pediatricians
- Representatives from the United Way
- Representatives from the Eastern Shore Community Foundation

The top three (3) proposals (those receiving the highest scores) may be invited to be interviewed by a subset of the panel. This interview will be for the purpose of gathering additional information and negotiating terms of a potential agreement.

Following the rating and rankings and/or the interviews, the panel will meet to obtain consensus on the proposals submitted. Scoring details and notes regarding proposals will be forwarded to LMB staff.

The LMB staff will present the proposals to the Board of Directors for final discussion and considerations to move forward with presenting the selected proposal to the Worcester County Commissioners. Board members can call a motion to recommend changes for the program vendor to consider, but any such change would require a unanimous vote of support by the full Board.

After the LMB Board of Directors has voted to support the selected program vendor, the LMB will then move to follow the Worcester County procurement policy where the selected vendor information will be presented to the Commissioners of Worcester County for approval.

Agencies wanting to appeal a decision reached for this RFP may do so in writing to the LMB Executive Committee within one week of the panel priorities being announced. The Executive Committee will either deny the appeal and inform the petitioner, or forward the appeal for consideration by the full Board. To reverse an earlier decision concerning the RFP made by the panel it will require a unanimously vote by the full Board.

Once the Board of Directors and County Commissioners have approved the selected proposal, the LMB staff will notify all vendors of their status with the proposal. The LMB will contact the selected vendor to meet and prepare program plans and implementation strategies.

Submission Details

All proposals are limited to no more than 15 pages, double spaced, not including title page, abstract, budget, and/or appendices. All proposals should contain the following components:

1. Title Page
 - a. The title of the proposal;
 - b. The Strategic Goal Population(s) which will be served
 - c. The name of the organization(s) submitting the proposal
 - d. The name title, and phone number of the contact individual for the proposal
 - e. The name and title of the person overseeing the grant (if different from above)
 - f. The name and title of the person who will manage the fiscal aspects of the grant (if different from above)
2. Abstract
 - a. Will summarize the proposal in one paragraph and should not exceed 500 words. Abstract must clearly identify which Strategic Goal Population(s) that the grantee intends to serve.

Growing a Healthy Community

3. Organizations Capacity
 - a. History of the applicant's operation (specific to the proposed project), and demonstrated experience in developing and implementing projects of a similar nature.
4. Discussion of Need
 - a. Proposals must clearly identify and define the problem(s). Applications submitted for funding must clearly address the identified Strategic Goal population and explain the need in Worcester County.
 - b. All proposals must clearly indicate that all activities will directly impact Worcester County.
5. Narrative
 - a. Proposals must propose a solution to the problem or need based on an evidence based or best practices model.
 - b. Proposals should indicate how the project aligns with the proposed population
 - c. Timetable for implementation, and set expectations all funds will be exhausted by June 30, 2020.
 - d. Clearly indicate what partners are involved in making this program successful.
 - e. Clearly describe a robust and comprehensive outreach plan.
 - f. Proposals are required to clearly define plans for sustainability. Include how the ongoing project will be funded after the grant expires and include in the proposal documentation of the ongoing financial commitment.
6. Race Equity:
 - a. Include a discussion of how a focus on racial equity will inform the implementation and outcomes of the program/strategy.
 - b. Include a discussion of the local data with citations.
 - c. Include a discussion of how demographic data will be collected, disaggregated, and utilize to inform future programmatic strategies, including outreach and education.
7. Two-Generation:
 - a. The program/strategy should propose a clearly-articulated and well-constructed two-generation approach, with simultaneous interventions directed at both the parent(s) and their child(ren)/youth; demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family.
8. Budget
 - a. Proposals must include projected expenses for a program beginning January 21, 2020 running through June 30, 2020. These expenses should include those that are ordinary, necessary and reasonable to the implementation of the award. All other revenue or in-kind support must be explained. Please include budget line items such as personnel costs, operating expenses associated with daily functions, equipment/supplies, staff support and training.
 - b. Complete and accurate budget forms that include a detailed budget narrative for each proposed line item must be included. The budget narrative must include a description of the cost and show the calculation of how the cost was derived.
 - c. Please refer to the Policies and Procedures Manual for Local Management Boards, Section V for unallowable costs:
<https://goc.maryland.gov/wp-content/uploads/sites/8/2018/03/LMB-Manual-01-01-2018.pdf>
 - d. Cost(s) incurred prior to the award of the grant will not be funded.
 - e. Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

<u>Evaluation Criteria Categories</u>	Maximum Score
<p>Organizations Capacity: Has the organization clearly articulated their capacity and history of developing, implementing and operating projects of a similar nature?</p>	2
<p>Discussion of Need: Is the problem clearly defined? Is the need clearly identified? Is the population of addressed? Will this program directly impact the children, youth and families in Worcester County?</p>	8
<p>Narrative: Is there clear discussion on how the program will utilize the Child First, evidence based model? Is there a clear indication of how the program will impact pregnant women and/or children and families with varying levels of need in Worcester County? Is there a detailed and comprehensive programmatic plan, spanning from intake to discharge? Is there a robust and comprehensive outreach plan? Are partners identified? Is there an obtainable timeline for implementation, including usage of funds? Are sustainability plans discussed?</p>	14
<p>Worcester: Is the agency located within Worcester County? Is there clear discussion on how the agency will provide services to all areas of Worcester County?</p>	4
<p>Race Equity: Is there a commitment to providing an equitable program across all races, genders and demographics? Is there a clear discussion of how a focus on racial equity will inform implementation and outcomes based upon local data?</p>	4
<p>Two-Generation: Does the program clearly articulate how the program/strategy will provide an interventions directed at both the parent(s) and their child(ren)/youth? Does the program demonstrate a clear effort to remove silos and/or create new strategies that involve collaboration and communication between agencies serving different members of the family?</p>	4
<p>Budget: Does the budget include projected expenses? Is there a budget narrative that includes a description of the cost and the calculation of how the cost was derived? Cash Match?</p>	6
<p>Total</p>	42

Budget

A maximum award of **\$65,559.00** is available for the Growing a Healthy Community program.

Proposals must include projected expenses for a program beginning January 21, 2020 running through June 30, 2020. The grant period for this funding is from the awarding of this grant through June 30, 2020, with the possibility of an additional year of funding. Monies not expended or committed by the end of the funding period will not be transferable to other line items and will be subject to return to the LMB.

Proposals must include a detailed budget narrative with description of the cost and show the calculation of how the cost was derived. An example of a detailed budget narrative:

- Salaries: \$15,000 (Coordinator 40hrs a week, at \$7.20 an hr. for 52 weeks (40hr x \$7.20 x 52 weeks))
- Utilities: \$6,000 (Telephones \$203 a month (12 x 203) Electricity \$297 a month (12 x 297))

The LMB reserves the right to negotiate the proposed budget with the chosen vendor. Additionally, the LMB reserves the right to award a lesser amount than requested. If a lesser amount is awarded, the applicant will have the opportunity to adjust the scope of the proposal and/or decline funding.

Two (2) extra points will be assigned by the evaluation committee if the budget for the program/strategy demonstrates a cash match of 25% or more of the total funding request for the program/strategy. Eligible cash match does not include in-kind support or funds that are paid/awarded to the program vendor or another third party in support of the program/strategy.

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FY20 Proposed Budget

DESCRIPTION	FY20 Project Budget			Detailed Budget Narrative - Show Calculations that Support How Expenses Were Derived
	LMB Budget	Non-LMB funds that Directly Support the Project (Cash Only)	Total	
Budget for FY20 Grant: Growing a Healthy Community				
Salaries			\$0	
Fringe Costs			\$0	
Communications			\$0	
Postage			\$0	
Business Travel			\$0	
Training			\$0	
Conferences/Conventions			\$0	
Utilities			\$0	
Advertising			\$0	
Accounting/Auditing			\$0	
Legal			\$0	
Consultant (other than Legal & Accounting/Auditing)			\$0	
Supplies			\$0	
Equipment			\$0	
Insurance			\$0	
Rent/Mortgage			\$0	
Printing/Duplication			\$0	
Professional Dues/Publications/Subscriptions			\$0	
IT Systems/Repairs/Maintenance			\$0	
Vehicle Operating (other than Insurance)			\$0	
TOTAL Budget	\$150,000	\$0	\$0	