



**PRINCE GEORGE'S COUNTY  
GOVERNMENT  
HEALTH DEPARTMENT**

**REQUEST FOR APPLICATIONS  
NO. CC001-2016**

**CARE COORDINATION SERVICES GRANT**

**ISSUE DATE: June 22, 2015**

**PRE-APPLICATION INFORMATION MEETING:**

**June 26, 2015** (Special accommodations for persons with disabilities may be made by calling (301) 883-6400 or TDD: (301) 925-5167.)

**LETTER OF INTENT DATE: July 6, 2015**

**APPLICATION CLOSING DATE: July 13, 2015**

This document is available from the:  
Prince George's County Health Department,  
Prevention, Recovery and Tobacco Control Programs,  
425 Brightseat Road, Suite 101-D  
Landover, Maryland 20785

**REQUEST FOR APPLICATION  
COUNTY**

**PRINCE GEORGE'S**

**RFA NO.: CC001-2016**

**TABLE OF CONTENTS**

	<u>PAGE NO.</u>
<b>SECTION I: INTRODUCTION</b>	
1.1. Summary Statement	4
1.2. Letter of Intent	4
1.3. Application Closing Date	4
1.4. Pre-Application Information Meeting	4
1.5. Questions and Inquiries	5
1.6. Application Acceptance	5
1.7. Term of Contract	5
1.8. Duration of Application Offer	5
1.9. Notice to Offerors	5
<b>SECTION II: GENERAL INFORMATION</b>	
2.1. Economy of Preparation/Incurred Expenses	6
2.2. Addenda to the Request for Applications	6
2.3. Oral Presentations	6
2.4. Tax Certification and Good Standing	6
2.5. Taxpayer Identification Number and Certification	6
2.6. Confidentiality/Proprietary Information	7
2.7. Withdrawal of Application	7
2.8. Subcontracting	7
2.9. Evidence of Subcontracting	7
2.10. Provision for Other Agencies	7
2.11. Responsibilities of the Contractor	8
2.12. Formation of Agreement/Contract with Successful Contractor	8
2.13. Affidavits, Certifications and Affirmation	8
<b>SECTION III: SCOPE AND REQUIREMENTS</b>	
3.1. Background	9
3.2. Grant Requirements	9
3.3. Scope of Work	9
3.4. Data and Reporting	10
3.5. County Responsibilities	10
3.6. Role of Contractor	10
3.7. Insurance Requirements	11
<b>SECTION IV: PROPOSAL SUBMITTALS</b>	
4.1. Technical Application Format Outline	12
4.2. Format Description	12
4.2.1. PROGRAM SUMMARY	12
4.2.2. Criterion A: Program Design	12
4.2.3. Criterion B: Organizational Capacity and Relevant.....	13
4.2.4. Criterion C: Sound Fiscal Management and Reasonable Budget .....	14
4.2.5. Criterion D: Overall Feasibility of the Project .....	14
4.3.1. Audited Annual Financial Report	14
4.3.2. Affidavits, Certifications, and Affirmation	14

**SECTION V: EVALUATION AND SELECTION PROCESS**

5.1	Selection Process	14
5.2	Evaluation and Selection Committee	14
5.3	Qualifying Applications.....	15
5.4	Technical Evaluation Criteria	15
5.5	Scoring Criteria	15
5.5.1	Criterion A: Program Design	15
5.5.2	Criterion B: Organizational Capacity.....	16
5.5.3	Sound Fiscal Management and Reasonable Budget.....	16
5.5.4	Overall Feasibility of the Project.....	16
5.6	Final Ranking and Selection	17
5.7	Applications Property of the County	17

**SECTION VI: GENERAL TERMS AND CONDITIONS**

**APPENDICIES**

- Appendix A-1: Vendors Oath And Certification
- Appendix A-2: Certification Of Assurance Of Compliance Regarding Fair Labor Standards Act
- Appendix A-3: Statement Of Ownership And Bidder Qualification Affidavit
- Appendix B: Form A Tax Certification Affidavit

**ATTACHMENTS**

- Attachment A: Letter of Intent Sample
- Attachment B: Work plan (Sample)
- Attachment C: Line Item Budget and Budget Narrative Justification

**SECTION I: INTRODUCTION**

**1.1 SUMMARY STATEMENT**

The Behavioral Health Division (BHD), hereafter referred to as BHD, is the unit within the Prince George's County Health Department responsible for the planning, provision, coordination, contracting, and monitoring of publicly funded substance abuse, mental health, and other drug prevention and treatment services. To fulfill this role, the Division develops and releases Requests for Applications (RFA) and awards contracts for the provision of specific prevention and treatment services. This RFA solicits applications to provide care coordination services to County residents receiving treatment through the Behavioral Health Administration (BHA) residential treatment center, or a Prince George's County Health Department (PGCHD) crisis provider and for other priority populations as identified by the PGCHD.

Approximately \$205,200 in FY 2016 (August 1, 2015 – June 30, 2016) Alcohol and Drug Abuse Administration (ADAA) funds are expected to be available. It is anticipated that any Contract awarded will be a fee-for-service/cost reimbursement contract with a \$450 per client enrollment cap. The initial funding period shall be August 1, 2015 – June 30, 2016. See also, 1.7 TERM OF CONTRACT.

**1.2 LETTER OF INTENT**

Submission of a Letter of Intent (LOI) is encouraged, but not mandatory. The Letter of Intent must be sent by regular mail to the address shown in 1.3 below and received by 4:00 p.m. on July 6, 2015. Only those applicants who submit a Letter of Intent will automatically receive written answers to all questions submitted and any updates or modifications to the RFA. Failure to submit a Letter of Intent will not preclude submission of an application; however the Letter of Intent contains pertinent information that will assist the PGCHD staff with estimating the potential review workload and plan the review.

The preferred Letter of Intent format is included as Attachment A to this RFA.

**1.3 APPLICATION CLOSING DATE**

To be considered, prepare an original and 4 copy of the "Technical Application" and send to:

Whitney Serrant, Administrative Assistant  
Prince George's County Health Department  
Prevention, Recovery and Tobacco Control Programs  
425 Brightseat Road, Suite 101-D  
Landover, Maryland 20785

Applications must be received and time stamped by the Division Designee no later than 5:00 P.M. **July 13, 2015**. The submittals must be sealed, and the outside envelope must be clearly marked "RFA No. C001-2016. The Original application must be clearly marked "**ORIGINAL**".

**Late applications will not be considered.** Offerors mailing applications should allow sufficient mail delivery time to ensure timely receipt by the Division Desingee. The Offerors shall prepay any shipping/delivery charges, as applicable, for all documents submitted.

**1.4 PRE-APPLICATION INFORMATION MEETING**

A Pre-Application Information Meeting will be held on June 26, 2015 at 10:00 a.m. in the conference room, located at 425 Brightseat Road, Suite 101-D, Landover, Maryland 20785. While attendance at the Pre-Application Meeting is not mandatory, information presented may be very informative therefore, all potential Offerors are encouraged to attend this meeting in order to enhance their understanding of the County's requirements and to be able to better prepare acceptable applications. All Offerors shall bring a copy of the formal Request for Application, as it shall be used as part of the agenda.

**1.5 QUESTIONS AND INQUIRIES**

Questions and inquiries must be submitted in writing no later than 7 days prior to the Request for Application closing date to:

Whitney Serrant, Administrative Assistant  
Prince George's County Health Department  
Prevention, Recovery and Tobacco Control Programs  
425 Brightseat Road, Suite 101-D  
Landover, Maryland 20785  
Telephone Number: (301) 333-4803  
Fax Number: (301) 324-2988

Written answers will be sent to all vendors listed by the Division Designee as receiving a copy of this Request for Application (RFA).

**1.6 APPLICATION ACCEPTANCE**

The County reserves the right to accept or reject any and all applications, in whole or in part, received as a result of this solicitation and to waive minor irregularities. Further, the County reserves the right to make a whole award, partial award, or no award at all.

**1.7 TERM OF CONTRACT**

The initial term of the contract shall be for approximately eleven (11) months dependent on the date of contract execution. The County shall have a unilateral option to extend the contract for two (2) additional one (1) year terms.

**1.8 DURATION OF APPLICATION OFFER**

Applications are to be held valid for 120 calendar days following the closing date for this Request for Applications. This period may be extended by mutual written agreement between the Offeror and the County.

**1.9 NOTICE TO OFFERORS**

Offerors, before submitting an application, shall become fully informed as to the extent and character of the work required and are expected to completely familiarize themselves with the requirements of the solicitation and specifications. Failure to do so will **not** relieve the Offeror of responsibility to fully perform in accordance therewith. No consideration will be granted for any alleged misunderstanding of the material to be furnished or work to be done, it being understood that the submission of an application is an agreement with all of the items and conditions referred to herein.

**SECTION II: GENERAL INFORMATION**

**2.1 ECONOMY OF PREPARATION/INCURRED EXPENSES**

Applications should be prepared simply and economically, providing a straightforward, concise delineation of the Offeror's capabilities and description of the offer to meet the requirements of this RFA. The County will not be responsible for any costs incurred by any Offeror in preparing and submitting a response to this solicitation.

**2.2 ADDENDA TO THE REQUEST FOR APPLICATIONS**

If it becomes necessary to revise any part of this RFA, only those applicants who submit a Letter of Intent will automatically receive written answers to all questions submitted and any updates or modifications to the RFA.

**2.3 ORAL PRESENTATIONS**

The County reserves the right to conduct individual interviews with finalists and to request best and final offers from any or all finalists. Those Offerors may be required to provide oral presentations to discuss their proposed management techniques, answer questions from the County's Evaluation Committee, and/or clarify their technical submittal.

**2.4 TAX CERTIFICATION AND GOOD STANDING**

The successful Offeror must be current and in compliance with applicable tax filings and licensing requirements of the Prince George's County Government; and, if a Corporation conducting business in Prince George's County or the State of Maryland, must be registered and in "Good Standing" with the Maryland State Department of Assessment and Taxation. The successful Offeror shall truthfully execute Form A, Tax Certification Affidavit (See Appendix B) and submit this form, together with a copy of its Certification of Good Standing, as applicable, within seven days of the County's Notice of Intent to Award.

**2.5 TAX PAYER IDENTIFICATION NUMBER AND CERTIFICATION**

**TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION:**  
**The successful bidder shall, within seven calendar days of Notice of Intent to**

**Award, submit to the County a completed Internal Revenue Service "IRS" Form SS-4 Request for Taxpayer Identification Number and Certification. Contract award shall not be made without timely submission of the completed IRS Form SS-4. The Form SS-4 and instructions are available to Contractors by accessing the IRS website at [www.irs.gov](http://www.irs.gov). or calling 1-800-829-4933. See Attachment C.**

All payees engaged in trade or business with the County are required to have on file with the County a current and correct Federal Form SS-4. This applies to individuals, sole proprietors, partnerships, corporations, and other legal entities such as nonprofits and governmental units who may otherwise be exempt from filing a tax return. A foreign entity shall obtain and submit the appropriate IRS Form SS-4. To assure accurate maintenance of your firm's status, the submission of the SS-4 is required for each contract or purchase order executed by and between the County and its Contractors. If the term of the contract exceeds one year, the County may request periodic re-submission of the SS-4. If the Contractor fails to submit the form by the deadline stated in the resubmission request, the County may refuse to pay invoices until the form has been submitted.

**2.6 CONFIDENTIALITY/PROPRIETARY INFORMATION**

Offerors must specifically identify those portions of their applications, if any, which they deem to contain confidential, proprietary information or trade secrets and must provide justification why such material should not, upon request, be disclosed by the County in accordance with the Maryland Freedom of Information Act, 10-601 et. seq., State Government Article of Maryland Annotated Code, County Charter Section 203, and County Administration Procedure 133. Offerors must clearly indicate each and every page that is deemed to be confidential / proprietary or a trade secret (it **IS NOT** sufficient to preface your proposal with a proprietary statement).

**2.7 WITHDRAWAL OF APPLICATION**

Applications may be withdrawn upon written request from the Offeror at the address shown in the solicitation prior to the time of closing. Negligence on the part of the Offeror in preparing the application confers no right of withdrawal after time fixed for closing of the application.

**2.8 SUBCONTRACTING**

Any person undertaking a part of the work under the terms of the Contract, by virtue of any agreement with the Contractor, must receive approval of the Purchasing Agent prior to any such undertaking. In the event the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish with their application the names, qualifications, and experience of their proposed subcontractors. Subcontractors shall conform, in all respects to the provisions specified for the Contractor. The Contractor shall, however, remain fully liable and responsible for the work done by their subcontractors. The County may terminate the Contract if the subcontracting is done without the Purchasing Agent's prior approval.

**2.9 EVIDENCE OF SUBCONTRACTING**

Pursuant to the provisions of Section 10A-111 (c) of the County Code, the selected Contractor is required to submit to the County copies of executed subcontracts as a condition of the County executing the Contract with the Contractor. Copies of executed subcontracts are not required with the proposal; however, intent to subcontract must be disclosed within the proposal.

**2.10 PROVISION FOR OTHER AGENCIES**

Unless otherwise stipulated by the Offeror, the Offeror agrees when submitting their application that they will make available to all County agencies and departments, bi-County agencies, in-County municipalities, the resulting Contract in accordance with its terms and conditions, should any said department or agency wish to buy under this application.

**2.11 RESPONSIBILITIES OF THE CONTRACTOR**

The Contractor shall be responsible for the professional quality and technical accuracy of their advice and other services furnished by them. The Contractor will perform services with the degree of skill, which is normally exercised by recognized professionals with respect to services of a similar nature.

Neither the County's review, approval or acceptance of, nor payment for, any of the services required under the Contract shall be construed to operate as a waiver of any rights under the Contract or of any cause of action arising out of the performance of this Contract, and the Contractor shall be and remain liable to the County in accordance with applicable law for all damages to the County caused by the Contractor's negligent performance of any of the services furnished under the contract.

The rights of the County provided for under the contract are in addition to any rights and remedies provided by law.

**2.12 FORMATION OF AGREEMENT/CONTRACT WITH SUCCESSFUL CONTRACTOR**

The Contract to be negotiated as a result of this RFA (the "Contract") shall be by and between the Offeror as Contractor and the County, and shall contain provisions included in this RFA. By submitting an application in response to the RFA, the Offeror accepts the terms and conditions set forth herein. The PGCHD will disburse funds on a fee for service/reimbursement payment process based on the contract budget amount for the applicable fiscal year and monthly and quarterly report submissions.

**2.13 AFFIDAVITS, CERTIFICATIONS AND AFFIRMATIONS**

Offerors are required to submit with their application certain certifications, affirmations and affidavits. These forms, which should be completed by all Offerors, are included as Appendix A of this RFA.

**SECTION III: SCOPE AND REQUIREMENTS**

**3.1 BACKGROUND**

PGCHD Behavioral Health Services Division received funding from the Maryland Alcohol and Drug Abuse Administration (ADAA) to be responsible for providing care coordination services to County residents receiving treatment through a Behavioral Health Administration (BHA) funding residential treatment center or a PGCHD crisis provider and other priority populations as identified by the PGCHD. To accomplish this goal, the PGCHD will select an organization to provide Care Coordination services to the target population of Prince George's County residents.

**3.2 GRANT REQUIREMENTS**

**ADMINISTRATIVE SERVICES**

The Contractor must comply with the Prince George's County Conditions of Award, and relevant local, state, and federal laws and regulations. The Contractor will demonstrate cultural and linguistic competence in the delivery of Care Coordination to a diverse population. The Contractor must develop and implement a protocol for care coordinator's adherence to the grant requirements.

The Contractor will name a "Project Manager" for the Care Coordination Program. This person will be the liaison with PGCHD and must have decision-making authority in the Provider's organization to PGCHD.

The Contractor's administrative and Care Coordination staff will participate in scheduled project meetings with PGCHD staff as requested. The Contractor must provide Care Coordination services from 8:00 a.m. to 5:00 p.m., Monday through Friday, for each recipient, except for state and local holidays.

The Contractor must have the administrative and fiscal capability to provide and manage the scope services under a fee for service/reimbursement contract and to ensure an adequate audit trail.

**3.3 SCOPE OF WORK**

Care Coordination services include performing an intake interview while the recipient is still in residential treatment or actively engaged in outpatient services and direct services from the County's crisis provider. Requirements of the interview will consist of reviewing referral and contact information, completion of an Individualized Recovery Plan (IRP), establishing a Care Coordination schedule, and accessing recovery support services as identified by the recipient.

The Care Coordination schedule will provide, at minimum, biweekly ongoing face-to-face or telephone meetings conducted to update recipient's recovery support plan and coordinate recipient access to, participation in, and continuation of services.

**3.4 DATA AND REPORTING**

The Contractor will make any/all recipient care coordinated documents and records available for audit/evaluation to entitled Federal, State and County officials upon request. PGCHD will conduct regular program monitoring site visits and record reviews that will include assessing compliance with all federal, state, and local conditions of award, health and safety reviews, fiscal and data

**RFA NO.: CC001-2016**

information, and quality management of service processes. Program and Fiscal Reviews will occur at least biannually.

The Contractor will be required to enroll clients in the Value Options behavioral health and wellness system. Client's enrollment will occur no more than two (2) business days from the date the services are provided. PGCHD will schedule Contractor to receive appropriate training on the system within sixty (60) days of contract execution.

In addition, Contractor will create and provide a monthly data report to be submitted to the PGCHD Care Coordinator by close of business on the fifth business day following the month for which services were provided. Data report requirements will be forthcoming upon awarding of the grant. The report will include, but not be limited to the following information:

- Demographics of recipients
- Recipients enrolled
- Total active recipients
- Recipients dis-enrolled
- Recipients with no encounters
- Date of enrollment and dis-enrollment (if applicable)

PGCHD reserves the right to adjust and change data reporting requirements as the project evolves or as ADAA guidelines dictate. The Contractor must obtain and maintain current knowledge of Prince George's County community resources.

**3.5 COUNTY RESPONSIBILITIES**

Clients will be referred to Contractor from a variety of sources, but primarily through the Division's clinics located in Clinton, Capitol Heights, and Cheverly. On occasion, clients will also be referred from Drug Courts, hospitals and other substance abuse and mental health treatment facilities.

PGCHD will host an orientation meeting among the three primary treatment centers (Cheverly, CAP, and Dyer), as well as the OTF-funded residential addiction treatment sites (ASAM Level III.7, Level III.5, or Level III.3) including Avery Road Treatment Center and Carol Porto Treatment Center to introduce the Contractor and reaffirm their state mandated responsibility to refer discharged clients to the Care Coordination program.

**3.6 ROLE OF CONTRACTOR**

The Contractor must perform intake interviews for all recipients enrolled in an OTF-funded residential addiction treatment (ASAM Level III.7, Level III.5, or Level III.3) bed or a County crisis service provider bed, and other priority populations as determined by the PGCHD. Intake will be conducted while the recipient is still receiving residential treatment services.

All intakes will be conducted within three business days from the notification of a pending referral for care coordination. Referrals for Care Coordination will be received directly from the residential treatment facility or from the PGCHD Care Coordinator. Intake interviews will be conducted face-to-face by the care coordinator, unless the program is located over 20 miles from the designated intake site or 30 minutes from a designated location. In this case, a telephone intake may be conducted.

**RFA NO.: CC001-2016**

The Contractor will develop an Individualized Recovery Plan (IRP) for each recipient. The Contractor will create and maintain a file for each recipient IRP including informed consent, contact information, releases of information, records and additional documents as needed. At minimum, the Contractor will maintain contact with the recipient twice a month.

In addition, the Contractor shall, as part of their intake of the client, assess the client's need for peer recovery coach services. Those clients who would benefit from peer recovery support services shall be referred to the PGCHD Care Coordinator who will assign the client a Certified Peer Recovery Service staff member.

**3.7 INSURANCE REQUIREMENTS**

The Contractor shall have in force and shall maintain, at its own expense, insurance in not less than the following amounts during the performance of service called for under the Contract.

1. **COMMERCIAL GENERAL LIABILITY INSURANCE (CGL):** An insurance policy covering the liability of the Contractor for all work or operations under or in connection with this Project; and all obligations assumed by the Contractor under this Project. Products, Completed Operations and Contractual Liability must be included. The coverage under such an insurance policy or policies shall have limits not less than:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY  
\$1,000,000 per occurrence / \$3,000,000 aggregate

PREMISES MEDICAL PAYMENTS           \$5,000  
PERSONAL INJURY / ADVERTISING       \$1,000,000

2. **MISCELLANEOUS PROFESSIONAL LIABILITY INSURANCE:** A separate insurance policy to pay on behalf of the Contractor all costs that the Contractor shall become legally obligated to pay as damages due to any claim caused by any negligent act, error or omission of the Contractor or any other person for whose acts the Contractor is legally liable arising out of the performance of services under this Project. The coverage under such an insurance policy shall have a limit of liability not less than:

\$1,000,000 per occurrence

3. **AUTOMOBILE LIABILITY INSURANCE:** If applicable, an insurance policy covering the use of all owned, non-owned, hired, rented or leased vehicles bearing license plates appropriate for the circumstances for which they are being used, as required by the Motor Vehicle Laws of the State of Maryland and not covered under the Contractor's aforementioned Commercial General Liability Insurance.

The coverage under such an insurance policy or policies shall have limits not less than:

BODILY INJURY AND PROPERTY DAMAGE LIABILITY  
\$1,000,000 Combined Single Limit

4. **WORKER'S COMPENSATION:** An insurance policy complying with the requirements of the statutes of the jurisdiction(s) in which the work will be performed. The Subgrantee will provide coverage for these exposures on an "if any basis". The coverage under such an insurance policy or policies shall have limits not less than:

Worker's Compensation: MARYLAND STATE STATUTORY LIMITS

**REQUEST FOR APPLICATION  
COUNTY**

**PRINCE GEORGE'S**

**RFA NO.: CC001-2016**

Employer's Liability: Each Accident	\$500,000
Disease Policy Limits	\$500,000
Disease - Each Employee	\$500,000

5. The Contractor will furnish to the Purchasing Agent "Certificates of Insurance", which shall list "PRINCE GEORGE'S COUNTY, MARYLAND" as an additional insured and certificate holder of the Contractor's policy and provide that the Purchasing Agent shall be notified by the Insurer at least thirty (30) days prior to cancellation or material change of any such coverage.
6. The Contractor shall, prior to Contract execution, and for each extension of the contract, furnish to the Purchasing Agent certificates of insurance as evidence of the insurance coverage stated above. The Certificate of Insurance should be sent to:

Prince George's County Maryland  
Health Department  
1701 McCormick Drive, Suite 320  
Largo, Maryland 20774  
Attention: Nedra Shaw

**SECTION IV: APPLICATION SUBMITTALS**

**4.1 TECHNICAL APPLICATION FORMAT OUTLINE**

Each technical application shall have the following sections prominently displayed:

1. Title
2. Table of Contents
3. Application Summary
4. Application Section I: Narrative

**4.2 FORMAT DESCRIPTION**

Each application shall conform to the following order and format.

Transmittal Letter: The application shall include a transmittal letter prepared on the Offeror's business stationery. The purpose is to transmit the application; therefore, it should be brief. The letter must be signed (in blue ink) by an individual who is authorized to bind the firm to all statements, including services and prices, contained in the application.

Title Page: Each application shall begin with a Title Page. It should display the words "RFA No.C001-2016. It should also have the name of the company, and name, title, business address and telephone number of the person authorized to obligate the company.

Table of Contents: The application should contain a "TABLE OF CONTENTS" with page numbers indicated.

Application, Section I: The Offeror shall present on double spaced typed pages their offer. Offeror must address each of the areas covered under the evaluation criteria in the order as provided below:

**4.2.1 PROGRAM SUMMARY** (Not to exceed 2 pages)

Submit a brief narrative summary providing an overview of the program's philosophy, objectives and implementation plans. This summary should be specific to the services to be provided.

**4.2.2 Criterion A: Program Design (Not to exceed 5 pages)**

1. The Offeror shall include a detailed narrative that speaks to the proposed activities, workplan, how it will result in timely project start-up, and how it will accomplish the project objectives and measurable outcomes.

This section of the application should contain the narrative that describes the project to be implemented. The project narrative should delineate how the organization will execute the project utilizing all components listed under "Program Design" In addition the proposal should include:

- Briefly describe the proposed activities, work plan with specific, measurable, attainable, realistic, and time-frame (SMART) goals, objectives and action steps, how it will result in timely project start-up, and how it will accomplish the project objectives and measurable outcomes (see sample work plan Attachment B).
- Describe Offeror's care coordination approach and methods to be used with the selected target population.
- Description of the organization's philosophy of strengths-based social service delivery, and examples of how this philosophy is operational within the organization's care coordination program to achieve positive outcome.
- Describe the outreach and engagement approach to be used with the selected target population including a detailed description of how it will engage consumers that are hesitant or distrustful of recovery oriented services.

**4.2.3 Criterion B: Organizational Capacity and Relevant Experience (Not to exceed 4 pages)**

1. The Offeror must demonstrate knowledge, experience, and linkages to the target population, as well as experience in providing the relevant services.
  - Briefly state the Offeror's vision, mission, history, nature, scope of work and organizational structure. Elaborate specifically on direct experience providing care coordination or similar services for the population served.
  - Describe and document community ties including linkages/partnerships with public and other community-based organizations, experience working with the target population, and the capacity to successfully meet the responsibilities associated with this contract.
  - Briefly describe confidentiality, record security and grievance procedures for care coordination recipients.

**RFA NO.: CC001-2016**

- If no experience has been acquired, the Offeror must describe how past or planned linkages to the community will prove beneficial in this undertaking.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated.
    - Describe how the Offeror will use approaches that are culturally responsive, especially for a community that may be hesitant to enter into care coordination and continuing care services given trust issues and past experience with substance use disorder (SUD) treatment and recovery initiatives.
    - Identify and demonstrate an understanding of issues affecting the target population.
    - Attach letters of support from community-based organizations and/or advocacy groups that speak to the organization's experience with specialized populations.
  3. Describe Offeror's plan that indicates that existing and prospective qualified employees possess or will possess the training and experience necessary to lead and implement the proposed scope of services and deliver the expected results. At a minimum, the leadership responsibility required for this care coordination contract must include the following:
    - a. Liaison Contractor and government entities.
    - b. Supervision of care coordination staff, and implement quality assurance/evaluation efforts.
    - c. Development of outcome indicators for the program; collection, management, and analysis of program data.
    - d. And preparation of reports
  4. Include resumes and job descriptions of key personnel as an attachment.

**4.2.4 Criterion C: Sound Fiscal Management and Reasonable Budget (Not to exceed 2 pages)**

1. Provide evidence of sound fiscal management and financial stability and documentation of the availability of resources other than this grant and contract funds that support the organization.
2. The Offeror shall demonstrate that the proposed budget is reasonable, realistic and will achieve project objectives.
3. Submit a line item budget and budget narrative justification (Attachment C)

**4.2.5 Criterion D: Overall Feasibility of the Project (Not to Exceed 2 pages)**

The Offeror shall provide documentation that the proposed program will be fully supported by management and the governing body of the Offeror's (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

**4.3 REQUIRED REPORTS AND CERTIFICATIONS**

**4.3.1** Audited Annual Financial Report: The Offeror shall provide the most recent audited annual financial report.

**4.3.2** Affidavits, Certifications, and Affirmation: The Offeror is required to submit with the application certain certifications, affirmations and affidavits. These forms must be completed by all Offerors. (See Appendix A)

**SECTION V: EVALUATION AND SELECTION PROCESS**

**5.1 SELECTION PROCESS**

A Contract will be awarded to the Offeror whose Technical Application best meets with the County's requirements at the time of award, and whose proposed budget is in the best interest of the County.

**5.2 EVALUATIONS AND SELECTION COMMITTEE**

An Evaluation and Selection Committee will evaluate all applications received by the closing deadline. The Committee may request additional technical assistance from any source within the County.

**5.3 QUALIFYING APPLICATIONS**

The Committee shall first review each Technical Application for compliance with the mandatory requirements of this RFA. Failure to comply with any requirements of this procurement may disqualify an Offeror's Technical Application. The County reserves the right to waive a requirement and/or minor irregularities when it is in the County's best interest to do so. Applications will not be opened publicly.

**5.4 TECHNICAL EVALUATION CRITERIA**

After determining compliance with the requirements of this RFA, the Committee shall conduct its evaluation of the technical and cost merit of the applications. Each application received as a result of this RFA shall be subject to the same review and evaluation processes with adherence to strict objective review procedures. Applications will be evaluated using a weighted value system. The Committee will use the following criteria in preparing its technical evaluation of Technical Applications from qualifying Offerors:

<b>EVALUATION CRITERIA</b>	<b>WEIGHT FACTOR</b>
Criterion A Program Design	40 %
Criterion B Organizational Capacity and Relevant Experience	35 %
Criterion C Sound Fiscal Management and Reasonable Budget	20 %
Criterion D Overall Feasibility of the Project	5 %
TOTAL:	<u>100%</u>

**5.5 Scoring Criteria**

**Offeror's proposal submission will be objectively reviewed against the following specific scoring criteria.**

**5.5.1 Criterion A. Program Design (Total 40 Points)**

1. The Offeror shall include a detailed narrative that speaks to the proposed activities, work plan with SMART goals, objectives and action steps, how it will result in timely project start-up, and how it will accomplish the project objectives and measurable outcomes.

Include:

- a. Offeror's approach to Service Delivery.
- b. Offeror's philosophy of Care Coordination.
- c. Knowledge of Prince George's County resources.
- d. Importance of active participant involvement in service delivery.
- e. Description of Care Coordination project for Prince George's County, and expected outcomes.
- f. Specific goals and objectives for the program.
- g. Grievance procedure for Care Coordination recipients.
- h. Supervision of Care Coordinators.
- i. Confidentiality and record security.
- j. Plan of action that describes project implementation and how recipient data will be tracked and reported

**5.5.2 Criterion B. Organizational Capacity and Relevant Experience (Total 35 Points)**

- a. The Offeror must demonstrate knowledge, experience, and linkages to the target population, as well as experience in providing the relevant services.
  - b. The Offeror shall provide documented community ties including linkages/partnerships with other community-based organizations, experience working with the target population, and the capacity to successfully meet the responsibilities associated with this contract.
  - c. If no experience has been acquired, the Offeror must describe how past or planned linkages to the community will prove beneficial in this undertaking.
  - d. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated.
  - e. The Offeror identifies and demonstrates an understanding of issues affecting the target population.
  - f. Letters of support from community-based organizations and/or advocacy groups are provided that speak to the organization's experience with specialized populations.
  - g. The Offeror shall include resumes and job descriptions of key personnel.
2. The Offeror shall present a clear plan that indicates that existing and prospective qualified employees possess or will possess the training and experience necessary to lead and implement the proposed scope of services and deliver the expected results. At a minimum, the leadership responsibility required for this Care Coordination contract must include the following:
    - a. Liaison with the organization and government entities.
    - b. Supervision of care coordination staff, reviews of consumer assessments, and implement quality assurance/evaluation efforts.
    - c. Oversight of neighborhood outreach activities. Maintenance and expansion of linkages with community organizations, private/public entities.
    - d. Development of outcome indicators for the program; collection, management, and analysis of program data; and preparation of reports.

**5.5.3 Criterion C: Sound Fiscal Management and Reasonable Budget (20 Points)**

1. The Offeror shall provide evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant and contract funds that support the organization.
2. The Offeror shall include, as an attachment, a line item budget and budget narrative justification.
3. The Offeror shall demonstrate that their proposed budget is reasonable, realistic and will achieve project objectives.

**5.5.4 Criterion D: Overall Feasibility of the Project (Total 5 Points)**

1. The Offeror shall provide documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

**5.6 FINAL RANKING AND SELECTION**

The evaluation criteria contained herein shall be scored by the Evaluation and Selection Committee based upon the stated weight factors for each category. The Evaluation and Selection Committee will make an award of the contract to the responsible Offeror whose application is determined to be the most advantageous to the County considering technical and cost factors set forth in the RFA.

Based on the Selection Committee's initial review of applications, the County may invite, without cost to itself, ranking finalists to make a presentation of their application and their capabilities as a further consideration in the selection process. The County reserves the right to make an award with or without negotiations or to request best and final offers.

Only those Offerors who are deemed to be reasonably susceptible of being selected for award shall be offered the opportunity to participate in this process.

**5.7 APPLICATIONS PROPERTY OF THE COUNTY**

All applications submitted in response to this Request for Applications become the property of the County and may be appended to any formal documentation which would further define or expand the contractual relationship between the County and the successful Contractor.

SECTION VI: **GENERAL TERMS AND CONDITIONS**

The following standard General Terms and Conditions of Contract shall apply to this solicitation and shall be incorporated by reference in the contract documents.

- 6.1 **AVAILABILITY OF FUNDS:** A contract shall be deemed executory only to the extent of the appropriations available to each agency for the purchase of such commodities or services. The County's extended obligation of those contracts which envision extended funding through successive fiscal periods shall be contingent upon actual appropriations for the following fiscal year. The County shall notify the Contractor as soon as knowledge that funds may not be available for continuance of the contract for each succeeding fiscal year beyond the first year.
- 6.2 **PREVAILING LAW:** The Request for Applications and any resulting contract shall be governed by the laws of Prince George's County and the State of Maryland.
- 6.3 **CONTINGENCY FEE PROHIBITION:** The Contractor hereby represents they have not retained anyone to solicit or secure this contract from the County upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except for bona fide employees of bona fide established commercial selling agencies maintained by the person so representing for the purpose of securing business, or any attorney rendering professional legal service consistent with applicable canons of ethics.
- 6.4 **COUNTY HELD HARMLESS:** It is agreed that the Contractor shall be responsible for any loss, personal injury, deaths and/or damages that may be done or suffered by any persons solely by reasons of the Contractor's negligence or failure to perform any of the obligations which this contract obligates them to perform, and the Contractor hereby agrees to indemnify defend and hold the County harmless from any loss, cost damages, and other expenses suffered or incurred by the County solely by reason of the Contractor's negligence or failure to perform any of the said obligations. The Contractor shall take proper safety and health precautions to protect their work, their employees, the public and the property of others from any damages or injury resulting solely from the performance of their work described herein.
- 6.5 **MARYLAND STATE DISCLOSURE:** The Contractor shall comply with the provisions of Article 33, Sections 14-101 through 14-104 of the Annotated Code of Maryland, entitled "Disclosure By Persons Doing Public Business" which requires that every person that enters into contracts, leases, or other agreements with the County, including its agencies, or a political subdivision of the State, under which the person receives in the aggregate either during the two years preceding or after the completion of said contract, lease or agreement, \$100,000 or more, shall file with the State Board certain specified information in include disclosure of political contributions in excess of \$500 to a candidate for elective office.
- 6.6 **PROMPT PAYMENT:** Pursuant to provisions of Section 10A153 of the County Code, the County shall pay interest in the event that payment against "proper" invoices is not made as prescribed in accordance with said section.

- 6.7 CONTRACT DISPUTE RESOLUTION:** All claims and disputes arising under the Contract shall be administered by the Contract Administrator and handled in accordance with Sections 10A-104 and 10A-107 of the County Code.
- 6.8 TERMINATION FOR DEFAULT:** If the Contractor fails to fulfill its obligations under this contract properly and on time or otherwise violates any provision of the contract, the County may terminate the contract by written notice to the Contractor. The written notice shall specify the acts or omissions relied on as cause for termination. All furnished services provided by the Contractor shall at the County's option become the County's property. The County shall pay the Contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor will remain liable after termination and the County can affirmatively collect damages or deduct from monies due the Contractor on this or other County contracts. Damages may include excess re-procurement costs.
- 6.9 TERMINATION FOR CONVENIENCE:** The performance of work under the contract may be terminated by the County with 30 days' advance written notice, or such time as mutually agreeable to the parties not to exceed 30 days, in accordance with this clause in whole, or from time-to-time in part, whenever the Purchasing Agent shall determine that such termination is in the best interest of the County. The County will pay all reasonable costs associated with this contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the Contractor shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination.
- 6.10 OSHA REGULATIONS, BLOODBORNE PATHOGENS:** The successful Contractor shall, during the course of performance under the proposed contract, comply with Part 1910 of Title 29 of the Code of Federal Regulations (OSHA). This regulation deals with occupational exposures to bloodborne pathogens and other potentially infectious materials. During the performance of contractual requirements, the Contractor is expected to be alert to any potentially high risk of exposure opportunities and take all mandated precautionary measures contained in the regulation, including making available Hepatitis B vaccine and vaccination series to all employees who have occupational exposure and post-exposure follow-up following exposure incidents.
- 6.11 ASSIGNMENT OF CONTRACT:** All covenants and agreements herein contained shall extend and be obligatory on the successor and assigns of the contractor. It is mutually understood and agreed that the Contractor shall not assign, transfer, convey, sublet or otherwise dispose of its contract or its right, title or interest herein, or its power to execute such contract, to any other person, firm or corporation, without the previous written consent of the Purchasing Agent, but in no case shall such consent relieve the contractor from the obligations, or change the terms, of the contract.
- 6.12 NONDISCRIMINATION:** A Contractor who is the recipient of County funds, or who proposes to perform any work or furnish any goods under this agreement shall not discriminate against any worker, employee or applicant, or any member of the public because of religion, race, sex, age, physical or mental disability, or perceived disability. Discriminatory practices based upon the foregoing are declared to be contrary to the public policy of the County. Contractor agrees to be in full compliance with the Federal mandates of the Americans with Disabilities Act. Contractor

RFA NO.: CC001-2016

further agrees that this article will be incorporated by contractor in all contracts entered into with suppliers of materials or services; and contractors and subcontractors and all labor organizations, furnishing skilled, unskilled and craft union skilled labor, or who may perform any such labor services in connection with this contract. Contractor and subcontractors shall post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause.

- 6.13 EMPLOYMENT OF COUNTY PERSONNEL:** The Contractor may not engage, on a full-time, part-time or other basis, during the period of the contract, any professional or technical personnel in the employ of Prince George's County.
- 6.14 SEXUAL HARASSMENT:** Prince George's County Government is committed to providing a work environment that is free from discrimination, insults intimidation, and other forms for harassment. The County prohibits sexual harassment. Sexual harassment may cause others unjustifiable offense, anxiety, and injury. Unwelcome sexual advances or requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Sexual harassment by Contractor or subcontractor employees is prohibited. Sexual harassment may also constitute violations of criminal and civil laws of the State of Maryland and the United States. Any violation of sexual harassment constitutes a breach of contract, and thus the Contractor will be required to remove the offender from the job-site.
- 6.15 RELEASE OF INFORMATION:** During the term of the Contract, the Contractor may not release any information related to the services or performance of services under the Contract, nor publish any reports or documents relating to the County, the account, or performance of services under the Contract, without prior written consent of the County; and the Contractor shall indemnify and hold harmless the County, its officers, agents, and employees from all liability which may be incurred by reason of dissemination, publication, distribution, or circulation, in any manner whatsoever, of any information, data, documents, or material pertaining in any way to the County, the account, or the Contract by the Contractor or its agents or employees.
- 6.16 ARREARAGES:** By submitting a response to this solicitation an offeror shall be deemed to represent that it is not in arrears in the payment of any obligations due and owing the County and State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Contract.
- 6.17 TAX EXEMPTIONS:** Prince George's County is exempt from the following taxes: (a) State of Maryland by Certificate No. 3000-124-3; (b) District of Columbia Sales Tax by Exemption No. 9199-79411-01; (c) Manufacturers Federal Excise Tax Registration No. 52710247-K.
- 6.18 CONTRACT ALTERATIONS:** No alterations or variables in the terms of a contract shall be valid or binding upon the County unless made in writing and signed by the Purchasing Agent or his authorized agent.
- 6.19 DEFAULT REMEDIES:** The contract may be canceled or annulled by the Purchasing Agent or his designee in whole or in part by written notice of default to the Contractor for any of the following reasons: failure to perform in accordance with contract specifications, failure to make timely delivery of supplies or services as stipulated in the solicitation or proposal, violation of any contract term, suspension or debarment for reasons of civil or criminal indictment or conviction, failure to prosecute the work or any separable part thereof with such diligence as to insure its

**RFA NO.: CC001-2016**

completion within the time specified in the Contract, or any extension thereof, fraud or misrepresentation on a County contract, or failure to make timely replacement or correction of rejected articles or services. In the event of partial termination for default, the Contractor shall continue the performance of the Contract to the extent not terminated.

In the event of default by the Contractor, the County may re-procure similar articles or services in such manner as to facilitate the most expeditious delivery or performance.

The Offeror agrees by virtue of submitting a bid or proposal in response to this solicitation, that the Contractor is obligated to the County for any excess re-procurement costs incurred by the County as a result of the Contractor's default. Excess re-procurement costs shall be defined as the difference between the defaulting Contractor's Contract price and the price paid by the County for similar goods or services, plus any additional costs incidental by accelerating delivery, and any reasonable administrative expenses incurred by the County in making the re-procurement.

The Contractor agrees by submitting a proposal that such excess re-procurement costs may be recovered by the County by: 1) deduction of such amount from monies owed the Contractor on this or any other Contract(s) the Contractor may have with the County, 2) by recourse to the Contractor's surety, 3) by direct payment by the Contractor to the County or 4) legal action against the Contractor.

**6.20 DELINQUENT TAX SETOFFS:** In the event that the Contractor owes money to the County as a result of the entry of judgment, debt arising out of a Contract, default as surety to the County, delinquent taxes or assessments or for any other debt or liquidated damages, the County may withhold and set-off such sums owed to the County from payments owed to the Contractor by virtue of this or other contracts.

**6.21 GENERAL GUARANTY:** Contractor agrees to:

- a. Save the County, its agents and employees harmless from liability of any nature or kind for the use of any copyrighted or uncopyrighted composition, secret process, patented or unpatented, invention, article or appliance furnished or used in the performance of the contract which the Contractor is not the patentee, assignee, licensee or owner.
- b. Protect the County against latent defective material or workmanship and to repair or replace any damages or marring occasioned in transit or delivery.
- c. Furnish adequate protection against damage to all work and to repair damages of any kind, to the building or equipment, to his own work or to the work of other contractors, for which he or his workmen is responsible.
- d. Pay for all permits, licenses and fees and give all notices and comply with all laws, ordinances, rules and regulations of the County and State of Maryland.

**6.22 CONFLICT OF INTEREST:** As a prerequisite for the payment pursuant to the terms of this Contract there shall be furnished to the County a statement, under oath that no member of the elected governing body of Prince George's County, or members of his or her immediate family, including spouse, parents, or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing the Contract and that upon request by the County, as a prerequisite to payment pursuant to the terms of this Contract, there will be furnished to the requester, under oath,

RFA NO.: CC001-2016

answers to any interrogatories related to a possible conflict of interest as herein embodied. Any Contract made or entered into where it is discovered that the violation of the intent of this provision exists shall be declared null and void and all monies received by the Contractor shall be returned to the County. Whenever any person shall be convicted of a falsely executing a statement under oath, as required above, such person shall be deemed guilty of a misdemeanor and upon conviction, shall be subject to a fine not exceeding \$1,000 or imprisonment not exceeding six months, or both such fine and imprisonment. The provisions of the "Vendor's Oath and Certification" which is attached hereto apply to any Contract entered into by Prince George's County, Maryland.

- 6.23** **VENDOR QUALIFICATION STATEMENT:** Vendors hereunder are advised that prior to the contract award, a Vendor's Qualification Statement shall be required under the provisions of Section 16-311 of the State Finance and Procurement Article, Annotated Code of Maryland, as pertains to conviction for bribery.
- 6.24** **COLLUSIVE BIDDING:** The Offeror certifies that his application is made without any previous understanding, agreement of connection with any person, firm, or corporation making a bid for the same project without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
- 6.25** **IDENTICAL BIDDING – EXECUTIVE ORDER NO. 10946:** All identical applications submitted to the County as a result of advertised procurement for materials, supplies, equipment or services exceeding \$1,000 in total amount shall, at the discretion of the County, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961, for possible violation and enforcement of antitrust laws.
- 6.26** **PROTESTS:** Any Offeror which alleges that it has been or will be improperly denied the award of bid may protest the decision or potential decision of the County after the receipt and opening of applications. Any protest shall be in writing and filed in duplicate with the County Purchasing Agent in an envelope marked "PROTEST." The protest shall set forth the identity of the protestor, the identity of the procurement activity, the basis for the protest, including supporting exhibits and documents, which substantiate the protestor's allegations. All protests shall be delivered not later than seven (7) days after the protestor knew or should have known the facts and circumstances upon which the protest is based. Based upon the information contained in the protest, the Purchasing Agent may schedule a hearing or issue a decision based upon the record. If a hearing is granted, it shall be scheduled promptly and a written decision shall be issued as expeditiously as possible. Protests based upon alleged improprieties in any type of solicitation which are apparent before bid opening or the closing date for receipt of applications shall be delivered before bid opening or closing date for receipt of applications. Protest not delivered within the time periods specified above shall be untimely.

APPENDIX A-1

**VENDORS OATH AND CERTIFICATION**

Pursuant to Subtitle 10, Section 10A110 of the Prince George's County Code, the Purchasing Agent requests as a matter of law that any contractor receiving a contract or award from Prince George's County, Maryland, shall affirm under oath as below. Receipt of such certification, under oath, shall be a prerequisite to the award of contract and payment thereof.

"I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the contract is awarded to our firm, partnership or corporation that no officer or employee of the County whether elected or appointed, is in any manner whatsoever interested in, or will receive or has been promised any benefit from, the profits or emoluments of this contract, unless such interest, ownership or benefit has been specifically authorized by resolution of the Board of Ethics pursuant to Section 1002 of the Charter of Prince George's County, Maryland; and

I (We) hereby declare and affirm under oath and the penalty of making a false statement that if the contract is awarded to our firm, partnership or corporation that no member of the elected governing body of Prince George's County, Maryland, or members of his or her immediate family, including spouse, parents or children, or any person representing or purporting to represent any member or members of the elected governing body has received or has been promised, directly or indirectly, any financial benefit, by way of fee, commission, finder's fee, political contribution, or any other similar form of remuneration and/or on account of the acts of awarding and/or executing this contract, unless such officer or employee has been exempted by Section 1002 of the Charter of Prince George's County, Maryland.

Handwritten Signature of Authorized Principal(s):

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

APPENDIX A-2

**CERTIFICATION OF ASSURANCE OF COMPLIANCE REGARDING FAIR LABOR STANDARDS  
ACT**

In accordance with the Fair Labor Standards Act of 1938 (29 USCS, Sections 201216, 217219, 557), the implementing rules and regulations thereof, a Certificate of Compliance with the Fair Labor Standards Act of 1938 is required of bidders or prospective contractors receiving a contract or award from Prince George's County, Maryland. Receipt of such certification shall be a prerequisite to the award of contract and payment thereof.

**Certification of Bidder**

I (We) hereby certify that our firm, as producer of the goods to be purchased by Prince George's County, Maryland, has complied with all applicable requirements of the Fair Labor Standards Act of 1938 (29 USCS, Sections 201216, 217219, 557).

Handwritten Signature of Authorized Principal(s):

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

**Name of Firm/Partnership/Corporation:** \_\_\_\_\_

\_\_\_\_\_ **Date:** \_\_\_\_\_

**REQUEST FOR APPLICATION  
COUNTY**

**PRINCE GEORGE'S**

**RFA NO.: CC001-2016**

APPENDIX A-3

**STATEMENT OF OWNERSHIP AND BIDDER QUALIFICATION AFFIDAVIT**

Part A below requires a business entity, when responding to a bid or proposal solicitation, to provide a statement of ownership as a condition of eligibility to receive a contract from Prince George's County.

Part B is an affidavit of "No Conviction" for bribery, attempted bribery, or conspiracy to bribe, and is required under Section 16311 of the Maryland State Finance and Procurement Article.

**NOTE:** Submission of completed document is prerequisite to award.

PART "A" – OWNERSHIP

Date: \_\_\_\_\_

1. Full name and address of business: \_\_\_\_\_

\_\_\_\_\_  
City and State \_\_\_\_\_ Zip Code \_\_\_\_\_ Bus. Phone w/area code \_\_\_\_\_

2a. Is the business incorporated? \_\_\_\_ Yes \_\_\_\_ No 2.b. Is the business non-profit? \_\_\_\_ Yes \_\_\_\_ No

3. Other names used by business i.e., T/A: \_\_\_\_\_

**Non-Corporate Business**

If response to Item #2 above is No, list the name and business and residence address of each individual having a 10% or greater financial interest in the business.

Name	Business Address	Residence Address
------	------------------	-------------------

**Corporate Business Entities**

Is the corporation listed on a National Securities Exchange? \_\_\_\_ Yes \_\_\_\_ No

4. List the names of all officers of the corporation, their business and residence addresses and the date they assumed their respective offices.

Name	Residence Office	Business/Address	Date Office Assumed
------	------------------	------------------	---------------------

5. List the names of all members of the current Board of Directors, their business and residence addresses, the date each member assumed office and the date his/her term as a Director shall expire (if any).

Name	Residence Business/Address	Date Office Assumed	Date Term of Office Expires
------	----------------------------	---------------------	-----------------------------

**STATEMENT OF OWNERSHIP AND BIDDER QUALIFICATION AFFIDAVIT**

- 6. List the names and residence addresses of all individuals owning at least ten percent (10%) of the shares of any class of corporate security, including but not limited to stocks of any type or class and serial maturity bonds of any type or class.

Name	Residence Address
------	-------------------

This Financial Disclosure Statement has been prepared by \_\_\_\_\_  
 \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signed by Preparer

**PART "B" - AFFIDAVIT (BIDDER'S QUALIFICATION STATEMENT)**

- 1. I am the \_\_\_\_\_ of \_\_\_\_\_ a party interested in obtaining a contract with Prince George's County under conditions set forth in documents for Bid No. \_\_\_\_\_.
- 2. Upon examination of relevant records and to the best of my knowledge, no officer, director, partner or employees of the aforementioned business entity has on the basis of acts committed after July 1, 1977, been convicted of, or entered a plea of nolo contendere to, a charge of bribery, attempted bribery or conspiracy to bribe under the laws of the State of Maryland, any other state, or the federal government other than those listed on the attachment to this affidavit (attachment should list name, title, offense, place and date of conviction or plea);
- 3. I have been authorized to make this statement on behalf of the aforementioned party.

\_\_\_\_\_  
(Signature)

**ACKNOWLEDGMENT (Corporate)**

I, \_\_\_\_\_ certify that I am the \_\_\_\_\_ of \_\_\_\_\_  
 Name (Printed) Title  
 \_\_\_\_\_ and that \_\_\_\_\_ who  
 Business Entity Name (Printed)

signed the above Affidavit is \_\_\_\_\_ of said entity; that I know  
Title

his/her signature, and his/her signature thereto is genuine; and that the above Affidavit/Statement of Ownership was duly signed, sealed, and attested for in behalf of said entity by authority of its governing body. Further, under penalty of perjury I solemnly affirm that the contents of the foregoing Affidavit and Statement of Ownership are true to the best of my knowledge, information and belief.

(SEAL)

\_\_\_\_\_  
(Name Printed)

(SEAL)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(SEAL)  
Corporate Seal (as applicable)

FORM A

BID/APPLICATION AFFIDAVIT

CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT

**Part I: I HEREBY AFFIRM THAT:**

1. The business named below is a (Maryland \_\_\_\_ ) (foreign \_\_\_\_ ) corporation registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and addresses of its resident agent filed with the State Department of Assessments and Taxation is:

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

Address: \_\_\_\_\_

\_\_\_\_\_

[If not applicable, so state]

2. Except as validly contested, the business has paid, or has arranged for payment of, all taxes due to the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due to the State of Maryland prior to final settlement.

**Part II: I FURTHER CERTIFY THAT:**

1. I have complied with the applicable tax filing and licensing requirements of Prince George's County, Maryland.
2. The filing information is true and correct concerning tax compliance for the past \_\_\_\_\_ years. Personal Property \_\_\_\_\_ Current \_\_\_\_\_ Not Current

*Prince George's County reserves the right to verify the above information with the appropriate Government Authorities.*

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION AND BELIEF.

Date: \_\_\_\_\_ By: \_\_\_\_\_  
(Authorized Representative and Affiant)

\_\_\_\_\_  
(Printed or Typed Name)

## ATTACHMENT A

### LETTER OF INTENT FOR CARE COORDINATION SERVICES GRANT

---

**Purpose** This is a non-binding Letter of Intent to assist the Prince George's County Health Department/Behavioral Health Division (PGCH/BHD) in determining the staffing needs for the selection process.

**Information Requested** PGCH/BHD is interested in knowing if your organization intends to apply for the Prince George's County Health Department Care Coordination Program. Completion of this form is not mandatory.

**Action To Take** Indicate the organization's intent to submit an application by checking the box below

---

The organization I represent plans to apply for the Care Coordination Grant Program.

---

Organization / Name of Prospective Applicant:

---

Printed Contact Name/ Title:

---

Contact Phone /Email Address:

---

Signature:

Date

**Please fax this one page document to Prevention, Recovery and Tobacco Control Programs, attention: Whitney Serrant, Administrative Assistant.**

**Deadline: July 6, 2015      Fax Number: (301) 324-2988**

## ATTACHMENT B - WORK PLAN

Prince Georges County Health Department Behavioral Health Division Care Coordination PROJECT WORK PLAN	Organization: _____

Goal A1: Implement and Manage care Coordination Program				
Objective(s)	Key Action Step(s)	Expected Outcome(s)	Data Evaluation and Measurement(s)	Status/C
<b>A.1 By August 7, 2015 meet with Prince George’s County Health Department, Behavioral Health Division to sign program contract</b>	1. Schedule meeting with Care Coordination program Coordinator to sign contract and receive program orientation. 2. Meet with PGCHD management, sign contract, and receive program orientation.	1. Program staff will report clear understanding of the Scope of Work and general program requirements.	Program files will contain a legally binding contract with the PGCHD for proposed Care Coordination services.	
<b>A.2. By September 30, 2015 attend PGCHD hosted orientation meeting with primary treatment centers.</b>	1. Appropriate program staff will attend the orientation meeting to introduce the organization and meet key point-of-contact (POC) treatment centers staff	1. Program staff will gain knowledge concerning procedures for referral procedures for the various programs. 2. Contact information will be exchanged between program and treatment centers.	1. Program files will contain record of procedures for the individual treatment centers.	

# ATTACHMENT C

## LINE ITEM BUDGET

ORGANIZATION NAME: \_\_\_\_\_

BUDGET PERIOD: \_\_\_\_\_

Budget Category	
SALARIES	
FRINGE	
TOTAL PERSONNELL	
CONSULTANTS	
SUPPLIES & MINOR EQUIPMENT	
TRANSPORTATION/TRAVEL	
OCCUPANCY	
COMMUNICATIONS	
OTHER DIRECT COSTS	
INDIRECT COSTS	
TOTAL PROGRAM BUDGET	

**BUDGET INSTRUCTIONS:**

**Salary:** Title of Position & Name: Indicate all positions to be funded under the Care Coordination program and indicate whether the employee(s) are full-time or part-time. **A brief job description and resume are required as an attachment for key personnel.**

**Fringe:** Describe fringe category by type, percentage and dollar allocation for each position as applied. Allowable Fringe Benefits are as follows:

*FICA, HEALTH/DENTAL, LIFE/PENSION INSURANCE,  
UNEMPLOYMENT, WORKMENS COMPENSATION, ETC.*

**Contractors:** Provide a list of positions or activities that will be carried out by consultants or contractors. Provide the unit of payment (which could be by the hour, or the completed task, or by item/deliverable) and provide the cost per unit, the number of units you will receive under the contract. May include Professional Services (i.e. Audit, Payroll, and Medical).

**Supplies & Minor Equipment:** This line item should list projected costs for general office supplies and programmatic specific supplies needed to conduct/administer your program that have a value of \$5,000 or less. We understand that units, unit costs, and numbers of units may be projected based on expected need.

**Transportation/Travel:** If your organization has a policy that allows for reimbursement for staff's use of their personal vehicle to conduct required business activities, you may include those costs by indicating the unit as one mile; the rate your organization reimburses per mile (the current maximum federally approved reimbursement rate fifty-six point five cents (0.565) per mile); list the projected number of miles staff will travel. The narrative justification must include a description of reasons for travel and the names of staff positions eligible to receive reimbursement.

**Occupancy:** This line item should reflect your rental or lease costs that relate to this specific program initiative. If other programs are sharing the space associated with your program you must prorate those costs to reflect actual program usage.

**Communications:** This line item should include costs associated with maintaining communications necessary to administer your program. Such costs may include office telephones, internet, fax line, postage, copying, and cell phones for staff (not for consultants) required by their job descriptions to work off site in the field.

**Other Direct Costs:** This line item should be composed of direct program costs that cannot be attributed to other budget line items. The narrative justification must explain and justify these costs.

**Indirect Costs:** This line item should include those costs that you incur administrating your program that cannot be attributed to direct program costs such as trash removal, etc.)