

**Prince George's County Health Department  
Local Behavioral Health Authority  
Request for Applications**

**Coordinated Specialty Care for First Episode Psychosis (FEP) Program**

**Issue Date: March 20, 2026**



Alpha N. Braveby  
County Executive



**PRINCE GEORGE'S COUNTY LBHA  
RFA KEY INFORMATION SUMMARY SHEET**

**Request for Applications:** Coordinated Specialty Care for First Episode Psychosis (FEP) Program

**RFA Issue Date:** Friday, March 20, 2026 EST

**RFA Issuing Office:** Prince George's County Health Department  
Local Behavioral Health Authority

**Issuing Officer:** Name: Imani Booker Lewis  
Address: 9314 Piscataway Road, Suite 150, Clinton, MD 20735  
Phone: 301-856-9500

**Applications are to be sent to:** [PGC\\_LBHA@pgcmd.gov](mailto:PGC_LBHA@pgcmd.gov)

**Closing Date and Time:** April 3, 2026, by 5:00 PM EST

**Pre-Application Conference:** March 27, 2026, at 2:00 PM EST  
Microsoft Teams meeting  
<https://teams.microsoft.com/meet/25578844304658?p=jd6Lsn7dz8zEYffBQO>  
Meeting ID: 255 788 443 046 58  
Passcode: 4qX2sB7N  
Dial in by phone: [+1 240-673-1195 845149722#](tel:+12406731195845149722)

**Contract Award Announcement:** April 10, 2026

## SECTION 1 – GENERAL INFORMATION

### **1.1 Summary Statement**

- 1.1.1 The Prince George’s County Health Department Local Behavioral Health Authority (LBHA), in partnership with the Behavioral Health Administration (BHA), is issuing this Request for Applications (RFA) to provide community-based, recovery-oriented, individualized services to young people, ages 15-30, who are within the first one to two years of developing psychosis and schizophrenia.
- 1.1.2 It is the LBHA’s intention to obtain services, as specified in this RFA, from an Agreement between the selected Applicant and the County. The anticipated duration of services to be provided under this Agreement is May 1, 2026, until June 30, 2031.
- 1.1.3 The LBHA intends to issue a single award as a result of this RFA. This award is contingent upon funding availability from the Maryland Department of Health Behavioral Health Administration (BHA). In the event of a loss of state funding, the LBHA will notify the awardee as soon as possible, but cannot guarantee advance notice.
- 1.1.4 All future years’ awards are subject to the availability of funding and successful implementation of the services specified in this RFA.
- 1.1.5 The LBHA may make an award up to a total of **\$377,433** as a result of this RFA. This award is contingent upon funding availability. Funding for FY27 and FY28 shall be added to the contract by future amendments based on the County’s fiscal year and continued funding by the grantor.
- 1.1.6 Applicants, either directly or through their subcontractor(s), must be able to provide all services and meet all of the requirements requested in this Application and the successful Applicant shall remain responsible for performance regardless of subcontractor participation in the work.
- 1.1.7 The MDH or LBHA may adjust or cancel the award(s) at any time during the initial grant year or any option year, based on available funding. In the event of cancellation, MDH or LBHA will provide at least 60 days’ notice of the change in funding availability.

### **1.2 Contract Type**

The Agreement resulting from this Application shall be **cost reimbursement**.

### **1.3 Issuing Officer**

The point of contact for purposes of this Application, prior to the award of any Agreement is the Contract Officer at the address listed below:

Name: Imani Booker Lewis, Manager  
Local Behavioral Health Authority

Address: Dyer Regional Health Center  
Local Behavioral Health Authority  
9314 Piscataway Road, Suite 150  
Clinton, Maryland 20735  
Phone: 301-856-9500

The Department may change the Contract Officer at any time by written notice.

**1.4 Contract Manager**

The Contract Manager is:

Name: Martin Rozenberg, Contract Unit Program Manager  
Local Health Behavioral Health Authority

The LBHA may change the Contract Manager at any time by written notice.

**1.5 Questions**

Written questions from prospective Applicants will be accepted by the LBHA. Questions to the LBHA shall be submitted via email to [PGC\\_LBHA@pgcmd.gov](mailto:PGC_LBHA@pgcmd.gov). Please identify in the subject line the Solicitation Title: Coordinated Specialty Care for First Episode Psychosis (FEP) Program RFA.

Questions are requested to be submitted at least 2 business days prior to the Pre-bid Conference. The LBHA, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Application due date.

**1.6 Application Due (Closing) Date and Time**

Applications, in the number and form set forth in Section 4.2 “Applications” must be received by the LBHA, at the email address listed on the Key Information Summary Sheet, no later than 5:00 pm Local Time on April 3, 2026, in order to be considered.

Requests for extension of this time or date will not be granted. Applications received after the due date and time listed in this section will not be considered.

Applications may be modified or withdrawn by written notice received by the LBHA before the time and date set forth in this section for receipt of Application. Multiple and/or alternate Applications will not be accepted.

**1.7 Award Basis**

The Grant shall be awarded to responsible Applicants submitting Applications that have been determined to be the most advantageous to the County, considering price and evaluation factors set forth in this RFA, providing the activities specified in this RFA. See RFA Section 5 for further award information.

**1.8 Revisions to the RFA**

If it becomes necessary to revise this RFA before the due date for Applications, the LBHA shall endeavor to provide addenda to all prospective Applicants that were sent this RFA or which are otherwise known by the LBHA to have obtained this RFA. Addenda made after the due date for Applications will be sent only to those Applicants that submitted a timely Application and that remain under award consideration as of the issuance date of the addenda.

Acknowledgment of the receipt of all addenda to this RFA issued before the Application due date shall be included in the Transmittal Letter accompanying the Applicant’s Project Narrative. Acknowledgement of the receipt of addenda to the RFA issued after the Application due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of an addendum does not relieve the Applicant from complying with the terms, additions, deletions, or corrections set forth in the addendum.

**1.9 Cancellation**

The LBHA reserves the right to cancel this RFA, accept or reject any and all Applications, in whole or in part, received in response to this RFA, waive or permit the cure of minor irregularities, and conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the State. The State reserves the right, in its sole discretion, to award a Grant based upon the written Applications received without discussions or negotiations.

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## SECTION 2 – MANDATORY REQUIREMENTS

### **2.1 Applicant Mandatory Requirements**

The Applicant must provide proof with its application that the following mandatory requirements have been met:

- 2.1.1 The Applicant shall be a social organization as defined per Section 7-402 of the State Finance and Procurement Article of the Annotated Code of Maryland or a local, state government agency, public college or state university.
- 2.1.2 For social organization Applicants (not local, state government agency, public college, or state university), the Applicant must be a nonprofit organization, classified by the IRS as tax-exempt under section 501(c)(3) of the Internal Revenue Code. Applications must include attachments to the following documentation from the applicant:
- Documentation of tax-exempt status of the Applicant or the Applicant's fiscal sponsor (i.e. IRS tax exempt status determination letter)
- 2.1.3 The Applicant should:
- Have a minimum of 5 years serving children, adolescents and young adults aged 0-25, to include those experiencing their first onset of psychosis.
  - Demonstrate an ability to provide all the services listed in the Scope of Work by itself or through a partnership.
  - JHACO or CARF accredited.
  - Accreditation and licensure in Maryland to provide Psychiatric Rehabilitation Program services for children and adults.
  - Ability and willingness to achieve Accreditation and Licensure in Maryland as a Supported Employment Program by (enter 6 months after award date) with the intention to become an Evidence-Based SEP or show current partnership with a current license and accredited Evidence-Based SEP provider.
  - Ability and willingness to achieve a Cooperative Agreement with the Division of Rehabilitation Services (DORS) for reimbursable services and support for individuals who otherwise meet eligibility criteria for the PBHS or DORS.
- 2.1.4 The Applicant shall have a minimum of 5 years of experience providing community-based, recovery-oriented, individualized services to young people who are within the first one to two years of developing psychosis and schizophrenia. The Applicant shall provide with its Application three (3) attestation letters from community partners or other organizations, from the past two (2) years, attesting to the Applicant's experience in providing the services listed in the Scope of Work. This is not the same as a Letter of Support, as these should be organizations that have worked directly with the applicant.
- 2.1.5 Prince George's County Vendor Registration:
- (a) Vendor registration is a mandatory requirement for all businesses entering into an agreement with Prince George's County. Potential vendors must first register with Prince George's County to conduct business via the following link: [Vendor Registration Process | Prince George's County](#).

Upon successful registration, you will receive a ten-digit vendor number beginning with "1." Retain this number, along with your username and password, for future reference. For assistance with registering in this system, please contact Betty Nealy-Carter, Prince George's County Vendor Registration

Administrator at [Bcarter@pgcmd.gov](mailto:Bcarter@pgcmd.gov).

- (b) Prince George's County has deployed a new vendor management system, SAP Ariba. The Ariba system is used for the submission of invoices. The applicant should follow the steps to create an Ariba profile in the Ariba system. After becoming a registered vendor, the applicant will receive an invitation to apply.
  
- (c) Prince George's County is seeking to increase participation from businesses and organizations who are County -based small businesses, County based businesses and Minority Business Enterprises. If applicable, potential vendors are encouraged to be certified as a County-Based Business (CBB) via the county's Certification and Compliance System. For assistance with registering in this system, please contact Jason Zielinski in the Supplier Development Diversity Division at [jzielinski@pgcmd.gov](mailto:jzielinski@pgcmd.gov).

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## **SECTION 3 – SCOPE OF WORK**

### **3.1 Background and Purpose**

First Episode Psychosis (FEP) Program is an evidence-based program designed as a multidisciplinary treatment team-based intervention that provides community-based, person-centered, recovery-oriented services and supports. The FEP program is funded through a set-aside allocation in the Community Mental Health Services Block Grant (CMHSBG). CMHSBG funding supports states in providing comprehensive community mental health services to adults with Serious Mental Illness (SMI) and children with Serious Emotional Disturbance (SED). Federal definitions of SMI and SED were provided in the Federal Register Vol. 58, No. 96, dated May 20, 1993, page 29425. The CMHSBG is authorized by section 1911 of Title XIX, Part B, Subpart I and III of the Public Health Service (PHS) Act. CMHSBG funds are administered by The Substance Abuse and Mental Health Services Administration's (SAMHSA), Center for Mental Health Services, Division of State and Community Systems Development. FEP Programs have been shown to improve the quality of life for the participant and their families, increase engagement in education and employment, and improve psychosocial functioning. FEP programs also reduce the severity of symptoms, hospitalization admissions, and overnight stays. This program also provides education to families, which can decrease the stigma associated with a mental illness, and provides support for caregivers and family members. Services rendered through the FEP Teams include clinical evaluation, therapeutic services, medication management, supported employment/education services, recovery coaching, and peer support services. Participants who receive these services are youth and young adults, typically ages 14-30, who are within two years of the initial onset of psychotic symptoms. The FEP program can be provided in an outpatient mental health clinic or hospital setting.

### **3.2 Scope of Work - Requirements**

The Applicant shall:

#### **3.2.1 General Requirements**

##### **3.2.1.1 The Americans with Disabilities Act**

The Americans with Disabilities Act (<https://www.ada.gov/>) protects qualified individuals with disabilities from discrimination on the basis of disability in services, programs, and activities. Accessibility and inclusion of diverse populations are essential to reduce health disparities for vulnerable populations. Contractors must comply with all ADA requirements in their work to ensure the needs of persons with disabilities and other vulnerable populations are met. This includes, but is not limited to:

- facilities and any venues used for meetings/conferences are accessible;
- requested accommodations are provided in a timely manner; and
- written and printed materials developed in accessible formats (easy to read, large print, etc.), or providing access to alternative formats.

For contracts which include direct patient care or service delivery through a program, the ADA requires entities to provide full and equal access for people with disabilities. This includes, but is not limited to:

- reasonable modifications of policies, practices, and procedures;
- effective communication; and
- accessible facilities.

### 3.2.1.2 Programming

- A. Support-** Serve individuals with a diagnosis of a schizophrenia spectrum disorder, diagnosed in accordance with DSM- 5 criteria, for whom the current episode of psychosis is within two years of the first onset of psychotic symptoms.

#### **Deliverables for Support**

- Maintain a census of 25 youth and young adults, unduplicated, ages 15-30, per quarter.
- Use a standardized assessment, the Core Assessment Battery (CAB), which evaluates key domains such as symptoms, recovery progress, contextual factors, and treatment outcomes, focusing on individuals experiencing their first episode of psychosis. The assessments for early psychosis include diagnosis and psychopharmacological treatment following empirically supported standards and guidelines.
- Use the Critical Time Intervention model (CTI) as evident as a step-down to a lower level of care, as clinically indicated, within two years of program enrollment, and the development of an individualized, graduated plan to facilitate the eventual transition to an outpatient level of care.
- Ensure 24 hours a day, 7 days a week crisis intervention availability. For acute emergencies, a member of the team must be available at all times by phone or to meet with participants, either alone or with their family members. Ensure that services and supports are provided at times that are convenient to the participant and the family member, including evenings and weekends. Ensure that all services and supports are delivered in accordance with the content of the First Episode Psychosis training manuals that have been developed by the University of Maryland.

- B. Training-** Program staff will attend training, technical assistance, and consultation to maintain the efficacy of FEP as requested by the BHA, the University of Maryland Evidence-based Practice Center, or their designee.

#### **Deliverables for Training**

- Staff will participate in training that serves the Transitional Aged Youth (TAY) population, but is not limited to training related to job description and EBPs for FEP.
- Staff will participate in monthly conference calls with designated BHA staff, to coordinate and monitor program sustainability.
- Staff will participate in monthly Maryland Early Intervention Program (MEIP) Cross Training meetings for BHA updates, program/client discussions, and training.

- C. Outreach and Education-** Provide Outreach and Education to increase knowledge about mental

health problems and treatments, within the First Episode Psychosis Program. The emphasis of outreach and educational efforts is to teach providers how to identify signs of early psychosis, familiarize providers with relevant evidence-based practices (EBPs), and provide providers with ample ways to refer individuals for further consultation and treatment. These efforts will span settings and providers who serve the range of age groups that can be impacted by early psychosis, including but not limited to intermediate and secondary schools (middle school and high school), higher education (community college, university/college), advocacy groups, and behavioral and medical treatment settings.

#### **Deliverables for Outreach and Education**

a. Deliver a minimum of 13 outreach and education events to bring awareness about FEP programs and services. Some of the O&E should include but not be limited to: outpatient mental health clinics, schools, community providers, hospitals, state agencies, and advocacy organizations. This is to ensure clients are referred to the appropriate level of care, eliminating longer hospital stays, misdiagnoses, and prolonged treatment.

**D. Fidelity-** The program will commit to participating in an annual or bi-annual review conducted by the Behavioral Health Administration (BHA) or its designee. Fidelity will ensure programs are following the evidence-based practice guidelines that have been proven through research and successful outcomes from first-episode psychosis treatment.

#### **Deliverables for Fidelity**

a. Meet with assigned evidenced-based practice trainers for consulting and ongoing training.

b. Staff will participate in **Coordinated Specialty Care Fidelity, Family Psychoeducation Fidelity, and Supported Employment Fidelity** annually for the first two years, when the program has a passing score consecutively, the fidelity reviews will resume bi-annually.

c. A claim for the EBP rates for Supported Employment and Family Psychoeducation services rendered to eligible program participants will not be submitted for PBHS or DORS reimbursement unless and until the program has received an on-site fidelity assessment and evaluation, specific to the First Episode Psychosis Program, for any BHA-identified EBP services and has been determined to meet the required fidelity standards on the corresponding fidelity scale for the identified EBP.

**E. Staffing-** The program will ensure that sufficient staffing is in place to successfully deliver the program's objectives.

#### **Deliverables for Services**

a. A Licensed Mental Health Professional (Team Lead) will facilitate overall coordination of services and continuity of care, provide administrative and clinical supervision of staff, and conduct individual mental health and substance use disorder counseling and therapy, crisis intervention, information gathering, crisis and safety planning, outreach, and education.

b. A Peer Support Specialist will use the insight and learning experiences from their own recovery to assist, engage, and encourage service participants. The Peer Support Specialist will help support participants with a sense of belonging through a supportive relationship that encourages them to address their own mental health while helping facilitate self-direction and self-worth. They will also work collaboratively with clients to empower and motivate them through their personal recovery. The Peer Support Specialist will provide life experiences that help develop the participant's leadership, confidence, and abilities to better one's own future. The Peer Support Specialists will assist the individual in developing a recovery plan as well as help motivate clients to take ownership of their lives and mental health. The Peer Support Specialists will have two years, from hire date, to become a Certified Peer Support Specialist.

c. A Psychiatrist will provide psychopharmacological and psychotherapeutic treatment interventions, in combination with psychoeducation within the context of a shared decision-making model, that maximizes the individual's autonomy and control over treatment decisions. The Psychiatrist shall facilitate coordination of care with primary care physicians. The Psychiatrist shall provide face-to-face treatment interventions with the individual at a minimum frequency of once per week during the first four weeks of enrollment, once biweekly during the first six months of enrollment, and once per month thereafter.

d. A Master's prepared Recovery Coach will provide social skills training, participant groups, family education and support groups, family psychoeducation, school coordination, case management, and outreach and education.

e. Two Bachelor's prepared Supported Employment/Supported Education Specialists will deliver supported employment services in accordance with the principles and practices of Evidence-Based Practice supported employment and deliver empirically supported education services.

## **F. Reporting**

### **Deliverables for Reporting**

- a. Program/initiative data must be submitted every month and quarter. Monthly reports are due by the 5th day of each month for the previous month's activities. Quarterly Reports are due 15 days after the close of the reporting period. Reports/Data should be submitted to ([pgclbhareports@pgcmd.gov](mailto:pgclbhareports@pgcmd.gov)).
- b. Submit an Annual Activity Report, which includes information on performance measures and progress meeting deliverables, program activities to include data, needs, gaps in services, program highlights, and applicable success stories by July 15th.
- c. Submit to the LBHA and BHA Primary Behavioral Health/Early Intervention, by the 25th of the month immediately following the end of each quarter, a report that includes the following elements:
  1. A roster of designated program staff, to include the full name, credentials, roles,

responsibilities, date of hire, and training received during the reporting period, for each staff.

2. A roster of individuals served to include full name, health care coverage type, age, DSM-5 diagnosis, date of enrollment in the program, employment status (including job title, placement date, start date, average hours per week, and average wage), educational status, and services received during the reporting quarter.
3. A narrative description of the progress achieved during the reporting period in meeting contract deliverables, barriers encountered, and program goals and objectives for the next reporting period.
4. An itemized detail of program expenditures and revenue generated to include Collections from the PBHS, DORS, or other funding streams by individual served, by service type, and by payer source at least annually.
5. A workbook for program outcomes, report required BHA items listed in CSC BHA Quarterly Reporting Submission Procedures. These reporting procedures are provided to CSC First Episode Psychosis Programs and are subject to change based on BHA reporting requirements.
6. Supported Employment Education Specialists to submit their community time documentation quarterly.

The LBHA reserves the right to change the reporting frequency and format and will notify the Provider no later than 60 days before the close of the quarter for the subsequent reporting period. If reporting deadlines are missed, the LBHA may place the Award Recipient on a Corrective Action Plan.

The LBHA intends to host programmatic technical assistance meetings to discuss program achievements and challenges. The successful applicant must make staff available to participate in these discussions.

### **3.3 Financial Reporting**

#### **3.3.1 General**

- (a) The successful applicant shall be reimbursed based upon program performance, submission of required reports and requests for payment.

Requests for reimbursement shall be submitted on the LBHA-provided invoice Form 437 by the 10th day of each month for costs incurred in the prior month. Each monthly invoice must be submitted as a separate document using the Ariba System. The LBHA/County shall only authorize reimbursements of actual and reasonable expenditures in line with the applicant's approved budget. Invoices submitted without the required information cannot be processed for payment until the required information is provided.

- (b) A complete equipment inventory list of items purchased utilizing these grant funds shall be maintained. The list shall include the purchase date, type of equipment, quantity of each, and disposition of equipment.

- (c) The successful applicant shall submit to LBHA the Annual Expenditure Report for the fiscal year on the LBHA-provided Form 440 by August 10th. The LBHA Form 440 shall account for only the funds awarded in the contract. Additional funds used to operate the program shall not be reflected on the Form 440.
- (d) The LBHA reserves the right to reduce or withhold Grant payment in the event the Grantee does not provide the LBHA with all required deliverables within the time frame specified in the Grant or in the event that the Grantee otherwise materially breaches the terms and conditions of the Grant until such time as the Grantee brings itself into full compliance with the Grant.

### 3.3.2 Audits

- (a) The successful applicant shall identify an independent auditor to submit to the LBHA a financial audit report and management letter with a separate schedule for the program for the fiscal year of performance on or before 3/1 of the next fiscal year.

When in receipt of a MDH funded grant or a combination of MDH-funded grants that result in cost reimbursement contracts that exceed One Hundred Thousand Dollars (\$100,000) for the current fiscal year, the Subrecipient shall submit to the Health Department a completed CPA Report of Audited Financial Statements with a separate schedule of these funds. The CPA Report is due by March 1st following the end of the last fiscal year covered by the audit. The Subrecipient shall retain independent auditor services in accordance with any auditing requirements set forth in the Human Service Agreement Manual (HSAM).

The HSAM is a manual that specifies administration and fiscal policy for grants and contracts, cost reimbursement contracts, and purchase of services contracts for human services funding, which are made by the MDH. This manual does not address programmatic issues. This manual shall, by reference, become part of each MDH-funded contract agreement, and the provisions are extended to all subgrantees. Subgrantees shall refer to the HSAM Standards for Audit of Human Services Sub-Vendors for additional details.

Failure to comply with these audit requirements shall result in termination of the Agreement and may disqualify the successful applicant from consideration for future funding opportunities, cause a delay or reduction in payment and could result in the LBHA assigning a Management Consultant to provide the audit and/or the closing of the LBHA Form 440, financial report at the successful applicant's expense.

## **SECTION 4 – APPLICATION FORMAT**

### **4.1 Two Part Submission**

Applicants shall submit Applications in separate parts:

- Part I – Project Narrative
- Part II – Budget Justification/Narrative

### **4.2 Applications**

#### **4.2.1 Submissions**

The application should address all points outlined in this RFA and should be clear and precise in response to the information and requirements described. A transmittal letter should accompany the technical application. The sole purpose of this letter is to submit the application. It should be brief and signed by an individual who is authorized to commit the applicant to the services and requirements as stated in this RFA.

The email submission subject line shall state the RFA Title and Technical Application and Budget Narrative.

##### **4.2.1.1 Two-Part Submission:**

- a. Technical Application (See 4.3.)
- b. Budget Narrative (See 4.4) and Budget Forms (See separate Excel Attachment)

#### **4.2.2 Cost of Application Preparation**

Any costs incurred by applicants in preparing or submitting applications are the sole responsibility of the applicants. The LBHA will not reimburse any applicant for any costs incurred in making an application or subsequent pre-contract discussions, presentations, or negotiations.

#### **4.2.3 Freedom of Information**

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

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

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

#### 4.2.4 Type of Submission

Each applicant should submit an electronic application to [PGC\\_LBHA@pgcmd.gov](mailto:PGC_LBHA@pgcmd.gov). The deadline for submission is 5:00 pm EST on Friday, April 3, 2026.

No mail or hand-delivered submissions will be accepted.

The Prince George's County Local Behavioral Health Authority is not responsible for late submissions. Applications not received by the deadline will not be considered.

#### 4.2.5 Pre-Bid Conference

A pre-bid conference will be held on Friday, March 27, 2026, from 2:00 am to 3:00 pm via Microsoft Teams Virtual Conference and questions will be accepted. The purpose of the conference is to address questions concerning the expectations of the project. All interested parties should register with the Prince George's County LBHA by March 26, 2026, via email to [PGC\\_LBHA@pgcmd.gov](mailto:PGC_LBHA@pgcmd.gov).

### 4.3 Part I – Project Narrative

**Note: No pricing information is to be included in the Project Narrative (Part I). Pricing information is to be included only in the Budget Narrative and Budget Forms (Part II).**

4.3.1 **The Technical Application** shall include the following documents and information in the order specified as follows:

4.3.1.1 Transmittal Letter:

- Applicant
- Application Title that the Application is in response to
- Signature, typed name, and title of an individual authorized to commit the Applicant to its Application

4.3.1.2 The Project Narrative shall include the Scope of Work (as described in Section 3.2).

4.3.1.3 Mandatory Requirements Documentation (See Section 2)

4.3.1.4 Applicant Technical Response to RFA Requirements:

- a. The Applicant shall address each Scope of Work requirement (Section 3.2) in its Project Narrative and describe how its proposed services, including the services of any proposed subcontractor(s), will meet or exceed the requirement(s). If the LBHA is seeking Applicant agreement to any requirement(s), the Applicant shall state its agreement or disagreement. Any paragraph in the Project Narrative that responds to a Scope of Work (Section 3.2) requirement

shall include an explanation of how the work will be done. Any exception to a requirement, term, or condition may result in having the Application classified as not reasonably susceptible of being selected for award or the Applicant deemed non-responsive.

- b. Applicant shall acknowledge they have read the American with Disabilities Act Statement in Section 3.2 and will meet all requirements.

#### **4.4 Part II – Budget**

4.4.1 Under a separate email attachment from the Project Narrative and clearly identified in the format identified in Section 4.2 “Applications,” the Applicant shall submit a Budget Narrative. The Budget Narrative shall contain all price information in the format specified in **Attachment A**. The Applicant shall complete the Budget Narrative Form only as provided in the Budget Narrative Form.

4.4.2 The Applicant shall complete the **Excel attachment – PGCHD/LBHA 432 Budget Package** tabs 432B through 432E, as applicable, that details the total cost of the proposed activities. The budget categories may include Personnel (salary and fringe), Consultants, Travel, Contractual, Supplies, Operating Costs, and Other project-related costs. A personnel detail page (432 C), including the qualifications and titles of staff, the hours/days of employment anticipated, the salary per hour/day, and any agency adjustments, should be detailed. All consultant costs should be detailed on 432 E, including the type of consultant (if known) and an hourly rate for each consultant hired. Applicants in need of the Excel attachment – PGCHD/LBHA 432 Budget Package should contact the LBHA at [PGC\\_LBHA@pgcmd.gov](mailto:PGC_LBHA@pgcmd.gov).

4.4.3 The total funding available for this project for a full 12-month fiscal year is **not to exceed \$377,433**. The award amount includes a 5% indirect cost. A complete budget must be submitted using the HD/LBHA Budget 432 forms. All expected sources of revenue should be clearly outlined in the budget submission.

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## **SECTION 5 – EVALUATION COMMITTEE, EVALUATION CRITERIA, AND SELECTION PROCEDURE**

### **5.1 Evaluation Committee**

#### 5.1.1 Process

Evaluation of Applications will be performed by a committee established for that purpose and based on the evaluation criteria set forth below. The Evaluation Committee will review Applications, participate in Applicant presentations and discussions. The LBHA reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

The Evaluation Committee shall first review any submitted technical portions for compliance with essential technical requirements as expressed in this RFA. Applications will be evaluated first for technical content without consideration of costs, then for costs. The Evaluation Committee will convene to make the selection based on its review of the results. Failure to comply with any requirement of this RFA will disqualify an application.

#### 5.1.2 Acceptable Offers

The Evaluation Committee will classify the applications as acceptable or not acceptable based on the technical merit. Applicants whose applications are classified as not acceptable will be notified. Scoring by the Evaluation Committee of each application shall be in accordance with the Evaluation Criteria.

Each member of the Evaluation Committee will complete a preliminary technical evaluation. All applicants who receive an average rating of 80% or more of total points possible on the technical application evaluation from the Evaluation Committee will be eligible for consideration. The following is the weighted scale for each component:

#### 5.1.3 Unacceptable Offers

Those for whom the Review Committee evaluates with an average technical rating of less than 80% of the total possible points will not be considered further.

### **5.2 Project Narrative Evaluation Criteria**

The criteria to be used to evaluate each Project Narrative are listed below in descending order of importance. (See Section 3.2)

5.2.1 Acknowledged agreement to meet the Americans with Disabilities Act Statement in Section 3.2 and will meet all requirements.

5.2.2 Attestations and Required Documentation

Applicant attestation letters indicate the applicant has the ability to provide the services required in the Scope of Work.

5.2.3 Organizational Capacity

5.2.3.1 Project narrative includes an organizational description and adequately demonstrates the

applicant's capacity to implement the scope of work, including service descriptions for existing programming to transition-age youth (ages 15-25), and includes organizational charts, and any relevant certifications, licenses, resumes, and other supporting documentation (as described in Section 3.2) which further demonstrate the applicant's abilities to meet the expectations outlined in 3.2.1.2:

1. Support
2. Training
3. Outreach and Education
4. Fidelity
5. Staffing
6. Reporting

### **5.3 Budget Narrative Evaluation Criteria**

All Qualified Applicants will be ranked from the lowest (most advantageous) to the highest (least advantageous) based on the rating of the Project Narratives. The Budget (including the Budget Form and Budget Narrative) will be evaluated based on reasonable cost given the time and effort described in the Project Narrative. The budget line items must be within the stated guidelines set forth in this RFA and as submitted on **Attachment A** – Budget Narrative.

### **5.4 Selection Procedures**

#### 5.4.1 Award Determination

Upon completion of the Project Narrative and Budget Narrative evaluations and rankings, each Applicant will receive an overall ranking. The LBHA will recommend award of the contract to the responsible Applicant that submitted the Application, determined to be the most advantageous to the County. In making this most advantageous Application determination, technical factors and financial factors will be weighted equally.

#### 5.4.2 Award Announcement

The LBHA will announce the award recipient on or before Friday, April 10, 2026.

### **5.5 Contract Requirements**

#### 5.5.1 Contract Type

The selected applicant will be required to enter into a cost-reimbursement contractual agreement with LBHA. The contents of this RFA and the Application of the successful applicant will be incorporated by reference into the resulting agreement. LBHA will enter into a contract only with the selected applicant and the selected applicant will be required to comply with, and provide assurance of, certification as to certain contract requirements and provisions.

#### 5.5.2 Quality Standards

The LBHA and MDH are committed to ensuring that services are of high quality and responsive to the needs of eligible individuals seeking behavioral health services. The selected applicant that does not meet the requirements as outlined in this RFA shall be subject to a Corrective Action Plan, with additional follow-up monitoring by the LBHA to ensure that the requirements are being met. If the selected applicant is unable or unwilling to meet the requirements as specified by this RFA, the MDH or the LBHA reserves the right to reissue a competitive solicitation for a replacement provider.

#### 5.5.3 Contract Monitoring

The LBHA and the MDH shall engage in ongoing, periodic monitoring activities to evaluate the quality of service delivery and essential ingredients of the program. Providers selected through this RFA shall be required to participate in all monitoring and evaluation activities.

Activities shall include, but are not limited to the following:

- Participation in a site visit at least annually to evaluate and document compliance with administrative and programmatic requirements.
- Review of policy and personnel records to ensure administrative compliance.
- Participation in any provider meetings and state-required meetings as required by the LBHA.
- Collection and submission of programmatic data and progress reports, as required by the LBHA.

#### 5.5.4 Insurance Requirements

A Certificate of Insurance (COI) will be required for the selected applicant. The selected applicant shall perform services with the degree of skill and judgment, which is normally exercised by recognized professionals, paraprofessionals and voluntary service organizations with respect to services of a similar nature.

The selected applicant shall take proper safety and health precautions to protect the work environment, employees, the public and the property of others from any damages or injury resulting solely from the performance of work described herein. (See Attachment C)

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## **RFA ATTACHMENTS**

### **SEPARATE EXCEL ATTACHMENT – Budget Form**

This must be completed and submitted with the Project Narrative in a separate Excel-formatted document.

### **ATTACHMENT A – Budget Narrative**

This form must be completed and submitted with the Budget Form in a separate PDF-formatted document from the Project Narrative.

### **ATTACHMENT B – RFA Document Checklist**

Use this checklist to ensure that the required documents for the Project Narrative and Budget Narrative are completed

### **ATTACHMENT C – Certificate of Insurance Requirements**

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## ATTACHMENT A – BUDGET NARRATIVE

### BUDGET NARRATIVE TEMPLATE

(Please submit a separate Narrative for each Budget Period)

#### **Sample Line-Item Justification**

**Personnel (Preventionist):** \$15,600

**Justification:** The Preventionist will be responsible for: conducting project-related relationship-building activities with new and existing partners; developing informational materials for community leaders and the public, including fact sheets and social media posts related to the project topic; coordinating and facilitating monthly project meetings with partners; conducting awareness-building activities within key demographic areas in the community to engage the project target audience; developing and providing professional training at targeted local governmental agencies and private businesses; attending community events relevant to the project and the project's partners. The Project Coordinator will also attend RISEMD meetings, collect data, conduct evaluation activities, prepare reports, and act as a liaison with the MDH Grant Monitor.

\$30/hour x 520 hours = \$15,600

## ATTACHMENT B – RFA Document Checklist

### **Project Narrative Checklist:**

- Transmittal Letter
- Project Narrative including Scope of Work (*See Section 3.2 Scope of Work – Requirements*)
- Three (3) attestation letters (*See Section 3.1.4*)

### **Budget Narrative Checklist:**

- Budget Form (*See Separate Excel Attachment – Budget Form*)
- Budget Narrative (*See Attachment A – Budget Narrative*)

## ATTACHMENT C – Certificate of Insurance

### Insurance Requirement Guidance

The selected applicant must show evidence of commercial insurance coverage for the following exposures:

**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 selected applicant 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

Employer’s Liability: Each Accident \$500,000

Disease Policy Limits: \$500,000

Disease - Each Employee: \$500,000

**COMMERCIAL GENERAL LIABILITY INSURANCE (CGL):** An insurance policy covering the liability of the selected applicant for all work or operations under or in connection with prospective project; and all obligations assumed by the selected applicant under the prospective 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/\$2,000,000 per occurrence/ aggregate

**PREMISES MEDICAL PAYMENTS:** \$5,000

**PERSONAL INJURY / ADVERTISING:** \$1,000,000

Physical and Sexual Abuse: \$100,000/\$300,000 per occurrence

**Miscellaneous PROFESSIONAL LIABILITY INSURANCE:** A separate insurance policy to pay on behalf of the selected applicant all costs that the selected applicant shall become legally obligated to pay as damages due to any claim caused by any negligent act, error or omission of the selected applicant or any other person for whose acts the selected applicant is legally liable arising out of the performance of services under the prospective project. The coverage under such an insurance policy shall have a limit of liability not less than: \$1,000,000 per occurrence

Should any of the described insurance policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

Prince George’s County should be listed as Additionally Insured. The certificate holder should be listed as follows:

Prince George’s County Maryland

Office of Procurement

1400 McCormick drive, Suite 200

Largo, MD 20774