

**Prince George's County Health Department Local Behavioral Health**

**Authority Request for Applications**

**for**

***Prince George's County Wellness and Recovery Center***

**October 20, 2025**



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## Background and Overview

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The Prince George's County Local Behavioral Health Authority (PGC LBHA) proposes this initiative to manage the peer-led Wellness and Recovery Center (WRC). The PGC LBHA is the recipient of a Maryland Department of Health Behavioral Health Administration (BHA) state grant to provide contract management and oversight of the WRC program.

Prince George's County has had a Wellness and Recovery Center (WRC) for many years. The WRC is a peer-led recovery center for adults. A "peer" is an individual with lived experience of mental health and/or substance use. Peers share a mutual understanding of the experiences of living with mental health or substance use challenges with the individuals seeking support and community through the WRC. Peer supporters offer both one-on-one and group support at the center. Individuals who attend the center can participate in various activities, such as social and wellness programs, peer support, self-advocacy, and empowerment initiatives. They can also connect with community-based services, access training opportunities, and receive help with securing benefits.

For many years, the "On Our Own" affiliated network of WRCs across Maryland have been providing welcoming, supportive, and peer-run spaces for people to engage with one another and work toward their wellness and recovery goals. WRCs in the On Our Own of Maryland affiliated network are independent nonprofit organizations, staffed and run by peers who self-identify as having lived experiences with mental health and/or substance use challenges. On Our Own of Maryland can provide WRCs with training, mentoring for new WRC programs, legislative advocacy, and technical assistance to WRCs.

The WRC shall allow individuals living in or seeking behavioral health recovery to meet at least 1,040 hours annually. The purpose of this program is to offer peer support services and provide individuals with the ability to connect with others in behavioral health recovery while navigating local support services and overcoming barriers to their own personal recovery.

## Goals

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The goal of the WRC's is to provide a welcoming, safe and supportive peer-run environment for individuals with mental health and substance use disorders. These services are most effective in non-traditional settings such as no-barrier community support agencies, standalone non-profit community centers, and other non-clinical behavioral health settings. Services are offered on a voluntary basis and are available to participants throughout their recovery process. These services are most effective in non-traditional settings such as no-barrier community support agencies, standalone non-profit community centers, and other non-clinical behavioral health settings. All staff providing services to individuals should have personal lived experience with behavioral health recovery.

## Applicant Qualifications

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The successful applicant shall meet all of the following eligibility criteria to be considered for funding:

1. Organizational Status:

Applicants must be a not-for-profit, community support agency or other non-clinical behavioral health setting with a physical location in Prince George's County.

2. Prince George's County Vendor Registration:

- 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).
- 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.
- 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. 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).

3. Program Site:

Applicants must commit to securing a brick-and-mortar location for in-person WRC programming. The site should be ADA-compliant.

4. Cultural Competence:

The successful applicant shall ensure that all services are culturally sensitive and reflective of the ethnic, religious and cultural preferences of all consumers.

## Scope of Work

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Wellness Recovery Centers provide behavioral health peer support services to individuals seeking behavioral health recovery. These voluntary, individual-driven, services are provided in a non-clinical setting by individuals who have a personal lived experience with behavioral health recovery. The WRC shall allow individuals living in or seeking behavioral health recovery to meet at least 1,040 hours annually. These services should include, but are not limited to:

**Peer Support** – Designate and provide a site that allows individuals seeking behavioral health recovery supports to meet regularly throughout the award period; **Provide 1 on 1 peer contacts** documented by either using the approved State form (Documentation of Peer Support Session) or another form of documentation that contains the same information. Peer support sessions consist of one-to-one contact (in person, virtually, or telephonically) conducted by staff and/or volunteers, lasting at least 15

minutes. **Peer support groups** that facilitate a conversation focused on a specific behavioral health topic (i.e. depression, gender-specific, trauma, substance use recovery, etc.) These groups must include three (3) or more individuals and maintain a “**warm line**” to assist individuals who have non-urgent behavioral health needs.

**Recovery Support Services – Social activities** that are designed to promote social connection and reduce isolation. These activities must involve 3 or more individuals (i.e.: board games, community meals, member outings, etc.) and **connection to Recovery and Wellness Resources** that aid in the individual's continued recovery and wellness. Some examples of these services are: housing, funded benefits, resource assistance, employment, formal education programs, vital documents, accompanied to court or medical appointments, and formal treatment programs.

**Training Allocate 1.0 % of the program budget for training activities and supplies.** Use allocated funds to cover the costs associated with increasing the professional development of program staff (paid or volunteer) and board members. This includes expenses related to administrative training courses, training materials, CPRS/RPS training registration fees, and other application fees that cover CPRS or RPS credentialing. Training events can be facilitated either on-site or participants can attend training sessions off-site. Funding may not be used for travel or lodging expenses; Participate in **management/fiscal training** on topics relevant to running a nonprofit Wellness & Recovery Center that focuses on the promotion, development, or management of peer-operated organizations (i.e.: grant writing, budget management, data collection, human resources training, etc.).

**Assessment** – Performance of an annual **Community Wellness and Recovery Needs Assessment** of individuals utilizing funded program services, which identify the training, education, and recovery resource needs of individuals engaging in behavioral health recovery supports.

**Education** – Provide **Informational presentations** delivered by outside organizations that present information on specific community resources or whole health topics i.e., behavioral health recovery, heart disease, sexual health, SSDI, etc. Maintain a library of resources to assist individuals utilizing funded services that reduce barriers and enhance connections that support long-term wellness and recovery, such as entitlements, fair housing, access to employment, advance directives, and patient rights.

**Marketing** – Publish and distribute **monthly newsletters and/or calendar** of center events that serve as a monthly guide of activities planned for the center which is available to the community and individuals using the center; Conduct **outreach presentations** to community organizations and/or staffed display tables at community events, which provide information and resources about Wellness & Recovery, peer support and peer organizations. These outreach presentations are intended to increase the number of individuals who utilize program services.

**Supervision** - Maintain a relationship with a Registered Peer Supervisor (as evidenced by an RPS certificate on file) who will provide supervision hours to staff and/or volunteers seeking or maintaining their Certified Peer Recovery Specialist credential.

**Training** - Provide funding for a minimum of three (3) individuals (staff, individuals receiving support services, and/or board members) to attend a peer-led conference hosted in the state of Maryland (i.e. On Our Own of Maryland’s Annual Conference).

The WRC will, at a minimum:

1. Develop or provide a site that allows individuals living in or seeking behavioral health recovery to meet at least 1,040 hours per year.
2. Provide Wellness Recovery Center services to an unduplicated count of seventy (65) individuals per fiscal year. To calculate this data, each unique individual receiving Peer to Peer services should only be counted *once* per Fiscal Year.
3. Facilitate fifty (50) one-on-one peer contacts; each lasting at a minimum of 15 minutes and documented using either the “Documentation of Peer Support Session” form or another form of documentation that contains the same information. One-on-one Peer Support Sessions can be facilitated in person, virtually or telephonically.
4. Facilitate fifty (50) behavioral health peer support groups focused on a specific topic. Peer Support Groups can be facilitated in person or virtually.
5. Facilitate twelve (12) activities designed to promote social connection and reduce isolation.
6. Provide ten (10) informational presentations delivered by outside speakers about specific community resources.
7. Expend the allocated 1% of the budget on training activities and supplies as identified within the scope of work.
8. Participate in a minimum of two (2) management/fiscal trainings.
9. Provide ten (10) outreach presentations to community organizations.
10. Facilitate (1) annual Community Wellness and Recovery Needs Assessment.
11. Publish and distribute (12) monthly newsletters and/or calendars.
12. Track and collect data on the number of individuals who obtained Recovery Support Services in the following categories: housing, funded benefits, resource assistance, employment, enrolled in a formal education program, vital documents, accompanied to court or medical appointment, and enrolled in a treatment program.
13. Ensure an Annual Independent Financial Audit is completed.
14. Maintain a relationship with a Registered Peer Supervisor (RPS) (*as evidenced by a RPS certificate on file*) who will provide supervision hours to staff and/or volunteers seeking or maintaining their Certified Peer Recovery Specialist credential.
15. Maintain a library of resources to assist individuals utilizing funded services that reduce barriers and enhance connections, which support long-term recovery and wellness.
16. Maintain a “warm line” to provide assistance to individuals who have non-urgent behavioral health needs.
17. Sponsor a minimum of three staff, individuals receiving support, and/or board members to attend a peer-led conference in the State of Maryland.
18. Collect demographic data.
19. Submit monthly reports by the 5<sup>th</sup> of the previous month’s services.
20. Submit Annual Activity Report documenting activities and outcomes of program operations, which includes information on performance measures and progress meeting deliverables as outlined in this Scope of Work, program activities to include data, needs, gaps in services, program highlights, and applicable success stories on or before July 15<sup>th</sup>.
21. Attend monthly technical assistance meetings with the PGC LBHA contract monitor.
22. Attend Bi-Monthly All Provider Meetings led by the PGC LBHA.

23. Attend LBHA and BHA meetings, as requested.
24. Make available a program director and/or peer support specialist staff who are trained appropriately and able to lead peer groups and training that shall include but are not limited to: The Wellness Recovery Action Plan (WRAP); Mental Health First Aid (MHFA); Naloxone Training; Social Security Insurance/Social Security Disability Insurance Outreach, Access and Recovery (SOAR) training.

## Ability to Integrate with Existing System

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The applicants must address their financial ability to provide the scope of services requested and at the quality desired and address the legal liability issues associated with the operation of the proposed services. Applicants having current contracts with BHA or local authorities must have demonstrated success in meeting outcome and contract requirements.

As part of its offer, each applicant is to provide a list of all contracts with any entity of the State of Maryland that it is currently performing, or which have been completed within the last 5 years. For each identified contract the applicant is to provide:

- The State contracting entity and employee contact person
- A brief description of the services/goods provided
- The dollar value of the contract
- The term of the contract
- Specify whether the contract was terminated before the end of the term specified in the original contract, including whether any available renewal option was not exercised.

## Pre-Bid Conference

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A pre-bid conference will be held on Thursday, October 30, 2025, at 10 am via Microsoft Teams Virtual Conference. 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 October 27, 2025, via email to [PGC\\_LBHA@pgcmd.gov](mailto:PGC_LBHA@pgcmd.gov).

## Application Submission and Closing Date

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Issuing Office:

Prince George's County Health Department - LBHA  
Dyer Regional Health Center  
Local Behavioral Health Authority  
9314 Piscataway Road, Suite 150  
Clinton, Maryland 20735

Issuing Officer:

Name/Title: Imani Booker Lewis, Local Behavioral Health Authority Manager  
Phone: (301) 856-9500  
Email: [PGC\\_LBHA@pgcmd.gov](mailto:PGC_LBHA@pgcmd.gov)

1. Three (3) hard copies and (1) one electronic copy of the transmittal letter, technical application and budget analysis are required.
- The three (3) hard copies should be mailed or hand-delivered to the issuing office during the business hours of 8:30 am to 4:00 pm. Each applicant's submission must bear the applicant's name and organization, the closing date for application, and "PGC WRC Application - 2025" on the outside of the package.
- Electronic applications must be submitted via email to [PGC\\_LBHA@pgcmd.gov](mailto:PGC_LBHA@pgcmd.gov). Applications should be submitted with the subject line: PGC WRC Application – 2025 from [Insert Agency Name]. Applications should be submitted with separate attachments for (1) Transmittal letter and technical application attachment and (1) Budget Analysis/Forms attachment.
2. The deadline for submission of applications is 4:00 pm EST, Friday, November 14, 2025, at the PGC LBHA issuing office location.
3. All applications received after the application submission deadline will not be accepted.
4. Any costs incurred by applicants in preparing or submitting proposals are the sole responsibility of the applicants. The LBHA will not reimburse any applicant for any costs incurred in making a proposal or subsequent pre-contract discussions, presentations, or negotiations.

## Application Format & Content Requirements

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The Application should address all points outlined in this RFA and should be clear and precise in response to the information and requirements described. The application should not exceed twenty (15) pages and should contain the following sections:

1. Wellness and Recovery Center – I. Transmittal Letter
2. Wellness and Recovery Center – II. Technical Application
3. Wellness and Recovery Center – III. Financial Capability/Budget Analysis

### **A. Transmittal Letter**

A transmittal letter should accompany the application. The sole purpose of this letter is to transmit the application. It should include the name and signature of the individual who is authorized to commit the applicant to the services and requirements as stated in this RFA, address, email and phone number.

### **B. Technical Application Content**

#### **1. Executive Summary**

The applicant shall condense and highlight the contents of the Technical Application in a separate section entitled "Executive Summary." The applicant shall describe the organizational history, related experience, and adherence to Applicant Qualifications.



## **2. Philosophy and Approach to Service Delivery**

The applicant shall fully explain how the proposed services will satisfy the requirements of this RFA, demonstrating a strong understanding and commitment to the nature and scope of the work involved. The applicant shall provide a detailed discussion of their approach, methods, and techniques for addressing the requirements outlined in the scope of work, their ability to integrate with the existing system and any additional requirements that might be identified by the applicant, which help to meet the objectives of this RFA.

## **3. Quality and Outcomes**

The applicant must present clearly defined outcomes and specify measurable indicators to track progress toward completing the scope of work. Proposals should outline methods to document and assess performance, describe strategies for ensuring active participant involvement, and demonstrate procedures to maintain confidentiality and secure records. Additionally, applicants should detail how technology will be utilized to enhance the quality, efficiency, and overall effectiveness of program implementation.

## **4. Personnel Capability**

The applicant shall clearly identify the proposed project team. Include the position description, the experience, qualifications, and education of the staff to be assigned. It is essential that the Applicant assign and provide sufficient qualified staff who have experience in aspects related to the objectives and scope of the Application. The applicant should explain which backup professional personnel are available to substitute for the loss of professional personnel identified as necessary in the application.

## **5. Work Plan**

The work plan should indicate all significant tasks, aspects, or issues that will be examined to fulfill the scope of work, as well as include a list of tasks for meeting the proposed objective, a breakdown of proposed staff assignments, and time requirements by task.

The applicant shall demonstrate a full understanding of the purpose, expectations and complexities of the project and how the objective may best be accomplished.

## **6. References**

Applicants are required to provide at least two (2) references to support their proposals. These references should include descriptions of similar projects or engagements with local authorities or governments. Each reference must include the name of a contact person who is familiar with the applicant's work, along with their telephone number. Additionally, applicants must grant permission for PGC LBHA to contact any provided references.

## **C. Financial Capability/Budget Analysis Content**

### **1. Overall Budget**

Applicants must demonstrate sufficient financial capacity to successfully manage and carry out the work outlined in the RFA. This includes providing audited financial statements for the past two years to verify fiscal stability and accountability, as well as submitting a complete PGCHD/LBHA 432 Budget Package to ensure transparency and alignment between proposed activities and available resources.

The total funding available for this project in Fiscal Year 2026 is approximately \$167,416. 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. The HD/LBHA 432 Budget packet is included below as an icon and also attached as a separate document.



FY26 PGCLBHA  
Budget 432 Forms wit

## **2. Personnel Detail Page**

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 432D, including type of consultant (if known) and an hourly rate for each consultant hired.

## **3. Eligible and Ineligible Use of Funds**

- Eligible Use of Funds - Funds shall be used for Wellness Recovery Center services, including (1) Staffing, (2) Training costs, (3) Supplies and IT equipment, (4) Administrative costs, (5) Rent and utilities, and (6) any other related expenses as approved by BHA/PGC LBHA.
- Ineligible Use of Funds - Funds shall not be used for gift cards or clinical services that are reimbursable through Maryland Medicaid.
  - Funding designated towards 1% training allocation may not be used for travel or lodging expenses.
  - Funds shall not be used to support peer positions providing services to individuals enrolled in Medicaid Provider Type 50 settings (Community-Based Substance Use Disorder Programs licensed under COMAR 10.63.03 as OP Level 1, IOP Level 2.1, and/or PHP Level 2.5), Medicaid Provider Type 32 settings (Opioid Treatment Programs) or Provider Type 34 settings (Federally Qualified Health Centers) serving individuals with substance use disorders.

## Application Evaluation Criteria

## **A. Process**

A Review 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 Review 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 a proposal.

## **B. Criteria**

### **1. Acceptable Offers**

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

Each member of the Review 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 Review Committee will be eligible for consideration. The following is the weighted scale for each component:

### **2. 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.

### **3. Technical Scores**

Applications will be given a score based on the philosophy and approach to service delivery, quality and outcomes, and implementation and operations strategy. Attachment 1 WRC Rating Sheet includes additional information regarding what should be included in each section. The criteria weight is as follows:

#### **I. Transmittal Letter - 5**

#### **II. Technical Proposal - 85**

- a. Executive Summary (20)
- b. Philosophy and Approach to Service Delivery (20)
- c. Quality and Outcomes (15)
- d. Personnel Capability (15)
- e. Work Plan (10)
- f. References (5)

#### **III. Budget Analysis - 10**

## Duration of Offer

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The applicant agrees to be bound by its technical and price Applications for a period of 60 days from the Application closing date, during which time PGC LBHA may request clarification or corrections for evaluation. Amendments or clarifications requested by PGC LBHA shall not affect the remainder of the Applications, but only that portion so amended or clarified.

### **1. Timetable**

If it is deemed appropriate, applicants submitting applications in response to this RFA may be required to make oral presentations or negotiate their applications. PGC LBHA will schedule the time and place for such discussions. It is expected that this will take place approximately two weeks after the Application deadline, depending on the number of Applications submitted. It is estimated that the project will commence on February 3, 2025, pending contract approval. Any changes in the start date of the contract will be communicated with the selected applicant. The initial award period ends June 30, 2026, with an option to renew for five (5) years.

### **2. Cost of Application Preparation**

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

## Contract Requirements

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### **1. Contract Type**

The selected Applicant will be required to enter into a cost-reimbursement contractual agreement with PGC LBHA. The contents of this RFA and the Application of the successful applicant will be incorporated by reference into the resulting agreement. PGC 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.

### **2. Human Services Agreement Manual**

The [Human Services Agreement Manual \(HSAM\)](#) 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 Maryland Department of Health (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.

### 3. Insurance Requirements

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.

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.

#### **4. Quality Standards**

The LBHA and MDH are committed to ensuring that WRC services are of high quality and responsive to the needs of eligible adults living in or seeking behavioral health recovery. 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 WRC provider.

#### **5. 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.

## Attachment 1: Wellness and Recovery Center Rating Sheet

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### **I. TRANSMITTAL LETTER**

Letter signed by an authorized official with the requested contact information  
Letter on Applicant's stationary

### **II. TECHNICAL APPLICATION**

#### **1. Executive Summary**

- A. Organization History
- B. Highlight of Related Experience
- C. Attestation to Applicant Qualifications (i.e. organization status, vendor registration, site, cultural competency)

#### **2. Philosophy and Approach to Service Delivery**

- A. Basic values and beliefs about mental health services
- B. Knowledge of population and Wellness and Recovery Action Plan (WRAP) concept
- C. Knowledge of Maryland Public Behavioral Health System
- D. Importance of active participant involvement & recovery
- E. Clear priority for most vulnerable populations and entitlements as a means to recovery and self-direction

#### **3. Quality and Outcomes**

- A. Clearly stated outcomes
- B. Clearly list how the progress of scope of work requirements will be measured and recorded
- C. Efforts or method to ensure participant involvement
- D. Confidentiality and record security
- E. Use of technology to improve quality and efficiency

#### **4. Personnel Capability**

- A. Description of organizational structure
- B. Explanation of how the project will relate to the whole
- C. Description of duties and qualifications of staff assigned
- D. Number and credentials of staff indicates high probability of meeting project outcomes
- E. Supervisory/administrative support adequate to meet project outcomes.
- F. Ability to cover for staff turnover and leave
- G. Attachment/inclusion of the Organization chart

#### **5. Workplan**

- A. Clear and concise work plan and timelines
- B. Orientation, training and supervision
- C. Process and content of WRAP
- D. Record keeping
- E. Report requirements
- F. Problem-solving, if encountered
- G. Grievance procedures

#### **6. References**

- A. Specific documentation of experience with other similar projects
- B. A minimum of (2) references attached

### **III. FINANCIAL CAPABILITY/BUDGET ANALYSIS**

- A. Description of Applicant financial capability to carry out work of RFA
- B. Audited financial statements for the past two years
- C. Submission of complete PGCHD/LBHA 432 Budget Package

## Attachment 2: Wellness and Recovery Center Application Timeline

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Steps to Completion	Completion Date
Advertise/E-mail	Monday, October 20, 2025
Pre-Bid Conference at 10:00 am via MS Teams <a href="#">Join the meeting now</a> Meeting ID: 247 140 410 891 2 Passcode: an646xH2 Dial in by phone <a href="#">+1 240-673-1195,714114583#</a> Phone conference ID: 714 114 583#	Thursday, October 30, 2025
Original and Email Application Submission Deadline by 3:00 pm Deliver to: Prince George's County Local Behavioral Health Authority 9314 Piscataway Road, Suite 150 Clinton, MD 20735 <a href="mailto:PGC_LBHA@pgcmd.gov">PGC_LBHA@pgcmd.gov</a>	Friday, November 14, 2025
Review Committee Packet Distribution Review Committee at 10:00 am via Teams	Monday, November 17, 2025 Week of November 17, 2025
Contract Committee via Teams	Week of November 24, 2025
Contract Award Announcement	Week of November 24, 2025
Work to Begin (date pending approved contract)	Estimated February 1, 2026