

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

Enhanced Rehabilitation Services for Transitional Age Youth

Issue Date: April 1, 2026



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

Request for Applications: **Enhanced Rehabilitation Services for Transitional Age Youth Program**

RFA Issue Date: **Wednesday, April 1, 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**

Closing Date and Time: **April 17, 2026, by 5:00 PM ES**

Pre-Application Conference: **April 10, 2026, at 2:00 PM EST**
[Join conversation](#)
Meeting ID: 270 605 241 936 04
Passcode: 69ib6Vu7
Dial in by phone
[+1 240-673-1195,,527377364#](#) United States, Bethesda
[Find a local number](#)
Phone conference ID: 527 377 364#

Contract Award Announcement: **April 22, 2026**

SECTION 1 – GENERAL INFORMATION

1.1 Summary Statement

- 1.1.1 The Prince George’s County Health Department Local Behavioral Health Authority (LBHA), is issuing this Request for Applications (RFA) to provide residential rehabilitation services in Prince George’s County for Transitional Age Youth (TAY), a demographic commonly defined as young people between the ages of 16 and 25. The target population for this service may be transitioning from foster care systems, residential treatment centers, or other structured programs or systems into more independent living environments.
- 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, 2027.
- 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 **\$ 303,822** 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. Please identify in the subject line the Solicitation Title: Enhanced Rehabilitation Services for Transitional Age Youth 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 17, 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 The Applicant shall meet all of the criteria outlined below to be considered eligible to be selected through this solicitation process:
 - Submit a cover page and application as per the guidelines in this solicitation
 - Currently licensed as an RRP provider
 - Accreditation and licensure in Maryland to provide Psychiatric Rehabilitation Program services for adults, as is required to provide Residential Rehabilitation Program services
 - Ability and willingness to achieve Accreditation and Licensure in Maryland as a SEP by December 31, 2026, or show current partnership with a current license and accredited SEP provider(s)
 - In Good Standing with the State of Maryland [Department of Assessments and Taxation \(maryland.gov\)](http://maryland.gov)
- 3 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: <https://erpvendorapp.sap.mypgc.us>. Vendor registration is a requirement for all businesses entering into a business agreement with the County. You will be sent a 10-digit vendor number starting with "1". Please retain that 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.

- (a) 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.

- (b) 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.

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SECTION 3 – SCOPE OF WORK

3.1 Background and Purpose

The Enhanced Transitional Age Youth (TAY) Residential Rehabilitation Program (RRP) provides housing and supportive services to Transitional Age Youth (TAY) ages 18-25 who have a serious mental illness and (resides in) Prince George's County. The goal of residential rehabilitation is to provide services that will support an individual to transition to independent housing of their choice. Residential Rehabilitation Programs provide staff support around areas of personal needs such as medication monitoring, independent living skills, symptom management, stress management, relapse prevention planning with linkages to employment, education and/or vocational services, crisis prevention, and other services that will help with the individual's recovery. Grant funding (Enhancement funding) enhancements are costs that are not reimbursable through the ASO and include ensuring services are provided in a manner that is youth-driven, strength-based, developmentally appropriate, non-stigmatizing, and culturally competent, as well as appealing and welcoming to TAY.

Services are provided in a residential setting in Prince George's County.

Staff engage youth in planning for their futures and involve youth, their families, and other natural support in a process that prepares and facilitates greater self-sufficiency and achievement of personal goals. Services and support will be consistent with evidence-based models identified in collaboration with the LBHA and Maryland Department of Health (MDH) Behavioral Health Administration (BHA). Ongoing training and technical assistance will be available.

Activities and services within Residential Rehabilitation Programs (RRP) are intensive and provided 24/7 to meet the needs of the TAY being served. Services are strongly recommended to be evidence-based, empirically supported, person-centered, inclusive, and trauma-informed. Funding allows for the enhancements needed to support TAY in recovery and include overnight staffing in the residence to provide extra support between the hours of 11pm and 7am, support funds to assist residents (i.e. cost of driver's license, education, educational materials, etc.), social and recreational activities and covers the cost of specialized staff trainings. When possible, reimbursement for services shall be secured from the Public Behavioral Health System (PBHS).

RRP activities/services include, but are not limited to:

Assessment Use of the DLA 20 which provides a more comprehensive evaluation of an individual's daily living abilities across various domains, allowing for a detailed picture of their functioning and areas needing support.

Supported Employment Bachelor's prepared Supported Employment Specialist will deliver Evidence-Based Practice supported employment.

Training Program staff will attend training, technical assistance, and consultation to maintain the efficacy of clinical and behavioral health services relevant to the TAY population, as requested by the BHA or their designee.

Care Coordination/Management Assist TAY with mental health needs access and utilize necessary community services, like therapy, medication, housing, and transportation, to achieve optimal functioning and recovery within their community, by assessing their needs, developing a treatment plan, and advocating for appropriate resources throughout their care journey.

Outreach and Education Promote program information to recruit and retain TAY for program participation.

Staffing to deliver high-quality mental health care to consumers, addressing their unique needs, promoting safety, and ultimately impacting positive treatment outcomes by providing adequate access to services and managing consumers' needs effectively.

3.2 Scope of Work - Requirements

3.2.1 General Requirements

The selected vendor:

1. Will operate six (6) intensive RRP beds designated for TAY exclusively and;
2. Will provide or make available Supported Employment Program (SEP) services for youth served. The RRP services are available for TAY ages 18-25 while SEP services are available for TAY ages 16-25. The RRP services must be provided by a licensed and accredited RRP provider able to provide physical accommodations associated with RRP services (e.g., housing, furnishings, etc.).
3. Will coordinate care, provide linkages to appropriate community-based resources and monitor TAY progress of participation.
4. When appropriate, will assist the youth with obtaining alternative housing options.
5. If not licensed and accredited as a SEP provider, they must partner with an organization that is a licensed SEP provider or otherwise must be able and willing to achieve this within a reasonable timeframe. The selected vendor will be expected to access reimbursement through the ASO for RRP and SEP services as applicable.

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

Support- Serve individuals in the Transition Age Youth target population, ages 18-25 who meet the medical necessity criteria for RRP, and ages 16-25 who meet the medical necessity criteria for SEP services. More information about medical necessity criteria can be found in the Carelon Maryland Participating Provider Handbook.

Deliverables for Support

The selected vendor will operate (6) six intensive RRP beds in accordance with all Annotated Code of Maryland Regulations (COMAR) pertaining to Residential Rehabilitation Programs for Adults, including but not limited to Section 10.63.04.05 and 10.21.21, as well as all relevant policies and procedures outlined in the Carlon Maryland Participating Provider Handbook. The selected vendor must access reimbursement for these services by billing Carelon.

The selected vendor will serve a minimum of six (6) youth and young adults, ages 16-25, with Mental Health Conditions (MHC), who are eligible for the Public Behavioral Health System (PBHS) and who meet TAY-specific eligibility criteria established by the Behavioral Health Administration (BHA)

The grant funding will cover costs not reimbursable through Carelon or other third-party payers to cover the enhancements to meet the specific needs of TAY, including at least the following:

- Overnight staffing in the residence to provide extra support
- Enhanced community living skills support
- Enhanced social and recreational activities

A. Training- Program staff will be expected to attend training, technical assistance, and consultation and program evaluation activities as requested by the LBHA, BHA, or their designee.

Deliverables for Training

a. Staff will participate in training that serves the Transitional Aged Youth (TAY) population, but is not limited to training related to job description. The selected organization will develop an annual training and technical assistance plan for the development of staff competencies and organizational capacity to carry out the identified services and models to be approved by LBHA and BHA at the start of the contract year. The University of Maryland Evidence-Based Practice Center (EBPC) has a TAY Consultant and Trainer who will work with the selected organization on their training plan and offer technical assistance, as needed.

b. Staff will participate in monthly conference calls with designated LBHA staff, to coordinate and monitor program sustainability.

B. Outreach and Education- Provide Outreach and Education to increase knowledge about mental

health problems and enhanced support within the Enhanced Residential Rehabilitation Program. The emphasis of outreach and educational efforts is to teach providers about this vital resource for TAY, familiarize providers with relevant evidence-based practices (EBPs), and provide providers with ample ways to refer individuals for further consultation and support. These efforts will span settings and providers who serve the range of age groups that can be impacted by mental health challenges, 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. Program staff will deliver a minimum of 13 outreach and education events to bring awareness about Enhanced RRP for TAY 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.

C. 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 enhanced residential rehabilitation programs and supported employment.

Deliverables for Fidelity

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

b. Staff will participate in **Supported Employment Fidelity** annually.

c. A claim for the EBP rates for Supported Employment services rendered to eligible program participants will not be submitted for PBHS reimbursement unless the program has received an on-site fidelity assessment and evaluation, specific to the 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.

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

Deliverables for Services

Staffing Requirements: The selected vendor must meet all COMAR staffing requirements for RRP and SEP levels of care as such the following positions must be included:

- 2.5 FTE Case Managers

- 1.5 FTE Overnight Awake Rehabilitation Counselors
- 1 FTE Employment Specialist

E. 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.
- 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, or other funding streams by individual served, by service type, and by payer source at least annually.
5. 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.

The selected applicant must maintain a protocol for all complaints to be filed by a service recipient and/or community partner(s). Service recipients and community partners must be informed of the protocol. All complaints received and the resolutions must be reported to the LBHA contracts monitor. The selected applicant shall fully cooperate in the LBHA's review of complaints to include participation in the following activities:

- Submission of documentation relevant to the complaint
- Scheduled or unannounced LBHA site visit(s) to obtain additional information applicable to the complaint
- Development of a Corrective Action Plan from the Subgrantee to address any areas of concern identified by the Contracts Monitor upon review of the complaint
- Meetings necessary to address concerns and resolve any issues

Verification of Services

The LBHA will conduct annual site visits to review whether the requirements of the contract were completed as reported and that Federal, State and Local regulations were followed. Site visits may be conducted remotely or on-site at the program's location. Documents will be requested and reviewed to include personnel records of staff working on the project to ensure administrative compliance. Applicants should use best practices in documenting program activities.

The applicant selected through this solicitation shall be required to participate in all monitoring, evaluation activities and investigation of any complaints.

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
- b. Budget Narrative 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. The deadline for submission is 5:00 pm EST on Friday, April 17, 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, April 10, 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 April 10, 2026, via email to 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.

4.4.3 The total funding available for this project for a full 12-month fiscal year is **not to exceed \$303,822**. 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.

4.4.4 Examples of eligible uses for youth-directed support funds include but are not limited to:

- i. Basic household goods or furnishings to establish residence;
- ii. Initial utility deposits;
- iii. College tuition and books;
- iv. Driver's education;
- v. Time-limited transportation to and from employment;
- vi. Health club membership; and
- vii. Funds may also be used for motivational enhancements to reinforce successful goal completion of individual service plans relevant to identified transition domains.

For funds to be used to support tuition or books for college, post-secondary, or occupational skills training or for employment-related expenses, documentation must be provided that funds are needed for the youth to meet the identified goal but are not otherwise available through DORS or existing state, federal, or private resources.

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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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REA 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 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*)
- Two (3) attestation letters

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