

**1025 Memorial Drive
Oakland, Maryland 21550**

Request for Proposals

For: Wellness Recovery Center

Date: December 30, 2025

Request for Proposals (RFP)
GARRETT COUNTY HEALTH DEPARTMENT (GCHD)
Local Behavioral Health Authority, Wellness Recovery Center

Section 1 – General Information

RFP Number:	BHA2027-01		
Service:	Wellness Recovery Center		
Anticipated Start Date:	07/01/2026		
Contract Duration:	7/1/2026-6/30/2027		
Contract Type:	The selected Applicant will be required to enter into a cost-reimbursement contractual agreement with GC LBHA. The contents of this RFP and the Application of the successful applicant will be incorporated by reference into the resulting agreement. GC 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.		
Primary Place of Performance:	Garrett County Maryland		
Issue Date: mm/dd/yyyy	12/30/2025	Due Date: mm/dd/yyyy	02/23/2026
		Time (EST): 00:00 am/pm	04:30 pm
Special Instructions	<ol style="list-style-type: none"> 1. Procurement Method: Sealed Proposals 2. Multiple or Alternate Proposals: Multiple or alternate Proposals will not be accepted 3. No Bid Notice Feedback Form: If you are not submitting a Proposal for this solicitation, please submit the No Bid Notice Feedback Form with your reasons why. LINK 4. Receipt, Opening and Recording of Proposals: <ol style="list-style-type: none"> 1. <u>Proposal Delivery Instructions</u> <ul style="list-style-type: none"> ● Offerors may either mail or hand-deliver Proposals. ● For U.S. Postal Service deliveries, any Proposal that has been received at the appropriate mailroom, or typical place of mail receipt for the respective procuring unit by the time and date listed in the RFP will be deemed to be timely. If an Offeror chooses to use the U.S. Postal Service for delivery, the GCHD recommends that it use Express Mail, Priority Mail, or Certified Mail or another form for which both the date and time of receipt can be independently verified by the GCHD. ● Hand-delivery includes delivery by commercial carrier acting for the Offeror. For any type of direct (non-mail) delivery, an Offeror is advised to provide receipt of delivery to be signed and dated by the GCHD staff for their records. Hand-delivered to the issuing office must occur during the business hours of 8:30 am to 5:00 pm, Monday - Friday. 		

Issuing Office:

Attn: GC WRC Application - FY27
Garrett County Local Behavioral Health Authority
Garrett County Health Department
1025 Memorial Dr
Oakland, MD 21550

- Submit (1) one hard copy of the transmittal letter, technical application and budget analysis are required in a sealed envelope.
- The deadline for submission of applications is **02/23/2026, 4:30 pm**
- All applications received after the application submission deadline will not be accepted.
- Any costs incurred by applicants in preparing or submitting Proposals are the sole responsibility of the applicants. The GC LBHA will not reimburse any applicant for any costs incurred in making a Proposal or subsequent pre-contract discussions, presentations, or negotiations.
 - a. Upon receipt, each Proposal and any timely modification(s) to a Proposal shall be stored in a secure place until the time and date set for Proposal opening. Before Proposal opening, the GCHD may not disclose the identity of any Offeror.
 - b. Proposals shall be opened publicly, at the time, date and place designated in the RFP Key Information Summary Sheet. The name of each Offeror, the unit cost by line item Proposal Price, and such other information as is deemed appropriate shall be read aloud or otherwise made available and recorded at the time of Proposal opening.

2. Duration of Proposals

Proposals submitted in response to this RFP are irrevocable for the latest of the following: 60 days following the Proposal due date and time or the date any protest concerning this RFP is finally resolved. This period may be extended at the Procurement Officer's request only with the Offeror's written agreement.

3. Revisions to the RFP

- a. All revision to the RFP before the due date for Proposals will be published in an addendum to the RFP and reasonable effort will be made to provide such addenda to all prospective Offerors that were sent this RFP or are otherwise known by the Procurement Officer to have obtained this RFP. It is the responsibility of all prospective Offerors to check for any addenda issued prior to the submission of Proposals.
- b. Offerors shall acknowledge in the Proposal the receipt of all addenda to this RFP issued before the Proposal due date.
- c. Failure to acknowledge receipt of an addendum does not relieve the Offeror from complying with the terms, additions, deletions, or corrections set forth in the addendum, and may cause the Proposal to be deemed not responsive.

4. Cancellations

The GCHD reserves the right to cancel this RFP, accept or reject any and all Proposals, in whole or in part, received in response to this RFP and to waive or permit the cure of minor irregularities.

5. Award or Rejection of Proposals:

In determining responsibility, the following other qualifications, in addition to price, will be considered by the GCHD.

- a. The ability, capacity and skill of the Offeror to perform the service required.
- b. The quality of performance of previous Contracts or services.
- c. The previous and existing compliance by the Offeror with laws and ordinances relating to the Contract or service.
- d. The sufficiency of the financial resources and ability of the Offeror to perform the Contract or provide the service.
- e. The quality, availability and adaptability of the supplies, or services, to the particular use required.
- f. The ability of the Offeror to provide future maintenance and service for the use of the subject of the Contract.
- g. Whether the Offeror is in arrears to the State of Maryland, Garrett County, or the GCHD on a debt or Contract or is a defaulter on surety to the State, Garrett County or GCHD.

6. Incurred Expense

The GCHD will not be responsible for any costs incurred by any Offeror in preparing and submitting a Proposal or performing any other activities related to submitting a Proposal in response to this solicitation.

7. Proposal Protest

For the purpose of this Section, the following words have the meanings indicated:

- Interested party means an actual or prospective Offeror, Offeror, or Contractor that may be aggrieved by the solicitation or Award of a Contract, or by the protest.
- Protestor means any actual or prospective Offeror, Offeror, or Contractor who is aggrieved in connection with the solicitation or the Award of a Contract and who files the protest.
- Filed means receipt in the GCHD Office of Procurement.
- An Interested Party may protest to the GCHD Office of Procurement the Award or the Proposed Award of a Contract for supplies, services or construction. The protest shall be in writing and addressed to the GCHD Office of Procurement. Protests based upon alleged improprieties of any type in solicitations which are apparent before Proposal opening or the closing date for receipt of initial Proposals shall be filed prior to said closing date, all other cases Proposal protests shall be filed no later than seven (7) calendar days after the basis for protest is known or should have been known, whichever is earlier. Any protest filed after the time limit prescribed above shall not be considered.

The written protest shall include as a minimum the following:

1. The name and address of the Protestor.
2. Appropriate identification of the procurement, and if Contract had been awarded, its number, if known.

3. A statement of reasons for the protest.
4. Supporting exhibits, evidence, or documents to substantiate any claims unless not available within the filing time in which case the expected availability date shall be indicated.

1. The GCHD Office of Procurement shall submit a copy of the protest to the Health Officer upon receipt of the protest.
 - a. Any additional information requested of the Protestor by the GCHD shall be submitted within five (5) days after receipt of notification in order to expedite consideration of the protest. Failure to comply with the request for information by the GCHD may result in a resolution of the protest without consideration of any information, which is untimely filed pursuant to such request.
 - b. Upon written request, the GCHD shall make available to any interested party information submitted that bears on the substance of the protest except when information is proprietary or otherwise permitted or required to be withheld by law or regulation.
2. A decision on a protest shall be made by the Health Officer in writing as expeditiously as possible after receiving all relevant, requested information. Before issuance, the decision of the Health Officer shall be reviewed by the Garrett County Department of General Services.
 - a. Should the Protestor disapprove of the Health Officer's decision, they may appeal the decision to the County Commissioners within seven (7) days after receipt of the decision. All information used to support the protest and the decision of the Health Officer shall be made available to the County Commissioners.
3. A written decision on the protest shall be made expeditiously by the Garrett County Commissioners and deemed the final action on the protest.

8. Offerer Responsibilities

1. A Offeror, either directly or through its GCHD approved sub-contractor, must be able to provide all goods and services and meet all of the requirements requested in this solicitation and the successful Offeror (the Contractor) shall be responsible for Contract performance including any GCHD approved sub-contractor participation in the work.
2. All GCHD approved sub-contractors shall be identified and a complete description of their role relative to the Proposal shall be included in the Proposal.

9. Acceptance of Terms and Conditions

By submitting a Proposal in response to this RFP, the Offeror, if selected for award, shall be deemed to have accepted the terms and conditions of this RFP and the Contract. Any exceptions to this RFP or the Contract must be submitted by the "Questions Due Date and Time" prior to Proposal submission. Changes to the solicitation, including the Proposal Form or Contract, made by the Offeror may result in Proposal rejection.

10. Compliance with Laws/Arrearages

By submitting a Proposal in response to this RFP, the Offeror, if selected for award, agrees that it will comply with all federal, State, and local laws applicable to its activities and obligations under the Contract.

By submitting a response to this solicitation, each Offeror represents that it is not in arrears in the payment of any obligations due and owing the State or County, including the payment of taxes and employee benefits, and shall not become so in arrears during the term of the Contract if selected for Contract award.

11. Verification of Registration and Tax Payment

Before a business entity can do business in the State/County, it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803, 301 West Preston Street, Baltimore, MD 21201. For registration information, visit <https://egov.maryland.gov/BusinessExpress/>.

It is strongly recommended that any potential Offeror complete registration prior to the Proposal due date and time. The Offeror's failure to complete registration with SDAT may disqualify an otherwise responsive Offeror from final consideration and recommendation for Contract award.

12. False Statements

1. In connection with a procurement contract a person may not willfully:
 - a. Falsify, conceal, or suppress a material fact by any scheme or device.
 - b. Make a false or fraudulent statement or representation of a material fact.
 - c. Use a false writing or document that contains a false or fraudulent statement or entry of a material fact.
2. A person may not aid or conspire with another person to commit an act under this section.
3. A person who violates any provision of this section is guilty of a felony and on conviction is subject to a fine not exceeding \$20,000 or imprisonment not exceeding five (5) years or both.

13. Confidentiality of Proposals / Public Information Act Notice

1. The Offeror should give specific attention to the clear identification of those portions of its Proposal that it considers to contain confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the GCHD under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed in the Transmittal Letter with the Proposal.
2. The Proposals shall be tabulated or a Proposal abstract made. The opened Proposals shall be available for public inspection at a reasonable time after Proposal opening, but in any case before contract award, except to the extent the Offeror designates trade secrets or other proprietary data to be confidential as set forth in this

	<p>solicitation. Material so designated as confidential shall accompany the Proposal and shall be readily separable from the Proposal to facilitate public inspection of the non-confidential portion of the Proposal, including the Total Proposal Price.</p> <p>3. For requests for information made under the PIA, the Procurement Officer shall examine the Proposals to determine the validity of any requests for nondisclosure. Nondisclosure is permissible only if approved by the Office of the Attorney General.</p> <p>14. Use of Offeror’s Form Not Binding on State</p> <p>The Offeror may not substitute, modify, or provide any other document in lieu of the documents provided with this Proposal. Only those forms and documents provided with this solicitation and by the Procurement Officer will be considered acceptable as Proposal submission.</p>
<p>Late Responses & Mistakes in Request</p>	<p>Requests for extension of this time or date will not be granted. Responses received after the due date and time listed in Section 1 will not be considered. Responses may be modified or withdrawn by written notice received by the Contract Monitor before the time and date set forth in Section 1 for receipt of Responses.</p>
<p>Legal Requirements</p>	<p>The Contractor shall:</p> <ol style="list-style-type: none"> 1. Comply with all the terms of the Federal Wage and Hour Act, all local and Federal laws, rules, and regulations, and specifically, rules applying to employment of minors, the Executive Order 11246 (Equal Opportunity) and the Occupational Safety and Health Act of 1970. The Contractor shall be responsible for all administration costs, payroll, Federal and Maryland taxes, unemployment compensation costs and insurance. 2. Comply with all applicable laws required by Medicare and/or Medicaid if applicable. The Contractor shall provide documentation of compliance upon the request of the GCHD. 3. Be licensed to do business in the State of Maryland, be in good standing with the State Department of Assessments and Taxation (SDAT) and have an SDAT number. 4. Provide proof of all current licenses or certification required by federal or State laws as well as required by funding sources. 5. Provide evidence of adequate insurance coverage based on industry and GCHD standards. <p>Maryland Healthy Working Families Act Requirements</p> <p>On February 11, 2018, the Maryland Healthy Working Families Act went into effect. All Offerors should be aware of how this Act could affect your potential contract award with the State of Maryland. See the Department of Labor, Licensing and Regulations website for Maryland Healthy Working Families Act Information: https://dllr.state.md.us/paidleave/.</p> <p>Conflict of Interest Affidavit and Disclosure</p> <ol style="list-style-type: none"> 1. The Offeror shall complete and sign the Conflict of Interest Affidavit and Disclosure (Attachment A) and submit it with its Proposal. 2. By submitting a Conflict of Interest Affidavit and Disclosure, the Contractor shall be construed as certifying all Contractor Personnel and GCHD approved sub-contractors are also without a conflict of interest.

3. Additionally, a Contractor has an ongoing obligation to ensure that all Contractor Personnel are without conflicts of interest prior to providing services under the Contract.
4. Participation in Drafting of Specifications: Disqualifying Event: Offerors are advised that Md. Code Ann. State Finance and Procurement Article §13-212.1(a) provides generally that “an individual who assists an executive unit in the drafting of specifications, an invitation for Proposals, a request for Proposals for a procurement, or the selection or award made in response to an invitation for Proposals or a request for Proposals, or a person that employs the individual, may not:
 - (1) submit a Proposal or Proposal for that procurement; or
 - (2) assist or represent another person, directly or indirectly, who is submitting a Proposal or Proposal for that procurement.” Any Offeror submitting a Proposal in violation of this provision shall be classified as “not responsible.”

Non-Disclosure Agreement (Contractor)

This solicitation and any Contract(s) are subject to the terms of the Non-Disclosure Agreement (NDA) contained in this solicitation as **Attachment B**. This Agreement must be provided within five (5) Business Days of notification of recommended award; however, to expedite processing, it is suggested that this document be completed and submitted with the Proposal.

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.

Standard Terms and Conditions

1. Contractor Initiation Requirements

Once all approvals have been obtained and the Contract is fully executed, the Contract Monitor may schedule a kickoff meeting to be held prior to commencement of the Contract.

2. End of Contract Transition

The Contractor shall cooperate in the orderly transition of services from it to a subsequent contractor at the end of the contract term or upon receipt of a Notice of Termination from the GCHD. Transition shall be provided in a prompt and timely manner and shall proceed in accordance with the schedule provided to the Contractor by the GCHD in the Notice of Transition. Additional instructions regarding transition services may be provided in the event of a Notice of Termination issued by the GCHD.

Additional required documents will be noted below and [linked](#):

Table A - Required Attachments and Documents to be Submitted with the Proposal

Table B - Documents Required upon Notice of Recommendation for Contract Award

	Table C - Appendices		
	Table D - Exhibits		
Section 2 – Procurement Officer (PO)/Contract Monitor (CM) Information			
Requesting Agency	Garrett County Health Department (GCHD)		
Procurement Officer (PO)	Shanna Humphrey	PO phone #	301-334-7777
PO email address	shanna.humphrey@maryland.gov		
PO mailing address	Garrett County Health Department, 1025 Memorial Dr. Oakland, MD 21550		
Contract Monitor (CM)	Gillian Shreve	CM phone #	301-334-7440
CM email address for emailed response submissions:	gccsa.gchd@maryland.gov		
CM mailing address for submitted responses:	Garrett County Health Department, Attn: Gillian Shreve 1025 Memorial Dr. Oakland, MD 21550		

Role Definitions

1.	PO – responsible for managing the RFS structure up to the point of release and executing the contract documents.
2.	CM – responsible for managing the RFS process after the point of release and to oversee the work performance for all contract functions once it is awarded.
3.	Contractor – The Contractor shall provide the resource and be accountable for the resource’s work performance under the Contract.

Section 3 – Scope of Work

A. Background

The Garrett County Local Behavioral Health Authority (GC LBHA) proposes this initiative to manage the peer-led Wellness and Recovery Center (WRC). The GC 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.

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 1,161 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.

Quality Standards

The GC 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 RFP shall be subject to a Corrective Action Plan, with additional follow-up monitoring by the GC 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 RFP, the MDH or the GC LBHA reserves the right to reissue a competitive solicitation for a replacement WRC provider.

B. Scope of Work

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 nontraditional 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. All staff providing services to individuals should have personal lived experience with behavioral health recovery.

A successful Proposal will outline a plan for the development and ongoing maintenance of a Wellness and Recovery Center. This Proposal shall include provision of services for the following criteria of activities/services include, but are not limited to:

Peer Support – Designate and provide a site that allows individuals seeking behavioral health recovery support 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 promote the utilization of 988 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, Certified Peer Recovery Specialist (CPRS)/Registered Peer Supervisor (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.). 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).

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. Creation and management of a group on the MyGarrettCounty.com website as well as other social media sites as needed.

Supervision - Maintain 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.

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 **1,161 hours per year**.
2. Provide Wellness Recovery Center services to an unduplicated count of **sixty (60) 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 **twelve (12) information presentations**.
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 training**.
9. Provide **twelve (12) outreach presentations** to community organizations.
10. Shall complete **one (1) annual Community Wellness and Recovery Needs Assessment**. This assessment will be shared with the GC LBHA and BHA.
11. Publish and distribute **twelve (12) monthly newsletters** and/or event 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 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. Sponsor a **minimum of three (3) staff, individuals receiving support, and/or board members** to attend a peer-led conference in the State of Maryland.
17. **Collect demographic data**. As outlined in the Universal Reporting Form (URF) through the MD BHA.
18. Submit **monthly reports** 15 days after the close of the reporting period.
19. 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 15th.
20. Attend monthly Drug Free Communities Coalition (DFCC) meeting and monthly Mental Health Advisory Committee (MHAC) meeting.

21. Attend GC LBHA and BHA meetings, as requested.
22. 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

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.

C. Minimum Qualifications

Qualified Respondents shall meet the minimum qualifications. **Responses that do not meet minimum qualifications will be deemed non responsive and will not progress to the evaluation process.**

Applicant Qualifications

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 clinical behavioral health provider with a physical location in Garrett County.

2. Program Site:

Applicants must commit to securing a brick-and-mortar location for in-person WRC programming. For clinical behavioral health providers, WRC services must be provided outside of the clinical setting in a separate brick and mortar location. The site should be ADA-compliant.

3. Cultural Competence:

The Award Recipient shall ensure their vendors work to actively improve access to behavioral healthcare. Award Recipients and their vendors must ensure they are rendering services that meet the needs of each person served, accounting for individual differences, community context, and regional characteristics.

Insurance Requirements

The Contractor shall maintain, at a minimum, the insurance coverages outlined below, or any minimum requirements established by law if higher, for the duration of the Contract, including option periods, if exercised:

The following type(s) of insurance and minimum amount(s) of coverage are required:

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: \$500,000
 Disease Policy Limits: \$500,000
 Each Accident 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.

Section 4 – Personnel Experience

Experience

Respondents will be evaluated on their ability to meet the minimum qualifications, in addition to the preferred experience listed below. Respondents possessing the preferred experience below may receive a higher technical ranking.

A minimum of two (2) references documenting experience with other similar projects will be required as part of the proposal application as noted in Attachment 2, Section 6. References.

Section 5 – Required Submissions

The Application should address all points outlined in this RFP and should be clear and precise in response to the information and requirements described. The application should not exceed twenty (20) pages and should contain the following sections:

- **Wellness and Recovery Center – I. Transmittal Letter**
- **Wellness and Recovery Center – II. Technical Application**
- **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 RFP, 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 RFP, 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 RFP.

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 GC 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 RFP. This includes providing audited financial statements for the past two years to verify fiscal stability and accountability. The total funding available for this project in Fiscal Year 2027 is approximately \$115,117. A complete budget must be submitted and all expected sources of revenue should be clearly outlined in the budget submission.

2. Personnel Detail Page

A personnel detail page, including the qualifications and titles of staff, the hours/days of employment anticipated, the salary per hour/day should be detailed.

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/GC 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 (CommunityBased 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.

Questions:

1. All questions relating to the RFP shall be submitted in writing via **e-mail** to the Procurement Officer no later than the date and time specified on the Proposed Timeline on Attachment 1. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Proposal due date.

Procurement Officer
Shanna Humphrey
shanna.humphrey@maryland.gov

2. Answers to all questions that are not clearly specific only to the requestor will be distributed via the same mechanism as for RFP amendments.
3. The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the GCHD unless it issues an amendment to the solicitation in writing.

Section 6 – Selection/Award Process

Application Evaluation Criteria

A. Process

- a. A Review Committee shall first review any submitted technical portions for compliance with essential technical requirements as expressed in this RFP. 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 RFP 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. Scoring information is listed below under section 3. Technical Scores. A more detailed explanation can be found in Attachment 2: Wellness and Recovery Center Rating Sheet

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 2 WRC Rating Sheet includes additional information regarding what should be included in each section. The criteria weight is as follows:

- **Transmittal Letter - 5**
- **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)
- **Budget Analysis - 10**

Tie Proposals - If two or more Offerors submit identical Proposals and are equally qualified, the decision of the GCHD to make an award to one or more of such Offerors shall be final. Selection may be made by drawing lots.

Local Preference Program - The Board of County Commissioners have duly adopted Resolution No. 2006-11 establishing a local preference program. If the State or political subdivision in which a nonresident firm is located gives an advantage to its resident businesses, the County Commissioners may give an identical advantage to the lowest responsive and responsible Proposal from a local firm over that of the nonresident firm. An advantage may include a percentage preference, an employee residency requirement, or any other provision that favors a local firm over a nonresident firm. All nonresident firms are required to complete and submit the Purchasing Preference Affidavit as part of its Proposal submission (See **Attachment C** Purchasing Preference Affidavit above). The provisions of this Resolution are intended to repeal Resolution No. 5-4-99.

Section 7 – Invoicing Instructions

Payments by Electronic Funds Transfer

By submitting a Proposal in response to this solicitation, the Offeror, if selected for award:

1. Agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller's Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$200,000. The successful Offeror shall register using the COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form.
2. Any request for exemption must be submitted to the State Comptroller's Office for approval at the address specified on the COT/GAD X-10 form, must include the business identification information as stated on the form, and must include the reason for the exemption. The COT/GAD X-10 form may be downloaded from the Comptroller's website at: <https://www.marylandcomptroller.gov/content/dam/mdcomp/md/state-accounting/forms/GADX10Form.pdf>

Attachment 1: Wellness and Recovery Center Proposal Timeline

Steps to Completion	Completion Date
Advertise in local newspaper - 14 days	01/08/2026
Register for Pre-Bid Meeting	01/26/2026
GC LBHA Contact to Register	Gillian Shreve gccsa.gchd@maryland.gov
Pre-Bid Conference	02/09/2026
Proposal Submission Deadline	02/23/2026
Review Committee Packet Distribution	02/24/2026
Review Committee Meeting	02/26/2025
Contract Award Announcement	03/02/2026
Work to begin (date pending signed contract)	On or about July 1st, 2026

Attachment 2: Wellness and Recovery Center Rating Sheet

I. Transmittal Letter

Letter signed by an authorized official with the requested contact information

II. Technical Application

1. Executive Summary

- a. Organization History
- b. Highlight of Related Experience
- c. Attestation to Applicant Qualifications (i.e organization status)

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

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 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 two (2) references attached

III. Financial Capability/Budget Analysis

- a. Description of Applicant financial capability to carry out work of RFP
- b. Audited financial statements for the past two (2) years

TABLE A - Required Attachments and Documents to be Submitted with the Proposal (Available via Website Links at <https://garretthealth.org/requestforProposals/>)

Attachment	Attachment Name
A	<u>Conflict of Interest Affidavit and Disclosure Form</u>
B	<u>Bid/Proposal Affidavit</u>
C	<u>MD Living Wage Requirement Affidavit of Agreement</u>
D	<u>Bidder/Offeree Information Sheet</u>
E	<u>Reference Checks</u>
F	<u>List of Current or Prior State Contracts</u>

Additional Required Documents with the Proposal

Financial Capability. The Offeror must include in its Proposal a commonly-accepted method to prove its fiscal integrity. The Offeror must include in its Proposal a commonly-accepted method to prove its fiscal integrity. If available, the Offeror shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).

Additional Required Documents upon Notice of Recommendation for Contract Award

Form W-9 Request for Taxpayer Identification & Certification

GCHD approved Sub-contractors. The Offeror shall provide a complete list of all GCHD approved sub-contractors that will work on the Contract if the Offeror receives an award. This list shall include a full description of the duties each GCHD approved sub-contractor will perform and why/how each GCHD approved sub-contractor was deemed the most qualified for this project.

Appendices (Table C)

Documents available via Website Links at <https://garretthealth.org/requestforProposals/>

TABLE C - APPENDICES

Appendix #	Appendix Name
1	<u>Living Wage Requirement Instructions</u>