



**1025 Memorial Drive  
Oakland, Maryland 21550**

**Request for Applications**

**For: Service Providers for the Community Supports Partnership Program for  
Allegany and Garrett Counties**

**Date: 12/23/2025**

**Request for Application (RFA)**

1

**GARRETT COUNTY HEALTH DEPARTMENT (GCHD)**  
**Local Behavior Health Authority, Community Supports Partnership Program**

Section 1 – General Information			
<b>RFA Number:</b>	BHA2027-01		
<b>Service:</b>	Service Providers for the Community Supports Partnership Program for Allegany and Garrett Counties		
<b>Anticipated Start Date:</b>	7/1/2026		
<b>Duration of Assignment:</b>	7/1/2026 - 6/30/2027		
<b>Issue Date:</b> mm/dd/yyyy	12/23/2025	<b>Due Date:</b> mm/dd/yyyy	01/28/2026
		<b>Time (EST):</b> 00:00 am/pm	5:00 PM
<b>Special Instructions</b>	<ol style="list-style-type: none"> <li><b>Procurement Method:</b> Request for Applications</li> <li><b>Multiple or Alternate Applications:</b> Multiple or alternate Applications will not be accepted</li> <li><b>No Bid Notice Feedback Form:</b> If you are not submitting an Application for this solicitation, please submit the No Bid Notice Feedback Form with your reasons why. <a href="#">LINK</a></li> <li><b>Duration of Applications</b>  Applications submitted in response to this RFA are irrevocable for the latest of the following: 120 days following the Application due date and time or the date any protest concerning this RFA is finally resolved. This period may be extended at the Procurement Officer's request only with the Applicant's written agreement.</li> <li><b>Revisions to the RFA</b> <ol style="list-style-type: none"> <li>All revision to the RFA before the due date for Applications will be published in an addendum to the RFA and reasonable effort will be made to provide such addenda to all prospective Applicants that were sent this RFA or are otherwise known by the Procurement Officer to have obtained this RFA. It is the responsibility of all prospective Applicants to check for any addenda issued prior to the submission of Applications.</li> <li>Applicants shall acknowledge in the Application the receipt of all addenda to this RFA issued before the Application due date.</li> <li>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, and may cause the Application to be deemed not responsive..</li> </ol> </li> <li><b>Cancellations</b>  The GCHD 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 and to waive or permit the cure of minor irregularities.</li> </ol>		

## **7. Incurred Expense**

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

## **8. Application Protest**

- 1.** For the purpose of this Section, the following words have the meanings indicated:
  - a.** Interested party means an actual or prospective Applicant, Offeror, or Contractor that may be aggrieved by the solicitation or Award of a Contract, or by the protest.
  - b.** Protestor means any actual or prospective Applicant, Offeror, or Contractor who is aggrieved in connection with the solicitation or the Award of a Contract and who files the protest.
  - c.** Filed means receipt in the GCHD Office of Procurement.
- 2.** 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 Application opening or the closing date for receipt of initial Applications shall be filed prior to said closing date, all other cases Application 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:

- a.** The name and address of the Protestor.
  - b.** Appropriate identification of the procurement, and if Contract had been awarded, its number, if known.
  - c.** A statement of reasons for the protest.
  - d.** 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.
- 3.** 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.

4. 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.
5. A written decision on the protest shall be made expeditiously by the Garrett County Commissioners and deemed the final action on the protest.

#### **9. Applicant Responsibilities**

1. An Applicant, 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 Applicant (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 Application shall be included in the Application.

#### **10. Acceptance of Terms and Conditions**

By submitting an Application in response to this RFA, the Applicant, if selected for award, shall be deemed to have accepted the terms and conditions of this RFA and the Contract. Any exceptions to this RFA or the Contract must be submitted prior to Application submission. Changes to the solicitation, including the Application Form or Contract, made by the Applicant may result in Application rejection.

#### **11. Compliance with Laws/Arrearages**

By submitting an Application in response to this RFA, the Applicant, 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 Applicant 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.

#### **12. 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 Applicant complete registration prior to the Application due date and time. The Applicant's failure to complete registration with SDAT may disqualify an otherwise responsive successful Applicant from final consideration and recommendation for Contract award.

**13. 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.

**14. Confidentiality of Applications / Public Information Act Notice**

1. The Applicant should give specific attention to the clear identification of those portions of its Application 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 (PIA), Md. Code Ann., General Provisions Article, Title 4. This information should be identified by page number and placed in the Transmittal Letter with the Application.
2. The Applications shall be tabulated or an Application abstract made. The opened Applications shall be available for public inspection at a reasonable time after Application opening, but in any case before contract award, except to the extent the Applicant designates trade secrets or other proprietary data to be confidential as set forth in this solicitation. Material so designated as confidential shall accompany the Application and shall be readily separable from the Application to facilitate public inspection of the non-confidential portion of the Application, including the Total Application Price.
3. For requests for information made under the PIA, the Procurement Officer shall examine the Applications to determine the validity of any requests for nondisclosure. Nondisclosure is permissible only if approved by the Office of the Attorney General.

**15. Use of Applicant's Form Not Binding on State**

The Applicant may not substitute, modify, or provide any other document in lieu of the documents provided with this Application. Only those forms and documents provided with this solicitation and by the Procurement Officer will be considered acceptable as Application submission.

**Late Responses & Mistakes in Request**

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.

Legal Requirements	<p><b>The Contractor shall:</b></p> <ol style="list-style-type: none"><li>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.</li><li>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.</li><li>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.</li><li>4. Provide proof of all current licenses or certification required by federal or State laws as well as required by funding sources.</li><li>5. Provide evidence of adequate insurance coverage based on industry and GCHD standards.</li></ol> <p><b>Maryland Healthy Working Families Act Requirements</b></p> <p>On February 11, 2018, the Maryland Healthy Working Families Act went into effect. All Applicants 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: <a href="https://dllr.state.md.us/paidleave/">https://dllr.state.md.us/paidleave/</a>.</p>		
Standard Terms and Conditions	<p><b>1. Contractor Initiation Requirements</b></p> <p>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.</p> <p><b>2. End of Contract Transition</b></p> <p>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.</p> <p>Additional required documents will be noted below and <a href="#">linked</a>:</p>		
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)	Katherine Shadel	CM phone #	301-334-7444



<b>CM email address for emailed response submissions:</b>	<a href="mailto:katherine.shadel@maryland.gov">katherine.shadel@maryland.gov</a>
<b>CM mailing address for submitted responses:</b>	Garrett County Health Department, Attn: Katherine Shadel 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/Job Description

### A. Background

The Maryland Consortium on Coordinated Community Supports was created by the Maryland General Assembly as part of the Blueprint for Maryland’s Future, Chapter 36 of 2021. The Consortium is responsible for developing a statewide framework to expand access to comprehensive behavioral health and wraparound services for Maryland students, a vision that is being successfully fulfilled locally through the Community Health Resources Commission (CHRC) Coordinated Community Supports Partnership Initiative in Garrett County. Our Community Supports Partnership (CSP) Hub coordinates these holistic, evidence-based services across Garrett and Allegany Counties to ensure students receive support right in their community. After successfully launching as a pilot Hub in FY 2025, our program was awarded status as a full CSP Hub for FY 2026 due to the demonstrated success and effectiveness of our coordination and services.

These partnerships are organized according to the Collective Impact model, with grant funding available by invitation only to selected organizations that previously completed a capacity-building curriculum led by the CHRC and the National Center for School Mental Health (NCSMH). These grants fund both the behavioral health services for the geographic area and the activities of the local coordinating Hub. Because the CHRC will not consider independent applications from service providers for regions funded through full Community Supports Partnerships, any providers interested in grant funding for this area of the state should contact the existing Garrett and Allegany County Hub directly for more information.

### B. Identified Needs

Allegany County and Garrett County have worked with Local Education Agencies (LEA) to identify needs in the public school systems.

#### Identified Needs in Allegany/Garrett County Public Schools

- High frequency of physical and verbal aggression during elementary instructional time, necessitating stronger behavioral support systems.
- Rising levels of student psychological distress, specifically centered on anxiety, depression, self-harm, and the impact of bullying.
- Increased demand for accessible school counseling, universal mental health screenings, and mandatory mental health curricula for all students.
- Significant need for reliable transportation to ensure students and families can attend mental health appointments, school events, and support sessions.

- Need for specialized staff training to effectively manage student dysregulation and implement social-emotional learning initiatives.
- Expanded peer support groups to combat social isolation and foster a sense of belonging within the school community.
- Enhanced substance use awareness and prevention programs, with a focus on vaping and illegal drug use.
- Structured parent and student workshops held after school or during the summer to address parenting strategies and mental health.
- Improved crisis intervention and transparent communication regarding student safety threats and available mental health referrals.
- Strengthening the connection between families and schools through simple, frequent communication and increased parent involvement in workshops and conferences.

#### Section 4 – Required Submissions

To submit an application please complete the FY 27 CHRC Community Supports Partnership Google form. [LINK](#) to form. In addition to the Google form application, please include the documents below as attachments.

##### Service Provider Application Requirements - [starting on Page 28](#)

- (A) Contractual Obligations, Assurances, and Certifications: The agreement should be completed and signed by either the chief executive officer or the individual responsible for conducting the affairs of the applicant organization and authorized to execute contracts on behalf of the applicant organization. [LINK](#) to form.
- (B) IRS Form W-9
- (C) Legal, financial, and regulatory compliance disclosure, including all required attachments: [LINK](#) to form.
- (D) Most recent IRS Form 990 – Return of Organization Exempt from Income Taxes, OR if an IRS Form 990 form is not required to be filed, the most recent Business Tax Return.
- (E) Audited financial statements, including Findings and Management Letter from an independent auditor (preferred) OR most recent final internal Financial Audit package OR most recent unaudited Income Statement AND Balance Sheet. If an audit is not available, include a statement detailing why.
- (F) Certificate of Good Standing from the Maryland Department of Assessments and Taxation, dated within one year of the RFA submission due date. Screenshots from the SDAT website will not be accepted.
- (G) Behavioral health license, if the applicant is licensed
- (H) Service Provider budget template. [LINK](#) to form.
- (I) Service Provider budget narrative. [LINK](#) to form.

##### Optional items for submission:

- (A) Internal organizational governance policies covering (1) compensation, (2) conflicts of interest, and (3) financial oversight.

#### Section 5 – Selection/Award Process

Evaluation and scoring of submissions will be as follows:



### Scoring Rubric – Service Providers

Criteria	Score
1. Responds to documented local priority; promotes health equity; prioritized by LEA	15
2. Organizational capacity: history of working with students and schools, cultural and linguistic competency, financial capacity	15
3. Program design: use of EBPs and/or other strategies, holistic approach, referral process	10
4. <b>Program feasibility and prospects for success:</b> starting date for services, staffing plan, coordination with school system on service implementation	10
5. Priority EBP and/or Measurement-Based Care learning community are selected and integrate well into planning and programming	5
6. Coordination/Integration: integration and alignment with existing programs, ability to be a “team player”	10
7. Evidence of engagement with schools, families, and communities in the planning and execution of programming	10
8. Ability to demonstrate measurable outcomes	15
9. Budget is reasonable and commensurate with project impact, maximizes Medicaid revenue attainment where appropriate, reflects Medicaid and other revenues in budget as applicable, good return on investment	10
<b>TOTAL</b>	<b>100</b>

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

### Section 6 – Invoicing Instructions

#### Payments by Electronic Funds Transfer

By submitting an Application in response to this solicitation, the Applicant, 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 Applicant 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>