

**Maryland Community Health Resources Commission
Request for Applications, Prince George's County Behavioral Health Study
Frequently Asked Questions**

1. Regarding 5.5.2 requirement, in the pre-proposal meeting it was verbally confirmed that the CHRC does not have goals for MBE or VSBE for this procurement. However, in Tab P, Attachment D and E are MBE and VSBE forms are mandatory for submission. Can CHRC elaborate on how they want vendors to respond to these requirements?

The CHRC does not have MBE or VSBE subcontracting goals. Please fill out Attachments D and E. If you are not using an MBE or VSBE subcontractor, indicate 0 or N/A as appropriate.

2. Regarding Tab G, “the Offeror shall identify the qualifications and types of staff proposed to be utilized under the Contract, including information in support of the Personnel Experience criteria in Section 2.4”; should we use Section 2.5?

Yes, refer to Section 2.5.

3. Regarding Attachment M, if a vendor doesn't have a previous or current contract with the State of Maryland, would CHRC like vendors to provide other contract details outside of Maryland? Additionally, if a vendor doesn't have previous or current experience in Maryland, will this reflect poorly during evaluations, or will extensive relevant experience in other states be considered equally with previous local contracting?

Attachment M should describe contracts with the State of Maryland. Contracts outside of the state of Maryland may be described in other parts of the submission, for example, in describing offeror experience, capability and references. Previous or current experience in Maryland is not required, but will be a factor considered during the evaluation of proposals.

4. Regarding Tab O, the RFP indicates that Section 6.2.4, Economic Benefit to the State of Maryland, is required as an evaluation criterion; see Appendix 8 for guidance. Economic Benefit Factors does not appear to be required as an evaluation criterion, nor was there an Appendix 8 provided. Can CHRC provide guidance on how CHRC would like vendors to respond to this section?

Applicants are not required to demonstrate economic benefit to the state, and it is not a review criterion. Tab O is not required.

5. Regarding Tab P and Attachment C Bid Bond, it appears this is a mandatory requirement, and Section 7, Appendices and Exhibits, states N/A for this attachment. Can CHRC provide guidance on if a bid bond is required? If not, are vendors able to omit this from their submission?

A bid bond is required. Tab P contains a link to the required attachment, which is the same as Attachment C.

6. If Attachment C Bid Bond isn't needed and a proposer will not have an MBE or VOSB as a subconsultant, is it permissible to just submit Attachment A in Tab P?

A bid bond is required. Tab P contains a link to the required attachment, which is the same as Attachment C.

7. Regarding Financial Capability, as a privately held company, our financials are not publicly disclosed. Would CHRC allow us to submit those after selection?

Pursuant to section 5.3 of the RFP, an offeror's technical proposal must include the following:

Financial Capability. (Submit under TAB K) The Offeror must include in its Bid a commonly-accepted method to prove its fiscal integrity. If available, the Bidder 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). In addition, the Bidder may supplement its response to this Section by including one or more of the following with its response: • Dun & Bradstreet Number and Rating; • Standard and Poor's Rating; • Lines of credit; • Evidence of a successful financial track record; and • Evidence of adequate working capital.

Regarding the confidentiality of the materials submitted with a bid, please refer to section 4.7 of the RFP, which states as follows:

4.7 Public Information Act Notice. The Offeror should give specific attention to the clear identification of those portions of its Proposal that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4 (See also RFP Section 5.3.2. Table A, Tab B "Claim of Confidentiality"). This information should be identified by page and section number and placed after the Title Page and before the Table of Contents in the Technical Proposal and if applicable, separately in the Financial Proposal. Offerors are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information must be disclosed.

8. In the pre-proposal meeting, the team indicated most of this work would be most likely be conducted virtually, with the potential exception of an in-person kick-off meeting. Please confirm if there are additional in-person meetings planned and if travel is an eligible expense for inclusion in the budget.

Travel expenses may be requested as part of the budget.

9. If an applicant is in the process of becoming certified for the Maryland Small Business Reserve (SBR) Program, but the certification has not yet been finalized, are they eligible to apply?

No. To be eligible for a solicitation designated for the Small Business Reserve (SBR) Program, a bidder or offeror must be a fully Certified Small Business (CSB) in eMaryland Marketplace Advantage (eMMA) at the time of bid/proposal submission. Bids or proposals received from vendors with a pending or unfinalized SBR certification are not permitted. Please note: small business vendors can receive same day certification through eMaryland Marketplace Advantage (eMMA- <https://emma.maryland.gov/>), the state's online vendor platform and bid board. There is no cost to obtain the certification or maintain it through the annual renewal process.

10. What data is available to analyze the needs:

The following data sets and reports are publicly available now.

[Prince George's County Community Health Needs Assessment](#)

[MDH Report on Behavioral Health Services for Children](#)

[2025 Behavioral Health Crisis Response Grant Program](#)

[DHS report on Hospital Overstays, 2024 Joint Chairmen's Report](#)

[Spending to Address Pediatric Hospital Overstays, 2025 Joint Chairman's Report](#)

[Prince George's County Local Behavioral Health Authority Strategic Plan](#)

[Children's Behavioral Health Roadmap](#)

[Legislative Summary, Unlicensed Settings & Pediatric Overstay Workgroup](#)

[Investing in Maryland's Behavioral Health Talent](#)

[Behavioral Health Administration End of Year Report for Fiscal Year 2025](#)

[2024–25 Maryland Youth Risk Behavior Survey](#)

[Walker Mill CDC Youth Wellness + Opportunities Assessment](#)

After a vendor is selected and work is initiated, additional data sets will be provided, including Public Behavioral Health System (PBHS) data.

11. Does the CHRC anticipate stakeholder engagement as part of this work?

The CHRC deeply values stakeholder engagement and community voices. However, the tight timeline of the study may constrain the ability to do as robust stakeholder engagement as we might prefer. Plans involving stakeholder engagement must ensure that all deliverables will be produced according to the timeline in the RFP.

12. Is the CHRC going to hire a university to support this work?

The CHRC will contract with either a university or non-university partner for this work. Because of the constrained timeline, the CHRC is pursuing both a University Track and an Expedited Procurement (RFP) track. If a university is selected, the expedited procurement will be cancelled.

13. What review criteria will the CHRC use to evaluate proposals?

This RFA will utilize the Competitive Sealed Proposals method under COMAR 21.05.03. The technical proposal will have more weight than the financial proposal. A review committee will evaluate proposals by considering factors in the RFP including: contractor experience in behavioral health and health systems planning, response to requirements in Scope of Work, contractor expertise regarding Prince George's County, and contractor capacity to meet prescribed timeline for deliverables.

14. Will work be performed in person or virtually?

Most work under the contract will be performed virtually. The CHRC may require occasional in-person work in Annapolis, such as a kick-off meeting.

15. How much can be requested for indirect costs?

Up to 15%.

16. Can the proposal include focus groups? If so, are stipends for participants a permissible expense?

Yes, the proposal may include focus groups. Stipends for participants may be permitted. If stipends are to be used, applicants should clearly describe procedures and controls including but not limited to: dollar value (must be nominal value), process to document that recipients completed required activities, type of gift card (if applicable), plan for secure storage for gift cards including name of custodian (if applicable), other financial controls (e.x., undistributed cards at project closeout are not reimbursable), and collection and submission of receipts to the CHRC.

17. Is this contract funded by State or Federal sources?

State funds.

18. Please clarify the required bid bond amount or calculation method.

COMAR 21.06.07.09 advises 5% of the value of the contract. This would set the bid bond at \$12,500.