



STATE OF MARYLAND

Community Health Resources Commission

45 Calvert Street, Room 336 • Annapolis, Maryland 21401

Larry Hogan, Governor; Boyd Rutherford, Lt. Governor
John A. Hurson, Chair; Mark Luckner, Executive Director

November 4, 2016

Solicitation: Independent Reviewer, Maryland Community Health Resources Commission (CHRC) Call for Proposals – **Addressing obesity and promoting food security**

Overview: The Maryland Community Health Resources Commission (CHRC) released its FY 2017 Call for Proposals, “*Supporting Community Health Resources: Building Capacity, Expanding Access, Promoting Health Equity, and Improving Population Health,*” on October 26, 2016. The proposals are due to the CHRC on December 19, 2016, and grant awards will be made by the CHRC in February 2017.

Grants will be awarded by the CHRC on a competitive basis and will be evaluated on seven review criteria established by the Commission (criteria are listed on pages 12-14 of the Call for Proposals). **The CHRC is seeking to hire an independent reviewer with an expertise in obesity and food security issues to evaluate the proposals on the criteria established by the CHRC and submit recommendations to the Commission which applicants should be invited to the CHRC Board meeting in February 2017.**

Deliverables: An independent reviewer will be hired to evaluate the proposals on the seven criteria established by the CHRC and submit recommendations regarding which applicants (approximately 3-4) should be invited to present to the CHRC in February 2017. Following are the two deliverables of the independent reviewer, which are both due to CHRC staff no later than **January 23, 2017**: (1) Evaluate each application on the seven review criteria on a 100-point scale and provide a numeric score on the 100-point scale for each proposal. CHRC staff will provide a review sheet that will enable the reviewer to provide a score on each of the seven criteria which will comprise the overall score (on the 100 point scale). A single review sheet and score will be provided for each proposal reviewed; and (2) Provide an overall assessment (normative evaluation) of each proposal received and include a recommendation whether the applicant should be invited to present to the CHRC in February 2017. This “cover memo” (deliverable #2) should be approximately 3-5 pages, depending on the number of proposals reviewed (about 3-5 sentences per proposal).

Key Dates

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| November 16, 2016 | Letters of Intent due to CHRC |
| December 19, 2016 | Full proposals due to CHRC |
| January 23, 2017 | Evaluation by independent reviewers due to CHRC staff |

Solicitation Process: To bid on this solicitation, please submit a one page letter/document that includes the following information:

- Name, Organization, and contact information (mailing address, telephone, email);
- Experience in grant proposal review and/or expertise in women’s health issues; and
- Total cost of bid for this scope of work.

Independent reviewers cannot be affiliated or connected with any of the entities applying for the Commission grants, either in a direct employment, contractual, or consulting role.

Please send completed bid document to Mark Luckner (mark.luckner@maryland.gov) no later than November 22, 2016.