



**CECIL COUNTY HEALTH DEPARTMENT**  
a unit of the  
**MARYLAND DEPARTMENT OF HEALTH**

**STANDARD SOLICITATION:  
REQUEST FOR PROPOSALS**

**Law Enforcement Officer Support For  
Tobacco Retailer Sale Compliance Checks**

**RFP - CCHD #2025-4**

**If this Request for Proposals was obtained by any means other than the Issuing Office identified herein, please contact that office immediately to ensure that you receive all addenda or errata.**

**Minority Business Enterprises Are Encouraged To Respond To This Solicitation**

**KEY INFORMATION SUMMARY PAGE**

## **Law Enforcement Officer Support For Tobacco Retailer Sale Compliance Checks**

Issue Date: 10/1/2024

RFP Number: CCHD #2025-4

### **Description of Services:**

The purpose of this position is to conduct tobacco retailer sales compliance checks throughout Cecil County and issue citations to individuals who sell tobacco products to underage purchasers. Additionally, coordinate with and support the Cecil County Sheriff's Office in tobacco sales compliance checks.

Active or retired Law Enforcement Officer (ARLEO) will conduct at least one compliance check per year on all licensed tobacco retailers in the county. Compliance checks will involve using underage purchasers (between the ages of 18 and 20) to attempt the purchase of tobacco products. If a violation occurs, the ARLEO will issue a citation to the individual responsible for the sale. The ARLEO will enter the results in the Counter Tools ([www.countertools.org](http://www.countertools.org)) web-based Point-of-Sale-Toolkit (POST) to support CCHD with data collection. Tobacco retailers that are cited for violations will be revisited for follow-up compliance checks.

### **Qualifications of Bidders:**

Applicants must meet all of the below-listed **eligibility criteria** to be considered for funding:

- Knowledge of Cecil County and familiarity with community sites
- Reliable transportation and the ability to travel to designated tobacco retailers
- Understanding of tobacco control laws, particularly related to access and sale restrictions
- Flexible availability to accommodate varying work schedules
- Ability to work independently
- Coordinate with underage purchasers in compliance checks
- Prior experience in law enforcement or conducting alcohol/tobacco compliance checks
- Experience testifying in court and issuing citations
- Must have a high school education/GED
- Strong communication skills, both written and verbal.
- Background check required

**Contract Term:** The contract resulting from this RFP will expire on June 30, 2025, with the option for 3 one-year renewals based on funding availability.

**Issuing Office:** Cecil County Health Department

**Issuing Office Point of Contact:** Sandra Ferguson  
Procurement Officer  
Cecil County Health Department  
401 Bow Street  
Elkton, MD 21921-5501  
[cchd.procurement@maryland.gov](mailto:cchd.procurement@maryland.gov)  
410-996-5550

**Contract Monitor:** Jennifer Padgett  
Division of Health Promotion  
401 Bow Street  
Elkton, MD 21921-5501  
[jennifer.padgett@maryland.gov](mailto:jennifer.padgett@maryland.gov)  
410-996-5168

**Deadline for receipt of proposals:** November 7, 2024, 3:00 pm EDST

**Proposals Received At:** [cchd.procurement@maryland.gov](mailto:cchd.procurement@maryland.gov)  
Cecil County Health Department  
ATTN: Procurement/Administrative Services  
401 Bow Street  
Elkton, MD 21921-5501

## **PART I - SOLICITATION INFORMATION AND INSTRUCTIONS**

### **General:**

The Cecil County Health Department, A unit of the Maryland Department of Health, hereinafter called the Department; desires competitive proposals for the purpose of obtaining the service(s) described in PART II of this solicitation.

### **Proposal Deadline and Submission:**

Proposals must be submitted by 3:00 PM (EDST) on November 7, 2024.

Submit applications via email to: [cchd.procurement@maryland.gov](mailto:cchd.procurement@maryland.gov)

Proposals received after 3:00 PM (EDST) on November 7, 2024, will not be considered for review. Faxed or mailed proposals will not be accepted.

## **PART II – SPECIFIC REQUIREMENTS/DELIVERABLES OF PROPOSED CONTRACT SPECIFICATIONS**

### **Background:**

The Cecil County Health Department is grant funded by Maryland Department of Health (MDH) to help reduce the state's retailer violation rate by providing tobacco retailer sales compliance checks in Cecil County.

States are required to conduct annual, random, unannounced inspections of tobacco retail outlets and work to reduce underage access to tobacco by adhering to a requirement that licensed tobacco retailers maintain a Retailer Violation Rate (RVR) of no more than 20%. This means at least 80% of retailers inspected in the state-sample must refuse tobacco sales to underage buyers to be in compliance with the law.

### **Vendor requirements:**

Offerors must have the capacity to meet the eligibility criteria outlined on the Key Information Summary Page, Qualifications of Bidders.

Applicant must be either an active duty or a retired law enforcement officer in good standing. Applicant must pass a background check.

### **Scope of Services:**

Responsibilities:

Active or retired Law Enforcement Officer (ARLEO) will conduct at least one compliance check per year on all licensed tobacco retailers in the county. Compliance checks will involve using underage purchasers (between the ages of 18 and 20) to attempt the purchase of tobacco products. If a violation occurs, the ARLEO will issue a citation to the individual responsible for the sale. The ARLEO will enter the results in the Counter Tools ([www.countertools.org](http://www.countertools.org)) web-based Point-of-Sale-Toolkit (POST) to support CCHD with data collection. Tobacco retailers that are cited for violations will be revisited for follow-up compliance checks.

Specific Duties/Tasks:

- Provide updates to Cecil County Tobacco Task Force meetings
- Attend state meetings/training related to compliance checks
- Coordinate with the assigned decoy to implement compliance checks
- Conduct one annual compliance check of all Cecil County tobacco retailers
- Enter compliance check results into POST
- Issue citations for tobacco sales violations
- Assist in conducting Judicial Case Search
- Testify in local district court and Alcohol, Tobacco and Cannabis Commission hearings as needed
- Provide reports/updates to CCHD designated personnel/HP staff meetings
- Maintain required paperwork to invoice for services
- Train and partner with Cecil County Sheriff's Office as needed
- Perform other related duties as requested.

Required information for reimbursement will include the number of hours worked by the officer and must be documented. Tobacco retailer names and the dates visited must be entered into the POST enforcement database. A copy of the citation must be submitted to the CCHD. Data must be directly entered into POST before invoices can be processed for payment.

The term of this contract will begin when award is made and end on June 30, 2025, with the option of three one-year renewals or until the grant is discontinued.

The pay rate for ARLEO will be \$25.00 per hour. Additionally, expenses related to tobacco sales compliance may be reimbursed as outlined below. Reimbursable expenses include, but are not limited to:

- Tobacco products purchased during compliance checks
- Mileage
- Participation in Cecil County Tobacco Task Force (CCTTF) meetings and other related meetings
- Training
- Time spent on data entry, completing paperwork related to compliance checks
- Court appearances
- Judicial case search follow-up

All reimbursements will be provided within the agreed-upon budget parameters.

### **Proposal Submission Requirements:**

Proposals must include the following:

1. **Cover Letter:** A brief introduction, outlining the applicant's interest in the project and relevant qualifications.
2. **Resume or CV:** Detailing the applicant's professional experience, education, and skills, particularly in relation to the eligibility criteria.
3. **References:** At least two professional references who can speak to the applicant's relevant experience and qualifications.
4. **Work Samples** (if applicable): Any documentation or examples of previous work related to compliance checks, court testimony, or tobacco control efforts.
5. **Proof of Education:** A copy of the applicant's high school diploma, GED, or equivalent.
6. **Certifications or Training** (if applicable): Copies of relevant certifications or training related to law enforcement, compliance checks, or tobacco/alcohol control.
7. **Availability Schedule:** A statement or schedule outlining flexibility and availability to meet the work requirements.
8. **Background Check Consent:** A signed form consenting to the required background check.
9. **Proof of Auto Insurance:** A copy of valid driver's license and auto insurance, verifying the applicant's ability to travel to designated sites.

**PROPOSAL COVER PAGE**

**CECIL COUNTY HEALTH DEPARTMENT  
LAW ENFORCEMENT OFFICER SUPPORT FOR  
TOBACCO RETAILER SALE COMPLIANCE CHECKS**

Proposal Attested to by \_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**Important: Do not alter this page.** Failure to fill out this bid page completely or altering the bid page in any way may render your bid non-responsive. Should you have any questions regarding this bid page contact the Procurement Officer identified in PART I.

### **PART III -- GENERAL SOLICITATION AND PROPOSAL PROVISIONS**

- A. The Department of Health reserves the right to cancel this solicitation or reject any or all proposals, in whole or in part, to waive minor irregularities in proposals, or to allow the bidder to correct a minor irregularity if the best interest of the State will be served by doing so (COMAR 21.06.02).
- B. All proposals become the property of the Department of Health. Neither the Department nor the State of Maryland shall be responsible for any expenses incurred by the bidders in preparing or submitting their proposals.
- C. All bidders shall acknowledge the receipt of all amendments, addenda, and changes issued in connection with this solicitation.
- D. Proposals may be modified or withdrawn by written notice received in the office designated in this Solicitation before the time and date set for the opening. If expressly permitted in the invitation for proposals, notification of modification or withdrawal may be made by electronic means only in the manner specified in the invitation for proposals.
- E.
  - 1. A Proposal, request to withdraw a Proposal, or a modification to a Proposal is late if it is not received by the Department at the place and by the date and time specified on page 1 of this Solicitation.
  - 2. A late Proposal, late modification, or late request for withdrawal shall not be considered. Exceptions may be made when a late Proposal is received before contract award, and the Proposal, the modification, or withdrawal would have been timely but for the action or inaction of State personnel directing the procurement activity or their employees. A late modification of a successful Proposal, which makes its terms more favorable to the State, shall be considered at any time it is received and may be accepted.
- F. All bidders must complete and submit with their Proposal the Proposal Affidavit attached hereto as Appendix A.
- G. Unless otherwise specified under PART II of this solicitation, this contract shall be awarded to the responsive and responsible bidder submitting the most favorable proposal.
- H. In the case of tie proposals, the award will be made in accordance with COMAR 21.05.02.14, unless another tie breaker is defined under Section II of this document.
- I. Bidders should give specific attention to the identification of those portions of their proposal that they deem to be confidential, proprietary information, or trade secrets and provide any justification of why this information should not be disclosed under the Annotated Code of Maryland, §§ 10-611 through 10-630 of the State Government Article. Bidders are advised that, upon request for this information from a third party, the Department is required to make an independent determination as to whether the information may or must be divulged to the party. Bidders are further advised that proposals will be opened publicly unless specifically stated otherwise in Section II (see

COMAR 21.05.02.11 and 21.05.02.17).

- J. Any bidder or other interested person who is aggrieved by the award of the contract resulting from this solicitation may protest that decision. If a protest is made, it shall be in accordance with the procedures set forth at COMAR 21.10.02.03. and 04.
- K. The State reserves the right to make the award by item, group of items, or total Proposal if it is in the best interest of the State to do so, unless the bidder specifies in its Proposal that a partial or progressive award is not acceptable. Note: this may render the Proposal non-responsive.
- L. Although Maryland law does not authorize procuring agencies to favor resident Bidders in awarding procurement contracts, many other states do grant their resident businesses preference over Maryland contractors. Therefore, as described in COMAR 21.05.01.04, a resident business preference will be given if: a responsible Bidder whose headquarters, principal base of operations, or principal site that will primarily provide the services required under this INVITATION FOR PROPOSALS is in another state submits the most advantageous Proposal; the other state gives a preference to its residents through law, policy, or practice; and, the preference to be applied to the contract award herein does not conflict with a Federal law or grant affecting the procurement contract. The preference given shall be identical to the preference that the other state, through law, policy or practice gives to its residents.

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