

**Cecil County Health Department  
Community Health Investment Grant Program**

**Request for Proposals (RFP)  
Fiscal Year 2025**

**RFP Number: CCHD #2025-2**

Issue Date: September 20, 2024

The purpose of this Request for Proposals is to solicit applications for grants to community organizations to advance health equity and improve overall health in identified priority areas by addressing social determinants of health (SDOH). Identified health priority areas are outlined in Cecil County's Community Health Improvement Plan for FY 2023-2025 and include substance use disorders, mental health, childhood trauma, and access to health services. The goal of the grant is to provide funding for projects aimed at addressing areas of social need and other factors in the county that contribute to negative health outcomes and health inequities.

**Eligibility Requirements**

- Any municipal government, law enforcement agency, community-based organization, faith-based organization, or other non-profit organization serving residents in Cecil County, Maryland may apply.

**Contract Term:** The contracts resulting from this RFP will expire 6/30/2025.

**Issuing Office:** Cecil County Health Department

**Issuing 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:** Daniel Coulter, MPH  
Deputy Health Officer – Operations  
Cecil County Health Department  
401 Bow Street  
Elkton, MD 21921-5501  
443-245-3767  
[daniel.coulter@maryland.gov](mailto:daniel.coulter@maryland.gov)

**Deadline for receipt of proposals:** October 22, 2024; 5:00 PM EDST

***Cecil County Health Department  
Community Health Investment Grants***

**PART I: SOLICITATION INFORMATION AND INSTRUCTIONS**

**Background:**

In early 2022, the Cecil County Health Department, in collaboration with ChristianaCare Union Hospital, completed a Community Health Needs Assessment (CHNA) to identify the priority health needs of Cecil County residents. After a comprehensive review of data regarding health conditions and outcomes, key informant interviews, focus groups, community survey, and public meetings with community stakeholders, Cecil County's Community Health Advisory Committee selected the following health priorities for inclusion in Cecil County's Community Health Improvement Plan (CHIP) for FY 2023- 2025:

- Substance Use Disorders;
- Mental Health - with a focus on Childhood Trauma; and
- Access to Health Services.

Social determinants of health (SDOH) are the conditions in the environments where people are born, live, learn, work, play, worship, and age that affect a wide range of health, functioning, and quality-of-life outcomes and risks. The CHNA process highlighted the impact of SDOH in contributing to identified health issues and health inequities in the Cecil County community. Health equity was an important focus of the process, recognizing the impact of structural racism on health disparities. The CHIP outlined goals and objectives to address SDOH and advance health equity within Cecil County. One of the overarching goals of the CHIP was to complete a health equity assessment for the county identifying where health inequities exist and strategies to address them. Initial findings from the assessment identified gaps and made recommendations highlighting the need to focus on SDOH to promote health equity in Cecil County.

Cecil County Health Department's Community Health Investment Grant Program seeks to empower organizations to address areas of social need and other factors in the county that contribute to substance use disorders, mental health, childhood trauma, and access to health services. Projects may focus on, but are not limited to:

- Increasing access to transportation resources;
- Improving health literacy;
- Increasing access to nutritious food options and opportunities for physical activity;
- Increasing access to supportive housing;
- Supporting early childhood development and/or reducing childhood adversity;
- Improving social connectedness and social support networks;
- Reducing unemployment and job insecurity; and
- Improving access to health services.

CCHD welcomes applications from county entities interested in addressing SDOH and advancing health equity in the community.

**General:**

Cecil County Health Department reserves the right to accept or reject any proposal and to annul the bidding process and reject all proposals at any time prior to contract award, without thereby incurring any liability to Bidders.

**Proposal Deadline and Submission:**

Proposals must be submitted by 5:00 PM EST on October 22, 2024.

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

Proposals received after 5:00 PM EST on October 22, 2024, will not be considered for review.

Faxed or mailed proposals will not be accepted.

**Procurement Officer:**

The Procurement Officer responsible for this solicitation is:

Sandra Ferguson  
Administrative Officer, III  
Cecil County Health Department  
401 Bow Street  
Elkton, MD 21921-5501  
[cchd.procurement@maryland.gov](mailto:cchd.procurement@maryland.gov)  
410-996-5550

**Proposal Format:**

Proposals must include the following:

1. Application:  
All proposals must be submitted using the Application found in Appendix A.
2. Description of Organization:  
Provide a description of the Applicant entity including the reason why funds are being requested.
3. Proposal Narrative:  
A brief narrative should be provided stating the overall goal of the project and the desired outcomes.
4. Budget:  
The contract award will be on a fixed price basis. A detailed budget should be included in Appendix A. Funds may not be carried over beyond the term of the contract; therefore, the budget should only include expenses to be incurred by June 30, 2025.
5. Proposal Submission Cover Page:  
All proposals must include the Proposal Cover Page included in this RFP. An electronic copy in MS Word format may be obtained by contacting the Procurement Officer.

**Contract Award:**

1. Multiple contract awards, up to \$25,000 per award, will be made from this solicitation based on the merit of the applications. Award amounts may vary depending on the number of applications received.
  
2. Project Rating:

Applications will be rated based on the following criteria:

- a. Alignment with the RFP goal of addressing social determinants of health and/or health equity to address one or more of the following priority areas: Substance Use Disorders, Mental Health, Childhood Trauma, and Access to Health Services.
- b. Use of evidence-based programming or promising practices.
- c. Budget efficiency.

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

### **Vendor requirements:**

Applicants must complete the Community Health Investment Program Participant Work Plan Application form. Any municipal government, law enforcement agency, community-based organization, faith-based organization, or non-profit organization serving residents in Cecil County, Maryland may apply.

### **Scope of Services:**

The purpose of this RFP is to provide funding to organizations to address social determinants of health in priority populations, expand and improve access to health-related resources, and improve the health and well-being of Cecil County residents.

Funds may be used to support personnel, training, or non-personnel costs such as supplies or materials that address SDOH and improve health and well-being. Projects may focus on, but are not limited to:

- Increasing access to transportation resources;
- Improving health literacy;
- Increasing access to nutritious food options and opportunities for physical activity;
- Increasing access to supportive housing;
- Supporting early childhood development and/or reducing childhood adversity;
- Improving social connectedness and social support networks;
- Reducing unemployment and job insecurity; and
- Improving access to health services.

Applicants must complete the Community Health Investment Program Participant Work Plan Application Form in its entirety.

### **Content of Proposals:**

1. Proposals must detail the objectives of the project initiatives as outlined above.
2. Each initiative must be budgeted separately with costs estimated.

PROPOSAL COVER PAGE

CECIL COUNTY HEALTH DEPARTMENT

***Community Health Investment Grant Program***  
***RFP CCHD #2025-2***

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. Multiple awards will be made from this RFP.
- G. 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).
- H. 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.

- I. 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.
  
- J. 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, the 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 Federal law or grant affecting the procurement contract. The preference given shall be identical to the preference that the other state, through the law, policy, or practice gives to its residents.

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**APPENDIX A**  
**Community Health Investment Grant Program**  
**Work Plan Application**

Name of Organization:

Title of Proposed Program:

Total Funding Requested:

Primary Program Contact: (Name, email, phone)

Fiscal Contact: (Name, email, phone)

Project Overview:

Target Populations: (Please be as specific as possible)

Selected Goal(s) of the Project: (check all that apply)

- Increasing access to transportation resources;
- Improving health literacy;
- Increasing access to nutritious food options and opportunities for physical activity;
- Increasing access to supportive housing;
- Supporting early childhood development and/or reducing childhood adversity;
- Improving social connectedness and social support networks;
- Reducing unemployment and job insecurity;
- Improving access to health services.
- Other (please describe):



**APPENDIX A  
BUDGET JUSTIFICATION**

INSTRUCTIONS:

**Relationship of Budget to Work Plan**

Please describe how the requested funds will provide services as detailed in the Work Plan.

**Direct Costs:**

Direct costs can include personnel, travel, supplies, equipment, and contractual services necessary to complete the activities outlined in the Work Plan.

**Unallowable costs include:** Entertainment, Promotional Items (unless they have a health and wellness use), Clinical and Research costs, Vehicle Purchases. Food is allowable for events only if justification is provided regarding why it is necessary (e.g., increases attendance, the event is held during the lunch hour, etc.).

**APPENDIX A  
BUDGET NARRATIVE & JUSTIFICATION**

**A. PERSONNEL**

Personnel Name	FTE	Title	Contribution to Project	Salary
<b>TOTAL</b>				

**B. FRINGE BENEFITS**

Fringe Benefit	Cost
Fringe Benefit Rate:	
<b>TOTAL</b>	

**C. TRAVEL**

No. of miles	Description of Travel	Cost @ .625/mile
<b>TOTAL</b>		

**D. EQUIPMENT**

**Justification:** (insert language for each line item)

Description	Cost
<b>TOTAL</b>	

**E. SUPPLIES**

General Description of Supplies required	Cost
<b>TOTAL</b>	

**F. CONTRACTUAL**

**Justification:** (insert language for each line item)

Description	Cost
<b>TOTAL</b>	

**G. OTHER**

**Justification:** (insert language for each line item)

Description	Cost
<b>TOTAL</b>	

**H. TOTAL DIRECT COSTS (Total A through G)**

\_\_\_\_\_

**I. TOTAL COSTS**

\_\_\_\_\_