



STATE OF MARYLAND

## Community Health Resources Commission

45 Calvert Street, Annapolis, MD 21401, Room 336

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Martin O'Malley, Governor – Anthony G. Brown, Lt. Governor

John A. Hurson, Chairman – Mark Luckner, Executive Director

### **Solicitation:** Independent Reviewers, Maryland Community Health Resources Commission (CHRC) Call for Proposals

**Overview:** The Maryland Community Health Resources Commission (CHRC) released its FY 2015 Call for Proposals, “*Supporting Community Health Resources: Building Capacity, Expanding Access, and Improving Population Health,*” on November 3, 2014. The proposals are due to the CHRC on December 16, 2014, and grant awards will be made by the CHRC in February 2015. The Commission will consider projects in four areas of focus:

- (1) Promoting comprehensive women’s health services and reducing infant mortality rates;
- (2) Expanding access to dental care;
- (3) Supporting new access points and expanding primary care capacity; and
- (4) Building safety net provider capacity.

Grants will be awarded by the CHRC on a competitive basis and will be evaluated on 11 review criteria established by the Commission (criteria are listed on pages 9-11 of the Call for Proposals). **The CHRC is seeking to hire independent reviewers to evaluate the proposals on the criteria established by the CHRC. Reviewers should have expertise in the following types of programs: (1) Women’s health issues; (2) Oral health issues; (3) Primary care service delivery for low-income and uninsured/underserved individuals; and (4) Safety net provider capacity building efforts. Reviewers will be asked to evaluate the proposals on the CHRC’s review criteria, listed on pages 9-11 of the Call for Proposals, and submit their evaluations by January 6, 2015.**

**Deliverables:** Independent reviewers will be hired to evaluate the proposals on the 11 criteria established by the CHRC and submit recommendations regarding which applicants should be invited to present to the CHRC in February 2015. Following are the two deliverables expected of the independent reviewer, which are both due to CHRC staff by **January 6, 2015**: (1) evaluate each application on the 11 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, one per grant application, that will enable the reviewer to provide a score on each of the 11 criteria which will comprise the overall score (on the 100 point scale); 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, 2015. This “cover memo” (deliverable #2) should be approximately 3-5 pages, depending on the number of proposals reviewed (about 3-5 sentences per proposal).

**Individuals interested in responding to this opportunity to serve as a compensated independent reviewer should submit their application and the following materials (listed below) to the CHRC no later than Wednesday, December 3, 2014.**

**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 relevant expertise; and  
Total cost of bid for this scope of work.

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

**Please send completed bid document to Mark Luckner ([mark.luckner@maryland.gov](mailto:mark.luckner@maryland.gov)) no later than December 3, 2014.**