

BID BOARD NOTICE

PROCUREMENT ID NUMBER: FHA-S1084

ISSUE DATE: April 13, 2012

TITLE: Community Transformation Grant REACH Technical Assistance

**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL
PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

This solicitation has been designated as a Small Business Reserve (SBR); only registered SBRs may respond. Please apply at <https://www.smallbusinessreserve.maryland.gov/> to see if your business qualifies. If you qualify, please put your SBR number on the bid page.

Summary Statement

The Maryland Department of Health and Mental Hygiene was awarded a CDC Community Transformation Grant (CTG) to expand the Healthiest Maryland efforts in tobacco-free living, active living and healthy eating, and quality clinical and other preventive services (i.e., improving control of hypertension and high cholesterol). The Department is soliciting bids to provide training to members of Local Health Implementation Coalitions to increase participation of populations that experience health inequity in CTG activities. The vendor will work with the CTG manager to distribute the work according to budget and time constraints in order to maximize essential services. This is a multi-step IFB. Interested vendors are required to meet mandatory requirements before their bids are considered. After confirming that the mandatory requirements are met, then the award is based on lowest bid.

Background

The CTG program supports states and communities that tackle the root causes of poor health so Americans can lead healthier, more productive lives. Grantees will use these funds to improve where Americans live, work, play, and go to school to reduce chronic diseases, such as heart disease, stroke and diabetes, which are a significant portion of the health care costs in the U.S. By promoting healthy lifestyles, especially among population groups experiencing the highest rates of chronic disease, these grants will help improve health, reduce health disparities, and control health care spending.

This CTG implementation grant targets State of Maryland residents minus large counties (1,900,000), including a rural population of over 300,000. The initial award was \$1,945,289 for September 30, 2011-September 29, 2012. The anticipated project period is five years. Local health departments with their community partners will implement strategies that align with the Maryland Community Transformation Implementation Plan. The vendor will work with these

Local Health Departments to provide training on cultural sensitivity and other best practices when engaging populations experiencing health inequity.

Scope of Work

The selected vendor shall perform the following services:

1. Review the Community Transformation Grant workplan, Maryland State Health Improvement Process (SHIP) targets and tools, and Local Health Implementation Plans.
2. Conduct a needs assessment of Local Health Implementation Coalitions to understand the priorities of these Coalitions.
3. Offer best practices in building healthier communities among Coalitions using CDC REACH/REDHAI models.
4. Plan and implement at least 4 train-the-trainer meetings across the State that will assist Coalitions in using evidence-based strategies to identify, prioritize, and provide strategic action planning to improve health inequities (e.g. low-income, race, ethnicity, rural, etc.).

Mandatory Requirements

In order for us to consider your bid submission, your project personnel must meet the following education and experience requirements:

1) Trainer

Duties: The Project Manager trains staff from Local Health Departments and representatives from Local Health Implementation Coalitions on successful chronic disease interventions targeted toward health disparate groups.

Education: Master's Degree or higher from an accredited college or university in Medicine, Public Health, Health Sciences, Public Policy, Social Work, or a related field.

General Experience: At least 3 years of experience conducting community and health inequity assessment, creating action plans for building effective leadership on coalitions, training coalition leadership on successful chronic disease interventions with health disparate groups, and evaluating all training activities.

Specialized Experience: At least 3 years experience with CDC's REACH program (Racial and Ethnic Approaches to Community Health). At least 1 year experience with CDC's REDHAI program (Racial and Ethnic Disparities Health Action Institute). Vendor must demonstrate a leadership role in at least three successful projects that addressed health inequity.

2) Additional employee resources

The Contractor shall provide additional employees at any time as necessary for the sustainability and enhancement of this project.

Submission

All vendors shall submit a technical response and complete the attached Bid Form. Submissions should be mailed or hand-delivered to the Procurement Officer. Bids will not be considered from vendors whose technical responses do not meet the mandatory requirements above.

Award

This is a multi-step IFB. An award will be made on the basis of the lowest bid from vendors who meet the mandatory requirements. Bidders must bid on all four training meetings.

Contract Term

The term of this contract shall be May 1, 2012 through September 30, 2012.

E-Maryland Marketplace

Each Offeror/Bidder must indicate their eMaryland Marketplace (eMM) vendor number on the bid sheet submitted at the time of their response to a solicitation.

eMM is an electronic commerce portal administered by the Maryland Department of General Services. Questions and Department responses, addenda, and other solicitation related information will be provided via eMM.

FHA will be posting awards on eMM for all solicited small procurements over \$5,000. Therefore, we request that you include your eMM number on the bid sheet. Registration is free. Go to <https://ebidmarketplace.com/> and click on "Registration" to begin the process then follow the prompts. For assistance in the registration process, please call 410-767-1492.

Billing

The selected offeror shall bill the Department based on actual expenditures (time, travel, and materials) for the services performed.

1. The Vendor will complete a needs assessment to gauge the focus and audience of the train-the-trainer meetings. The completed needs assessment must be approved by the Department prior to the train-the-trainer meetings.
2. The Vendor will conduct four train-the-trainer meetings across the State that will assist Coalitions in using evidence-based strategies to identify, prioritize, and provide strategic action planning to improve health inequities (e.g. low-income, race, ethnicity, rural, etc.). The schedule for these meetings will be negotiated between the Vendor and the Department.

Invoices must be on company letterhead and include vendor's name, address, date, line item breakdown, Tax ID #, contract number, Blanket Purchase Order (BPO) number, and signature in order to be processed.

SUBMISSION DEADLINE

Submissions will only be accepted via hand delivery, mail or courier (i.e., Fed Ex, UPS, etc.). Original hand-delivered or mailed submissions must be received by the **Procurement Officer no later than 1:00 PM on April 20, 2012** in order to be considered. Please put **Procurement I.D. FHA-1084** the outside of the mailing envelope.

Bidders who hand-deliver bids are requested to please ask the building's security desk to telephone the **PROCUREMENT OFFICER**. **NOTE: When dropping off the proposal, please obtain a receipt indicating proposal was received.*

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the **PROCUREMENT OFFICER**. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered. For any response that is not hand-delivered, the bidder must confirm, at least 60 minutes before the deadline, that the bids were received in FHA Procurement. FHA is not responsible for bids dropped off in the mailroom. Questions regarding this solicitation should be directed to the **PROCUREMENT OFFICER**.

NO FAX OR EMAIL BIDS WILL BE ACCEPTED.

PROCUREMENT OFFICER:

Vern Shird
Family Health Administration
201 West Preston Street Room 306
Baltimore, MD 21201
Phone: 410-767-5555
Email: vshird@dhmh.state.md.us

ISSUING OFFICE:

Sara Barra
Office of Chronic Disease Prevention
Family Health Administration
201 West Preston Street
Baltimore, MD 21201
Phone: 410-767-6781

MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO RESPOND TO THIS SOLICITATION

Bid Form

PROCUREMENT I.D. NUMBER: FHA-S1XXX

ISSUE DATE: April XX, 2012

TITLE: Community Transformation Grant REACH Technical Assistance

Bidder Information:

Vendor Name: _____

Federal Tax ID (FEIN) #: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

E-Maryland Number: _____

SBR Number: _____

Required activities: A needs assessment that gauges the needs of the audience, given their specific CTG activities, and four regional “train-the-trainer” meetings (schedule TBD between awarded vendor and the Department).

Train-the-trainer meeting #1 (Western/Central Maryland—Garrett, Allegany, Washington, Frederick, and Howard): Trainer will use CDC REACH/REDHAI training to assist Coalitions in using evidence-based strategies to identify, prioritize, and provide strategic action planning to improve health inequities (e.g. low-income, race, ethnicity, rural, etc.). **Cost: \$ _____**

Train-the-trainer meeting #2 (Southern Maryland—Charles, Calvert, and St. Mary’s): Trainer will use CDC REACH/REDHAI training to assist Coalitions in using evidence-based strategies to identify, prioritize, and provide strategic action planning to improve health inequities (e.g. low-income, race, ethnicity, rural, etc.). **Cost: \$ _____**

Train-the-trainer meeting #3 (Upper Eastern Shore—Harford, Cecil, Kent, Talbot, and Caroline): Trainer will use CDC REACH/REDHAI training to assist Coalitions in using evidence-based strategies to identify, prioritize, and provide strategic action planning to improve health inequities (e.g. low-income, race, ethnicity, rural, etc.). **Cost: \$ _____**

Train-the-trainer meeting #4 (Lower Eastern Shore—Dorchester, Wicomico, Somerset, and Worcester): Trainer will use CDC REACH/REDHAI training to assist Coalitions in using evidence-based strategies to identify, prioritize, and provide strategic action planning to improve health inequities (e.g. low-income, race, ethnicity, rural, etc.). **Cost: \$ _____**

Total Cost of training for all four meetings: \$ _____ (Total cost cannot exceed \$25,000)

Signature

Date

Required Technical Attachments

- Description of required knowledge, education, and experience, including dates and client contact info.
- Two references from sources with whom you gained the required experience.

Vendor signature and date certifies that technical and price submissions are correct and that vendor agrees to perform all services stated in **FHA-S1084**