



Worcester County Administration Office
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 Email: nrice@co.worcester.md.us

Addendum # 1 Needs Assessment for Children, Youth and Families

Date of Addendum: 4/23/2024

NOTICE TO ALL BIDDERS AND PLANHOLDERS	
<p>The Proposal Documents for the above-referenced Project are modified as set forth in this Addendum. The original Proposal Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the Proposal Documents. Vendors will take this Addendum into consideration when preparing and submitting a Proposal and shall acknowledge receipt of this Addendum in the space provided in the Proposal Documents.</p>	

PROPOSAL SUBMITTAL DEADLINE	
<p>The Proposal submittal time has not been changed.</p>	

1.0 – ATTACHMENTS	
Item	Description
1.1	Pre-Proposal Meeting – PowerPoint Slides

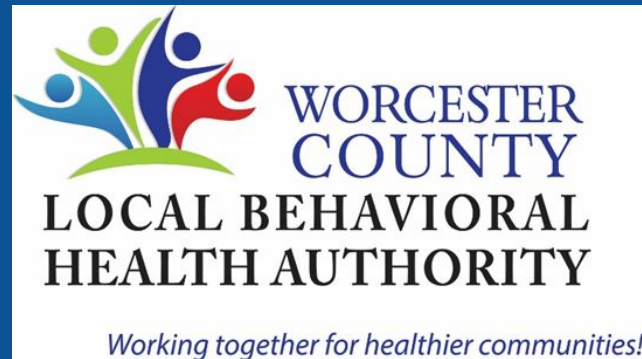
2.0 – QUESTIONS AND ANSWERS	
<p>The following questions and answers are provided as a matter of information to clarify issues raised about the Proposal Documents.</p>	
Item	Questions and Answers
2.1	<p>Q. Our firm has extensive qualifications supporting Maryland Counties with past work (2023) in Queen Anne’s County and a current project in Cecil County. We also have a staff member who lives in Cambridge, Maryland. The RFP states that residence of the firm/consultant is ideally from Worcester County. Are out-of-state firms eligible to support your County given extensive child and adolescent behavioral health experience and client history in Maryland?</p> <p>A. RFPs from firms outside the state will be eligible to apply for the RFP. The chosen firm/vendor will demonstrate extensive knowledge of the unique landscape of Worcester, including but not limited to demographics, poverty, employment and other social determinants of health that impact overall wellbeing.</p>
2.2	<p>Q. The timeline stated is from July 1 to October 31st. Are there any details of milestones within this four-month project tenure? (draft report, presentation to County Behavioral Health Authority, etc.)</p> <p>A. The LBHA reserves the right to negotiate with the chosen firm/vendor about the timeline of the project including the possibility of presentation to specific Boards and Committees. The Needs Assessment is expected to include at minimum a detailed description of the work completed, analysis of the data, summary of findings, recommendations for future programming, and a presentation of work, data, findings and recommendations to the Worcester County Local Behavioral Health Authority.</p>
2.3	<p>Q. For the quantitative data (surveys) are participant incentives permitted in the budget?</p> <p>A. Incentives, such as gift cards, are not an eligible purchase with the funding. However, funds may be used to offset costs associated with food for meetings, supplies and other essentials.</p>

2.4	<p>Q. Should application materials such as the narrative, technical information and budget be submitted together or in separate sealed envelopes?</p> <p>A. Applicants can include all application materials (e.g. narrative and budget) in one sealed envelope.</p>
2.5	<p>Q. Will venues for activities such as town halls be provided?</p> <p>A. Applicants will be responsible for securing venues for their activities, but the Worcester County Local Behavioral Health Authority can supply recommendations and options upon request.</p>
2.6	<p>Q. The RFP has asked for the collection of information related to children, youth and parents, focusing on issues including behavioral and mental health and juvenile legal issues. Requested collection methods include town hall meetings and community interviews. Because of the discussion around sensitive issues and youth, should we address IRB approval of the collection methods in our proposal, and would the requested timeline allow for extension if the approval process is longer than originally proposed? Is there an expectation of any direct collection from individuals under the age of 18?</p> <p>A. The selected vendor will be responsible for applying for IRB approval if applicable. For collection methods requiring IRB approval, applicants should address IRB approval in the proposal. The requested timeline can be adjusted, if needed, to allow for IRB approval. It is expected that the selected applicant will prioritize this process in an attempt to operate within the timeline, or as close as possible. There is no specific expectation of direct collection from individuals under the age of 18. However, applicants are encouraged to consider data collection and data sources that will support completion of the highest quality Needs Assessment.</p>

END OF ADDENDUM

Pre-proposal meeting for Needs Assessment for children, youth, and families in Worcester County, MD RFP

April 11, 2024



Worcester County Local Behavioral Health Authority (WCLBHA) Overview

The Worcester County Local Behavioral Health Authority (WCLBHA) role is to provide oversight, support, resources, and management of behavioral health services funded by the public behavioral health sector.

(Title 10- Section 1201-3 of the Annotated Code of Maryland)

Request for Proposals (RFP) Overview

- The Worcester County Local Behavioral Health Authority is seeking proposals from qualified individuals/entities to perform a Needs Assessment that captures needs, gaps, and services within the Worcester County community, specifically for children, youth, and their families.
- The funding for this Needs Assessment comes from the Behavioral Health Administration, and is contracted through the Worcester County Local Behavioral Health Authority (WCLBHA).

Award Specifications

- This award will fund projects up to \$48,204 (to include indirect costs, administrative fees, and incentives).
- The award will be for the time frame of July 1, 2024 - Oct. 31, 2024. If you do not believe the desired timeline listed is feasible, propose a modified timeline with justification for changes.

Objective Overview

- The WCLBHA is seeking proposals from qualified individuals/entities to determine needs, gaps and resources for Worcester County's children, youth, and their families through completion of a Needs Assessment.
- The ultimate goal of this Needs Assessment is to determine what type of program would best meet the needs of youth/families in Worcester County in the future (with a program budget of roughly \$40,000-\$50,000).
- This Needs Assessment should capture not only the overarching themes within the county through quantitative data analysis, but also needs through qualitative data.

Data Sources

- The WCLBHA believes that it is important to utilize existing quantitative data sources both at the local, state and federal level in order to produce an informed assessment of the community.
- Additionally, the chosen individual/entity will be required to collect a variety of qualitative data from sources which could include hosting town hall meetings, conducting community interviews, and hosting meetings for government/community agencies to produce a comprehensive assessment.

Target Population & Focus of Needs Assessment

The Worcester County Local Behavioral Health Authority wants to better understand the challenges that face children, youth and parent(s)/guardian(s) when it comes to accessing services and resources, including but not limited to the following:

- Behavioral Health Services
- Medical Health Services
- After School Resources
- Childcare Resources
- Early Intervention Services (birth to 5 years old)
- Stable Access to Food
- Stable Access to Housing
- Job Development/Consistent Employment
- Risk Factors for Juvenile Legal Issues

Relevant Data & Data Sources - Worcester County Community Health Data

- The Worcester County Community Health Improvement Plan (CHA) highlights quantitative and qualitative data related to health in Worcester County.
- Based on the data, behavioral health and youth substance use were identified as priority areas for the Worcester County Community Health Improvement Plan (CHIP).
- Another resource for Worcester County data is the County Health Rankings and Roadmaps.

Relevant Data & Data Sources - Youth Risk Behavior Survey/Youth Tobacco Survey (YRBS/YTS) 2021-2022

- Data related to youth risk behaviors in Maryland, including Worcester County specific data, can be found [here](#).
- Data is provided for middle school and high school in a variety of formats including trend reports, summary tables, detail tables, and risk behaviors and sexual identity report.
- Data related to youth can be found in a variety of the resources in other slides as well.

Relevant Data & Data Sources - Behavioral Health Resources

- The [Tri-County Behavioral Health Resource Guide](#) is updated yearly by the tri-county Local Behavioral Health Authorities highlighting behavioral health providers that serve the public behavioral health system and related resources.
 - This is not a comprehensive list of all resources in the tri-county area and information in the guide is self reported.
- [FindHelp.org](#) is a new website that the local hospitals and agencies are starting to use to increase access to care and coordination of care.

Relevant Data & Data Sources - Hospitals Needs Assessments

- The local hospital in Worcester County is Atlantic General Hospital and their Needs Assessment can be found [here](#).
- In the neighboring county of Wicomico County there is another hospital, TidalHealth, and their [needs assessment](#) includes data related to Worcester County residents as well.

Relevant Data & Data Sources - Early Intervention, Child Care & After School Resources

Local agencies that support and/or provide child care services include, but are not limited to:

- [Eastern Shore Child Care Resource Center \(ESCCRC\) at Salisbury University](#)
- [Worcester County Local Management Board](#)
- [Worcester County Health Department](#)
- [Worcester County Public Schools](#)
- [Pocomoke Boys and Girls Club](#)

Relevant Data & Data Sources - Food, Housing, and Employment

Resources that have information about food, housing, and employment include, but are not limited to:

- [Comprehensive Economic Development Strategy for the Lower Eastern Shore of Maryland](#)
- [Worcester County Community Health Improvement Plan \(CHA\)](#)
- [Kids Count Data Center](#)
- [ALICE reports](#)

Relevant Data & Data Sources - Juvenile Justice

Data related to Juvenile Justice:

- [Data Resource Guides: Maryland Department of Juvenile Services](#)
- [Maryland Governor's Office of Crime Prevention, Youth and Victim Services Results and Indicators Data Dictionary](#)

Desired Qualifications of the Agency

Desired qualifications include:

- Strong knowledge & insight with existing community data and needs assessments;
- Demonstrated ability to access, analyze, and interpret publicly available datasets;
- Demonstrated ability to gather stakeholders to garner a broad range of community voices;
- Demonstrated ability to analyze and synthesize large sets of quantitative and qualitative data into clear findings;
- Demonstrated ability to design and conduct effective data collection;
- Demonstrated cultural competency;
- Experience developing formulas/processes to weigh various data points to rank findings;
- Experience working with rural community data.

Please note, that this is a competitive, open Request for Proposal (RFP) process with preference given to professionals near or local to the Worcester County, MD region.

Additional Required Qualifications of the Agency

SDAT GOOD STANDING REQUIREMENT: Individual/entity conducting business with the Worcester County Local Behavioral Health Authority will need to be registered with the Maryland Department of Assessments and Taxation (SDAT), and be in good standing.

The Worcester County Local Behavioral Health Authority reserves the right to negotiate budget specifics, including but not limited to total allocation for the contracted party.

Format & Content of Proposal

- Calibri, 12-point font, double-spaced, outline format, is required for proposals.
- The cover page should be a stand-alone page and each bulleted item below should be a denoted heading within the proposal, with sub-headings used as appropriate.
 - Cover Page
 - Statement of Qualifications/Organizational Capacity
 - Organizational Chart
 - Proposed Approach
 - Budget
 - References & Work Samples/Case Studies

Evaluation Criteria

The proposal should be a clear, concise narrative organized by and responsive to the below sections and criteria.

- Qualifications & performance record, including demonstrated knowledge, skills, and experience 14 points
- Proposed methodology and timeline 12 points
- Worcester 4 points
- Budget 6 points

Rating Criteria- Based upon the adequacy of the response to the listed criteria
maximum points = 36

Selection Timeline

RFP Release Date **March 28, 2024**

Pre-Proposal Meeting **April 11, 2024**

Proposal Due Date **May 1, 2024**

Anticipated Awarded Notification **May 21, 2024**

Anticipated Contract Start Date **July 1, 2024**

Needs Assessment Due to the Worcester LBHA by **October 31, 2024**

Submission

Proposals are due no later than 2:30pm on May 1, 2024 submissions will not be considered. One (1) original, and five (5) hard copies must be submitted to:

Worcester County Administration
ATTN: Nicholas Rice Procurement Officer
Room 1103 Government Center
One West Market Street
Snow Hill, MD 21863-1195
410-632-1194

Proposals sent after the due date will not be considered. Proposals not submitted to the address above will not be considered.

Questions must be submitted in writing via email no later than noon on April 23, 2024 to nrice@co.worcester.md.us

Agencies interested in reviewing this RFP may request an electronic copy from nrice@co.worcester.md.us

Thank you for your interest.

Questions?

Nicholas Rice

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