

Wicomico County Cigarette Restitution Fund Program
TOBACCO USE PREVENTION GRANT APPLICATION – FY 2019

Request for Proposal: RFP # 1113-18

Issue Date: November 14, 2018

The Wicomico County Health Department is accepting proposals for projects that educate youth and adults on the health and social effects of tobacco/tobacco related use and secondhand smoke. These funds are made possible through the State of Maryland's Cigarette Restitution Fund (CRF) Tobacco Program.

PURPOSE

The CRF Tobacco Program aims to empower community groups to take on the issue of tobacco control within their own communities. Through the Tobacco Use Prevention Grant Program, CRF offers groups the resources to put projects in place throughout the county. Funded projects are intended to help prevent the youth initiation of tobacco use, reduce community members' exposure to secondhand smoke, and/or reduce the number of individuals (youth and adults) in Wicomico County who currently use tobacco/tobacco related products.

Project strategies may include public awareness campaigns, community outreach, use and prevention education, advocacy, promotion of clean indoor air, or environmental change initiatives. Grant funds can be used for a one time project or for start-up costs to develop a new long-term project. All projects must have measurable outcomes.

ELIGIBILITY

All Wicomico County community based organizations, churches, and non-profit organizations are encouraged to apply for grant funding. Priority will be given to programs that provide services to high risk and/or hard to reach segments of the population such as youth, college students, women, African Americans, Hispanic/Latinos, Asians, and Native Americans.

FUNDS AVAILABLE

Two awards of up to **\$7,000.00** each.

The term of these contracts is set from **December 14, 2018 to June 14, 2019**

TIMELINE

RFP release date: November 14, 2018

Pre-proposal meeting: Wednesday, November 20, 2018 at 3:00 p.m.

This meeting will be held at the Wicomico County Health Department, Second Floor Administration Conference Room (108 East Main Street, Salisbury, MD). Clarification of the application process will be made during this meeting. Attendance is strongly encouraged, but not mandatory.

Proposal deadline: Monday, December 3, 2018 at 3:00 p.m. EST

Tentative award date: Friday, **December 7, 2018**

PROPOSAL GUIDELINES & FORMAT

Applications will be disqualified if the following format is not followed:

- Number all pages and clearly note any attachments.
- Must be typed with 1 inch margins.
- Proposal must include items A – D in the stated order.

A. Cover Sheet (*Attachment I*)

B. Project Abstract – Describe in one page or less:

1. What is project purpose?
2. Who is the intended audience?
3. How will the project be conducted?
4. Who will conduct the project and what is their tobacco education experience?
5. What is the expected outcome and how will it be measured?

C. Technical Proposal – Describe in three pages or less:

1. **Statement of Need.** Why the project is needed (support with relevant data)?
2. **Organizational capability.** Discuss your agency, type of services currently providing, and previous experience working with the intended audience.
3. **Project Plan.** Discuss the following:
 - a. Primary Objective of the proposal.
 - b. Planned activities. Include a timeline of project planning and activities.
 - c. How you will involve/utilize local media.
 - d. Expected benefits of project.
 - e. Evaluation/Performance Measures. Include in detail how the results will be measured and the project evaluated. Make sure the measures are consistent with the primary objective. Refer to “What are Performance Measures?” (*Attachment II*)
4. **Letters of Support.** Submit two letters of support that demonstrate your organization’s past and current community involvement.

D. Budget Proposal

1. **Submit a detailed budget narrative.** Include an explanation for each budget line item. Refer to and follow the “Budget Line Reference List.” (*Attachment III*)
2. **Complete and submit the following DHMH Human Services Contract/Agreement forms.** Electronic copies of the following forms can be accessed on www.wicomicohealth.org.
 - a. DHMH 432A (Parts A & B)
 - b. DHMH 432B – Program Budget
 - c. DHMH 432C – Program Budget – Estimated Performance Measures
 - d. DHMH 432D – Salary Costs
 - e. DHMH 432E – Consultant Costs (if applicable)
 - f. DHMH 432F – Equipment Costs (if applicable)
 - g. DHMH 432G – Purchase of Service (if applicable)
 - h. DHMH 432H – Anticipated Sources of Funding
 - Complete DHMH Award amount and Total Funding amount.
 - i. DHMH 437 Form (Request for Payment – Vendor Services)
 - Complete sections 1-8 and 10-11.

SUBMISSION OF PROPOSAL

One proposal packet bearing original signature in **blue ink** and four copies are to be submitted in a sealed envelope.

ON THE ENVELOPE CLEARLY IDENTIFY: "Cigarette Restitution Fund Tobacco Grant Proposal."

Each proposal must include the items discussed on Page 2 of this document:

- Completed and signed Cover Sheet
- Project Abstract
- Technical Proposal including two Letters of Support
- Budget Proposal including all necessary DHMH forms

DELIVERY OF PROPOSAL

Proposals are due **on or before Monday, December 3, 2018 at 3:00 p.m., EST**. They should be mailed or hand delivered to **Rodney Dawson, Wicomico County Health Department, 108 East Main Street, Salisbury, MD** prior to the stated deadline. ***PROPOSALS RECEIVED AFTER THAT TIME WILL BE RETURNED UNOPENED.*** It is the full responsibility of the bidder to insure that the proposal is received on time. No telegraphic or facsimile proposals will be accepted. The Wicomico County Health Department is not responsible for failure of a public carrier to promptly deliver proposal documents.

EVALUATION PROCESS

Applications will automatically be disqualified if proposal format is not followed.

The Evaluation Committee will evaluate proposals using the following criteria:

Total possible scoring is 100 points.

- | | | |
|-------------|---|---|
| (65 points) | <u>Project Abstract & Technical Proposal:</u> | All forms are complete with no missing information. Cover Sheet, Project Abstract and Technical Proposal are complete. Statement of need is clear and backed by relevant data. Project plan is clear, complete, includes all necessary components, and contains no contradictions. Evaluation/performance measures are measurable, specify the intended audience, and adhere to the primary objective. Evaluation tools to be used are specified. |
| (35 points) | <u>Budget:</u> | Budget corresponds to project plan and is reasonable. Budget matches objectives and activities. Budget narrative clearly demonstrates plans for each line item and all funding. Human Service Contract Agreement forms (DHMH 432A-H and DHMH 437) are complete. |

BASIS OF AWARD

Funds will be awarded to responsible parties deemed to have the most advantageous and beneficial offers as set forth in the proposal. The awards will be contingent upon approval of the Grant Review Committee. Awards will be announced on or about **Friday, December 7, 2018**.

Funds will be distributed in two cycles. The first half of the award will be distributed after signing the acceptance contract. The final installment of the award will be distributed only after prior installment has been spent. Funding will be withheld at State if the applicant is behind with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and does not have unpaid and overdue debt during the term of the contract.

Organizations selected for an award will be required to assume responsibility for all services offered in the awarded proposal. In addition, by signing a grant project contract, award recipients are required to:

1. Schedule two on-site reviews with the Health Department program monitor, one during the first half of project between January and February and one during the second half of project between March and May.
2. Submit accurate and complete project reports, budget forms, expense forms, time sheets, and original receipts for reimbursement to the health department as requested, by set deadlines.

ADDITIONAL INSTRUCTIONS TO BIDDERS

BID AND PERFORMANCE BOND:

No bid or performance bond is required unless specifically noted.

RIGHT TO REJECT:

The Wicomico County Health Department reserves the right to reject any and/or all proposals or waive any technicality it deems in the Agency's best interest.

MARYLAND LAW PREVAILS:

The Provisions of this contract shall be governed by the laws of the state of Maryland.

EVALUATION:

Each proposal will be evaluated utilizing the criteria outlined in the application packet.

OWNERSHIP AND RIGHTS IN DATA:

Work produced as a result of this solicitation is and shall remain the sole property of the Maryland Department of Health and Mental Hygiene. The Contractor agrees that at all times during the term of this contract and thereafter, the works created and services performed shall be "works made for hire" as that term is interpreted under U.S. copyright law.

SOLICITATION INFORMATION:

Issuing Officer: Lori Brewster MS, APRN, BC, LCADC, Health Officer

Procurement Officer: Rodney Dawson

Grant Project Coordinator/Monitor: Carol Fenner, Administrative Officer III

QUESTIONS:

Contact Rhonda Bryant at the Wicomico County Health Department at (410) 334-3480 ext. 17484.

**Wicomico County Cigarette Restitution Fund Program
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**RFP#
COVER SHEET**

Please complete this page and submit with proposal.

Name of Organization: _____

Name of Project Director: _____

Mailing Address: _____

Physical Address: _____

Tel. Number (daytime): _____ **Fax Number:** _____

E-mail Address: _____

Federal Tax ID Number: _____

Title of Proposed Project: _____

Amount Requested: _____

How did your organization become aware of this RFP? *(i.e., legal advertisement, postal letter, repeats applicant, etc.):*

I hereby declare that the information submitted on this proposal is accurate and correct to the best of my knowledge. If the application is approved, I will be responsible for keeping necessary records and completing a progress and final report of the program.

Applicant Signature

Date

Submit one original application and four copies to:

**Rodney Dawson, Procurement Officer
Wicomico County Health Department
108 East Main Street
Salisbury, MD 21801**

Applications can be mailed or hand-delivered. Application must be received no later than **Monday, December 3, 2018 at 3:00 p.m. EST. LATE PROPOSALS WILL NOT BE ACCEPTED.**

ATTACHMENT II

WHAT ARE PERFORMANCE MEASURES?

1. Performance measures are measurable outcomes of your project.
2. Estimate amounts or numbers of the particular measure on Form DHMH 432C, and submit with your grant proposal. Examples of State DHMH approved Performance Measures are noted below.
3. Use measures that are applicable to your project. You may include additional measures as needed to fully reflect your project.

PERFORMANCE MEASURE (Sample Listing)

- Number of community leaders trained
- Number of faith-based programs
- Number of secondhand smoke education programs
- Number of awareness campaigns
- Number of peer programs organized
- Number of people educated (youth, adults; break down by ethnicity)
- Number of peer education trainings held
- Number of peer activities held
- Number of college students reached in peer programs
- Number of college students educated

ATTACHMENT III

BUDGET LINE REFERENCE LIST

This list defines some of the DHMH budget line items and offers specific guidelines for some line items. Please pay particular attention to the line item allowances regarding the following line items: Equipment, Food, and Transportation/Travel. If you have any questions, please do not hesitate to call Grant Project Coordinator, Carol Fenner, at (410) 334-3480.

BUDGET ITEMS	SPECIFICS
<i>Salaries</i>	Employee wages
<i>Fringe</i>	All fringe benefits and employer payroll taxes (Social Security and unemployment) paid on behalf of employee(s)
<i>Equipment</i>	Not to exceed 5% of total grant amount; use should be specific to tobacco project
<i>Purchase of Service</i>	Paid to non-employee for a specific project task
<i>Rent</i>	Rental fees for site used only for tobacco project activity
<i>Food</i>	Not to exceed \$5 per person per activity; healthy choices (guidance to be provided)
<i>Office Supplies</i>	Paper, printer ink, etc. to be used for tobacco project
<i>Transportation/Travel</i>	Mileage reimbursed at .53.5 cents per mile
<i>Postage</i>	Mailing costs
<i>Printing/Duplication</i>	Cost for duplication services Including copier supplies, paper
<i>Client Activities</i>	Client services, general supplies, meetings, incentives, etc.
<i>Advertising</i>	Publicity: billboards, ads, signage
<i>Other (attach detail)</i>	Line items not listed above – insert into this form or attach separate sheet
<i>Total Direct Costs</i>	Total

* The following items may not be paid for with CRF tobacco grant funding:

- | | | |
|-------------------|--------------|---------------------------------|
| Renovations | Construction | Real Property Purchase |
| Medicines & Drugs | Insurance | Legal/Accounting/Audit Services |
| Professional Dues | | |