

**WICOMICO COUNTY TOBACCO ENFORCEMENT PROGRAM
TOBACCO PREVENTION AND CONTROL – FY 2024
RFP # 0828-2023**

The Wicomico County Health Department (WiCHD) is accepting proposals from non-governmental agencies to partner with the WiCHD to educate Wicomico County tobacco retailers about state laws designed to reduce youth access to tobacco. These funds are made possible through the Maryland Department of Health and Mental Hygiene’s Center for Tobacco Prevention and Control, along with the Behavioral Health Administration.

Eligibility

Any community-based organizations, churches, and non-profit organizations located in or serving Wicomico County are encouraged to apply for this funding.

Scope of Work

1. Conduct two cycles of face-to-face vendor education.
 - a. 1st cycle to be completed **September 18, 2023- December 15,2023**
 - b. 2nd cycle to be completed **March 11, 2024 -June 14, 2024**
2. Conduct 30 face-to-face vendor educational sessions each cycle using a list of retailers provided by WiCHD.
3. Document and track the number of tobacco retailers educated on a retailer log provided by WiCHD.
4. Distribute educational materials provided by WiCHD to retailers about tobacco products, enforcement laws, and WiCHD contact information.

Funds

Three awards of \$5,000.00 each will be distributed, payable in two installments after receipt of cycle reports and invoice.

Timeline

Deadline to submit proposals: Monday, September 11, 2023; 3:00 p.m. EST.

Tentative award date: Monday, September 18, 2023

Contract term: Friday, September 18, 2023, to June 14, 2024

Proposal Guidelines and Format

All proposals must be typed in 12 font with 1” margins and including the following:

- A. Cover Sheet (Attachment 1)
- B. Proposal: Describe in no more than one page any experience your organization has in doing outreach to the community to provide education. Include pertinent information such as who the intended audience was, how the educational materials were distributed, what the educational topic was, and how many people were reached.

Proposals must be mailed, or hand delivered to Hope Balam, Wicomico County Health Department, 108 East Main Street, Salisbury, MD prior to the deadline. **PROPOSALS RECEIVED AFTER THE DEADLINE OR NOT**

FOLLOWING THE GUIDELINES WILL NOT BE CONSIDERED. No electronic or facsimile proposals will be accepted.

Proposal Evaluation

The Evaluation Committee will evaluate proposals using the following criteria:

Total possible score is 100 points.

- | | |
|-------------|--|
| (90 points) | Proposal clearly addresses all components listed in the proposal guidelines and format in section B. |
| (10 points) | Cover sheet signed and complete with no missing information and follows required format stated in this document. |

WiCHD Contact

If you have any questions about these guidelines or the project, contact Carol Fenner at (410) 219-7487 or carol.fenner@maryland.gov

Attachment I

**WICOMICO COUNTY TOBACCO ENFORCEMENT INITIATIVE PROGRAM
TOBACCO PREVENTION AND CONTROL – FY 2024
COVER SHEET**

(Complete this page and submit with proposal.)

Name of Organization: _____

Name of Project Director: _____

Mailing Address: _____

Physical Address: _____

Phone (daytime): _____ **Fax Number:** _____

E-mail Address: _____

Federal Tax ID Number: _____

I hereby declare that the information submitted in this proposal is accurate and correct to the best of my knowledge. If my proposal is awarded funding, I will be responsible for completing the required activities and reports.

Applicant Signature

Date

Submit one original packet (cover sheet and proposal) and three copies of the complete packet to:

**Hope Balam, Procurement Officer
Wicomico County Health Department
108 East Main Street
Salisbury, MD 21801**