

Wicomico County Health Department

Harm Reduction Vending Machines- FY 25

Request for Proposals # 1010-2024

Issue Date: 10/20/2024

The Wicomico County Health Department (WiCHD) is issuing a request for proposals for an approved vendor to supply and maintain a minimum of six (6) Harm Reduction Vending Machines. The goal with the Harm Reduction vending machines is to provide lifesaving, overdose prevention medications and supplies within Wicomico County.

PURPOSE

The funding given to The Wicomico County Health Department for the Harm Reduction Vending Machines aims to reduce substance-related mortalities by optimizing services for people with substance abuse issues. The goal is to serve our community by giving individuals access to lifesaving overdose prevention medication and supplies free from stigma and discrimination.

GENERAL INFORMATION

The Harm Reduction Vending Machines will be placed at various locations throughout Wicomico County, including but not limited to, non-profit, governmental, universities and/or health care locations. These vending machines will provide lifesaving, overdose prevention medications and supplies at no cost to the community.

SCOPE OF WORK

The selected vendor will be responsible for supplying and maintaining a minimum of six (6) Harm Reduction Vending Machines at multiple locations throughout Wicomico County. The funding provided to the selected vendor will cover all aspects such as software, installation, data tracking, ongoing maintenance, shipping and labor cost. The selected vendor will collaborate closely with the Wicomico County Health Department on any marketing or messaging on the machine.

Wicomico County Health Department will coordinate with the selected vendor to supply Naloxone for the Harm Reduction Vending Machines.

FUNDING

Start up funding for the Harm Reduction Vending Machines will be available for FY25. There will be ongoing funding to support the selected vendor's maintenance and technical support of the Harm Reduction Vending Machines. The selected vendor must have the Harm Reduction Vending Machines set up, installed, and all monies spent by May 30, 2025.

This RFP is contingent upon funding. Any reduction or withdrawal of funds from this grant shall be sufficient grounds for immediate cancellation of this RFP or reduction of services.

The terms of this contract are set from January 1, 2025, to May 30, 2025.

PROPOSAL GUIDELINES & FORMAT

Each proposal must contain all the following elements listed below:

Summary of Proposal –

- Description of contracting entity and relevant experience (15pts)
- Description of how project fits into bidders’ organization (10pts)
- Description of how organization will implement project smoothly into the local community (25pts)

Budget-

- Provide justification for all funding request in the proposal. Include specific cost of all proposed materials. Acceptable expenses may include software cost, installation fees, the product itself and related cost. (25 pts)

Narrative of Experience-

- Provide a short narrative about the organizations experience (15 pts)
- Provide three (3) references from organizations that you have previously worked with where you provided Harm Reduction Vending Machines (10 pts)

SUBMISSION INSTRUCTIONS

Proposals must be received on or before Tuesday, December 17th, 2024, at 3:00 p.m. EST. Proposal should be either mailed or hand delivered to Hope Balam, Wicomico County Health Department, 108 E. Main Street, Salisbury, Maryland prior to the stated deadline. ***PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE RETURNED UNOPENED.*** It is the full responsibility of the bidder to ensure 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.

WiCHD reserves the right to request clarification of information submitted and to request additional information from the bidder.

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on Tuesday, November 19th, 2024, at 11 a.m. Vendors either have the option of showing up in person at the ES Adkins Building located at 801 N. Salisbury Blvd., Suite 202 Salisbury, Maryland or virtually by Google Meets. If you would like to attend virtually, please forward your contact email to hope.balam@maryland.gov . At the pre-bid conference attendees will be able to ask questions and receive clarification of the bid process. Attendance is strongly encouraged, but not mandatory.

METHOD OF AWARD

The selection committee shall first review all proposals with all the requirements addressed in the RFP.

Proposals will be studied and evaluated first for content and then cost. Acceptable proposals will be rated by a point system by each member of the evaluation team.

NOTIFICATION OF CONTRACT AWARD

The successful bidder will be notified in writing and verbally of the intent to award by WiCHD on or around Monday, January 6th, 2025.

Successful bidder must be in good standings with the State of Maryland.

OTHER CONDITIONS OF AWARD

WiCHD reserves the right to reject any or all proposals or waive any technicality it deems necessary in the best interest of the agency.

WiCHD reserves the right to terminate the RFP process at any time prior to execution of a contract, reserves to terminate the RFP process at any time, and to modify any resulting contract if the WiCHD evolved in such a way to make such actions necessary.

WiCHD reserves the right to negotiate the budget submitted by the successful bidder.

SOLICITATION INFORMATION

Issuing Officer:	Matthew McConaughey, Health Officer
Procurement Officer:	Hope Balam
Grant Project Monitor:	Michelle Hardy

