

***Maryland’s Human Services Agency***

**DEPARTMENT OF HUMAN SERVICES**

**Anne Arundel County Department of Social Services**

**80 West Street**

**Annapolis, MD 21401**

**SMALL PROCUREMENT SOLICITATION FOR**

**Trauma Transition Services**

DHS AGENCY CONTROL NUMBER: **AADSS/SSA-18-016S**

1. **SUMMARY STATEMENT**

Anne Arundel County Department of Social Services (“AACDSS”) is looking to secure the services of a contractor to provide Trauma Transition Services. The goals of this project will be to:

1. Reduce disparities in access to mental health care and provide short term mental health services to address the social impact of trauma on children being removed from the home;
2. Provide direct support to children who are being removed from their home as a result of child abuse, neglect, sexual abuse, or mental injury;
3. To establish positive working relationships with community resources by collaborating with public and private agencies and community groups; and
4. To empower the AACDSS Child Welfare Staff, Supervisors, and Administration with skills and resources needed to reduce the impact of trauma on children who have been removed from their parent/caregiver and placed in Out of Home Care.
5. **BACKGROUND**

AACDSS has placed an average of 65 children in Out of Home Care during the last 5 fiscal years. We anticipate approximately 35 children needing trauma supportive services during the six months of this contract.

The contractor will provide trauma support services to AACDSS clients. It is the intent of AACDSS to contract for direct support services to children who are being removed from their home as a result of child abuse, neglect, sexual abuse, or mental injury. The contractor should be able to assess and reduce the impact of trauma on children when they are being removed from their home due to child abuse, neglect, sexual abuse, or mental injury.

1. **SCOPE OF THE PROJECT**

The successful offer shall or through sub-contractor provide the services below:

1. **Location of Services**

The contractor shall be available to travel between the three Department of Social Services’ (“DSS”) offices that are located within Anne Arundel County, based on need; consequently, Contractor shall have access to reliable transportation. The aforementioned DSS offices are located at: 80 West Street in Annapolis; 2666 Riva Road in Annapolis; and 7500 Ritchie Highway in Glen Burnie. In addition, there will be occasions when the contractor/subcontractor:

* Shall be required to make and attend home visits with children, as well as accompany Child Welfare staff to home visits. The aforementioned visits will occur in Anne Arundel County, however, from time-to-time a child may be in another county; and
* Shall be required to attend meetings as requested in the community, such as Team Decision Making Meetings, family team meetings, and court hearings (see below).

1. **Work Flow**

 Trauma Assessment and Support:

In the event of a child welfare removal, the Contractor shall:

* 1. Receive referrals from the unit managing the case; which could be a Child Protective Services unit, an In Home Services unit, or an Out of Home Services unit.
	2. Review the circumstances and reason for removal with the lead Child Welfare worker.
	3. Plan the intervention strategy with the Child Welfare worker and engage the child;
	4. Be Available to respond on an as needed basis to Child Welfare removals of children, as the removal of children often occurs quickly. Ideally we would like the specialist to be available at the time of removal, but understand that there may be times in the late evening or middle of the night when the specialist may not be available;
	5. Work with the family to ease the child’s transition. In addition, the Contractor shall focus on the child’s sense of safety in the new placement, and stay at the new placement as long as necessary to help the child feel comfortable;
	6. Create a communication plan between the child and biological parents.
	7. Assess the child’s trauma history; identifying any strengths and concerns, and share this information with the lead Child Welfare worker;
	8. Remain in weekly contact with the child, mainly face-to-face, for the initial period of placement for at least 30 days, but as much as 60 days;
	9. Accompany Child Welfare Staff to Team Decision Making Meetings, Family Meetings, and Home Visits, to provide insight and assist in engaging clients/customers;
	10. When required, appear at court to provide testimony on the case and/or provide a written report to the court.

1. **Trauma Assessment Support Consultation**

The Contractor shall:

* + Identify trauma assessment tools that are relevant to Child Welfare removals and placement of children into Out of Home Care;
	+ Create a standardized assessment protocol along with Child Welfare Supervisors and Administration;
	+ Develop expertise in community resources available to meet client/customer needs and share these resources with the Child Welfare staff, supervisors, and administration;
	+ Consult monthly with Contract Monitor (identified in number 7 of this document) to report progress or suggested changes for the program.
1. **Reports**

 The Trauma Transition Specialist shall:

* Submit all assessments completed on children placed in Out of Home Care, within 1 week of completion;
* Submit a monthly report, by the 10th of each month, to include:
	+ detailing the interaction with each client to the referring DSS Caseworker; and
	+ summarizing the work activities completed that month in relation to the essential functions and;
	+ reporting the number of children served each month; and
	+ reporting the number of providers that were contacted each month and the type of contact (ex: referral, trained, consulted); and
1. **OFFEROR QUALIFICATIONS**

Offeror shall have a Masters Degree in Social Work and a Certification in Trauma based treatment. In addition, Offeror shall have three (3) years of verifiable experience in providing direct support to children.

As proof of meeting this requirement, offer shall submit a copy of the Offerors’ License and Degree, copy of Offeror’s Certification and at least three (3) sources who are capable of documenting the Offeror’s ability to provide the services specified in this Small Solicitation.

1. **INSURANCE AND TAXES**
	1. Prior to the commencement of work, and as a precondition to this contract, Contractor shall purchase and maintain the following types of insurance for the stated minimum limits indicated during the term of this Agreement. Contractor shall provide a certificate of insurance and endorsements naming Maryland Department of Human Services AACDSSas an additional insured on each policy. The insurance carrier shall be required to give State notice of termination at least 10 days prior to the intended termination of any specified policy.
	2. Commercial General Liability: $1,000,000.00 per occurrence and $2,000,000.00 annual aggregate covering bodily injury, personal injury and property damage. The State and its officers, employees and agents shall be endorsed to above policies as additional insured on the using the Declaration Page as to any liability arising from the performance of any contract resulting from this proposal.

* 1. Automotive Liability: $1,000,000.00 per accident for bodily injury and property damage, or split limits of $500,000.00 per person/$1,000,000.00 per accident for bodily injury and $250,000.00 per accident for property damage.
	2. Workers' Compensation Statutory coverage, if and as required according to the Maryland Labor Code, including Employers' Liability limits of $1,000,000.00 per accident. The policy shall be endorsed to waive the insurer's subrogation rights against the State.
	3. Professional Liability: $1,000,000 limit per occurrence and $5,000,000 annual aggregate limit covering Bidder’s wrongful acts, errors, and omissions.
	4. Deductibles: All deductibles and self-insured retentions shall be fully disclosed in the Certificates of Insurance and may not exceed $10,000 without the express written permission of the State.
	5. Each of the required policies, noted above, shall be endorsed to provide the State with thirty (30) days prior written notice of cancellation. The State is not liable for the payment of premiums or assessments on the policy. No cancellation provisions in the insurance policy shall be construed in derogation of the continuing duty of successful Bidder to furnish insurance during the term of any contract resulting from this solicitation.
1. **CONTRACT TERM AND DELIVERABLES**

The Contract resulting from this solicitation will be for a six (6) month period beginning February 26, 2018 and ending August 31, 2018.

1. **STATE PROJECT MANAGER**

The State Project Manager for this Contract is:

Rachael Maconachy, 80 West Street, Annapolis, MD 21401, 410-269-4611, rachael.maconachy@maryland.gov

After Contract award, this person will serve as the primary point of contact for the Contractor in regards to the Contract resulting from this RFP. However, for certain contract related actions the Procurement Officer may communicate with the Contractor.

1. **SUBMISSION INFORMATION**

The original, to be so identified, and three (3)copies (marked BID) of each Proposal must be received by the Procurement Officer by 12:00 P.M., February 22, 2018 in order to be considered. Requests for extension of this date or time shall not be granted. Vendors mailing Proposals should allow sufficient mail delivery time to insure timely receipt by the Procurement Officer. Proposals or unsolicited modifications to Proposals arriving after the closing time and date will not be considered, except under the conditions identified in COMAR 21.05.02.10 B and 21.05.03.02 F.

***Oral, electronic mail, and facsimile Proposals will not be accepted*.**

Proposals are to be delivered to:

Anne Arundel County Department of Social Services

80 West Street, Annapolis, MD 21401

Iris Mapp, phone: 410-269-4660, fax: 410-974-8566, email: iris.mapp@maryland.gov

Inquiries must be directed to the Department at the above email address and/or address no later than 12 noon on February 20, 2018.

Proposal Submission shall include:

1. Offeror’s **Technical Response** to this Solicitation shall include:
2. The Offeror shall give a definitive **section-by-section** description of the proposed plan to meet the requirements of the Solicitation, i.e., a Work Plan. The Work Plan shall include the specific methodology, techniques, and number of staff, if applicable, to be used by the Offeror in providing the required services
3. The Offeror shall also include the following in the Work Plan
4. Processes and strategies that would be used to fulfill agreed-upon objectives;
5. Deliverables that will be provided to the Department in fulfillment of the contract;
6. Metrics and analytics by which the Department can determine return on investment for project components as well as the campaign in total; and
7. Accounting and billing processes and reporting
8. References (that verify 3 years of trauma treatment work)
9. A Transmittal Letter, printed on the vendor’s letterhead. The purpose of this letter is to transmit the Proposal; therefore, it should be brief. The letter shall contain the title of the solicitation and include the Offeror’s name, federal tax identification or social security number, eMaryland Marketplace number (if registered), and complete address. An individual, who is authorized to bind the firm to all statements, including services and prices, contained in the Proposal must sign the letter. The letter must also acknowledge receipt of any amendments issued against the solicitation. Failure to acknowledge receipt of amendments does not relieve the Offeror from complying with all terms of any such amendment.
10. Offerors’ Financial response to this Solicitation.
11. Under separate sealed cover from the Technical Proposal and clearly identified, the Offeror shall submit an original unbound copy, Three (3) copies of the Financial Proposal. The Financial Proposal shall contain all price information in the format specified in **Attachment A**. The Offeror shall complete the Financial Proposal Form only as provided in the Financial Proposal Instructions and the **Financial Proposal Form** itself.
12. The Financial Proposal shall not exceed $50,000
13. **SELECTION CRITERIA**

Evaluation of Proposals will be performed in accordance with COMAR 21.05.03 by a committee established for that purpose and based on the evaluation criteria set forth below. The Evaluation Committee will review Proposals and provide input to the Procurement Officer. The Department reserves the right to utilize the services of individuals outside of the established Evaluation Committee for advice and assistance, as deemed appropriate.

1. The criteria to be used to evaluate each Technical Proposal are listed below in descending order of importance. Unless stated otherwise, any sub criteria within each criterion have equal weight:
2. Offeror’s Technical Response to this Solicitation and Work Plan. The State prefers an Offeror’s response to work requirements in the RFP that illustrates a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the Offeror will comply with the requirements of this Solicitation. Proposals which include limited responses to work requirements such as “concur” or “will comply” will receive a lower ranking than those Proposals that demonstrate an understanding of the work requirements and include plans to meet or exceed them.
3. Experience and Qualifications of Proposed Staff
4. Offeror Qualifications and Capabilities, including proposed Subcontractors
5. Financial Proposal Evaluation Criteria

All Qualified Offerors will be ranked from the lowest (most advantageous) to the highest (least advantageous) price based on the Total Proposal Price within the stated guidelines set forth in this RFP and as submitted on **Attachment A** - **Financial Proposal Form**.

**10. BASIS FOR AWARD**

The Contract will be awarded to the responsible Offeror who submits a responsive Proposal that meets the specifications set forth in the Small Procurement Solicitation, and provides the Most Advantageous Offer to the State.

**11. DEPARTMENT CONTRACT**

The successful offeror will be expected to sign a contract with the Department, sample enclosed as **ATTACHMENT B.**

**12. CANCELLATION OF PROPOSALS**

The State may cancel this Solicitation, in whole or in part, whenever this action is determined to be fiscally advantageous to the State or otherwise in the State’s best interest. If the Solicitation is canceled, a notice of cancellation will be provided to all prospective Offerors who were sent this Solicitation or otherwise are known by the Procurement Officer to have obtained this Solicitation.

**13. ACCEPTANCE OF PROPOSALS**

The State reserves the right to accept or reject any and all Proposals, in whole or in part, received in response to this Solicitation, or to waive or permit cure of minor irregularities to serve the best interests of the State of Maryland.

**14. TIME OF PROPOSAL ACCEPTANCE**

The content of this Solicitation and the Proposal of the successful Offeror will be included by reference in any resulting Contract. All prices, terms and conditions in the Proposal are irrevocable for 90 days after the closing date for receipt of Financial Proposals or Best and Final Offers, if requested. This period may be extended by written mutual agreement between the Offeror and the requesting State organization.

**15. PAYMENT**

The successful vendor shall bill the Department *monthly no later than the 15th of the month preceding the month in which services were provided (i.e. August 15 for services in July)*.

Invoices must be addressed to: Jim Coburn, Finance Officer, 80 West Street, Annapolis,

All invoices must be signed and dated in addition to including the Contractor’s mailing address, the Contractor’s Social Security number or Federal Tax ID number, the State’s assigned Contract control number, purchase order number, services provided, the time period covered by the invoice, and the amount of requested payment.

All invoices must (at a minimum) be signed and dated in addition to including the Contractor’s mailing address, the Contractor’s Social Security number or Federal Tax ID number, the State’s assigned Contract control number, the goods/services provided, the time period covered by the invoice, and the amount of requested payment.

**16. PROCUREMENT METHOD**

This award will be made in accordance with Code of Maryland Regulations (COMAR) 21.05.07, Small Procurement Regulations. Small procurement is defined as the use of procedures to obtain items reasonably expected by the Procurement Officer to cost $50,000 or less.

**Minority Business Enterprises are strongly encouraged to respond to this solicitation.**