

Bid Board Notice

PROCUREMENT

I.D. NUMBER: 07FHA-0113

ISSUE DATE: March 13, 2007

TITLE: *Promoting Tobacco Use Prevention Initiatives in African American Communities in Washington County: A State Initiative*

**THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE
SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07**

PROCUREMENT OBJECTIVES

Summary Statement

The Department of Health and Mental Hygiene (DHMH), Center for Health Promotion, Education, and Tobacco Use Prevention (hereafter referred to as CHP) is soliciting proposals to initiate *Tobacco Use Prevention Initiatives in African American Communities* in Washington County. This statewide effort is aimed at targeting African American organizations to develop culturally sensitive and relevant programs that educate people about tobacco use and secondhand smoke exposure, and organize leadership training programs and networks that raise awareness in their communities. These initiatives will enhance awareness and build capacity for tobacco control activities within African American communities.

Funds for this program are available through the Cigarette Restitution Fund (CRF), established as a result of a multi-state settlement with the tobacco industry in 1998. Legislation directs DHMH to perform certain functions (Maryland General Health Article §§ 13-1001- through 13-1014) in phases beginning fiscal year 2001. The funding and activities follow the recommendations from the Centers for Disease Control and Prevention (CDC Best Practices for Comprehensive Tobacco Control Programs) and the Task Force Report to End Smoking in Maryland.

The anticipated term of the contract resulting from this announcement is four months, beginning on or about **May 1, 2007 through June 30, 2008**. Proposals of \$24,000 or less will be considered.

Background

CHP provides direction and administration of statewide tobacco use prevention and control activities. As stated in the 2003 *Monitoring Changing Tobacco Use Behaviors in Maryland* report, "Each year in Maryland, more of our citizen's die prematurely as a result of their use of tobacco than from AIDS, accidents (including car accidents), alcohol, homicides, illegal drugs, suicides, and fires combined. The burden that tobacco places on Maryland's health care system totals an estimated \$1.5 billion annually and is growing. Federal and state expenditures to pay for the burden that tobacco use is placing on the nation costs each Maryland household an estimated \$552 in additional income tax each year. The only way to reduce the burden of tobacco use is to reduce the use of tobacco."

Building capacity and infrastructure in the African American community is a critical component of the state's comprehensive tobacco control efforts.

Specifically, funds proposed for targeting African American organizations should support educational programs, leadership training and network development. The programs should build the capacity for African American to conduct a wide range of tobacco prevention and control projects and increase public support for non smoking norms. In addition, they should address the leadership shortage in African American communities by developing advocates that represent the African American population. Offerors should look to *collaborate with national tobacco control organizations*.

Specifications

The organization awarded a contract will be required to assume responsibility for all services offered in the proposal. CHP will monitor all services. The organization funded shall implement tobacco use prevention activities that may include educating about the dangers of tobacco use and exposure to secondhand smoke; conducting cessation groups and educational workshops; leadership and network development and enacting smoke-free home policies.

The successful organization shall:

- (A) Conduct regular tobacco use prevention (non-school) activities in African American communities.
- (B) Develop leadership training program.
- (C) Organize a network of tobacco control advocates.
- (D) Arrange for, and submit to, an on-site review by the CHP.
- (E) Attend one training session selected by the CHP.

Reporting Requirements & Payment Terms

The successful organization shall submit progress reports to CHP which shall include a narrative and key indicator report (the key indicator report form shall be distributed upon contract award). The organization shall provide progress reports and invoices as follows:

- (A) Submit quarterly progress reports to reflect activities during the contract term on the following dates 10/1/07, 1/1/08, 4/1/08, and 7/1/08.
- (B) Submit signed invoices for payment five (5) times,
 - upon receipt of notification that the contract has been awarded (advance) for one-quarter of the total award then quarterly billing thereafter.
 - 10/1/07 (for activity period 7/1/07-9/30/07 for 25% of remaining balance)
 - 1/1/08 (for activity period 10/1/07-12/31/07 for 25% of remaining balance)
 - 4/1/08 (for activity period 1/1/08-3/31/08 for 25% of remaining balance)
 - 7/1/08 (for activity period 4/1/08-6/30/08 remaining balance)

Invoices shall include contractor's name, address, date, Tax ID #, contract number, Blanket Purchase Order (BPO) number, amount of the requested payment and signature in order to be processed. Invoices shall be mailed separate from progress reports to the attention of the CHP monitor.

Note: Any materials produced with this funding will become or remain the property of the State of Maryland. The State of Maryland reserves the right to request copies of reports and any materials produced with this funding.

Proposal Submissions

The organization shall complete the attached Bid Form (page 6) and send a proposal that must be no smaller than 12-point font, double-spaced, with one-inch margins. The total proposal, including the project abstract, technical proposal, line-item budget and narrative, shall not exceed eight (8) pages in length.

Technical proposals shall have the following sections:

A. Background Information that includes:

1. Organization name, address, telephone number, e-mail address, fax number, and position/title of the individual who will serve as the primary contact for this contract.
2. The organization's federal identification number.
3. The geographic area in which the program activities will be performed.
4. Specify the approximate population size that will be served by activities and discuss how this will be achieved.
5. The capabilities of the organization relevant to accomplishing this initiative, including how the group or agency is organized and any previous successful experience working with African American organizations and/or groups. If the organization has no prior experience in tobacco control, discuss specifically how you will overcome this, i.e., collaborating with other groups with demonstrated tobacco control experience.
6. Disclosure of other funding for tobacco control activities.

B. An Activity Plan that includes:

1. Objectives must be measurable and attainable.
2. The strategies/activities that will be implemented to support the objectives. Include a specific timeline that runs the course of the contract award (May 2007 through June 2008).
3. A justification for the proposal, including the need for the initiative, and how the specific type of community activities planned will help to change the social norm and lower the use of tobacco in your community.
4. The expected benefits of the program.
5. The evaluation measures that will assess whether objectives have been achieved.
6. Promotion strategies for planned events.

C. Disclosure of all conflicts of interest (obvious and non-obvious), if any, and describe in detail how the conflicts of interest will be ameliorated.

D. Budget Proposal (*Not to exceed \$24,000*):

1. Each organization shall prepare and submit a line item budget. A template for the budget proposals are included as Attachment I (page 7). The primary purpose of this solicitation is to provide funds for program materials, services, and personnel. In-kind contributions are not considered part of the budget. **Personnel and consultant costs should not exceed 60% of the budget proposal. Equipment**

costs cannot exceed 5% of the overall budget. Indirect costs cannot exceed 10% of total salaries and fringe benefits.

2. A Budget Narrative shall accompany the budget. The Budget Narrative shall include the following:
 - a. An explanation/rationale for each line item in the budget.
 - b. Any other information needed to explain income/expenses concerning the project.

Award

An award will be made on the basis of the most advantageous offer to the State of Maryland considering price and the evaluation criteria found in this solicitation.

Evaluation Criteria of Proposal

The State will evaluate proposals based on the following evaluation criteria. These are listed in descending order of importance.

- A. Organizational Capability and Population Served:
 1. Extent to which the organization has the capability to implement the program successfully.
 2. The total number of individuals reached by this initiative.
 3. Extent of experience with tobacco implementation.
- B. Activity Plan:
 1. Relevant, measurable, and attainable objectives.
 2. Relevant, measurable, and attainable strategies/activities to achieve the objectives.
 3. Evidence of community need and readiness.
 4. Relevant justification and rationale for selected strategies/activities.
 5. Realistic and relevant expected benefits.
 6. Effective evaluation measures and anticipated plan for evaluating overall effectiveness of program activities.
- C. Budget Proposal and Narrative

Contract/Term

The anticipated term of the contract resulting from this solicitation will begin *on or about May 1, 2007 through June 30, 2008*.

Billing

Payment will be made by the CHP upon receipt of acceptable quarterly progress reports and invoices from the contractor, due dates to be determined upon contract award. **Invoices must include contractor's name, address, date, Tax ID #, contract number, Blanket Purchase Order (BPO) number, and signature in order to be processed.**

Submission Deadline – April 19, 2007

Original hand delivered or mailed bids, plus six (6) copies must be received by the **Procurement Officer no later than 2:00 PM on April 19, 2007** in order to be considered.

Because of building security restrictions, organization who hand-deliver bids are requested to ask the security desk to telephone the **FHA Procurement Officer** at 410-767-5300.

Bidders who mail bids should allow sufficient mail transit time to ensure timely receipt by the **Procurement Officer**. Envelopes should be labeled with: 1) the offeror's name and business address; 2) due date and time for receipt of bids/proposals; and 3) title and procurement I.D. number. Bids and/or unsolicited amendments to bids arriving after the closing hour and date noted above will not be considered.

Questions regarding this solicitation must be directed to the **Procurement Officer**.

Issuing Office

Lawrence Carter
Maryland Department of Health and Mental Hygiene
The Center for Health Promotion, Education, and Tobacco Use Prevention
201 West Preston Street
Baltimore, Maryland 21201-2399

Procurement Officer

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Minority Business Enterprises Are Encouraged To Respond To This Solicitation.

Bid Form

PROCUREMENT

I.D. NUMBER: 07FHA-0113

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TITLE: *Promoting Tobacco Use Prevention Initiatives in African American Communities in Washington County: A State Initiative*

Bidder Information:

Company or Individual Name: _____

Federal Tax ID (FEIN) #: _____

Contact Person: _____

Address: _____

Telephone: _____

Fax: _____

Proposed price for this project: _____

Attachments:

- Technical Proposal
- Budget Proposal and Budget Narrative (Attachment I)

Signature

Date

ATTACHMENT I
Department of Health and Mental Hygiene
Line Item Budget Fiscal Year 07 (5/1/07 to 6/30/08)
Up to \$24,000
Budget Period from _____ to _____

BUDGET ITEM	PROPOSED DHMH SUPPORT
1. Personnel Costs/Stipends ¹	
2. Consultant Costs ¹	
3. Telephone	
4. Postage	
5. Training/Meeting Costs	
6. Travel/Transportation Expenses	
7. Printing/Publications/Marketing/ Promotional Materials	
8. Office Operation/supplies (paper, toner, pens, pencils, etc.)/Equipment ²	
9. Total Direct Cost	
10. Indirect Cost ³	
11. TOTAL COST	

TITLE OF PROJECT: _____

ORGANIZATION'S NAME: _____

AUTHORIZED SIGNATURE: _____

DATE: _____

FEDERAL IDENTIFICATION NUMBER: _____

¹ Items 1 & 2 combined may not exceed 60% of the overall budget.

² Equipment may not exceed 5% of the overall budget.

³ Indirect cost may not exceed 10% of total salaries and fringe benefits in items 1 & 2.