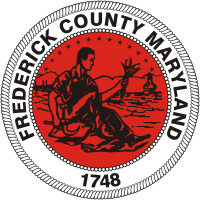
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***Maryland’s Human Services Agency***

**DEPARTMENT OF HUMAN RESOURCES**

Frederick County Department of Social Services

**REQUEST FOR GRANT PROPOSALS (RFGP)**

**SOLICITATION NO. FCDSS/CW/17-002-S**

**INTERAGENCY FAMILY PRESERVATION SERVICES**

**Issue Date: August 23, 2016**

NOTICE

A Prospective Applicant that has received this document from the Department’s website located at [**www.dhr.maryland.gov**](http://www.dhr.maryland.gov)**,** or that has received this document from a source other than the Procurement Officer, and that wishes to assure receipt of any changes or additional materials related to this RFGP, should immediately contact the Procurement Officer and provide the Prospective Applicant’s name and mailing address so that addenda to the RFGP or other communications can be sent to the Prospective Applicant.

Minority Business Enterprises are Encouraged to Participate in this RFGP Process

STATE OF MARYLAND

NOTICE TO VENDORS

In order to help us improve the quality of State solicitations and to make our competitive grant process more responsive and business friendly, we ask that you take a few minutes and provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this solicitation, please email or fax this completed form to the attention of the Procurement Officer, **David Drees at** [**david.drees@maryland.gov**](mailto:sang.kang@maryland.gov) **o**r **fax 410-333-0258.**

**Title: Interagency Family Preservation Services**

**Solicitation No: FCDSS/CW/17-002-S**

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

Other commitments preclude our participation at this time.

The subject of the solicitation is not something we ordinarily provide.

We are inexperienced in the work required.

Specifications are unclear, too restrictive, etc. (Explain in REMARKS section.)

The scope of work is beyond our present capacity.

Doing business with the State of Maryland is simply too complicated. (Explain in REMARKS section.)

We cannot be competitive. (Explain in REMARKS section.)

Time allotted for completion of the Proposal is insufficient.

Start-up time is insufficient.

Insurance requirements are restrictive. (Explain in REMARKS section.)

Proposal requirements (other than specifications) are unreasonable or too risky.

(Explain in REMARKS section.)

Prior State of Maryland grant experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section.)

Payment schedule too slow.

Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.).

REMARKS: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Contact Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your comments will help us improve the competitive grant process.

**Thank You.**STATE OF MARYLAND

**DEPARTMENT OF HUMAN RESOURCES**

**RFGP KEY INFORMATION SUMMARY SHEET**

##### Request for Grant Proposals: Interagency Family Preservation Services

##### 

**Solicitation Number: FCDSS/CW 17-002-S**

###### RFGP Issue Date: Tuesday, August 23, 2016

**RFGP Issuing Office: Maryland Department of Human Resources**

**Frederick County Department of Social Services**

**Procurement Officer: David Drees**

**Frederick County Department of Social Services**

**100 East All Saints Street, Room 409**

**Frederick, Maryland 21701**

**Telephone Number: (301) 600-2457**

**Fax: (301) 600-4550**

**E-mail: david.drees@maryland.gov**

**State Project Manager: Cheryl Grau**

**Assistant Director Child, Family and Adult Services**

**Frederick County Department of Social Services**

**100 East All Saints Street, Room 327**

**Frederick, Maryland 21701**

**Phone: 301-600-2442**

**FAX: 301-600-2639**

**E-mail: cheryl.grau@maryland.gov**

**Proposals are to be sent to: David Drees, Procurement Officer**

**Same address as above**

**Pre-Proposal Conference:** **Wednesday September 7, 2016 at 2:00 PM**

**Frederick County Department of Social Services**

**100 East All Saints Street, Room 213-B**

**Frederick, Maryland 21701**

**Closing Date and Time: Thursday September 22, 2016 at 4:00 PM**

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# SECTION 1 - GENERAL INFORMATION

## 1.1 Summary Statement

* + 1. The Frederick County Department of Social Services (FCDSS) intends to acquire a vendor to provide Interagency Family Preservation Services (IFPS) for the purpose of preventing the out-of-home placement of children identified by a child-serving agency, to promote safety and stability of children and families, and to assist families in utilizing community resources in order to maintain self-sufficiency. A single Grant will be awarded for a four (4) year period beginning **November 1, 2016** and ending **October 31, 2020**. Only one award will be made as a result of this solicitation.
    2. It is the State’s intention to obtain services, as specified in this RFGP, from a Grant between the selected Applicant and the State. The anticipated duration of services to be provided under this Grant is four (4) years. See Section 1.3 for more information.
    3. The Department intends to make a single award as a result of this RFGP. See RFGP Section 1.12 for more information.
    4. A Grantee, either directly or through its subgrantee(s), must be able to provide all services and meet all of the requirements requested in this solicitation and the successful Applicant (the Grantee) shall remain responsible for Grant performance regardless of subgrantee participation in the work.

## 1.2 Abbreviations and Definitions

For purposes of this RFGP, the following abbreviations or terms have the meanings indicated below:

1. **Aftercare Report**: a survey that is conducted with the family by the IFPS Program Manager six (6) months following the closing of the IFPS case to determine the effectiveness of the IFPS Program. The IFPS Program Manager will develop the After Care Report however, at a minimum, the After Care Report will assess whether the family has experienced an increase in risk and safety concerns during the 6 months following the closing of the IFPS case or the child has been placed out of home since the closing of the IFPS case. The After Care Report is submitted to the State Project Manager upon completion. A sample report is included as Attachment O.
2. **Applicant**: An entity that submits a Proposal in response to this RFGP.
3. **Business Day(s)**: The official Working Days of the week to include Monday through Friday. Official Working Days exclude State Holidays (see definition of “Normal State Business Hours” below**)**.
4. **Caretaker:** An individual who has legal care, custody, and responsibility for the supervision of a child to include, but not be limited to, a parent, a stepparent, guardian, or legal custodian.
5. **Case:** A family composed of at least one adult parent or guardian and at least one child under the age of 18 years who has been identified as at risk of an out-of-home placement.
6. **Case Manager:** The Interagency Family Preservation Services worker who is responsible for assessing the needs of the client and the client's family, and arranging, coordinating, monitoring, evaluating, and advocating for the services that are necessary to reduce risk and instability.
7. **Child**: An individual younger than 18 years old.
8. **Child and Adolescent Needs and Strengths Assessment (CANS-F):** An assessment tool designed to assess the strengths and needs of the adults, caregivers, children and youth in the household used to develop a service plan.
9. **Child Protective Services (CPS):** The agency mandated to receive and investigate reports of child maltreatment to include abuse, neglect, sexual abuse or mental injury.
10. **Child-Serving Agency:** Any agency, public or private, that provides services to families with children.
11. **Clinical Oversight:** A clinically-licensed social worker’s supervision of other social workers to ensure ethical, competent and appropriate interventions for clients.
12. **COMAR**: Code of Maryland Regulations available on-line at [**www.dsd.state.md.us**](http://www.dsd.state.md.us)**.**
13. **Community Stake Holders:** Community groups, agencies, and constituents who have a meaningful role in supporting families.
14. **Confidentiality:** The protection of client information as mandated by agency policy, state and federal law.
15. **Core Service Agency (CSA**): A State agency under the administration of the

Maryland Department of Health and Mental Hygiene, whose purpose is to plan, develop, manage, and monitor public mental health services at the local level.

1. **Court Order:** A directive as issued by a local, state, or federal court.
2. **Criminal Background Checks:** Clearance obtained through the Criminal Justice Information System as mandated by law that indicates whether a person has a criminal history.
3. **Crises/Crisis:** Specific, unexpected, and non-routine events or series of events that create high levels of uncertainty, anxiety, and chaos and threaten the stability of a family.
4. **Culturally Competent:** The ability to interact effectively with people of different cultures.
5. **Designee:** A person authorized and capable of acting on behalf of another.
6. **Department or DHR:** Maryland State Department of Human Resources. Maryland’s fourth largest State agency, established to administer the State’s public assistance, social services, child support, and community services programs.
7. **Direct Services:** Interventions and services that are provided with direct client involvement.
8. **Discharge Plan:** A plan that is developed for a patient to maintain stability once no longer involved with a program, typically as an in-patient treatment facility.
9. **Family Focused:** Services that are provided to the entire family, as defined by the family, and based on the strengths of the individuals in the family to help the collective familial unit.
10. **Family Involvement Meetings (FIM):** A forum convened to assemble all interested parties for the purpose of making key decisions focusing on a child’s wellbeing and permanency.
11. **Family Law:** An area of the law that deals with family-related issues and domestic relations
12. **Family Services:** Services provided to families and children to include a range of treatment and support services that are designed to improve and maintain the family unit and well-being of children.
13. **Frederick County Board of Education (BOE):** The local agency responsible for administering the public education services in Frederick County.
14. **Frederick County Department of Juvenile Justice (DJS):** The local agency responsible for administering services to delinquent youth and youth who require supervision.
15. **Frederick County Department of Social Services (FCDSS or Local Department):** A unit of the Maryland Department of Human Resources established to ensure the implementation of a local, interagency service delivery system for children, youth, and families.
16. **FCDSS Assistant Director:** The staff person directly under the Director of the agency and responsible for overseeing the operations of the services to children, families, and adults
17. **Frederick County Health Department:** The local agency under the administration of the Maryland Department of Health and Mental Hygiene whose purpose is to administer physical, environmental, and mental health services in Frederick County.
18. **Grant**: The Grant awarded to the successful Applicant pursuant to this RFGP. The Grant Agreement will be in the form of **Attachment A**.
19. **Grantee:** The eligible recipient of a grant,often (but not always) a nonprofit entity, educational institution, business or an individual.
20. **Identified Child:** Child under the age of 18 years who is identified as being at risk of an out-of-home placement due to the child’s behaviors and/or the parent(s)/guardian’s inability to manage them.
21. **Imminent Risk of Out-of-Home Placement:** Situation where an Identified Child who, without specific and timely intervention, will need to be placed in a setting outside of the primary living situation.
22. **In-Home Progress Review:** A case review that is completed by the worker at designated times during the course of an open IFPS case to determine appropriateness of interventions and develop new goals if needed.
23. **Interagency:** An agreement involving two or more agencies with at least one being a government agency. For purposes of this Grant, involving the Maryland Department of Human Resources and another agency whereas DHR contracts with another agency to provide the services that have been defined by this request for proposals.
24. **Interagency Family Preservation Services (IFPS):** An intensive, in-home family intervention service targeting families whose children are at imminent risk of out-of-home placement into foster care, juvenile commitment, education and/or mental health facilities and/or at high risk for future maltreatment.
25. **Home Based Services:** Services that are provided to a family that occur primarily in the family’s place of residence.
26. **Licensed Certified Social Worker (LCSW):** A level of licensing of Social Workers as established by the Maryland Board of Social Work Examiners under the authority of Health Occupations Articles Health Occupations Article, §§19-101—19-502, Annotated Code of Maryland.
27. **Licensed Certified Social Worker - Clinical (LCSW-C):** A level of licensing of Social Workers as established by the Maryland Board of Social Work Examiners under the authority of Health Occupations Articles Health Occupations Article, §§19-101—19-502, Annotated Code of Maryland. A LCSW-C is able to provide Clinical Oversight.
28. **Local Management Board (LMB):** Mandated entity of the Governor’s Office for Children and Youth assigned with the tasks of strengthening the decision-making capacity at the local level, implementing effective service strategies, maintaining high standards of accountability, influencing allocation of resources across human service systems, and building public-private partnerships to improve results. Improving results for children, youth and families is the focus of all LMBs.
29. **Local Time**: Time in the Eastern Time Zone as observed by the State of Maryland. Unless otherwise specified, all stated times shall be Local Time, even if not expressly designated as such.
30. **Maryland Board of Social Work:** A state agency under the administration of the Maryland Department of Health and Mental Hygiene whose purpose is to regulate the practice of Social Work in the state of Maryland.
31. **Maryland Children's Electronic Social Services Information Exchange (MD CHESSIE):** Maryland's statewide automated electronic case record and federally compliant SACWIS system.
32. **Maryland Family Risk Assessment (MFRA):** Standardized tool used to assess the potential for risk to a child in a family environment.
33. **Out-of-Home Placement:** The removal of a child from the child's primary home by a representative of the local department for placement in foster care or kinship care.
34. **Pre-Service Competency:** A prescribed curriculum developed and presented by the University Of Maryland School Of Social Work Child Welfare Academy that is required for all IFPS staff to complete prior to beginning direct services with a family.
35. **Privacy:** The ability to assure an individual that their personal information will not be intentionally or accidentally shared with others who are not privileged to hear, see, or know.
36. **Procurement Officer:** Prior to the award of any Grant, the sole point of contact in the State for purposes of this solicitation.  After Grant award, the Procurement Officer has responsibilities as detailed in the Grant Agreement (Attachment A), including being the only State representative who can authorize changes to the Grant.  The Department may change the Procurement Officer at any time by written notice to the Grantee.
37. **Proposal:** As appropriate, either or both of an Applicant’s Technical or Financial Proposal.
38. **Reasonable Efforts:** For purposes of this RFGP, efforts taken by the IFPS staff to engage the family in obtaining services which shall include a sufficient number of phone contacts, home visits, and letters to determine why the client is choosing to not engage in services.
39. **Request for Grant Proposals (RFGP):** This Request for Grant Proposals issued by the Department of Human Resources, Solicitation Number **FCDSS/CW/17-002-S** dated August 23, 2016, including any addenda.
40. **SACWIS (Statewide Automated Child Welfare Information Systems):** A comprehensive automated case management tool as defined by federal and state legislation; in Maryland, this system is known as MD-CHESSIE.
41. **Safety Assessment for Every Child (SAFE-C):** DHR’s standardized tool used to assess the safety of children in a home environment.
42. **Service Agreement:** A form that is reviewed by the IFPS staff and signed by the family at the initial contact with staff acknowledging and accepting IFPS services.
43. **Service Plan:** A course of services and actions that are developed periodically throughout the duration of an IFPS case that addresses areas of need and identifies goals.
44. **State:** The State of Maryland.
45. **State Project Manager (SPM)**: The State representative for this Grant who is primarily responsible for Grant administration functions, including issuing written direction, invoice approval, monitoring this Grant to ensure compliance with the terms and conditions of the Grant, monitoring MBE and VSBE compliance, and achieving completion of the Grant on budget, on time, and within scope.
46. **State Mandate:** A directive that is required to be complied with per State law.
47. **Team Meeting:** A gathering of individuals and agencies who are invested in and responsible for developing and implementing service interventions involving an IFPS family.

KKK**. Treatment Facility:** A program that is licensed to provide interventions that will manage, correct or eliminate behaviors or diseases.

## 1.3 Grant Duration

1.3.1 The Grant awarded as a result of this solicitation shall be for a period of four (4) years. It shall begin on or about **November 1, 2016**, and end **October 31, 2020**; however, if the term does not start on **November 1, 2016**, the Grant will last for four (4) years.

1.3.2 Multi-Year Grant

1. This is a multi-year Grant. The services specified in Section 3 shall be provided for the entire Grant period.

B. The Grant shall be canceled or modified if any funds are not appropriated or otherwise

made available to support the Grant. Funding for the Grants resulting from this RFGP is dependent upon appropriations from the Maryland General Assembly and the federal Office of Child Support Enforcement. Within a reasonable time following receipt of notification that the funding for the Grants will be reduced or eliminated, the State Project Manager will notify the Grantee in writing.

1.3.3 The Grantee’s obligations to pay invoices to subgrantees that provided services during the Grant term, as well as the audit, confidentiality, document retention, and indemnification obligations of the Grant Agreement (see Attachment A) shall survive expiration or termination of the Grant Agreement and continue in effect until all such obligations are satisfied.

## 1.4 Procurement Officer

The Procurement Officer is the sole point of contact in the State for purposes of this solicitation prior to the award of any Grant (see definition of “Procurement Officer” in Section 1.2).

The name and contact information of the Procurement Officer are indicated in the RFGP Key Information Summary Sheet (near the beginning of the solicitation, after the Title Page and Notice to Vendors).

The Department may change the Procurement Officer at any time by written notice.

## 1.5 State Project Manager

The State Project Manager is the State representative for this Grant who is primarily responsible for Grant administration functions after Grant award (see definition of “State Project Manager” in Section 1.2).

The name and contact information of the State Project Manager are indicated in the RFGP Key Information Summary Sheet (near the beginning of the solicitation, after the Title Page and Notice to Vendors).

The Department may change the State Project Manager at any time by written notice.

## 1.6 Pre-Proposal Conference

A Pre-Proposal Conference (the Conference) will be held at the date, time, and location indicated in the RFGP Key Information Summary Sheet (near the beginning of the solicitation, after the Title Page and Notice to Vendors).

All prospective Applicants are encouraged to attend in order to facilitate better preparation of their Proposals.

The Conference will be summarized. As promptly as is feasible subsequent to the Conference, a summary of the Conference and all questions and answers known at that time will be distributed to all prospective Applicants known to have received a copy of this RFGP. This summary, as well as the questions and answers, will also be posted on the DHR Web Site ([**www.dhr.maryland.gov**](http://www.dhr.maryland.gov)).

In order to assure adequate seating and other accommodations at the Conference, please e-mail or fax the Pre-Proposal Conference Response Form (**Attachment C**) to the attention of the Procurement Officer at least five (5) Business Days prior to the Pre-Proposal Conference date. In addition, if there is a need for sign language interpretation and/or other special accommodations due to a disability, please notify the Procurement Officer at least five (5) Business Days prior to the Pre-Proposal Conference date. The Department will make a reasonable effort to provide such special accommodation.

## 1.7 Questions

Written questions from prospective Applicants will be accepted by the Procurement Officer prior to the Conference. If possible and appropriate, such questions will be answered at the Conference. (No substantive question will be answered prior to the Conference.) Questions to the Procurement Officer shall be submitted via e-mail to the Procurement Officer’s e-mail address indicated in the RFP Key Information Summary Sheet (near the beginning of the solicitation, after the Title Page and Notice to Vendors). Please identify in the subject line the Solicitation Number and Title. Questions, both oral and written, will also be accepted from prospective Applicants attending the Conference. If possible and appropriate, these questions will be answered at the Conference.

Questions will also be accepted subsequent to the Conference and should be submitted to the Procurement Officer (**see above email address**) in a timely manner prior to the Proposal due date. Questions are requested to be submitted at least five (5) days prior to the Proposal due date. The Procurement Officer, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Proposal due date. Time permitting, answers to all substantive questions that have not previously been answered, and are not clearly specific only to the requestor, will be distributed to all vendors that are known to have received a copy of the RFGP in sufficient time for the answer to be taken into consideration in the Proposal.

## 1.8 Proposals Due (Closing) Date and Time

Proposals, in the number and form set forth in Section 4.2 “Proposals” must be received by the Procurement Officer at the Procurement Officer’s address and no later than the Proposal Due date and time indicated in the RFP Key Information Summary Sheet (near the beginning of the solicitation, after the Title Page and Notice to Vendors) in order to be considered.

Requests for extension of this time or date will not be granted. Applicants mailing Proposals should allow sufficient mail delivery time to ensure timely receipt by the Procurement Officer. Proposals received after the due date and time listed in this section will not be considered.

Proposals may be modified or withdrawn by written notice received by the Procurement Officer before the time and date set forth in this section for receipt of Proposals.

**Proposals may not be submitted by e-mail or facsimile. Proposals will not be opened publicly.**

Vendors not responding to this solicitation are requested to submit the “Notice to Vendors” form, which includes company information and the reason for not responding(e.g., too busy, cannot meet mandatory requirements, etc.). This form is located in the RFGP immediately following the Title Page (page ii).

## 1.9 Multiple or Alternate Proposals

Multiple and/or alternate Proposals will not be accepted.

## Economy of Preparation

Proposals should be prepared simply and economically and provide a straightforward and concise description of the Applicant’s Proposal to meet the requirements of this RFGP.

## 1.11 Public Information Act Notice

An Applicant should give specific attention to the clear identification of those portions of its Proposal that it considers confidential and/or proprietary commercial information or trade secrets, and provide justification why such materials, upon request, should not be disclosed by the State under the Public Information Act, Md. Code Ann., General Provisions Article, Title 4, Subtitle 3. (Also, see RFGP Section 4.4.2.2 “Claim of Confidentiality”). This confidential and/or proprietary information should be identified by page and section number and placed after the Title Page and before the Table of Contents in the Technical Proposal and if applicable, separately in the Financial Proposal.

Applicants are advised that, upon request for this information from a third party, the Procurement Officer is required to make an independent determination whether the information must be disclosed.

## 1.12 Award Basis

The Grants shall be awarded to the responsible Applicant submitting a Proposal that has been determined to be the most advantageous to the State, considering price and evaluation factors set forth in this RFGP for fulfilling the purposes specified in this RFGP. See RFGP Section 5 for further award information.

## 1.13 Oral Presentation

Applicants may be required to make oral presentations to State representatives. Applicants must confirm in writing any substantive oral clarification of, or change in, their Proposals made in the course of discussions. Any such written clarifications or changes then become part of the Applicant’s Proposal and are binding if the Grant is awarded. The Procurement Officer will notify Applicants of the time and place of oral presentations.

## 1.14 Revisions to the RFGP

If it becomes necessary to revise this RFGP before the due date for Proposals, the Department shall endeavor to provide addenda to all prospective Applicants that were sent this RFGP or which are otherwise known by the Procurement Officer to have obtained this RFGP. In addition, addenda to the RFGP will be posted on the Department’s procurement web page. It remains the responsibility of all prospective Applicants to check the website for any addenda issued prior to the submission of Proposals. Addenda made after the due date for Proposals will be sent only to those Applicants that submitted a timely Proposal and that remain under award consideration as of the issuance date of the addenda.

Acknowledgment of the receipt of all addenda to this RFGP issued before the Proposal due date shall be included in the Transmittal Letter accompanying the Applicant’s Technical Proposal. Acknowledgement of the receipt of addenda to the RFGP issued after the Proposal due date shall be in the manner specified in the addendum notice. Failure to acknowledge receipt of an addendum does not relieve the Applicant from complying with the terms, additions, deletions, or corrections set forth in the addendum.

## 1.15 Cancellations

The State reserves the right to cancel this RFGP, accept or reject any and all Proposals, in whole or in part, received in response to this RFGP, to waive or permit the cure of minor irregularities, and to conduct discussions with all qualified or potentially qualified Applicants in any manner necessary to serve the best interests of the State. The State also reserves the right, in its sole discretion, to award a Grant based upon the written Proposals received without discussions or negotiations.

## 1.16 Incurred Expenses

The State will not be responsible for any costs incurred by any Applicant in preparing and submitting a Proposal, in making an oral presentation, in providing a demonstration, or in performing any other activities related to submitting a Proposal in response to this solicitation.

## 1.17 Applicant Responsibilities

The selected Applicant shall be responsible for all products and services required by this RFGP. All subgrantees must be identified and a complete description of their role relative to the Proposal must be included in the Applicant’s Proposal.

If an Applicant that seeks to perform or provide the services required by this RFGP is the subsidiary of another entity, all information submitted by the Applicant, including but not limited to references, financial reports, or experience and documentation (e.g. insurance policies, bonds, letters of credit) used to meet minimum qualifications, if any, shall pertain exclusively to the Applicant, unless the parent organization will guarantee the performance of the subsidiary. If applicable, the Applicant’s Proposal shall contain an explicit statement that the parent organization will guarantee the performance of the subsidiary.

A parental guarantee of the performance of the Applicant under this Section will not automatically result in crediting the Applicant with the experience and/or qualifications of the parent under any evaluation criteria pertaining to the Applicant’s experience and qualifications. Instead, the Applicant will be evaluated on the extent to which the State determines that the experience and qualification of the parent are transferred to and shared with the Applicant, the parent is directly involved in the performance of the Grant, and the value of the parent’s participation as determined by the State.

## 1.18 Mandatory Grant Terms

By submitting a Proposal in response to this RFGP, an Applicant, if selected for award, shall be deemed to have accepted the terms and conditions of this RFGP and the **Grant Agreement**, attached herein as **Attachment A**. Any exceptions to this RFGP or the Grant Agreement shall be clearly identified in the Executive Summary of the Technical Proposal. **A Proposal that takes exception to these terms may be rejected (see RFGP Section 4.4.2.4).**

## 1.19 Bid/Proposal Affidavit

A Proposal submitted by an Applicant must be accompanied by a completed **Bid/Proposal Affidavit**. A copy of this Affidavit is included as **Attachment B** of this RFGP.

## 1.20 Compliance with Laws/Arrearages

By submitting a Proposal in response to this RFGP, the Applicant, if selected for award, agrees that it will comply with all Federal, State, and local laws applicable to its activities and obligations under the Grant.

By submitting a response to this solicitation, each Applicant represents that it is not in arrears in the payment of any obligations due and owing the State, including the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of the Grant if selected for Grant award.

## 1.21 Verification of Registration and Tax Payment

Before a business entity can do business in the State it must be registered with the State Department of Assessments and Taxation (SDAT). SDAT is located at State Office Building, Room 803; 301 West Preston Street, Baltimore, Maryland 21201. The SDAT website is [**http://sdatcert3.resiusa.org/ucc-charter/**](http://sdatcert3.resiusa.org/ucc-charter/).

It is strongly recommended that any potential Applicant complete registration prior to the due date for receipt of Proposals. An Applicant’s failure to complete registration with SDAT may disqualify an otherwise successful Applicant from final consideration and recommendation for Grant award.

## 1.22 Payments by Electronic Funds Transfer

By submitting a response to this RFGP, the Applicant agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller’s Office grants an exemption. Payment by EFT is mandatory for Grants exceeding $200,000. The selected Applicant shall register using the **COT/GAD X-10 Vendor Electronic Funds (EFT) Registration Request Form**. Any request for exemption must be submitted to the State Comptroller’s Office for approval at the address specified on the COT/GAD X-10 form, must include the business identification information as stated on the form, and must include the reason for the exemption. The COT/GAD X-10 form may be downloaded from the Comptroller’s website at: [**http://comptroller.marylandtaxes.com/Government\_Services/State\_Accounting\_Information/Static\_Files/APM/gadx-10.pdf**](http://comptroller.marylandtaxes.com/Government_Services/State_Accounting_Information/Static_Files/APM/gadx-10.pdf).

## 1.23 Electronic Communications Authorized

1.23.1 The following transactions are authorized to be conducted by electronic means on the terms described. “Electronic means” refers to exchanges or communications using electronic, digital, magnetic, wireless, optical, electromagnetic, or other means of electronically conducting transactions. Electronic means includes facsimile, electronic mail, internet-based communications, electronic funds transfer, specific electronic bidding platforms (e.g. DHR’s website), and electronic data interchange.

1. The Procurement Officer may conduct the RFGP using the DHR website, e-mail or facsimile to issue:

1. the RFGP;

2. any amendments;

3. Pre-Proposal Conference documents;

4. questions and responses;

5. communications regarding the RFGP or proposal to any Applicant including requests for clarification, explanation, or removal of elements of an Applicant's Proposal deemed not acceptable; and

6. notices of award selection or non-selection.

1. An Applicant or potential Applicant may use e-mail or facsimile to:

1. ask questions regarding the RFGP; and

2. reply to any material received from the Procurement Officer by electronic means that includes a Procurement Officer's request or direction to reply by e-mail or facsimile, but only on the terms specifically approved and directed by the Procurement Officer.

1. The Procurement Officer, the State Project Manager and the Grantee may conduct day-to-day Grant administration, except as outlined in section B of this subsection utilizing e-mail, facsimile or other electronic means if authorized by the Procurement Officer or State Project Manager.

1.23.2 The following transactions related to this Grant and any Grant awarded pursuant to it are ***not authorized***to be conducted by electronic means:

1. submission of initial Proposals;
2. submission of documents determined by DHR to require original signatures (e.g. Grant execution, Grant modifications, etc.); or
3. any transaction, submission, or communication where the Procurement Officer has specifically directed that a response from the Grantee or Applicant be provided in writing or hard copy.

1.23.3 Any facsimile or electronic mail transmission is only authorized to the facsimile numbers or electronic mail addresses for the identified person(s) as provided in the RFGP, the Grant, or at the direction from the Procurement Officer or State Project Manager.

## 1.24 Federal Funding Acknowledgement

1.24.1 There are programmatic conditions that apply to this Grant due to Federal funding. (see **Attachment E**).

1.24.2 This Grant contains federal funds. The source of these federal funds is Temporary Assistance to Needy Families (TANF). The CFDA number is 93.558. The conditions that apply to all federal funds awarded by the Department are contained in **Federal Funds,** **Attachment E**. Any additional conditions that apply to this particular federally-funded grant are contained as supplements to **Federal Funds** **Attachment E** and Applicants are to complete and submit these Attachments with their Proposal as instructed in the Attachments. Acceptance of this agreement indicates the Applicant’s intent to comply with all conditions, which are part of this Grant.

## 1.25 Conflict of Interest Affidavit and Disclosure

Applicants shall complete and sign the **Conflict of Interest Affidavit and Disclosure** (**Attachment F**) and submit it with their Proposal. All Applicants are advised that if a Grant is awarded as a result of this solicitation, the successful Grantee’s personnel who perform or control work under this Grant and each of the participating subgrantee personnel who perform or control work under this Grant shall be required to complete agreements substantially similar to **Attachment F - Conflict of Interest Affidavit and Disclosure**.

## 1.26 Non-Disclosure Agreement

All Applicants are advised that this solicitation and any resultant Grant(s) are subject to the terms of the **Non-Disclosure Agreement** (NDA) contained in this solicitation as **Attachment G.** This Agreement must be provided within five (5) Business Days of notification of proposed Grant award; however, to expedite processing, it is suggested that this document be completed and submitted with the Proposal.

## 1.27 Non-visual Access

By submitting a Proposal, the Applicant warrants that the information technology offered under the Proposal: (1) provides equivalent access for effective use by both visual and non-visual means; (2) will present information, including prompts used for interactive communications, in formats intended for both visual and non-visual use; (3) if intended for use in a network, can be integrated into networks for obtaining, retrieving, and disseminating information used by individuals who are not blind or visually impaired; and (4) is available, whenever possible, without modification for compatibility with software and hardware for non-visual access. The Applicant further warrants that the cost, if any, of modifying the information technology for compatibility with software and hardware used for non-visual access will not increase the cost of the information technology by more than five percent (5%). For purposes of this solicitation and resulting Grant Agreement, the phrase “equivalent access” means the ability to receive, use, and manipulate information and to operate controls necessary to access and use information technology by non-visual means. Examples of equivalent access include keyboard controls used for input and synthesized speech, Braille, or other audible or tactile means used for output.

The Maryland IT Non-visual Access standards can be found at: [**www.doit.maryland.gov**](http://www.doit.maryland.gov), keyword: NVA.

## 1.28 Federal Funding Accountability and Transparency Registration (Transparency Act)

All Grantees are required to maintain a valid Dun & Bradstreet Data Universal Numbering System (DUNS) number and current registration in the Central Contractor Registry (CCR) prior to award. The registration procedure for the CCR can be found at [**www.ccr.gov**](http://www.ccr.gov). Grantees can request a DUNS number or modification to an existing DUNS record by using the online web form process at [**http://fedgov.dnb.com/webform**](http://fedgov.dnb.com/webform) (for US and International locations) or they can call 866-705-5711. The toll free number is for US locations only.

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# SECTION 2 – MINIMUM QUALIFICATIONS

## 2.1 Applicant Minimum Qualifications

The Applicant shall:

1. Have a minimum of three (3) consecutive years’ experience providing home-based services to children or youth who are at imminent risk of out-of-home placement and/or at high risk of future maltreatment. As proof of meeting this requirement, the Applicant shall provide with its Proposal three (3) references able to attest to the Applicant’s experience.

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# SECTION 3 – SCOPE OF WORK

## 3.1 Background and Purpose

The State is issuing this RFGP for the purposes of preventing further maltreatment of a child and/or family disruption through the selection of an Applicant to implement, facilitate and manage the daily operations of the IFPS Program in Frederick County, Maryland.

The IFPS Program is an intensive, in-home family intervention service targeting families whose children are at imminent risk of out-of-home placement into foster care, juvenile commitment, education and/or mental health facilities and/or at high risk for future maltreatment. This risk is supported by documentation provided by the referring source, which may include a discharge plan from a Treatment Facility, court order, Safety Assessment or a MFRA. IFPS involves families as partners in all steps of the therapeutic and intervention process. Services include, but are not limited to: crisis intervention/prevention; family counseling; and family education in the areas of child development, parenting skills, communication skills, and mood management.

Since 2007, FCDSS has provided grants to Frederick County agencies to run the IFPS Program. During this time, the IFPS Program has served approximately 80-90 families per year. **Please note that these past figures are only estimates and not a guarantee of the number of families the Grantee will serve during the Grant term.**

## 3.2 Scope of Work

The IFPS Program provides the following types of services to Frederick County residents: case management; crisis intervention/prevention; family counseling; family education in the areas of child development, parenting skills, communication skills, and mood management; and referrals to community partners. The Program is composed of two phases of intensity: 1) the Intensive Services Phase and 2) the Step-Down Phase. The first phase, Intensive Services, utilizes a team approach consisting of a lead social worker and a family support worker. The team conducts a minimum of five (5) hours of direct family contact each week. Intensive IFPS may continue for a maximum of 42 calendar days at which time the case will be either closed due to the successful completion of services (removal of the risk that caused the referral) or transitioned to the Step-Down Phase.

During the Step-Down Phase, services may be delivered through either the team approach or a single case manager. The case manager will be either the lead social worker or the family support worker who worked with the family during the Intensive Services Phase. The team or case manager will have a minimum of two (2) hours of direct contact with the family each week. During this contact, the team or case manager will see the identified child in order to provide interventions and services as well as to assess the child’s safety. The Step-Down Phase runs for 120 days unless circumstances dictate the need for a 90-day extension.

**3.2.2 GRANTEE REQUIREMENTS**

The Grantee shall:

1. Referrals
   * + 1. Accept referrals, via fax or email, from any of the following partnering agencies: Frederick County Department of Social Services, Frederick County Board of Education, Frederick County Health Department, Frederick County Department of Juvenile Services, and the Mental Health Management Agency of Frederick County.
       2. Accept referrals from private providers. Any acceptance shall be at the discretion of the IFPS Program Manager based on the family need, the family’s history of utilizing other intervention programs, and the ability of the IFPS Program to provide timely services to the family.
       3. Make provisions for families to self-refer.
       4. Ensure all families to sign the IFPS Acknowledgment of Family Referral (**Attachment I)** form to indicate they are aware of and in agreement with the referral to the IFPS Program.
2. Eligibility Determinations
   * + 1. Ensure its Program Manager, no later than one business day after receiving a referral, contacts the family or referral source to determine whether to accept or deny a case.
       2. If denied, the IFPS Program Manager or designee shall notify the referring source on the same business day of the determination, by phone, and follow up with a written letter within five (5) business days documenting the reason for the denial.
          1. Reasons for denial of service may include, but are not limited to:
   1. the inability to identify a child who is at imminent risk of an out-of-home placement;
   2. the inability to identify a child who is at high risk of experiencing future maltreatment;
   3. the family declines the services;
   4. the inability to locate the family after reasonable efforts;
   5. the family does not reside in Frederick County;
   6. the family’s circumstances have changed and there are no longer safety concerns (the IFPS staff shall attempt to obtain a current risk and/or safety assessment to support this determination);
   7. the IFPS Program is not able to provide timely services due to caseloads exceeding the allowable amounts as defined by this RFGP (see 3.2.2.C.1.b and 3.2.2.C.2.a for more detail).
      * 1. If accepted, a Lead Social Worker or Family Support Worker shall:
           1. Make initial telephone contact with the family no later than one business day after accepting the case.
           2. Make face-to-face contact with the family (including the identified child) no later than two (2) business days after accepting the case.
           3. Complete a SAFE-C for the identified child **(Attachment J)**.
           4. Complete and have the family sign the In-Home Family Services Program Initial Service Agreement (**Attachment K)**. This document outlines the duties of the family and the Grantee as well as indicates the family’s acceptance of services.
3. Service Provision
   * + 1. Intensive Services Phase:
          1. Conduct a minimum of five (5) hours of direct family contact each week.

These hours may include:

Face-to-face contact;

Travel to and from a family contact;

Phone contact; and

Collateral contact such as meetings with counselors or the referral source to discuss the family.

* + - * 1. Ensure its Lead Social Worker(s) and Family Support Worker(s) carry no fewer than three and no more than 5 Intensive Phase cases.
        2. Document the hours of contact in MD CHESSIE, showing that the activity or contact was case-related.
        3. Coordinate an initial team meeting that will occur within seven (7) business days of acceptance of the case.

The Grantee’s staff shall invite the referral source, family members, and community stakeholders to this team meeting.

* + - * 1. Following the initial team meeting, develop an IFPS Program Service Plan (**Attachment L**) which shall address the reason for the referral, the services to be provided, the expected outcome, who is responsible for the tasks identified and the timeframes for such, and finally, how success will be measured.
        2. Meet with the identified child during the direct family contact hours in order to provide interventions and services, as well as assess the child’s safety.
        3. Provide the services needed to assist the family as outlined in the family’s IFPS Program Service Plan.
        4. Within the first three (3) weeks following acceptance, complete the Child and Adolescent Needs and Strengths Assessment (CANS-F) in MD-CHESSIE.
        5. Within 30 days of accepting a case, complete:

A MFRA (**Attachment M)** in CHESSIE; and

Maryland’s In-Home Progress Review (**Attachment N)** in MD CHESSIE (the State Project Manager will review this document to determine the appropriateness of the Service Plan and the need for continuation of services).

* + - * 1. Ensure that service provision during this phase does not run longer than 42 calendar days.
        2. At the end of the 42-day period (or the family’s resolution of its issues if resolution takes less than 42 days), coordinate and conduct a team meeting.

The Grantee shall invite the referral source, family members, and Community Stakeholders to attend the team meeting.

During the team meeting, the Grantee shall provide the family a brief summary of the interventions that were provided by the IFPS Program and recommendations, if any, for continued services.

If the family does not need further services, the Grantee shall:

Complete a MFRA and SAFE-C; and

Close the case

If the family requires further services, transition the family to the Step-Down Phase.

* + - 1. Step- Down Phase
         1. Ensure its case manager carries no fewer than six (6) and no more than ten (10) Step-Down cases.
         2. Provide a minimum of two (2) hours of direct family contact each week, with the activity hours documented in MD CHESSIE.
         3. Meet with the identified child during the direct family contact hours in order to provide interventions and services, as well as assess the child’s safety.
         4. Provide the services needed to assist the family as outlined in the family’s IFPS Program Service Plan.
         5. Review the family’s Service Plan no later than seven (7) business days after initiating the Step-Down Phase.
         6. Revise the family’s Service Plan as needed.
         7. Within the first three (3) weeks of initiating the Step-Down Phase, update the CANS-F.
         8. Within 90 calendar days of initiating the Step-Down Phase, complete:

An updated In-Home Progress Review in MD CHESSIE (the State Project Manager will review this document to determine the appropriateness of the Service Plan and the need for continuation of services);

A MFRA; and

A SAFE-C.

* + - * 1. Ensure services do not last for more than 120 calendar days.
        2. Prior to completion of the Step-Down Phase:

Complete a MFRA and SAFE-C;

Coordinate and conduct a team meeting.

The Grantee shall invite the referral source, family members, IFPS staff and Community Stakeholders to attend the team meeting.

During the team meeting, the Grantee shall provide the family a brief summary of the interventions that were provided by the IFPS program and recommendations, if any, for continued services.

If it is determined that the family requires further services, the Grantee shall refer the family to the appropriate agency or program. These referrals may include community resources or another FCDSS program.

If the family continues to need IFPS as determined by the team meeting, SAFE-C and MFRA, request a 90-day extension of the initial 120-day service window from the FCDSS Assistant Director for Child, Family and Adult Services or designee. This extension shall last no more than 90 calendar days beyond the initial 120 day timeframe.

The Grantee shall submit the request in writing, and provide a copy of the minutes from the team meeting and copies of the SAFE-C and MFRA. FCDSS will provide a written determination of the appropriateness of continued IFPS to the IFPS Program Manager no later than one business day after receiving the extension request.

* + - 1. Create and a client satisfaction survey that will be provided to all families upon closure of an IFPS case. The survey shall assess these four areas at minimum:
         1. The quality of the services provided;
         2. The effectiveness of the services provided;
         3. Any suggestions for improvement; and
         4. Whether the family would refer a friend.
      2. Provide a copy of the client satisfaction to the State Project Manager upon case closure while keeping a copy for the case record.
      3. No later than six (6) months following case closure, ensure its IFPS Program Manger or designee contacts the family via phone or in person to determine the continued safety of the child.
         1. If additional concerns regarding the identified child’s safety and stability are noticed during this follow-up contact, the IFPS Program Manager shall notify CPS immediately (if warranted) and notify the referring agency no later than 24 hours after the contact.
         2. After this six-month follow-up, submit an IFPS Aftercare Report (**Attachment O**) to the referring agency and maintain a copy in the Grantee’s case file/record.

The IFPS Program Manager will develop the After Care Report (a sample is included as Attachment O); however, at a minimum, the After Care Report shall assess whether the family has experienced an increase in risk and safety concerns during the 6 months following the closing of the IFPS case or the child has been placed out of home since the closing of the IFPS case.

* + - 1. Ensure its staff is available to attend FIMs, court hearings and periodic ad hoc meetings that may involve case planning and monitoring with all partnering agencies. The referring agency will provide as much advance notice of scheduled commitments as possible.
      2. Meet monthly with the FCDSS Assistant Director for Child, Family and Adult Services or designee for contract monitoring and program compliance.

1. Staffing
   * + 1. Staff a sufficient number of Lead Social Workers and Family Support Workers to handle up to fifteen cases at a time (5 Intensive Phase cases and 10 Step-Down Phase cases (see 3.2.2.C.1.b and 3.2.2.C.2.a for more detail)). Based on the historical number of citizens served, FCDSS believes sufficient staffing would consist of 3 Lead Social Workers and 3 Family Support Workers. However, the Grantee is free to propose different levels in its proposal.
       2. Staffing Requirements
          1. Ensure its staff meets the following requirements:

Lead Social Workers shall:

Have a Master of Social Work (MSW) degree;

Be licensed as a LGSW (Licensed Graduate Social Worker), LCSW or LCSW-C by the Maryland Board of Social Work Examiners.

Family Support Workers shall:

Have a Bachelor’s Degree, preferably in Social Work or a similar social sciences or human services field (e.g., Psychology, Sociology, or Family Studies); and

Have a minimum of one year of experience working with children or youth.

The Interagency Family Preservation Services Program Manager shall:

Be licensed at the clinical level, LCSW-C, by the Maryland Board of Social Work Examiners; and

Have a minimum of two (2) years of experience working with children and youth who are at risk of an out-of-home placement or high risk of maltreatment.

* + - 1. Maintain documentation of all IFPS employee’s criminal history records checks, licenses, and degrees for review by the State Project Manager or designee.
      2. Ensure its staff has knowledge of:
         1. COMAR 07.02.01 (In Home Family Services);
         2. COMAR 07.02.07 (Child Protective Services);
         3. COMAR 07.02.11 (Out of Home Placement Program);
         4. Relevant Child Protective Services CPS/Family Service policies and community resources in Frederick County, Maryland.
      3. Ensure its staff completes DHR’s Pre-Service Competency training offered by the University of Maryland, Baltimore, (UMB) School of Social Work (SSW), Child Welfare Academy. Pre-Service Competency training is a six (6) week training held at UMB SSW in Baltimore. FCDSS will arrange the registration of all workers and managers however the schedule is arranged by the University of Maryland Child Welfare Academy. The training is offered six (6) times a year.
      4. Ensure its staff completes all pertinent training regarding the use of MD CHESSIE as offered by the Department of Human Resources prior to the start of the Grant. FCDSS will provide additional detail regarding this training to the Grantee following Grant award.

1. Case Documentation

Ensure all cases shall include the following documentation:

* + - 1. Referral Form
         1. Maintained in case record
      2. Initial Service Agreement,
         1. Maintained in case record; and
         2. Completed within two ( 2) business days of case acceptance.
      3. SAFE-C,
         1. Maintained in MD CHESSIE and the case record.
         2. One is completed:

Within two (2) days of accepting an IFPS case;

Within 30 days following acceptance of an IFPS case;

Within 90 days of entering the Step-Down Phase;

Prior to closing a case; and

Whenever there is a safety concern.

* + - 1. MFRA
         1. Maintained in MD CHESSIE and the case record.
         2. One is completed:

Within 30 days following acceptance of an IFPS case;

Within 90 days of entering the Step-Down Phase;

Prior to closing a case; and

Whenever there is a safety concern.

* + - 1. CANS-F,
         1. Maintained in MD CHESSIE and the case record.
         2. One is completed:

By week 3 of the Intensive Services Phase;

By week 3 of the Step-Down Phase; and

At case closure.

* + - 1. Service Plan
         1. A copy is provided to the family;
         2. The Grantee maintains the original in the case record;
         3. Completed within seven (7) days of case acceptance.
      2. In-Home Family Service Progress Review.
         1. Maintained in case record; and
         2. One is completed:

Within 30 days following acceptance of an IFPS case;

Within 90 days of entering the Step-Down Phase;

1. Facility Standards
   * + 1. Operate out of an in-county office that is accessible to clients in both location and business hours. An ‘accessible’ facility is one that is easy for the majority of clients to access whether by public or private modes of transportation and provides adequate and regular operating hours to be available for clients and other agencies/individuals to obtain services during Normal State Business Hours.
       2. Ensure that its office contains space that provides privacy for interviewing or discussion of client information.
       3. Provide secure, locked storage of client information (case files)
          1. At a minimum, the records shall be maintained in a locked file cabinet with access restricted to the IFPS staff and Program Manager.
       4. Ensure security safeguards are in place for MD CHESSIE in a manner that eliminates access by non-staff members.
       5. Provide sufficient space on-site or arrange for convenient off-site space that affords privacy to accommodate periodic team meetings that may potentially consist of ten or more participants.

NOTE: The State Project Manager will conduct a site visit of the vendor’s facility occur prior to the initiation of this grant.

1. Technology

The Grantee shall maintain the necessary systems of communication: telephones, fax machines, computer systems including programs and printers, and internet service that will allow for Virtual Private Network (VPN) access to the MD CHESSIE System.

* + 1. **PROGRAM MONITORING AND PERFORMANCE STANDARDS**

Quarterly IFPS program monitoring will occur in order to assess the Grantee’s performance for Grant compliance. To prepare for monitoring visits, the IFPS Program Manager shall complete the IFPS Quarterly Report (**Attachment P**) and submit it to the State Project Manager at the time of the site visit. Monitoring will include, at a minimum, a review of MD CHESSIE, client hard-copy records, personnel and fiscal records. Additionally, at the discretion of the State Project Manager, client interviews and collateral contacts may be conducted. In addition to the requirements of this RFGP, the Program Monitor will evaluate the Grantee on the following IFPS standards and outcomes:

|  |  |  |
| --- | --- | --- |
| **Indicator** | **Target** | **Source** |
| Percentage of Referrals that are accepted into IFPS | 98% of referrals will be accepted into IFPS | IFPS Quarterly Report |
| Number of Families served | 85 for Grant year | CHESSIE/IFPS Quarterly Report |
| Percentage of Out-of-Home Placements Prevented while case is open with IFPS | 90% of open IFPS cases will not have an Out of Home Placement while the case is open\* | CHESSIE/IFPS Quarterly Report |
| Percentage of families without an Out-of-Home Placement 6 months following closing of IFPS | 90% of open IFPS cases will not have an Out of Home Placement 6 months following closing of IFPS.\* | IFPS Quarterly Report/Family Survey |
| Families will experience a Reduction in Safety and Risk concerns | Safety and Risk assessments will decrease by at least one standard | SAFE-C and MFRA |
| Family Satisfaction | 85% of families will report satisfaction with IFPS | Satisfaction surveys |
| Timeliness and Completeness of Reporting Requirements | 100% of requirements are achieved | State Project Manager |

\* Of the cases that do result in an Out-Of-Home Placement, IFPS staff shall note the number and type of placement that occurred (i.e. Voluntary Placement, foster home, therapeutic foster home, group home, residential treatment facility, hospital) on the Quarterly Report.

The Grantee’s failure to meet performance measures may result in the State Project Manager requiring the Grantee to submit a Corrective Action Plan (CAP). The CAP shall describe in detail the actions the Grantee will take to resolve the deficiencies and the timeline (begin and end dates) for completing each action. If requested, the State Project Manager will notify the Grantee by fax or e-mail. The Grantee shall have five (5) Business Days after receiving notification to submit the CAP. The State Project Manager will approve or deny the CAP no later than five (5) Business Days after receipt. The Grantee’s failure to submit an acceptable CAP may result in DHR withholding a portion of the Grantee’s monthly payment.

**3.2.4 GRANT REPORTING REQUIREMENTS**

All Grant Reports shall be submitted to the State Project Manager (**see Section 1.5**) as follows:

1. The IFPS Monthly Invoice (**Attachment Q)**, is due by the 15th of each month for service rendered the previous month.
2. The IFPS Quarterly Report (**Attachment P**) is a report that is completed by the IFPS Program Manager and submitted four (4) times per fiscal year. The Quarterly Report provides statistical and programmatic data and a means to evaluate the effectiveness of the IFPS Program. Quarterly Reports are due by the following dates:

1st Quarter Reports will be due by February 15 and covers the period of November 1 through January 31.

2nd Quarter Reports will be due by May 15 and covers the period of February 1 through April 30.

3rd Quarter Reports will be due by August 15 and covers the period of May 1 through July 31.

4th Quarter Reports will be due by November 15 and covers the period of August 1 through October 31.

(These Quarterly reports are to be submitted for each year of the Grant).

1. An IFPS Client Survey **(Attachment R)** upon closing of an IFPS case.
2. The After Care Report (**Attachment O)** due no later than one business day following its completion.

**Failure to submit required reports within the timeframes identified may result in termination of any Grant awarded through this RFGP or reduction/withholding of Grant payment as identified in Section 3.6 (Invoicing) of this RFGP. Final invoice payment is contingent upon receipt of all Grant Reporting Requirements identified above.**

## 3.3 Security Requirements

3.3.1 **Employee Identification**

(a) Each person who is an employee or agent of the Grantee or subgrantee shall display his or her company ID badge at all times while on State premises. Upon request of authorized State personnel, each such employee or agent shall provide additional photo identification.

(b) At all times at any facility, the Grantee’s personnel shall cooperate with State site requirements that include but are not limited to being prepared to be escorted at all times, providing information for badge issuance, and wearing the badge in a visual location at all times.

3.3.2 **Criminal Background Check**

The Grantee shall obtain from each prospective employee a signed statement permitting a criminal background check. The Grantee shall secure at its own expense a Maryland State Police and/or FBI background check and shall provide the State Project Manager with completed checks on all new employees prior to assignment. The Grantee may not assign an employee with a criminal record to work under this Grant unless prior written approval is obtained from the State Project Manager. However, the State Project Manager shall not approve any individual who has been convicted of the following crimes:

* 1. Child abuse;
  2. Child neglect;
  3. Spousal abuse; or
  4. Any other crime against children including possession and/or distribution of child pornography.

3.3.3 **Information Technology**

For purposes of this solicitation and the resulting Grant:

(a) "Sensitive Data” means information that is protected against unwarranted disclosure, to include Personally Identifiable Information (PII), Protected Health Information (PHI) or other private/confidential data, as specifically determined by the State. Sensitive Data includes information about an individual that (1) can be used to distinguish or trace an individual‘s identity, such as name, social security number, date and place of birth, mother‘s maiden name, or biometric records; (2) is linked or linkable to an individual, such as medical, educational, financial, and employment information; (3) falls within the definition of “personal information” under Md. Code Ann., Com. Law § 14-3501(d); or (4) falls within the definition of “personal information" under Md. Code Ann., State Govt. § 10-1301(c).

1. “Relevant subgrantee” includes any subgrantee that assists the Grantee in the critical functions of the Grant, handles Sensitive Data, and/or assists with any related implemented system, excluding subgrantees that provide secondary services that are not pertinent to assisting the Grantee in the critical functions of the Grant, handling Sensitive Data, and/or assisting with any related implemented system.
2. The Grantee, including any relevant subgrantee(s), shall implement administrative, physical, and technical safeguards to protect State data that are no less rigorous than accepted industry standards for information security such as those listed below, and shall ensure that all such safeguards, including the manner in which State data is collected, accessed, used, stored, processed, disposed of and disclosed, comply with applicable data protection and privacy laws as well as the terms and conditions of this solicitation and resulting Grant.
3. The Grantee, including any and all subgrantee(s), agrees to abide by all applicable federal, State and local laws concerning information security and comply with current State of Maryland Department of Information Technology Security Policy: [**http://doit.maryland.gov/support/Pages/SecurityPolicies.aspx**](http://doit.maryland.gov/support/Pages/SecurityPolicies.aspx). The State IT Security Policy may be revised from time to time. The Grantee and all subgrantees shall comply with all such revisions. Updated and revised versions of the State IT Policy and Standards are available online at: [**www.doit.maryland.gov**](http://www.doit.maryland.gov) – keyword: Security Policy.

3.3.3.1 **Information Security Requirements**

To ensure appropriate data protection safeguards are in place, the Grantee and any relevant subgrantee(s) shall at a minimum implement and maintain the following information technology controls at all times throughout the life of the Grant. The Grantee and any relevant subgrantee(s) may augment this list with additional information technology controls.

1. Establish separate production, test, and training environments for systems supporting the services provided under this Grant and ensure that production data is not replicated in the test and/or training environment unless it has been previously anonymized or otherwise modified to protect the confidentiality of Sensitive Data elements.
2. Apply hardware and software hardening procedures as recommended by the manufacturer to reduce the Grantee/subgrantee’s systems’ surface of vulnerability. The purpose of system hardening procedures is to eliminate as many security risks as possible. These procedures may include but are not limited to removal of unnecessary software, disabling or removing of unnecessary services, the removal of unnecessary usernames or logins, and the deactivation of unneeded features in the Grantee/subgrantee’s system configuration files.
3. Establish policies and procedures to implement and maintain mechanisms for regular internal vulnerability testing of operating system, application, and network devices supporting the services provided under this Grant. Such testing is intended to identify outdated software versions; missing software patches; device or software misconfigurations; and to validate compliance with or deviations from the Grantee’s and/or subgrantee’s security policy. The Grantee and any relevant subgrantee(s) shall evaluate all identified vulnerabilities for potential adverse effect on the system’s security and/or integrity and remediate the vulnerability promptly or document why remediation action is unnecessary or unsuitable. The Department shall have the right to inspect these policies and procedures and the performance of vulnerability testing to confirm the effectiveness of these measures for the services being provided under this Grant.
4. Where website hosting or Internet access is the service provided or part of the service provided, the Grantee and any relevant subgrantee(s) shall conduct regular external vulnerability testing. External vulnerability testing is an assessment designed to examine the Grantee’s and subgrantee’s security profile from the Internet without benefit of access to internal systems and networks behind the external security perimeter. The Grantee and any relevant subgrantee(s) shall evaluate all identified vulnerabilities on Internet-facing devices for potential adverse effect on the system’s security and/or integrity and remediate the vulnerability promptly or document why remediation action is unnecessary or unsuitable. The Department shall have the right to inspect these policies and procedures and the performance of vulnerability testing to confirm the effectiveness of these measures for the services being provided under this Grant.
5. Ensure that anti-virus and anti-malware software is installed and maintained on all systems supporting the services provided under this Grant; that the anti-virus and anti-malware software is automatically updated; and that the software is configured to actively scan and detect threats to the system for remediation.
6. Enforce strong user authentication and password control measures over the Grantee/subgrantee’s systems supporting the services provided under this Grant to minimize the opportunity for unauthorized system access through compromise of the user access controls. At a minimum, the implemented measures should be consistent with the most current State of Maryland Department of Information Technology’s Information Security Policy (<http://doit.maryland.gov/support/Pages/SecurityPolicies.aspx>), including specific requirements for password length, complexity, history, and account lockout.
7. Ensure State data under this service is not processed, transferred, or stored outside of the United States.
8. Ensure that State data is not comingled with the Grantee’s and subgrantee’s other clients’ data through the proper application of data compartmentalization security measures. This includes but is not limited to classifying data elements and controlling access to those elements based on the classification and the user’s access or security level.
9. Apply data encryption to protect State data, especially Sensitive Data, from improper disclosure or alteration. Data encryption should be applied to State data in transit over networks and, where possible, State data at rest within the system, as well as to State data when archived for backup purposes. Encryption algorithms which are utilized for this purpose must comply with current Federal Information Processing Standards (FIPS), “Security Requirements for Cryptographic Modules”, FIPS PUB 140-2.

[http://csrc.nist.gov/publications/**fips**/**fips140-2**/**fips1402**.pdf](http://csrc.nist.gov/publications/fips/fips140-2/fips1402.pdf)

<http://csrc.nist.gov/groups/STM/cmvp/documents/140-1/1401vend.htm>

1. Enable appropriate logging parameters on systems supporting services provided under this Grant to monitor user access activities, authorized and failed access attempts, system exceptions, and critical information security events as recommended by the operating system and application manufacturers as well as information security standards including the current State of Maryland Department of Information Security Policy: <http://doit.maryland.gov/support/Pages/SecurityPolicies.aspx>
2. Retain the aforementioned logs and review them at least daily to identify suspicious or questionable activity for investigation and documentation as to their cause and perform remediation, if required. The Department shall have the right to inspect these policies and procedures and the Grantee or subgrantee’s performance to confirm the effectiveness of these measures for the services being provided under this Grant.
3. Ensure system and network environments are separated by properly configured and updated firewalls to preserve the protection and isolation of Sensitive Data from unauthorized access as well as the separation of production and non-production environments.
4. Restrict network connections between trusted and untrusted networks by physically and/or logically isolating systems supporting the services being provided under the Grant from unsolicited and unauthenticated network traffic.
5. Review at regular intervals the aforementioned network connections, documenting and confirming the business justification for the use of all service, protocols, and ports allowed, including the rationale or compensating controls implemented for those protocols considered insecure but necessary.
6. Ensure that the Grantee’s and any subgrantee’s personnel shall not connect any of their own equipment to a State LAN/WAN without prior written approval by the State. The Grantee/subgrantee shall complete any necessary paperwork as directed and coordinated with the State Project Manager to obtain approval by the State to connect Grantee/subgrantee-owned equipment to a State LAN/WAN.

3.3.3.2  **Contingency /** **Disaster Recovery Plans**

1. The Grantee and any relevant subgrantee(s) shall have robust contingency and disaster recovery plans in place to ensure that the services provided under this Grant will be maintained in the event of disruption to the Grantee/subgrantee’s operations (including, but not limited to, disruption to information technology systems), however caused.
2. The contingency and disaster recovery plans must be designed to ensure that services under this Grant are restored after a disruption within 72 hours in order to avoid unacceptable consequences due to the unavailability of services.
3. The Grantee and any relevant subgrantee(s) shall test the contingency/disaster recovery plans at least twice annually to identify any changes that need to be made to the plan(s) to ensure a minimum interruption of service. Coordination shall be made with the State to ensure limited system downtime when testing is conducted. At least one annual test shall include backup media restoration and failover / fallback operations.
4. Such contingency and disaster recovery plans shall be available for the Department to inspect and to practically test at any reasonable time, and shall be subject to regular updating, revision, and testing throughout the term of the Grant.

3.3.3.3 **Incident Response Requirement**

1. The Grantee shall notify the State Project Manager when any Grantee and/or subgrantee system that may access, process, or store State data or work product is subject to unintended access or attack. Unintended access or attack includes compromise by computer malware, malicious search engine, credential compromise or access by an individual or automated program due to a failure to secure a system or adhere to established security procedures.
2. The Grantee shall notify the State Project Manager within one (1) Business Day of the discovery of the unintended access or attack by providing notice via written or electronic correspondence to the State Project Manager and Procurement Officer.
3. The Grantee shall notify the State Project Manager within two (2) hours if there is a threat to the Grantee and/or subgrantee's systems as it pertains to the use, disclosure, and security of the Department’s Sensitive Data.
4. If an unauthorized use or disclosure of any Sensitive Data occurs, the Grantee must provide written notice to the State Project Manager within one (1) Business Day after the Grantee's discovery of such use or disclosure and, thereafter, all information the State requests concerning such unauthorized use or disclosure.
5. The Grantee, within one (1) Business Day of discovery, shall report to the State Project Manager any improper or non-authorized use or disclosure of Sensitive Data. The Grantee's report shall identify:
   1. the nature of the unauthorized use or disclosure;
   2. the Sensitive Data used or disclosed;
   3. who made the unauthorized use or received the unauthorized disclosure;
   4. what the Grantee has done or shall do to mitigate any deleterious effect of the unauthorized use or disclosure; and:
   5. what corrective action the Grantee has taken or shall take to prevent future similar unauthorized use or disclosure.
   6. the Grantee shall provide such other information, including a written report, as reasonably requested by the State.
6. The Grantee shall comply with all applicable laws that require the notification of individuals in the event of unauthorized release of PII or other event requiring notification. In the event of a breach of any of the Grantee's security obligations or other event requiring notification under applicable law, the Grantee agrees to assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend the State and its officials and employees from and against any claims, damages, or other harm related to such security obligation breach or other event requiring the notification.
7. This Section 3.3.3.3 shall survive expiration or termination of the Grant.

## 3.4 Insurance Requirements

3.4.1 The Grantee shall maintain Commercial General Liability Insurance to cover losses resulting from, or arising out of, Grantee action or inaction in the performance of the Grant by the Grantee, its agents, servants, employees, or subcontractors, with a limit of $1,000,000 per occurrence and $2,000,000 aggregate.

3.4.2 The Grantee shall maintain Errors and Omissions/Professional Liability insurance with a minimum limit of $5,000,000 per claim and annual aggregate

3.4.3 The Grantee shall maintain Automobile and/or Commercial Truck Insurance as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.

3.4.4 The Grantee shall maintain Crime Insurance to cover employee theft with minimum single loss limit of $1,000,000 per loss, and a single loss retention not to exceed $10,000.

3.4.5 Within five (5) Business Days of recommendation for Grant award, and before any work begins, the Grantee shall provide the Procurement Officer with current certificates of insurance, and shall update such certificates periodically, but no less than annually in multi-year contracts, as directed by the State Project Manager. Such copy of the Grantee’s current certificate of insurance shall contain at minimum the following:

a. Workers’ Compensation – The Grantee shall maintain such insurance as necessary and/or as required under Workers’ Compensation Acts, the Longshore and Harbor Workers’ Compensation Act, and the Federal Employers’ Liability Act.

b. Commercial General Liability as required in Section 3.4.1.

c. Errors and Omissions/Professional Liability as required in Section 3.4.2.

d. Automobile and/or Commercial Truck Insurance as required in Section 3.4.3.

e. Crime Insurance as required in Section 3.4.4.

3.4.6 The “State of Maryland, its officers, employees and agents” shall be listed as an additional insured on any Commercial General Liability, Auto Liability, Professional/Cyber Liability, and excess liability or umbrella policies with the exception of Worker’s Compensation Insurance, which is currently handled by the Chesapeake Employer’s Insurance Company (formerly Injured Worker’s Insurance Fund). All insurance policies shall be endorsed to include a clause that requires that the insurance carrier provide the State Project Manager, by certified mail, not less than 30 days’ advance notice of any non-renewal, cancellation, or expiration. In the event the State Project Manager receives a notice of non-renewal, the Grantee shall provide the State Project Manager with an insurance policy from another carrier at least 15 days prior to the expiration of the insurance policy then in effect. All insurance policies shall be with a company licensed by the State to do business and to provide such policies.

3.4.7 The Grantee shall require that any subcontractors providing primary services (as opposed to non-critical, ancillary services) under this Grant obtain and maintain the same levels of insurance and shall provide the State Project Manager with the same documentation as is required of the Grantee.

## 3.5 Problem Escalation Procedure

3.5.1 The Applicant must provide and maintain a Problem Escalation Procedure (PEP) for both routine and emergency situations. The PEP must state how the Applicant will address problem situations as they occur during the performance of the Grant, especially problems that are not resolved to the satisfaction of the State within appropriate timeframes.

The Applicant shall provide contact information to the State Project Manager, as well as to other State personnel, as directed should the State Project Manager not be available.

3.5.2 The Applicant must provide the PEP no later than five (5) Business Days after notice of Grant award or after the date of the Notice to Proceed, whichever is earlier. The PEP, including any revisions thereto, must also be provided within ten (10) Business Days after the start of each Grant year and within ten (10) Business Days after any change in circumstance which changes the PEP. The PEP shall detail how problems with work under the Grant will be escalated in order to resolve any issues in a timely manner.

The PEP shall include:

* The process for establishing the existence of a problem;
* The maximum duration that a problem may remain unresolved at each level in the Applicant’s organization before automatically escalating the problem to a higher level for resolution;
* Circumstances in which the escalation will occur in less than the normal timeframe;
* The nature of feedback on resolution progress, including the frequency of feedback to be provided to the State;
* Identification of, and contact information for, progressively higher levels of personnel in the Applicants’s organization who would become involved in resolving a problem;
* Contact information for persons responsible for resolving issues after normal business hours (e.g., evenings, weekends, holidays, etc.) and on an emergency basis; and
* A process for updating and notifying the State Project Manager of any changes to the PEP.

Nothing in this section shall be construed to limit any rights of the State Project Manager or the State which may be allowed by the Grant or applicable law.

## 3.6 Invoicing

3.6.1 **General**

(a) All invoices for services shall be signed by the Grantee and submitted to the State Project Manager. All invoices shall include the following information:

* Grantee name;
* Remittance address;
* Federal taxpayer identification number (or if sole proprietorship, the individual’s social security number);
* Invoice period;
* Invoice date;
* Invoice number
* State assigned Grant number;
* State assigned (Blanket) Purchase Order number(s);
* Goods or services provided (e.g. timesheets, ADP records, or receipts); and
* Amount due.

Invoices submitted without the required information cannot be processed for payment until the Grantee provides the required information.

(b) The Department reserves the right to reduce or withhold Grant payment in the event the Grantee does not provide the Department with all required Grant Reporting Requirements (see Section 3.2.3) within the time frames specified in the Grant or in the event that the Grantee otherwise materially breaches the terms and conditions of the Grant until such time as the Grantee brings itself into full compliance with the Grant. Any action on the part of the Department, or dispute of action by the Grantee, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article §§ 15-215 through 15-223 and with COMAR 21.10.02.

3.6.2 **Invoice Submission Schedule**

The Grantee shall submit invoices in accordance with the following schedule:

The successful Applicant shall bill the local Department on a monthly basis by the 15th of the month for all services delivered during the previous month using the detailed invoice **(Attachment W)**.Payment shall be made based on 1/12th of the annual Total Grant price as indicated on the Pricing Proposal **(Attachment D-A)**.

Invoices must be addressed to the State Project Manager (see Section 1.5).

## 3.7 Grantee’s Project Manager

The Grantee shall identify an individual to serve as the Grantee’s Project Manager (see RFGP Section 4.4.2.8).The Grantee’s Project Manager shall manage the daily operations of the program and be available on a daily basis to discuss the same. Program management includes but is not limited to: coordination, implementation and compliance with Grant requirements including submission of reports, and having knowledge of the budget and the provision of services to clients. The Grantee’s Project Manager shall also be available to meet with representatives of the Department at periodic monitoring visits and other program related meetings. The Department will give Grantees a minimum of 2 weeks advanced notice of meeting dates, locations, times and purpose.

## 3.8 End of Grant Transition

The Grantee is responsible for a transition plan to transfer operation of the program to a successor Applicant that shall enable the changeover to occur no later than 30 days from the grant effective date with no delay or decrease in services. The transition plan is to address the manner in which notification to all open clients and their referral sources will occur, the requirement for transitional meetings between agencies and the family, and the manner in which records will be maintained or transferred to the successor Applicant. **The transition plan must be submitted with this Proposal.** The Grantee shall work toward a prompt and timely transition, proceeding in accordance with the directions of the State Project Manager.  The State Project Manager may provide the Grantee with additional instructions to meet specific transition requirements prior to the end of Grant.

# SECTION 4 – PROPOSAL FORMAT

## 4.1 Two Part Submission

Applicants shall simultaneously submit Proposals in separate volumes:

* Volume I – TECHNICAL PROPOSAL
* Volume II – FINANCIAL PROPOSAL

## 4.2 Proposals

4.2.1 Volume I – Technical Proposal, and Volume II – Financial Proposal shall be sealed separately from one another. It is preferred, but not required, that the name, email address, and telephone number of the Applicant be included on the outside of the packaging for each volume. Each Volume shall contain an unbound original, so identified, and three (3) copies. Unless the resulting package will be too unwieldy, the State’s preference is for the two (2) sealed Volumes to be submitted together in a single package including a label bearing:

* The RFGP title and number,
* Name and address of the Applicant,
* Closing date and time for receipt of Proposals

Applicants shall submit Proposals to the Procurement Officer (see Section 1.4 “Procurement Officer”) prior to the date and time for receipt of Proposals (see Section 1.8 “Proposals Due (Closing) Date and Time”).

4.2.2 An electronic version (CD or DVD) of the Technical Proposal in Microsoft Word format must be enclosed with the original Technical Proposal. An electronic version (CD or DVD) of the Financial Proposal in Microsoft Word or Microsoft Excel format must be enclosed with the original Financial Proposal. CD/DVDs must be labeled on the outside with the RFGP title and number, name of the Applicant, and volume number. CD/DVDs must be packaged with the original copy of the appropriate Proposal (Technical or Financial).

4.2.3 A second electronic version of Volume I and Volume II in searchable Adobe.pdf format shall be submitted on CD or DVD for Public Information Act (PIA) requests. **This copy shall be redacted so that confidential and/or proprietary information has been removed** (see Section 1.11 “Public Information Act Notice”).

4.2.4 All pages of both Proposal volumes shall be consecutively numbered from beginning (Page 1) to end (Page “x”).

4.2.5 Proposals and any modifications to Proposals will be shown only to State employees, members of the Evaluation Committee, or other persons deemed by the Department to have a legitimate interest in them.

## 4.3 Delivery

Applicants may either mail or hand-deliver Proposals.

* + 1. For U.S. Postal Service deliveries, any Proposal that has been received at the appropriate mailroom, or typical place of mail receipt, for the respective procuring unit by the time and date listed in the RFGP will be deemed to be timely. If an Applicant chooses to use the U.S. Postal Service for delivery, the Department recommends that it use Express Mail, Priority Mail, or Certified Mail only as these are the only forms for which both the date and time of receipt can be verified by the Department. An Applicant using first class mail will not be able to prove a timely delivery at the mailroom, and it could take several days for an item sent by first class mail to make its way by normal internal mail to the procuring unit.
    2. Hand-delivery includes delivery by commercial carrier acting as agent for the Applicant. For any type of direct (non-mail) delivery, Applicants are advised to secure a dated, signed, and time-stamped (or otherwise indicated) receipt of delivery.
    3. After receipt, a Register of Proposals will be prepared that identifies each Applicant. The Register of Proposals will be open to inspection only after the Procurement Officer makes a determination recommending the award of the Grant.

## 4.4 Volume I – Technical Proposal

**Note: No pricing information is to be included in the Technical Proposal (Volume 1). Pricing information is to be included only in the Financial Proposal (Volume II).**

* + 1. **Format of Technical Proposal**

Inside a sealed package described in Section 4.2 “Proposals,” the unbound original, three (3) copies, and the electronic version shall be provided. The RFGP sections are numbered for ease of reference. Section 4.4.2 sets forth the order of information to be provided in the Technical Proposal, e.g., Section 4.4.2.1 “Title and Table of Contents,” Section 4.4.2.2 “Claim of Confidentiality,” Section 4.4.2.3 “Transmittal Letter,” Section 4.4.2.4 “Executive Summary,” etc. In addition to the instructions below, responses in the Applicant’s Technical Proposal should reference the organization and numbering of Sections in the RFGP (ex. “Section 3.2.1 Response . . .; “Section 3.2.2 Response . . .,” etc.). This Proposal organization will allow State officials and the Evaluation Committee (see RFGP Section 5.1) to “map” Applicant responses directly to RFGP requirements by Section number and will aid in the evaluation process.

**4.4.2 The Technical Proposal** shall include the following documents and information in the order specified below. Each section of the Technical Proposal shall be separated by a TAB as detailed below:

**4.4.2.1 Title Page and Table of Contents (Submit under TAB A)**

The Technical Proposal should begin with a Title Page bearing the name and address of the Applicant and the name and number of this RFGP. A Table of Contents shall follow the Title Page for the Technical Proposal, organized by section, subsection, and page number.

* + - 1. **Claim of Confidentiality (If applicable, submit under TAB A-1)**

Any information which is claimed to be confidential is to be noted by reference and included after the Title Page and before the Table of Contents, and if applicable, also in the Applicant’s Financial Proposal. An explanation for each claim of confidentiality shall be included (see Section 1.11 “Public Information Act Notice”). The entire Proposal cannot be given a blanket confidentiality designation. Any confidentiality designation must apply to specific sections, pages, or portions of pages of the Proposal.

**4.4.2.3 Transmittal Letter (Submit under TAB B)**

A Transmittal Letter shall accompany the Technical Proposal. The purpose of this letter is to transmit the Proposal and acknowledge the receipt of any addenda. The Transmittal Letter should be brief and signed by an individual who is authorized to commit the Applicant to the services and requirements as stated in this RFGP. The Transmittal Letter should include the following:

* Name and address of the Applicant;
* Name, title, e-mail address, and telephone number of primary contact for the Applicant;
* Solicitation Title and Solicitation Number that the Proposal is in response to;
* Signature, typed name, and title of an individual authorized to commit the Applicant to its Proposal;
* Federal Employer Identification Number (FEIN) of the Applicant, or if a single individual, that individual’s Social Security Number (SSN);
* Acceptance of all State RFGP and Grant terms and conditions (see Section 1.18); if any exceptions are taken, they are to be noted in the Executive Summary (see Section 4.4.2.4); and
* Acknowledgement of all addenda to this RFGP.

**4.4.2.4 Executive Summary (Submit under TAB C)**

The Applicant shall condense and highlight the contents of the Technical Proposal in a separate section titled “Executive Summary.” The Summary shall provide a description of the services to be provided in each year of the Grant. The Summary shall also identify any exceptions the Applicant has taken to the requirements of this RFGP, the **Grant (Attachment A)**, or any other attachments. Exceptions to terms and conditions may result in having the Proposal deemed unacceptable or classified as not reasonably susceptible of being selected for award.

If the Applicant has taken no exceptions to the requirements of this RFGP, the Executive Summary shall so state.

**4.4.2.5 Applicant Minimum Qualifications Documentation (If applicable, Submit under TAB D)**

The Applicant shall submit any Minimum Qualifications documentation that may be required, as set forth in Section 2 “Applicant Minimum Qualifications.”

* + - 1. **Applicant Technical Response to RFGP Requirements and Proposed Work Plan (Submit under TAB E)**
  1. The Applicant shall address each Scope of Work requirement (Section 3.2) in its Technical Proposal and describe, in detail, its proposed processes, procedures, plans, and overall approach to providing all required services. Additionally, the Applicant shall describe, in detail, how its proposed services, including the services of any proposed subgrantee(s), will meet or exceed the requirement(s). If the State is seeking Applicant agreement to any requirement(s), the Applicant shall state its agreement or disagreement. Any paragraph in the Technical Proposal that responds to a Scope of Work (Section 3.2) requirement shall include an explanation of how the work will be done. Any exception to a requirement, term, or condition may result in having the Proposal classified as not reasonably susceptible of being selected for award or the Applicant deemed not responsible.
  2. The Applicant shall give a definitive description of the proposed plan to meet the requirements of the RFGP, i.e., a Work Plan. The Work Plan shall include the specific methodology and techniques to be used by the Applicant in providing the required services as outlined in RFGP Section 3, Scope of Work. The description shall include an outline of the overall management concepts employed by the Applicant and a project management plan, including project control mechanisms, approach to monitoring sub-grantees and overall timelines. Project deadlines considered grant deliverables must be recognized in the Work Plan.
  3. The Applicant shall identify the location(s) from which it proposes to provide the services, including, if applicable, any current facilities that it operates, and any required construction to satisfy the State’s requirements as outlined in this RFGP. The Applicant shall describe its facility and how it comports with the requirements of RFGP Section 3.2.2 (H).
  4. The Applicant must provide a draft Problem Escalation Procedure (PEP) that includes, at a minimum, titles of individuals to be contacted by the State Project Manager should problems arise under the Grant (including the Applicant’s process for resolving billing errors); and explain how problems with work under the Grant will be escalated in order to resolve any issues in a timely manner. Final procedures must be submitted as indicated in RFGP Section 3.5.
  5. The Applicant shall include a description of its cost allocation methodology and detailed information on how it will document and allocate staff time and expenses.

**4.4.2.7`Applicant Qualifications and Capabilities (Submit under TAB F)**

The Applicant shall include information on past experience with similar projects and/or services. The Applicant shall describe how its organization can meet the requirements of this RFGP and shall also include the following information:

1. The number of years the Applicant has provided the similar services;
2. The names and titles of headquarters or regional management personnel who may be involved with supervising the services to be performed under this Grant;
3. An organizational chart that identifies the complete structure of the Applicant including any parent company, headquarters, regional offices, and subsidiaries of the Applicant.

**4.4.2.8 Experience and Qualifications of Proposed Staff, including proposed Subrecipients (Submit under TAB G)**

The Applicant shall identify the number and types of staff proposed to be utilized under the Grant.

The Applicant shall describe in detail how the proposed staff’s experience and qualifications relate to their specific responsibilities, including any staff of proposed subgrantee(s), as detailed in the Work Plan. The Applicant shall include individual resumes for the key personnel, including key personnel for any proposed subgrantee(s), who are to be assigned to the project if the Applicant is awarded the Grant. Each resume should include the amount of experience the individual has had relative to the Scope of Work set forth in this solicitation.

The Applicant shall provide an Organizational Chart outlining personnel and their related duties. The Applicant shall include job titles, job duties, and the percentage of time each individual will spend on his/her assigned tasks. Applicants using job titles other than those commonly used by industry standards must provide a crosswalk reference document. The Applicant shall also submit job descriptions for the employees who will provide Access & Visitation services to the program.

* + - 1. **List of Current or Prior State Grants/Contracts (Submit under TAB H)**

Provide a list of all grants/contracts with any entity of the State of Maryland for which the Applicant is currently performing services or for which services have been completed within the last five (5) years. For each identified grant/contract, the Applicant is to provide:

* 1. The State granting/contracting entity;
  2. A brief description of the services/goods provided;
  3. The dollar value of the grant/contract;
  4. The term of the grant/contract;
  5. The State employee contact person (name, title, telephone number, and, if possible, e-mail address); and
  6. Whether the grant/contract was terminated before the end of the term specified in the original grant/contract, including whether any available renewal option was not exercised.

Information obtained regarding the Applicant’s level of performance on State grants/contracts will be used by the Procurement Officer to determine the responsibility of the Applicant and considered as part of the experience and past performance evaluation criteria of the RFGP.

**4.4.2.10 Financial Capability (Submit under TAB I)**

An Applicant must include in its Proposal a commonly-accepted method to prove its fiscal integrity. If available the Applicant shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred).

In addition, the Applicant may supplement its response to this Section by including one or more of the following with its response:

* 1. Dun and Bradstreet Rating;
  2. Standard and Poor’s Rating;
  3. Lines of credit;
  4. Evidence of a successful financial track record; and
  5. Evidence of adequate working capital.

**4.4.2.11 Certificate of Insurance (Submit under TAB J)**

The Applicant shall provide a copy of its current certificate of insurance showing the types and limits of insurance in effect as of the Proposal submission date. The current insurance types and limits do not have to be the same as described in Section 3.4. See Sections 3.4 and 5.5 for the required insurance certificate submission for the recommended Applicant.

**4.4.2.12 Subgrantees (Submit under TAB K)**

The Applicant shall provide a complete list of all subgrantees that will work on the Grant if the Applicant receives an award. This list shall include a full description of the duties each subgrantee will perform and why/how each subgrantee was deemed the most qualified for this project. See Section 4.4.2.6 and 4.4.2.8 for additional Applicant requirements related to Subgrantees.

* + - 1. **Legal Action Summary (Submit under TAB L)**

This summary shall include:

* 1. A statement as to whether there are any outstanding legal actions or potential claims against the Applicant and a brief description of any action;
  2. A brief description of any settled or closed legal actions or claims against the Applicant over the past five (5) years;
  3. A description of any judgments against the Applicant within the past five (5) years, including the case name, court case docket number, and what the final ruling or determination was from the court; and
  4. In instances where litigation is on-going and the Applicant has been directed not to disclose information by the court, provide the name of the judge and location of the court.

**4.4.3 Additional Required Technical Submissions (Submit under TAB O)**

**4.4.3.1** The following documents shall be completed, signed, and included in the TechnicalProposal, under TAB O that follows the material submitted in response to Section 4.4.2.

1. Completed Bid/Proposal Affidavit (**Attachment B**).

**4.4.3.2 \*If Required**, the following documents shall be completed, signed, and included in the Technical Proposal, under TAB O that follows the material submitted in response to Section 4.4.2. **\***See appropriate RFGP Section to determine whether the Attachment is required for this procurement:

* + 1. Completed Federal Funds Attachment (**Attachment E**) **\*see Section 1.24.**
    2. Completed Conflict of Interest Affidavit and Disclosure (**Attachment F**) **\*see Section 1.25.**

## 4.5 Volume II – Financial Proposal

Under separate sealed cover from the Technical Proposal and clearly identified in the format identified in Section 4.2 “Proposals,” the Applicant shall submit an original unbound copy, three (3) copies, and an electronic version in Microsoft Word or Microsoft Excel of the **Financial Proposal**. The Financial Proposal shall contain all price information in the format specified in **Attachment D**. The Applicant shall complete the Financial Proposal Form only as provided in the Financial Proposal Instructions and the Financial Proposal Form itself.

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**SECTION 5 – EVALUATION COMMITTEE, EVALUATION CRITERIA, AND SELECTION PROCEDURE**

## 5.1 Evaluation Committee

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, participate in Applicant oral presentations and discussions, 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.

## 5.2 Technical Proposal Evaluation Criteria

The criteria to be used to evaluate each Technical Proposal are listed below in descending order of importance. Unless stated otherwise, any subcriteria within each criterion has equal weight.

5.2.1 Applicant’s Technical Response to RFGP Requirements and Work Plan (See RFGP § 4.4.2.6)

The State prefers an Applicant’s response to work requirements in the RFGP that illustrates a comprehensive understanding of work requirements and mastery of the subject matter, including an explanation of how the work will be done. 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.

5.2.2 Applicant Qualifications and Capabilities (See RFGP § 4.4.2.7 and 4.4.2.9 – 4.4.2.13)

5.2.3 Experience and Qualifications of Proposed Staff, including proposed Subgrantees (See RFGP § 4.4.2.8)

## 5.3 Financial Proposal Evaluation Criteria

Applicants 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 RFGP and as submitted on **Attachment F** - Financial Proposal Form.

## 5.4 Selection Procedures

**5.4.1 General**

Although COMAR, Title 21, State Procurement Regulations, is not applicable to this RFGP, the selection procedure for award of this Grant will generally follow the evaluation and selection procedures described at COMAR 21.05.03.03. Specifically, the Procurement Officer may conduct discussions and obtain clarifications of Proposals that are determined to be reasonably susceptible of being selected for grant award or potentially so. The State reserves the right to make an award without holding discussions.

In either case (*i.e.*, with or without discussions), the State may determine an Applicant to be not responsible and/or an Applicant’s Proposal to be not reasonably susceptible of being selected for award at any time after the initial closing date for receipt of Proposals and prior to Grant award. If the State finds an Applicant to be not responsible and/or an Applicant’s Technical Proposal to be not reasonably susceptible of being selected for award, that Applicant’s Financial Proposal will be returned if the Financial Proposal is unopened at the time of the determination.

**5.4.2 Selection Process Sequence**

5.4.2.1 Technical Proposals are evaluated for technical merit and ranked. During this review, oral presentations and discussions may be held. The purpose of such discussions will be to assure a full understanding of the State’s requirements and the Applicant’s ability to perform the services, as well as to facilitate arrival at a Grant that is most advantageous to the State. Applicants will be contacted by the State as soon as any discussions are scheduled.

5.4.2.2 Applicants must confirm in writing any substantive oral clarifications of, or changes in, their Technical Proposals made in the course of discussions. Any such written clarifications or changes then become part of the Applicant’s Technical Proposal. Technical Proposals are given a final review and ranked.

5.4.2.3 The Financial Proposal of each Qualified Applicant (a responsible Applicant determined to have submitted an acceptable Proposal) will be evaluated and ranked separately from the Technical evaluation. After a review of the Financial Proposals of Qualified Applicants, the Evaluation Committee or Procurement Officer may again conduct discussions to further evaluate the Applicant’s entire Proposal.

5.4.2.4 When in the best interest of the State, the Procurement Officer may permit Qualified Offerors to revise their initial Proposals and submit, in writing, Best and Final Offers (BAFOs). The State may make an award without issuing a request for a BAFO.

**5.4.3 Award Determination**

Upon completion of the Selection Process Sequence described in Section 5.4.2, each Applicant will receive an overall ranking. The Procurement Officer will recommend award of the Grant to the responsible Applicant that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, technical factors will receive greater weight than financial factors.

## 5.5 Documents Required upon Notice of Recommendation for Grant Award

Upon receipt of a Notification of Recommendation for Grant Award, the following documents shall be completed, signed if applicable with original signatures, and submitted by the recommended awardee within five (5) Business Days, unless noted otherwise. Submit three (3) copies of each of the following documents:

a. Grant Agreement (**Attachment A**),

b. Non-Disclosure Agreement (**Attachment G**), if applicable; **\*see Section 1.26**,

c. copy of a current Certificate of Insurance with the prescribed limits set forth in Section 3.4 “Insurance Requirements,” listing the State as an additional insured, if applicable; **\*see Section 3.4.**

# RFGP ATTACHMENTS

**ATTACHMENT A – Grant Agreement**

This is the sample Grant Agreement used by the Department. It is provided with the RFGP for informational purposes and is not required to be submitted at Proposal submission time. Upon notification of recommendation for award, a completed Grant Agreement will be sent to the recommended awardee for signature. The recommended awardee must return to the Procurement Officer three (3) executed copies of the Grant Agreement within five (5) Business Days after receipt. Upon Grant award, a fully-executed copy will be sent to the Grantee.

**ATTACHMENT B** **– Bid/Proposal Affidavit**

This Attachment must be completed and submitted with the Technical Proposal.

**ATTACHMENT C** **– Pre-Proposal Conference Response Form**

It is requested that this form be completed and submitted as described in Section 1.6 by those potential Applicants that plan on attending the Pre-Proposal Conference.

**ATTACHMENT D** **– Financial Proposal Instructions and Form**

The Financial Proposal Form must be completed and submitted in the Financial Proposal package.

**ATTACHMENT E – Federal Funds Attachment**

If required (see Section 1.24), these Attachments must be completed and submitted with the Technical Proposal as instructed in the Attachments.

**ATTACHMENT F – Conflict of Interest Affidavit and Disclosure**

If required (see Section 1.25), this Attachment must be completed and submitted with the Technical Proposal.

**ATTACHMENT G – Non-Disclosure Agreement**

If required (see Section 1.26), this Attachment must be completed and submitted within five (5) Business Days of receiving notification of recommendation for award. However, to expedite processing, it is suggested that this document be completed and submitted with the Technical Proposal.

###### ATTACHMENT H – IFPS Referral Form

###### ATTACHMENT I – IFPS Acknowledgement of Family Referral

###### ATTACHMENT J – Safety Assessment for Every Child (SAFA-C)

**ATTACHMENT K – IFPS Program Initial Service Agreement**

**ATTACHMENT L – IFPS Program Family Service Plan**

**ATTACHMENT M – DHR Maryland Family Risk Assessment (MFRA)**

**ATTACHMENT N – DHR In-Home Services Progress Review**

**ATTACHMENT O – IFPS Program After-Care Report (Sample)**

**ATTACHMENT P – IFPS Quarterly Report**

**ATTACHMENT Q – Sample Invoice**

**ATTACHMENT R – IFPS Client Survey** **(Sample)**

## ATTACHMENT A – GRANT AGREEMENT \*\*SAMPLE\*\*

**INTERAGENCY FAMILY PRESERVATION SERVICES**

FCDSS/CW 17-002-S

THIS GRANT AGREEMENT, effective as of       is made by and between the Maryland State Department of Human Resources, (DEPARTMENT OR DHR), and, Vendor's Name, (GRANTEE), a  .

The DEPARTMENT and the GRANTEE agree as follows:

1. **Definitions**

In this Grant Agreement, the following words have the meanings indicated:

* 1. “Grantee” means (Grantee’s complete legal name) whose principal business address is (Grantee’s primary address) and whose principal office in Maryland is (Grantee’s local address).
  2. “Department” means the Department of Human Resources or DHR.
  3. “FCDSS” means Frederick County Department of Social Services, a unit of DHR.
  4. “ Financial Proposal” means the Grantee’s Financial Proposal dated (Financial Proposal date).
  5. “Procurement Officer” means the Department employee identified in Section 1.4 of the RFGP as the Procurement Officer.
  6. “RFGP” means the Request for Grant Proposals for Interagency Family Preservation Services Solicitation # FCDSS/CW-17-002-S, and any addenda thereto issued in writing by the State.
  7. “State” means the State of Maryland.
  8. “State Project Manager” means the Department employee identified in Section 1.5 of the RFGP as the State Project Manager.
  9. “Technical Proposal” means the Grantee’s Technical Proposal dated (Technical Proposal date).

2. PROGRAM AND SERVICES TO BE PROVIDED

2.1. The Grant funding provided under this Grant Agreement shall be used by the GRANTEE to provide the services identified in GRANTEE’S Technical Proposal, dated      , attached as Appendix A, entitled      . Services will be provided at the price proposed by the GRANTEE in its Financial Proposal, dated \_\_\_\_\_\_, attached as Appendix B.

2.2. The DEPARTMENT retains the unilateral right to require changes in the services, as long as the changes are within the general scope of work to be performed.

3. TERM AND TERMINATION

3.1. Performance under this Grant Agreement shall commence on       and shall continue through      .

3.2. The parties may agree in writing to an earlier termination date.

3.3 If the GRANTEE fails to fulfill its obligations under this Grant Agreement properly and on time, or otherwise violates any provision of the Grant Agreement, the DEPARTMENT may terminate the Grant Agreement. Prior to termination of this Grant Agreement, the DEPARTMENT shall give the GRANTEE thirty (30) days prior written notice of such default, and if the GRANTEE has not cured such default within the thirty (30) day period, the DEPARTMENT may, by written notice, within five (5) days after expiration of this period, terminate the Agreement. The notice shall specify the acts or omissions relied on as cause for termination. The DEPARTMENT shall pay the GRANTEE fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages, caused by the GRANTEE’S breach.

4. PAYMENT

4.1. Subject to the continuing availability of State and/or federal funds, the DEPARTMENT has agreed to make a Grant to the GRANTEE in a total amount not to exceed , (), which the Grantor will disburse to the Grantee pursuant to this Agreement and subject to its conditions.

4.2. Payments by the DEPARTMENT shall be made promptly, no later than thirty (30) days after submission of an invoice from the GRANTEE.

4.3. The GRANTEE 'S Federal Tax Identification Number is . The GRANTEE agrees to include this number on all invoices. The DEPARTMENT may withhold payment for failure to comply with this provision.

4.4. Payment of these funds is conditional upon the DEPARTMENT receiving funds from **State of Maryland General Assembly and/or the federal government that have been appropriated under Grants Object 12** as specified, to pay for the total cost of the services set forth in the Appendix. The DEPARTMENT will give timely notice to the GRANTEE in the event that the DEPARTMENT does not receive the funds to pay for the total cost of the services provided under this Grant Agreement.

5. GENERAL PROVISIONS AND CONDITIONS

5.1. The terms of this Grant Agreement and its execution are subject to all applicable Maryland laws and regulations and approval of other agencies of the State of Maryland as required under State laws and regulations, including approval of the Board of Public Works where appropriate.

5.2. The DEPARTMENT shall not be liable in any action or tort, contract or otherwise for any action caused by the Grantee.

5.3. As a condition of the DEPARTMENT’S obligation to perform under this agreement, the GRANTEE hereby represents and warrants that:

5.3.1 It is qualified to do business in the State of Maryland and that it will take such action as, from time to time, may be necessary to remain so qualified;

5.3.2 It is not in arrears 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 that it shall not become so in arrears during the term of this Grant Agreement;

5.3.3 It shall comply with all federal, State and local laws, regulations and ordinances applicable to its activities and obligations under this Grant Agreement; and

5.3.4 It shall procure, at its expense, all licenses, permits, insurance, and governmental approval, if any, necessary to the performance of its obligations under this Grant Agreement.

5.4. The person executing this Grant Agreement on behalf of the GRANTEE certifies, to the best of that person's knowledge and belief, that:

5.4.1 Neither the GRANTEE, nor any of its officers or directors, nor any employee of the GRANTEE involved in obtaining contracts with or grants from the State or any subdivision of the State, has engaged in collusion with respect to the GRANTEE’S application for the Grant or this Grant Agreement or has been convicted of bribery, or conspiracy to bribe under the laws of any State or of the United States;

5.4.2 The GRANTEE has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the GRANTEE, to solicit or secure the Grant or this Grant Agreement, and the GRANTEE has not paid or agreed to pay any such entity any fee or other consideration contingent on the making of the Grant or this Agreement;

5.4.3 The GRANTEE, if incorporated, is registered or qualified in accordance with the Corporations and Associations Article of the Annotated Code of Maryland, is in good standing, has filed all required annual reports and filing fees with the Department of Assessments and Taxation and all required tax returns and reports with the Comptroller of the Treasury, the Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, and has paid or arranged for the payment of all taxes due to the State;

5.4.4 No money has been paid to or promised to be paid to any legislative agent, attorney, or lobbyist for any services rendered in securing the passage of legislation establishing or appropriating funds for the Grant; and

5.4.5 Neither the GRANTEE, nor any of its officers, nor any person substantially involved in the contracting or fundraising activities of the GRANTEE, is currently suspended or debarred from contracting with the State or any other public entity or subject to debarment under Regulation 21.08 of the Code of Maryland Regulations.

5.5. Indemnification and Claims:

5.5.1 The GRANTEE shall indemnify the State against liability for any suits, actions, or claims of any character arising from or relating to the performance of the GRANTEE or its subgrantees under this Grant Agreement.

5.5.2 The State of Maryland has no obligation to provide legal counsel or defense to the GRANTEE or its subgrantees in the event that a suit, claim or action of any character is brought by any person not party to this Grant Agreement against the GRANTEE or its subgrantees as a result of or relating to the GRANTEE’S obligations under this Grant Agreement.

5.5.3 The State has no obligation for the payment of any judgments or the settlement of any claims against the GRANTEE or its subgrantees as a result of or relating to the GRANTEE’S obligations under this Grant Agreement.

5.5.4 The GRANTEE shall immediately notify the Procurement Officer of any claim or suit made or filed against the GRANTEE or subgrantees regarding any matter resulting from or relating to the GRANTEE’S obligations under the Grant Agreement, and will cooperate, assist, and consult with the State in the defense or investigation of any claim, suit, or action made or filed against the State as a result of or relating to the GRANTEE’S performance under this Grant Agreement.

5.6. The persons performing the services as set forth in the Appendix shall be employees of the GRANTEE. The GRANTEE is responsible for complying with all federal and State laws as to tax and Social Security payments to be withheld from wages paid to said employees.

5.7. The DEPARTMENT shall furnish the GRANTEE with such technical assistance and consultation by the DEPARTMENT staff as is reasonably necessary to assure satisfactory performance in providing the services required by this Grant Agreement.

5.7.1 The GRANTEE shall designate INSERT THE GRANTEE'S PROJECT MANAGER'S NAME, ADDRESS, TELEPHONE #, FAX # AND E-MAIL ADDRESS or his/her designee, to serve as Project Manager for this Agreement. All contact between the DEPARTMENT and the GRANTEE regarding all matters relative to this Grant Agreement shall be coordinated through the DEPARTMENT’S and GRANTEE’S designated Project Managers.

5.7.2 The use of funds under this Grant Agreement by the GRANTEE to hire consultants shall require the prior approval of any such arrangement and the proposed work plan of the consultant(s) involved by the DEPARTMENT, through its Project Manager. (Approval is not required if the Appendix indicates the consultant's use.)

5.8. This Grant Agreement may be amended as the DEPARTMENT and the GRANTEE mutually agree in writing. Except for the specific provision of the Grant Agreement which is thereby amended, the Grant Agreement shall remain in full force and effect after such amendment. Adjustments of funds between categories which do not affect the total authorized funding and are consistent with the objectives of this Grant Agreement do not require an amendment to the Grant Agreement. They must, however, be approved in writing by the State’s Project Manager.

5.9. The GRANTEE shall operate under this Grant Agreement so that no person, otherwise qualified, is denied employment or other benefits on the grounds of race, color, sex, creed, national origin, age, marital status, sexual orientation, or physical or mental disability which would not reasonably preclude the required performance. Except in subcontracts for standard commercial supplies or raw materials, the GRANTEE shall include a clause similar to this clause in all subcontracts. The GRANTEE and each subgrantee shall post in conspicuous places, available to employees and applicants for employment notices setting forth the provisions of this non‑discrimination clause.

The GRANTEE understands that it will comply fully with provisions of the Americans with Disabilities Act. The GRANTEE agrees that it will not directly, or indirectly through contractual or other arrangements, utilize criteria or methods of administration that have the effect of subjecting qualified individuals with disabilities to discrimination on the basis of disability; or that have the purpose or effect of defeating or substantially impairing accomplishment of the objectives of the Department of Human Resources program with respect to individuals with a disability.

5.10. Non‑hiring of Employees: No employee of the State of Maryland or any unit thereof, whose duties as such employee include matters relating to or affecting the subject matter of this Grant Agreement, shall, while so employed, become or be an employee of the party or parties hereby contracting with the State of Maryland or any unit thereof.

5.11. Financial Disclosure: The GRANTEE shall comply with the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which requires that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate $100,000 or more, shall, within 30 days of the time when the aggregate value of these contracts, leases or other agreements reaches $100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

5.12. Political Contribution Disclosure: The GRANTEE shall comply with Title 14 of the Election Law Article, Annotated Code of Maryland, which requires that every person that enters into contracts, leases, or other agreements with the State, a county, or an incorporated municipality, or their agencies, during a calendar year in which the person receives in the aggregate $200,000 or more, shall file with the State Administrative Board of Election Laws a statement disclosing contributions in excess of $500 made during the reporting period to a candidate for elective office in any primary or general election. The statement shall be filed with the State Board of Election Laws: (1) before a purchase or execution of a lease or contract by the State, a county, an incorporated municipality, or their agencies, and shall cover the preceding two calendar years; and (2) if the contribution is made after the execution of a lease or contract, then twice a year, throughout the contract term, on: (a) February 5, to cover the 6-month period ending January 31; and (b) August 5, to cover the 6-month period ending July 31.

5.13. Unless otherwise provided in the Appendix, the GRANTEE may not, during the term of this Grant Agreement or any renewals or extensions of this Grant Agreement, assign or subcontract all or any part of this Grant Agreement without the prior written consent of the State’s Project Manager.

5.14. Commercial Non-Discrimination: As a condition of entering into this Grant Agreement, upon the Commission on Civil Rights request, and only after the filing of a complaint against the GRANTEE under Title 19 of the State Finance and Procurement Article, as amended from time to time, the GRANTEE agrees to: provide to the State, within 60 days after the request, a truthful and complete list of the names of all subgrantees, vendors, and suppliers that the GRANTEE has used in the past four (4) years of any of its Grant Agreements that were undertaken within the State of Maryland including the total dollar amount paid by the GRANTEE on each subcontract or supply contract. The GRANTEE further agrees to cooperate in any investigation conducted by the State pursuant to the State’s Commercial Nondiscrimination Policy as set forth under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland, to provide any documents relevant to any investigation that is requested by the State. The GRANTEE understands and agrees that violation of this clause shall be considered a material breach of this agreement and may result in grant termination, disqualification by the State from participating in State Grant Agreements, and other sanctions.

5.15. All parties hereby expressly acknowledge the possibility of substantial changes in State and federal regulations applicable to this Grant Agreement and expressly agree to renegotiate this Agreement as necessary to comply with such changes; provided that any increase in the scope of work or cost of performance will be compensated for by a budget increase or, in the alternative, by modifying the scope of work to reduce the cost of performance.

5.16. The GRANTEE shall retain all books, records, and other documents relevant to this Grant Agreement for a period of no less than three (3) years after the date of final payment, a resolution of audit findings, or disposition of non‑expendable property, whichever is later, and upon receipt of reasonable written notice thereof, full access thereto and the right to examine any of said materials shall be afforded federal and/or State auditors who shall have substantiated in writing a need therefore in the performance of their official duties, and such other persons as are authorized by the DEPARTMENT. The GRANTEE will provide to the DEPARTMENT a copy of that part of any audit performed by State or independent auditors which relates to the performance of this Grant Agreement and the administration of funds provided by the DEPARTMENT pursuant to this Grant Agreement. Any additional audit information requested by the DEPARTMENT may be secured at its own expense using Department of Human Resources auditors or other State‑approved auditors.

5.17. Purchase and Treatment of Assets

5.17.1 GRANTEE shall obtain written approval of the DEPARTMENT for any purchase of assets with funds paid under this Grant, excluding ordinary office supplies, except that such is not required with regard to purchase of assets described in the Appendix attached hereto.

5.17.2 Title to all property furnished by the DEPARTMENT shall remain in the DEPARTMENT. Title to all property acquired by the GRANTEE at a cost of over FIFTY DOLLARS ($50.00) including purchase by lease‑purchase agreement for the cost of which the GRANTEE is to be reimbursed under this grant, shall immediately vest in the DEPARTMENT upon (i) issuance for use of such property in the performance of this grant, or (ii) reimbursement of the cost thereof by the DEPARTMENT, whichever occurs first.

5.17.3 The GRANTEE shall maintain and administer in accordance with sound business practice a program for the maintenance, repair, protection, and preservation of the DEPARTMENT'S property so as to assure its full availability and usefulness for the performance of this grant.

5.17.4 The DEPARTMENT'S property shall, unless otherwise provided herein, or approved in writing by the DEPARTMENT, be used only for the performance of this grant.

5.17.5 In the event that the GRANTEE is indemnified, reimbursed, or otherwise compensated for any loss or destruction of or damage to the DEPARTMENT'S property, it shall use the proceeds to repair, renovate, or replace the DEPARTMENT'S property involved, or shall credit such proceeds against the cost of the work covered by the grant, or shall otherwise reimburse the DEPARTMENT as directed by the DEPARTMENT.

5.17.6 At the conclusion of the term of this grant, the GRANTEE shall deliver to the DEPARTMENT a listing of all the DEPARTMENT'S property purchased hereunder, showing the following information as to each property item:

1. description of the property;
2. manufacturer's serial number or other identification number;
3. acquisition date and cost;
4. source of the property;
5. percentage of Federal funds used in acquisition of the property; and
6. location, use and condition of the property.

5.17.7 Upon termination of the grant, the DEPARTMENT may require the GRANTEE to deliver to the DEPARTMENT any property specifically produced or acquired for the performance of this grant.

5.17.8 As an alternative to the provisions of (a) ‑ (g), the GRANTEE may elect to furnish property for use in the performance of this grant out of its own funds, for which the DEPARTMENT will reimburse it to the extent of its allocated share of the annual depreciation expense of such property allowed by IRS depreciation schedules.

6. Late Payment of Subgrantees – Prompt Payment Policy

6.1. If a Grantee withholds payment of an undisputed amount to its subgrantee(s), DHR at its option and in its sole discretion, may take one or more of the following actions:

* + 1. Not process further payments to the Grantee until payment to the subgrantee is verified,
    2. Suspend all or some of the Grant work without affecting the completion date(s) for the Grant work,
    3. Pay or cause payment of the undisputed amount to the subgrantee from monies otherwise due or that may become due,
    4. Place a payment for an undisputed amount in an interest-bearing escrow account, or
    5. Take other or further actions as appropriate to resolve the withheld payment.
  1. An “undisputed amount” means an amount owed by a Grantee to a subgrantee for which there is no good faith dispute, including any retainage withheld, and includes an amount withheld because of issues arising out of an agreement or occurrence unrelated to the Grant under which the amount is withheld.
  2. An act, failure to act, or decision of a Procurement Officer or a representative of DHR concerning a withheld payment between a Grantee and its subgrantee(s) under this policy directive, may not:
     1. Affect the rights of the contracting parties under any other provision of law;
     2. Be used as evidence on the merits of a dispute between DHR and the Grantee in any other proceeding; or
     3. Result in liability against or prejudice the rights of DHR.
  3. The remedies enumerated above are in addition to those provided under COMAR 21.11.03.13 with respect to subgrantees that have contracted pursuant to the Minority Business Enterprise program.
  4. To ensure compliance with certified MBE subcontractor participation goals, DHR may, consistent with COMAR 21.11.03.13, take the following measures:
     1. Verify that the certified MBEs listed in the MDOT Certified MBE Utilization and Fair Solicitation Affidavit actually are performing work and receiving compensation as set forth in the MDOT Certified MBE Utilization and Fair Solicitation Affidavit.
     2. This verification may include, as appropriate:

a. Inspecting any relevant records of the Grantee

b. Inspecting the jobsite; and

c. Interviewing subcontractors and workers.

d. Verification shall include a review of:

1) The Grantee’s monthly report listing unpaid invoices over 30 days old from certified MBE subcontractors and the reason for nonpayment; and

2) The monthly report of each certified MBE subcontractor, which lists payments received from the Grantee in the preceding 30 days and invoices for which the subcontractor has not been paid.

* 1. If DHR determines that a Grantee is in noncompliance with certified MBE participation goals, then DHR will notify the Grantee in writing of its findings, and will require the Grantee to take appropriate corrective action.

6.6.1 Corrective action may include, but is not limited to, requiring the Grantee to compensate the MBE for work performed as set forth in the MDOT Certified MBE Utilization and Fair Solicitation Affidavit.

6.7 If DHR determines that the Grantee is in material noncompliance with MBE Grant provisions and refuses or fails to take the corrective action that DHR requires, then DHR may:

1. Terminate the Grant;
2. Refer the matter to the Office of the Attorney General for appropriate action; or
3. Initiate any other specific remedy identified by the Grant, including the contractual remedies stated above regarding the payment of undisputed amounts.

6.8 Upon completion of the Grant, but before final payment or release of retainage or both, the Grantee shall submit a final report, in affidavit form under the penalty of perjury, of all payments made to, or withheld from MBE subcontractors.

7. TRANSPARENCY ACT COMPLIANCE

This Agreement is governed by the provisions of the Federal Funding Accountability and Transparency Act of 2006, Pub. L. 109-282, as amended (Transparency Act).

7.1 Compliance. The GRANTEE agrees that it will comply with all Transparency Act requirements applicable to this agreement, including modifications or additional requirements that may be imposed by law, future guidance and clarifications of Transparency Act requirements.

7.2 Conflict of Laws. The GRANTEE agrees that to the extent Transparency Act requirements conflict with State requirements, the Transparency Act requirements shall control.

7.3 Enforceability. The GRANTEE agrees that if GRANTEE or one of its subgrantees fails to comply with all applicable federal and State requirements governing the use of federal funds, the State may withhold or suspend, in whole or in part, funds awarded under the program, or recover misspent funds following an audit. This provision is in addition to all other remedies available to the State under all applicable State and federal laws.

7.4 GRANTEE Identification. All Grantees are required to maintain a valid Dun & Bradstreet Data Universal Numbering System (DUNS) number and current registration in the Central Grantee Registry (CCR) prior to award. The registration procedure for the CCR can be found at [www.ccr.gov](http://www.ccr.gov). Grantees can request a DUNS number or modification to an existing DUNS record by using the online webform process at <http://fedgov.dnb.com/webform> (for US and International locations) or they can call 866-705-5711. The toll free number is for US locations only. Registrants will be asked for their entity name, address, city, state, country, postal code, highest ranking individual’s name and title, line of business, # of employees and legal structure (corporation, non-profit, etc.) and socio-economic data (veteran owned, woman owned, etc.). If the webform is used, their mailing address area, SIC code and annual revenue data lines, but these are optional.

* 1. The GRANTEE is required to submit the following information required for reporting:

1. Name of entity receiving award
2. Amount of award
3. Funding agency
4. NAICS code for contracts / CFDA program number for grants
5. Award title descriptive of the purpose of the funding action
6. Location of the entity and place of performance (including congressional district)
7. Unique identifier of the entity and its parent; and
8. Total compensation and names of top five executives, as applicable.

FCDSS/CW 17-002-S

**This Grant Agreement, together with the Appendix attached hereto and incorporated herein by reference, represents the complete, total and final understanding of the parties, and no other understandings or representations, oral or written, regarding the subject matter of this Grant Agreement, shall be deemed to exist or to bind the parties hereto at the time of execution.**

**IN WITNESS WHEREOF, the parties have executed this Grant Agreement.**

**Attest: For the GRANTEE:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature

Name

Title

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

**Attest:**  **For the DEPARTMENT:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature

Name

Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

THIS GRANT AGREEMENT APPROVED FOR LEGAL SUFFICIENCY

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ATTORNEY GENERAL’S OFFICE DATE

ATTACHMENT B – BID/PROPOSAL AFFIDAVIT

FCDSS/CW 17-002-S

A. Authority

I hereby affirm that I,       (name of affiant) am the       (title) and duly authorized representative of       (name of business entity) and that I possess the legal authority to make this affidavit on behalf of the business for which I am acting.

B. CERTIFICATION REGARDING COMMERCIAL NONDISCRIMINATION

The undersigned bidder hereby certifies and agrees that the following information is correct: In preparing its bid on this project, the bidder has considered all proposals submitted from qualified, potential subcontractors and suppliers, and has not engaged in "discrimination" as defined in §19-103 of the State Finance and Procurement Article of the Annotated Code of Maryland. "Discrimination" means any disadvantage, difference, distinction, or preference in the solicitation, selection, hiring, or commercial treatment of a vendor, subcontractor, or commercial customer on the basis of race, color, religion, ancestry, or national origin, sex, age, marital status, sexual orientation, or on the basis of disability or any otherwise unlawful use of characteristics regarding the vendor's, supplier's, or commercial customer's employees or owners. "Discrimination" also includes retaliating against any person or other entity for reporting any incident of "discrimination". Without limiting any other provision of the solicitation on this project, it is understood that, if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid. As part of its bid or proposal, the bidder herewith submits a list of all instances within the past 4 years where there has been a final adjudicated determination in a legal or administrative proceeding in the State of Maryland that the bidder discriminated against subcontractors, vendors, suppliers, or commercial customers, and a description of the status or resolution of that determination, including any remedial action taken. Bidder agrees to comply in all respects with the State's Commercial Nondiscrimination Policy as described under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland.

B-1. Certification Regarding Minority Business Enterprises.

The undersigned bidder hereby certifies and agrees that it has fully complied with the State Minority Business Enterprise Law, State Finance and Procurement Article, §14-308(a)(2), Annotated Code of Maryland, which provides that, except as otherwise provided by law, a contractor may not identify a certified minority business enterprise in a bid or proposal and:

1. Fail to request, receive, or otherwise obtain authorization from the certified minority business enterprise to identify the certified minority proposal;
2. Fail to notify the certified minority business enterprise before execution of the contract of its inclusion in the bid or proposal;
3. Fail to use the certified minority business enterprise in the performance of the contract; or
4. Pay the certified minority business enterprise solely for the use of its name in the bid or proposal.

Without limiting any other provision of the solicitation on this project, it is understood that if the certification is false, such false certification constitutes grounds for the State to reject the bid submitted by the bidder on this project, and terminate any contract awarded based on the bid.

B-2. Certification Regarding Veteran-Owned Small Business Enterprises. The undersigned bidder hereby certifies and agrees that it has fully complied with the State veteran-owned small business enterprise law, State Finance and Procurement Article, §14-605, Annotated Code of Maryland, which provides that a person may not:

1. Knowingly and with intent to defraud, fraudulently obtain, attempt to obtain, or aid another person in fraudulently obtaining or attempting to obtain public money, procurement contracts, or funds expended under a procurement contract to which the person is not entitled under this title;
2. Knowingly and with intent to defraud, fraudulently represent participation of a veteran–owned small business enterprise in order to obtain or retain a bid preference or a procurement contract;
3. Willfully and knowingly make or subscribe to any statement, declaration, or other document that is fraudulent or false as to any material matter, whether or not that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
4. Willfully and knowingly aid, assist in, procure, counsel, or advise the preparation or presentation of a declaration, statement, or other document that is fraudulent or false as to any material matter, regardless of whether that falsity or fraud is committed with the knowledge or consent of the person authorized or required to present the declaration, statement, or document;
5. Willfully and knowingly fail to file any declaration or notice with the unit that is required by COMAR 21.11.12; or
6. Establish, knowingly aid in the establishment of, or exercise control over a business found to have violated a provision of §B-2(1)—(5) of this regulation.

C. AFFIRMATION REGARDING BRIBERY CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies has been convicted of, or has had probation before judgment imposed pursuant to Criminal Procedure Article, §6-220, Annotated Code of Maryland, or has pleaded nolo contendere to a charge of, bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows (indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

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D. AFFIRMATION REGARDING OTHER CONVICTIONS

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities including obtaining or performing contracts with public bodies, has:

1. Been convicted under state or federal statute of:
2. A criminal offense incident to obtaining, attempting to obtain, or performing a public or private contract; or
3. Fraud, embezzlement, theft, forgery, falsification or destruction of records or receiving stolen property;
4. Been convicted of any criminal violation of a state or federal antitrust statute;
5. Been convicted under the provisions of Title 18 of the United States Code for violation of the Racketeer Influenced and Corrupt Organization Act, 18 U.S.C. §1961 et seq., or the Mail Fraud Act, 18 U.S.C. §1341 et seq., for acts in connection with the submission of bids or proposals for a public or private contract;
6. Been convicted of a violation of the State Minority Business Enterprise Law, §14-308 of the State Finance and Procurement Article of the Annotated Code of Maryland;
7. Been convicted of a violation of §11-205.1 of the State Finance and Procurement Article of the Annotated Code of Maryland;
8. Been convicted of conspiracy to commit any act or omission that would constitute grounds for conviction or liability under any law or statute described in subsections (1)—(5) above;
9. Been found civilly liable under a state or federal antitrust statute for acts or omissions in connection with the submission of bids or proposals for a public or private contract;
10. Been found in a final adjudicated decision to have violated the Commercial Nondiscrimination Policy under Title 19 of the State Finance and Procurement Article of the Annotated Code of Maryland with regard to a public or private contract;
11. Been convicted of a violation of one or more of the following provisions of the Internal Revenue Code:

(a) §7201, Attempt to Evade or Defeat Tax;

(b) §7203, Willful Failure to File Return, Supply Information, or Pay Tax,

(c) §7205, Fraudulent Withholding Exemption Certificate or Failure to Supply Information,

(d) §7206, Fraud and False Statements, or

(e) §7207 Fraudulent Returns, Statements, or Other Documents;

1. Been convicted of a violation of 18 U.S.C. §286 Conspiracy to Defraud the Government with Respect to Claims, 18 U.S.C. §287, False, Fictitious, or Fraudulent Claims, or 18 U.S.C. §371, Conspiracy to Defraud the United States;
2. Been convicted of a violation of the Tax-General Article, Title 13, Subtitle 7 or Subtitle 10, Annotated Code of Maryland;
3. Been found to have willfully or knowingly violated State Prevailing Wage Laws as provided in the State Finance and Procurement Article, Title 17, Subtitle 2, Annotated Code of Maryland, if:
4. A court:

(i) Made the finding; and

(ii) Decision became final; or

1. The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review;

1. Been found to have willfully or knowingly violated State Living Wage Laws as provided in the State Finance and Procurement Article, Title 18, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review;

1. Been found to have willfully or knowingly violated the Labor and Employment Article, Title 3, Subtitles 3, 4, or 5, or Title 5, Annotated Code of Maryland, if:

(a) A court:

(i) Made the finding; and

(ii) Decision became final; or

(b) The finding was:

(i) Made in a contested case under the Maryland Administrative Procedure Act; and

(ii) Not overturned on judicial review; or

1. Admitted in writing or under oath, during the course of an official investigation or other proceedings, acts or omissions that would constitute grounds for conviction or liability under any law or statute described in §§B and C and subsections D(1)—(14) of this regulation, except as follows (indicate reasons why the affirmations cannot be given, and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of the person(s) involved and their current positions and responsibilities with the business, and the status of any debarment):

     .

E. AFFIRMATION REGARDING DEBARMENT

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, controlling stockholders, or any of its employees directly involved in the business's contracting activities, including obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows (list each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension).

     .

F. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES

I FURTHER AFFIRM THAT:

(1) The business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows (you must indicate the reasons why the affirmations cannot be given without qualification):

     .

G. SUB-CONTRACT AFFIRMATION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, has knowingly entered into a contract with a public body under which a person debarred or suspended under Title 16 of the State Finance and Procurement Article of the Annotated Code of Maryland will provide, directly or indirectly, supplies, services, architectural services, construction related services, leases of real property, or construction.

H. AFFIRMATION REGARDING COLLUSION

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business has:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or offeror or of any competitor, or otherwise taken any action in restraint of free competitive bidding in connection with the contract for which the accompanying bid or offer is submitted.

I. CERTIFICATION OF TAX PAYMENT

I FURTHER AFFIRM THAT: Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Department of Labor, Licensing, and Regulation, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

J. CONTINGENT FEES

I FURTHER AFFIRM THAT:

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency working for the business, to solicit or secure the Grant, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee, bona fide agent, bona fide salesperson, or commercial selling agency, any fee or any other consideration contingent on the making of the Grant.

K. CERTIFICATION REGARDING INVESTMENTS IN IRAN

(1) The undersigned certifies that, in accordance with State Finance and Procurement Article, §17-705, Annotated Code of Maryland:

(a) It is not identified on the list created by the Board of Public Works as a person engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland; and

(b) It is not engaging in investment activities in Iran as described in State Finance and Procurement Article, §17-702, Annotated Code of Maryland.

2. The undersigned is unable to make the above certification regarding its investment activities in Iran due to the following activities:

L. CONFLICT MINERALS ORIGINATED IN THE DEMOCRATIC REPUBLIC OF CONGO (FOR SUPPLIES AND SERVICES CONTRACTS)

I FURTHER AFFIRM THAT:

The business has complied with the provisions of State Finance and Procurement Article, §14-413, Annotated Code of Maryland governing proper disclosure of certain information regarding conflict minerals originating in the Democratic Republic of Congo or its neighboring countries as required by federal law.

M. I FURTHER AFFIRM THAT:

Any claims of environmental attributes made relating to a product or service included in the bid or proposal are consistent with the Federal Trade Commission’s Guides for the Use of Environmental Marketing Claims as provided in 16 CFR §260, that apply to claims about the environmental attributes of a product, package, or service in connection with the marketing, offering for sale, or sale of such item or service.

N. ACKNOWLEDGEMENT

I ACKNOWLEDGE THAT this Affidavit is to be furnished to the Procurement Officer and may be distributed to units of: (1) the State of Maryland; (2) counties or other subdivisions of the State of Maryland; (3) other states; and (4) the federal government. I further acknowledge that this Affidavit is subject to applicable laws of the United States and the State of Maryland, both criminal and civil, and that nothing in this Affidavit or any contract resulting from the submission of this bid or proposal shall be construed to supersede, amend, modify or waive, on behalf of the State of Maryland, or any unit of the State of Maryland having jurisdiction, the exercise of any statutory right or remedy conferred by the Constitution and the laws of Maryland with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date:

By:       (print name of Authorized Representative and Affiant)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (signature of Authorized Representative and Affiant)

## ATTACHMENT C – PRE-PROPOSAL CONFERENCE RESPONSE FORM

FCDSS/CW 17-002-S

**Interagency Family Preservation Services**

A Pre-Proposal Conference will be held at The Frederick County Department of Social Services, Room 213-B, on Wednesday, September 7, 2016 at 2:00 PM, at 100 East All Saints Street, Frederick Maryland 21701. Please return this form by Thursday, September 1, 2016, advising whether or not you plan to attend.

Return via e-mail or fax this form to the Procurement Officer:

David Drees, Procurement Officer

Frederick County Department of Social Services

100 East All Saints Street

Room 409

Frederick, Maryland 21701

Phone: 301-600-2457

FAX: 301-600-4550

E-mail: david.drees@maryland.gov

Please indicate:

Yes, the following representatives will be in attendance:



2.

3.

No, we will not be in attendance.

Please specify whether any reasonable accommodations are requested (see RFGP § 1.7 “Pre-Proposal Conference”):

|  |  |  |
| --- | --- | --- |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |  |

Signature Title

Name of Firm (please print)

## ATTACHMENT D – FINANCIAL PROPOSAL INSTRUCTIONS

FCDSS/CW 17-002-S

Applicants shall submit their Financial Proposal in accordance with the instructions on the Financial Proposal Form (**Attachment D-1**) and as specified herein. The Financial Proposal consists of Attachment D-1 and a Budget Narrative.

On Attachment D-1, Applicants shall provide the proposed budget of grant funds for each listed budget category for each year of the Grant. The Financial Proposal Form is to be signed and dated, where requested, by an individual who is authorized to bind the Applicant to the prices entered on the Financial Proposal Form. Please do not alter the Financial Proposal Form or the Proposal may be determined to be not reasonably susceptible of being selected for award.

**In addition to providing a proposed budget on Attachment D-1, Applicants shall submit a Budget Narrative.** The Budget Narrative shall be a separate document and shall include all methodologies and formulas used to arrive at the requested dollar amounts for each budget category listed on Attachment D-1 as well as any other financial information.For example, Applicants shall list the names, titles, salaries, social security cost, and fringe benefits for its employees who will work under the Grant.

**Information and Instructions**

1. The following data contains the actual numbers of customers served for each year. **These figures cannot be guaranteed for the Grant that results from this RFGP. The numbers shown below are simply estimates that Applicants may use when preparing their Financial Proposals.**

|  |  |
| --- | --- |
| **Fiscal Year** | **Actual Families Served** |
| 2013 | 87 |
| 2014 | 86 |
| 2015 | 86 |

1. Applicants shall insert proposed amounts for each listed budget category, for each year, in Columns C, D, E and F. The Excel sheet will automatically calculate a category total for the term of the agreement in Column G, as well as an overall proposed total price.
2. Administrative costs shall not exceed 10%.
3. Line 31, Column G is the Grand Total Price that will be considered for evaluation purpose.
4. The Department will establish a not to exceed dollar amount in awarding this Grant.

## ATTACHMENT D-1 – FINANCIAL PROPOSAL FORM

Attachment D-1, Financial Proposal Form, is included as a separate Excel attachment.

## ATTACHMENT E – FEDERAL FUNDS ATTACHMENT

FCDSS/CW 17-002-S

A Summary of Certain Federal Fund Requirements and Restrictions

1. Form and rule enclosed: 18 U.S.C. 1913 and Section 1352 of P.L. 101-121 require that all *prospective* and present sub-grantees (this includes all levels of funding) who receive more than $100,000 in federal funds must submit the form “Certification Against Lobbying.” It assures, generally, that recipients will not lobby federal entities with federal funds, and that, as is required, they will disclose other lobbying on form SF- LLL.

2. Form and instructions enclosed: “Form LLL, Disclosure of Lobbying Activities” must be submitted by those receiving more than $100,000 in federal funds, to disclose any lobbying of federal entities (a) with profits from federal contracts or (b) funded with nonfederal funds.

3. Form and summary of Act enclosed: Sub-recipients of federal funds on any level must complete a “Certification Regarding Environmental Tobacco Smoke,” required by Public Law 103-227, the Pro-Children Act of 1994. Such law prohibits smoking in any portion of any indoor facility owned or leased or contracted for regular provision of health, day care, early childhood development, education, or library services for children under the age of 18. Such language must be included in the conditions of award (they are included in the certification, which may be part of such conditions.) This does not apply to those solely receiving Medicaid or Medicare, or facilities where WIC coupons are redeemed.

4. In addition, federal law requires that:

1. OMB Circular A-133, Audits of States, Local Governments and Non-Profit Organizations requires that grantees (both recipients and sub-recipients) which expend a total of $300,000 or more ($500,000 for fiscal years ending after December 31, 2003) in federal assistance shall have a single or program-specific audit conducted for that year in accordance with the provisions of the Single Audit Act of 1984, P.L. 98-502, and the Single Audit Act Amendments of 1996, P.L. 104-156 and the Office of Management and Budget (OBM) Circular A-133. All sub-grantee audit reports, performed in compliance with the aforementioned Circular shall be forwarded within 30 days of report issuance to the State’s Project Manager.

B) All sub-recipients of federal funds comply with Sections 503 and 504 of the Rehabilitation Act of 1973, the conditions of which are summarized in item (C).

C) Recipients of $10,000 or more (on any level) must include in their contract language the requirements of Sections 503 (language specified) and 504 referenced in item (B).

Section 503 of the Rehabilitation Act of 1973, as amended, requires recipients to take affirmative action to employ and advance in employment qualified disabled people. An affirmative action program must be prepared and maintained by all contractors with 50 or more employees and one or more federal contracts of $50,000 or more.

This clause must appear in subcontracts of $10,000 or more:

a) The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The contractor agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.

b) The contractor agrees to comply with the rules, regulations, and relevant orders of the secretary of labor issued pursuant to the act.

c) In the event of the contractor’s non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the secretary of labor issued pursuant to the act.

d) The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the director, provided by or through the contracting office. Such notices shall state the contractor’s obligation under the law to take affirmative action to employ and advance in employment qualified handicapped employees and applicants for employment, and the rights of applicants and employees.

e) The contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the contractor is bound by the terms of Section 503 of the Rehabilitation Act of 1973, and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

f) The contractor will include the provisions of this clause in every subcontract or purchase order of $10,000 or more unless exempted by rules, regulations, or orders of the [federal] secretary issued pursuant to Section 503 of the Act, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as the director of the Office of Federal Grant Compliance Programs may direct to enforce such provisions, including action for non-compliance.

Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sec. 791 et seq.) prohibits discrimination on the basis of handicap in all federally assisted programs and activities. It requires the analysis and making of any changes needed in three general areas of operation- programs, activities, and facilities and employment. It states, among other things, that:

*Grantees that provide health ... services should undertake tasks such as ensuring emergency treatment for the hearing impaired and making certain that persons with impaired sensory or speaking skills are not denied effective notice with regard to benefits, services, and waivers of rights or consents to treatments.*

D) All sub-recipients comply with Title VI of the Civil Rights Act of 1964 that they must not discriminate in participation by race, color, or national origin.

E) All sub-recipients of federal funds from SAMHSA (Substance Abuse and Mental Health Services Administration) or NIH (National Institute of Health) are prohibited from paying any direct salary at a rate more than Executive Level 1 per year. (This includes, but is not limited to, sub-recipients of the Substance Abuse Prevention and Treatment and the Community Mental Health Block Grants and NIH research grants.)

F) There may be no discrimination on the basis of age, according to the requirements of the Age Discrimination Act of 1975.

G) For any education program, as required by Title IX of the Education Amendments of 1972, there may be no discrimination on the basis of sex.

H) For research projects, a form for Protection of Human Subjects (Assurance/ Certification/ Declaration) should be completed by each level funded, assuring that either: (1) there are no human subjects involved, or that (2) an Institutional Review Board (IRB) has given its formal approval before human subjects are involved in research. [This is normally done during the application process rather than after the award is made, as with other assurances and certifications.]

I) In addition, there are conditions, requirements, and restrictions which apply only to specific sources of federal funding. These should be included in your grant/contract documents when applicable.

**ATTACHMENT E-1**

FCDSS/CW 17-002-S

**CERTIFICATION REGARDING LOBBYING**

Certification for Grants, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

|  |  |
| --- | --- |
| Award No. | Organizational Entry |
| Name and Title of Official Signing for Organizational Entry | Telephone No. Of Signing Official |
| Signature of Above Official | Date Signed |

**ATTACHMENT E-2**

**DISCLOSURE OF LOBBYING ACTIVITIES**

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 1. **Type of Federal Action:**    1. Grant    2. Grant    3. Cooperative Agreement    4. Loan    5. Loan guarantee    6. Loan insurance | 1. **Status of Federal Action:**    1. Bid/offer/application    2. Initial award    3. Post-award | | 1. **Report Type:**    1. Initial filing    2. Material change   For Material Change Only:  Year       quarter  Date of last report | |
| **4. Name and Address of Reporting Entity:**  Prime  Subawardee Tier      , if known:  Congressional District, *if known*: | | 1. **If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:**   Congressional District, *if known*: | | |
| **6. Federal Department/Agency:** | | **7. Federal Program Name/Description:**    CFDA Number, *if applicable*: | | |
| **8. Federal Action Number**, *if known*: | | **9. Award Amount**, *if known*:  $ | | |
| **10. a. Name and Address of Lobbying Registrant**  (*if individual, last name, first name, MI*): | | **b. Individuals Performing Services** (*including address if* *different from No. 10a*) (*last name, first name, MI*): | | |
| **11. Amount of Payment** (*check all that apply*)  $       actual  planned | | **13. Type of Payment** (*check all that apply*)  a. retainer  b. one-time  c. commission  d. contingent fee  e. deferred  f. other; specify: | | |
| **12. Form of Payment** (*check all that apply*)  a. cash  b. in-kind; specify: nature  value | |
| **14. Brief Description of Services Performed or to be Performed and Date(s) of Service, including officer(s),**  **employee(s), or Member(s) contacted, for Payment Indicated in Item 11:**  *(attach Continuation Sheet(s) SF-LLLA, if necessary)* | | | | |
| **15. Continuation Sheet(s) SF-LLLA attached:**  Yes  No | | | | |
| 16. Information requested through this form is authorized by title 31 U.S.C. Section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than$10,000 and not more than $100,000 for each such failure. | | Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Print Name:  Title:  Telephone No.:       Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | |
| **Federal Use Only:** | | | | Authorized for Local Reproduction  Standard Form LLL (Rev. 7-97) |

**INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES**

This disclosure form shall be completed by the reporting entity, whether sub-awardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. Section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.

2. Identify the status of the covered Federal action.

3. Identify the appropriate classification of this report. If this is a follow-up report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.

4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or sub-award recipient. Identify the tier of the sub-awardee, e.g., the first sub-awardee of the prime is the 1st tier. Sub-awards include but are not limited to subcontracts, sub-grants and contract awards under grants.

5. If the organization filing the report in item 4 checks "Sub-awardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.

6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.

7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.

8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."

9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.

10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.

10. (b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).

11. The certifying official shall sign and date the form and print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.

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**ATTACHMENT E-3**

**CERTIFICATION REGARDING ENVIRONMENTAL TOBACCO SMOKE**

Public Law 103-227, also known as the Pro Children Act of 1994, Part C Environmental, Tobacco Smoke, requires that smoking not be permitted in any portion of any indoor facility owned, or leased or contracted for by an entity and used routinely or regularly for provision of health, day care, early childhood development services, education or library services to children under the age of 18, if the services are funded by Federal programs either directly or through State or local governments, by Federal grant, contract, loan, or loan guarantee. The law also applies to children’s services that are provided in indoor facilities that are constructed, operated or maintained with such Federal funds. The law does not apply to children’s services provided in private residences, portions of facilities used for inpatient drug or alcohol treatment, service providers whose sole sources of applicable Federal funds is Medicare or Medicaid, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to $1000 for each violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing this certification, the offeror/contractor (for acquisitions) or applicant/grantee (for grants) certifies that the submitting organization will comply with the requirements of the Act and will not allow smoking within any portion of any indoor facility used for the provision of services for children as defined by the Act.

The submitting organization further agrees that it will require the language of this certification be included in any sub-awards which contain provisions for children’s services and that all sub-recipients shall certify accordingly.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Authorized Certifying Individual

## ATTACHMENT F – CONFLICT OF INTEREST AFFIDAVIT AND DISCLOSURE

FCDSS/CW 17-002-S

**(Submit with Proposal)**

A. "Conflict of interest" means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the State, or the person’s objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

B. "Person" has the meaning stated in COMAR 21.01.02.01B(64) and includes an Applicant, Grantee, consultant, or subcontractor or sub-consultant at any tier, and also includes an employee or agent of any of them if the employee or agent has or will have the authority to control or supervise all or a portion of the work for which a Bid/Proposal is made.

C. The Applicant warrants that, except as disclosed in §D, below, there are no relevant facts or circumstances now giving rise or which could, in the future, give rise to a conflict of interest.

D. The following facts or circumstances give rise or could in the future give rise to a conflict of interest (explain in detail—attach additional sheets if necessary):

E. The Applicant agrees that if an actual or potential conflict of interest arises after the date of this affidavit, the Applicant shall immediately make a full disclosure in writing to the procurement officer of all relevant facts and circumstances. This disclosure shall include a description of actions which the Applicant has taken and proposes to take to avoid, mitigate, or neutralize the actual or potential conflict of interest. If the contract has been awarded and performance of the contract has begun, the Grantee shall continue performance until notified by the procurement officer of any contrary action to be taken.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorized Representative and Affiant)

## ATTACHMENT G – NON-DISCLOSURE AGREEMENT

FCDSS/CW 17-002-S

THIS NON-DISCLOSURE AGREEMENT (“Agreement”) is made by and between the State of Maryland (the “State”), acting by and through the Department of Human Resources (the “Department”), and (the “Grantee”).

**RECITALS**

**WHEREAS**, in order for the Grantee to perform the work required under the Grant, it will be necessary for the State at times to provide the Grantee and the Grantee’s employees, agents, and subcontractors (collectively the “Grantee’s Personnel”) with access to certain information the State deems confidential information (the “Confidential Information”).

**NOW, THEREFORE**, in consideration of being given access to the Confidential Information in connection with the solicitation and the Grant, and for other good and valuable consideration, the receipt and sufficiency of which the parties acknowledge, the parties do hereby agree as follows:

1. Regardless of the form, format, or media on or in which the Confidential Information is provided and regardless of whether any such Confidential Information is marked as such, Confidential Information means (1) any and all information provided by or made available by the State to the Grantee in connection with the Grant and (2) any and all Personally Identifiable Information (PII) (including but not limited to personal information as defined in Md. Ann. Code, State Govt. §10-1301) and Protected Health Information (PHI) that is provided by a person or entity to the Grantee in connection with this Grant. Confidential Information includes, by way of example only, information that the Grantee views, takes notes from, copies (if the State agrees in writing to permit copying), possesses or is otherwise provided access to and use of by the State in relation to the Grant. Confidential Information does not include information that: (a) is lawfully in the public domain; (b) has been independently developed by the other party without violation of this Grant; (c) was already in the possession of such party; (d) was supplied to such party by a third party lawfully in possession thereof and legally permitted to further disclose the information; or (e) which such party is required to disclose by law.

2. Grantee shall not, without the State’s prior written consent, copy, disclose, publish, release, transfer, disseminate, use, or allow access for any purpose or in any form, any Confidential Information except for the sole and exclusive purpose of performing under the Grant. Grantee shall limit access to the Confidential Information to the Grantee’s Personnel who have a demonstrable need to know such Confidential Information in order to perform under the Grant.

3. If the Grantee intends to disseminate any portion of the Confidential Information to non-employee agents who are assisting in the Grantee’s performance of the Grant or who will otherwise have a role in performing any aspect of the Grant, the Grantee shall first obtain the written consent of the State to any such dissemination. The State may grant, deny, or condition any such consent, as it may deem appropriate in its sole and absolute subjective discretion.

4. Grantee hereby agrees to hold the Confidential Information in trust and in strictest confidence, to adopt or establish operating procedures and physical security measures, and to take all other measures necessary to protect the Confidential Information from inadvertent release or disclosure to unauthorized third parties and to prevent all or any portion of the Confidential Information from falling into the public domain or into the possession of persons not bound to maintain the confidentiality of the Confidential Information.

5. Grantee shall promptly advise the State in writing if it learns of any unauthorized use, misappropriation, or disclosure of the Confidential Information by any of the Grantee’s Personnel or the Grantee’s former Personnel. Grantee shall, at its own expense, cooperate with the State in seeking injunctive or other equitable relief against any such person(s).

6. Grantee shall, at its own expense, destroy or return to the Department all Confidential Information in its care, custody, control or possession upon the written request of the Department or upon the expiration of the term of the document retention period specified at Section 24 of the Grant.

7. A breach of this Agreement by the Grantee or by the Grantee’s Personnel shall constitute a breach of the Grant between the Grantee and the State.

8. Grantee acknowledges that any failure by the Grantee or the Grantee’s Personnel to abide by the terms and conditions of use of the Confidential Information may cause irreparable harm to the State and that monetary damages may be inadequate to compensate the State for such breach. Accordingly, the Grantee agrees that the State may seek an injunction to prevent the disclosure, copying or improper use of the Confidential Information. The Grantee consents to personal jurisdiction in the Maryland State Courts. The State’s rights and remedies hereunder are cumulative and the State expressly reserves any and all rights, remedies, claims and actions that it may have now or in the future to protect the Confidential Information and to seek damages from the Grantee and the Grantee’s Personnel for a failure to comply with the requirements of this Agreement. In the event the State suffers any losses, damages, liabilities, expenses, or costs (including, by way of example only, reasonable attorneys’ fees and disbursements) that are attributable, in whole or in part to any failure by the Grantee or any of the Grantee’s Personnel to comply with the requirements of this Agreement, the Grantee shall hold harmless and indemnify the State from and against any such losses, damages, liabilities, expenses, and costs.

9. Each of the Grantee’s Personnel who receive or have access to any Confidential Information shall execute an agreement that personally binds Grantee’s Personnel to adhere to the confidentiality restrictions set forth in this Agreement, and the Grantee shall provide copies of such agreements to the State upon request.

10. The parties further agree that:

a. This Agreement shall be governed by the laws of the State of Maryland;

b. The rights and obligations of the Grantee under this Agreement may not be assigned or delegated, by operation of law or otherwise, without the prior written consent of the State;

c. The State makes no representations or warranties as to the accuracy or completeness of any Confidential Information;

d. The invalidity or unenforceability of any provision of this Agreement shall not affect the validity or enforceability of any other provision of this Agreement;

e. Signatures exchanged by facsimile are effective for all purposes hereunder to the same extent as original signatures;

f. The Recitals are not merely prefatory but are an integral part hereof; and

g. The effective date of this Agreement shall be the same as the effective date of the Grant entered into by the parties.

**IN WITNESS WHEREOF**, the parties have, by their duly authorized representatives, executed this Agreement as of the day and year first above written.

|  |  |
| --- | --- |
| Grantee:: TYPE GRANTEE'S LEGAL NAME | Department of Human Resources |
| By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(SEAL) | By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Printed Name: TYPE REP'S NAME HERE | Printed Name: |
| Title: TYPE REP'S TITLE HERE | Title: |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**NON-DISCLOSURE AGREEMENT - ATTACHMENT G-1**

FCDSS/CW 17-002-S

**LIST OF GRANTEE’S EMPLOYEES AND AGENTS WHO WILL BE GIVEN ACCESS TO THE CONFIDENTIAL INFORMATION**

**Printed Name and Employee (E)**

**Address of Individual/Agent or Agent (A) Signature Date**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| TYPE NAME & ADDRESS |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |
|  |  |  |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **\_\_\_\_\_\_\_\_\_\_** |

**NON-DISCLOSURE AGREEMENT – ATTACHMENT G-2**

FCDSS/CW 17-002-S

**CERTIFICATION TO ACCOMPANY RETURN OF CONFIDENTIAL INFORMATION**

I AFFIRM THAT:

To the best of my knowledge, information, and belief, and upon due inquiry, I hereby certify that: (i) all Confidential Information which is the subject matter of that certain Non-Disclosure Agreement by and between the State of Maryland and TYPE GRANTEE LEGAL NAME (“Grantee”) dated TYPE MONTH AND DAY,       (“Agreement”) is attached hereto and is hereby returned to the State in accordance with the terms and conditions of the Agreement; and (ii) I am legally authorized to bind the Grantee to this affirmation.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, HAVING MADE DUE INQUIRY.**

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NAME OF GRANTEE: TYPE GRANTEE LEGAL NAME

BY:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Signature)

TITLE: TYPE REP'S TITLE HERE

(Authorized Representative and Affiant)

## ATTACHMENT H – IFPS REFERRAL FORM

**Attachment H, the IFPS Referral Form,** is a PDF file and is included as a separate attachment to this RFGP.

## ATTACHMENT I – IFPS ACKNOWLEDGEMENT OF FAMILY REFERRAL

Interagency Family Preservation Services

Acknowledgement of Family Referral

The Interagency Family Preservation Services (IFPS) program at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a vendor for Frederick County Department of Social Services (FCDSS). The IFPS program provides short-term, intensive, home and community-based crisis intervention services designed to assist my/our family in remaining together. The IFPS program will involve working with my/our family as partners in all steps of the therapeutic and intervention process. The IFPS team will provide my/our family with a variety of services to include, but not limited to: crisis intervention/prevention; family counseling; family education in the areas of child development, parenting skills, communication skills, and mood management. Additionally, the IFPS team may also work with my/our family in developing the following skills: use of public transportation, budgeting, employment, and how to access other services. The services that are provided and the skills that are taught by the IFPS team should enable my/our family to remain living together once we have completed the program.

# Agreement

I/we understand that my/our family is being referred to the Interagency Family Preservation Services program through \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for intensive interventions that will help to strengthen my/our family with the goal of remain living together. I/we agree to be contacted by the IFPS program of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Caretaker signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Caretaker signature Date

## ATTACHMENT J – SAFETY ASSESSMENT FOR EVERY CHILD (SAFE-C)

**Attachment J, the Safety Assessment for Every Child (SAFE-C),** is a PDF file and is included as a separate attachment to this RFGP.

## ATTACHMENT K – IFPS PROGRAM INITIAL SERVICE AGREEMENT

**Attachment K, the IFPS Initial Service Agreement,** is a PDF file and is included as a separate attachment to this RFGP.

## ATTACHMENT L – IFPS SERVICE PLAN

**Attachment L, the IFPS Service Plan,** is a PDF file and is included as a separate attachment to this RFGP.

## ATTACHMENT M – MARYLAND FAMILY RISK ASSESSMENT

**Attachment M, the Maryland Family Risk Assessment,** is a PDF file and is included as a separate attachment to this RFGP.

## ATTACHMENT N – IN-HOME SERVICES PROGRESS REVIEW

**Attachment N, the In-Home Services Progress Review,** is a PDF file and is included as a separate attachment to this RFGP.

## ATTACHMENT O – IFPS AFTER CARE REPORT

**Interagency Family Preservation Services**

**After Care Report (Sample)**

Parent/Guardian Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number:

Date Services Ended: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Follow-Up Due:

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name of FP worker:

First Attempt Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Message Left? Y N

Second Attempt Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Message Left? Y N

Third Attempt Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Message Left? Y N

Date Survey Administered: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1) Has the child been in a placement since the introduction of services? Y N

If yes, what kind of placement? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2) Has the child changed school placements? Y N

3) Is the child still living at home? Y N

If no, why is the child elsewhere? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4) Was your family satisfied with:

How quickly the services began? Y N

The services provided by the Family Preservation workers? Y N

The length of time your family was served? Y N

5) What was the most helpful aspect of the Family Preservation Program?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6) If you could change anything about the Family Preservation Program service, what would it be?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## ATTACHMENT P – IFPS QUARTERLY REPORT

**FY 2017 Reporting Form from \_\_\_\_\_\_\_\_\_\_\_\_\_ to DSS**

**Interagency Family Preservation**

**Indicate reporting period:**

First Quarter (July 1 – September 30, 20\_\_) Due October 12th

Second Quarter (October 1 – December 31, 20\_\_) \*Due January 11th

Third Quarter (January 1 – March 31, 20\_\_) Due April 12th

Fourth Quarter (April 1 – June 30, 20\_\_) Due July 12th

***Please provide the following totals for the Quarter:***

**Service Quantity:**

1. Number of referrals for Interagency Family Preservation:
2. Number accepted by Grantee:
3. Number of new year-to-date referrals with family refusing – at initial outreach:
4. Number of new families served: , returning families:
5. Number closed:
6. Cumulative number of families served [FY17 Goal = 85 families served]: : Carry over

**Service Quality:**

7. Percent of new families receiving required initial contact within 24 hours   
 [FY17 Goal = 100%]:

1. Percent of families receiving 5 hours of direct service (face-to-face, travel attempts) per week   
   [FY17 Goal = 100%]:
2. Percent of cases in which all necessary eligibility documentation is present [FY17 Goal = 100%]:
3. Percent of families invited to IFPS initial team meeting [FY17 Goal = 100%]:
4. Number and Percent of exiting Families sent client satisfaction at close of intervention [FY17 Goal = 100%]:
5. Of surveys returned, percent of families indicating satisfaction (or better) with IFPS [FY17 Goal = 85%]:

**DSS Monitoring:**

1. Date(s) of DSS site visits:
2. Description of any significant technical assistance provided to Family Preservation in quarter:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name, Title**  **Date**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name, Title Date**

## ATTACHMENT Q – IFPS SAMPLE INVOICE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Budget | Oct 16 | Nov 16 | Dec 16 | Jan 17 | Feb 17 | Mar 17 | Apr 17 | May 17 | Jun 17 | Jul 17 | Aug 17 | Sep 17 | Balance |
| Salaries |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fringe |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Training |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Travel |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Communication |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Postage |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Lease |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Insurance |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Utilities |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Advertising |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Supplies |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Legal |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Equipment |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Accounting |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Client Flex Fund |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Program Flex Funds |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Indirect - Contracted |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| Agency Name |  |
| Contact Person |  |
| Address |  |
| Contact |  |
| Email |  |
| Phone |  |
| Fax |  |

**Invoice Sample**

**Interagency Family Preservation**

October 1, 2016 – September 30, 2017

## ATTACHMENT R – IFPS CLIENT SURVEY SAMPLE

**Interagency Family Preservation Services**

**Client Survey (Sample)**

1. How would you rate the quality of Family Preservation services that you received?

Please circle one: **Excellent Good Fair Poor**

1. Have the services that you received helped you to deal more effectively with problems in your life?

Please circle one: **Yes – A great deal**

**Yes – Somewhat**

**No – I don’t think so**

**No – They seemed to make things worse**

1. Can you offer any suggestions about how the services could be more helpful/effective?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

1. How satisfied are you with the time frame in which your telephone calls were returned?

Please circle one: **Very Satisfied Satisfied Dissatisfied Very Dissatisfied**

1. How satisfied are you that the workers and/or associate recognized the things you are good at, as well as the things that give you problems?

Please circle one: **Very Satisfied Satisfied Dissatisfied Very Dissatisfied**

1. If a friend were in need of similar help, would you recommend Family Preservation to her/him?

Please circle one: **Yes No**