

REQUEST FOR PROPOSALS

Train Up and Hire Up Support Services:

Behavioral Health Services for Baltimore City Residents in the COVID-19 Economic Recovery

Issued: Thursday, February 17, 2022

Due: Thursday, March 17, 2022

Bidders Conference

Friday, February 25, 2022

3:00 PM-4:30 PM

Mayor's Office of Employment Development

Join Zoom Meeting

<https://zoom.us/j/91920374998?pwd=aWdzcHdBeHM2ZVBQSzBJY0p2RGUxUT09>

Attendance is not mandatory but is highly recommended



Jason Perkins-Cohen
Director
Mayor's Office of Employment Development

Brandon M. Scott
Mayor
City of Baltimore

**Train Up and Hire Up Support Services: Behavioral Health Services
for Baltimore City Residents in the COVID-19 Economic Recovery**

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**Train Up and Hire Up Support Services: Behavioral Health Services
for Baltimore City Residents in the COVID-19 Economic Recovery**

BACKGROUND/PURPOSE OF FUNDING

The Mayor's Office of Employment Development (MOED) is Baltimore's workforce development agency and American Job Center operator. MOED serves as the City's primary agent of workforce development services for employers, new workers, people with disabilities, career changers, returning citizens, laid-off workers, and youth. More information on MOED is available at <https://moed.baltimorecity.gov/>

MOED's mission is to deliver economic justice to Baltimore residents. To MOED, economic justice means creating an equitable workforce system that responds to all residents' needs and provides viable economic opportunities to all residents especially those who have been generally and systemically disadvantaged. We believe that every resident deserves the right for meaningful work and a hopeful future. Like all of MOED's programs, Train Up and Hire Up aim to disrupt systems of structural racism that have led to unequal access to opportunity and inequity in income and employment. Systemic racism has caused disparities in housing, transportation, education, and health, all of which impact access to job opportunities. Employment among Black workers is concentrated in lower wage industries and occupations. Black workers tend to earn less than their white counterparts and experience higher employment turnover. Median household income for Black households in Baltimore is nearly half that of whites. Black employment in the city is three times that of whites, and Black workers are expected to have a longer and slower recovery from the pandemic, regardless of education level. Train Up and Hire Up will provide training and job opportunities and wraparound supports to those who might otherwise find themselves unemployed or struggling in a job without prospects for advancement.

Train Up and Hire Up are part of Baltimore's COVID-19 economic recovery strategy, which is funded through the American Rescue Plan Act (ARPA) and the Maryland RELIEF Act. MOED is working with public and private partners to provide occupational training, apprenticeships, subsidized work, supportive services, transportation assistance, and small business subsidies. These workforce strategies are designed to alleviate the economic impacts of the pandemic and to assist neighborhoods and residents hardest hit by pandemic. MOED will prioritize unemployed and underemployed residents and particularly our most disadvantaged jobseekers, including returning citizens, opportunity youth, and public assistance recipients. These programs will increase access to opportunity, promote local job growth, support low-income households, benefit historically underinvested neighborhoods, and create wealth in communities of color. They will also help the city become cleaner, safer, and more welcoming.

Train Up will offer occupational training in high-demand sectors and Hire Up will provide subsidized employment with city agencies and nonprofits organizations paying \$15/hour. Programs will be located throughout Baltimore City. Train Up will serve approximately 1,650 residents over three program years. Training programs will take place in-person, remotely, or in a hybrid setting. Training is expected to be offered by 17 organizations offering occupation training and industry-recognized credentials in eight high-growth sectors (automotive, biotechnology, construction, healthcare, hospitality, information technology, manufacturing, and transportation/logistics). Programs will also provide case management, job placement assistance, and access to support services. Occupational training program length varies and averages about three months. Support services include financial empowerment counseling, adult education, legal services, and behavioral health support. MOED will offer financial empowerment services directly, and the remaining services will be provided by contractors to be selected through a competitive RFP process.

Hire Up will serve approximately 420 residents over three program years. Residents will receive one-week of paid job readiness training and will work 35 hours/week at nonprofit organizations or city agencies for up to six months. Current work sites includes the Department of Recreation and Parks, Department of

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Public Works, Downtown Partnership of Baltimore, Parking Authority of Baltimore City, and MOED. Hire Up will offer participants access to financial empowerment counseling, legal services, and behavioral health services as workforce supports.

MOED has received funding in partnership with Baltimore City's Mayor's Office of Recovery Programs to support behavioral health services as a workforce support. Behavioral health services are supported by a City-awarded grant of Coronavirus State and Local Fiscal Recovery Funds and shall be used as permitted by American Rescue Plan Act of 2021 (ARPA) § 9901, Pub. L. No. 117-2, codified at 42 U.S.C. § 802 et seq.

For more information, see:

American Rescue Plan Act of 2021: <https://www.congress.gov/117/bills/hr1319/BILLS-117hr1319enr.pdf>
31 CFR Part 35 Interim Final Rule: <https://www.govinfo.gov/content/pkg/FR-2021-05-17/pdf/2021-10283.pdf>

Purpose of Funding

The organizations funded by this proposal will offer group and individual behavioral health services to all participants enrolled in Hire Up and Train Up. Program participants will be located at occupational training sites and subsidized worksite throughout the city. Training and subsidized work may be in-person, remote, or hybrid. Training sites and work sites will set aside program time for program participants to participate in support services

Behavioral health services will include individual counseling by a licensed clinician through telehealth or in person, and well as in-person and remote group support sessions. If utilization by Hire Up and Train Up participants is lower than anticipated and selected behavioral health providers have extra capacity, they will additionally offer services to other MOED clients who have been negatively impacted by the pandemic. Funded organizations will do the following:

- Provide individual and group-based behavioral health support as participants navigate employment and training during and beyond the COVID-19 pandemic
- Provide a safe space to help individuals and families toward self-sufficiency and personal success
- Help individuals to create better problem-solving, healthier relationships, and stronger communities
- Normalize attention to and care of behavioral health in the view employees and employers

Individual and group sessions will provide a safe, confidential environment for people to normalize experiences, reduce loneliness, gain awareness of self and others as well as learn new skills. Groups may focus on topics such as physical wellness (nutrition, exercise, sleeping habits), interpersonal communication, anger management, trauma, substance abuse, or other topics deemed relevant to the group.

Funded organizations will also work with occupational training program providers (under Train Up) and worksite supervisors (under Hire Up) to provide consultation, professional development, and other assistance to create a more holistic understanding of behavioral health and wellness.

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Applicant Qualifications

This RFP is open to behavioral health providers operating in Baltimore City. This is a competitive process open to organizations with a not-for-profit designation as evidenced by incorporation in the State of Maryland or Federal 501(c)(3) tax-exempt designation.

Selected vendors must have demonstrated experience with providing behavioral health services to low-income populations in Baltimore City. Bidders may form teams or include subcontractors to appropriately respond to all tasks listed in the Scope of Work. If teams are formed, or subcontractors are engaged, the proposal must clearly identify a prime or lead contractor.

Applicants to this RFP should offer, at minimum:

- Services by a clinician (or clinicians) with LCSW-C or LCPC license in Maryland. The clinician(s) should have at least 5 years of work experience in the implementation of therapeutic behavioral health services. This should include professional experience developing and implementing clinical interventions for individuals experiencing trauma, grief and loss, anxiety, depression, anger management, and substance abuse.

Applicants should also possess the following, at a minimum:

- Experience working with Baltimore City residents
- Ability to create individualized plans that address behavioral health and wellness needs
- Ability to provide behavioral health services in various formats (individual and group format, remote and in-person) and in various geographic locations
- Ability to develop a positive culture of mutual understanding and trust and assist in normalizing behavioral health concerns
- Commitment to provide services through a race equity and inclusion lens
- Understanding of how potential stigma associated with engaging in behavioral health services could impact individuals' participation in the program
- Ability to help project partners understand behavioral health services
- Understanding of common barriers to economic success, including childcare, parenting/family stress, transportation, and academic difficulties
- Ability to travel to different locations throughout Baltimore City to provide services

The selected organizations will work closely with the Train Up project manager, Hire Up project manager, and other MOED staff working on ARPA-supported programming to ensure full and consistent implementation of behavioral health services that are meeting the needs of participants. Periodic meetings and frequent communication are expected among behavioral services providers, occupational training staff, and Hire Up and Train Up project management staff based at MOED. Monthly performance reports will be required. Updates will apprise MOED of monthly activities, issues with implementation, solutions to implementation challenges, and recommendations for needed adjustments.

Target Population

This grant opportunity serves unemployed and underemployed Baltimore residents who have been negatively affected by the pandemic. This includes Hire Up participants, Train Up participants, and, capacity permitting, other MOED clients harmed by the pandemic. MOED's programs will prioritize the city's most disadvantaged job seekers, including returning citizens, opportunity youth, and public assistance recipients.

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Award Type and Amount

Funding will be provided in the form of a grant. Approximately \$660,000 is expected to be available to eligible organizations as described below to fund 2-3 grants of up to \$330,000, with each lasting up to 27 months. A total of approximately 2,200 participants are expected to be offered services over the course of the grant period, or a total of about 975 participants offered services in the first and second years each, with 250 offered services in the final quarter of the project. The cost per participant offered services is approximately \$300. The expectation is that all participants receive the offer of services. Service uptake will be voluntary, and MOED is aware that service utilization rates will vary across sites.

MOED reserves the right to change the number of grants awarded depending on the number and quality of applications submitted under this RFP. In the event that additional funds become available, MOED reserves the right to use such funds to select additional grantees from applications submitted in response to this RFP. Grant awards will be made only to the extent that funds are available.

Period of Performance

The maximum period of grant performance is 27 months from the date of execution of the grant award, commencing on or about April 1, 2022, and ending on or about June 30, 2024. This performance period includes: all necessary implementation and start-up activities, client recruitment, and execution of proposed counseling activities.

MOED expects that start-up activities, such as establishment of relationships with Train Up training providers and Hire Up worksite supervisors, will begin immediately after contract award. MOED also expects that grantees will begin serving participants no later than one month after the date of grant award.

MOED strongly encourages grantees to develop their project work plans and timelines accordingly. Applicants must plan to fully expend grant funds during the period of performance while ensuring full transparency and accountability for all expenditures.

Proposal Guidelines

Proposals must include the following components:

1. Proposal abstract
2. Proposal narrative
4. Budget & budget justification
5. Subcontractor agreements, if applicable
6. Letters of reference

The required proposal document should be prepared using 12-point font, double-spaced, and on numbered pages. The Proposal Narrative must be limited to 10 pages.

Submit your application via email to Shantrice Cooper-Mckoy at **Scooper-mckoy@oedworks.com** by **3:00 pm on Thursday, March 17, 2022**. Include "Train Up and Hire Up: Behavioral Health Services Proposal" in the subject line of the email.

It is the applicant's responsibility to ensure that the submitted proposal is complete and fully responsive to all RFP requirements.

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Cost of Proposal

MOED will not pay any costs incurred by applicants associated with proposal preparation.

Clarification Procedures and Withdrawals

All clarifications or changes to submitted proposals must be in the form of a written addendum and received prior to **3:00 PM on Thursday, March 17, 2022**. A submitted proposal may be withdrawn prior to the due date. A written request to withdraw the proposal must be submitted electronically to Scooper-mckoy@oedworks.com.

Public Records

Applicants are advised that documents in possession of the Mayor's Office of Employment Development are considered public records and subject to disclosure under the Maryland Public Information Act.

Tentative Schedule

- RFP issued: Thursday, February 17, 2022
- Bidders conference: Friday, February 25, 2022, 3:00-4:30 PM
- Written questions due on or before: Wednesday, March 2, 2022
- Optional letter of intent due: Friday, March 4, 2022
- Response to questions posted: Tuesday, March 8, 2022
- Proposals due: Thursday, March 17, 2022
- Award is announced on or about: Friday, March 25, 2022
- Final qualification documents due from selectees: Tuesday, March 30, 2022
- Agreement completed and approved by: April 6, 2022
- Start of services, on or about: May 1, 2022
- Contract end date: June 30, 2024

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QUALIFICATIONS AND RESPONSIBILITIES

All selected organizations must meet a minimum level of administrative and fiscal capacity in order to enter into a subgrant agreement with MOED. Therefore, all applicants given selection notification must provide the following Documentation of Qualifications when requested by MOED. Failure to satisfactorily provide the following documentation could result in disqualification of proposed award.

Documentation of Organization's Qualifications

- In good standing with the Maryland Department of Assessments Taxation at time of proposal submission *<Must submit a current a certificate of good standing from the Department of Assessment and Taxation.>*
- Legal entity (Proof of Incorporation, 501c (3), etc.) *<Must submit document proving legal entity.>*
- Written personnel policies *<Must submit table of contents of personnel policies.>*
- Written conflict of interest policy for staff and board *<Must submit copy of Conflict of Interest Policy.>*
- Written grievance procedure for customers/clients *<Must submit copy of grievance procedure.>*
- Ongoing quality assurance process for services *<Must submit descriptions of process.>*
- For organizations with an annual budget of at least \$100,000 *<Must submit current annual budget document identifying the various sources and amounts.>*
- For organizations that have more than one revenue source *<Must submit revenue documentation identifying the various sources and amounts.>*
- Proven fiscal capacity including capacity for fund accounting *<Must submit bound copy of most recent formal audit completed within last year. Must satisfactorily address all findings.>*
- Verify that the program has procured and will maintain during the life of the agreement the following required insurance coverage: professional liability, errors and omissions; commercial general liability insurance, including contractual liability insurance; business automobile liability (if applicable); worker's compensation coverage; and employee dishonesty insurance *<Must submit copies of certificates of insurance with contract. >*
- Adequate method to collect client information and demographics *<Must submit sample of format or report. >*
- Demonstrated ability to collect outcome data that measures performance to plan *<Must submit report showing actual to planned performance. >*
- A networked computer connected to the Internet with a browser that is compatible with any current cloud applications or databases required by MOED; the system should have a PDF reader, office applications compatible with the current version of Microsoft Excel and Word, and email accounts for all individuals accountable for this agreement or willingness and budget to acquire these technologies *<Must submit letter describing how organization currently addresses or plans to address these criteria.>*

Subgrantee Responsibilities

Program success is contingent upon the ability of the subgrantee to meet the demands of managing and administering the initiative/service. The awarded agreement will be based on cost reimbursement with allowable costs limited to those reasonable and necessary for the effective and efficient performance of the contract services. With the advance written approval of MOED, the subgrantee may be permitted to subcontract specific activities, with conditions.

NOTE: It is suggested that the organization has a minimum of three months operating capital on-hand throughout the term of the contract.

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Subgrantee responsibilities include but are not limited to:

1. Oversight of other subcontractors
2. Program operations and fiscal management
3. Monitoring/evaluation
4. Participant tracking and documentation
5. Timely billings and reports
6. Timely reporting of required data/information
7. Cooperation and coordination with MOED staff
8. Achieving outcomes stated in contract

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TECHNICAL PROPOSAL FORMAT

Proposal Abstract

All submissions should include a **one-page** Proposal Abstract with the following information:

1. Name of lead applicant organization
2. Names of all partner organizations
3. Program objectives
4. Targeted population(s)
5. Overview of services to be provided
6. Proposed activity and performance outcomes
7. Proposed period of performance
8. Requested award amount

Proposal Narrative

The Proposal Narrative should be no longer than **10 pages** and should contain the following:

Experience and Qualifications. A summary of the proposer's qualifications with regard to the selection criteria identified in this RFP. The summary should detail the organization's (or partnership's) experience in providing therapeutic behavioral health services, highlighting experience with workforce partners or other social service organizations and experience serving low-income Baltimore City residents. This should include professional experience developing and implementing clinical interventions for individuals experiencing trauma, grief and loss, anxiety, depression, anger management, and substance abuse. It should also detail the organization's ability to:

- Create individualized plans that address behavioral health and wellness needs
- Provide behavioral health services in various settings (individual and group format, remote and in-person) and in various locations
- Develop a positive culture of mutual understanding and trust and assist in normalizing behavioral health concerns
- Help project partners understand behavioral health services
- Understanding of common barriers to economic success, including childcare, parenting/family stress, transportation, and academic difficulties
- Ability to travel to different locations throughout Baltimore City to provide services

This section should demonstrate a commitment to provide services through a race equity and inclusion lens. It should also demonstrate an understanding of how potential stigma associated with engaging in behavioral health services could affect individuals' participation in the behavioral services offered through Hire Up and Train Up.

Project Management and Key Technical Staff. Applicants should designate a project clinician, or clinicians, with an LCSW-C or LCPC license in Maryland. This section should describe that designation and the responsibilities of the clinician and key personnel. Include resumes for the project clinician and key personnel if already selected. Note that the resulting contract will require commitment of the specified personnel. Include an outline showing estimated hours by each staff member by task.

Provide a timeline with all activities, timeframes, deliverables, and partners required to implement all behavioral health services within the grant period of performance. Include timeframes for accomplishing all start-up activities immediately following the start of the grant period of performance and serving participants no later than one month after the grant start date.

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Statement of Work. Provide a description of the proposed individual and group activities and methodologies for each task, including the following:

- **Assessment.** Describe the intake evaluation to determine counseling needs and approach, as well as screening for trauma, suicidality and substance use disorders.
- **Supervision.** Describe supervision of licensed clinician(s) providing therapeutic services (e.g, clinical supervisor, board-certified psychiatrist, or other supervisors).
- **Counseling Methods.** Describe the counseling approach and modalities your clinician(s) use, such as Motivational Interviewing, Harm Reduction, and Trauma Informed Care, Cognitive Behavioral Therapy, Dialectic Behavior Therapy, and/or other methods.
- **Substance Use Disorder Treatment.** Describe your counseling, treatment, and referral process for individuals with substance use disorders.
- **Suicide Prevention.** Describe your protocols for suicide prevention and intervention.
- **Enhanced Psychiatric Referrals.** Describe your process for identifying need for psychiatric evaluation, and possible intervention, during intake or while participating in the program to allow high-need clients quicker access to psychiatry services and medication.
- **Service Delivery Method.** Describe your methods for service delivery in telehealth form, in-person, and/or hybrid delivery to Hire Up and Train Up sites, which will be located across the city. Training sites and work sites will set aside program time for program participants to participate in support services.
- **Documentation.** Detail the approach for documenting outcomes of each individual assessment and developing a treatment/support plan.

Describe services that would be offered in group format. These might be sessions on topics such as anxiety reduction, stress management, work/life balance, or grief and loss. They might also include group counseling sessions if a common problem or theme is identified.

Describe the format of services: fully in-person, fully virtual, or a hybrid model of in-person and virtual. If services will be fully or partially virtual, describe how you will ensure counseling will be high-quality and reliable and describe how services will be accessible to participants who may not have reliable access to a computer or internet connection.

Describe methods for ongoing communication with Hire Up and Train Up participants, such as monthly email blasts as reminder about services, both for those who have engaged in services and those who might be hesitant to engage.

Performance Outcomes and Data Tracking. Include total number of participants to be offered services, both individual and group; number of participants expected to take up individual counseling; number expected to take up group counseling; and other relevant outcomes. Describe the process for tracking participant-level data and progress. Describe how data will be used to inform quality assurance and improvement and to inform decisions about any changes need to interventions to improve client/project outcomes.

Other Information. Include any other relevant material you wish to provide.

Budget & Budget Justification

Use the templates included to complete this section. Complete all fields requested or indicate "n/a" where the field is not applicable. Please be sure to:

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- Provide a complete description of costs associated with each line item in sufficient detail to justify the total cost for each line item
- Double check the calculations to make sure that they are accurate
- Make sure that the budget is justified and reasonable given the scope of work of the services, including adequate staff personnel devoted to the project to support achieving project objectives
- Identify any leveraged funds, including the source and a short description of how funds will be utilized as part of this grant

Subcontractor Agreements

The proposal should include drafts of agreements with all planned subcontractors.

Letters of Reference

Three letters of reference from previous or current clients are required. These should include contact information (name, phone number, email address, etc.) for references.

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FUNDING/BUDGET GUIDELINES

The funding for each agreement will not exceed \$330,000 for the term of the agreement. This amount is provided as a planning figure only and does not commit the MOED to award an agreement for this amount. The budget detailed below should be based on one year. For example, if you are requesting \$330,000 over the course of the grant period, your detailed one-year budget below might be \$150,000, based on the assumption that the second program year would be funded at \$150,000 and the final three months \$30,000, for a total of \$330,000 over the full period.

The selected service providers will not be required to leverage additional resources in order to meet described outcomes; they are, however, strongly encouraged to do so. List other resources that contribute to the delivery of the proposed services on Leveraged Resources budget form. Include expense category (e.g., staff, operating, etc.), brief description, actual or estimated amount, and sources that contribute to the delivery of the proposed program. Include letters of support for all leveraged resources.

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BUDGET FORMAT

Please use the included Excel sheet to complete the proposal budget. Attach the completed Excel spreadsheet with your submission. **The budget should cover Year 1.** Assuming the agreement will extend 27 months, indicate in the table below expected costs for Year 1, Year 2, and Year 3.

Organization	
Address	
Project name	
Fiscal contact	
Fiscal contact's phone number	
Fiscal contact's e-mail address	
Tax ID Number	
Funding award period	
Total proposed budget amount	
Proposed budget request amount for Year 1 (12 months), Year 2 (12 months), and Year 3 (3 months)	
Proposed number of participants to be offered services for Year 1 (12 months), Year 2 (12 months), and Year 3 (3 months)	

BUDGET CATEGORIES – For Year 1

All sections may not apply. Complete all applicable sections.

Object Class Categories	Category Total
A. Personnel	\$
B. Fringe benefits	\$
C. Staff travel and training	\$
D. Space rental and utilities	\$
E. Equipment	\$
F. Supplies	\$
G. Participant expenses	\$
H. Contractual	\$
I. Other	\$
J. Administrative costs <i>(May not exceed 10% of total direct costs)</i>	\$
K. Total costs (total direct costs and administrative costs)	\$

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Object Class Category (A): PERSONNEL					
A. Position*	B. Annualized salary**	C. % of time (FTE)	D. # of Months	E. Monthly salary/wage	F. Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
			TOTAL PERSONNEL COST		

(* Administrative staff costs should be captured on the Administrative Costs budget page)

(**At a full-time level)

Budget Narrative: PERSONNEL

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Object Class Category (B.): FRINGE BENEFITS					
A. Position(s)	B. Benefit(s) (what type)	C. Rate (% of D)	D. Base Amount and Nature	E. Cost	
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					
	TOTAL FRINGE BENEFITS COST				

Budget Narrative: FRINGE BENEFITS

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Object Class Category (C.): STAFF TRAVEL/TRAINING					
A. Item	B. # of Staff	C. #of Units	D. Unit Type	E. Cost Per Unit	F. Cost
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10					
	TOTAL TRAVEL COST				

Budget Narrative: TRAVEL/TRAINING

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Object Class Category (D.): SPACE RENTAL/UTILITIES	
A. Brief Description	B. Cost
1.	\$
2.	
3.	
4.	
5.	
6.	

Budget Narrative: SPACE RENTAL/UTILITIES

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Object Class Category (E.): EQUIPMENT (includes equipment costing \$5,000 or more and a useful life of more than one year)			
A. Item	B. # of Items	C. Cost per Item	D. Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
		TOTAL EQUIPMENT COST	

Budget Narrative: EQUIPMENT

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Object Class Category (F.): SUPPLIES (includes supplies/equipment costing less than \$5,000 per item)			
A. Item	B. # of Units	C. Cost per Unit	D. Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		TOTAL SUPPLIES COST	

Budget Narrative: SUPPLIES

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Object Class Category (G.): PARTICIPANT EXPENSES			
A. Item	B. # of Units	C. Cost per Unit	D. Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		TOTAL COST OF PARTICIPANT EXPENSES	

Budget Narrative: PARTICIPANT EXPENSES

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Object Class Category (H.): CONTRACTUAL	
A. Brief Description	B. Cost
1.	\$
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL CONTRACTUAL COST	

Budget Narrative: CONTRACTUAL

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Object Class Category (I.): OTHER COSTS			
A. Item	B. # of Units	C. Cost per Unit	D. Cost
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
		TOTAL COST OF OTHER COSTS	

Budget Narrative: OTHER COSTS

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Object Class Category (J.): ADMINISTRATIVE (Administrative costs may not exceed 10% of total direct costs)	
A. Brief Description	B. Cost
1.	\$
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
TOTAL ADMINISTRATIVE COSTS	

Budget Narrative: ADMINISTRATIVE

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LEVERAGED RESOURCES (Optional)

For informational purposes and not to be included in the budget totals.

EXPENSE CATEGORY	DESCRIPTION	SOURCE	\$ AMOUNT
			TOTAL

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EVALUATION CRITERIA

All proposals will be evaluated on the basis of technical merit and proposed cost. This is not a low-bid procurement. Technical merit includes delivery of requested program services and approach, as well as staff experience and qualifications. Teaming is permissible, but the contract will be with a single prime contractor.

MOED reserves the right to negotiate with one or more respondents selected on the basis of the technical merit of their proposal and proposed cost. Respondents may be asked to provide additional information on proposals. A total score of **115** points is possible.

Experience and Qualifications (20 points)

- The applicant has a successful history of designing and delivering high quality, comprehensive counseling for the targeted population. The applicant has substantial professional experience developing and implementing clinical interventions for individuals experiencing trauma, grief and loss, anxiety, depression, anger management, and substance abuse. (10 points)
- The applicant describes experience serving target population; an understanding of common barriers to economic success, including childcare, parenting/family stress, transportation, and academic difficulties; and an understanding of how potential stigma associated with engaging in behavioral health services could impact individuals' participation in the behavioral health services. (5 points)
- The applicant demonstrates an understanding of and commitment to race equity and inclusion through proposed programmatic approaches and outcomes. (5 points)

Project Management and Key Technical Staff (10 points)

- The applicant describes past experience and identifies a project clinician, or clinicians, with an LCSW-C or LCPC license in Maryland and other key personnel likely to work on the project. (5 points)
- The application contains a timeline depicting all activities, timeframes, and deliverables, and core partners to be engaged in initiative implementation. (3 points)
- Proposed timeframes are realistic and achievable within the project performance period. (2 points)

Statement of Work (50 points)

- The applicant describes how the organization's project clinician and other staff will create individualized plans that address behavioral health and wellness needs, develop a positive culture of mutual understanding and trust, and assist in normalizing behavioral health concerns (10 points)
- The applicant describes the proposed activities and methodologies for individual counseling, including assessment/intake; screening for trauma, suicidality, and substance use disorders; supervision of project clinician and other staff; counseling methods; substance use disorder treatment; suicide prevention; and enhanced psychiatric referrals if needed. (15 points)
- The applicant describes services that would be offered in group format in detail, including topic areas and justification for those topics areas. These might include anxiety reduction, stress management, work/life balance, or grief and loss. (15 points)
- The applicant describes methods for service delivery in telehealth form, in-person, and/or hybrid format and how they will ensure counseling will be high-quality and reliable across formats. The applicant describes how services will be accessible to participants who may not have reliable access to a computer or internet connection. (5 points)
- The applicant describes methods for communication, engagement, and re-engagement with Hire Up and Train Up participants throughout program. (5 points)

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Performance Outcomes and Data Tracking (15 points)

- The applicant provides numerical projections for each requested outcome measure. (5 points)
- Proposed outcomes appear realistic and achievable within the project performance period. (5 points)
- Application describes the process by which participant-level data and progress will be tracked and how data will be used to inform program improvement. (5 points)

Budget and Budget Narrative (20 points)

- All applicable expenses are clearly identified with accurate calculations. (10 points)
- Budget justification provides a complete description of costs associated with each line item in sufficient detail to justify the total cost for each line item. (5 points)
- Budget justification demonstrates that the budget is justified and reasonable given the scope of work of the project, including adequate staff personnel devoted to the project to support achieving project objectives. (5 points)

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EMPLOY BALTIMORE PROGRAM

To promote our commitment to utilize the Employ Baltimore program to meet employment needs, all businesses awarded contracts, franchises, and development opportunities with the City of Baltimore in the amount of \$50,000.01 to \$300,000.00, except professional service and emergency contracts, shall comply with the terms of the Executive Order as described online at http://www.oedworks.com/resources/Employ_Baltimore_exec_order_revised.pdf

If you have questions concerning the terms of the Employ Baltimore Executive Order or any other issues related to the hiring of Baltimore residents for this contract, please contact the following:

John Ford
MOED Local Hiring Coordinator
jford@oedworks.com

PARTICIPANT REQUIREMENTS

Awardees will serve participants who meet the following criteria:

- Reside in Baltimore city
- Are at least 18 years old
- Negatively impacted by COVID-19
- Are enrolled in MOED's workforce programs Train Up or Hire Up
- Provider capacity permitting, are enrolled in another MOED program and have been negatively impacted by the pandemic

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DEFINITIONS

Abstract: A brief, comprehensive summary of the contents of an article or a project; it allows readers to survey the contents of an article or project quickly.
Administrative Costs: The allocable portion of necessary and allowable costs that is associated with the overall management and administration of the workforce investment system and which are not related to the direct provision of the Employment and Training Services. These costs can represent both personnel and non-personnel categories and both direct and indirect classifications.
Advanced Training/Occupational Skills Training: An organized program of study that provides specific vocational skills that lead to proficiency in performing actual tasks and technical functions required by certain occupational fields at entry, intermediate, or advanced levels.
Audit: A systematic review by a CPA to determine and report whether an organization’s financial operations are being properly conducted, financial reports are being presented fairly and applicable laws and regulations are being complied with. All successful bidders must submit an audit of their organization.
Barriers to Employment: Hinder an individual’s ability to participate in the labor force. These may include lack of a high school education or its equivalency, basic skills deficits, limited English, substance abuse, etc.
Basic Skills: Those academic skills that include reading, writing and speaking English, and the skills involved in math applications, computing and solving problems.
Case Management: The provision of a client-centered approach in the delivery of services, designed- (A) to prepare and coordinate comprehensive employment plans, such as service strategies, for customers to ensure access to necessary workforce investment activities and supportive services, using, where feasible, computer-based technologies; and (B) to provide job and career counseling during program participation and after job placement.
Credential: Written statement or certificate that validates achievement of educational or occupational skills.
Community-Based Organization: A private nonprofit organization that is representative of a community or a significant segment of a community and that has demonstrated expertise and effectiveness in the field of workforce investment.
Cost Allocation Plan: A plan that identifies and distributes the cost of services and/or departments or function according to benefit received. It is the means to substantiate and support how shared costs of a program are charged to a particular cost objective.
Cost Reimbursement Contracts: An agreement format that provides for the reimbursement of all allowable costs that have been identified and approved in the contract budget. Contractors must maintain the documentation necessary to support the costs.
Data Collection: The collection and recording of information pertinent to a participant including: demographic, service and outcome data elements.
Date of Participation: Represents the first day, following a determination of eligibility, that the individual begins receiving a service funded by the program.
Date of Exit: Represents the last day on which the individual received a service funded by the program or a partner program.
Diploma: The term diploma means any credential that the state education agency accepts as equivalent to a high school diploma.
Economic Development Agencies: Agencies including local planning and zoning commissions or boards, community development agencies, and other local agencies and institutions responsible for regulating, promoting, or assisting in local economic development.
Employability: A demonstrated level of knowledge, skills, abilities, work behaviors and attitudes necessary to compete successfully in the labor market.
Employment Assessment: The ongoing participant centered diagnostic evaluation of a participant’s employability, interests, values, aptitudes, abilities, educational and vocational history, barriers, motivation and existing skills that

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<p>lead to the development of an ongoing, comprehensive plan for the removal of barriers to employment and the attainment of the individual's career goals. Assessment first occurs at intake and is an ongoing, continuous collection of information to evaluate the effectiveness of support services, training and education and to monitor the participant's progress.</p>
<p>Follow Up: Active case management of participants for at least one year after completing the program. Follow up services can include assessment/re-assessment, information & referral, additional training opportunities, support services, employment & education retention counseling, life skills/problem solving advocacy, services to support continued success for the participant or other program activities provided during the service period. Case notes are required on a monthly basis.</p>
<p>Indicators: The specific characteristics or behaviors measured to track a program's success in achieving its outcomes.</p>
<p>Individual with a Disability: In general: an individual with any disability as defined in section 3 of the Americans with Disabilities Act of 1990 (42 U.S.C. 12102).</p>
<p>Job Search Assistance: Job search skills training including job club, which provides the participant with the instruction and skills necessary to obtain full time employment. These skills may include resume writing, interviewing skills, telephone techniques, and job acquisition skills. Job search assistance must be offered to all customers.</p>
<p>Labor Market Information: Occupational supply and demand information for Baltimore City identifying areas of growth or decline for the labor market and assessment of the effects of such growth or decline. Review and evaluation of an area's employment possibilities, including projected openings, new employment, job skills needed, available training programs, wages and labor supply.</p>
<p>Limited English Speaker: An individual whose native language is not English or who has an inability to communicate in English orally or in writing, resulting in a barrier to employment or training.</p>
<p>Literacy: The term "literacy" means an individual's ability to read, write, and speak in English, compute, and solve problems, at levels of proficiency necessary to function on the job and in society.</p>
<p>Lower Living Standard Income Level: That income level (adjusted for regional, metropolitan, urban, and rural differences and family size) determined annually by the Secretary based on the most recent lower living family budget issued by the Secretary.</p>
<p>Low Income Individual: An individual who-(A) receives, or is a member of a family that receives cash payments under a Federal, State, or local income-based public assistance program; (B) received an income, or is a member of a family that received a total family income, for the 6-month period prior to application for the program involved (exclusive of unemployment compensation, child support payments, payments described in subparagraph (A), and old-age and survivors insurance benefits received under section 202 of the Social Security Act (42 U.S.C. 402)) that, in relation to family size, does not exceed the higher of— (i) the poverty line, for an equivalent period; or (ii) 70 percent of the lower living standard income level, for an equivalent period; (C) is a member of a household that receives (or has been determined within the 6-month period prior to application for the program involved to be eligible to receive) food stamps pursuant to the Food Stamp Act of 1977 (7 U.S.C. 2011 et seq.); (D) qualifies as a homeless individual, as defined in subsections (a) and (c) of section 103 of the Stewart B. McKinney Homeless Assistance Act (42 U.S.C. 11302); (E) is a foster child on behalf of whom State or local government payments are made; or (F) in cases permitted by regulations promulgated by the Secretary of Labor, is an individual with a disability whose own income meets the requirements of a program described in subparagraph (A) or subparagraph (B), but who is a member of a family whose income does not meet such requirements.</p>
<p>Minimum Wage: The wage established as the lowest hourly salary that can legally be paid for labor. The wage established as the lowest hourly salary that can legally be paid for labor. In Maryland, minimum wage rates are as follows: \$11.75 effective 1/1/21; \$12.50 effective 1/1/22; \$13.25 effective 1/1/23; \$14.00 effective 1/1/24; \$15.00 effective 1/1/25.</p>
<p>Occupational Skills: Those skills identified as necessary to successfully perform work-related functions within an industry sector. Occupational skills can be attained through activities such as entering into an apprenticeship or</p>

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internship program; completing a career-specific professional, technical or advanced job skill-training program; earning a college degree.
Outreach/Recruitment: These are activities and strategies for identifying and contacting potential customers. These strategies will include procedures that assure access throughout the service area and address appropriate access for customers with barriers.
Outcomes: Benefits or changes to individuals or populations during or after participating in program activities. How a program changes the life of an individual or population.
Outputs: The direct products of program activities. (i.e., number of classes taught, number of counseling sessions, number of educational materials distributed, hours of service delivered, etc.)
Placement: A client securing employment while participating in the program. To be counted as full time employment, the job placement must be at least 30 hours or more per week, with wages equal to or greater than the higher of either the state or federal minimum wage per hour, and be an unsubsidized position.
Public assistance: Federal, state, or local government cash payments for which eligibility is determined by a needs or income test.
Referral: Any eligible participant who is not enrolled to receive services at a contracted program must be given the referral information regarding the full array of applicable or appropriate service available through local programs.
Supportive Services: Services needed to assist the participant so that they may be successful in achieving their goals. This may include transportation, childcare, work related tools, and clothing. To the greatest extent possible programs should address support service needs through leveraging of resources and partnerships with other providers.
Target: A numerical objective for a program’s level of achievement on an indicator. A projection.
Unsubsidized Employment: Full or part-time employment in a job not financed from funds provided by a federal or state grant. A job in which the wages paid to an employee are not financially supported by a state or local employment and training program.