



Somerset County Health Department
8928 Sign Post Road, Suite 2, Westover, Maryland 21871
443.523.1700 • Fax 410.651.5680 • TDD 1-800-735-2258
Health Officer Danielle Weber, MS, RN

REQUEST FOR PROPOSAL # 2026-012

PROJECT: Tobacco Retailer Education

LOCATION: SOMERSET COUNTY, MARYLAND

Proposal Submission Deadline: October 1, 2025
4:00 p.m. EST

Submit To: Kimberly Mason
Purchasing Agent
Somerset County Health Dept.
8928 Sign Post Road, Ste. 2
Westover, MD 21871

The Somerset County Health Department (SCHD) is announcing a request for proposals (RFP) from non-governmental organizations¹ interested in funding to work with tobacco retailers in Somerset County, on the education and implementation of current laws and best practices surrounding the sale of tobacco in our community.

I. BACKGROUND

SCHD received funding from the Maryland Department of Health via the Substance Abuse and Mental Health Services Administration (SAMHSA) Substance Abuse Prevention and Treatment Federal Block Grant (SAPTBG) to educate licensed tobacco retailers on the best practices and laws surrounding the sale of tobacco products.

II. PURPOSE

Funding supports efforts to:

- Ensure each licensed retailer in Somerset County receives a minimum of two educational visits from the date of award to June 30, 2026.
- Assist SCHD in educating tobacco retailers on the best practices and laws surrounding the sale of tobacco.
- Reduce underage access to tobacco by ensuring licensed tobacco retailers maintain a Retailer Violation Rate of no more than 20%.

III. GENERAL INFORMATION:

- One, \$5,600 award is available to support activities until June 30, 2026.
- Proposals must be submitted to Kimberly Mason, Somerset County Health Department via email at KimberlyA.Mason@maryland.gov. Questions related to this application are permissible by email.
- All proposals must be received by **4pm EST on October 1, 2025**. Late proposals will not be accepted.

IV. BASIS OF AWARD

Applications are competitive and funds will be awarded to responsible parties deemed to have the most advantageous and beneficial offers as set forth in the proposal. The awards will be contingent upon approval of the Grant Review Committee. Awards will be announced on or about **October 10, 2025**.

¹ A group that functions independently of any government organization. Unfortunately, this excludes: public schools, public universities and governmental departments, from receiving funds.

V. **REPORTING**

The agency or organization selected for the award will be required to assume responsibility for all services offered in the awarded proposal. In addition, by signing a grant project contract (Memorandum of Understanding or Service Agreement), award recipients are required to:

- Submit accurate and complete quarterly project reports, by set deadlines (see table below). A report template will be provided along with the Memorandum of Understanding or Service Agreement.

Failure to provide this information will result in a delay or denial of reimbursement.

Report Due Date	Reporting Period
October 10, 2025	Quarter 1 (July 1- September 30)
January 10, 2026	Quarter 2 (October 1- December 31)
April 10, 2026	Quarter 3 (January 1- March 31)
July 10, 2025	Quarter 4 (April 1-June 30)

VI. **REIMBURSEMENT**

Funding is issued via reimbursement to awardees. The following information is required for reimbursement:

- Invoices (addressed to the Somerset County Health Department–Accounts Payable, 8928 Sign Post Road, Ste #2, Westover, MD 21871) must be on agency letterhead and include the following information:
 - Remit address (please ensure address matches W-9)
 - Invoice number
 - Amount requested for reimbursement
 - Federal ID or social security number
- Copy of receipts (should equal amount being requested)
- Copy of signed W-9

Failure to provide this information will result in a delay or denial of reimbursement.

VII. **TIMELINE**

- RFP release date: September 10, 2025
- Pre-proposal meeting date: September 18, 2025 @ 2:30 PM*

***Pre-proposal registration is required if you plan to attend (see *Attachment II*)**

Join by computer: meet.google.com/nbp-dnnh-cqj

Join by phone: (US) +1 321-684-7319 PIN: 793 352 345#

- Proposal deadline: October 1, 2025
- Tentative award date: October 10, 2025

VIII. ADDITIONAL INSTRUCTIONS TO CONTRACTOR

Right to Reject:

The Somerset County Health Department reserves the right to reject any and/or all proposals or waive any technicality it deems in the Agency's best interest.

Maryland Law Prevails:

The provisions of this contract shall be governed by the laws of the state of Maryland.

Evaluation:

Each proposal will be evaluated utilizing the criteria outlined in the application packet.

Solicitation Information:

Issuing Officer: Danielle Weber, Health Officer

Grant Project Coordinator/Monitor: Elizabeth Justice

Questions:

Contact Elizabeth Justice at Somerset County Health Department at 443-523-1781 or ElizabethL.Justice@maryland.gov

Attachment I: Cover Sheet

Name of Organization	
Name of Project Director	
Mailing Address	
Physical Address (if different from above)	
Phone	
Email	
Federal Tax ID Number	
Title of Proposed Project	
Amount Requested	
How did your organization become aware of this RFP?	

Certification

I certify that all the information provided in this application is correct and accurate to the best of my knowledge.

Name and Title	
Signature	
Date	

Attachment II: Pre-Proposal Conference Response Form

Solicitation (RFP) Title: Tobacco Retailer Education

Solicitation (RFP) Number: 2026-012

A web based, remote pre-proposal conference will be held on **September 18, 2025 @ 2:30 pm.**

- If you are interested in attending the Pre-Proposal Conference requires pre-registration as described in section VII.
- Pre-registered persons will be given access information for interactive involvement (to either view/monitor, ask real-time questions, or make comments/suggestions) in the Conference.

Please return this form by 4:30pm on September 17, 2025, advising whether or not your firm/company plans to remotely attend. The completed form should be returned via e-mail to the contact information below:

Somerset County Health Department
Kimberly Mason Administrative Officer II
E-mail: kimberlya.mason@maryland.gov

Please indicate:

<input type="checkbox"/> Yes, the following representatives will remotely attend/participate.
Attendees Name and E-mail address:
1.
2.
3.
<input type="checkbox"/> No, we will not attend/participate.

Attendance is not mandatory. This is a Q&A session for individuals and/or organizations interested in applying for funding.

Potential Offeror: _____

Potential Offeror Name, Title and Firm/Company (please print or type)

ATTACHMENT III: BUDGET JUSTIFICATION
BUDGET PERIOD: FY 2026

A. PERSONNEL

Personnel Name	Title	Contribution to project	Cost
Total			\$

B. FRINGE BENEFITS

Fringe Benefit	Cost
Total	\$

C. TRAVEL

Purpose of Travel	Location	Item	Cost
Total			\$

Justification: (insert language for each line item)

D. SUPPLIES

Quantity	Item	Cost
Total		\$

Justification: (insert language for each line item)

E. OTHER

Quantity	Item	Cost
Total		\$

Justification: (insert language for each line item)

F. TOTAL COSTS

Total	\$
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* sections can be changed or edited to meet the needs of the agency.

Application Requirements

Cover Sheet:

- Attachment I

*Section I: **Background***

- Describe your agency and its mission. Describe existing organization capacity dedicated to grant management, including any experience with tobacco focused projects.

*Section II: **Summary of Proposal***

- Summary of project goals
- Description of proposed activities and/or items.

*Section III: **Description of Program***

- Staffing
- Timeline of services
- Implementation plan

*Section IV: **Line Item Budget***

- Attachment III