



Somerset County Health Department
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Health Officer Danielle Weber, MS, RN

REQUEST FOR PROPOSAL # 2027-001

PROJECT: Healthy Families Home Visiting Program

LOCATION: SOMERSET COUNTY, MARYLAND

Proposal Submission Deadline: **May 15, 2026**
4:00 p.m. EST

Submit To: Kimberly Mason,
Procurement Officer
Somerset County Health Dept.
8928 Sign Post Road
Westover, MD 21871
via: [Smartsheet Link](#)

The Somerset County Health Department (SCHD) is pleased to announce a Request for Proposal (RFP) for the implementation of the Healthy Families Home Visiting Program within Somerset County.

I. BACKGROUND

The Somerset County Health Department (SCHD) is announcing a request for proposal (RFP) for the Healthy Families Home Visiting Program. The SCHD is committed to implement high quality evidence-based home visiting services, offering voluntary home visiting services to expectant and new parents with children 0-5 years old at risk of poor maternal and child health outcomes. The Home Visiting Program is essential for supporting young families and enhancing their quality of life. In 2024 the Somerset County Maternal, Infant, & Early Childhood needs assessment highlighted the critical need for this program, showing that the Somerset jurisdiction experienced elevated risk for ten indicators including Premature Births, Low Birth Weight, Infant Mortality, Poverty, School Dropout Rates, Substance Abuse, Unemployment Rates, Domestic Violence, Teen Pregnancy, and Maternal Health. Home visiting is crucial for families in Somerset County, particularly those who are geographically isolated, as it ensures they receive essential services for their children that would otherwise be inaccessible.

The Somerset County Maternal, Infant, and Early Childhood Home Visiting (MIECHV) program operates in alignment with the mission of the Maternal and Child Health Bureau (MCHB) of the Maryland Department of Health (MDH).

MDH Maternal and Child Health Bureau Mission and Goals:

- To promote and improve the health and well-being of women, children, and families while working to reduce inequities and improve overall health outcomes across Maryland.
- The program seeks to strengthen and support the maternal and child health care system, ensuring high-quality preventive, primary, and specialty care services are available and accessible.
- To reduce maternal morbidity rates and address the existing racial and ethnic disparities within maternal and child health.

II. PURPOSE

This Request for Proposal (RFP) seeks organizations with proven experience in delivering evidence-based home visiting services to the Somerset County population. The primary objective is to select partners capable of achieving the following goals:

- Promotion of healthy child growth and development.
- Strengthen parent-child relationships.

- Child health, including increased birth weight.
- Reduce risk factors for child abuse and neglect.
- Family self-sufficiency: enhancing family functioning by teaching problem solving skills, building trusting relationships and improving family support systems.
- School readiness.
- Coordination of services and referrals.

III. PERFORMANCE MEASURES

<u>Performance Measure</u>	<u>Estimate for Award Period</u>
# of families enrolled and served	30
% of families receiving IPV violence screenings	90%
% of children receiving developmental screenings	90%
% of children with timely well child visits	90%
% of women keeping postpartum appointments within 8 weeks	90%

IV. DELIVERABLES

1. Certificate of Fidelity for site accreditation
2. Data quality management plan

V. EXPENSES

The allowable and unallowable expenses for this funding opportunity will be determined by the terms and conditions of the grant. These terms, including eligible and ineligible cost categories, are subject to change.

VI. GENERAL INFORMATION:

- One award in the amount of \$86,219.00 is available.
- Proposals must be submitted to Kimberly Mason, Somerset County Health Department via [Smartsheet link](#).
- All proposals must be received by **4pm EST on May 15, 2026**. Late proposals will not be accepted.

VII. BASIS OF AWARD

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 **June 15, 2026**.

VIII. 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:

- Attend a Vendor Kick-Off meeting within two weeks of signing the agreement
- Vendors must submit Monthly Vendor Monitoring Reports via Smartsheet by the 5th of each month, unless stipulated otherwise in the agreement. Monthly reports must include performance measure data and expenditure data.
- Attend quarterly monitoring meetings with Program Staff and the Grant Monitor to review program progress, performance measures, and expenditure data.
- Quarterly CQI reports submitted according to the reporting deadlines stated below
- Quarterly ARP reports submitted according to the reporting deadlines stated below

Quarterly Report Due Dates	
Reporting Period	Report Due Date
07/07/2026 - 09/30/2026	October 5th, 2026
10/01/2026 - 12/31/2026	January 5th, 2027
01/01/2027 - 03/31/2027	April 10th, 2027
04/01/2027 - 06/30/2027	July 10th, 2027

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

IX. 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.

X. TIMELINE

RFP release date: **April 27, 2026**
Pre-proposal meeting date: **May 4, 2026 @ 1:00 p.m.**

[Click to register](#) for the pre-proposal conference.

We highly encourage you to attend the pre-proposal conference. This is an opportunity to clarify requirements, explain the scope of work, and ensure a fair and transparent bidding process. Please note that questions are highly encouraged.

Proposal deadline: **May 15, 2026**
Tentative award date: **June 15, 2026**
Tentative Funding Period: **July 01, 2026 - June 30, 2027**

XI. INSTRUCTIONS

Please submit your proposal as one complete document for items #1-7 listed below in PDF format through the designated submission link noted above. The letters of support and a signed copy of your organization’s W-9 must be attached separately. Proposals must be complete at the time of submission. Failure to include all required components may result in the proposal being disqualified from further consideration. Applicants are encouraged to refer to the [Sample Proposal](#) for guidance on formatting and preparing the proposal submission.

Proposals must contain the following components:

1. **Background:** In no more than two paragraphs, describe your organization’s qualifications and experience performing projects of similar scope and nature.
2. **Objective:** Provide a one sentence objective statement that clearly explains what will be done, for whom, where, by when, and within what limits.
3. **Description of the Program:** Describe the proposed program, services, or activities in greater detail in no more than three paragraphs. This section should include:
 - a. Brief description of the program including:
 - i. Materials or resources to be used
 - ii. Evaluation methods for performance measures

- iii. Plans for implementation
 - iv. Sustainability plan
 - 4. **Milestones:** Provide the key project benchmarks with target dates used to measure progress through completion.
 - 5. **Timeline:** Provide a clear schedule of major project activities, milestones, and deliverables from project start through completion.
 - 6. **Organizational Chart:** Include a copy of your organization’s current organizational chart.
 - 7. **Line-Item Budget:** Provide a detailed line-item budget and justification using the provided template (Attachment I) for all required funding requested in the proposal. Include the specific costs of proposed materials and other eligible expenses.
 - 8. **Letters of Support:** Include a minimum of two and a maximum of three letters of support from external partners, collaborators, or community stakeholders who are familiar with your organization’s work and can speak to its ability to carry out the proposed project.
 - 9. **Signed Copy of Organization’s W-9:** Include a signed copy of the organization’s W-9 form for tax identification and payment processing purposes.
- *Attachment I is the budget justification template that must be used and submitted with your proposal.*

XII. ADDITIONAL INSTRUCTIONS TO CONTRACTOR

Material Approval Requirements:

Any materials produced, published, or distributed by the vendor that include the Somerset County Health Department logo must receive prior written approval from the Somerset County Health Department before use or release. This requirement applies to all marketing, outreach, educational, and promotional materials, whether distributed physically or electronically, including print and digital formats.

DAT Status:

Before entering into an agreement with a vendor, the vendor’s status with the Department of Assessment and Taxation (DAT) must be verified to ensure that they are in “good standing” with the DAT. As an entity of the State of Maryland, SCHD cannot conduct business with a business entity/vendor that is not in “good standing”.

Organizational Standing:

Applicants must be in good standing with the Somerset County Health Department. Past performance, including compliance with reporting, fiscal, and program requirements, will be considered during the review process.

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.

Solicitation Information:

Issuing Officer: Danielle Weber, Health Officer

Grant Project Coordinator: Crystal Meadows

XIII. CONTACT INFORMATION

For questions related to this Request for Proposals, please contact the appropriate staff member below:

Proposal/Program Questions

For questions regarding proposal format, required attachments, submission procedures, deadlines, programming scope, or grant expectations:

Kim Mason

Administrative Officer II

kimberlya.mason@maryland.gov

Reporting Requirements Questions

For questions regarding performance measures, fiscal reporting, programmatic reporting, reimbursement documentation, or reporting timelines:

Carly Nascimbeni

Grant Monitor

carly.nascimbeni1@maryland.gov

Attachment I: Budget Justification Template

For an editable template, please email: carly.nascimbeni1@maryland.gov

BUDGET JUSTIFICATION			
Budget Category	Description		Cost
Personnel	Name	Contribution to Project	\$0.00
<i>Salary</i>			
<i>Fringe Costs</i>			
Operating	Description (include quantity, if applicable)		\$0.00
<i>Communications</i>			
<i>Postage</i>			
<i>Utilities</i>			
<i>Equipment</i>			
<i>Office Supplies</i>			
<i>Insurance</i>			
<i>Rent/Mortgage</i>			
Travel	Location	Purpose	\$0.00
<i>Mileage</i>			
Contractual Services	Description		\$0.00
<i>Direct Services</i>			
<i>Administrative/Support Services</i>			
Other	Description (include quantity, if applicable)		\$0.00
<i>Medical Supplies</i>			
<i>Educational Supplies</i>			
<i>Food</i>			
<i>Outreach Materials</i>			
<i>Stipend</i>			
<i>Client Transportation</i>			
Total			\$0.00