

REQUEST FOR PROPOSAL

RFP 0323-2027

SAFE STATION LOCATION

RELEASE DATE: WEDNESDAY. APRIL 8, 2026

DUE DATE: WEDNESDAY, MAY 27, 2026

Wicomico County Health Department

Safe Station Location

FY27 Request for Proposal # 0323-2027

Issue Date: 04/08/2026

The Wicomico County Health Department (WiCHD) is requesting proposals for an approved vendor to provide a location for Safe Station operations in Wicomico County, Maryland. The location will need to offer a space to Wicomico County Health Department's Peer Support and Recovery team that is confidential, easily accessible, community-based, stigma free, and available for use 24 hours per day 7 days per week.

PURPOSE

The funding provided to The Wicomico County Health Department for the Safe Station program supports staffing needs and operational support. Funding allows the WiCHD Peer Support and Recovery Team to make connections to client indicated levels of care as quickly as possible. These services provide alternatives to unnecessary engagement with hospital levels of care and/or with the criminal justice system as well as work to reduce fatal overdoses.

GENERAL INFORMATION

The Wicomico County Health Department (WiCHD) is requesting proposals to acquire a vendor to provide a secondary location for the Wicomico County Safe Stations program in Wicomico County, Maryland. The location will need to offer a space that is easily accessible, community-based, and allows the Wicomico County Health Department's Peer Support and Recovery team to enter the space 24 hours a day, seven days a week in order to link eligible individuals with referrals to treatment and recovery interventions. The space provided for the WiCHD team to operate shall be confidential, and free from distractions. Preference will be given to a facility that is able to provide space that is free standing, and not tied to property associated with behavioral health treatment facilities.

When individuals present to the Safe Station, they will be linked with a peer support specialist, a person with lived experience, from the WiCHD who will make connections to appropriate levels of care as quickly as possible. These services provide alternatives to unnecessary engagement with hospital levels of care and/or with the criminal justice system as well as work to reduce fatal overdoses.

SCOPE OF WORK

The selected vendor will be responsible for the following:

- A. Preference will be given to a facility that is able to provide space that is free standing and not tied to property associated with behavioral health treatment facilities.
- B. Provide a location that is able to offer confidential space to be available 24/7 for Wicomico County's Safe Station project implementation. This space should be an accessible space located in Wicomico County, MD, it shall allow for on site operations effective 9/30/2026.
- C. Assure there are safety protocols in place for WiCHD staff and visitors during all hours of operation.
- D. Assure WiCHD are not alone in the facility and at least one other staff member/security personnel shall be onsite.
- E. WiCHD staff may not be on site 24/7 however, the WiCHD team is expected to respond 24/7. The selected vendor will have a protocol in place to welcome guests 24/7 and contact members of the WiCHD within a reasonable timeframe through the Safe Station project.
- F. The selected vendor will be expected to track expenses associated with the implementation of the Safe Station and provide expense reports to the WiCHD on a monthly basis through cost reimbursement invoices.
- G. Direct all media inquiries and requests for interviews to the Wicomico County Health Department's Public Information Officer.
- H. Know the of the needs of the target population outlined in this RFP and the community
- I. Commit to attend any meetings requested by the WiCHD, Mid-Shore Behavioral Health, or BHA.
- J. Be available to receive training and technical assistance for workflow and operations for the Safe Station.
- K. Be in good standing with the Maryland Department of Taxation and Assessment, the Office of the Secretary of State's Charitable and Legal Services Division, the Wicomico County Health Department, Inspections and Permits, and all other applicable Federal, State and Local requirements.

FUNDING

Funding is provided to the Wicomico County Health Department through Mid-Shore Behavioral Health by the Behavioral Health Administration and is required to meet the activities agreed upon through the Maryland State Opioid Response (SOR) IV grant initiative.

The selected vendor must have a welcoming, confidential, and stigma free space identified for 24/7 operations by 9/30/2026. The annual budget shall be presented in a nine (9) month budget to cover 9/30/2026-6/30/2027 and a three (3) month budget to cover 7/1/2027-9/29/2027 operations.

The total budget for a 12 month contract shall not exceed \$112,886 with a three month budget not to exceed \$28,136 and a nine month budget not to exceed \$84,750. Indirect charges are not allowable through this RFP.

The terms of this contract are set from September 30, 2026-June 30, 2027, and may be renewed, based on funding availability, for up to five (5) years.

PROPOSAL GUIDELINES & FORMAT

Each proposal must contain all the following elements listed below:

Summary of Proposal –

- Description of contracting entity and relevant experience. (20pts)
- Description of how project fits into bidders' organization. (15pts)
- Description of how organization will work with WiCHD team to accommodate services to a Safe Station location smoothly into the community by 9/30/2026. (20pts)
- Proposal is from an organization with a facility that is not tied to property associated with behavioral health treatment facilities. (10 pts)

Budget-

- Provide justification for all funding requests in the proposal. Include specific cost of all proposed materials. Acceptable expenses may include software cost, installation fees, the product itself and related cost. (25 pts)

References-

- Provide at least two (2) references from organizations that you have previously worked with where you have supported community members seeking substance use treatment and recovery support (10 pts)

PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held on Wednesday, April 29, 2026, at 11 a.m. Vendors either have the option of showing up in person at the ES Adkins Building located at 801 N. Salisbury BLVD., Suite 202 Salisbury, Maryland or virtually by Google Meets. If you would like to attend virtually, please forward your contact email to Pamela.Ward@Maryland.Gov . At the pre-bid conference attendees will be able to ask questions and receive clarification of the bid process. Attendance is strongly encouraged, but not mandatory.

SUBMISSION INSTRUCTIONS

Proposals must be received on or before Wednesday, May 27, 2026 at 3:00p.m. EST. Proposal should be either mailed or hand delivered to Pamela Ward, Wicomico County Health Department, 108 E. Main Street, Salisbury, Maryland prior to the stated deadline. **PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE RETURNED UNOPENED.** It is the full responsibility of the bidder to ensure that the proposal is received on time. No telegraphic or facsimile proposals will be accepted. The Wicomico County Health Department is not responsible for failure of a public carrier to promptly deliver proposal documents.

WiCHD reserves the right to request clarification of information submitted and to request additional information from the bidder.

METHOD OF AWARD

The selection committee shall first review all proposals with all the requirements addressed in the RFP.

Proposals will be studied and evaluated first for content and then cost. Acceptable proposals will be rated by a point system by each member of the evaluation team.

NOTIFICATION OF CONTRACT AWARD

The successful bidder will be notified in writing and verbally of the intent to award by WiCHD on or around Wednesday, June 24, 2026.

Successful bidder must be in good standing with the Maryland Department of Taxation and Assessment, the Office of the Secretary of State's Charitable and Legal Services Division, the Wicomico County Health Department, Inspections and Permits, and all other applicable Federal, State and Local requirements.

OTHER CONDITIONS OF AWARD

WiCHD reserves the right to reject any or all proposals or waive any technicality it deems necessary in the best interest of the agency.

WiCHD reserves the right to terminate the RFP process at any time prior to execution of a contract, reserves to terminate the RFP process at any time, and to modify any resulting contract if the WiCHD evolved in such a way to make such actions necessary.

WiCHD reserves the right to negotiate the budget submitted by the successful bidder.

SOLICITATION INFORMATION

Issuing Officer:	Matthew McConaughey, Health Officer
Procurement Officer:	Pamela Ward
Grant Project Monitor:	Kelly McColligan