

ANNOUNCEMENT

FOR THE MARYLAND HEALTH BENEFIT EXCHANGE CAPITAL REGION CONNECTOR ENTITY PROGRAM - OUTREACH SERVICES

PLEASE READ THE INFORMATION BELOW BEFORE SUBMITTING AN APPLICATION.

Montgomery County seeks to expand access to health insurance coverage under the Patient Protection and Affordable Care Act (ACA) for County residents through the Maryland Health Benefit Exchange (MHBE) Connector Entity program. The goal of the Connector Entity program is to enroll all eligible, uninsured and under-insured individuals and employees of small businesses into health coverage; this includes Qualified Health Plans (QHP), Medicaid, and the Maryland Children's Health Program.

The County seeks to establish partnerships with qualified organizations to provide targeted outreach services to hard-to-reach, under-represented and special needs populations within Montgomery County who are disproportionately uninsured. The awardees will provide health insurance (ACA) outreach/education within Montgomery County. The contributions of the selected Contractors are critical to the success of the next round of ACA-related efforts. The Contractors will work to increase health insurance literacy within the County, prepare residents for the enrollment process as well as provide an overview on how to access services once coverage is obtained. These activities are essential to the ACA-related support needed throughout the County; these services are most acutely needed within the County's disproportionately uninsured and under-insured residents.

PLEASE NOTE: This announcement *does not* include requests for ACA enrollment services contractors.

The Montgomery County Department of Health and Human Services (DHHS) seeks qualified organizations with an interest in and capacity to provide ACA outreach services to under-represented and special needs populations within Montgomery County. These groups may represent historically hard-to-reach populations within the County and consequently represent group(s) who are disproportionately uninsured. Organizations will be selected based on their ability to demonstrate the following:

- Demonstrate existing presence within Montgomery County;
- Demonstrate successful track record of serving as a trusted resource and/or community partner within the specified population(s) to be served within the County;
- Possess existing capacity/experience to conduct public forums and presentations;
- Possess prior knowledge and experience conducting targeted outreach within the specified population(s) to be served within the County, and;
- Demonstrate existing capacity to meet all contracting requirements of the MHBE, DHHS, and the County.

Services targeting the African, African American, Chinese/Mandarin, Ethiopian, French, Korean, South Asian, and Vietnamese communities within Montgomery County are desired. Additional needs exist within the homeless, veterans, disabled and young invincibles (residents between 18-34 years of age) communities within the County.

ANNOUNCEMENT

Selected organizations are expected to provide services that include, but are not limited to the following:

1. Contractor will ensure that ACA-related outreach and health literacy education/support is provided to the specified, under-represented and/or disproportionately uninsured populations within Montgomery County. Outreach and assistance should be provided via sponsored community events, scheduled/advertised community presentations, and attendance at public forums/gatherings/meetings for example. No less than three (3) events per month must be sponsored by the Contractor within Montgomery County throughout the course of the grant.
2. Services must be culturally competent and responsive to the linguistic needs of the targeted population(s) listed within the Contractor's proposal.
3. Outreach/educational services must be available to residents with disabilities and/or special needs.
4. Outreach and educational information must be accurately and clearly presented as stipulated by the MHBE, Maryland Insurance Administration, or the County. Contractor will distribute MHBE provided flyers, handouts/promotional materials in addition to any locally developed items.
5. Contractor must provide comprehensive information regarding the enrollment process and beyond ((1) pre-enrollment, (2) activities and support available during open enrollment, and (3) actions to pursue once coverage is obtained). Specifically, Contractor must inform the public of the state's enrollment process, various methods of enrollment within the Exchange, and resources available throughout the state in relation to the ACA.
6. Contractor must possess current knowledge or demonstrate ability to master the full scope of health insurance/health literacy information in order to successfully support the needs of the targeted population(s) specified within submitted Contractor proposal. This information includes but is not limited to residence and eligibility requirements for applicable Federal premium subsidies and cost-sharing assistance, eligibility/residency requirements for Medicaid and/or MCHP enrollment, health insurance terminology/concepts as well as various US Visa status classifications.
7. Provide an accurate calendar of scheduled events at which outreach staff will be in attendance. This information will be advertised on the Capital Region's website (www.capitalhealthconnection.org).
8. Contractor must participate in scheduled project-related conference calls and meetings as scheduled by the County or its designee. Please note that occasional travel to the Baltimore area may be required to participate in quarterly MHBE meetings.

The Contractor will be solely responsible for the outreach services to the target population(s) referenced within proposal. Please reply to the application by the specified date to be considered during the review process. An expedited review process will be executed to facilitate the timely release of award notifications; enabling the awardees to commence the contacting process as soon as possible.

ANNOUNCEMENT

ADDITIONAL INFORMATION

- Five (5) copies of the application **MUST** be submitted by mail or in person to Ms. Trudy-Ann Durace, located at 401 Hungerford Drive; 5th Floor, Rockville, MD 20850 by **5:00 p.m. on July 23, 2015**.
- **Late applications will NOT be accepted.**
- **Incomplete applications will NOT be considered.**
- **We CANNOT accept electronic copies.**
- The Application, not including other requested attachments, should not exceed **five (5) pages in length**. This does not include any required attachments.
- **THE APPLICATION MUST CLEARLY DESCRIBE THE POPULATION(S) TO BE SERVED. IF THE APPLICANT PLANS TO SERVE MORE THAN ONE POPULATION, THE APPLICANT MUST SUBMIT A SCOPE OF SERVICE FOR EACH POPULATION.**
- Written applications will be reviewed and approved based on the applicant's demonstrated capacity and capability to serve the targeted population(s). Only applicants who strongly demonstrate such competence will be considered.
- Applications will be reviewed and approved by DHHS employees.
- Recommendations for approval will be based on written applications and other appropriate information provided.
- There is no commitment expressed or implied by Montgomery County Government in soliciting applications for this project. The County reserves the right to reject any or all applications and re-advertise outreach services for the Connector Entity program.
- Please do not contact anyone not listed in this announcement for additional information. Interested organizations should direct all inquiries to Ms. Trudy-Ann Durace; contact information provided below.

For information and submissions contact:
Montgomery County Department of Health and Human Services
Ms. Trudy-Ann Durace, Management and Budget Specialist
401 Hungerford Drive, 5th Floor
Rockville, MD 20850
240-777-4155 (office)
240-777-1494 (fax)