



## **REQUEST FOR PROPOSALS (RFP): *Rollover Funding: One-Time Funding for Small Projects***

Pre-Proposal Conference Held: July 21, 2022 | 1:30 p.m.  
Behavioral Health System Baltimore  
100 South Charles Street, Tower II, 8<sup>th</sup> Floor  
Baltimore, Maryland 21201

### **BHSB Facilitators:**

Kelsi Loos, Procurement Lead  
Latosha Brooks, Project Lead

## **QUESTIONS AND ANSWERS**

Posted: July 28, 2022

**Our agency applied for rollover funding last year for upgrades to our IT infrastructure. The application was approved at the BHSB level, but unfortunately denied by BHA. I was wondering, since IT is listed again on the application as a potential use of funding, is there someone that could be contacted to learn more about why the request was declined by BHA to guide re-application this year?**

The Procurement Lead can reference files from last year to provide this support. For similar inquiries, please contact [procurements@bhsbaltimore.org](mailto:procurements@bhsbaltimore.org)

**Are you aware of any differences between this opportunity and the one for FY22?**

The main difference will be the amount of funding available, which the Behavioral Health Administration will determine at a later time.

**Regarding technology software subscriptions: can you ask for funding for a one-year license (paying for the subscription during the grant period, but the subscription/license lasts beyond the grant period/fiscal year)? For IT consulting: could we pay for a "bucket of hours" with our IT consultant that could be used either during or beyond the grant period?**

No, the subscription cannot be paid for the period after the grant period/fiscal year ends. That would be prepayment which is not considered an expense. No, the hours charged by the consultant must be for work performed during the grant period/fiscal year.



**Is there a specific format that the proposal has to be in for it to be submitted?**

Proposals will be submitted through Survey Monkey's Apply program, so formatting will be unnecessary. All the applications will be received in the same format through this web application.

**Can an organization submit multiple proposals?**

Yes, you may apply for multiple projects for the same organization. However, each proposal should be submitted as a separate application in Apply.

**End of Questions and Answers**