

REQUEST FOR PROPOSALS:



Recovery Housing for Pregnant Women & Women with Children

Release Date: February 3, 2026

Pre-Proposal Conference: February 6, 2026, at 1:00 p.m.

Proposals Due: March 3, 2026, at 5:00 p.m.

Anticipated Award Notification: March 20, 2026

Anticipated Contract Start: April 1, 2026

Issued by:

Behavioral Health System Baltimore, Inc.
100 South Charles Street, Tower II, 8th Floor
Baltimore, Maryland 21201

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REQUEST FOR PROPOSALS

Recovery Housing for Pregnant Women & Women with Children

OVERVIEW OF THE PROJECT

Overview of BHSB

[Behavioral Health System Baltimore, Inc. \(BHSB\)](#) is a non-profit organization that serves as the Local Behavioral Health Authority (LBHA) on behalf of Baltimore City and operates in this role under the authority of the Maryland Department of Health (MDH). BHSB is responsible for planning, managing, and monitoring resources, programs, and policies within the larger Medicaid fee-for-service system, as well as services directly funded by BHSB through private and public grants. We use our knowledge of what services are available and how to structure system resources to meet the unique needs of the communities we serve.

BHSB envisions a city where people live and thrive in communities that promote and support behavioral health and wellness, and is committed to building a system of care that serves all community members in need of services. We work to ensure that the most appropriate care is provided, taking into consideration family and community differences.

Description of Project

BHSB seeks one qualified organization to operate the Recovery Housing for Pregnant Women and Women with Children Program. This program provides a safe, stable, and supportive recovery residence for women in early recovery from substance use disorders who meet the following criteria:

- Pregnant women or women with children who are early in recovery from a substance use disorder and eligible for a treatment level 2.1 or lower
- Homeless or in need of temporary housing
- Have physical custody of their child/children within 60 days of program entry
- Able to independently manage their own and dependents activities of daily living
- A Maryland resident

Participants must provide legal documentation of custody or guardianship for any child who will reside with them.

The recovery residence will provide a secure, recovery-oriented environment tailored to each participant's individual needs. All residents will receive care

coordination through Marian House, which includes connections to healthcare, mental health services, counseling, and entitlement benefits.

Additional services offered through the program include:

- Prenatal and postnatal support, including childbirth education, breastfeeding assistance, newborn care guidance, and postpartum health services
- Parenting education and life skills training, such as budgeting, time management, and establishing healthy family routines
- Employment and education services, including job readiness training, resume development, and access to workforce training programs
- Other supports, such as financial literacy education, transportation assistance, and ongoing case management to help participants achieve stable housing and sustained long-term recovery

Scope of Service

The selected applicant will operate a recovery residence that ensures a safe, stable, and supportive environment for women in recovery who have children. The provider must implement a screening process that prioritizes safety, family preservation, and support for ongoing recovery.

The program will serve up to eight families annually, offering appropriate accommodations based on the age of each child and applicable room-sharing restrictions. The selected applicant is expected to build trust through supportive, non-judgmental care and utilize evidence-based practices, including, but not limited to: motivational interviewing, overdose prevention, trauma-informed care, Mental Health First Aid, and family-centered approaches.

The program's goal is to keep children ages 0–18 with their mother whenever safely possible, while maintaining a supportive and recovery-focused environment. Admission may not be denied based on receiving medication for opioid use disorder (MOUD), limited work history, or lack of income.

The selected applicant must conduct at least one (1) contact per week with each family. These contacts may include therapeutic counseling aligned with the participant's treatment plan, ancillary supportive services, recreational activities for children, childcare support, and coordination of care services.

The selected applicant will be required to have current certification for all recovery residences or obtain certification with Maryland Certification of Recovery Residences (MCORR) within the first 90 days of award notification. In order to obtain this certification, the selected applicant will need to comply the National Alliance for Recovery Residences (NARR) standards for recovery housing Level III certification [NARR Standard V.3.0 release](#).

The selected applicant must ensure compliance with Fair Housing Law, the Americans with Disabilities Act (ADA), MCORR standards, Prevention and Health Promotion Administration (PHPA) requirements, and all other applicable regulations. Residences must be child-proof, safe, and supported by a current policy and procedures manual. The manual must be reviewed by BHSB before services begin. BHSB will provide technical assistance as appropriate regarding service delivery.

The selected applicant must maintain a minimum 85% monthly bed utilization rate. They may operate more than one MCORR-certified facility.

The selected applicant is required to track and report admissions, discharges, housing status, and three-month post-program outcomes, including:

- Independent living
- Transition to another substance use treatment level of care
- Homelessness

The selected applicant is required to submit weekly census data and monthly reports to BHSB and the Maryland Department of Health, Prevention and Health Promotion Administration (PHPA).

Project Deliverables

The selected applicant is expected to:

- Report to BHSB the number of families during the contract period (Target 8 families)
- Develop and maintain current individualized recovery plans for each family
- Maintain a minimum of one (1) weekly contact with participants. Contact can be in-person, by telephone, or by email
- Assist with school enrollment, job training, and employment
- Achieve 85% bed utilization monthly
- Track and report admissions, discharges, and housing outcomes
- Submit 30-day reauthorization requests for each participant to the BHSB Program Lead.
- Submit weekly census data and monthly reports to the BHSB Program Lead.

Staffing Requirements

Staff/individuals working on this project must have relevant experience and knowledge to meet the needs of the people who will be served within the scope of the project.

Facility Manager

Each home must have at least one trained Facility Manager. The provider will determine the full-time equivalency for the Facility Manager position.

- The Facility Manager will provide daily oversight of each house. This includes:
 - Ensure adherence to all recovery residence policies and procedures as outlined in the manual
 - Facilitate weekly house meetings
 - Coordinate random drug testing
- The Facility Manager must complete the following trainings on an annual basis:
 - housing health and safety
 - safe food handling and storage
 - crisis management
 - trauma-informed care
 - residents' rights and grievances, including prevention of physical or mental abuse and inappropriate relationships,
 - CPR and first aid
- If the Facility Manager is a recovery peer specialist, they must be certified by the Maryland Addiction and Behavioral Health Professionals Certification Board (MABPCB).

Funding Availability

BHSB will award the full funding amount to one selected applicant. The initial contract term will be three months and \$59,074.40 (April 1, 2026 - June 30, 2026). The funding amount for FY 27 is \$202,533 for a full 12-month period. The selected applicant may be eligible for renewal, contingent on funding availability and performance.

Funds cannot be used to:

- Provide medical withdrawal (detoxification) unless accompanied by injectable extended-release naltrexone to protect such individuals from opioid overdose and improve treatment outcomes.
- Provide services that are reimbursable by Medicaid or private insurers.
- Purchase promotional items including, but not limited to, clothing and commemorative items such as pens, mugs/cups, folders/folios, lanyards, and conference bags. Purchase of clothing for consumer use (such as scrubs to be worn at the recovery residence) is allowed.
- Provide direct payments to individuals to enter treatment or continue to participate in prevention or treatment services.

- Pay for the salary of an individual at a rate in excess of \$221,900. This amount reflects an individual's base salary exclusive of fringe.
- Provide services directly to or in affiliation with safe use sites.
- Purchase sterile needles or syringes for the hypodermic injection of any illegal drug.
- Purchase, procure, or distribute pipes or cylindrical objects intended to be used to smoke or inhale illegal scheduled substances.
- Purchase gift cards.
- Pay for legal services.
- Provide services that deny any eligible person access to their program because of their use of FDA-approved medications for treatment of substance use disorders.
- Purchase, prescribe, or provide marijuana or treatment using marijuana.

Risk Assessment

BHSB completes a risk assessment as part of the procurement process. Applicants should be sure to provide the most recent available versions of all requested documentation with their RFP application.

Contracting with BHSB

Applicants selected through this process will enter into a contractual agreement with BHSB. Following a notification of selection, BHSB will issue a Letter of Award that provides details about the contract and the process for executing it. The selected applicant will be required to submit a new budget on BHSB's budget forms, which will be reviewed for allowable costs under the grant.

Please note that applicants may be asked to change their budgets and/or details of their proposals even if the proposal was selected for funding. Applicants new to BHSB's contract process are encouraged to review relevant forms available on our website here: <https://www.bhsbaltimore.org/for-providers/forms-for-providers>.

Contract Type and Payment

The contract and payment type that will result from this procurement are described below. Applicants are encouraged to consider whether their organization will be able to operate with this payment mechanism before applying for these funds.

Fee-for-Service contract

- A set rate is charged for performing a defined service under the contract. The total cost of the contract is based on a calculation that includes the service rate and the estimated number of services to be provided and/or the number of consumers to be served.

- Payment is based on the costs reported for a specific period (e.g., fee rate x # of services provided).

BHSB issues payments once per month. Applicants should note that submitting required documents and reports late can result in delayed payment.

Contract Monitoring and Technical Assistance

Selected applicants will be required to submit regular program and financial reports to BHSB using an electronic contract management system. BHSB will review these reports to monitor progress and contract compliance throughout the contract term.

Program reports include an update on progress toward deliverables (e.g., number of people served, number of services delivered, etc.). Some program reports may also require organizations to attach a data report with additional information (e.g., consumer demographic information, process and/or outcomes data, etc.). BHSB monitors progress on these reports throughout the contract term and may offer technical assistance and support if deliverables are not on track to be met.

Financial reports are required to generate payment and involve submitting actual expenditures or invoices (depending on the contract type) and to monitor spending compared to the budget or award amount. If organizations are spending more or less than expected awarded throughout the contract term, BHSB may offer technical assistance and support to ensure the funding covers the contract term fully, and BHSB may reduce funding if all funds are not likely to be expended by the end of the contract term.

Please note that submitting program or financial reports late can result in delayed payment.

Verification of Services

BHSB audits all contracts to review whether the requirements set forth in the contract were completed as reported and that relevant federal, state, and local regulations were followed. This generally occurs after the conclusion of the contract period. Audits may be conducted remotely through a review of documents submitted to BHSB or on-site at the organization's location. Failure by vendors to comply with the terms of any contract with BHSB may result in the denial of future contracts with BHSB.

Applicants should be aware of best practices in documenting both programmatic and financial activities to aid in an efficient audit.

OVERVIEW OF RFP

Purpose of RFP

BHSB seeks one qualified organization to operate the Recovery Housing for Pregnant Women and Women with Children Program. This program provides safe, stable housing and comprehensive support for women in early recovery from substance use disorder who are pregnant or parenting. Services include care coordination, maternal and child health support, parenting and life skills education, employment assistance, and transportation, all designed to promote family stability and long-term recovery.

Applicant Eligibility

Applicants must meet all of the criteria outlined below to be considered eligible to be selected through this RFP process.

- The recovery residence must be in Baltimore City and have the required occupancy permits.
- Certificate of Good Standing from the Maryland Department of Assessments and Taxation.
 - The certificate must be dated within one year of the RFP submission due date. *Screenshots from the MDAT website will not be accepted.*
- For applicants that currently receive grant funds from BHSB or did receive grant funds in prior years:
 - No outstanding financial audits
 - No late payments owed to BHSB
 - No current Corrective Action Plans (CAP) for which the applicant has not met identified targets more than two years beyond the date the CAP was issued.
 - No more than one (1) Accountability Compliance Audit in the two fiscal years preceding the current fiscal year that reflects unresolved deficiencies.

Proposal Timeline and Specifications

1. Timeline

Release Date:	February 3, 2026
Pre-Proposal Conference:	February 6, 2026 @ 1:00 p.m.
Proposal Due:	March 3, 2026, at 5:00 p.m. EST
Anticipated Award Notification:	March 20, 2026
Anticipated Contract Start:	April 1, 2026

2. Pre-Proposal Conference

Date: February 6, 2026

Time: 1:00 pm

Location: Microsoft Teams meeting - Join on your computer or mobile app

Click here to join the meeting [Recovery Housing for Pregnant Women & Children Pre-Proposal Conference](#)

Or call in (audio only): Dial in by phone

[+1 443-819-0973,,163677391#](#) United States, Bel Air

[Find a local number](#)

Phone conference ID: 163 677 391#

Please join five minutes early to leave time to troubleshoot. If you have any problems accessing the meeting, please contact Procurements@BHSBaltimore.org.

Questions related to this RFP will be answered at the Pre-Proposal Conference. Questions posed during the conference and BHSB's responses will be posted on BHSB's website at <https://www.bhsbaltimore.org/for-providers/funding-opportunities/> by **February 13, 2026**.

Individuals who attended the Pre-Proposal Conference will be notified by email when questions and answers are posted on BHSB's website.

Questions received after this conference cannot be answered.

3. Proposal Due Date, Time, and Location

BHSB uses Survey Monkey Apply (SM Apply) to manage applications. All proposals must be submitted through this system. Applicants must register with the system ahead of time and submit narrative and supporting documents directly through the system. You are able to save your application and continue working on it before submitting it. BHSB encourages all applicants to test this system well in advance of submitting proposals.

Applicants can access SM Apply here: <https://bhsb.smapply.org/>

All proposals must be received no later than **5:00 pm ET on March 3, 2026**. All submitted proposals become the property of BHSB. If you are having technical troubles related to submitting your proposal, contact BHSB before the due date/time at Procurements@BHSBaltimore.org.

Proposals submitted after the due date/time cannot be considered.

4. Authorized Contact

Applicants are advised that the authorized contact person for all matters concerning this RFP is Ashley Coston, whose contact information is listed below.

Ashley Coston, Procurement Lead

Email: Procurements@BHSBaltimore.org

5. Anticipated Service Term: April 1, 2026– June 30, 2026, with options to renew annually pending availability of funding and performance.

Award of Contract

The submission of a proposal does not, in any way, guarantee an award. BHSB is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP. BHSB reserves the right to withdraw an award prior to execution of a contract with a selected applicant in BHSB's sole and absolute discretion.

BHSB will select the most qualified and responsive applicant through this RFP process. BHSB will enter into a contract with the selected applicant following the notification of award. The selected applicant must comply with all terms and conditions applicable to contracts executed by BHSB.

RFP Postponement/Cancellation

BHSB reserves the right to postpone or cancel this RFP, in whole or in part.

Applicant Appeal Process

Applications must be complete and fully responsive to the below Proposal Narrative Outline and must include all required appendices. Applicants may file an appeal within five days of notification of non-selection. BHSB will not review new proposal materials that were not included in the application. BHSB will review the appeal letter and respond to the non-selected applicant within ten business days of receipt of the appeal.

FORMAT AND CONTENT OF PROPOSAL

Proposal Instructions

- Applicants must submit all required information using Survey Monkey Apply (SM Apply) accessible here: <https://bhsb.smapply.org/>. We recommend you start your application early so you know what to expect with the system.

Late proposals will not be considered.

- Generative artificial intelligence (AI) tools are becoming increasingly prevalent. While AI is a helpful administrative tool, it is important to ensure that proposals reflect authentic responses and realistic service delivery plans.
- It is the policy of BHSB to adhere to the rules and regulations in the Health Insurance Portability and Accountability Act (HIPAA), which require appropriate safeguards to protect the confidentiality, integrity, and security of all protected health information. No proposals submitted in response to this RFP should include individually identifiable health information.

For more information, please refer to the Guide to IT Privacy and Security of Electronic Health Information: <https://www.healthit.gov/topic/privacy-security-and-hipaa/health-it-privacy-and-security-resources-providers>.

Proposal Narrative Outline and Rating Criteria

The outline below shows the information being requested for applications and how points will be awarded during the review. Use SM Apply to submit your responses. See the instructions for more information about how to submit proposals.

1. Organizational Background and Capacity (15 points)

- Provide an overview of your organization, including its history, mission, and overall purpose.
- Provide an overview of your organization's experience delivering services, your track record in serving the target population identified in this RFP, and any evidence-based practices you currently implement.
- Describe your organization's experience managing programs similar to this project, meeting contractual deliverables and obligations (including any contracts with BHSB), and your capacity to manage the programmatic and financial requirements of this grant.

2. Principles and Values (15points)

- What core values guide your organization's work, and how do you put these values into practice? How will these values shape the proposed project?
- Describe your organization's commitment to a trauma-informed and responsive approach and any trauma-specific interventions your organization currently offers or would implement if awarded this grant.
- Describe your organization's commitment to serving all individuals while being responsive to family and community differences. How do you operationalize this commitment, particularly in providing recovery support for pregnant women and mothers with children?

3. Service Delivery (20 points)

- a. Describe your organization's plan to provide all services as outlined in the Scope of Service section of this RFP.
- b. Describe your organization's plan to implement person and family-centered services and treatment planning to include support of behavioral health needs, medical needs, and other identified areas of needed support to ensure overall well-being.
- c. Describe how your organization's staff will work collaboratively with partner organizations and community partners to identify and engage individuals in need of services. How will you ensure that, with consent, all referred individuals are connected to and receive the necessary services?
- d. Describe how this program will function as a welcoming, non-stigmatizing, and affirming environment for the population to be served. In your response, include how the program will specifically support pregnant mothers who may experience relapse in their recovery. Additionally, describe your overdose prevention strategies and how these strategies will be implemented to ensure the safety and of all participants.

4. Staffing Plan (15 points)

- a. Describe your proposed staffing pattern, including supervisors, and how it will fulfill the staffing requirements in this RFP. Include an organizational chart that shows how this program will fit into your organization's overall structure.
- b. Describe your proposed training plan for staff assigned to this program and indicate any relevant expertise, training, and/or skills staff already possess. Include details on your training for crisis management skills, and any required training or certifications.
- c. Describe how your organization identifies and selects Facility Managers. What qualifications, skills, and experience do you consider essential for this role? Include details on recovery-related experience, leadership abilities, and how you ensure Facility Managers are prepared to support residents.

5. Effectively Serving the Focus Population (10 points)

- a. Describe how your organization will ensure people from the focus population are hired as staff or have meaningful input into the project's planning, implementation, and ongoing operations.

6. Program Evaluation and Quality Assurance (10 points)

- a. Describe your organization's prior experience implementing projects of a similar scope or design. In your response, include whether the organization successfully met all programmatic and financial deliverables, as well as all required reporting obligations. Additionally, outline the quality assurance practices that were used to monitor

performance, and explain how any quality-related concerns were identified and resolved.

- b. Specify how consumers' protected health information (PHI) and other confidential information will be collected, maintained, used, and disclosed in compliance with (i) the Health Insurance Portability and Accountability Act of 1996 (42 U.S.C. 1320d et seq. and implementing regulations at 45 CFR parts 160 and 164) as amended, (ii) the Confidentiality of Alcohol and Drug Abuse Records (42 U.S.C. 290dd-2, as implemented by 42 CFR part 2) as amended; and (iii) the Maryland Confidentiality of Medical Records Act (Md. Code Ann. Health-General Section 4-301 et seq.) as amended.

7. Implementation Timeline (5 points)

- a. Provide a detailed timeline for implementation that includes all of the activities that you have committed to perform in your proposal. Show an outline of all the steps necessary to fully operationalize this project and by when each step would be completed. Contracts are expected to start on April 1, 2026.

8. Appendices

- Copies of all relevant licenses/certifications, including any licenses issued by the Maryland Department of Health (BHA and OHCQ). BHSB is aware that BHA is experiencing delays with license applications. Please upload a copy of the letter from BHA acknowledging receipt of the application, along with a copy of the most recent license.
- Most recent site visit report from the ASO, Accrediting Organization, and/or the Office of Health Care Quality (OHCQ), including any statements of deficiencies and program improvement plans
- Organizational chart
- Resume or curriculum vitae for individuals/consultants working on this project
- Copy of Fire Inspection Certificate
- Copy of Use and Occupancy Certificate
- Copy of lease or deed
- Most recent final Financial Audit package, including Findings and Management Letter from an independent auditor (preferred) OR a recent unaudited Income Statement **AND** Balance Sheet. If an audit is not available, please upload a statement detailing why.
- Most recent IRS 990 – Return of Organization Exempt from Income Taxes, **OR** if an IRS 990 form is not required to be filed, the most recent Business Tax Return, OR the Schedule C only of the most recent Personal Tax Return. (Please redact any social security numbers on the Schedule C.)

- Certificate of Good Standing from the Maryland Department of Assessments and Taxation
 - The certificate **must be dated within one year** of the RFP submission due date.
 - **Screenshots from the MDAT website will not be accepted.**