



**DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PROCUREMENT
ACTION AGENDA
December 3, 2025**



SUPPLEMENTAL

*Contact: Alison Barry 667-203-9095
alison.barry@maryland.gov*

**29-S. SERVICES CONTRACT
*Department of Health; Behavioral Health Administration***

Contract ID: Brain Injury Waiver Application Assistance; OCMP# 26-25172
ADPICS: M00B6600347

Contract Description: The Behavioral Health Administration (BHA or the Department) is issuing this contract to the Brain Injury Association of Maryland (BIAMD) to provide Brain Injury waiver application assistance, assessment, transitional case management, training, information and assistance, and outreach to individuals interested in the Maryland Brain Injury waiver and other brain injury resources.

Award: Brain Injury Association of Maryland; Baltimore, MD

Contract Term: 01/01/2026 - 06/30/2026 (w/one 1-year renewal option)

Amount: \$150,000 (Base Term)
\$250,000 (Renewal Option #1)
\$400,000 Total

Procurement Method: Sole Source

MBE/VSBE Participation: 0% / 0%

Performance Security: No

Incumbent: Same

Requesting Agency Remarks: The Behavioral Health Administration (BHA) is the designated lead agency on brain injury in Maryland and is responsible for developing and administering the state's plans and initiatives to improve services and support Marylanders with brain injury. This includes oversight of Maryland's 1915(c) Home and Community Based Services Waiver for individuals with brain injuries. To ensure program continuity and effective service delivery, BHA requires a contractor with highly specialized expertise, statewide reach, and the ability to provide neutral, non-conflicted case management and resource coordination services for individuals with brain injuries.

The Brain Injury Association of Maryland, Inc. (BIAMD) is the only known organization capable of providing the required services. The following factors establish BIAMD as uniquely qualified and justify the use of the sole source procurement:



**DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PROCUREMENT
ACTION AGENDA
December 3, 2025**



SUPPLEMENTAL

29-S. SERVICES CONTRACT (cont'd)

Agency Remarks (cont'd):

- BIAMD is the only entity in Maryland whose sole mission is to serve Marylanders impacted by brain injury through information, assistance, and education. As the Maryland affiliate of the national Brain Injury Association of America (each state has one affiliate), BIAMD has extensive experience and access to national best practices, training resources, and advocacy networks.
- BIAMD is not a healthcare service provider. Its independent status ensures there is no conflict of interest in providing case management and waiver application assistance to individuals seeking services or support.
- BIAMD maintains the only comprehensive catalogue of Maryland-specific brain injury resources, available both internally for case management and externally to the public through its website and referral line. It is designated as the primary brain injury information and referral resource for Maryland Access Point (MAP) – the State’s “No Wrong Door” system for accessing long-term services and supports, which also enables BIAMD to access specific federal funds unavailable to other organizations.
- BIAMD’s offices are located at the University of Maryland Orthopedic and Rehabilitation Hospital, the largest acute brain injury hospital in Maryland, allowing for efficient collaboration and outreach to individuals transitioning from inpatient rehabilitation to community living.
- BIAMD employs staff who are certified brain injury specialists or hold brain injury fundamentals certification, ensuring qualified, evidence-based service delivery.
- BIAMD has successfully served as the contracted entity providing Brain Injury Waiver Case Management services for more than three years. The continuation of services through this contract will prevent disruption in care for existing Medicaid beneficiaries and preserve established relationships with waiver participants and providers.

Given the unique qualifications, expertise, and statutory alignment of the BIAMD, no other vendor possesses the requisite experience, statewide infrastructure, and neutrality to perform these services.

The Contract price includes staff costs (salaries, benefits, and time needed to provide the services), program costs (materials, training, outreach, and technology), administrative costs (reporting, compliance, and support services), and indirect costs (a small percentage for overhead, following state/federal guidelines). The Price is Fair because it is consistent with what the Vendor charged in past state contracts. The budget reflects real costs with no padding or unnecessary expenses. Because BIAMD already has the infrastructure in place, the state avoids paying for duplicate systems or startup expenses. The proposed contract price is fair, reasonable, and reflects the true cost of delivering these critical services to Maryland residents with brain injuries and their families.



**DEPARTMENT OF GENERAL SERVICES
OFFICE OF STATE PROCUREMENT
ACTION AGENDA
December 3, 2025**



SUPPLEMENTAL

29-S. SERVICES CONTRACT (cont'd)

Agency Remarks (cont'd):

Fair and reasonable price analysis: The Contract price includes staff costs (salaries, benefits, and time needed to provide the services), program costs (materials, training, outreach, and technology), administrative costs (reporting, compliance, and support services), and indirect costs (small percentage for overhead, following state/federal guidelines). The Price is Fair because it consistent with what the Vendor charged in past state contracts. The budget reflects real costs with no padding or unnecessary expenses. Because BIAMD already has the infrastructure in place, the state avoids paying for duplicate systems or startup expenses. The proposed contract price is fair, reasonable, and reflects the true cost of delivering these critical services to Maryland residents with brain injuries and their families.

MBE and VSBE participation were not established for this contract because there is a lack of available and qualified MBE and VSBE firms to perform the work.

Fund Source: 50% General Funds, 50% Federal Funds

Approp. Code: 32.17.01.03

Resident Business: Yes

MD Tax Clearance: 25-4170-0110

BOARD OF PUBLIC WORKS

THIS ITEM WAS:

APPROVED

DISAPPROVED

DEFERRED

WITHDRAWN

WITH DISCUSSION

WITHOUT DISCUSSION