Request for Proposals (RFP):
Capitation Project Evaluation

Release Date: April 19, 2016
Deadline to Submit Questions: April 27, 2016
Responses to Questions Posted: April 29, 2016
Proposal Due Date: May 16, 2016
Anticipated Award Notification Date: June 1, 2016
Anticipated Contract Start Date: July 1, 2016

Behavioral Health System Baltimore, Inc.
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Request for Proposals  
Capitation Project Evaluation  

I. OVERVIEW OF THE PROJECT

A. BHSB’s Goals and Objectives

Behavioral Health System Baltimore, Inc. (BHSB) is a non-profit agency established by Baltimore City to manage the City’s public behavioral health system. In October 2013, BHSB was created through the merger of Baltimore Mental Health Systems (BMHS) and Baltimore Substance Abuse Systems to integrate the previously separate mental health and substance use disorder systems. As such, BHSB serves as the local behavioral health authority, Core Service Agency (CSA), and Local Addictions Authority for Baltimore City. In this role, BHSB envisions a city where people live and thrive in communities that promote and support behavioral health and wellness.

BHSB is committed to enhancing the behavioral health and wellness of individuals, families, and communities through:

- The promotion of behavioral health and wellness, prevention, early intervention, treatment, and recovery;
- The creation and leadership of an integrated network of providers that promotes universal access to comprehensive, data-driven services; and
- Advocacy and leadership of behavioral health-related efforts to align resources, programs and policy.

Through this Request for Proposals (RFP), BHSB is seeking a qualified organization interested in evaluating the performance of the two programs that participated in the Capitation Project for Fiscal Years (July 1 - June 30) 2013, 2014, and 2015.

B. Scope of Service

The Baltimore Capitation Project was created in 1993 to provide comprehensive community-based care for individuals with serious and persistent mental illness who had not been adequately engaged in care by the existing continuum of services. The program design facilitates flexible and creative service delivery to ensure the provision of a comprehensive array of services tailored to meet the unique needs of each individual served.

BHSB has oversight responsibility for the Capitation Project, delegated by the Behavioral Health Administration (BHA). This oversight includes ongoing program monitoring, evaluation, and quality improvement. As part of this oversight responsibility, an evaluation of the project is to be conducted periodically. The last evaluation was conducted for Fiscal Years 2011 and 2012, and through this RFP, an evaluator is sought for Fiscal Years 2013-2015.

Included below is a partial list of data that is available for each individual served by the Capitation Project, most of which is available in the Capitation Database “CAPDAT,” with the exception of cost of care data, which will be obtained from the two providers of Capitation
services:

- Age
- Gender
- Race/Ethnicity
- Diagnoses- Psychiatric, Substance Use, Somatic
- Capitation services enrollment and disenrollment dates
- Length of time in program
- Reason for discharge from Capitation services
- Jail utilization
- Referral source - state hospital or community
- Utilization of Emergency Room and Psychiatric Hospitalization – admission and discharge dates
- Housing – status at enrollment, changes during services, and status at disenrollment
- Insurance status
- Employment- status at enrollment, during services, and at disenrollment
- Cost of care – Capitation, other community services, emergency room, and inpatient hospitalizations
- Number and type of services provided

Final Evaluation Report
The final evaluation report will include the following elements:

- Descriptive analysis of:
  - The characteristics of individuals served
  - Services provided
- Comparative analysis between the two providers and their corresponding populations served.
- Evaluation of outcomes measures for individuals served, including:
  - Housing
  - Employment
  - Community Tenure
  - Emergency Room Visits
  - Inpatient Care
- Comparative analysis between the Capitation Project and other types of publicly funded mental health services.

The evaluation report will break down analyses by the following categories:

- Entire population of consumers served during Fiscal Years 2013-2015,
- Consumers who entered the Capitation Program prior to Fiscal Year 2013 and were served during any portion of Fiscal Years 2013-2015, and
- Consumers who entered the Capitation Program during Fiscal Years 2013-2015.

BHSB will provide the selected applicant access to the data available in CAPDAT, and the applicant needs to be able to access Public Behavioral Health System data (including Medicaid claims paid data) through a direct collaboration between the Department of Health and Mental Hygiene. BHSB staff will be available throughout the evaluation to consult and assist with clarifying or interpreting
data. After conducting a preliminary analysis, the selected applicant will review with BHSB prior to preparing a final draft evaluation report for review and comment by BHSB. The target date for completion of the final report is December 31, 2016.

C. Funding and Service Term

BHSB anticipates awarding approximately $40,000 to the selected applicant via one contract with the following terms:

- July 1, 2016 – December 31, 2016

The payment structure of the contract to be awarded to the selected applicant will be based on a line-item budget. Funding needs should be determined by the applicant, and can include funding to support the salary and fringe benefits associated with evaluators, administrative support staff, indirect costs, or consultant fees. Please refer to the DHMH Human Service Agreements Manual (http://dhmh.maryland.gov/docs/HSAM_093005.pdf) for a definition of costs that can be considered indirect costs.
II. OVERVIEW OF THE REQUEST FOR PROPOSALS (RFP)

A. Purpose of RFP

The purpose of this RFP is to select an organization to evaluate the performance of the two programs that participated in the Capitation Project during Fiscal Years 2013-2015. The vendor selected through this procurement will commit to executing a contract with BHSB to provide the services described in this RFP. The contract terms are included as Attachment 1.

B. Applicant Eligibility

Applicants must meet all of the criteria below to be considered eligible to apply:

- In Good Standing with the State of Maryland (certification of Good Standing can be obtained through the Department of Taxation website.)
- Must have two years’ of A-133 financial audits
- Applicants should be able to demonstrate knowledge of Baltimore City’s public behavioral health system.
- Applicants must have the ability to independently access Public Behavioral Health System data (including Medicaid claims paid data) in order to make comparisons between different types of services.

C. Proposal Timeframe and Specifications

1. Timeline

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<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>RFP Release Date</td>
<td>4/19/2016</td>
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<td>Deadline to Submit Questions</td>
<td>4/27/2016</td>
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<td>4/29/2016</td>
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<td>Proposal Due Date</td>
<td>5/16/2016</td>
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<td>Anticipated Award Notification Date</td>
<td>6/1/2016</td>
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<td>Anticipated Contract Start Date</td>
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2. Authorized Contact

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

Keisha Tatum, Director of Contracting Operations
Behavioral Health System Baltimore, Inc.
One North Charles Street, Suite 1300, Baltimore, MD 21201
Phone: 410-637-1900, x8530
Email: Keisha.Tatum@BHSBaltimore.org
3. Questions and Responses

There will not be a pre-proposal conference. Applicants may submit questions via email to Keisha Tatum (keisha.tatum@BHSBaltimore.org) by the close of business on April 27, 2016. Questions and responses will be posted on the BHSB website at www.bhsbaltimore.org by the close of business on April 29, 2016. Questions received after April 27, 2016 will not be considered or responded to.

4. Proposal Due Date, Time, and Location

Proposals, along with one additional, unbound copy of the full proposal that includes all appendices, are due no later than 3:00 pm EST on May 16, 2016. Proposals submitted after the closing date may not be considered.

All proposals must be submitted in hard copy to:

Keisha Tatum, Director of Contracting Operations
Behavioral Health System Baltimore
One North Charles Street, Suite 1300
Baltimore, MD 21201
Phone: 410-637-1900, x 8530
Email: keisha.tatum@BHSBaltimore.org

5. Anticipated Contract Term:

BHSB anticipates awarding one contract to the selected applicant with the following terms:

- July 1, 2016 – June 30, 2017

D. 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 notification of award. The applicant must comply with all terms and conditions applicable to contracts executed by BHSB. These terms and conditions can be found in Attachment 1 of this RFP. By submitting a proposal to BHSB, applicants attest that they have read and accept these conditions fully.

E. RFP Postponement/Cancellation

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

F. Applicant Appeal Rights

Applicants may file an appeal by emailing the Director of Contracting Operations within five business days of release of the award notification. The email will state the reason(s) for the appeal of the selection decision and provide additional information to be considered by BHSB. The Director of Contracting Operations will review the appeal, examine any additional information provided by the protesting party, and respond to the protestor within ten working days of receipt of the appeal.
III. FORMAT AND CONTENT OF THE PROPOSAL

A. Proposal Instructions

Applicants should submit all required information in the format specified in these instructions by the due date. The proposal narrative should not exceed 5 typed, single-sided, single-spaced pages using Times New Roman 12-point font. The cover letter and appendices do not count toward the page limit.

The final proposal package shall include:

- A proposal cover letter completed, signed, and dated by an authorized representative of the applicant organization. The cover letter must include the full legal name of the applicant organization, address, contact information, and the designated contact person.
- One original version of the full proposal with all appendices.
- One additional, unbound copy of the full proposal, including all appendices.

The proposal packet must be delivered in a sealed envelope labeled with the applicant’s organization name and address; the designated contact person’s name, email address and telephone number; and the title of the RFP.

Proposals may be mailed or hand-delivered. If the proposal is sent by mail or commercial delivery service, the applicant shall be responsible for actual delivery of the proposal to BHSB on or before the deadline. All submitted proposals become the property of BHSB. Late proposals may not be considered.

The proposal should be a clear, concise narrative that describes the applicant’s intent to fulfill the scope of services as outlined in this RFP. All timely proposals submitted by eligible applicants will be reviewed by BHSB’s Review Committee, which will evaluate and rate such proposals based on the criteria below. Failure to submit all required information may result in an applicant’s proposal being disqualified.

BHSB reserves the right to conduct interviews and/or request that applicants make presentations. Although discussions may be conducted with applicants after proposals have been submitted, BHSB reserves the right to award contracts on the basis of initial proposals received, without discussions; therefore, the applicant’s initial proposal should represent its best effort.

B. Proposal Narrative Outline (Rating Criteria)

1. Organizational Background and Experience (30 Points)
   a) Describe your organization’s experience and past performance conducting evaluations for projects and/or programs in which funding flows through the Public Behavioral Health System.

2. Evaluation Plan (25 Points)
   a) Describe your plan to conduct the evaluation and collaborate with BHSB and other program staff. This section should include accessing data, data analysis, and report
3. **Staffing Plan and Credentials (15 Points)**
   a) Describe the credentials and relevant experience of the staff members who will be responsible for conducting this evaluation.

4. **Budget (10 Points)**
   a) Provide a proposed budget to complete this evaluation report. There is no required format for the budget, but applicants may use the budget form available on BHSB’s website at [http://www.bhsbaltimore.org/for-providers/forms-for-providers/](http://www.bhsbaltimore.org/for-providers/forms-for-providers/).
   b) Submit the budget as an appendix. It will not count toward the page limit. If the line items in the budget are not self-explanatory, it may be helpful to include a budget narrative in the proposal narrative, which would count toward the page limit.

5. **Timeline (10 Points)**
   a) Provide a timeline with major work processes and milestones that will allow the final evaluation report to be submitted by December 31, 2016.

6. **Sample of Previous Evaluation Report (10 Points)**
   a) Provide a sample evaluation report that was completed as an example of prior work experience and writing sample. This report should be submitted as an appendix and will not count toward the page limit.

7. **Appendices**
   The below documents are required to be submitted as appendices to the proposal. They do not count toward the page limit. If any are not applicable to your organization, please provide an explanation.

   - Appendix 1 – Proposed budget
   - Appendix 2 – Sample Evaluation Report
   - Appendix 3 – Organizational chart
   - Appendix 4 – Certificate of Good Standing
   - Appendix 5 – Most recent audit
   - Appendix 6 – Most recent IRS 990
   - Appendix 7 – Current listing of the Board of Directors
   - Appendix 8 – Additional appendices are permitted.