



## **REQUEST FOR PROPOSALS (RFP): *Support Services to Families Impacted by Substance Use***

Pre-Proposal Conference Held: 09/15/17 | 2:00 pm – 3:00 pm  
Behavioral Health System Baltimore  
100 South Charles Street, Tower II, Floor 8  
Baltimore, Maryland 21201

### **BHSB Facilitators:**

Keisha Tatum, Director of Contract Operations  
Bonnie Campbell, Director of Special Projects  
Shanna Borell, Special Projects Manager  
Lynn Mumma, Vice President, Strategy

## **QUESTIONS AND ANSWERS**

Posted: 09/20/17

### **Are there expenses that are not allowable?**

Funding through this procurement cannot be used to fund treatment services, which are reimbursable through the public behavioral health system and private behavioral health insurances. Additionally, funds must be spent in accordance with the Maryland Department of Health and Mental Hygiene(DHMH) Administration, Human Service Agreement Manual.

The DHMH Human Service Manual specifies fiscal policy for grants/contracts, cost reimbursement contracts, grant-in-aid and purchase of services contract for human services funding which are made by the Maryland Department of Health and Mental Hygiene (DHMH) and which are processed through the DHMH Division of Program Cost and Analysis.

Within the manual, Section 2150.08 provides information regarding Allowable Costs. Section 2150.09, provides information regarding Unallowable Costs. Both sections have been added to this Q & A for your reference.

### **Is preference given to new programs or could funds be used to expand existing programs?**

Funds can be used to expand existing programs as long as the proposal clearly demonstrates why additional funding is needed (i.e., to meet additional/different needs, for slightly different services, etc.).



### **Is this a one-time grant opportunity?**

At this time, BHSB expects this funding to continue beyond the first year, and the same vendor may continue to receive funds from year to year if the outcomes suggest need for and a benefit to continued funding. As always, continued funding is contingent upon the Behavioral Health Administration continuing to grant BHSB this funding, and as such, contracts will only be for one year at a time.

### **How will selected projects submit data reports?**

All selected projects will enter into a contract agreement with BHSB, which requires grantees to submit reports through BHSB's online Contract Management System. The Contract Management System will have both financial and programmatic reports for the selected projects to complete on a bi-monthly or quarterly basis – the contract will specify.

Additionally, there will be a small evaluation component that BHSB will develop with selected applicants to collect data that will demonstrate outcomes. What this evaluation looks like will depend on the type of project proposed.

### **Can some services be subcontracted? If an organization plans to subcontract some of the services, do the subcontractors need to be identified in the proposal or just describe the services proposed?**

In general, services can be subcontracted if it makes sense to subcontract them. Partnerships are encouraged. Ideally subcontractors would be identified in the proposal, but services that would be subcontracted should be described very clearly.

It was noted during this question that Indirect Costs cannot exceed 10% of Salary and Fringe (not the total operating grant). Most contracts will be Advanced Cost Reimbursement Contract types, meaning that payments will be sent in advance and organizations will be asked to reconcile expenses on a quarterly or bi-monthly basis. Grantees will be required to submit 440s or 990s at the end of the contract year for reconciliation purposes as well.

### **Is a trauma-informed approach a preference or requirement?**

It is a strong preference, but if a trauma-informed framework does not apply to the proposed project, that can be explained in the proposal.

## **End of Questions and Answers**