



# **REQUEST FOR PROPOSAL:**

## ***Support Services for Families Impacted by Substance Use***

**Release Date: September 5, 2017**

**Pre-Proposal Conference: September 15, 2017**

**Proposal Due: October 5, 2017**

**Anticipated Award Notification: October 27, 2017**

**Anticipated Contract Start: November 13, 2017**

**Issued by:**

Behavioral Health System Baltimore, Inc.  
100 South Charles Street, Tower II, 8<sup>th</sup> Floor

Baltimore, MD 21201

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# REQUESTS FOR PROPOSALS

## *Support Services to Families Impacted by Substance Use*

### 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. As such, BHSB serves as the local behavioral health 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.

BHSB is committed to promoting behavioral health equity in Baltimore City by ensuring that the behavioral health provider network is culturally and linguistically responsive to the diverse populations served; reducing behavioral health care access barriers for populations known to experience discrimination and marginalization; and supporting communities directly to develop services that are responsive to their unique strengths and needs.

Through this Request for Proposals (RFP), BHSB is seeking grassroots community groups to provide support services to families impacted by substance use. BHSB is interested in identifying and promoting innovative, trauma-informed services that target groups known to experience health disparities. Strong preference will go to groups that are closely related or belong to the group being targeted (e.g., groups located within a geographical area known to experience high rates of violence, members of a minority group working within that group, etc.).

#### B. OVERVIEW OF PROJECT

From SAMHSA, "health disparities adversely affect groups of people who have systematically experienced greater obstacles to health based on their racial or ethnic group; religion; socioeconomic status; gender; age; cognitive, sensory, or physical disability; sexual orientation; gender identity; geographic location; or other

characteristics historically linked to discrimination or exclusion.”<sup>1</sup> It is well-documented that members of these groups are more likely to experience adverse childhood experiences (ACEs), chronic and unpredictable stress, and other discriminatory practices that limit opportunities. These experiences can have devastating effects on people’s lives and are linked to increased behavioral health problems, including substance use disorders.<sup>2</sup>

Families and other support systems play a significant role in promoting recovery and resiliency among individuals with substance use disorders. Many families need support to effectively care for loved ones who use substances, as well as for family members who are impacted by the loved one’s substance use. This procurement seeks to respond to those identified needs.

### **C. SCOPE OF SERVICE**

The goal of this procurement is to identify 1-3 community organizations interested in developing services that engage family members to increase understanding of substance use disorders, to share strategies for self-care, and/or to promote healthier family interactions. BHSB will support innovative, trauma-informed approaches to meeting the needs of families who have a loved one with a substance use disorder or are otherwise impacted by substance use. Some examples of services that could be provided include: psychoeducational support groups for parents or children, outreach to engage parents/families, mentoring programs, conferences, workshops, etc.

The service being proposed cannot include treatment services. Treatment services are funded by other sources and cannot be paid for by this funding. Treatment services might include individual or group therapy, psychosocial assessment, or other types of counseling.

### **D. TARGET POPULATIONS**

The target populations for this procurement are those communities most likely to experience health disparities, as described above. The organization applying for funding through this opportunity should have experience with or be a member of the community being targeted and be able to demonstrate cultural competence in their work with this group.

Some examples of groups that could be targeted are: parenting teens, returning citizens, children, parents, grandparents, LGBTQ communities, communities impacted by violence, communities of color, etc.

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<sup>1</sup> <https://www.samhsa.gov/health-disparities>

<sup>2</sup> <https://www.samhsa.gov/capt/sites/default/files/resources/aces-behavioral-health-problems.pdf>

## **E. FUNDING AVAILABILITY**

There is a total of \$72,480 in grant funding available through this procurement. BHSB believes that this amount of funding could support 1-3 proposals, depending on the proposals received. Groups may request the full amount, but there is no guarantee that the full amount will be available.

Additionally, funding may be available on a one-time or ongoing basis. Groups wishing to receive funding on an ongoing basis will need to demonstrate an ongoing need as well as positive outcomes of services delivered. Preference will be given to groups that request one-time funding for start-up costs for services that can be sustained beyond the initial grant period.

Please note that this first contract term is only a partial year and will end on June 30, 2017. Future contracts would be for a full fiscal year, which is July 1 – June 30. BHSB anticipates that the same amount of funding (\$72,480) will be available for future fiscal years.

## **F. PROGRAM REPORTING (DELIVERABLES) AND OUTCOMES**

BHSB is dedicated to enhancing outcomes reporting system-wide in order to evaluate the quality of public behavioral health services in Baltimore City. Overall, individuals receiving behavioral health services are expected to improve over time, and programs should be able to demonstrate expected outcomes.

The selected applicant(s) will be required to submit regular quarterly program reports to BHSB during the entirety of the approved contract term. Selected applicants will also be required to submit bimonthly financial reports to BHSB using an online Contract Management System.

## **G. PROGRAM MONITORING AND EVALUATION**

BHSB will engage in monitoring activities to evaluate the quality of various aspects of service delivery. Some of these activities include: a) Site visits to observe, evaluate and document various administrative and programmatic requirements, b) Review of data reports to evaluate programmatic outcomes, c) Review of financial reports to evaluate financial outcomes, d) Review of general administrative compliance documents. The selected applicant will be required to participate in all monitoring and evaluation activities.

If, during monitoring activities, it is discovered that the selected applicant is not fulfilling the obligations stated in the contract resulting from this RFP, a Corrective Action Plan may be required, with additional follow-up monitoring to ensure requirements are being met.

## II. Overview of RFP

### A. PURPOSE OF RFP

The purpose of this RFP is to identify and fund between one and three community groups interested in developing services that engage family members to increase understanding of substance use disorders, to share strategies for self-care, and/or to promote healthier family interactions. BHSB will support innovative, trauma-informed approaches to meeting the needs of families who have a loved one with a substance use disorder. Some examples of services that could be provided include: psychoeducational support groups for parents or children, outreach to engage parents/families, mentoring programs, conferences, workshops, etc.

### B. APPLICANT ELIGIBILITY

Applicants must be community groups or organizations that have been active for at least the past two years. The applicant must either be registered as a nonprofit organization or partner with a fiscal agent that is a registered nonprofit organization.

A wide variety of community groups are eligible as long as they meet the above requirements. For example, neighborhood associations, faith-based organizations, coalitions, service providers, etc. could all apply.

Additionally, the applicant or its fiscal agent must be in Good Standing with the State of Maryland. A certificate of good standing can be obtained through the Department of Assessment and Taxation website.

### C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

#### 1. Timeline

Release Date:	September 5, 2017
Pre-Proposal Conference:	September 15, 2017
Proposal Due:	October 5, 2017
Anticipated Award Notification:	October 27, 2017
Anticipated Contract Start:	November 13, 2017
Anticipated Service Start:	December 1, 2017

#### 2. Pre-Proposal Conference

**Date:** 09/15/17  
**Time:** 2:00 PM – 3:00 PM  
**Location:** Behavioral Health System Baltimore  
100 S. Charles Street, Tower II, 8<sup>th</sup> Floor  
Eubie Blake Training Room #862  
Baltimore, MD 21201

Conference Line: 410-779-0602, Access Code: 0602

Attendance by applicants is strongly recommended. Applicants who will not be attending or calling into the pre-proposal conference may submit questions by email to Keisha Tatum by the close of business on September 21, 2017.

Questions posed prior to or during the pre-proposal conference and BHSB's responses will be posted on BHSB's website at [www.bhsbaltimore.org](http://www.bhsbaltimore.org) by September 29, 2017. Additionally, the questions and answers will be emailed to all individuals who either attended the pre-proposal conference or submitted questions. Questions received after the conference will not be considered or responded to.

### **3. Proposal Due Date, Time, and Location**

Proposals must be submitted electronically by email to [Keisha.Tatum@BHSBaltimore.org](mailto:Keisha.Tatum@BHSBaltimore.org) by attaching one or more PDF files. Because some email systems prohibit sending or receiving large files, applicants may need to split files into multiple emails. It is recommended that a separate email be sent with no attachments to request confirmation that the proposal was received.

**All proposals must be received no later than 4:00 pm EDT on October 5, 2017.** All submitted proposals become the property of BHSB. Proposals submitted after the closing date will not be considered.

### **4. 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. All proposals must be submitted to:

Keisha Tatum, Director of Contracting Operations  
Behavioral Health System Baltimore  
100 South Charles Street, Tower II, 8<sup>th</sup> Floor  
Baltimore, MD 21201  
Email: [Keisha.Tatum@BHSBaltimore.org](mailto:Keisha.Tatum@BHSBaltimore.org)  
Phone: 410-637-1900 Ext. 8530

**5. Anticipated Initial Service Term:** November 13, 2017 – June 30, 2017, with options to renew pending availability of funding and performance

### **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 applicants through this RFP process. BHSB will enter into a contract with selected applicants following the notification of award. All selected applicants must comply with all terms and conditions applicable to contracts executed by BHSB.

#### **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 to the Director of Operations & Administration within ten days of release of the procurement or award of the contract. The Director of Operations & Administration 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 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 be submitted using the outline provided in the next section, and 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 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, and the designated contact person and their contact information. If the applicant is using a fiscal agent, the legal name of that organization as well as a designated contact person with contact information should also be identified.
- A proposal with all appendices.

#### **B. PROPOSAL NARRATIVE OUTLINE AND RATING CRITERIA**

The proposal should be a clear, concise narrative that describes the applicant's responses to the prompts outlined below. This narrative outline will also be used as the rating criteria, and the number of points allocated to each section is also noted.

##### **1. Organizational Background (25 points)**

- a. Provide an overview of your organization/group. Describe its history, mission statement, and overall purpose. Be sure to include the length of time the organization has been in existence.
- b. Describe the structure of your organization. An organizational chart may be attached as an appendix, if desired.
- c. Where is your organization physically located? Do you work with the community surrounding this location?
- d. Describe your organization's experience working with families, particularly as your experience relates to your proposed service.
- e. Describe your organization's experience working with individuals or families who have been impacted by substance use.

##### **2. Principles and Values (10 points)**

- a. Describe your organization's commitment to providing services that are: recovery oriented, trauma informed, and approached through a harm reduction perspective.
- b. Describe other principles and values important to your organization.

### **3. Service Proposal (25 points)**

- a. Describe the services you propose developing, including how the services will be delivered and in what location(s), etc.
- b. Describe who (staff, volunteers, etc.) will deliver the services and what makes the staff/others qualified to do this work. Are credentials, education, or experience (including lived experience) required?
- c. What is the target population to be served? What need does the proposed service address? How will these services be helpful to targeted community members?
- d. Describe how these services were developed. Did you complete a needs assessment? Are the services based on a model used with similar groups? Are they based on your experience working with this group? There is no preferred way to have developed your service model, but you should be able to demonstrate why you believe this model will be effective with the target group.
- e. Describe the number of people you expect to serve during the contract term (November 13, 2017 – June 30, 2018) as well as subsequent terms (July 1 – June 30).

### **4. Effectively Serving the Target Population (10 points)**

- a. Describe your organization's experience working with the target population.
- b. Describe your organization's commitment to providing services in a way that will be culturally responsive to this group.

### **5. Program Evaluation and Quality Assurance (10 points)**

- a. Describe your organization's experience tracking and reporting information/data about the program and services you deliver.
- b. Applicants are expected to collaborate with BHSB to develop and complete an evaluation of services. State your agreement to participate with BHSB in these efforts.

### **6. Proposed Program Budget (10 points)**

- a. Attach a line-item budget that outlines anticipated expenses. Some examples of expenses that can be included are: staff time, bus tokens, child care, food, curriculum purchase, etc. There is no specified format for the budget, but it should clearly convey how the funding would be spent. A sample budget is below.

<b>Program Budget</b>	
<b>Personnel Expenses</b>	
Support Group Facilitator (20 hrs/wk)	\$20,000
Fringe (20%)	\$4,000
<b>PERSONNEL SUBTOTAL</b>	<b>\$24,000</b>
<b>Operational Expenses</b>	
85 Workbooks	\$850
Refreshments	\$1,000
Graduation gifts	\$425
<b>OPERATIONAL SUBTOTAL</b>	<b>\$2,275</b>
<b>PROGRAM TOTAL</b>	<b>\$26,275</b>

- b. Provide a budget narrative that describes the budget in more detail. The budget narrative should explain why expenses are expected and how it supports the services being provided. For example, if you request funding for bus tokens, the amount of funding you request should match the numbers of people you expect to serve.

**7. Implementation Timeline (10 points)**

- a. Provide a timeline for the first service term (November 13, 2017 – June 30, 2018) that shows that the proposed services can reasonably be delivered and all funding spent by June 30, 2018.

**8. Appendices**

- Organization/Group Organizational Chart for both applicant organization and fiscal agent (if fiscal agent is a separate organization)
- MBE/DBE, if applicable
- Most recent Financial Audit and Management Letter, if applicable
- Most recent IRS Form 990: Return of Organization Exempt from Income Taxes, if applicable