



REQUEST FOR PROPOSALS:

Behavioral Health Youth Prevention

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Pre-Proposal Conference: July 18, 2018

Proposal Due: August 2, 2018

Anticipated Award Notification: August 17, 2018

Anticipated Contract Start: August 25, 2018

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

Behavioral Health Youth Prevention

I. Overview of the Project

A. BHSB'S GOALS & 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 qualified organizations to implement evidence-based interventions in educational and community settings to prevent substance use and misuse among young people, ages 12-24, in Baltimore City.

B. OVERVIEW OF PROJECT

BHSB is engaged in a Strategic Prevention Framework¹ planning process and has developed a comprehensive and holistic strategy to prevent substance use, misuse,

¹ Strategic Prevention Framework (SPF) is a standardized and systematic planning process developed by the federal Substance Abuse and Mental Health Services Administration (SAMHSA) to prevent substance use and misuse. To learn more about this process, follow this link: <https://www.samhsa.gov/capt/applying-strategic-prevention-framework>

and related behavioral health problems among young people, ages 12-24, in Baltimore City. This process started with a community needs assessment to better understand how community members view behavioral health concerns and what they identify as solutions. Involving and including communities impacted by substance use in identifying, developing, and implementing solutions is a critical component of the Strategic Prevention Framework process in which BHSB continues to engage.

Through this process, two prevention interventions have been identified that are built on community-defined evidence and evidence-based practice. These interventions address the factors known to contribute to substance use, particularly the three categories of substances identified as priority targets: heroin, alcohol, and non-medical use of prescription drugs (NMUPD).

This project seeks to embed these two prevention interventions, described in more detail below, into the places where young people naturally congregate, including schools and educational settings, extra-curricular and workforce readiness programs, summer camps, and other youth development opportunities. This project has two main strategies to connect with young people: 1. School-Based Approach, and 2. Community-Based Approach.

Organizations that work or interact with young people and have an interest in participating in substance use prevention work in one of these two strategies are invited to apply for this opportunity.

C. SCOPE OF SERVICE

The main component of this project is implementing one of the evidence-based practices (EBPs) outlined below in either school or community settings. There are some additional required activities that support successful implementation of the identified intervention and promote prevention broadly in the identified settings. More details for each of the two strategies are outlined below.

Strategy 1: School-Based Approach

This work is done in collaboration with Baltimore City Public Schools (City Schools), and through this partnership, City Schools selects the schools to participate in this project. This procurement will identify the provider organizations that will implement prevention services in those schools. See the *Preliminary Listing of Select Baltimore City Public Schools (SY 2018-2019)* participating for the 2018/2019 school year by geographical area in the Appendix at the end of this document.

The EBP identified for implementation in school settings is *keepin' it REAL*² (kiR), a video-enhanced intervention that uses a culturally grounded resiliency model to incorporate traditional ethnic values and practices that protect against substance use. It teaches students, grades 6-9, how to resist substance use through practical strategies represented in the acronym REAL (Refuse, Explain, Avoid, Leave).

Organizations selected through this procurement process to participate in school settings must be licensed/certified as Outpatient Mental Health Centers or Outpatient Substance Use Disorder Clinics. Licensed behavioral health clinicians are required to implement the kiR intervention and complete all other required activities outlined below.

Other required activities include:

- Attend monthly Collaborative Implementation Meetings facilitated by Behavioral Health System Baltimore (BHSB)
- Conduct two outreach activities annually with an established Pediatric Primary Care provider in the region assigned
- Attend three professional development training sessions sponsored by BHSB
- Participate in additional evidence-based practice training and implementation opportunities as required by Behavioral Health System Baltimore
- Participate in planning activities in the first quarter of the fiscal year (July – September) and submit a report to include number of (a) planning meetings and (b) school sites visited
- Provide mental health consultations as needed for students requested by school staff
- Provide two in-service presentations on relevant mental health topics to school staff
- Provide school-wide crisis intervention and behavior management as needed
- Conduct prevention group activities for a minimum of at least 60 students
- Facilitate family outreach activities (at least one per school, conducted in conjunction with a parent/family member/caregiver).
- Participate in a minimum of four school team/ committee meetings (at least two per quarter)
- Submit complete and accurate information for the web-based ESBH Data Program to BHSB, in addition to the Minimum Data Set (MDS) sponsored by the Behavioral Health Administration
- Host school-wide assemblies (at least two per school)
- Solicit feedback from consumers, including youth, caregivers and community advocates and incorporate finding into program planning and implementation effort.

² For more information about *keepin' it REAL* (kiR), visit the website: <https://sirc.asu.edu/kir>.

- Blueprints for Healthy Youth Development
- Designate a representative to participate in *Communities That Care (CTC)*.

Organizations selected through this procurement process that are new to this work will receive an orientation to and technical assistance with these activities.

Strategy 2: Community-Based Approach

The EBP identified for implementation in community settings is *Communities That Care*³ (CTC), a prevention system, grounded in science, that gives communities the tools to address their adolescent health and behavior problems through a focus on risk and protective factors. CTC provides a structure for engaging community stakeholders, a process for establishing a shared community vision, tools for assessing levels of risk and protective factors, and setting-specific measurable community goals. CTC is installed in communities through a series of six training events delivered over the course of six to twelve months by certified CTC trainers.

Organizations selected through this procurement process may provide non-traditional or alternative behavioral health opportunities for young people. This might include activities such as yoga, mindfulness, theater and healing arts, social design programs, or other related activities. Organizations must also be interested in becoming a certified CTC trainer and implementing CTC in one or more community settings in Baltimore City.

Other required activities include:

- Participate in planning activities in the first quarter of the fiscal year (July – September) and submit a report to include number of (a) planning meetings and (b) community sites visited.
- Participate in additional evidence-based practice training and implementation opportunities as required by Behavioral Health System Baltimore.
- Attend a professional development training session sponsored by BHSB
- Attend monthly Collaborative Implementation Meetings facilitated by Behavioral Health System Baltimore (BHSB)
- Submit a complete and accurate information into the web-based the Minimum Data Set (MDS) sponsored by the Behavioral Health Administration
- Host at least two community events (can include but not limited to: Community block party, National Night Out, Recreation night, Back to School night, Art Oriented opportunities, Youth Violence Prevention and Youth Resilience fair, community outreach/volunteer, urban gardening, etc.)
- Conduct prevention group activities for at least 60 youth and young adults between the ages of 12 and 24.

³ For more information about Communities That Care (CTC), visit the website: <https://www.communitiesthatcare.net/>.

- Conduct a positive youth activity.
- Provide two consultations for heightened individuals.
- Provide two community presentation on relevant topics of interest to key groups (I.e. Community Neighborhood Association, Coalitions, Faith-Based Community organization, etc.)
- Designate a representative in *Community That Care (CTC) a community-based process.*
- *Facilitate family outreach activities.*
- *Participate in four community-based collaborative planning meetings.*

Selected organizations will also be required to host at least one family-centered event.

Project Evaluation

For both school- and community-based strategies, selected organizations will be expected to participate collaboratively with other selected organizations and an evaluator in planning and implementing an evaluation of this project.

D. TARGET POPULATION

The target population for this procurement is youth ages 12-24 years old. It is anticipated that youth will be predominantly African American/Black and/or from low-income families, including families with members using drugs and alcohol.

Interested applicants must be comfortable working with this group of young people, respectful of them and their family systems, and invested in their social and emotional development.

E. STAFFING REQUIREMENTS

Strategy 1: School-Based Approach

School-based provider organizations are required to have a clinician staffed at 0.3 FTE (approximately 12 hours per week) per school.

Strategy 2: Community-Based Approach

Community-based organizations are required to provide an appropriate level position staffed at 0.2 FTE (approximately 8 hours per week) per targeted community location.

F. FUNDING AVAILABILITY

Strategy 1: School-Based Approach

There is \$11,500 available for the salary and fringe only for each 0.3 FTE clinician per school. BHSB anticipates funding approximately 30 schools, depending on the availability of funds. BHSB anticipates funding up to four provider organizations for this strategy.

Strategy 2: Community-Based Approach

There is \$11,500 available for the salary and fringe only for each 0.2 FTE employee per community-based site. BHSB anticipates funding approximately 30 community sites, depending on the availability of funds. BHSB anticipates funding up to six community organizations for this strategy.

All final awards for both strategies will be based on the availability of funding.

G. PROGRAM REPORTING (DELIVERABLES) AND OUTCOMES

BHSB is dedicated to enhancing outcomes reporting system-wide to evaluate the quality and effectiveness of public behavioral health services in Baltimore City.

The selected applicants will be expected to submit regular programmatic and financial reports to BHSB and other stakeholders using various data systems as outlined below.

BHSB's Contract Management System

- Quarterly Program Progress Reports
 - Numbers of participants (e.g., attendance, enrollment, etc.)
 - Activities completed (e.g., content produced by youth, information dissemination activities, audience reached, etc.)
 - Outcome data (e.g., assessment/quiz data, etc.)
 - Evaluation data as developed through the collaborative process
- Quarterly Financial Reports

Minimum Data Set

- Monthly Reports due by the 10th day of each month

H. PROGRAM MONITORING

BHSB will engage in monitoring activities to evaluate the quality of various aspects of services delivery. Some of these activities include: a) Site visits to observe, evaluate, and document various administrative and programmatic requirements as well as general quality assessment, b) Review of data reports to evaluate programmatic outcomes, c) Review of financial reports to evaluate financial outcomes, and d) Review of general administrative compliance documents. The selected applicant will be required to participate in all relevant 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 select qualified organizations to implement evidence-based interventions in educational and community settings to prevent substance use and misuse among young people, ages 12-24, in Baltimore City. BHSB anticipates funding up to four grantees to participate in the School-Based Approach and up to six grantees for the Community-Based Approach.

B. APPLICANT ELIGIBILITY

In general, interested organizations should work or interact with young people and be interested in implementing one of the interventions outlined in this RFP document. Additionally, applicants should have some knowledge of positive youth development, social determinants of health, racial and social equity concepts, health disparities, trauma responsive practices, and the public behavioral health system.

Specifically, applicants must meet at least the criteria outlined below to be considered eligible to participate in this RFP process:

Strategy 1: School-Based Approach Eligibility

- Licensure/Certification as an Outpatient Mental Health Center or Outpatient Substance Use Disorder Clinic for at least one year as of July 1, 2018.

Strategy 2: Community-Based Approach Eligibility

- Relevant documentation (licensure, certification, articles of incorporation, etc.) that shows authorization to provide the services being offered for at least one year as of July 1, 2018. BHSB recognizes that this may be different for different organizations.

Per BHSB's Procurement Policy, Minority Business Enterprises (MBEs) or Disadvantaged Business Enterprises (DBEs) will be given preference.

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	July 2, 2018
Pre-Proposal Conference:	July 18, 2018
Proposal Due:	August 2, 2018
Anticipated Award Notification:	August 17, 2018
Anticipated Contract Start:	August 25, 2018

2. Pre-Proposal Conference

Date: 07/18/18
Time: 1:00 pm to 2:30 pm
Location: Behavioral Health System Baltimore
100 S. Charles St., Tower II, 8th Floor
Baltimore, MD 21201

Attendance by applicants is **strongly recommended**. Applicants who will not be attending the pre-proposal conference may submit questions by email to Keisha Tatum by 4:00 pm on **July 17, 2018**.

Questions posed prior to or during the pre-proposal conference and BHSB's responses will be posted on BHSB's website at <http://www.bhsbaltimore.org/providers/funding/> by **July 25, 2018**. 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 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 **12:00 pm EST on August 2, 2018**. 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.

Keisha Tatum, Director of Contracting Operations
Behavioral Health System Baltimore
100 South Charles Street, Tower II, 8th Floor
Baltimore, MD 21201
Email: Keisha.Tatum@BHSBaltimore.org
Phone: 410-637-1900 Ext. 8530

4. Anticipated Service Term: August 20, 2018 – June 30, 2019, with options to renew annually for up to two additional years (FY 19 – FY 21), pending the availability of funds and satisfactory 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. Additionally, BHSB may declare an applicant ineligible based on the findings reflected in the Site-Visit Report statement of deficiencies.

BHSB will select through this RFP process, the applicants who demonstrate excellence and responsiveness in the listed qualities, collectively serve diverse areas of the community and articulate an understanding of both systemic and individual factors associated with substance use. 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 Contract Operations within ten days of release of the procurement or award of the contract. The Director of Contract 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 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-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 be identified.
- A full proposal with all appendices.

Late proposals will not be considered.

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 noted for your reference.

1. Organizational Background and Capacity (25 points)

- a. Provide an overview of the organization's performance, including the history, services provided, and overall mission and purpose.
 - i. Describe the length of time the organization has been in existence and how long the organization has been providing relevant behavioral health services.
 - ii. Has the organization ever held a contract with BHSB? if so, please characterize your performance.
 - iii. Include appendixes of all relevant licenses, certifications, and/or other documents that authorize your organization to provide proposed services.
 - iv. Include your organization's most recent Office of Health Care Quality's or other oversight body's Site Visit report, including statement of deficiencies, if applicable.

- v. What step(s) is the organization taking to actively engage in reducing health disparities in behavioral health care for youth and young adults ages 12-24?
- b. Describe your organization's access to, experience working with, and continued capacity to work with youth and young adults ages 12-24.
- c. Describe your organization's experience and comfort working with diverse communities facing systemic oppression in Baltimore City.
- d. Is your organization certified by the State of Maryland or Baltimore City as a Minority Business Enterprise (MBE) or Disadvantaged Business Enterprise (DBE)? If yes, attach your organization's designation as an appendix.

2. Principles and Values (30 points)

- a. This project seeks to empower youth and promote positive youth development by involving young people in leadership and engagement opportunities. Describe how your organization will involve youth in the planning and implementation of your proposed activities?
- b. What is your understanding of "social determinants of health" and what does it mean for your organization's work in school or community settings.
- c. How do you perceive racial and social injustice and inequities in Baltimore City communities and what does it mean for your organization's work in school or community settings.
- d. Describe how your organization ensures that services are delivered in a culturally and linguistically responsive manner that respects and meets community-defined needs. How does or will your organization consider community-defined evidence into its practices and interventions.
- e. Describe your organization's approach to promoting community healing, particularly through providing services that are trauma-responsive and promote health and wellbeing.
- f. What type of collaboration model does your organization use to foster effective partnerships.

3. Service Delivery (15 points)

- a. Relative to the School-Based and Community-Based Strategy, please indicate which of the four geographical areas in Baltimore City (NW, NE, SE, SW) your organization intends to implement the prevention intervention *keepin' it REAL* (kiR) or *Communities that Care* (CTC). Include as an appendix letters of support from each of the schools or community sites. Letters of support for schools and community organizations must be signed by the Head Administrator.

- b. Describe how your organization intends to implement the identified interventions in targeted schools or community sites:
 - i. For school-based settings: describe how you will ensure *keepin' it REAL* (kiR) is integrated into the school setting and participation is encouraged.
 - ii. For community-based settings: describe how you will embed *Communities that Care* (CTC) into your identified community settings and engage community members to participate.
- c. Provide a brief overview of days and times of the week that your organization plans to provide services.

4. Staffing Plan (10 points)

- a. Given the number of sites your organization proposes serving, describe your organization's staffing plan. Include an organizational chart that shows where these positions will be located within your organization.

5. Program Evaluation and Quality Assurance (20 points)

- a. Describe your organization's experience implementing evidence-based practices and maintaining fidelity to the model. If your organization does not have this experience, describe your understanding and commitment to implementing the identified interventions with fidelity to the model.
- b. An important component of this project is ensuring its effectiveness through data collection and evaluation. Describe your organization's experience and/or willingness to collect and report accurate data, to document process and outcome activities, and to monitor the work closely to inform the evaluation of it.
- c. Selected organizations will be expected to participate in regular monitoring/auditing activities to ensure quality service provision, quality improvement efforts, and fidelity to the models, particularly as outlined in the Monitoring Section of this RFP document. Describe your organization's willingness to actively and collaboratively participate in regular monitoring and auditing activities conducted by BHSB, the evaluator, and other organizations.
- d. Describe your organization's practices related to managing and facilitating effective Quality Assurance and Quality Improvement standards.

6. Appendices (as required by the sections above)

- a. All relevant licenses, certifications, approval letters, etc. that authorize organizations to provide services as proposed, if applicable

- b. Most recent OHCQ or other monitoring body site visit report, including any statements of deficiencies
- c. Minority Business Enterprise (MBE) or Disadvantaged Business Enterprise (DBE) certification, if applicable
- d. Letters of Support from all proposed service sites
- e. Organizational Chart

Appendix 1

School-Based Strategy

Preliminary Listing of Select Baltimore City Public Schools

Northwest Baltimore

1. Hampden Elementary #55
2. Walter P. Carter Elementary/middle #134
3. Dickey Hill Elementary/Middle #201
4. Grove Park Elementary/Middle #224
5. Dr. Martin Luther King, Jr. Elementary/Middle #254

Northeast Baltimore

1. Coldstream Park Elementary/Middle #31
2. Dr. Nathan A. Pitts-Ashburton Elementary/Middle #58
3. Guildford Elementary/Middle #214
4. Glenmount Elementary/Middle #235
5. Beechfield Elementary/Middle #245
6. NACA Freedom and Democracy K-11 #349
7. Baltimore Design School Middle/High School #382

Southwest Baltimore

1. Lakeland Elementary/Middle #12
2. Calverton Elementary/Middle #75
3. North Bend Elementary #81
4. Lyndhurst Elementary/Middle #88
5. Rognel Heights Elementary/Middle #89
6. Franklin Square Elementary/Middle #95
7. Friendship at Cherry Hill Elementary/Middle #159
8. Arundel Elementary/Middle #164
9. Morrell Park Elementary/Middle #220
10. Westport Academy Elementary/Middle #225
11. Violetville Elementary/Middle #226
12. New Era Academy Elementary/Middle #422

Southeast Baltimore

1. Commodore John Rogers Elementary/Middle #27
2. Thomas Johnson Elementary/Middle #84
3. Maree G. Farring Elementary/Middle #203
4. Curtis Bay Elementary/Middle #207
5. Highlandtown Elementary/Middle #215
6. Graceland Park/O'Donnell Heights Elementary/Middle #240