



REQUEST FOR PROPOSALS (RFP): *Rollover Funding: One-Time Funding for Small Projects*

Pre-Proposal Conference Held: July 10, 2018 | 2:00 pm
Behavioral Health System Baltimore
100 South Charles Street, Tower II, Floor 8
Baltimore, Maryland 21201

BHSB Facilitators:

Keisha Tatum, Director of Contract Operations
Shanna Borell, Special Projects Manager

QUESTIONS AND ANSWERS

Posted: July 16, 2018

Everyone in the room and on the phone introduced themselves by providing their names and the organizations they were representing.

Keisha provided an overview of BHSB's Procurement Process, including the following details:

- Late proposals will not be accepted.
- All proposals should be submitted electronically using the instructions on page eight of the RFP document. You will receive an email receipt of submission from Keisha, so follow up with her as soon as possible if you believe you submitted a proposal, but did not receive a receipt.
- BHSB follows a standardized review process to rate and review each proposal. All of the reviewers are asked to sign Confidentiality and Conflict of Interest statements.
- All applicants have the right to appeal a non-award decision within five business days of notification. Please note this is different than was originally written in the RFP document, which has not been revised.
- After this Pre-Proposal Conference, no other questions can be considered.

Shanna provided an overview of the goal of this procurement, including:

- In general, this procurement is open to a broad range of possible projects due to the nature of the type of funding. As outlined in the RFP document, BHSB is able to propose new uses for unspent funds from the previous fiscal year to the new one, referred to as Rollover Funding. This funding can be used in a wider variety of ways than some other funding sources.



- BHSB identified five priority areas outlined on page four of the RFP document. Applicants can submit projects that fall outside of these priorities, but proposals that are in line with them will receive extra points toward their overall score.
- A few sample categories were provided as outlined at the top of page five of the RFP document.

Keisha stressed that because this funding comes from the Maryland Department of Health (MDH), we must follow their Human Services Agreements Manual (link at the bottom of page four). Applicants were encouraged to pay special attention to the allowable costs outlined in this document and summarized in the MDH Costs Principles document (link at the top of page five).

Questions

If a proposal is to send someone to a training, can the funding include travel expenses, including airfare?

Yes, travel expenses are permissible.

Will proposals to upgrade computers and computer systems be accepted?

Yes, these are permissible expenses.

Can proposals be submitted to recoup costs?

No, these funds should be used to reimburse costs incurred during the timeframe specified in the resulting contract.

If a proposal includes a certain dollar amount, but then there isn't enough funding to cover the full proposal, will BHSB consider a partial award?

Yes, BHSB will work with applicants with the highest ranked proposals to finalize their award amounts based on the actual funding available.

Can we include multiple proposals and rank them based on importance?

Yes, that would be helpful.

Can we request funding to help cover accreditation costs? Will BHSB be offering specific funding for accreditation costs in the future?

Yes, you can request funding for accreditation costs. BHSB used to have funding specifically to help cover these costs, but we have not received additional funding for FY 19. BHSB is in touch with the Behavioral Health Administration at the Maryland Department of Health about additional funding to help with these costs, but we have not received any final notification about additional funding at this time.



Can we request funding to pre-pay conferences that will occur after the end of the fiscal year (e.g., September 2019)?

The costs must be incurred during the timeframe specified by the contract, but the activities/events can take place later.

Note: All proposals awarded will result in contracts with a payment mechanism that is based on actual expenditures. In other words, BHSB will reimburse you for funding you spent.

Can proposals include funding for travel expenses to behavioral health services, for example, to appointments? Can meals be provided to families?

In general, BHSB’s grant funding is meant to be the payer of last resort, so wherever there are existing funding mechanisms, BHSB will not be likely to approve funding. Travel may be an allowable expense, depending on how it is being used (for example, for people who do not qualify for taxi services paid for by Medicaid). However, meals would not be an allowable expense.

If we want to organize a conference, can we charge attendees, or do we need to make admission free?

That’s up to the applicant, but it is important that applicants be as specific as possible about what this funding will be used to cover.

If we want to propose a consultant to help with transitions from one level of care to another, is there a ballpark amount that would be acceptable?

There is no ballpark amount; award decisions will depend heavily on the value the service brings to the people being served. Proposals should clearly explain what this benefit is.

Final Note: If you do not hear from Keisha Tatum, who is the Authorized Contact for this procurement, within 24-48 hours you may reach out to Shanna Borell at Shanna.Borell@BHSBaltimore.org.

End of Questions and Answers