



REQUEST FOR PROPOSALS:

Rollover Funding:

One-Time Funding for Small Projects

Release Date: July 2, 2018

Pre-Proposal Conference: July 10, 2018

Proposal Due: August 6, 2018

Anticipated Award Notification: March 4, 2019

Anticipated Contract Start: March 18, 2019

Issued by:

Behavioral Health System Baltimore, Inc.
100 South Charles Street, Tower II, 8th Floor
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REQUEST FOR PROPOSALS

Rollover Funding: One-Time Funding for Small Projects

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.

B. OVERVIEW OF PROJECT

BHSB receives state block grant funding from the Maryland Department of Health's (MDH's) Behavioral Health Administration (BHA) to fund sub-vendors to provide a wide variety of services to support the behavioral health and wellness of people in Baltimore City. During the fiscal year, some of this funding is not spent, largely due to unforeseen circumstances, such as sub-vendor staff vacancies, delays in hiring new staff, or other unexpected events. Although BHSB works with sub-vendors throughout the year to manage funds, it is anticipated that a small amount of funding will be left over at the end of the year. BHA usually allows BHSB to propose a new use for these unspent funds in the next fiscal year. This is referred to as *Rollover Funding* since the funding is rolling over from one fiscal year to the next.

To identify community needs that would benefit from this type of funding, BHSB is seeking proposals for one-time funding requests for FY 19 that can be fully implemented and expended by June 30, 2019. BHSB will review submitted proposals, rate and rank them based on priority areas, and include the highest rated proposals in its Rollover Funding request to BHA. BHA reviews BHSB's request and may approve some of them. Once BHSB receives final approval of its Rollover Funding requests, selected and approved sub-vendors will be notified of their award. BHSB anticipates award notifications and funding availability in March 2019. Please keep this timeline in mind as you develop your proposal(s).

This procurement is not limited to organizations with which BHSB has an existing relationship. For each approved proposal, BHSB will enter into a new contract.

C. SCOPE OF SERVICE

BHSB has identified five priority areas for *Rollover Funding* this year. Applicants that submit proposals that fit into one or more of these areas will receive additional points toward their proposals. BHSB will still fund proposals outside of these priority areas if they score high enough. See the rating criteria at the end of this document for more information about how proposals will be scored. The priority areas are outlined below in no particular order:

- **Equity in Behavioral Health Care** – projects that promote racial and/or social justice activities that intend to lead to more equitable behavioral health outcomes
- **Innovation** – supporting new and novel approaches to behavioral health through the use of technology, implementing new evidence-based or emerging practices, or approaching work in a new way
- **Increased Access to Care** – supporting projects that increase access to care or address access barriers, particularly for populations not served well by the traditional behavioral health care system or and historically oppressed and marginalized groups (e.g., communities of color, sexual and gender minorities, immigrant communities, homeless populations, etc.)
- **Consumer/Peer Inclusion** – supporting projects that emphasize consumer/peer involvement in planning, implementation, and leadership and/or directly impact consumer/peer behavioral health and wellness
- **Integration of Behavioral Health (MH/SUD) and Somatic Health Care** – projects that support integrating mental health and substance use disorder services and/or behavioral health and somatic health care services

Sample categories are listed below as examples of the types of requests that have been approved in the past. Proposals are not limited to these categories, but must contain only allowable costs specified in Maryland's [Human Service Agreements](#)

[Manual](#), a summary of which is available for review on BHSB's website here: [MDH Cost Principles](#). Proposals that contain non-allowable costs will not be considered.

- Events, training, conferences
 - Examples: organizing your own or sending people to existing events
- Equipment or materials that will improve operations or physical space
 - Examples: furniture, IT equipment, software, etc.
- Marketing materials or services
 - Examples: program brochures, advertisements, manuals, etc.
- Time-limited consultant costs (usually an hourly rate instead of salary)
 - Examples: evaluation, strategic planning, staff development, etc.

It is critical that proposals demonstrate the applicant's ability to spend all of the requested funds within the relatively short time period between the award announcement, expected in March 2019, and the end of the fiscal year, June 30, 2019. Proposals should be reasonably scaled, and the applicant should have the required capacity to implement it.

Please note that your proposal may include multiple requests. Each request will be evaluated and ranked separately, so it is possible for some but not all requests to be approved. If requests are dependent on one another (i.e., one cannot be done without the other), please make this clear in the proposal so that it can be considered as one request.

Applicants that receive funding for one or more selected proposals will enter into a new contractual agreement with BHSB. Organizations new to BHSB's contracting process will receive orientation to it, but for the purposes of planning for this procurement, it includes logging into an online Contract Management System to submit financial and programmatic reports that detail expenditures and program activities. Applicants should also have the capacity to manage these contractual requirements.

D. STAFFING REQUIREMENTS

There are no staffing requirements for this procurement. Staffing costs should only be included in proposals if it can be clearly demonstrated that costs are limited to a specific time frame and activity. See above for examples.

E. FUNDING AVAILABILITY

The total amount of funding available through this request will not be known until all of BHSB's financial reports are completed for Fiscal Year 2018, which closed on June 30, 2018, and typically takes a few months. BHSB will rank proposals and

select as many as the funding allows. Rollover Funding awards in the past have ranged from \$1,000 - \$100,000.

F. REPORTING (DELIVERABLES) AND OUTCOMES

BHSB is dedicated to enhancing outcomes reporting system-wide 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.

Selected applicants will be expected to submit program and financial reports to BHSB using an online Contract Management System to document the activities completed and funds expended during the contract period. Some applicants may also be required to participate in a site visit, depending on the amount of funding received.

II. Overview of RFP

A. PURPOSE OF RFP

The purpose of this RFP is to fund several proposals that will broadly enhance behavioral health and wellness in Baltimore City. All funding proposals must be for one-time expenses that can be fully expended and implemented by June 30, 2019. Awards will likely be available in March 2019.

B. APPLICANT ELIGIBILITY

Eligibility for this RFP is not limited by any type of organization or applicant. Applicants must be able to demonstrate that they have the skills and capacity, with some limited technical assistance from BHSB, to implement their proposal and expend all awarded funds within the time frame noted in this RFP. Applicants must be able to receive funds, document expenses, and provide financial reports. Some organizations may wish to use a fiscal sponsor to aid in these activities. BHSB may request additional documentation or interviews with applicants to determine eligibility.

Proposals must include the following to be considered:

- Allowable expenses as outlined in the Human Service Agreements Manual
- An obvious benefit to Baltimore City residents' behavioral health and wellness
- A project that can reasonably be implemented with all funds expended by June 30, 2019
- Demonstrated organizational capacity to implement the project and manage funds responsibly, with some limited technical assistance from BHSB
- Preference will be given to Minority Business Enterprises (MBEs) or Disadvantaged Business Enterprises (DBEs)

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	July 2, 2018
Pre-Proposal Conference:	July 10, 2018
Proposal Due:	August 6, 2018
Anticipated Award Notification:	March 4, 2019
Anticipated Contract Start:	March 18, 2019

2. Pre-Proposal Conference

Date: 07/10/18

Time: 2:00 pm to 3:30 pm

Location: Behavioral Health System Baltimore

100 S. Charles St., Tower II, 8th Floor
Baltimore, MD 21201

Call-In Number: 410-779-0601, code 0601#

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 9, 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/for-providers/funding/> by **July 16, 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 **3:00 pm EST on August 6, 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

5. Anticipated Service Term: March 18, 2019 – June 30, 2019

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 Contract Operations within ~~ten~~ five business days of notification of the selection decision ~~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.

Please note that your proposal may include multiple requests. Each request will be evaluated and ranked separately, so it is possible that not all requests will be approved. If requests are dependent on one another (i.e., one cannot be done without the other), please make this clear in the proposal so that it can be considered as one request.

The final proposal package shall include:

- A proposal cover letter signed and dated by an authorized representative of the applicant organization or group. The cover letter must include the full legal name of the applicant organization or group (if applicable), 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.
- One full proposal, with one or more requests.
- Appendices, if applicable.

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 also noted.

1. Organizational Background and Capacity (15 points)

- a. Provide an overview and history of your organization or group and its experience providing services to or supporting people with behavioral health disorders or the experience relevant to your project proposal.
- b. Describe the structure of your organization, including who will be responsible for managing the implementation, funding, and reporting of funded proposals. Explain how the individuals identified for managing awarded funding will have the capacity to implement the proposed project.

2. Project Proposal (50 points)

- a. Describe each request in detail: what is the request, how will it be used, how will it improve behavioral health and wellness for Baltimore City residents, which of the BHSB-identified values it is aligned with and how, etc. The clearer your request is, the better the evaluation committee will understand how it meets the objective of this procurement.
- b. Describe who will directly benefit from your project proposal. Will your proposal directly benefit consumers of your organization as a whole, consumers of a specific program within your organization, persons in the community surrounding your organization, or another group of people entirely? Describe how your proposal will benefit the group of people identified.
- c. Describe how this request was developed (e.g., did the people who will benefit from this request give input into it, is this part of your organization's/group's strategic plan, were any needs assessment or survey activities conducted). These are not requirements, but these kinds of things might strengthen your proposal.

3. Proposed Budget (20 points)

- a. Include a separate budget that outlines anticipated expenses for each request. There is no specified format, but it should be clear what the costs are and how funds would be spent.
- b. Provide a budget narrative that describes the budget in more detail. The budget narrative should explain how expenses were calculated and how it supports the proposal/request. If any costs are dependent on another (e.g., no chairs if table not approved), please clearly indicate this here.

4. Implementation Timeline (15 points)

- a. Provide a timeline that shows how the proposal can be reasonably implemented and all funding spent by June 30, 2019, understanding that notification of award is anticipated in March 2019.