

REQUEST FOR PROPOSALS (RFP): *Expanded School Mental Health*

Pre-Proposal Conference Held: January 4, 2019 | 2:30 pm
Behavioral Health System Baltimore
100 South Charles Street, Tower II, Floor 8
Baltimore, Maryland 21201

BHSB Facilitators:

Keisha Tatum, Director of Contract Operations
Ashley Collins, Rehabilitation & Treatment Coordinator
Heather Dewey, Associate Director, Child & Family
Shanna Borell, Special Projects Manager
Jennifer Glassman, Special Projects Coordinator

QUESTIONS AND ANSWERS

Posted: January 11, 2019

Keisha Tatum welcomed the group and shared some general information about BHSB's procurement and contracting processes:

- BHSB attempts to ensure its procurements are fair and confidential. Proposals are reviewed and scored by external reviewers who sign confidentiality and conflict of interest statements prior to participating. The review committee makes a recommendation to BHSB staff, who make the final decision.
- The Proposal Narrative Outline section that starts on page 12 in the RFP document outlines how the proposals will be scored. Applicants are encouraged to answer the questions clearly and comprehensively so that proposal reviewers can award as many points as possible. Reviewers rate proposals and make their recommendation based only on what is included in the proposal.
- Applicants selected through this process will enter into a contractual agreement with BHSB. The contract resulting from this procurement will be an "Cost Reimbursement, Actual Expenditures" contract, which means that selected organizations will receive reimbursement for based on work already performed. Organizations will submit invoices through BHSB's Contract Management System to request reimbursement, and BHSB will process the payment within 30 days of the invoice approval.
- Applicants not selected through this process are able to appeal the decision by submitting their concerns in writing within five business days of notification of non-award.



Ashley Collins provided an overview of the project:

- The Expanded School Mental Health program is a longstanding program with Baltimore City Public Schools which provides prevention, early intervention, treatment, and crisis services in schools. These services support the existing programs in schools which also support students with Individual Education Plans (IEPs). These services also promote school readiness and foster positive relationships. Collaboration between selected providers and school staff is a key component of successful implementation.
- The grant funding available through this procurement supports the prevention, early intervention, and crisis support services, whereas treatment services are reimbursed through the fee-for-service behavioral health system.

Attendee Questions

Does everyone on the review committee review every proposal?

Yes. Each member of the review committee reviews and rates every proposal received.

What are the requirements for providing crisis response services?

Baltimore City Public Schools (BCPS) has an established crisis response system for all major crises which occur in schools or impact a significant number of students. Providers selected through this procurement are expected to supplement these services, by providing crisis support when requested by BHSB, the school, or BCPS. This support will include responses to both assigned schools as well as non-assigned schools within the selected provider's "cluster" area. Typical events which may result in a crisis support request include the unexpected death of a student and/or staff member. Crisis support generally includes a response in person to the school the morning of the first school day after an identified event to provide debriefing as well as brief follow-up/intervention and connection to ongoing supports. BHSB supports any provider during the provision of crisis response services through coordination between the provider and BCPS as well as coordination with Baltimore City's behavioral health crisis providers (e.g. BCRI/BCARS).

Selected providers are also expected to provide supports in their assigned schools for any event or behavior identified as a behavioral health crisis. This may include homicidal ideation, suicidal ideation, etc. This support is provided in partnership with existing supports already available within the assigned school (e.g. school social worker, psychologist, etc.).

Have the previous quadrants gone away?

Yes. The historic model utilized for this program included four geographical quadrants which divided provider coverage across Baltimore City. This model



will no longer be utilized during Fiscal Year 2020. Instead, selected providers will work in “cluster” areas based on their school selections and assignments. Applicants are asked to identify in their proposals the schools they wish to serve, with a minimum of 10 schools to be noted.

BHSB will work in partnership with BCPS to assign selected providers to work with identified schools. Therefore, applicants are not guaranteed assignment to the schools noted in their submitted proposals and some applicants may be asked to support schools which not noted in their submitted proposals.

What about citywide schools and school clusters?

In general, BHSB anticipates awarding schools in rough geographical areas (i.e., clusters) in order to maximize efficiency. There are no specific designated or identified clusters at this time as they will be developed as schools are assigned and in collaboration with the selected applicants and BCPS.

Do you expect to award multiple provider organizations?

Yes. BHSB anticipates awarding multiple applicants.

Are organizations permitted to partner or sub-contract with other organizations like it has been done in the past?

BHSB prefers to work directly with organizations providing behavioral health services in schools. However, BHSB will consider proposals with an identified plan to utilize sub-contractors or other partnerships. Proposals should clearly describe the planned sub-contractor relationship, including how the funding (both grant and fee-for-service revenue) will be allocated and how sub-contractors will be monitored by the selected vendor for quality standards before entering schools and be held accountable to outcomes. Please note there is no additional administrative funding which will be provided by BHSB to support the work of sub-contracting and all sub-vendors selected, even if sub-contracting services, will be expected to directly participate in BHSB meetings, site visits, and monitoring activities.

On page eight, data entry and management are listed as a requirement, but is not included in the full time equivalent (FTE) breakdown. What is the requirement?

Selected providers will utilize BHSB’s online Contract Management System (CMS) to submit fiscal reports, payment requests/invoices, and program reports. Providers will also use BHSB’s Expanded School Mental Health (ESMH) database system to report data related to student services. These activities are considered administrative and should be included in the administrative costs of the program’s operation, not the clinical time allocated.



If the expectation is youth are transitioned into services during the summer, does this program need to be operating for the full twelve months?

Providers will be contracted with and funded for a twelve-month fiscal year period. The expectation is treatment needs of youth and families should not be disrupted over the summer break from school. Selected organizations may either continue to treat youth enrolled in services themselves or refer to other programs as necessary to ensure continuity of care for youth and families. For example, some provider organizations have chosen to have youth attend their clinic locations to maintain treatment over the summer break and then resume services in the school setting once classes resume while others have worked with their assigned schools to continue the provision of treatment over the summer at the school location. Discussions should be facilitated with all youth enrolled at the end of a school year, and their caregivers, to ensure treatment options during the summer break are identified/discussed and a unique plan for continuity of care which meets the needs of the youth and family are established.

How much input do the schools have in selecting the providers in them?

Baltimore City Public Schools identifies and selects schools to participate in the Expanded School Mental Health program. This process is supported in partnership by BHSB.

End of Questions and Answers