

## **REQUEST FOR PROPOSALS (RFP): *Early Childhood Mental Health***

Pre-Proposal Conference Held: January 4, 2019 | 1:30 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 their 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 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.



Ashely Collins provided an overview of the project:

- Selected organizations will provide consultation, prevention, early intervention, and treatment services intended to promote the academic success of pre-kindergarten students by supporting beneficial classroom behavior. Services are provided to teachers, administrative staff, families, and youth enrolled in Head Start programs.
- This project is funded by a group of Head Start Programs as outlined in the RFP document along with additional grant funds from the Maryland Department of Health's (MDH's) Behavioral Health Administration (BHA).

Ashley clarified a few items which have been edited in the RFP document:

- The chart on page five outlining the deliverables for this project indicates six parent and six staff trainings are required for a selected sub-vendor. Due to the way the chart is formatted, it could be perceived the requirement is tied to each Full Time Equivalent (FTE) employee. To clarify, the expectation of completing six parent and six staff trainings is per selected sub-vendor/Head Start program assigned, not per FTE. Please see the edit in the RFP document for further clarification.
- On page seven, the RFP document stated an anticipated 45% of services provided will focus on treatment activities which are reimbursable through the Public Behavioral Health System (PBHS). The indicated number should have been 50%. Please see the updated RFP document for further clarification.
- On page 16, the number of classrooms listed has been updated to reflect current information. Please see the updated RFP document for further clarification.

## **Attendee Questions**

### **Are Board Certified Behavior Analysts (BCBAs) eligible to provide services as outlined in the Staffing Requirements section?**

At this time, BCBAs are not eligible to provide the direct services of this program.

### **Are programs expected to submit proposals every year?**

No. This portfolio is typically procured every three years. Selected organizations will enter into a one-year contract with BHSB with an option to receive two additional one-year contracts depending on the availability of funds. Participating organizations will be notified of procurements well in advance.

### **How many awardees do you anticipate?**



There are three Head Start programs and applicants may submit proposals for one or more programs. Therefore, the total number of awardees could be between one and three. There is a question in the Proposal Narrative Outline section of the RFP document which asks applicants to specify which program(s) the applicant wishes to serve. Award decisions will be informed by responses to this question.

### **End of Questions and Answers**