



## **REQUEST FOR PROPOSALS (RFP): *School-Based SUD Prevention & Treatment***

Pre-Proposal Conference Held: January 4, 2019 | 3:30 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, who makes 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 "Advance Basis, Cost Reimbursement" contract, which means that selected organizations will receive advanced funding which is reconciled based on work performed. Organizations will submit financial reports through BHSB's Contract Management System, and BHSB will process the payment within 30 days of approval.
- Please note that BHSB cannot pay vendors until funding has been received from the original grantor. This may cause some delays in payment. Organizations are encouraged to prepare for these kinds of delays by having back-up revenue sources and being diligent about accessing third party reimbursement for treatment services.



- 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:

- This project includes substance use disorder prevention, early intervention, and treatment services in 15 Baltimore City Public Schools (BCPS). There is an emphasis on providing recognized evidence-based prevention services.
- The grant funding available through this procurement supports the prevention and early intervention services, whereas the treatment services are reimbursed through the fee-for-service behavioral health system.
- Please note there was a typo on page six referring to “ECMH” programs instead of school SUD programs and a typo on page ten listing an incorrect due date for proposal submissions. The correct due date is February 1, 2019. Please reference the updated RFP document for corrections.

## **Attendee Questions**

### **Who determines which Evidence-Based Practice (EBP) is used?**

Applicants are invited to propose which EBP they plan to utilize for this project. Demonstration of any EBP as a part of this project is subject to BHSB’s final approval prior to implementation.

### **The start date is listed as July 1, but schools are usually out for the summer then. What’s expected to start when?**

Initial outreach to establish programs within assigned schools begins July 1. Selected organizations are also expected to begin orienting themselves to the school environment(s) and neighborhood(s) as well as identify and assign clinicians, ensure all required background checks are completed, etc. on July 1.

### **Are the 15 schools already identified?**

The list of schools in which services are currently available is included on the last page of the RFP document. Baltimore City Public Schools identifies and selects schools to participate in the program annually. This process is supported in partnership by BHSB. An identified list of school for the upcoming school year has not yet been confirmed by BCPS.

### **Do you have to submit a separate proposal for each school?**

No. Applicants are expected to submit one proposal for this project and note all preferred schools in the single proposal.

**Do you anticipate selecting multiple providers or just one?**

BHSB anticipates selecting multiple providers to participate in this project.

**What kind of licensure is needed?**

Per the eligibility requirements listed on page 9, eligible provider organizations must be currently licensed as an Outpatient (OP) or Intensive Outpatient (IOP) Substance Use Disorder Clinic for at least two years AND have the ability to become accredited as an OP or IOP Clinic by the start of services, if not already accredited.

**Are Outpatient Mental Health Centers (OMHCs) eligible to apply?**

OMHCs are not eligible to apply as they are not currently able to access reimbursement through the fee-for-service behavioral health system for treatment of individuals with a primary substance use disorder diagnosis.

**How do we complete the Child Protective Services (CPS) background check requirement?**

For more information, please visit the Department of Human Services [website](#).

**End of Questions and Answers**