



## **REQUEST FOR PROPOSALS (RFP): *Enhanced Rehabilitation Services for TAY***

Pre-Proposal Conference Held: January 7, 2019 | 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  
Heather Dewey, Associate Director, Child & Family  
Mark Slater, Director, Rehabilitation & Treatment  
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 a "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.

Heather Dewey provided an overview of the project:



- This project involves providing eight Residential Rehabilitation Program (RRP) beds and Supported Employment Program (SEP) services to Transition Age Youth (TAY). The grant funding available through this procurement is meant to enhance the reimbursement rate for RRP and SEP services to ensure the services meet the unique developmental needs of TAY. Specific enhancements include: overnight supervision, additional support in developing community living skills, vocational and educational support services, social and recreational activities, and transportation support.
- All services should be provided in a manner consistent with and informed by a BHA-identified empirically supported model for working with the TAY population, and the selected provider organization will need to commit agency leadership and program staff to participate in ongoing training, technical assistance, consultation, and program evaluation activities related to the model identified. The University of Maryland Evidence-Based Practice Center will work with the selected provider throughout the contract year.
- This is the first time, in recent history, RRP beds are being reallocated in Maryland. If the selected provider organization is not already an RRP provider, BHSB will work closely with the provider and BHA to ensure the approval process goes as smoothly as possible.

### **Attendee Questions**

#### **Do the beds need to be designated for 4 males and 4 females?**

The intent is the current designation of 4 male and 4 female beds will continue.

#### **Do the male- and female-designated beds need to be located in separate residences?**

Regulations do not include a requirement for the separation of gender-specific beds. However, the custom of current RRP providers is to house male and female designated beds in different residences. This has been found to allow for the most effective treatment milieu.

#### **Will TAY residing with existing provider automatically transfer over to the new provider?**

If a new provider organization is selected through this process, BHSB will work closely with the previous and new provider organizations on a transition plan for all current residents. BHSB expects current residents will be given a choice to move and be considered by a newly selected provider organization for admission.

**Are these new RRP beds?**

These are not new beds/slots to the system overall. There is a total of 353 RRP beds/slots in Baltimore City, 14 of which are reserved for TAY. One provider organization currently maintains six of those TAY beds. The remaining eight TAY beds held by a second provider are being procured through this RFP. The provider organization selected through this process will receive these eight beds/slots, in addition to any other beds/slots they may already be approved to maintain.

**Is there a cost for the consultation through the University of Maryland's Evidence Based Practice Center (EBPC)?**

BHA incurs all costs related to the consultation and technical assistance required and provided. It is expected the selected vendor dedicates staff time to participating in the planning and training activities outlined, including developing an annual training and technical assistance plan collaboratively with EBPC, BHSB, and BHA.

**What is the client eligibility criteria to participate in this project?**

All TAY referred for RRP services must meet the Medical Necessity Criteria for RRP and be 18-24 years of age. All TAY referred for SEP services must meet the Medical Necessity Criteria for SEP and be 16-24 years of age.

**Will the TAY referred already have benefits, such as supplemental income and food stamps?**

Some TAY may already have benefits when they are referred, but others will need help accessing benefits for which they are eligible. The reimbursement rate for RRP includes the off-site PRP rates in addition to a room and board rate, as outlined in the Beacon Health Options Public Behavioral Health System Fee Schedule. However, RRP providers are also able to access a certain portion of the resident's income to help cover the cost of their care. The Fee Determination Form used to determine the consumer's contribution to care may be found [here](#). (Please note this form has not been updated in several years and some of the information included is not accurate. The COMAR regulation referred to is now found in 10.21.25.09. The current Room & Board rate is \$13.83. BHSB will be available for technical assistance with any selected provider to support understanding of this information.)

**Do applicants need a fiscal agent?**

It is allowable for an organization to utilize a fiscal agent to handle its finances. However, it is not a requirement to utilize a fiscal agent if your organization has its own internal financial department.



**What is the likelihood of a new provider being selected through this process?**

This is a competitive procurement. Therefore, all eligible applicants, including current and new providers, will have equal consideration through the procurement process.

Proposals will be scored based on the Proposal Narrative Outline listed in the RFP document and BHSB will make a final decision/selection based on the recommendation of the review committee. Therefore, all applicants are encouraged to answer the questions clearly and comprehensively, so proposal reviewers may award as many points as possible.

**Do proposals need to include cultural competency?**

Yes. The Proposal Narrative Outline asks applicants describe how they work with youth in Baltimore City in a culturally competent manner.

**End of Questions and Answers**