



REQUEST FOR PROPOSALS:

Opioid Treatment in Skilled Nursing Facilities

Release Date: April 24, 2019

Proposal Due: May 10, 2019

Anticipated Award Notification: June 1, 2019

Anticipated Contract Start: June 7, 2019

Issued by:

Behavioral Health System Baltimore, Inc.
100 South Charles Street, Tower II, 8th Floor
Baltimore, Maryland 21201

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REQUEST FOR PROPOSALS

Opioid Treatment in Skilled Nursing Facilities

I. Overview of the Project

A. BHSB'S GOALS & OBJECTIVES

Behavioral Health System Baltimore, Inc. (BHSB) is a non-profit organization 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.

Through this Request for Proposals (RFP), BHSB is seeking two independent consultants to provide leadership, strategic planning, and clinical expertise to this new project in Baltimore City. The specific job descriptions are described below.

B. OVERVIEW OF PROJECT

BHSB engaged in a planning process with the Maryland Department of Health's (MDH) Behavioral Health Administration (BHA) to develop this project to meet an identified gap in the public behavioral health system. Individuals who inject heroin or other substances often require hospitalization for serious medical complications of their drug use, including infections of bones (osteomyelitis), heart valves (endocarditis), and severe abscesses of the skin and spine (epidural abscess).

Acute medical hospitalization presents a key opportunity to engage people in effective treatment for opioid use disorder. However, these medical conditions can often require prolonged sub-acute medical rehabilitation after the acute hospital stay. In these settings, any treatment for opioid use disorders, including medications such as methadone or buprenorphine, often is not continued for administrative and logistical reasons. Without this treatment, individuals with opioid use disorders are at very high risk for relapse and overdose after discharge from the skilled nursing facility.

This project aims to address the administrative and logistical barriers that prevent people from connecting to and receiving the opioid use disorder treatment they need once discharged from the acute hospital into the skilled nursing facility. Three community Opioid Treatment Programs (OTPs) have been identified to provide treatment in two skilled nursing facilities.

Nurse Care Managers will work with existing addiction consultation services in area hospitals to assist with connecting patients started on methadone or buprenorphine treatment during their hospital stay to participating OTPs. Nurse Care Managers and other staff from the OTPs will follow participants through the sub-acute rehabilitation stay to enroll them into treatment upon discharge to the community. This project will also include training components for all partners involved (hospital system, skilled nursing facilities, OTPs, and consultants).

This project will serve four to six individuals at any one time, including individuals being hospitalized for an estimated one to two weeks and then receiving care at the skilled nursing facility for an estimated four to six weeks. Annual Targets for individuals served with this project are 25 in the first year and 60 in the second year.

C. SCOPE OF SERVICE

This project requires two consultants to support the above services:

1. Health Care System Administrator

The Health Care System Administrator will provide leadership, direction, and strategic vision for this project, including administrative oversight of the partnering skilled nursing facilities, OTPs, and other medical facilities. Specific duties include:

- Work collaboratively with partnering organizations to build infrastructure for this project, including developing and implementing standard operating procedures, incorporating technology into the delivery of services, and designing quality and performance measurements

- Serve as a subject matter expert to skilled nursing facilities and OTPs in coordinating care for individuals with complex medical needs
- Develop training materials on best practices in treating and caring for individuals with complex medical needs with opioid use disorders

Required Education and Experience

- Registered Nurse (BSN level), Nurse Practitioner, Physician’s Assistant, or Medical Doctor
- Experience in behavioral health with knowledge of addiction
- Knowledge of state and federal regulations for skilled nursing facilities and OTPs

2. Nurse Care Manager

The Nurse Care Manager will provide medical coordination and resource linkage to adults who meet DSM-5 criteria for Opioid Use Disorder, Moderate to Severe and are interested in receiving Buprenorphine or Methadone treatment while receiving medical care at a skilled nursing facility. The Nurse Care Manager will collaborate with skilled nursing and OTP staff to ensure participants are connected to needed resources that will support recovery efforts upon discharge. Specific duties include:

- Coordinate services including medical care, substance use treatment needs, and linkage to community services
- Collaborate with OTPs to ensure consumers receive a seamless referral to treatment
- Complete treatment plans and progress notes to accurately capture wants, needs, and present issues or concerns
- Participate in relevant staff, community, professional, and inter-agency meetings, trainings, and conferences, as needed or requested by BHSB

Required Education and Experience

- Licensed as a Registered Nurse with the Maryland Board of Nursing
- Required minimum of two years’ experience working in skilled nursing/ sub-acute rehabilitation facilities
- Experience working with individuals with opioid use disorders

These will be contracted consultant positions that will work independently between the OTP and skilled nursing facility sites. They will not be employees of BHSB.

D. TARGET POPULATION

The target population is adults who meet DSM-5 criteria for Opioid Use Disorder, Moderate to Severe and are interested in receiving Buprenorphine or Methadone

treatment while receiving medical care at a skilled nursing facility following a medical hospitalization.

E. STAFFING REQUIREMENTS

BHSB is seeking two independent consultants as described in the scope of service. The two consultants will not be employees of BHSB. There are no other staffing requirements.

F. FUNDING AVAILABILITY

Both positions will be paid an hourly rate that includes all costs related to the delivery of services. All awards are dependent upon the continued availability of funds. The second year of funding is expected, but not guaranteed.

Health Care System Administrator:

- Up to \$135 per hour*, for up to 20 hours per week
- Year 1 (06/01/19-09/29/19): Up to 580 hours available (not to exceed \$78,300)
- Year 2 (10/01/19-09/29/20): Up to 1,040 hours available (not to exceed \$140,400)

**Hourly rate is determinant of professional licensure*

Nurse Care Manager:

- Up to \$40 per hour, for up to 20 hours per week
- Year 1 (06/01/19-09/29/19): Up to 580 hours available (not to exceed \$23,200)
- Year 2 (10/01/19-09/29/20): Up to 1,040 hours available (not to exceed \$41,600)

G. PROGRAM REPORTING (DELIVERABLES)

BHSB is dedicated to enhancing outcomes reporting system-wide in order 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.

The selected applicant(s) will be expected to submit regular program and financial reports to BHSB using an online Contract Management System during the entirety of the approved contract term. BHSB requires monthly program reporting on key indicators, including but not limited to the below:

- Total number of consumers served at the hospital

- Total number of consumers discharged to skilled nursing facilities
- Total number of consumers linked to opioid treatment programs
- Total number of consumers receiving methadone or buprenorphine
- Total number of consumers discharged from skilled nursing facilities to community
- Retention in OTP services after discharge to community
- Average length of stay at hospital
- Average length of stay at skilled nursing facility

H. PROGRAM MONITORING AND SITE VISITS

BHSB will engage in monitoring activities to evaluate the quality of various aspects of services delivery. Some of these activities include: a) Site visits to observe, evaluate, and document various administrative and programmatic requirements, b) Review of data reports to evaluate programmatic outcomes, c) Review of financial reports to evaluate financial outcomes, and d) Review of general administrative compliance documents. The selected applicant will be required to participate in all relevant monitoring and evaluation activities.

If, during monitoring activities, it is discovered that the selected applicant(s) is not fulfilling the obligations stated in the contract resulting from this RFP, a Corrective Action Plan may be required, with additional follow-up monitoring to ensure requirements are being met.

II. Overview of RFP

A. PURPOSE OF RFP

The purpose of this RFP is to identify two independent consultants to provide support to the Opioid Treatment Skilled Nursing Facility Project as outlined in the Scope of Service.

B. APPLICANT ELIGIBILITY

Applicants must meet all of the criteria outlined below to be considered eligible to be selected through this RFP process. Applicants' proposals will be rated by a review committee, and top applicants will be asked to participate in an interview.

Health Care System Administrator:

- Licensed in Maryland as a Registered Nurse (BSN), Nurse Practitioner, Physician's Assistant, or Medical Doctor
- Experience in behavioral health with knowledge of addiction

Nurse Care Manager:

- Licensed as a Registered Nurse with the Maryland Board of Nursing
- Minimum of 2 years of experience working in skilled nursing/ sub-acute rehabilitation facilities

Organizations are eligible to apply as long as individuals identified for one or both of the positions meet the eligibility criteria. Organizations cannot subcontract the work to a third party without prior approval by BHSB.

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	April 24, 2019
Proposal Due:	May 10, 2019
Anticipated Award Notification:	June 1, 2019
Anticipated Contract Start:	June 7, 2019

2. Pre-Proposal Conference

There will be no pre-proposal conference for this procurement due to the quick turnaround time required to identify applicants. Questions can be submitted to Procurements@BHSBaltimore.org, and any substantive answers will be posted on BHSB's website along with this RFP document.

3. Proposal Due Date and Time

Proposals must be submitted electronically by email to Procurements@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. If you do not receive submission confirmation email from BHSB within a few minutes of submitting your proposal, please contact Jennifer Glassman, the authorized contact for all procurements.

All proposals must be received no later than **12:00 pm EST on May 10, 2019**. All submitted proposals become the property of BHSB. Proposals submitted after the closing date and time will not be considered.

4. Authorized Contact

Applicants are advised that the authorized contact person for all matters concerning this RFP is Jennifer Glassman, whose contact information is listed below.

Jennifer Glassman
Procurement Lead, Special Projects Coordinator
Email: Procurements@BHSBaltimore.org

4. Anticipated Service Term: June 7, 2019 – September 30, 2019, with options to renew annually pending availability of funding and performance.

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 Procurement Lead, Special Projects Coordinator within five days of notification of non-award. The Procurement Lead, Special Projects Coordinator 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. A resume or curriculum vitae and proposal narrative should be submitted using the outline provided in the next section. The resume and proposal narrative should not exceed a total of 8 typed, single-spaced pages using Times New Roman 12-point font. The cover letter and appendices do not count toward the page limit.

The final proposal package shall include:

- A brief proposal cover letter signed and dated by the authorized contact. The cover letter must include the full legal name of the applicant or organization, address, and the designated contact person and their contact information.
- A resume or curriculum vitae that clearly demonstrates that the applicant meets the eligibility criteria outlined in this RFP, including all relevant professional licensure.
- A proposal narrative.

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. Knowledge, Skills, and Experience (30 points)

- a. Submit a resume or curriculum vitae that clearly demonstrates that you meet the required experience for either of the two positions, including all relevant copies of professional licensure.
- b. Describe your interest in the position (specify which you are applying for) and what makes you qualified for the position.
- c. Describe your leadership and organizational skills.
- d. Describe your experience working as an independent consultant, including what you believe you would need from BHSB to effectively perform this work as outlined in the Scope of Service.

2. Values (10 points)

- a. Describe what recovery means to you and how you will use this definition to approach this work.

- b. Describe your approach to building and maintaining professional relationships, how you use this approach in practice, and why you believe this approach is successful.

3. Effectively Serving the Target Population (15 points)

- a. Describe your experience working with people with opioid use disorders, particularly people with related medical complications.
- b. Describe your experience with medication assisted treatment.
- c. Describe your experience working in skilled nursing facilities.

4. Implementation Timeline (5 points)

- a. Describe your implementation plan and explain how quickly you could get started in this position, referencing the start date listed in the RFP.