



REQUEST FOR PROPOSALS:

One-Time Funding for Small Projects

Release Date: July 31, 2019

Pre-Proposal Conference: August 13, 2019

Proposals Due: September 3, 2019

Anticipated Award Notification: March 2020

Anticipated Contract Start: April 2020

Issued by:

Behavioral Health System Baltimore, Inc.
100 South Charles Street, Tower II, 8th Floor
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REQUEST FOR PROPOSALS

One-Time Funding for Small Projects

I. Overview of the Project

A. BHSB'S GOALS & OBJECTIVES

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

B. OVERVIEW OF PROJECT

BHSB receives state block grant funding from the Maryland Department of Health's (MDH's) Behavioral Health Administration (BHA) to fund sub-vendors (providers and other organizations) to provide a wide variety of services to support the behavioral health and wellness of people in Baltimore City. Throughout the fiscal year (July 1 – June 30), some of this funding goes unspent, largely due to unforeseen circumstances such as sub-vendor staff vacancies, delays in hiring new staff, or other unexpected events. BHSB works closely with sub-vendors throughout the year to manage funds, but it is anticipated that a small amount of funding will go unspent at the end of the fiscal period.

To identify community needs that would benefit from one-time grant awards, BHSB typically seeks proposals for these types of awards twice a year.

This procurement is open to all organizations that meet the criteria listed in this RFP – not limited to organizations that already receive funding from BHSB. Selected proposals will be awarded through a new contract with BHSB.

C. SCOPE OF SERVICE

This procurement can be used to fund one-time requests/projects that would be completed within the anticipated funding term: March 1, 2020 – June 30, 2020. Proposals can include anything that will support the behavioral health and wellness of people in Baltimore City. Organizations may submit multiple requests. Each request will be evaluated and ranked separately, so it is possible that some but not all of any organization's requests would be approved. Applicants may group similar requests; for example, multiple computers should be submitted as one request, but a request for computer software and a request for a training should be submitted separately. Requests that are contingent upon one another, that is to say, one wouldn't be possible without the other (e.g. software and installation costs) must be combined into a single request.

Below are some examples of the types of requests that have been approved before:

- Equipment or materials that will improve operations or physical space:
 - furniture, IT equipment, software, etc.
- Marketing materials or services:
 - program brochures, printing costs, website updates, etc.
- Time-limited consultant costs (an hourly rate for a set number of hours):
 - evaluation, strategic planning, staff development, etc.
- Events, training, or conferences that occur during the funding term

Proposals are not limited to these categories, but must contain only allowable costs specified in Maryland's [Human Service Agreements Manual](#), a summary of which is available for review on BHSB's website here: [MDH Cost Principles](#). All proposals will be reviewed and approved by both BHSB and MDH. A few costs that are not specifically prohibited but are unlikely to be approved include: vehicles, capital improvement projects \$20,000 or higher, any expense that does not have a clear plan to ensure it will be fully incurred during the funding term, and costs that are ongoing (e.g., salaries, etc.).

BHSB has also identified the below priority areas. Proposals that fit into one or more of these areas will receive additional points toward their total scores.

- **Equity in Behavioral Health Care** – proposals that promote racial and/or social justice intended to lead to more equitable behavioral health outcomes

- **Innovation** – new and novel approaches to behavioral health and wellness through the use of technology, implementing new evidence-based or emerging practices, or approaching the work in a new way
- **Increased Access to Care** – proposals that increase access to care or address access barriers, particularly for populations not served well by the traditional behavioral health care system and historically oppressed or marginalized groups (e.g., communities of color, sexual and gender minorities, immigrant communities, homeless populations, etc.)
- **Consumer/ Peer Inclusion** – proposals that emphasize consumer/peer involvement in planning, implementation, and leadership and/or directly impact consumer/ peer behavioral health and wellness
- **Integration of Behavioral Health (MH/SUD) and Somatic Health Care** – projects that support integrating mental health and substance use disorder services and/or behavioral health and somatic health care services
- **Promotion of Behavioral Health and Wellness** – projects that proactively promote general behavioral health and wellness in communities

It is critical that proposals demonstrate the applicant’s ability to spend all of the requested funds within the anticipated funding term (March 2020 – June 30, 2020). Proposals should be reasonably scaled, and the applicant should demonstrate the capacity to implement it within this timeframe.

D. FOCUS POPULATION

There is no focus population for this procurement; however, proposals should clearly demonstrate a benefit to the overall behavioral health and wellness of people in Baltimore City.

E. STAFFING REQUIREMENTS

There are no staffing requirements for this procurement. Staffing costs should only be included in proposals if they are clearly limited to a specific timeframe and activity (i.e., not supporting an ongoing salary).

F. FUNDING AVAILABILITY

The total amount of funding available will not be known until grants have been reconciled, which usually takes a couple months after the fiscal year closes. BHSB will rank proposals based on scores and select as many as the funding allows. Awards in the past have ranged from approximately \$500 to \$100,000.

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 applicants will be expected to submit program and financial reports to BHSB using an online Contract Management System to document the activities completed and funds expended during the funding term.

H. PROGRAM MONITORING AND VERIFICATION

BHSB will engage in monitoring and verification activities that could include: a) Accountability compliance audits to verify 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. Applicants awarded funds will be required to participate in all relevant monitoring and verification activities.

II. Overview of RFP

A. PURPOSE OF RFP

The purpose of this RFP is to fund several one-time proposals that will promote behavioral health and wellness in Baltimore City. All funding proposals must be for one-time projects that can be fully implemented with all funds expended by June 30, 2020. Award notifications are anticipated in March 2020.

B. APPLICANT ELIGIBILITY

Eligibility for this RFP is not limited to any type of organization or applicant. Applicants must be able to demonstrate that they have the capacity to implement their proposal and expend all awarded funds within the timeframe noted in this RFP. Applicants must be able to receive funds, document expenses, and provide financial and programmatic reports.

Proposals must include the following to be considered:

- One or more proposals submitted on the One-Time Funding Proposal Form
- Allowable expenses as outlined in the Human Service Agreements Manual and this RFP document
- An obvious benefit to the behavioral health and wellness of people in Baltimore City
- A project that can reasonably be implemented with all funds expended by June 30, 2020
- Organizational capacity to implement the project, manage funds, and participate in required activities (report submission, etc.)

BHSB may request additional documentation to determine eligibility.

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	July 31, 2019
Pre-Proposal Conference:	August 13, 2019
Proposal Due:	September 3, 2019
Anticipated Award Notification:	March 2020
Anticipated Contract Start:	April 2020

2. Pre-Proposal Conference

Date: 08/13/00

Time: 09:30 am

Location: Behavioral Health System Baltimore

100 S. Charles St., Tower II, 8th Floor
Baltimore, MD 21201

Attendance by applicants is **strongly recommended**. Applicants who will not be attending the pre-proposal conference may submit questions by email to Jennifer Glassman by the close of business on **August 12, 2019**. RSVPs are not required, and a phone line will not be offered.

Questions posed prior to or during the pre-proposal conference and BHSB's responses will be posted on BHSB's website at www.bhsbaltimore.org by **August 20, 2019**. Additionally, the questions and answers will be emailed to all individuals who either attended the pre-proposal conference or submitted questions.

Questions received after the conference will not be considered or responded to.

3. Proposal Due Date, Time, and Location

Proposals must be submitted electronically by email to Procurements@BHSBaltimore.org by attaching one or more One-Time Funding Proposal Forms. Because some email systems prohibit sending or receiving large files, applicants may need to split files into multiple emails. It is recommended that a separate email be sent with no attachments to request confirmation that the proposal was received.

All proposals must be received no later than **12:00 pm EST on September 3, 2019**. All submitted proposals become the property of BHSB.

Proposals submitted after the closing date/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, Procurements Lead, Special Projects Coordinator
Email: Procurements@BHSBaltimore.org

5. Anticipated Funding Term: April 2020 – June 30, 2020

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 within five days of notification of non-award. The Procurement Lead 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 must submit all required information using the available One-Time Funding Request Form by the due date. Use a separate form for each request/proposal. Each form will be rated and ranked separately, so it is possible that some requests could be approved, and others denied.

Proposal submissions should include:

- A *One-Time Funding Proposal Form* for each funding request
- A line-item budget for each funding request/proposal
- A certificate of Good Standing from the Maryland Department of Assessments and Taxation – one per organization

B. PROPOSAL NARRATIVE OUTLINE AND RATING CRITERIA

Use the One-Time Funding Proposal Form to complete your request. The outline below shows how points will be awarded.

1. Organizational Background and Capacity – 8 points

- a. Provide an overview of your organization, its experience relevant to this proposal, and who will be responsible for managing the implementation, funding, and reporting of funded proposals.
- b. Describe whether your organization is a minority and/or woman owned or led business.

2. Project Proposal – 17 points

- a. Describe the proposal in detail: what is the request and how will it improve behavioral health and wellness for people in Baltimore City? Will the proposal benefit consumers of your organization, people in the community surrounding your organization, family members, a specific focus population, etc.?
- b. Describe which of the priority areas this proposal is aligned with. The priority areas are: 1) behavioral health equity, 2) innovation, 3) increased access to care, 4) consumer/peer inclusion, 5) integration of behavioral health (MH & SUD) and somatic health care services, 6) behavioral health promotion.

3. Proposal Budget – 20 points

- a. Attach a separate line item budget that outlines all expenses for this proposal. There is no specified format, but it should be clear what the costs are and how funds would be spent.

- b. Provide a budget narrative by describing each line item from the budget, how costs were calculated, and how each item supports the project.

4. Implementation Timeline – 5 points

- a. Describe the implementation timeline for your proposal that shows all activities completed and funding spent by June 30, 2020. Please note that award notifications are anticipated in March 2020.

5. Attachments – 0 points, scored elsewhere

- Line-Item Budget (one per proposal)
- Certification of Good Standing (one per organization)