



REQUEST FOR PROPOSALS:

Bmore POWER Strategic Planning Consultant

Release Date: October 23, 2019

Proposal Due: November 15, 2019

Anticipated Award Notification: December 6, 2019

Anticipated Contract Start: December 20, 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

Bmore POWER Strategic Planning Consultant

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

The harm reduction field is growing rapidly in Maryland. In part, its approach centers the voices of people who have lived experience related to drug use in the creation of policies and programs designed to serve them. This philosophy promotes collaboration across groups and other organizations to strengthen collective advocacy efforts. During this time of rapid growth, many groups are working to strengthen their internal processes to ensure that the work has appropriate structure and that there is sufficient clarity regarding the particular role of each within the local and statewide landscape.

Bmore POWER (Peers Offering Wellness Education and Resources) is one group within this growing landscape. It is a network of people with lived experience

related to drug use. Bmore POWER provides street-based outreach in Baltimore City with the goal of reaching people who use drugs and their peers and loved ones, serving them with dignity and respect, connecting them with harm reduction supplies, linking them with resources, and sharing information about ways to support their health. Members distribute naloxone, fentanyl test strips, and safer sex supplies. Bmore POWER works to support its members in building their leadership skills and connecting with opportunities (e.g., participation in citywide coalitions) to shape policies and programs that affect people who use drugs.

Bmore POWER is currently situated within BHSB's organizational structure. BHSB is committed to the continuing evolution of the network to develop capacity to drive its future.

C. SCOPE OF SERVICE

The successful applicant will demonstrate experience in helping organizations establish their role and functions within complex environments. It is important that Bmore POWER members be given opportunities to utilize and develop their leadership skills through this process.

The consultant will be responsible for facilitating a strategic planning process with Bmore POWER members to:

1. Update Bmore POWER's vision and mission and identify its core values,
2. Plan the work that Bmore POWER members want to focus on in the next 2-3 years,
3. Strengthen Bmore POWER's infrastructure, e.g. the role, functions and operating processes of the Steering Committee.

D. FOCUS POPULATION

The consultant will be working with Bmore POWER, which is a network of approximately 30 members.

E. STAFFING REQUIREMENTS

BHSB is seeking an independent consultant or organization that can provide consultation services. The consultant will not be an employee of BHSB. There are no other staffing requirements.

F. FUNDING AVAILABILITY

The total funding available through this procurement is \$10,000. The budget will be based on an hourly consulting rate and number of hours needed to complete the project proposed by the selected consultant and approved by BHSB.

G. REPORTING (DELIVERABLES)

BHSB is dedicated to enhancing outcomes reporting in order to evaluate the impact of public behavioral health services in Baltimore City. The selected consultant will be expected to submit program and financial reports to BHSB using an online Contract Management System during the entirety of the approved contract term. BHSB requires a final program report on key activities, as outlined below:

1. Description of activities.
2. Number of meetings and number of Bmore POWER members participating in each meeting.
3. Data collected to inform the strategic planning process.
4. Vision, mission and core value statements for Bmore POWER.
5. Bmore POWER's strategic goals for next 2-3 years.
6. Role, functions and operating processes for Bmore POWER's Steering Committee.
7. Challenges and/or unmet needs that were identified during the strategic planning process.

H. CONTRACT MONITORING AND VERIFICATION

BHSB engages in monitoring activities to ensure quality and verify service delivery. Some of these activities may include but are not limited to: a) Review of the final report to evaluate the consultation services delivered, b) Review of financial reports/ invoices to ensure the funding was used as intended, and c) Review of general administrative compliance documents. The selected applicant will be required to participate in all relevant monitoring, evaluation, and verification activities.

If, during monitoring activities, it is discovered that the sub-vendor 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 and verification to ensure requirements are being met.

II. Overview of RFP

A. PURPOSE OF RFP

The purpose of this RFP is to select a qualified consultant to facilitate a strategic planning process for Bmore POWER.

B. APPLICANT ELIGIBILITY

Applicants must meet all of the criteria outlined below to be considered eligible to be selected through this RFP process:

- Minimum of 2 years' experience facilitating strategic planning processes with nonprofit organizations and other community-based groups

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	October 23, 2019
Proposal Due:	November 15, 2019
Anticipated Award Notification:	December 6, 2019
Anticipated Contract Start:	December 20, 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. If applicants have questions, submit them to Procurements@BHSBaltimore.org by November 6, 2019. All questions received by the close of business on November 6, 2019 will be answered and posted on BHSB's website with the RFP document by November 8, 2019. Substantive questions received after this date cannot be answered.

3. Proposal Due Date, Time, and Location

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. 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 (noon) EST on November 15, 2019**. All submitted proposals become the property of BHSB. If you are having technical troubles related to submitting your proposal, contact BHSB before the due date.

Proposals submitted after the closing 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
Behavioral Health System Baltimore
100 South Charles Street, Tower II, 8th Floor
Baltimore, MD 21201
Email: Procurements@BHSBaltimore.org

5. Anticipated Service Term: December 20, 2019 - April 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 applicant through this RFP process. BHSB will enter into a contract with selected applicant following the notification of award. The selected applicant 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. BHSB 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. The proposal narrative should be submitted using the outline provided in the next section. Proposals do not have a minimum page number, but should not exceed 5 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 proposal cover letter signed and dated by an authorized representative of the applicant organization or individual consultant. If the applicant is using a fiscal agent, the legal name of that organization as well as a designated contact person with contact information should be identified.
 - The cover letter must include:
 - full legal name of the applicant organization or individual consultant
 - physical address
 - designated contact person
 - their contact information (email address and phone number)
- A full proposal with all appendices.

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. Organizational Background and Capacity (40 Points)

- a. Provide an overview of you and/or your organization's experience providing consultation services, including the length of time (minimum of two years required), types of consultation provided, and types of organizations or groups you have worked with. Include information about the consultants/staff who will be assigned to support this project and their qualifications. Submit all relevant resumes/CVs.
- b. Describe your experience with harm reduction work and integrating harm reduction principles into policies and practices.
- c. Describe your experience facilitating effective strategic planning processes.

- d. Explain your capacity to provide a broad range of expertise to support organizational development.
- e. Describe whether your organization is a minority and/or woman owned or led business.
- f. Explain your capacity to submit reports and invoices on time.

2. Principles and Values (10 Points)

- a. Explain how you plan to embed in your consultation services a harm reduction philosophy that is grounded in respect for the rights, experiences, and knowledge of people who use drugs, as well as a commitment to centering the voices of people who use drugs in discussions about services and policies that impact them.
- b. Explain how you will integrate principles of equity and anti-racism in this work.

3. Consultation Services (30 Points)

- a. Describe the strategic planning process you propose for this work.
- b. Explain what data will be used to inform the planning process, and describe how you will collect, analyze and present the data.
- c. Describe your experience working with people who use drugs to implement principles of harm reduction.
- d. Describe how you will engage Bmore POWER members in the strategic planning process.
- e. Explain how you will ensure that members have opportunities to utilize and develop leadership skills during the process.
- f. Describe whether you have worked or are familiar with Bmore POWER in any capacity. If so, describe any potential conflicts of interest you anticipate in working with Bmore POWER on this project and how they will be managed.

4. Proposed Funding and Implementation Timeline (20 Points)

- a. List the activities that will be conducted including a schedule of activities based on the proposed start and end dates listed in this RFP. This should include hours required per activity, and total amount of funding requested. The total amount cannot exceed \$10,000.

5. Appendices

- Resume or CV of individual(s) providing the service, if applicable
- Most recent Financial Audit and Management Letter, if applicable (or an explanation if this is not applicable)
- Most recent IRS 990 – Return of Organization Exempt from Income Taxes, if applicable (or an explanation if this is not applicable)

- Certificate of Good Standing from the Maryland Department of Assessments and Taxation or comparable out-of-state certificate/letter of good standing, if applicable (or an explanation if this is not applicable)