



REQUEST FOR PROPOSALS:

Trainers for Behavioral Health Professionals

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Proposal Due: October 14, 2020

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

Trainers for Behavioral Health Professionals

I. Overview of the Project

A. Overview of BHSB

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 advancing anti-racism and 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

Behavioral Health System Baltimore (BHSB) supports the behavioral health workforce in Baltimore City by offering education and professional development opportunities and collaborating with other organizations that provide behavioral health-related trainings.

Through this procurement, BHSB is seeking qualified individuals or organizations to (1) deliver training using existing curriculum that is owned by the trainer, BHSB, another individual or organization; or in the public domain., (2) develop curriculum to be delivered by another trainer, (3) develop curriculum and deliver training, and/or (4) develop and deliver customized training and technical assistance for selected behavioral health service providers. The focus audience for training

includes social workers, counselors, peer recovery specialists, and others working in behavioral health care in Baltimore City.

BHSB has a long history of providing training and workforce development activities for behavioral health professionals. In recent years, BHSB training priorities have included:

1. Harm reduction
2. Integrating Neurobiology, Epigenetics, Adverse Childhood Experiences and Resilience (NEAR) science into practice
3. Mental health first aid
4. Motivational interviewing
5. Peer recovery specialist training
6. Person-centered treatment
7. Racial equity and inclusion
8. Sexuality and gender

Trainers for the above topics have included local and national experts, BHSB staff, and staff of organizations with which BHSB collaborates.

C. SCOPE OF SERVICE

The intent of this RFP is to identify a pool of qualified trainers who can conduct trainings as needs are identified by BHSB and funding becomes available.

Successful applicants will demonstrate experience in providing trainings and/or developing curriculum. Applicants will be responsible for:

1. Developing specified curricula* and/or delivering trainings using existing curricula to social workers, counselors, peer recovery specialists, and others working in behavioral health care in Baltimore City;
2. Meeting criteria of Maryland Board of Social Work Examiners, Board of Professional Counselors and Therapists and/or Maryland Addiction and Behavioral Health Professionals Certification Board; and
3. Submitting training materials to BHSB on time in order to review and submit to professional boards for CEU approval.

**Please note, curriculum developed with support of BHSB funding becomes the exclusive property of the State of Maryland, BHSB, and/or other funders.*

Training Logistics

When BHSB determines that there is a need for a particular training and funding is available, BHSB will reach out to trainer(s) selected through this RFP whose expertise aligns with the training needs. The identified trainer(s) will collaborate with BHSB to determine training location (if in person) or electronic platform (if online); develop training notices and CEU applications; and determine training date

and start/end time, food needs, parking, etc. BHSB will facilitate registration, sign-in, electronic handouts and other materials, participant evaluations, and attendance/CEU certificates. Trainers may be required to instruct participants regarding the process to complete training evaluation forms. Trainers are responsible for providing hard copies of handouts and other materials if needed.

Training Topics and Delivery Methods

BHSB analyzed the needs of the behavioral health workforce and developed some sample training topics, listed below. Trainers may submit applications for one or more of these topics or other topics not on this list. Please note that a separate application must be submitted for each training topic.

Clinical Practice and Direct Services

1. COVID-19 Pandemic – Content relevant to circumstances & conditions
2. Emergency Petition procedures
3. Ethics – Clinical and/or macro practice
4. Extreme Risk Protective Orders
5. Harm reduction - harm reduction basics, naloxone training, working with people who use drugs, reducing stigma, pregnancy among active substance users, hepatitis C, etc.
6. Human trafficking
7. Interpretation services – Working with interpreters
8. Motivational interviewing
9. NEAR Science - Integrating neurobiology, epigenetics, adverse childhood experiences, and resilience science into practice
10. Older adults (65+ years of age) - Treatment & services
11. Opioid treatment, including clinical practices, medication assisted treatment, and overdose prevention
12. Peer Recovery Specialist training – Existing curriculum include CCAR , WRAP/WRAP Facilitator, IPS, DBSA (see [MABPCB CPRS Application Manual](#)). Additional curriculum development and training delivery is needed for peer recovery specialists who work in criminal justice, social services, and human service settings other than substance use disorder treatment programs.
13. Sexuality and gender training
14. Suicide prevention
15. Transitional-aged youth (16-24 years of age) - Treatment & services
16. Treatment planning
17. Writing progress notes

Managing Behavioral Health Services

1. Laws & regulations impacting clinical practice & program management
2. Quality monitoring and improving service delivery

3. Racial equity and inclusion
4. School-based programs and collaborations – Effective ways for behavioral health providers to collaborate with public schools
5. Supervision – Clinical
6. Supervision – Macro-level
7. Technical assistance (TA) – How to deliver TA to maximize quality of care
8. Writing incident reports

Program Administration

1. Developing financially sustainable organizations
2. Budget preparation and management
3. Complying with contracts from funders
4. Disaster preparedness for behavioral health providers, disaster response in the context of cultural competence, equity/inclusion, and resilience
5. Grant writing
6. Policies and procedures writing
7. Program governance (e.g., involving consumers, avoiding conflicts of interest, board of director makeup, etc.)
8. Open-access program intake/admission models
9. Quality assurance planning
10. Value-based & total-cost-of-care program financing principles & practices

Trainings may be delivered in multiple formats, and applicants may propose additional delivery methods not listed here. These are examples of acceptable delivery methods:

- In-person for groups
- Webinars for groups (e.g., Zoom, Skype, etc.)
- Train-the-trainer style group training
- Customized training for specific groups of providers with follow-up technical assistance provided

BHSB recognizes that many systems of oppression and marginalization have led to significant behavioral health disparities in Baltimore City. In an attempt to address these disparities, BHSB will give preference to trainers that incorporate principles of equity and anti-racism into their trainings in meaningful and effective ways. This could look different depending on the training.

Trainer Selection

Trainers who meet the criteria described in this RFP will be placed into a pool of qualified trainers. BHSB will invite specific trainers to provide training when training needs are identified, and funding is available. BHSB will establish contracts with selected trainers. If a trainer is placed into the pool of qualified trainers, there is no guarantee BHSB will establish a contract with the trainer.

BHSB’s initial contract with selected trainers will be based on specific training needs, trainer areas of expertise, fees, and availability to deliver training during required date ranges. Subsequent contracts will be based on above criteria plus participant feedback received by BHSB for previous trainings conducted by a specific trainer. Trainer selection for contracts is at the sole discretion of BHSB. Being deemed an eligible trainer does not guarantee a contract to provide training.

Selected applicants will remain on BHSB’s approved trainer list for three years. During that period, trainers may submit additional training topics for which they possess the necessary expertise and experience as described in this RFP to deliver training.

BHSB expects to reissue this or a similar RFP at various intervals in the future so we may expand the list of trainers with whom BHSB may contract.

D. FOCUS POPULATION

The training audience will include individuals who work in the behavioral health field in Baltimore City and may include social workers, counselors, therapists, peer recovery specialists and/or others.

E. STAFFING REQUIREMENTS

Trainers and curriculum must meet requirements of one or more of the professional boards below. Please see the full list of requirements posted on each of the Board’s websites if you are unfamiliar with the requirements.

Maryland Board	Board of Social Work Examiners (BSWE)¹	Board of Professional Counselors & Therapists²	Addiction & BH Professional Certificate Board³
Trainer	Trainer must meet all: 1 BA, MA, or PhD in Social Work or advanced degree in a relevant discipline, 2 Expertise in the specified topic area, 3 Understanding and application of adult learning styles into a presentation, 4 Familiarity with continuing education of SW.	1 Qualified in the defined content area.	Trainer qualifications are established by the approved training sponsor [BHSB].
Curriculum	Learning objectives must reflect: 1 How participants will integrate new information into future practice,	Content must meet at least 1 of below: 1 Maintain professional competency, 2 Increase professional skills and knowledge,	<i>Knowledge, skills and abilities in 4 domains:</i> 1 Advocacy 2 Ethical responsibility 3 Mentoring/ Education

¹ https://health.maryland.gov/bswe/Pages/Continuing_ed.aspx

² <https://health.maryland.gov/bopc/Pages/index.aspx>

³ <https://mapcb.wordpress.com/>

	2 How topic area will enhance participants' ability to render accepted social work practice consistent with the MD BSWE Code of Ethics, 3 Presentation will enhance and improve participants' skills, knowledge base, and competence, 4-Topic reflects current and potential future challenges social workers will face, 5-Topic area is well researched, evidence based and documented in professional literature. A reference list will be made available to participants to encourage further study on the topic.	3-Prepare for new roles or responsibilities in the practice of counseling or therapy, or 4-Expand the science of counseling and therapy theory, method, or practice.	4 Recovery/ Wellness Support
Due date for CEU documents to BHSB	4 weeks before training	10 weeks before training	6 weeks before training

Please note that all required documents must be submitted to BHSB in advance of the training date. Failure to submit these documents by the established deadline may result in delays or cancellations of trainings.

F. FUNDING AVAILABILITY

BHSB receives approximately \$140,000 in grant funding each year for trainings and curriculum development. Through this procurement, BHSB will form a pool of eligible trainers who may receive contracts during the effective dates listed in this RFP.

BHSB pays \$100 per training hour.* The rate includes preparation, training, local mileage, copying, office supplies and other incidental costs. BHSB will separately reimburse trainers for hotel and transportation and other reasonable costs if BHSB asks trainers to travel more than approximately 100 miles from the trainer's home or office or other location to a BHSB-sponsored in-person training. If more than one trainer leads a training, the rate of \$100 per hour will be shared by both trainers.

BHSB pays individuals or organizations who develop new curriculum \$100 per hour for up to three hours per one CEU hour. The exact number of hours will be agreed upon by BHSB and the trainer prior to starting the work.

**Exceptions to the \$100 per hour rate include: (1) If a trainer requests less than \$100 per hour, (2) Payment for two-day Certified Peer Recovery Specialist training is \$1,200 per trainer, (3) Payment for five-day Peer Recovery Specialist Training is \$2,000 per trainer, and (4) BHSB considers offering higher rates of pay to*

individuals or organizations that own and train on nationally-recognized curriculum or other unique trainings that meet designated needs and are not otherwise available.

G. CONTRACT AND PAYMENT

Applicants selected through this RFP process and subsequently engaged to perform a specific training or develop a specific curriculum will enter into a training consultant contractual agreement with BHSB. Consultant agreements are issued to a person or entity engaged in independent work as outlined in the contract. The total cost of the contract is based on a calculation that includes an hourly consultant rate and the estimated number of hours it will take to complete the scope of work.

Trainers will submit invoices requesting payment. The requested payment amount is based on the hourly rate times the number of training hours or curriculum development hours. BHSB issues payments within 30-days of receiving an invoice. Applicants should note that submitting required documents and reports late can result in delayed payment.

Trainers will be required to submit documentation related to the trainings, such as attendance lists, evaluation results, and/or post-test scores.

Please also note that being deemed eligible to participate does not guarantee you will get selected to provide training. Selection will depend on the number of applications received, BHSB's training needs, and the amount of funding available.

Verification of Services

BHSB audits all contracts to review whether the requirements set forth in the contract were completed and that relevant federal, state, and local regulations were followed. This generally occurs after the conclusion of the contract period. Audits may be conducted remotely through a review of documents submitted to BHSB or on-site at the organization's location.

Applicants should use effective practices in documenting both programmatic and financial activities to aid in an efficient audit.

II. Overview of RFP

A. PURPOSE OF RFP

Through this procurement, BHSB is seeking qualified individuals or organizations to develop curriculum and/or deliver training to social workers, counselors, peer specialists and others working in behavioral health services in Baltimore City.

B. APPLICANT ELIGIBILITY

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

- At least one year of training experience.
 - *NOTE: Peer recovery specialists with less than one year experience in training or curriculum development may apply for this RFP; however, if selected they would be expected to closely collaborate with BHSB on training content and potentially be paired with a more experienced trainer.*
- Meet requirements of:
 - Board of Social Work Examiners AND/OR
 - Board of Professional Counselors & Therapists AND/OR
 - Maryland Addiction & Behavioral Health Professionals Certificate Board.
- At least two professional references attesting to applicants' areas of expertise and training competence. BHSB plans to contact references especially for trainers with whom BHSB has not previously contracted.

Additional Requirements for harm reduction trainers:

- Lived experience using drugs or previous work in a harm reduction setting.

Additional Requirements for peer recovery specialist trainers:

- Lived experience in mental illness or substance use disorders or experience as an ally to a person with lived experience or be paired as a co-facilitator with a person with lived experience.
- Certified Peer Recovery Specialist Certification is preferred but not required. Trainers who are not a CPRS should consider co-facilitating with a CPRS.
- Applicant is the owner of the curriculum or has permission to use it.
- If the training type or curriculum was developed by a person or organization that requires trainers to complete prerequisite requirements (such as CCAR, IPS, and WRAP), the trainer must provide documentation that the prerequisite requirements have been met.
- Trainer must be qualified in the defined content area.
- New trainers must agree to be paired with an experienced PRS trainer.

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	August 26, 2020
Proposal Due:	October 14, 2020

2. Pre-Proposal Conference

There will be no pre-proposal conference for this procurement. Applicants may submit questions to Procurements@BHSBaltimore.org by the close of business on September 21, 2020. All questions received by the due date will be answered and posted on BHSB's website with the RFP document by September 28, 2020. Substantive questions received after this date cannot be answered.

3. Proposal Due Date, Time, and Location

BHSB uses Survey Monkey Apply (SM Apply) to manage applications. All proposals must be submitted through this system. Applicants must register with the system ahead of time and submit narrative and supporting documents directly through the system. You are able to save your application and continuing working on it before submitting it. BHSB encourages all applicants to test this system well in advance of submitting proposals.

Applicants can access SM Apply here: <https://bhsb.smapply.org/>

All proposals must be received no later than **12:00 pm (noon) EST on October 14, 2020**. 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/time at Procurements@BHSBaltimore.org.

Proposals submitted after the due 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, 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: July 1, 2020 - June 30, 2021, with options to renew for up to two additional years. Selected trainers will remain on BHSB's approved trainer list for three years.

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-selection. 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 must submit all required information using Survey Monkey Apply (SM Apply) accessible here: <https://bhsb.smapply.org/>. See the instructions for more information about this.

Late proposals will not be considered.

It is the policy of BHSB to adhere to the rules and regulations in the Health Insurance Portability and Accountability Act (HIPAA). We do not anticipate that any proposal submitted in response to this RFP would include individually identifiable health information. However, if it does, please remember that protected health information (PHI) needs to be secured via encryption and should adhere to the Guide to IT Privacy and Security of Electronic Health Information: <https://www.healthit.gov/topic/privacy-security-and-hipaa/health-it-privacy-and-security-resources-providers>.

B. PROPOSAL NARRATIVE OUTLINE AND RATING CRITERIA

The outline below shows the information being requested for applications and how points will be awarded during the review. Use SM Apply to submit your responses. See the instructions for more information about how to submit proposals.

1. Trainer Experience and Capacity (30 points)

- a. Provide an overview of your and/or your organization's continuing education training experience, including how long you have been providing training services and/or developing curriculum for behavioral health professionals; and names of organizations with which you partnered to provide training. Describe how your professional experience, education and licensure/certification makes you qualified to conduct trainings or develop curriculum. Attach a resume or CV that outlines your experience as well as two reference letters from organizations for whom you have provided training for professionals and/or curriculum development with contact information (name, title, organization, phone, email).
- b. Describe how you would incorporate adult learning styles into trainings and/or curriculum.
- c. Describe your experience, ability and willingness to provide distance or remote teaching in an engaging way. Include your experience using specific technology platforms such as Zoom, WebEx, Teams, etc. If developing curricula, describe how it will be adaptable for both in-person and remote training.

- d. Describe your experience and capacity to submit CEU documentation, invoices and program reports on time. How do you ensure you are meeting deadlines?
- e. Describe whether your organization is owned and/or led by members of historically marginalized or oppressed groups, including racial and ethnic groups (i.e., African American/Black, Latinx), LGBTQ communities, women, etc. BHSB awards additional points to help address systemic barriers that have led to inequity in access to funding.

2. Training/Curricula Services (10 points)

- a. Describe how you will integrate principles of equity and anti-racism into your training and/or curriculum.
- b. If you are interested in providing a training, provide the title of the training, a summary of the training, the target audience, types of CEUs to be awarded (social work, counselors and therapists, peer recovery specialists), your experience teaching the topic, and dates you previously taught the topic. Attach copies of the following:
 - i. learning objectives;
 - ii. agenda with specific time and topics, with breaks noted;
 - iii. PowerPoint, other presentation materials and handouts.
- c. If you are interested in developing curricula, provide the title of the training, a summary of the content, learning objectives, target audience, length of training, and (if applicable) types of CEUs to be awarded (social work, counselors and therapists, peer recovery specialists).

3. Proposed Budget (10 points)

- a. Using the Funding Availability section of this RFP as a guide, provide a basic budget (e.g., hourly rate, number of hours) that includes the total amount being requested, what activities will be completed during the hours requested, and any other costs for which you would like to request reimbursement.

4. Attachments

- o Resume or curriculum vitae for individuals/consultants who are being proposed to deliver trainings and/or write training curriculum. Include licenses, certifications, and other significant accomplishments.
- o References from two organizations for whom the applicant has provided training for professionals and/or curriculum development. Including contact information (name, title, organization, phone, email). BHSB intends to contact references especially for trainers with whom BHSB has not previously contracted.