



REQUEST FOR LETTERS OF INTEREST:

Revised Trauma-Informed Learning Collaborative

Release Date: February 24, 2021

Letter Due: April 30, 2021

Anticipated date of Learning Collaborative: May 2021

Issued by:

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

TABLE OF CONTENTS

I. Overview of the Project	3
A. BHSB’S GOALS & OBJECTIVES	3
B. OVERVIEW OF PROJECT	3
C. SCOPE OF SERVICE	4
D. FOCUS POPULATION	4
E. STAFFING REQUIREMENTS	4
F. FUNDING AVAILABILITY	4
II. Overview of RFLOI	5
A. PURPOSE OF RFLOI	5
B. APPLICANT ELIGIBILITY	5
C. PROPOSAL TIMEFRAME AND SPECIFICATIONS	5
D. AWARD OF CONTRACT	6
E. RFLOI POSTPONEMENT/CANCELLATION	6
F. APPLICANT APPEAL RIGHTS	6
III. Format and Content of Proposal	7
A. PROPOSAL INSTRUCTIONS	7
B. PROPOSAL NARRATIVE OUTLINE AND RATING CRITERIA	7

REQUEST FOR LETTERS OF INTEREST

Trauma-Informed Learning Collaborative

I. Overview of the Project

A. BHSB'S GOALS & OBJECTIVES

Behavioral Health System Baltimore (BHSB), the local behavioral health authority for Baltimore City, is a non-profit organization that manages the public behavioral health system. In this capacity, BHSB oversees a network of predominantly private, non-profit providers that deliver services to over 77,000 Baltimore City residents. BHSB partners closely with Baltimore City and the State of Maryland to build an efficient and responsive system that comprehensively addresses mental illness and substance use and meets the needs of the whole person. BHSB is committed to enhancing the behavioral health and wellness of individuals, families, and communities through:

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 is seeking up to five organizations within Baltimore City's behavioral health provider network to participate in a Trauma-Informed Care Learning Collaborative. Selected applicants will not receive any direct funding but will be provided with a unique learning opportunity.

BHSB has been conducting annual trauma informed care surveys over the past three years to learn from Baltimore City's behavioral health provider network the

gaps and strengths they encounter in creating a trauma responsive service delivery approach.

This year's survey results indicated a strong interest in participating in a learning collaborative to provide more in-depth learning experiences and to advance the integration of adverse childhood experiences (ACEs), toxic stress, and trauma into policies and practices.

Understanding that, service systems including the behavioral health care system, contribute to individual and collective experiences of toxic and traumatic stress through systemic racism and oppression, this learning collaborative will incorporate a racial and social justice lens to operationalize trauma-informed care practices.

The Learning Collaborative will begin in April/May and conclude at the end of June 2021.

C. SCOPE OF SERVICE

The organizations selected will meet remotely to engage in a shared network of learning and practice to make connections and receive technical support. These organizations will engage in a bi-directional learning process through exchanges of ideas and lessons learned about operationalizing trauma-informed care with a lens of racial equity within each of the organizations.

Participants will work closely with a consultant to conduct a trauma-informed care organizational assessment, analyze the results of the assessment to form outcomes, and practice a framework of trauma responsive approaches and monitoring for outcomes.

Those organizations selected will be provided the opportunity to evaluate the impact of the learning collaborative on each of their agency's goals for operationalizing trauma-informed care.

D. FOCUS POPULATION

The goal is to improve service delivery within Baltimore City behavioral health providers so that socially and economically disadvantaged residents of Baltimore City receive affirming and healing behavioral health care.

E. STAFFING REQUIREMENTS

There are no staffing requirements for the RFLOI. Staff who participate will ideally be across all levels of the organization and have some capacity to make meaningful changes within the organization.

F. FUNDING AVAILABILITY

There is no funding being awarded through this RFLOI.

II. Overview of RFLOI

A. PURPOSE OF RFLOI

The purpose of this RFLOI is to select up to five organizations within Baltimore City's behavioral health provider network to participate in a Trauma-Informed Care Learning Collaborative.

B. APPLICANT ELIGIBILITY

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

1. Behavioral health provider that delivers services to Baltimore City residents.
2. Applicants must be at least 51% owned and or led by socially and economically disadvantaged individual(s), to include (but not limited to) Black, Indigenous, People of Color (BIPOC), LGBTQ, women, and service-disabled Veteran(s) who has a service-connected disability that have been determined by the Department of Veterans Affairs or Department of Defense.

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	February 24, 2021
Proposal Due:	April 30, 2021
Anticipated Service Start:	May 2021

2. Pre-Proposal Conference

There will be no pre-proposal conference for this procurement. If applicants have questions, submit them to Procurements@BHSBaltimore.otg by March 3, 2021. All questions received by the close of business on March 3, 2021 will be answered and posted on BHSB's website with the RFLOI document by March 10, 2021. Substantive questions 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 **April 30, 2021**. 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 RFLOI 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: May 2021-June 2021

D. AWARD OF CONTRACT

The submission of a proposal does not, in any way, guarantee participation in this learning collaborative. BHSB is not responsible for any costs incurred related to the preparation of a proposal in response to this RFLOI. BHSB reserves the right to withdraw participation prior to the start of the learning collaborative in BHSB's sole and absolute discretion.

E. RFLOI POSTPONEMENT/CANCELLATION

BHSB reserves the right to postpone or cancel this RFLOI, 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. 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 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 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 (up to 20 points)

- a. Provide an overview of your organization, including how long it has been in service and what type of services it provides.
- b. Describe your organization's experience implementing and ongoing capacity to conduct a trauma-informed care organizational assessment. Has your organization ever performed a trauma-informed care organizational assessment? Have any of the organizational leadership (including board members) been trained in trauma-informed care? Have any of your clinical and/or non-clinical staff (including direct support staff, peer supports, or administrative staff) been trained in trauma-informed care? Are your clinical supervisors trained in trauma-informed supervision?
- c. Describe the type(s) of trauma-informed care organizational education, training and supports provided within the agency. How does your organization perform an intentional effort to make staff and other persons served at your organization feel physically, emotionally, and psychologically safe? How does your organization provide wellness and self-care resources for all employees?
- d. 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. Principles and Values (up to 20 points)

- a. Describe how your organization’s current practices ensure services are delivered in a culturally and linguistically competent manner, responsive to the diverse communities served, including individuals for whom English is a second language.
- b. Describe your organization’s commitment to racial and social justice and health equity. Include specific examples of what your organization does to illustrate this commitment.
- c. Describe your organization’s commitment to a trauma-informed and responsive approach and any trauma-specific interventions your organization currently offers or would implement if selected to participate in the Trauma-Informed Learning Collaborative.
- d. Describe how your organization will collaborate with the trauma-informed care technical assistance (TA) consultant to identify and engage staff and other persons served by your organization to ensure that all individuals at various levels of the organization will, with consent, be involved with and benefit from the agency’s involvement with the Trauma-Informed Learning Collaborative.

3. Program Evaluation and Quality Assurance (up to 5 points)

- a. Describe how your organization obtains and incorporates feedback from people served and other stakeholders into the development, implementation, operation, and improvement of program services, including previous experience your organization has had taking that feedback and in implementing it into programs and services?

4. Appendices

- Organizational chart
- 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