



REQUEST FOR PROPOSALS:

Rollover Funding:

One-Time Funding for Small Projects

Release Date: July 13, 2022

Pre-Proposal Conference: July 21, 2022

Proposal Due: August 10, 2022

Anticipated Award Notification: Spring 2023

Issued by:

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REQUEST FOR PROPOSALS

Rollover Funding: One-Time Funding for Small Projects

I. Overview of the Project

A. OVERVIEW OF BHSB

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 74,000 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:

- 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 to provide a wide variety of services to support the behavioral health and wellness of people in Baltimore City. During the fiscal year¹, some of this funding is not spent, largely due to unforeseen circumstances, such as sub-vendor staff vacancies, delays in hiring new staff, or other unexpected events. Although BHSB works with programs throughout the year to manage funds, it is anticipated that a small amount of funding will be left over at the end of the year. BHA usually allows BHSB to propose

¹ BHSB's fiscal year runs from July 1st – June 30th.

a new use for these unspent funds in the next fiscal year. This is referred to as Rollover Funding since the funding is rolling over from one fiscal year to the next.

To identify community needs that would benefit from this type of funding, BHSB is seeking proposals for one-time funding requests for Fiscal Year 2023 (FY 23) that can be fully implemented and expended within two or three months by June 30, 2023. BHSB will review submitted proposals, rate and rank them based on the review criteria, and include the highest rated proposals in its Rollover Funding request to BHA. BHA reviews BHSB's request and may approve some of them. Once BHSB receives final approval of its Rollover Funding request, selected, and approved sub-vendors will be notified of their award. BHSB anticipates award notifications in March 2023. Please keep this timeline in mind as you develop your proposal(s).

Applicants may submit multiple requests. Each request will be evaluated and ranked separately, so it is possible for some but not all requests to be approved. This procurement is not limited to organizations with which BHSB has an existing relationship. For each approved proposal, BHSB will enter into a new contract.

C. SCOPE OF SERVICE

Applicants are invited to submit requests for one-time funding needs that will either directly or indirectly support the behavioral health and well-being of people in Baltimore City. The categories listed below are examples of the types of requests that have been approved in the past. Proposals are not limited to these categories, but they must contain only allowable costs specified in Maryland's [Human Service Agreements Manual: https://health.maryland.gov/docs/HSAM_093005.pdf](https://health.maryland.gov/docs/HSAM_093005.pdf)

- Clinical Supplies
 - Examples: play therapy supplies, art therapy supplies, etc.
- Equipment or materials that will improve operations or physical space
 - Examples: furniture, IT equipment, software, security cameras, etc.
- Events, training, and conferences that occur in Spring 2023 (cannot be pre-paid)
 - Examples: anti-racism training, community event, etc.
- Marketing materials or services
 - Examples: program brochures, manuals, website edits, etc.
- Small remodeling projects (up to \$20,000 per project)
 - Examples: painting rooms, installing new bathroom fixtures, etc.
- Time-limited consultant costs (usually an hourly rate instead of salary)
 - Examples: evaluation, strategic planning, staff development, etc.

Proposals that contain non-allowable costs cannot be considered. Additionally, proposals that include vehicles are not likely to be approved. Below are some examples of non-allowable cost:

- Any pre-paid costs (e.g., conference pre-registration, software subscription, etc.)
- Salaries for staff already on payroll
- Construction or remodeling projects over \$20,000

Additionally, BHSB has identified five priority areas for Rollover Funding this year. Applicants that submit proposals that fit into one or more of these areas will receive additional points toward their proposals. BHSB will fund proposals outside of these priority areas if they score high enough. See the rating criteria at the end of this document for more information about how proposals will be scored. The priority areas are outlined below in no particular order:

- **Equity in Behavioral Health Care** – projects that promote racial and/or social justice activities that intend to lead to more equitable behavioral health outcomes
- **Innovation** – supporting new and novel approaches to behavioral health through the use of technology, implementing new evidence-based or emerging practices, or approaching work in a new way
- **Improved Access to Care** – supporting projects that increase access to care or address access barriers, particularly for populations not served well by the traditional behavioral health care system or historically oppressed and marginalized groups (e.g., communities of color, sexual and gender minorities, immigrant communities, homeless populations, etc.)
- **Consumer/Peer Inclusion** – supporting projects 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

It is critical that proposals demonstrate the applicant’s ability to spend all of the requested funds within the short time between the award announcement, expected in March 2023, and the end of the fiscal year, June 30, 2023. Proposals should be reasonably scaled, and the applicant should have the required capacity to implement them.

D. STAFFING REQUIREMENTS

There are no staffing requirements for this procurement.

E. FUNDING AVAILABILITY

The total amount of funding available through this request will not be known until all of BHSB’s financial reports are completed for FY 22, which takes several months. BHSB will rank proposals and select as many as the funding allows. Rollover

Funding awards in the past have ranged from approximately \$1,000 to \$100,000. There are no funding limits for proposals. Applicants are encouraged to submit the costs needed to reasonably complete their project.

F. CONTRACTING WITH BHSB

Applicants selected through this process will enter into a contractual agreement with BHSB. Following a notification of selection, BHSB will issue a Letter of Award that provides details about the contract and the process for executing it.

Applicants new to BHSB's contract process are encouraged to review relevant forms and information about contracting available on the website here:

<https://www.bhsbaltimore.org/for-providers/forms-for-providers/#key-information>

Contract Type and Payment

The contract that will result from this procurement is described below. Applicants are encouraged to consider whether their organization will be able to operate with this payment mechanism before applying for these funds.

- Cost Reimbursement – Actual Expenditures
 - Vendor receives payment after costs are incurred and reported.
Payment is based on the costs reported for a specific period.

BHSB issues payments twice per month. Applicants should note that submitting required documents and reports late can result in delayed payment.

Contract Monitoring and Technical Assistance

Selected applicants will be required to submit Program and Financial reports along with supporting documentation such as receipts and invoices to BHSB using an electronic contract management platform. These reports will document that the funding was spent as outlined in the contract.

Verification of Services

BHSB audits all contracts to review whether the requirements set forth in the contract were completed as reported 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 be aware of best practices in documenting both programmatic and financial activities to aid in an efficient audit.

II. Overview of RFP

A. PURPOSE OF RFP

The purpose of this RFP is to fund several proposals that will broadly enhance behavioral health and wellness in Baltimore City. All funding proposals must be for one-time costs that can be fully expended and implemented by June 30, 2023. Awards will likely be available in March 2023, depending on when BHSB receives notification from BHA.

B. APPLICANT ELIGIBILITY

Eligibility for this RFP is not limited by any type of organization or applicant. Applicants must be able to demonstrate that they have the skills and capacity, with some limited technical assistance from BHSB, to implement their proposal and expend all awarded funds within the time frame noted in this RFP. Applicants must be able to execute a contract, receive funds, make purchases, document expenses and activities, and submit required reports on time.

Proposals must include the following to be considered:

- Allowable expenses as outlined in the Human Service Agreements Manual (Listed above in Section C Scope of Work)
- An obvious benefit to the behavioral health and wellness of people in Baltimore City
- A project that can reasonably be implemented within two to three months with all funds expended by June 30, 2023
- Demonstrated organizational capacity to implement the project and manage funding responsibly, with limited technical assistance from BHSB

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	July 13, 2022
Pre-Proposal Conference:	July 21, 2022
Proposal Due:	August 10, 2022
Anticipated Award Notification:	Spring 2023

2. Pre-Proposal Conference

Date: Thursday, July 21, 2022

Time: 1:30 pm to 2:30 p.m.

Location: Microsoft Teams meeting – Join on your computer or mobile app

[Click here to join the meeting](#)

Or call in (audio only): 443-819-0973, Conference ID: 147088970#

It is recommended that you join five minutes early to leave time to troubleshoot any problems you have with the technology. If you have any problems accessing the meeting, please contact Procurements@BHSBaltimore.org.

All questions related to this RFP should be submitted in advance to Procurements@BHSBaltimore.org no later than the close of business Monday, July 20, 2022. There may be time at the end of the meeting to ask additional questions, depending on the number of questions submitted in advance.

Questions submitted to BHSB or asked during the Pre-Proposal Conference along with BHSB's Answers will be posted on BHSB's website at <https://www.bhsbaltimore.org/for-providers/funding-opportunities/> by Thursday, July 28, 2022.

The questions and answers will also be emailed to all individuals who submit questions. If you would like to be emailed this Q&A document but do not have a question, please let the Procurement Lead know by emailing Procurements@BHSBaltimore.org.

Questions received after this conference cannot be answered. This is to ensure all applicants have access to the same information at the same time. We will provide a Q&A document after the conference for reference.

3. Proposal Due Date, Time, and Location

BHSB uses Survey Monkey Apply (SM Apply) to manage proposals. All proposals must be submitted through this system. Applicants must register ahead of time and submit narrative and supporting documents directly through the system. You are able to save your proposal and continue 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 Friday, August 10, 2022**. 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 Kelsi Loos whose contact information is listed below.

Kelsi Loos, Procurement Lead/ Special Projects Coordinator

Email: Procurements@BHSBaltimore.org

In an effort to maintain all communication in a documented manner, please do not call BHSB regarding procurements. Your email will be responded to as quickly as possible.

5. Anticipated Service Term: April 2023 – June 30, 2023 (start date subject to change)

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 Survey Monkey Apply (SM Apply) accessible here: <https://bhsb.smapply.org/>.

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. Organizational Background and Capacity (up to 15 points)

- a. Provide an overview of your organization, including your experience relevant to the proposal you are submitting. (up to 5 points)
- b. Describe who will be responsible for managing the implementation, funding, and reporting of funded proposals. Explain how the individual(s) identified for managing awarded funding will have the capacity to complete the required tasks. (up to 5 points)
- c. Describe whether your organization is owned and/or led by members of historically marginalized or oppressed groups, including racial and ethnic groups (i.e., Black/African American, Latinx), LGBTQ communities, people with disabilities, including behavioral health disorders, etc. BHSB awards additional points to help address systemic barriers that have led to inequity in access to funding. (up to 5 points)

2. Project Proposal (up to 50 points)

- a. Describe the request in detail: what is the request, how will the funding be used, and how will it improve behavioral health and wellness for Baltimore City residents. The clearer your request is, the better the Review Committee will understand how it meets the objective of this procurement. (up to 20 points)

- b. Describe which (if any) of the BHSB-identified priorities (i.e., Equity in Behavioral Health Care, Innovation, Improved Access to Care, Consumer/Peer Inclusion, and/or Integration of Behavioral Health (MH/SUD) and Somatic Health Care) this project is aligned with and how it supports this priority. (up to 3 points for each priority)
- c. Describe who will benefit from your project proposal (e.g., consumers of your organization, consumers of a specific program within your organization, persons in the community surrounding your organization, the broader community, etc.)? Describe how your proposal will benefit the group of people identified. (up to 10 points)
- d. Describe how this request was developed (e.g., did the people who will benefit from this request give input into it, is this part of your organization's/group's strategic plan, were any needs assessments or survey activities conducted). These are not requirements, but these kinds of things could strengthen your proposal. (up to 5 points)

3. Proposed Budget (Up to 20 points)

- a. Attach a line-item budget that outlines all expenses in this proposal. There is no specified format (e.g., spreadsheet or table both work), but it should be clear what the costs are and how funds would be spent. The more specific and clear your budget is, the better the Review Committee will be able to review it. Unclear costs often result in lower points. (up to 10 points)
- b. Provide a budget narrative that describes how expenses were calculated and how it supports the proposal/request. If any costs are dependent on another (e.g., no chairs if table not approved), please clearly indicate this here. The budget narrative should explain each line item so the Review Committee can understand how the funding will be used. (up to 10 points)

4. Implementation Timeline (15 points)

- a. Describe the timeline that shows how the proposal will be reasonably implemented and all funding spent by June 30, 2023, understanding that notification of award is anticipated around March 2023. (up to 15 points)

5. Appendices

- Line-Item Budget (required)
- Copies of all relevant licenses/certifications including any licenses issued by Maryland Department of Health (BHA and OHCQ).
- Most recent site visit report from the ASO, Accrediting Organization, and/or the Office of Health Care Quality (OHCQ), including any statements of deficiencies and program improvement plans, if relevant

- Most recent final Financial Audit package including Findings and Management Letter from an independent auditor (preferred) OR a recent unaudited Income Statement AND Balance Sheet, if an audit is not available.
- Most recent IRS 990 – Return of Organization Exempt from Income Taxes or Tax Return
- Certificate of Good Standing from the Maryland Department of Assessments and Taxation (screenshots from the MDAT website will not be accepted)
- Completed Risk Assessment Form – available on BHSB’s website