



# **REQUEST FOR PROPOSALS:**

## ***Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP)***

**Release Date: October 19, 2022**

**Pre-Proposal Conference: October 27, 2022**

**Proposal Due: November 14, 2022 at noon**

**Anticipated Award Notification: Early January 2023**

**Anticipated Contract Start: January 2023**

**Issued by:**

Behavioral Health System Baltimore, Inc.  
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Baltimore, Maryland 21201

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# REQUEST FOR PROPOSALS

## ***Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP)***

### **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 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**

Through this Request for Proposals (RFP), BHSB is seeking a qualified organization to extend the scope of service delivery for an established community center or community resource to provide open access services for people interested in connecting with behavioral health support. A community resource center is defined as any organization that serves as a public resource by providing open access to services within their community, particularly the target population described below. Possible program services may include syringe services, access to a peer support specialist, access to a shower, receiving test kits and naloxone provisions, and other similar aids. Intake assessments will be completed for individuals accessing support.

Allowable purchases could include: fentanyl test strips, safe sex supplies, wound care supplies, and hygiene supplies. Centers cannot purchase naloxone without being an ~~Opiate Response Provider~~ **Overdose Response Provider** (ORP) or having a medical provider on staff.

Project resources will focus on assisting people most disconnected from health care and those populations most vulnerable to overdose from illicit opioids and interactions with law enforcement. This program will provide additional access to behavioral health services within communities most vulnerable to overdose. This program will also serve as a resource for law enforcement to collaborate with community stakeholders to expand diversion options while utilizing overdose prevention and harm reduction services.

### **C. SCOPE OF SERVICE**

Selected applicants will be tasked with providing a physical location (operating primarily during non-traditional hours) as an entry/access point for people interested in accessing resources as described in the overview of the project.

Community Resource Centers will be either located directly in the neighborhoods being served or nearby, and will have working relationships with organizations and residents of the target neighborhoods below.

Northwest neighborhoods including:

- Pimlico / Woodmere / Central Park Heights / Arlington
- Rosemont/Walbrook
- Dorchester/Callaway-Garrison/Ashburton/Forest Park

Southern neighborhoods including:

- Brooklyn/Curtis Bay

Southwest neighborhoods including:

- Shipley-Hill / Boyd Booth
- Rosemont

Southeast neighborhoods including:

- Patterson Place
- McElderry Park
- Ellwood Park-Monument

East neighborhoods including:

- Oldtown

- Madison-East End
- Barclay / Greenmount
- Milton-Montford
- Middle East

Central neighborhoods including:

- Upton / Druid Heights / Reservoir Hill
- Downtown

Western neighborhoods including:

- Sandtown-Winchester
- Penn North / Easterwood
- Harlem Park
- Mondawmin

The applicant will develop the community center site as a referral option for law enforcement, allowing them to refer individuals experiencing substance use and behavioral health concerns who are at risk of committing low-level, non-violent, drug-related offenses.

The organization will provide case management and peer support services to keep clients engaged while connecting them to the behavioral health care system.

The applicant will design and implement an engagement plan for individuals or community hot spots when non-fatal overdoses occur. It will also design and implement an engagement plan for partnership collaboration to increase coordination of care among local organizations.

The community center will develop and implement a transportation plan to connect individuals to behavioral health services.

Additionally, it will make services available in the evening and at night in order to increase direct engagement with the target population.

The applicants will develop a BHSB-approved screening tool to assess the target population needs and to develop individualized service plans. This screening will be provided to everyone who comes in for assistance for the purpose of identifying needs and determining eligibility for ongoing case management.

Finally, the organization will provide overdose prevention supplies and other materials to meet basic needs of clients in need of services.

Deliverables

- Clients Served: 40
- Number of Screenings Completed: 80
- Individualized Service Plans Developed: 40
- Number of training and outreach to LE and other community agencies: 12
- Practices and Interventions: Harm Reduction, Person-Centered Planning, Crisis Intervention Training (CPI, etc.)
- Completion of on-boarding, annual training in Harm reduction, Motivational Interviewing, Behavioral Health overview, PBHS, etc., as determined by BHSB

#### **D. FOCUS POPULATION**

The focus population is individuals most disconnected from healthcare in Baltimore City. These individuals are people with behavioral health needs that have frequent interactions with law enforcement and are vulnerable to overdose or substance misuse. The focus population has untreated substance use disorder and mental health needs and are also at risk of committing low-level, non-violent, drug-related offenses.

#### **E. STAFFING REQUIREMENTS**

This funding supports two (2) Full Time Equivalent (FTE) Case Managers and two (2) FTE Peer Recovery Specialists.

#### **F. FUNDING AVAILABILITY**

There is \$220,000 available for the first year, and BHSB will be exploring potential funding options to continue the project beyond September 30, 2023. This funding may not be used to purchase vehicles.

#### **G. 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. Selected organizations will be required to submit a new budget on BHSB's budget form, which will be reviewed for allowable costs under the grant.

Please note that applicants may be asked to change their budgets and/or details of their proposals even if the proposal were selected for funding. Applicants new to BHSB's contract process are encouraged to review relevant forms available on our website here: <https://www.bhsbaltimore.org/for-providers/forms-for-providers>.

Contract Type and Payment

The contract and payment type 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 once 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 regular Program and Financial reports to BHSB using an electronic contract management system. BHSB will review these reports to monitor progress and contract compliance throughout the contract term.

**Program Reports** include an update on progress toward deliverables (e.g., number of people served, number of services delivered, etc.). Some program reports may also require organizations to attach a data report with additional information (e.g., consumer demographic information, process and/or outcomes data, etc.). BHSB monitors progress on these reports throughout the contract term and may offer technical assistance and support if deliverables are not being met.

**Financial Reports** are required to generate payment and involve submitting actual expenditures or invoices (depending on the contract type) and to monitor spending compared to the budget or award amount. If organizations are spending more or less than expected awarded throughout the contract term, BHSB may offer technical assistance and support to ensure the funding covers the contract term fully and may reduce funding if all funds are not likely to be expended by the end of the contract term.

Please note that submitting Program or Financial Reports late can result in delayed payment.

#### 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 select a qualified community center to provide open access services for people interested in connecting with behavioral health support. Possible program services may include syringe services, access to a peer support specialist, access to a shower, receiving test kits and naloxone provisions, and other similar aids. The provider will accept referrals from law enforcement officials to assist people in need of behavioral health support.

This program will provide additional access to behavioral health services within communities most vulnerable to overdose. This program will also serve as a resource for law enforcement to collaborate with community stakeholders to expand diversion options while utilizing prevention harm reduction services.

In 2020, the Bureau of Justice Assistance awarded Baltimore Governor's Office of Crime Control and Prevention (GOCCPP) with the Comprehensive Opioid, Stimulant, and Substance Abuse Grant (COSSAP). These funds are offered to support existing efforts to promote public safety and access to recovery services, strengthen collaboration and data sharing, maximize resources across systems, and prevent substance misuse. Baltimore City was selected to support the mission by expanding diversion programs for individuals who are at risk of committing low level, non-violent, drug-related offenses. Baltimore City aims to utilize community based behavioral health and substance abuse services to respond to substance use needs.

This project proposal resulted from a collaborative effort among community organizations and stakeholders that engaged in a planning process to identify the most appropriate diversion service and program to connect at-risk individuals to substance use and behavioral health treatment options.

### **B. APPLICANT ELIGIBILITY**

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

- The applicant is a community center or community resource service provider (defined as any organization that serves as a public resource for the community by providing open access to services).
- The center is in or near one of the target neighborhoods outlined in the Scope of Service
- The applicant currently works with the target population
- The applicant provides outreach services
- The staffing plan includes case management and peer support personnel

- The applicant is In Good Standing with the Maryland Department of Assessments and Taxation

## C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

### 1. Timeline

Release Date:	October 19, 2022
Pre-Proposal Conference:	October 27, 2022
Proposal Due:	November 14, 2022 at noon
Anticipated Award Notification:	Early January 2023
Anticipated Service Start:	January 1, 2023

### 2. Pre-Proposal Conference

**Date:** October 27, 2022

**Time:** 9:30 a.m.

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

[Click here to join the meeting](#)

**Or call in (audio only):** +1 443-819-0973,,528773651#  
Phone Conference ID: 528 773 651#

*Please join five minutes early to leave time to troubleshoot. If you have any problems accessing the meeting, please contact [Procurements@BHSBaltimore.org](mailto:Procurements@BHSBaltimore.org).*

All questions related to this RFP should be submitted in advance to [Procurements@BHSBaltimore.org](mailto:Procurements@BHSBaltimore.org) no later than the close of business on **October 26, 2022**. There may be time at the end of the meeting to ask additional questions, depending on the number of questions submitted.

Questions posed prior to or during the Pre-Proposal Conference and BHSB's responses will be posted on BHSB's website at <https://www.bhsbaltimore.org/for-providers/funding-opportunities/> by **November 3, 2022**.

The questions and answers will also be emailed to all individuals who submitted questions. If you would like to be emailed this document but do not have a question, please let the Procurement Lead know by emailing [Procurements@BHSBaltimore.org](mailto:Procurements@BHSBaltimore.org).

*Questions received after this conference 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 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 November 14, 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](mailto:Procurements@BHSBaltimore.org)

*Proposals submitted after the due date/time cannot 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

Email: [Procurements@BHSBaltimore.org](mailto:Procurements@BHSBaltimore.org)

**5. Anticipated Service Term:** January 1, 2023 – September 30, 2023, with options to renew annually pending availability of funding and performance.

### **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 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.

## **G. GOVERNING LAW AND VACCINATION MANDATES**

The applicant acknowledges and agrees that BHSB is a federal contractor for purposes of Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors (the "Order"). The applicant and its subcontractors shall comply with the Order and all other applicable mandates, rules, laws, and regulations (collectively, the "Requirements"). Upon request by BHSB, selected applicants shall promptly provide evidence of compliance with the Requirements and shall promptly take such further actions as may be requested by BHSB with respect to the Requirements and/or the resulting Contract. The applicant and all of its subcontractors shall, for the duration of the resulting Contract, comply with all guidance for contractor and subcontractor workplace locations published by the Safer Federal Workforce Task Force. These requirements shall be incorporated into all subcontracts of Sub-Vendor.

### 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 (20 points)

- a. Provide an overview of your organization, including its history, mission, and overall purpose. Explain how it meets the eligibility requirements of this RFP.
- b. Describe your organization's experience managing grant funds or describe your plans and capacity to manage the programmatic and financial requirements of this grant (including any contracts with BHSB, submitting reports and invoices), and your capacity
- c. Describe your organization's established relationships with residents and other community organizations in at least one of the identified target areas. Attach two letters of support that demonstrate this type of partnership in the appendix.
- 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), LGBTQIA 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.

##### 2. Principles and Values (10 points)

- a. Describe how you will integrate principles of equity and anti-racism into this work.
- b. Describe your organization's understanding and commitment to Harm Reduction and Recovery Principles.

**3. Service Delivery (30 points)**

- a. Describe your organization's plan to provide all services as outlined in the Scope of Service section of this RFP.
- b. Describe how your organization will collaborate with law enforcement, community stakeholders and organizations, LEAD and other diversion programs, and homeless outreach services to identify and engage individuals in need of services and ensure that all individuals referred will, with consent, be linked to and/or receive needed services.
- c. Describe how your organization will facilitate effective linkages to behavioral health and other resources.
- d. Describe how this program would function as a low barrier "safe space" that is welcoming, non-stigmatizing, and affirming to the population to be served.
- e. Describe your understanding of overdose response and any experience you have with responding to and responses to non-fatal overdoses in your community.

**4. Staffing Plan (15 points)**

- a. Describe your proposed staffing pattern, including supervisors, current capacity and if you will need to hire staff. If you will need to hire, please describe how you will propose to employ new staff. Please describe how it will fulfill the staffing requirements in this RFP. Include an organizational chart that shows how this program will fit into your organization's overall structure.
- b. Describe your proposed training plan for staff assigned to this program and indicate any relevant expertise, training, and/or skills staff already possess.
- c. Describe how the program would support consumers to become certified peers and foster their professional development, providing examples of how your organization has done this in the recent past.

**5. Effectively Serving the Focus Population (5 points)**

- a. Describe your organization's history and expertise in serving the focus population of this RFP.

**6. Program Evaluation and Quality Assurance (10 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.

- b. Specify how consumers' Protected Health Information will be collected, stored, and shared in compliance with Health Insurance Portability and Accountability Act of 1996 (HIPAA), Public Law 104-191<sup>1</sup> and Title 42, Part 2 of the Code of Federal Regulations governing the confidentiality of Substance Use Disorder Patient Records (42 CFR Part 2).

**7. Proposed Program Budget (5 points)**

- a. Attach a line-item budget for the grant period in the RFP that includes anticipated revenue from grant funding and fee-for-service reimbursement and all expenses as an appendix. BHSB has budget forms on its website that can be used but are not required for this submission.
- b. Provide a budget narrative/justification that explains revenue and expense projections in more detail. The budget narrative should be included in the body of your proposal, not as an appendix.

**8. Implementation Timeline (5 points)**

- a. Provide a detailed timeline for implementation that includes all of the activities that you have committed to perform in your proposal. Show an outline of all the steps necessary to fully operationalize this project and by when each step would be completed. Contracts are expected to start in January 2023.

**9. Appendices**

- Organizational chart
- Two letters of support
- Line-Item Budget
- 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)
- Copy of Lease or Deed