



REQUEST FOR PROPOSALS:

Emocha Expansion Project

Release Date: December 21, 2022

Pre-Proposal Conference: January 9, 2023

Proposal Due: January 26, 2023

Anticipated Award Notification: Late March 2023

Anticipated Contract Start: April 2023

Issued by:

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REQUEST FOR PROPOSALS

Emocha Expansion Project

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 three providers, one Opioid Treatment Program (OTP) and two outpatient substance use disorder programs that offer Buprenorphine, to implement the mobile health platform Emocha in their treatment services.

Emocha is a video and human engagement technology designed to improve medication adherence through a model called Directly Observed Therapy (DOT), a practice that involves healthcare workers watching patients take every dose of medication, monitoring side effects, and providing critical support. By digitizing the process with video DOT, Emocha has made this practice more accessible and scalable.

This project is directed at OTPs and outpatient substance use disorder programs that offer buprenorphine, with the goal of ensuring medication adherence.

This project is currently implemented at the University of Maryland Drug Treatment OTP. As of April 2022, UMMC OTP has served 28 consumers.

C. SCOPE OF SERVICE

BHSB will seek out three additional providers (one OTP and two outpatient substance use providers) through a procurement process to receive funding to implement Eموcha in their delivery of treatment services. The OTP will serve 35 unduplicated consumers annually and the outpatient facilities will serve 20 unduplicated consumers per provider. The targeted providers will be OTPs and Outpatient SUD providers that offer methadone and buprenorphine, with the goal of medication adherence.

D. FOCUS POPULATION

Adult consumers in treatment at a selected Baltimore City OTP or Outpatient SUD Provider who meet the DSM-5 criteria for Opioid Use Disorder and receive methadone/buprenorphine.

E. STAFFING REQUIREMENTS

0.2 FTE staffing which includes administrative time to monitor/document video adherence and complete required reports including Government Performance and Results Act (GPRA) reports.

F. FUNDING AVAILABILITY

- \$60,360 for one OTP to serve 35 unduplicated consumers annually
- \$53,040 for two Outpatient SUD providers to serve 20 unduplicated consumers.

OTP

Year 1

9/30/22 to 6/30/2023: \$47,100.00 (award amount will be prorated due to the start of the contract)

7/1/2023 to 9/29/2023: \$13,260.00

Year 2

9/30/23 to 6/30/2024: 47,100

7/1/2024 to 9/29/2024: \$13,260

Outpatient SUD Provider

Year 1

9/30/22 to 6/30/23: \$40,620 (award amount will be prorated due to the start of the contract)

7/1/2023 to 9/29/2023: \$12,420

Year 2

9/30/2023 to 6/30/2024: \$40,620

7/1/2024 to 9/29/2024: \$12,420

This funding may be used for:

- 0.2 FTE staff, which includes administrative time to monitor/document video adherence and complete required reports including those required under the Government Performance Results Act.
- A contract with Eموcha that includes the monthly client fee and monthly client implementation fee. This also includes data collection and technical support from Eموcha.

This funding **MAY NOT** be used for:

- Treatment services reimbursable by Medicaid and any other medical insurance.
- Funds may not be used if other funding sources are already paying for the services.
- Any items or services not directly related to the provision of buprenorphine or methadone treatment such as food, housing, daycare, etc.

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 three Opioid Treatment Programs (OTP) and Office-Based Opioid Treatment providers to implement the mobile health platform Emocha in their treatment services.

B. APPLICANT ELIGIBILITY

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

- Baltimore City-based OTP or Outpatient SUD program providers; licensed as a COMAR 10.63 provider in Maryland

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	December 21, 2022
Pre-Proposal Conference:	January 9, 2023
Proposal Due:	January 26, 2023
Anticipated Award Notification:	Late March 2023
Anticipated Contract Start:	April 2023

2. Pre-Proposal Conference

Date: January 9, 2023

Time: 10:00 am

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,,549908736#

Phone Conference ID: 549 908 736#

Please join five minutes early to leave time to troubleshoot. 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 on

January 6, 2023. 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 **January 13, 2023**.

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.

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 January 26, 2023**. 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

1. 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

5. Anticipated Service Term:

Year 1

OTP Award

9/30/22 to 6/30/23: \$47,100 (amount will be prorated due to start of the contract)

7/1/23 to 9/29/23: \$13,260.00

Outpatient SUD Provider (OBOT)

9/30/22 to 6/30/23: \$40,620 (amount will be prorated due to the start of the contract)

7/1/2023 to 9/29/2023: \$12,420.00

Year 2

OTP Award

9/30/22 to 6/30/24: \$47,100

7/1/24 to 9/29/24: \$13,260.00

Outpatient SUD Provider (OBOT)

9/30/24 to 6/30/24: \$40,620

7/1/24 to 9/29/24: \$12,420.00

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.

Prior to selection, BHSB will conduct a risk assessment that includes a review of financial and compliance/quality documentation.

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 how long it has operated SUD treatment services or when it became licensed as an OTP or Outpatient SUD program and when it received or expects to receive accreditation. Attach as an appendix all relevant licenses and certifications.
- b. Provide an overview of your organization, including its history, mission, and overall purpose.
- c. Describe your organization's experience working with, and continued capacity to work with individuals with opioid use disorder using medication assisted treatment.
- 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 your organization's commitment to and understanding of the principles of a Recovery-Oriented System of Care (ROSC) that supports client self-determination and multiple pathways of recovery.
- b. Describe your organization's commitment to providing services that are: recovery oriented, trauma informed, and person centered that ensures and promotes equity in a way that alleviates stigma of those receiving medication assisted treatment.

3. Service Delivery (10 points)

- a. Describe your organization's plan to provide all services as outlined in the Scope of Service section of this RFP.
- b. Describe your organization's ability to successfully implement evidence-based trauma-responsive services, how you will use these interventions within the program, and maintain fidelity to the standards model.

4. Effectively Serving the Focus Population (5 points)

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

5. 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.

6. Appendices

- Copies of all relevant licenses/certifications including any licenses issued by Maryland Department of Health (BHA and OHCQ).
- 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.
- Certificate of Good Standing from the Maryland Department of Assessments and Taxation (screenshots from the MDAT website will not be accepted)