REQUEST FOR PROPOSALS:

Acupuncture Services at the Baltimore Central Booking and Intake Center

Release Date: June 28, 2023
Pre-Proposal Conference: July 12, 2023, at 2:00 p.m.
Proposal Due: July 26, 2023, at 12:00 p.m.
Anticipated Award Notification: August 30, 2023
Anticipated Contract Start: October 1, 2023

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

Acupuncture Services at the Baltimore Central Booking and Intake Center

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 one qualified consultant or organization to provide auricular (ear) acupuncture services for incarcerated women as an integrated component of the Baltimore Central Booking and Intake Center’s (BCBIC) Addicts Changing Together Substance Abuse Program (ACT-SAP) Level I Outpatient and Level 2.1 Intensive Outpatient Substance Use Disorder Program.

The program at BCBIC was established approximately 25 years ago. It began as a federal grant that introduced substance use disorder services and wellness programing into the local correctional system. As the program evolved, funding was received from the State and from the Department of Public Safety and Correctional
Services, and the program obtained State certification and sustainable funding for its Level I and Level 2.1 substance use disorder program with an acupuncture component.

The current acupuncture provider has been providing services at BCBIC for 20 years and has recently decided to discontinue this work. To ensure there is continuous care, the current provider will maintain a 3-month contract until September 30, 2023. BHSB expects the new sub-vendor, selected through this procurement, to begin providing acupuncture services on or about October 2, 2023.

In traditional Chinese medicine, auricular acupuncture is acupuncture that focuses specifically on the ears. Auricular acupuncture is used to treat anxiety, depression, substance use disorders and an array of other symptoms. A 2017 study showed ear acupuncture can be used as an adjunctive therapy to improve and maintain positive outcomes in substance use treatment. ([NADA Ear Acupuncture: An Adjunctive Therapy to Improve and Maintain Positive Outcomes in Substance Abuse Treatment - PMC](nih.gov))

C. SCOPE OF SERVICE

The selected sub-vendor will provide auricular acupuncture for women detained within the BCBIC located in Baltimore City.

The sub-vendor will provide services to approximately 64 women annually. Each woman receives acupuncture for a maximum of 45 days. Acupuncture services must be provided at BCBIC five days per week (Monday through Friday) for approximately 2 hours per day (previous acupuncture services were delivered from 9:00 am-10:30 am).

All services will be documented in consumer records at the BCBIC. The sub-vendor will attend project planning meetings as required by the BCBIC and BHSB.

Prior to the start of acupuncture treatment, the BCBIC will provide a comprehensive medical, psychiatric, and biopsychosocial evaluation of each consumer to document pre-existing conditions that may or may not be associated with the substance use disorder being treated.

The sub-vendor will update the BHSB Program lead on any changes to delivery of services and provide updates on program successes and barriers.

The sub-vendor will be licensed by the Maryland Board of Acupuncture to provide Level 2.1 Acupuncture and Oriental Medicine Treatment in accordance with COMAR 10.63 and maintain such licensure for the duration of this contract. The sub-vendor will adhere to all Maryland State Regulations COMAR 10.26.02.03 to 10.26.05.

Deliverables:
1. Vendor will serve approximately 64 women annually.
2. 90% of consumers will receive acupuncture for at least 45 days.
3. 85% of consumers will receive supportive services in conjunction with acupuncture treatment.
4. All discharged consumers will receive discharge plans.

The selected vendor will submit quarterly program reports in BHSB’s online Contract Management System (CMS) and will also submit monthly invoices and financial reports into CMS.

D. FOCUS POPULATION

The focus population is women who are incarcerated at the Baltimore Central Booking and Intake Center (BCBIC) and who are enrolled in the Addicts Changing Together Substance Abuse Program (ACT-SAP) Level 1 Outpatient and Level 2.1 Intensive Outpatient Substance Use Disorder Program.

E. STAFFING REQUIREMENTS

A Maryland licensed acupuncturist is required for approximately 0.5 full-time equivalency (FTE). To ensure services are provided on Mondays through Fridays throughout the year, back-up staffing coverage is also required.

F. FUNDING AVAILABILITY

The available funding for the period October 1, 2023, through June 30, 2024 (9 months) is up to $51,671.00. Renewal will be based on availability of funding and performance. If the contract is renewed, it will be from July 1, 2024, through June 30, 2025, for up to $68,895.00.

It is expected that the selected provider will provide services Monday through Friday at a rate of up to $287.06 per day for a total of 180 days for the 9-month contract period. The daily rate must cover all costs associated with acupuncture service delivery including staffing, supplies, administrative costs, travel, etc.

G. QUALITY AND FINANCIAL REVIEW

As part of BHSB’s procurement process, internal Quality and Financial Reviews are completed to ensure there are no significant concerns with the organization(s) being selected. Applicants should be sure to provide the most recent available versions of all requested documentation with their RFP application in order to ensure this is a smooth process.
H. 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. The selected organization 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](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.

- Fee For Service
  - A set rate is charged for performing a defined service under the contract. The total cost of the contract is based on a calculation that includes the service rate and estimated number of services to be provided and/or number of consumers to be served.

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 one qualified consultant or organization to provide acupuncture services as an integrated component of the Baltimore Central Booking and Intake Center’s Level I Outpatient and Level 2.1 Intensive Outpatient substance use disorder program for women.

B. APPLICANT ELIGIBILITY

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

- Licensed by the Maryland Board of Acupuncture to provide Level 2.1 Acupuncture and Oriental Medicine Treatment in accordance with COMAR 10.63 and maintain such licensure for the duration of this contract.
- Have at least 3 years of experience providing acupuncture as part of a substance use disorder program.
- Be in Good Standing with the Maryland Department of Assessments and Taxation.

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

<table>
<thead>
<tr>
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<th>Date/Time</th>
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<tbody>
<tr>
<td>Release Date:</td>
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<td>Anticipated Contract Start:</td>
<td>October 1, 2023</td>
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<tr>
<td>Anticipated Service Start:</td>
<td>October 2, 2023</td>
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2. Pre-Proposal Conference

Date:    July 12, 2023  
Time:    2:00 p.m.  
Location: Microsoft Teams meeting - Join on your computer or mobile app

Click here to join the meeting

Meeting ID: 291 372 948 623  
Passcode: U3cT7W

Download Teams | Join on the web
Or call in (audio only)

+1 443-819-0973,,10033539# United States, Baltimore

Phone Conference ID: 100 335 39#

Find a local number | Reset PIN

Connect to Teams Video conference by clicking “Join online meeting”.

*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 **Tuesday, July 11, 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 **July 19, 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 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 July 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

*Proposals submitted after the due date/time cannot be considered.*
4. Interviews

Applicants whose proposals are ranked highest by a Review Committee may be asked to participate in an interview.

5. Authorized Contact

Applicants are advised that the authorized contact person for all matters concerning this RFP is Bonnie Campbell whose contact information is listed below.

Bonnie Campbell, Procurement Lead

Email: Procurements@BHSBaltimore.org

6. Anticipated Service Term: October 1, 2023-June 30, 2023 (9 months), with options to renew annually (from July 1 through June 30) 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.

Prior to selection, BHSB will conduct a risk assessment process that includes a review of financial and 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 PROCESS

Applications must be complete and fully responsive to the below Proposal Narrative Outline and must include all required appendices. Applicants may file an appeal within five days of notification of non-selection. BHSB will not review new proposal materials that were not included in the application. BHSB will review the appeal letter and respond to the non-selected applicant 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/](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](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 (15 points)
   a. Provide an overview of your organization, including how long it has been licensed by the Maryland Board of Acupuncture to provide Level 2.1 Acupuncture and Oriental Medicine Treatment, and how long you have provided acupuncture services as part of a substance use disorder treatment program. Attach as an appendix all relevant licenses and certifications, and two letters of reference from individuals or organizations who are familiar with your acupuncture services.
   b. Describe your organization’s experience managing programs similar to this project, meeting contractual deliverables and obligations (including any contracts with BHSB), and your capacity to manage the programmatic and financial requirements of this grant.
   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., 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 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 how you will integrate principles of equity and anti-racism into this work; and describe your organization’s commitment to a trauma-informed and trauma-responsive approach and any trauma-specific interventions your organization currently offers or would implement if awarded this grant.

3. Service Delivery (20 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 the Baltimore Central Booking and Intake Center to identify and engage individuals in need of acupuncture services and ensure that all individuals referred will, with consent, be linked to and/or receive needed acupuncture services.
   c. Describe how your services will function as a low barrier “safe space” that is welcoming, non-stigmatizing, and affirming to the population to be served.
   d. Describe how you would handle overdoses, suicide risk, and behavioral health crises when they occur onsite, giving examples of how your organization has managed these in the recent past.

4. Staffing Plan (10 points)
   a. Describe your proposed staffing pattern, including supervisors if required, and how it will fulfill the staffing requirements in this RFP. Include a description of how staffing coverage will be provided in the event the primary staff person is ill or on vacation. Include a resume for the staff person(s) who will deliver services (if they are currently on staff).

5. Effectively Serving the Focus Population (20 points)
   a. Describe your organization’s history and expertise serving women with substance use disorder and specifically incarcerated women who have substance use disorders and potentially other mental health needs.
   b. Describe how your organization is uniquely qualified and designed to address known health disparities experienced by this population. You may want to include qualities such as how you or your staff exemplify healthy lifestyle behaviors, display strong communication and leadership skills, etc.

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 acupuncture services.

b. Describe any previous quality concerns that occurred during your previous service delivery and how they were addressed?

7. Proposed Program Budget (5 points)
   a. Provide a budget that is consistent with the information provided in the Funding Availability section of the RFP. The budget should be included in the body of your proposal, not as an appendix.

8. Implementation Timeline (10 points)
   a. Provide a detailed timeline showing any preparation, hiring, purchasing of supplies, etc. you will need to enable you to start providing services on Monday, October 2, 2023.

9. Appendices
   o Copies of all relevant licenses/certifications including any licenses issued by State of Maryland.
   o Resume or curriculum vitae for individual(s) working on this project
   o Two reference letters
   o 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.
   o Most recent IRS 990 – Return of Organization Exempt from Income Taxes or Business or Personal Tax Return if an IRS 990 form is not filed.
   o Certificate of Good Standing from the Maryland Department of Assessments and Taxation (screenshots from the MDAT website will not be accepted)