



REQUEST FOR PROPOSALS:

Transitional Age Youth (TAY) Support Services

Release Date: June 14, 2023

Pre-Proposal Conference: June 28, 2023, at 2 p.m.

Proposal Due: July 14, 2023, at 12:00 p.m.

Anticipated Award Notification: August 28, 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

Transitional Age Youth (TAY) Support Services

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 implement direct mental health support services for twenty to twenty-five young adults ages 18 to 24 who are experiencing homelessness and living in a transitional housing facility. Services will also include training and technical assistance for staff of the housing facility.

Applicants may be homeless services providers who serve young adults ages 18 to 24 or may be behavioral health providers who partner with a homeless services housing provider.

The TAY Support Services Project aims to assess and identify the mental health and other support needs among young adults residing in a TAY housing program.

Services will include mental health and substance use disorder assessment, referral to community services, follow-up, and staff training for the staff at the housing facility.

This project supports the greater network of care by providing vulnerable at-risk transitional age youth with a clinical assessment of needs and referring them to community supports including mental health, education, supported employment/workforce development, and daily living skills.

C. SCOPE OF SERVICE

The selected organization will provide direct mental health support services to twenty to twenty-five youth residents of a housing facility that serves young adults experiencing homelessness. The organization will also consult with and train staff of the housing facility to increase staff knowledge about mental health needs among young adults experiencing homelessness.

The youth residents will be 18 to 24 years old and have a history of poor work performance, significant mental health needs or treatment history, high school dropout, and other life challenges. The selected organization will link residents to external partners for services as identified through needs assessment and ongoing conversations with youth.

The selected provider will maintain a program of active collaboration with public behavioral health system providers that offer vocational service programming and support, prioritizing relationships with providers seeking to serve the TAY population.

The selected organization will employ a 0.5 full-time equivalency (FTE) part-time licensed master's-level social worker to assess and identify the mental health needs of individuals who are residing in the housing facility. The social worker must be available during non-traditional hours such as late afternoons and evenings to accommodate the availability and lifestyle of residents.

Furthermore, the provider will participate in program implementation meetings and other meetings deemed appropriate by BHSB. The provider will also coordinate quarterly training for housing program staff. The training will be provided by the half-time social worker or other trainers. The training will enhance the mental health-related knowledge and skills of housing program staff. Examples of such training include Mental Health First Aid, Adverse Childhood Experiences (ACES), communication and de-escalation skills, accessing services in the public behavioral health system, etc.

The applicant or the partnering housing provider must enter project data into the Baltimore City [Homeless Management Information System](#).

The provider will submit quarterly program and financial reports, and other information as requested by BHSB. The provider will participate in BHSB-sponsored training and program implementation meetings as required by BHSB.

D. FOCUS POPULATION

Participants in this Transition Age Youth (TAY) support services program are young adults aged 18 to 24 who are experiencing homelessness and may have histories of behavioral health disorders, school dropout, poor work performance and other life challenges.

E. STAFFING REQUIREMENTS

Applicants must employ a 0.5 FTE part-time master's-level social worker licensed by the state of Maryland.

F. FUNDING AVAILABILITY

The award for this project is up to \$53,432.00 per contract year. Allowable expenses include personnel, fringe benefits, and direct operating costs such as insurance, rent, office supplies, staff development and training, transportation, communications, etc. Indirect costs up to a maximum of 10% of salaries and fringe may also be requested. The first contract period may also include one-time only start-up costs such as equipment, supplies, etc.

The initial contract period will be from October 1, 2023-June 30, 2024 (nine months) with an option for renewal. The subsequent contract period, depending on funding availability and performance, will be July 1, 2024-June 30, 2025 (twelve months).

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 recommended. 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. Selected

organizations will be required to submit a new budget on BHSB's budget forms, 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 was 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 BHSB 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 an organization to provide direct mental health support services to twenty to twenty-five youth experiencing homelessness. The selected organization will also provide training and technical assistance for the staff of the housing facility.

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 must have five years of experience providing community-based programming for transitional age youth.
- The applicant must be located in Baltimore City.
- The applicant must:
 1. Be licensed to house tenants if they plan to provide housing without the aid of a partnering organization **or**
 2. Provide an MOU/contract between the applicant and a partner organization that will provide housing.
- The applicant must hold a Certificate of Good Standing from the Maryland Department of Assessments and Taxation

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	June 14, 2023
Pre-Proposal Conference:	June 28, 2023, at 2:00 p.m.
Proposal Due:	July 14, 2023, at 12 p.m.
Anticipated Award Notification:	July 28, 2023
Anticipated Contract Start:	October 1, 2023

2. Pre-Proposal Conference

Date: June 28, 2023

Time: 2:00 pm

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,,775303581# Phone
Conference ID: 775 303 581#

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, June 27, 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 5, 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 July 14, 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. 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: October 1, 2023, to June 30, 2024 (9 months), with options to renew annually pending availability of funding and performance. Subsequent contracts will be for the period July 1 to June 30 (12 months).

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

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/>.

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 provided housing, mental health and/or other support services to Transitional Age Youth. Attach as an appendix all relevant licenses and certifications.
- 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 your organization's history forming partnerships with organizations supporting people experiencing homelessness. 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 your organization's commitment to racial and social justice and health equity. Include specific examples of what your organization does to illustrate this commitment.

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 your organization's plan to implement person/family-centered assessment, planning and referral services to include support of behavioral health needs (mental health/substance use disorder treatment), medical needs and other identified areas of needed support to ensure overall wellbeing.
- c. Describe how your organization will collaborate with partners 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.

4. Staffing Plan (10 points)

- a. Describe your proposed staffing pattern, and how it will fulfill the staffing requirements in this RFP. Include an organizational chart that shows how this project will fit into your organization's overall structure.
- b. Describe your proposed training plan for staff assigned to this project and indicate any relevant expertise, training, and/or skills staff already possess.

5. Effectively Serving the Focus Population (15 points)

- a. Describe your organization's history and experience, including length of time, delivering housing, mental health assessment, referral services, and/or training to program staff serving at-risk TAY youth, including evidence-based practices used, and your knowledge of resources and entitlements for TAY youth in Baltimore City.

6. Program Evaluation and Quality Assurance (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.

7. Proposed Program Budget (5 points)

- a. Attach a line-item budget as an attachment for up to \$53,432.00 for the grant period October 1, 2023-June 30, 2024 (nine months), that includes all projected expenses. 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 expense projections in 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 hiring the licensed, master's-level social worker, if the staff is not already employed at your program, and for other activities necessary to fully implement this project.

9. Appendices

- Copies of all relevant licenses/certifications including any licenses issued by Maryland Department of Health (BHA and OHCQ). Include licenses for in-house programming if relevant.
- 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
- Organizational chart
- 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 business or individual Tax Return if the organization does not file an IRS 990 return
- Certificate of Good Standing from the Maryland Department of Assessments and Taxation (screenshots from the MDAT website will not be accepted)
- Memorandum of Understanding or contract between applicant and supportive housing provider, if applicable
- Rental agreement or lease from applicant or from the partner providing supportive housing.
- License for housing tenants from the applicant or from the partner providing supportive housing.
- Copy of Fire Inspection Certificate from the applicant or from the partner providing supportive housing
- Use and Occupancy Certificate from the applicant or from the partner providing supportive housing.
- Two Letters of Support