



REQUEST FOR PROPOSALS:

Recovery Housing for Pregnant Women and Women with Children

Release Date: February 14, 2024

Pre-Proposal Conference: February 28, 2024 at 10 a.m.

Proposal Due: March ~~14~~ **21, 2024 at 12:00 p.m.**

Anticipated Award Notification: May 9, 2024

Anticipated Contract Start: July 1, 2024

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

Recovery Housing for Pregnant Women and Women with Children

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 organization to operate a recovery residence program for women in treatment for a substance use disorder who are pregnant or who have children in their care.

The Recovery Housing for Pregnant Women and Women with Children Program (RHPPWC) provides a safe, stable, and supportive environment for women who are in early recovery for a substance use disorder and have a least one child in their custody (or who will receive custody of a child within 60 days of placement into the program). Pregnant women may also qualify. Specific eligibility criteria for participation in the RHPWWC Program are:

- Pregnant women or women with children who are in early recovery from substance/ alcohol use and eligible for a treatment level of 2.1 or lower.
- Homeless, or in need of temporary housing.
- Must have physical custody of children within 60 days of program entry.
- Must be able to independently manage their own and their dependents' activities of daily living.
- Must be a Maryland resident.

Additionally, each client will receive care coordination services while in the recovery residence program from a Recovery Housing Coordinator staffed by Marian House, the referring provider and care coordinator in this program. Care coordination services include linkage to needed healthcare and support services, as well as client education and assistance navigating the public behavioral health system and entitlement benefits.

C. SCOPE OF SERVICE

There are two components to this project. The recovery residence and care coordination.

Recovery Residence

The selected provider must serve at least eight (8) families annually and make appropriate bed accommodations for them, based on the age of the enrolled mother's children and shared room restrictions. The provider will be responsible for coordinating a safe, supportive, and recovery-oriented environment for consumers throughout their time in the Recovery Housing for Pregnant Women and Women with Children program. This work will help the family remain together during the mother's recovery process.

The selected applicant must establish a trust-based relationship with consumers in the program while demonstrating non-judgmental, unconditional support for the participants to facilitate an authentic connection. The provider is encouraged to use motivational interviewing, harm reduction, Mental Health First Aid, trauma-informed care, Stages of Change models, family-centered care, and other evidence-based practices to improve health and well-being.

The housing must be a Maryland Certification of Recovery Residence (MCORR), meet the national recommendations for recovery housing identified by the National Alliance for Recovery Residences (NARR), and the BHA standards for Supportive Recovery Housing for Women with Dependent Children. More information on Maryland's MCORR program can be found here:

<https://health.maryland.gov/bha/Pages/Recovery-Residences.aspx> More about BHA standards can be found in the manual at the end of this document.

Each recovery residence must have at least one house manager appropriately trained for their role as determined by the housing provider and governed by a designated policy and procedure.

The provider will document a process allowing children aged 0-18 to stay with their mother and ensure that all recovery residences are free from alcohol and/or illicit substance use. The chosen provider will accordingly document a screening process that helps maintain a safe and supportive environment for women and children. The provider must ensure that admission to Recovery Housing for Pregnant Women and Women with Children (RHPWWC) is not denied based on participation in medication assisted treatment (MAT), limited work history, or lack of income.

Monthly reporting and weekly census data must be submitted to BHA and BHSB. The provider will also document housing outcomes for program participants upon discharge and up to three (3) months thereafter.

The provider will maintain and adhere to a written Policies and Procedures Manual, the most recent copy of which must be submitted to BHSB for approval. BHSB may provide technical assistance to complete the manual at the onset of services. This manual must comply with Fair Housing Law, the Americans with Disabilities Act (ADA), MCORR, and BHA standards, and all other applicable laws and regulations. Further, it must specify how evidence-based practices are implemented to inform the policies, and also allow persons to self-identify their gender regardless of sex assigned at birth and any conflicting documentation (or lack thereof).

Care Coordination

While in the recovery residence program, each client will receive care coordination services from a Recovery Housing Coordinator staffed by Marian House, the referring provider and care coordinator in this program. These services include linkage to needed healthcare and support services, as well as client education and assistance navigating the public behavioral health system and entitlement benefits.

An agreement (such as a Memorandum of Understanding) must be executed between the provider and Marian House if selected. The Recovery Housing Coordinator at Marian House will refer all consumers entering the program, and participating providers may send referrals to Marian House. The Recovery Housing Coordinator at Marian House will manage the waitlist.

The selected provider will notify BHSB and Marian House within 24 hours of any changes in capacity (e.g. intake no-show, client discharged). If Marian House is in receipt of eligible referrals, Marian House will refer a household to the program within one business day of capacity notification. Upon receipt of the referral form,

the housing provider will contact the household to schedule an intake appointment within one business day.

At minimum, consumers are required to participate in care coordination with Marian House and a recovery-oriented service of their choosing. The selected provider may not require consumers to enroll in services with any specific providers. The selected provider may offer their own services to consumers, but the consumers may not be required to enroll in those services.

Deliverables

- Eight (8) total families will be served during the contract period.
- Each family will receive an individualized recovery plan.
- The Recovery Housing Coordinator will contact each resident weekly in person, via telephone or email.
- Residents should receive assistance with enrolling in school, job training or obtaining employment.
- Meet a monthly goal of 85% of bed utilization.
- A record of discharges should be provided as needed.
- Provide the number of program participants who obtained permanent housing upon discharge.
- A record of new admissions should be provided as needed.

D. FOCUS POPULATION

This program women in treatment for a substance use disorder who are pregnant or who have children in their care.

The selected provider may not restrict eligibility for this program beyond the established eligibility criteria. Consumers must be able to freely choose their course of treatment and providers.

E. STAFFING REQUIREMENTS

The provider must designate a House Manager. This individual may be a Certified Peer Recovery Specialist or a resident of the facility who is not currently participating in this recovery housing program. Although the position is required, it is not funded by this award.

House Managers will ensure that there is a governing body legally responsible for overseeing the management and operations of the facility. Managers will ensure compliance with applicable laws, regulations, and standards, and will facilitate the adoption of a policy and procedure manual. Additionally, they will support sound fiscal operation. The provider must ensure that the House Manager receives documented training (at least annually) on the following topics: housing health and

safety issues; safe food handling and storage; crisis management; Trauma-Informed Care; residents' rights and grievances, including prevention of physical or mental abuse and inappropriate relationships, CPR, and First Aid.

F. FUNDING AVAILABILITY

The total amount of funding available through this procurement is ~~\$184,497~~ **\$211,405. \$198,689 of** which will be used to reimburse recovery housing providers at a rate of \$34.25 per room, per night a client is housed in the facility. ~~These may also be used to purchase supplies and equipment to maintain and operate recovery residences.~~ **The remaining \$12,405 can be used for start-up funding which could include the purchasing of required furniture and bedding, cribs, diapers, car seats, etc.**

Funds may not be used to supplement or provide services for other programs or initiatives outside of the Recovery Housing for Pregnant Women and Women with Children Program. Funds may not be used to provide gift cards or monetary gifts to program participants/residents. All funds must be used according to the guidelines set forth by BHA.

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. 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.

- **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.
 - Payment is based on the costs reported for a specific period (e.g., fee rate x # of services provided).

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 a single, qualified organization to operate a recovery residence program for women with children and pregnant women who are receiving treatment for a substance use disorder. The selected applicant will designate a House Manager, establish program policies and procedures, while partnering with Marian House, which will act as Recovery Housing Coordinator.

B. APPLICANT ELIGIBILITY

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

- Maintains a recovery residence that is certified through the Behavioral Health Administration's Maryland Certification of Recovery Residences certifying body (MCORR) or can provide documentation of a pending application for certification by the due date of this RFP (March 14 ~~21~~, 2024).
- All eligible applicants must meet the national recommendations for recovery housing identified by the National Alliance for Recovery Residences (NARR) Level III and the BHA standards for Supportive Recovery Housing for Women with Dependent Children.
- A minimum of three (3) years' experience providing recovery residence services is preferred.

Please note that, if awarded this grant, the provider is required to maintain an active, good standing with the Maryland Certification of Recovery Residences (MCORR) for the entire duration of time that clients are housed within the program. More information about MCORR is posted at <https://bha.health.maryland.gov/>.

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	February 14, 2024
Pre-Proposal Conference:	February 28, 2024, at 10 a.m.
Proposal Due:	March 14 21 , 2024, at 12:00 p.m.
Anticipated Award Notification:	May 9, 2024
Anticipated Contract Start:	July 1, 2024

2. Pre-Proposal Conference

Date: February 28, 2024

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,,679877373#

Phone Conference ID: 679 877 373#

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 **February 27, 2024**. 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 **March 7, 2024**.

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 March 14 21, 2024**. 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 Kelsi Loos whose contact information is listed below.

Kelsi Loos, Procurement Lead

Email: Procurements@BHSBaltimore.org

6. Anticipated Service Term: July 1, 2024 – June 30, 2025, 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 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/>.

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 (15 points)

- a. Provide an overview of your organization, including how long it has operated housing services for pregnant women and women with children, and when it became a certified MCORR housing provider (or when it expects to receive this accreditation).
- 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 community organizations.

2. Principles and Values (15 points)

- a. Describe how your organization's current practices ensure services are delivered in a culturally and linguistically competent manner and responsive to the diverse communities served, including individuals for whom English is a second language. 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.

- b. 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.
- c. 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 (25 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 organizations plan to implement person/family-centered services and treatment planning, 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. How will this program function as a low barrier "safe space" that is welcoming, non-stigmatizing, and affirming to the population to be served?
- c. Describe other behavioral health services your organization provides and what structure/process you will use to avoid conflicts of interest and inappropriate self-referral.
- d. Describe how the proposed program would be responsive to the needs of Baltimore City as a whole as well as the local neighborhood surrounding the program.
- e. Describe how the proposed program 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, and 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.

5. Effectively Serving the Focus Population (10 points)

- a. Describe your organization's history and expertise in serving pregnant women and women with children.
- b. Describe how your organization is uniquely qualified and designed to address known disparities experienced by this population.

6. Program Evaluation and Quality Assurance (15 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. Describe any previous experience your organization has implementing projects similar to this one. Were you able to meet all of the programmatic and financial deliverables and reporting requirements? If there were any quality concerns, how were they addressed?
- c. Specify how consumers' Protected Health Information will be collected, maintained, used, and disclosed in compliance with (i) The Health Insurance Portability and Accountability Act of 1996 (42 U.S.C. 1320d et seq. and implementing regulations at 45 CFR parts 160 and 164) as amended, (ii) the Confidentiality of Alcohol and Drug Abuse Records (42 U.S.C. 290dd-2, as implemented by 42 CFR part 2) as amended; and (iii) the Maryland Confidentiality of Medical Records Act (Md. Code Ann. Health-General Section 4-301 et seq.) as amended.

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. (Link: [FY21-Budget-Forms-Cost-Reimbursement.xlsx \(live.com\)](#))
- 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. If your organization is not Maryland Certification of Recovery Residences certified, please explain how you will become so within the needed timeframe. Contracts are expected to start on 7/1/2024.

9. Appendices

- Copies of all relevant licenses/certifications including any licenses issued by Maryland Department of Health (BHA and OHCQ). This must include MCORR Certification or documentation of a pending application for MCORR Certification.
- Organizational chart
- Attach two letters of support that demonstrate partnerships with community organizations

- 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 the most recent Business or Personal Tax Return if an IRS 990 form is not required to be filed
- Certificate of Good Standing from the Maryland Department of Assessments and Taxation (screenshots from the MDAT website will not be accepted) - the certificate must be dated within one year of the RFP submission due date.
- Copy of lease or deed (when requesting lease or deed, also request Fire Inspection Permit & Use and Occupancy Certificate)
- Copy of Fire Inspection Certificate
- Use and Occupancy Certificate