



REQUEST FOR PROPOSALS:

Prevention Evaluator

Release Date: February 20, 2025

Pre-Proposal Conference: February 28, 2025 at 9:00 am

Proposals Due: March 20, 2025 at 5:00 p.m.

Anticipated Award Notification: April 25, 2025

Anticipated Contract Start: May 1, 2025

Issued by:

Behavioral Health System Baltimore, Inc.
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REQUEST FOR PROPOSALS

Prevention Evaluator

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 Proposal (RFP), BHSB seeks an organization or individual to collect both quantitative and qualitative data via surveys, focus groups, and/or research to assess Baltimore City's substance use prevention needs. The selected evaluator will develop a Community Needs Assessment, a systematic process used to identify a community's health assets and needs. Utilizing the Strategic Prevention Framework (SPF), the chosen applicant will create this assessment. BHSB will use the findings to identify gaps in the community and system, ultimately developing behavioral health prevention strategies.

II. Scope of Service (including deliverables)

The BHSB Prevention Team will utilize the Strategic Prevention Framework (SPF) to gain a deeper understanding of behavioral health problems within Baltimore City so that an effective plan can be developed and implemented. The framework components are:

- **Assessment:**
 - Identify local prevention needs based on data.
 - Identify secondary data sources at local and state levels.
 - Understand the needs of at-risk populations and the local community through key informant interviews, focus groups, and/or one-on-one interviews.
- **Capacity:**
 - Build local resources and readiness to address prevention needs.
 - Collaborate with community partners, including law enforcement, youth-serving organizations, cultural organizations, educational institutions, neighborhood groups, and faith-based communities.
 - Raise awareness about substance use and its impact on the population served.
 - Expand prevention efforts by collaborating across multiple settings.
- **Planning:**
 - Use the collected data to develop an enhanced needs assessment aimed at implementing the best strategies to address prevention needs.
- **Implementation:**
 - Create an action plan for delivering evidence-based programs and practices as intended.
- **Evaluation:**
 - Examine the process and outcomes of programs and practices.

By implementing the SPF process, BHSB intends to do the following:

- Update the Community Needs Assessment
- Build capacity and partnerships
- Leverage resources

The selected evaluator will use data from partnerships with key agencies to collect and analyze local substance use data on consumption, consequences, risk, and protective factors. BHSB will utilize the collected data to complete a community capacity assessment, examining community readiness and mapping existing prevention partners and programming.

Additionally, the selected applicant will provide technical assistance, conduct stakeholder surveys, and facilitate focus groups to collect the necessary data.

Deliverables

The evaluator:

1. Will provide a summary of technical assistance that was offered. This includes
 - o Providing support in researching existing relevant data
 - o Providing a summary/results document based on accumulated data
2. Conduct Stakeholder Surveys (100 participants)
 - o Review data collection form
 - o Provide a summary/results document based on accumulated data
 - o Present any recommendations based on data collected
3. Facilitate Focus Groups (a minimum of 2 groups)
 - o Support development of focus group questions
 - o Facilitation of focus groups
 - o Analysis of data collected from focus groups
 - o Provide a summary/results document based on accumulated data
 - o Present any recommendations based on data collected
 - o Provide report detailing the summary of all data collected

A. Focus Population

The surveys and focus groups will include middle and high school students and young adults aged 18 to 25.

B. Staffing Requirements

Applicant must have:

- Minimum 3 years experience in data collection and evaluation.

Preference will be given to the applicant with:

- Knowledge of SAMHSA's Strategic Prevention Framework
- Experience working with diverse families with the ability to demonstrate cultural, racial, and ethnic understanding
- Knowledge and experience with LGBTQIA children/youth and families and transitional-aged (TAY) youth.
- Knowledge and experience with trauma-informed practices and working with children, youth, and their families who have experienced victimization and complex and intergenerational trauma.

- Knowledge and experience with children, youth, and families with potential exposure to environmental conditions including substance use, discrimination and racism, social and economic inequalities, and community violence.

C. Funding Availability

Funding in the amount of \$30,000 is available to support this project. BHSB expects to select one (1) organization or individual.

D. 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.

E. 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 applicant 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 on track to be 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. Failure by vendors to comply with the terms of any contract with BHSB may result in denial of future contracts with BHSB.

Applicants should be aware of best practices in documenting both programmatic and financial activities to aid in an efficient audit.

III. Overview of RFP

A. Purpose of RFP

This Request for Proposals (RFP) seeks to obtain technical assistance and evaluation of quantitative and qualitative data in support of a Community Needs Assessment. The goal is to identify a qualified individual with knowledge of SAMHSA's Strategic Prevention Framework for collecting, analyzing, and communicating community health needs. By contracting with a suitable partner, we will be better positioned to implement effective solutions.

B. Applicant Eligibility

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

- Located in Baltimore City
- 3 years of data collection and evaluation
- Certain knowledge base/skills with youth population

C. Proposal Timeline and Specifications

1. Timeline

Release Date:	February 20, 2024
Pre-Proposal Conference:	February 28, 2025, at 9:00 a.m.
Proposal Due:	March 20, 2025, at 5:00 p.m.
Anticipated Award Notification:	April 18, 2025
Anticipated Contract Start:	May 1, 2025
Anticipated Service Start:	May 1, 2025

2. Pre-Proposal Conference

Date: February 28, 2025

Time: 9:00 am

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

Click here to join the meeting [Prevention Evaluator Pre-Proposal Conference](#)

Or call in (audio only): +1 443-819-0973,832512300#

Phone Conference ID: 832 512 300 #

Please join five minutes early to leave time to troubleshoot. If you have any problems accessing the meeting, please contact Procurements@BHSBaltimore.org.

Questions related to this RFP will be answered at the Pre-Proposal Conference. Questions posed during the conference and BHSB's responses will be posted on BHSB's website at <https://www.bhsbaltimore.org/for-providers/funding-opportunities/> by **March 4, 2025**.

Individuals who attended the Pre-Proposal Conference will be notified by email when questions and answers are posted on BHSB's website.

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 **5:00 pm EST [or EDT] on March 20, 2025**. 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 (if applicable)

Applicants whose proposals are ranked highest by a Review Committee may be asked to participate in an interview. Interviews are expected to take place the second and third weeks of __TBA__ (month and year).

5. Authorized Contact

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

Ashley Coston, Procurement Lead

Email: Procurements@BHSBaltimore.org

6. Anticipated Service Term: May 1, 2025 – June 30, 2025.

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.

B. RFP Postponement/Cancellation

BHSB reserves the right to postpone or cancel this RFP, in whole or in part.

C. 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.

IV. 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/>. We recommend you start your application early so you know what to expect with the system.

Late proposals will not be considered.

- Generative artificial intelligence (AI) tools are becoming increasingly prevalent. While AI is a helpful administrative tool, it is important to ensure that proposals reflect authentic responses and realistic service delivery plans.
- It is the policy of BHSB to adhere to the rules and regulations in the Health Insurance Portability and Accountability Act (HIPAA), which require appropriate safeguards to protect the confidentiality, integrity and security of all protected health information. No proposals submitted in response to this RFP should include individually identifiable health information.

For more information, please refer 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 (30 points)

- a. Provide an overview of your organization, including its history, mission, and overall purpose.
- b. Provide an overview of your organization's experience in conducting research and analyzing data.
- c. Describe your organization's experience meeting contractual deliverables and obligations (including any contracts with BHSB), and your capacity to submit reports and invoices on time.

2. Principles and Values (20 points)

- a. Describe how you will integrate principles of equity and anti-racism into research and evaluation in Baltimore City.
- b. Provide examples of culturally competent strategies you've used in previous evaluation processes.

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.

4. Staffing Plan (10 points)

- a. Describe your organization’s staffing plan, including the staff expertise and experience to support the completion of this evaluation process.

5. Effectively Serving the Focus Population (10 points)

- a. Describe your organization’s history and expertise in conducting research with youth.

6. Program Evaluation and Quality Assurance (10 points)

- a. 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?

7. Proposed Program Budget (Not scored)

- a. 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 (10 points)

- a. Provide a detailed timeline for implementation that includes all of the activities that you have committed to perform in your proposal. Show an outline of all the steps necessary to fully operationalize this project and by when each step would be completed. Contracts are expected to start on May 1, 2025.

9. Appendices

- Resume or curriculum vitae for individuals/consultants working on this project
- Line-Item Budget (if requested in above question)
- 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 if an IRS 990 form is not required to be filed, the most recent Business Tax Return OR the Schedule C only of the most recent Personal Tax Return. (Please redact any social security numbers on the Schedule C.)

- 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.