Behavioral Health System Baltimore

REQUEST FOR PROPOSALS (RFP): Capitation Project Evaluation

Pre-Proposal Conference Held: September 24, 2025 @ 11 am

BHSB Facilitators:
Ashley Coston, Procurement Lead
John Crouch, Program Lead

QUESTIONS AND ANSWERS

Posted: October 3, 2025

Question 1: Who completed the previous evaluation?

The previous evaluation was completed in 2020 as part of a competitive procurement process.

Question 2: The RFP references the 990, is it required that the submitter be a NFP?

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. It is not required that the applicant be a not-for-profit business.

Question3: Institutional Review Boards are usually affiliated with universities or hospitals. For proposal submissions, is there a specific IRB that must be used, or is it acceptable for organizations to use their own IRB if they have one?

Yes, organizations can use their own Institutional Review Board (IRB) for research proposal submissions, provided certain conditions are met.

- If the organization receives federal funding for research involving human subjects, its IRB must be registered with the U.S. Department of Health and Human Services (HHS) and comply with federal regulations (45 CFR 46).
- The IRB must follow ethical principles and federal guidelines for the protection of human subjects.

All of BHSB's human subjects research activities are guided by the ethical principles and guidelines outlined in The Belmont Report. The selected applicant will be required to obtain Institutional Review Board (IRB) approval

before initiating any activities involving human subjects, unless the work is determined by the IRB to be exempt. If the evaluation is determined to be non-exempt human subjects research, the selected applicant will be required to:

- Have written procedures to comply with the requirements in the U.S. Department of Health and Human Services Protection of Human Subjects regulations at 45 CFR part 46, including procedures for ensuring prompt reporting any of the following to the Office for Human Research Protections:
  - Any unanticipated problems involving risks to subjects or others
  - Any serious or continuing noncompliance with 45 CFR part 46 or the requirements or determinations of the IRB
  - Any suspension or termination of IRB approval
- Document that all personnel involved in the human subjects research have completed appropriate training in research ethics and IRB procedures.
- Adhere to all IRB-approved protocols for protecting participant confidentiality and data security.

Question 4: Will questions be accepted up to the close of business day today?

No, now is the final opportunity to ask any substantive questions related to this RFP.

Question 5: Can you provide the number of individuals enrolled across the two programs?

The number of individuals enrolled across the two programs fluctuates due to ongoing enrollments and disenrollments, but the total capacity of both programs is 354 consumers.

Question 6: Are participant incentives to be built into the $50,000 budget? I am asking about incentives for actual interviewees from the programs.

One awarded, your budget may be allocated at your organizations or individual discretion. Incentives are permitted as part of this project.

End of Questions and Answers