



REQUEST FOR PROPOSALS:

Baltimore City Co-Occurring Forensic Supported Housing

Release Date: November 12, 2025

Pre-Proposal Conference: November 17, 2025, at 9 a.m.

Pre-Proposal Conference reschedule date: November 21, 2025 @ 2 p.m.

Proposals Due: December 23, 2025 at 5 p.m. (Extended)

Anticipated Award Notification: 1/19/2026

Anticipated Contract Start: 2/1/2026

Issued by:

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REQUEST FOR PROPOSALS

Baltimore City Co-Occurring Forensic Supported Housing

I.OVERVIEW OF THE PROJECT

Overview of BHSB

Behavioral Health System Baltimore, Inc. (BHSB) is a non-profit organization that serves as the Local Behavioral Health Authority (LBHA) on behalf of Baltimore City and operates in this role under the authority of the Maryland Department of Health (MDH). BHSB is responsible for planning, managing and monitoring resources, programs and policies within the larger Medicaid fee-for-service system, as well as services directly funded by BHSB through private and public grants. We use our knowledge of what services are available, and how to structure system resources, to meet the unique needs of the communities we serve.

BHSB envisions a city where people live and thrive in communities that promote and support behavioral health and wellness and is committed to building a system of care that serves all community members in need of services. We work to ensure that the most appropriate care is provided, taking into consideration family and community differences.

Description of Project

Behavioral Health System Baltimore (BHSB), in collaboration with the Maryland state psychiatric hospital system and community behavioral health providers, seeks a qualified applicant to implement a transitional housing initiative for individuals with co-occurring (mental health and substance use) disorders who also have forensic involvement. The selected applicant will be responsible for supporting and maintaining the transition of 25 eligible individuals into community-based housing. The funder for this project requires that the selected provider utilize the principles of the Housing First model and evidence-based practices (EBPs) for permanent supportive housing.

Housing First is an evidence-based approach to ending homelessness that prioritizes providing individuals and families with immediate access to permanent housing without preconditions such as sobriety, treatment participation, or service compliance. It emphasizes consumer choice, low-barrier access, and voluntary supportive services to promote housing stability and improve overall well-being. The model is especially effective for people experiencing chronic homelessness and serious mental health or substance use challenges.

Evidence-based practices for permanent supportive housing refer to structured, research-supported methods that combine affordable, long-term housing with flexible, voluntary support services tailored to individuals with serious mental illness

or disabilities. These practices aim to promote housing stability, community integration, and recovery, and are grounded in decades of data showing reduced use of emergency services and improved health outcomes. Key features include tenant rights, individualized care, and non-time-limited access to housing and services.

This project serves individuals with forensic involvement, which refers to people who are involved with the criminal justice system due to legal charges, court orders, or judicial proceedings and who are receiving behavioral health services. This includes psychiatric evaluations for competency and criminal responsibility, court-mandated treatment, and diversion programs designed to connect individuals to behavioral health care as an alternative to incarceration.

The project supports individuals transitioning to independent housing from Maryland psychiatric hospitals, residential rehabilitation programs (RRP), and assisted living facilities.

The selected applicant will provide three (3) core services: housing support, care coordination, and peer specialist support.

Scope of Service

This project is grounded in a person-centered approach, emphasizing individualized, comprehensive support services that promote stability, recovery, and independence. The primary objective is to ensure access to safe, affordable, and sustainable housing for participants with forensic involvement.

Housing Support

The housing rental subsidy is designed to address both immediate needs, such as security deposit and household supplies, and ongoing needs, such as subsidized rent, using a HUD-aligned approach. This includes:

- Initial housing expenses, including security deposits, first month rent, utilities, basic furniture, kitchen supplies, and basic household cleaning supplies.
- Ongoing rental subsidy to ensure safe housing affordability, using the Maryland Department of Health Determination of Rent Reasonableness form and Rent Calculation Worksheet from the Maryland Behavioral Health Administration, along with guidelines approved and reviewed annually by BHSB and the Maryland Department of Health.

Care Coordination

Care coordination ensures smooth collaboration between project participants, housing providers, and community partners to deliver integrated support. The approach must strengthen access to housing and services, improve retention, and promote long-term stability. The selected applicant will demonstrate how they use these partnerships to overcome barriers and support participant success.

Care coordination includes:

- Coordinate referrals to the project.
- Monitor project participants' progress
- Monitor performance measures, including:
 - Housing stability and supportive services
 - Consumer transitions: Track the number of individuals served, including move-in and move-out dates from the different transition points.
 - Financial support: Document monthly rent and initial housing-related expenses per consumer.
 - Housing providers: Record names of landlords/providers and unit locations.
 - Service referrals: Monitor the number of referrals to treatment and supportive services.
 - Engagement: Track the number of peer support encounters with consumers.
 - Activities: Describe types of peer support provided.
 - Build relationships with landlords, property managers, and housing entities committed to supporting participants' housing needs. This includes problem-solving any issues that can impact housing status.
- Build relationships with community behavioral health providers.
 - Collaborate with mental health and substance use disorder treatment providers experienced in serving individuals with co-occurring disorders and forensic involvement.

Peer Support Specialists

Peer support specialists play an important role in recovery. They use their personal experiences to make them uniquely capable of authentically engaging with people, building trust, and instilling a sense of hope that treatment works and recovery is possible. Peer support specialists will be responsible for:

- Transition: supports individuals during the planning and implementation of the transition from a state psychiatric hospital and/or RRP.
- Support participants with creating and maintaining a recovery plan.
- Support participants with accessing and maintaining recovery-based, self-help support, including wellness and recovery centers, Alcoholics Anonymous, and Narcotics Anonymous groups, etc.
- Assist individuals with developing or enhancing natural supports.
- Work with care coordination staff to:
 - Early Intervention: Resolving conflicts before they threaten housing placement.
 - Advocacy and coordination: Ensuring access to community resources and support services.

- Client-centered support: Promoting stability through proactive engagement and problem-solving.

Project Deliverables:

The selected applicant will report the:

- Number of consumers served
- Number of consumers transitioned from a state hospital to residential rehabilitation programs (RRP)
- Number of consumers transitioned from a state hospital to independent housing
- Number of consumers transitioned from an assisted living unit (ALU) to an RRP
- Number of consumers transitioned from an ALU to independent housing
- Number of peer support visits.
- Attach quarterly and demographic report indicating:
 - Number of individuals served with move-in and move-out dates (of consumers who transitioned from the project)
 - Monthly rent amounts and other initial expenses for each individual.
 - Landlords/RRP providers and participant address
 - Number of referrals made to treatment and supportive services

Focus Population

The target population is adults with co-occurring disorders with forensic involvement who reside or are willing to reside in Baltimore City.

Staffing Requirements

- Recruit and hire peer support specialists
 - 1.0 full-time equivalent (FTE) or 2 (0.50) FTE
 - If the selected applicant is a substance use provider:
 - The peer support specialist(s) must hold and maintain an active certified peer recovery specialist (CPRS) certification, recognized by the Maryland Addiction and Behavioral Health Professionals Certification Board (MABPCB)
 - Must receive required peer supervision according to the Maryland Addiction and Behavioral Health Professionals Certification Board (MABPCB)
 - If peers are not certified at hire, they must be certified within 18 months of their hire date. The selected applicant can work with BHSB staff to support the organization in getting peer certified.
 - If the selected applicant is an outpatient mental health center (OMHC) or a Residential Rehabilitation Program (RRP)

- If peers are not certified at hire, they must be certified within 18 months of their hire date. The selected applicant can work with BHSB staff to support the organization in getting peer certified.
- All staff working on this project must have relevant experience and knowledge of the population of focus to be served.
- Staff will maintain all required credentials throughout the grant period and participate in any required training and/or supervision.
- The selected applicant will determine the additional proposed staffing pattern that will be needed to support service delivery through this grant.

Funding Availability

The funding available for this project is a prorated amount of \$175,671 for FY26. If awarded, the FY27 award amount is anticipated to be \$421,610. The options to renew annually, pending the availability of funding and performance.

The selected applicant must ensure that all services eligible for Medicaid reimbursement are billed through Medicaid, and grant funds are used solely for services that are not reimbursable by Medicaid.

Risk Assessment

BHSB completes a risk assessment as part of the procurement process. Applicants should be sure to provide the most recent available versions of all requested documentation with their RFP application.

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 are 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 – Advance Basis contract

- Vendor receives payment in advance of incurring and reporting costs based on a pro-rated budget (e.g., ¼ of the budget each quarter), with payment amounts adjusted based on spending.

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 the 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.

II.OVERVIEW OF RFP

Purpose of RFP

BHSB seeks a qualified applicant to implement a transitional housing initiative for individuals with co-occurring mental health and substance use disorders who also have forensic involvement. The selected applicant will be responsible for supporting and maintaining the transition of 25 eligible individuals into community-based housing, utilizing the principles of the Housing First model and evidence-based practices for permanent supportive housing.

Applicant Eligibility

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

- Must be licensed as one (1) of the following according to Maryland COMAR 10.63 regulations:
 - Outpatient mental health center
 - Outpatient substance use disorder treatment program
 - Residential rehabilitation program
- Able to bill and receive reimbursement with Medicaid.
- In Good Standing with the Maryland Department of Assessments and Taxation.
- For applicants that currently receive grant funds from BHSB or did receive grant funds in prior years:
 - No outstanding financial audits
 - No money owed to BHSB
 - No current Corrective Action Plans (CAP) for which the applicant has not met identified targets more than two years beyond the date the CAP was issued.
 - No more than one (1) Accountability Compliance Audit in the two fiscal years preceding the current fiscal year that reflects unresolved deficiencies.

Proposal Timeline and Specifications

1. Timeline

Release Date:	November 12, 2025
Pre-Proposal Conference:	November 17, 2025, at 9:00 a.m.

**Pre-Proposal Conference
reschedule date: November 21,
2025 @ 2 p.m.**

Proposal Due: December 12, 2025
Anticipated Award Notification: January 19, 2026
Anticipated Contract Start: January 19, 2026
Anticipated Service Start: February 1, 2026

2. Pre-Proposal Conference

Date: November 21, 2025.

Time: 2:00 pm

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

Click here to join the meeting: [Baltimore City Co-Occurring Supported Housing Pre-Proposal Conference RESCHEDULE](#)

Or call in (audio only): [+1 443-819-0973,,916681084#](#) United States, Bel Air

[Find a local number](#)

Phone conference ID: 916 681 084#

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 November 27, 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 on December 12, 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. 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: February 1, 2026 – June 30, 2026, with options to renew annually pending availability of funding and performance.

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.

RFP Postponement/Cancellation

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

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.

III. FORMAT AND CONTENT OF PROPOSAL

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>.

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. Describe your organization's history and experience, including the length of time delivering services, serving individuals:
 - i. with co-occurring diagnoses,
 - ii. with forensic involvement, and/or
 - iii. housing insecurities
- 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. Describe your capacity to submit reports and invoices on time.

2. Principles and Values (15 points)

- a. Describe your organization's commitment to serving individuals with all individuals and being responsive to individual, family, and community differences. How do you operationalize this commitment?
- b. Describe your organization's commitment to a trauma-informed and responsive approach and any trauma-specific interventions your organization currently offers or would implement if awarded this grant.
- c. Describe your organization's commitment to addressing stigma related to behavioral health. How do you operationalize this commitment?

3. Service Delivery (40 points)

- a. Describe your organization's plan to deliver all services outlined in the Scope of Services. Include details on your current operational capacity to support both the transition and ongoing service delivery for the required number of participants, beyond those currently served.
- b. Describe how your organization will collaborate with landlords and community behavioral health providers to identify and engage individuals in need of services.
- c. Describe how your organization will support effective transitions between the state psychiatric hospital system and community providers (Residential Rehabilitation Program, Assisted Living Facility, etc.) to ensure continuity, coordination, and appropriate service delivery for participants.
- d. Describe how your organization responds to overdoses, suicide risk, and behavioral health crises within the program. Include examples of how similar situations have been managed in the past, highlighting protocols, staff roles, and coordination with emergency or clinical services.

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/supervision 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 (5 points)

- a. Describe your organization's staff approach to working with the focus population.

6. Program Evaluation and Quality Assurance (5 points)

- a. Describe how your organization obtains and incorporates feedback from people served and other stakeholders. How do you use feedback to develop, implement, operationalize, and/or improve program services?

7. 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. Contracts are expected to start on 2/1/2026.

8. Appendices

- Copies of all relevant licenses/certifications, including any licenses issued by the Maryland Department of Health (BHA and OHCQ). BHSB is aware that BHA is experiencing delays with license applications. Please upload a copy of the letter from BHA acknowledging receipt of the application, along with a copy of the most recent license.
 - 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
 - Verification of Medicaid provider status, a copy of the organization's Medicaid/ASO enrollment or approval letter/certificate.
 - Medicaid Provider Enrollment Letter or Certificate
 - Medicaid Provider Number/ID Confirmation
 - ASO Provider Approval Letter
 - Medicaid Participation Agreement
 - Organizational chart
 - Resume or curriculum vitae for individuals/consultants working on this project
- 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, please upload a statement detailing why.
- 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. (If the selected applicant's business is registered in a state other than Maryland, they will be required to register in Maryland as part of the contracting process.)