



REQUEST FOR PROPOSALS:

Making All the Children Healthy (MATCH)

Psychiatric Consultation

Release Date: May 1, 2026

Pre-Proposal Conference: May 5, 2026, at 1 p.m.

Proposals Due: June 1, 2026, at 5:00 p.m.

Anticipated Award Notification: June 21, 2026

Anticipated Contract Start: July 1, 2026

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

Making All the Children Healthy (MATCH) Psychiatric Consultation

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. We are 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 individual, family, and community differences.

Description of Project

This procurement seeks one board-certified child psychiatrist (“psychiatrist”) to provide psychiatric consultation for the Baltimore City Department of Social Services (BCDSS) and its Making All the Children Healthy (MATCH) program. MATCH provides integrated case management designed to ensure the behavioral and somatic health needs of all children in the care of BCDSS are identified and addressed.

The psychiatrist will provide independent, expert recommendations to support improvements in the mental health outcomes of youth in BCDSS care, including clinical recommendations focused on enhancing youths’ mental health in both the short-term and long-term. These recommendations will include strategies to reduce the immediate risk of harm for youth with significant emotional and behavioral dysregulation who present safety concerns across placement settings.

Scope of Service

The psychiatrist will play a key role in supporting and addressing the behavioral health needs of youth who are in the care of BCDSS and will provide ongoing consultation and technical assistance to BCDSS staff for a minimum of 32 hours per week. Services will primarily be conducted on-site at the BCDSS Permanency

Services office location, Monday-Thursday, for at least 24 hours per week. Eight of the 32 hours of work effort may be conducted each week remotely with a telework plan approved by BCDSS.

The scope of work will include, but is not limited to, the following services:

Psychiatric Consultations

- Provide psychiatric consultations when requested by BCDSS staff.
- Psychiatric consultations will routinely be requested for youth who are:
 - served by the Youth Wellness Program—a BCDSS behavioral health treatment program for youth who present with high-risk behaviors and/or significant emotional or behavioral dysregulation and/or
 - referred for congregate care placements.
- Psychiatric consultations will be requested whenever questions or concerns arise regarding medications prescribed to a youth in BCDSS care, and specifically when BCDSS receives a request for consent for psychotropic medication for youth who:
 - are age 6 or younger,
 - are not currently prescribed an antipsychotic or mood stabilizer, and/or
 - will be prescribed (3) three or more psychotropic medications if this consent is given.
- The psychiatric consultation is expected to include a review of all relevant materials, including the youth’s mental health records and child welfare case notes, and, when appropriate, consultation with current and/or former mental health providers and BCDSS staff involved in the child’s case.
- Written consultation notes will be provided to BCDSS that include, at a minimum:
 - a summary of the youth’s circumstances leading to entry into care,
 - an overview of recent behaviors and presenting concerns,
 - a history of mental health treatment,
 - clinical recommendations for BCDSS staff and
 - recommendations regarding mental health treatment.
- The psychiatrist will ensure all consultation activities are documented in the Child, Juvenile, and Adult Management System (CJAMS), which is the state’s case management system of record for child welfare, juvenile services, and adult protective services.

Certificate of Need (CON) Evaluations

- When requested by BCDSS, evaluate youth who are in BCDSS care and not connected to a behavioral health provider to determine if a Certificate of Need (CON) for residential treatment center (RTC) placement is clinically appropriate.
- The steps to conduct an evaluation are:
 - BCDSS convenes a meeting with the psychiatrist to present the basis for recommending an initial RTC placement.
 - If the psychiatrist identifies additional mental health records that are needed but not available, BCDSS staff will make efforts to obtain these records as soon as possible.
 - BCDSS works with the psychiatrist to schedule the youth for a face-to-face (in-person or virtual format) psychiatric evaluation to determine whether the youth meets CON criteria.
- If the psychiatrist deems the youth meets CON criteria, they will prepare a written psychiatric evaluation that includes:
 - a summary of the youth's presenting problem(s),
 - current psychiatric symptoms and behaviors
 - treatment, medication, family, and educational history,
 - all applicable diagnoses, and
 - a recommendation as to why the youth should be placed in an RTC.

If there is a delay in placement to an RTC, the psychiatrist will provide written updates to the psychiatric evaluation every 30 days until either the youth is admitted to an RTC or the psychiatrist determines that an RTC placement is no longer appropriate.

- If the psychiatrist determines that the youth does not meet CON criteria, they will prepare a written psychiatric evaluation that includes:
 - a summary of the youth's presenting problem(s),
 - current psychiatric symptoms and behaviors,
 - treatment, medication, family, and educational history,
 - all applicable diagnoses,
 - an explanation as to why the youth is not recommended to be placed in an RTC, and

- recommendations for community-based, non-RTC services to address the youth's needs.
- Ensure the psychiatrist receives training and supervision to support the implementation of policies and practices that promote resilience and prevent and mitigate the negative effects of adversity and trauma.

Other Services

- Review and sign SOAR (SSI/SSDI Outreach, Access and Recovery) evaluations for youth poised to transition out of foster care.
- As needed, convene and facilitate meetings to discuss a youth's mental health needs, medications, treatment plan, and/or discharge plan.
- Participate in meetings as requested by BCDSS staff, including but not limited to: Family Team Decision-Making meetings, treatment team meetings, BCDSS case reviews, BCDSS staff meetings, etc.
- Provide in-service training for BCDSS staff. This may involve curriculum development to address specific topics.
- Contribute to child welfare-related policy and serve as a liaison, as requested by BCDSS to external committees and statewide task forces, offering clinical expertise to inform broader system-level initiatives impacting youth in foster care.

Project Deliverables

- Up to 32 hours of psychiatric consultation and other services specified in the Scope of Service per week, as requested by BCDSS
- Complete an annual Maryland Protective Services background check of the psychiatrist and any other staff who may provide direct services to minors or who may come into regular unsupervised contact with minors. In any case where a finding is reported, the selected applicant shall be responsible for taking immediate and appropriate action to protect the safety and welfare of all persons who have contact with that individual.
- Provide psychiatric consultations via phone or in person as described in the Scope of Services.
- Provide written psychiatric consultation notes as described in the Scope of Service.
- Participate in treatment team meetings, case reviews, and Family Team Decision-Making to provide psychiatric consultation as requested by BCDSS.
- Prepare and deliver trainings to BCDSS staff on topics relevant to child and adolescent behavioral health as requested by BCDSS.

- Conduct Certificate of Need evaluations as described in the Scope of Services.
- Document all psychiatric consultation activities in the CJAMS system.
- Contribute to policy development and serve as a liaison to external committees and statewide task forces, as requested by BCDSS.
- Submit a quarterly log documenting all services provided, including:
 - # of psychiatric consultations
 - # of CON evaluations completed
 - # of SOAR evaluations completed
 - # and type of meetings attended
 - # trainings delivered for BCDSS staff
- Submit a quarterly report documenting any training and/or supervision received by the psychiatrist.

Focus Population

Youth in the care of BCDSS.

Staffing Requirements

The psychiatrist who will be assigned to staff this project must have relevant experience and knowledge to meet the needs of the people who will be served within the scope of the project, including:

- Clinical expertise regarding oversight and management of psychotropic medications for youth in foster care
- Knowledge of the services offered by RTCs, experience evaluating youth to determine if an RTC placement is clinically appropriate, and knowledge of alternative community-based services to address the needs of youth who do not meet the criteria for an RTC placement
- Experience working in close collaboration with various levels of staff for consultation and training to address acute and ongoing needs to support the wellness of youth in the care of BCDSS

Additional requirements for the psychiatrist assigned to staff this project include:

- Medical Doctor (MD) and completed specialty training in psychiatry
 - Board-certified child psychiatrist
 - Licensed to practice in Maryland

- Resume that exhibits 3–5 years of relevant experience with youth in the care of BCDSS
- Experience serving youth in Baltimore City

Funding Availability

The total award for this procurement is \$280,427 from July 1, 2026, to June 30, 2027. The selected applicant will not be required to access or bill Medicaid for any portion of the services supported by this funding.

The selected applicant may be eligible for renewal, contingent on funding availability and performance.

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 – Actual Expenditures contract

- 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

The selected applicant 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.

OVERVIEW OF RFP

Purpose of RFP

This procurement seeks one board-certified child psychiatrist to provide psychiatric consultation for BCDSS. The psychiatrist will provide independent, expert recommendations to support improvements in the mental health outcomes of youth in BCDSS care, including clinical recommendations focused on enhancing youths' mental health in both the short-term and long-term. These recommendations will include strategies to reduce the immediate risk of harm for youth with significant emotional and behavioral dysregulation who present safety concerns across placement settings.

Applicant Eligibility

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

Eligible applicants include:

- Mental health organization that has a Maryland-licensed board-certified child psychiatrist
- Submission of a Certificate of Good Standing from the Maryland Department of Assessments and Taxation.
 - The certificate **must be dated within one year** of the RFP submission due date.
 - **Screenshots from the MDAT website will not be accepted.**
- Applicants that currently receive grant funds from BHSB or who have received grant funds in prior years must have:
 - No outstanding financial audits
 - No late payments 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:	May 1, 2026
Pre-Proposal Conference:	May 5, 2026, at 1:00 p.m.

Proposal Due:	June 1, 2026, at 5:00 p.m.
Anticipated Award Notification:	June 21, 2026
Anticipated Contract Start:	July 1, 2026

2. Pre-Proposal Conference

Date: May 5, 2026

Time: 1:00 pm

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

Click here to join the meeting: [Making All The Children Healthy Pre-Proposal Conference](#)

Or call in (audio only): +1 443-819-0973,,762568355#

Phone Conference ID: 762 568 355#

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 **May 12, 2026**.

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

All proposals must be submitted through BHSB’s online portal. Applicants must register with the system ahead of time. You will be 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.

Click [here](#) to access BHSB’s online application portal, or copy and paste the following URL into your browser:
<https://www.grantinterface.com/Home/Logon?urlkey=bhsbaltimore>

All proposals must be received no later than **5:00 pm EST on June 1, 2026**. 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

5. Anticipated Service Term: July 1, 2026 to June 30, 2027, 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 applicant 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.

FORMAT AND CONTENT OF PROPOSAL

Proposal Instructions

- Applications must be submitted through BHSB's [online portal](https://www.grantinterface.com/Home/Logon?urlkey=bhsbaltimore): <https://www.grantinterface.com/Home/Logon?urlkey=bhsbaltimore>. We recommend you start your application early.

Late proposals will not be accepted.

- Generative artificial intelligence (AI) tools are becoming increasingly prevalent. While AI is a helpful 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

Applicants must respond to the questions below and submit all documents listed in the Required Documents section. The following outline describes the information requested and the assigned possible point values for each question.

1. Organizational Background and Capacity

- a. Describe your organization's experience and ongoing capacity to work with children and families involved with Baltimore City Department of Social Services (BCDSS), as well as your history of forming effective partnerships with behavioral health providers. **(5 points)**
- 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. **(5 points)**

2. Principles and Values

- a. What are the core values that drive your organization's work with children, adolescents, and families? How do you operationalize them? How would they drive your service delivery for this project?**(5 points)**

- b. Describe your organization's commitment to and experience with ensuring that children are served in the least restrictive setting clinically required for their immediate safety, that permanency of placement and continuity of healthcare are clear benchmarks for system-involved children and families, and that trauma-informed treatment options are prioritized. **(5 points)**

3. Service Delivery

- a. Describe your organizational plan to deliver trainings to BCDSS staff on topics relevant to child and adolescent behavioral health as requested by BCDSS. **(10 points)**
- b. Describe the psychiatrist's knowledge of community-based, non-RTC services that will address the needs of youth who do not meet CON criteria and how they will identify additional services as needed. **(15 points)**
- c. Describe the experience and expertise the assigned psychiatrist would bring to representing BCDSS when requested on external committees and statewide task forces related to psychotropic medication administration and other topics involving psychiatric care of involved youth. Please provide specific examples describing how they have engaged in this work in the recent past. **(5 points)**

4. Staffing Plan

- a. Describe the experience and skills of the psychiatrist assigned to staff this project. How do they meet the expectations described in the Staffing Requirements section of the RFP? **(15 points)**
- b. Describe your organization's proposed training plan for the psychiatrist assigned to this project. **(10 points)**

5. Effectively Serving the Focus Population

- a. Describe how the psychiatrist will address the unique needs of each child served through this project. How will they take into consideration individual, family, and community differences experienced by children and families who are involved with BCDSS? **(10 points)**

6. Program Evaluation and Quality Assurance

- a. How does your organization support ongoing quality improvement? **(5 points)**

7. Implementation Timeline

- 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. The contract is expected to start on July 1, 2026. **(10 points)**

8. Required Documents

- Resume or curriculum vitae for the board-certified child psychiatrist who will provide the services described in the Scope of Services
- Current Maryland medical license and proof of board certification in child and adolescent psychiatry
- Attach a line-item budget and budget narrative for the first year of work, aligning it with the staffing requirements and proposed activities.
- 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, if applicable, a letter of extension from BHA, along with a copy of the most recent license.
- Most recent site visit report from the Administrative Services Organization (ASO) for Maryland's fee-for-service public behavioral health system, accrediting organization, and/or the Office of Health Care Quality (OHCQ), including any statements of deficiencies and program improvement plans
- 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. (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.)
 - The certificate **must be dated within one year** of the RFP submission due date.
 - **Screenshots from the MDAT website will not be accepted.**

- Completed and signed [Organizational Capacity Assessment](#). (This form is available on BHSB's website. Click on For Providers, select Forms for Providers, then scroll down to Key Information for Contracts.)