



1001 E. Fayette Street • Baltimore, Maryland 21202
Brandon M. Scott, Mayor
Letitia Dzirasa, M.D., Commissioner of Health

REQUEST FOR PROPOSALS
for
Behavioral Health Care for Individuals
Experiencing Homelessness

July 1, 2023 – June 30, 2026
Released by: Division of Population Health and Disease
Prevention
January 9, 2023

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Background

Baltimore City Health Department (BCHD) seeks a vendor to provide unfunded behavioral health and supportive services for individuals experiencing homelessness diagnosed with behavioral health conditions. BCHD receives funding support yearly via the Behavioral Health Administration at Maryland Department of Health to provide behavioral health care services to individuals experiencing homelessness. BCHD seeks a vendor to provide direct behavioral health services and supportive services including case management, housing stability, peer support services, and psychiatric occupational therapy.

Scope of Work

The successful bidder will serve as a provider of unfunded behavioral health and supportive services for individuals experiencing homelessness and will enter into a contract with the BCHD. The scope of work is intended to serve as a guide in the preparation of a proposal. Proposals may offer additional services other than those listed below, but *funding may only be used for behavioral health services and support not otherwise billable under the Public Behavioral Health System.*

Provide unfunded behavioral health services:

- Deliver behavioral health services to individuals with severe mental illness or substance use conditions, including group visits, to increase access to behavioral health care to include:
 - Psychiatric Occupational Therapy
 - Unbillable services to support Medication Assisted Treatment (MAT) such as: care coordination, linkages to and from behavioral health, contacting patients to assist with stabilization.
- Screening, Brief Intervention, and Referrals to Treatment (SBIRT): Use the SBIRT tool to assess clients to identify and refer to appropriate behavioral health services.
- Benefits enrollment: Assist clients with behavioral health conditions with access to Medicaid or Medicare benefits.
- Case management: Provide case management services to clients with behavioral health conditions including addressing housing instability, food insecurity, unsafe living situations, referrals to behavioral health treatment, and benefits assistance.
- Same day appointments: Ensure ongoing access to same-day appointments to meet the behavioral health and integrated care needs of individuals experiencing homelessness.
- Peer support and peer recovery: Provide peer support and peer recovery services to individuals with behavioral health conditions.

Contract Monitoring and Deliverables

The Baltimore City Health Department shall engage in ongoing, periodic monitoring activities to evaluate the quality of service delivery. Activities shall include, but are not limited to the following:

- A Site Visit to evaluate and document compliance with administrative and programmatic requirements.
- Review of quarterly reports to evaluate program effectiveness.
- Review of client satisfaction reports biannually.
- Collection and submission of programmatic data as required by the funder.
- Participation in at least 2 monitoring phone calls per fiscal year

Contract Term

1. It is the intent to award a contract for three years. After the first year, each subsequent year is subject to renewal. The decision to renew the contract will be at the sole discretion of the BCHD and subject to available funding from the Maryland Department of Health. BCHD will have the right to early termination.
2. Effective Date. This contract will begin on July 1, 2023.
3. Expiration Date. The initial term of this contract will expire three years after the effective date on June 30, 2026.
4. This contract may be renewed for one additional three-year term at the sole discretion of BCHD.
5. Renewals will be influenced by funding availability.

Proposal Content Outline and Rating Criteria

The proposal will be deemed responsive if the applicant responds to and meets all of the requirements of the RFP. Applicants may be invited for interviews to discuss the proposal elements in more detail at the discretion of the selection committee. BCHD reserves the right to cancel this RFP and solicit new proposals if, in the BCHD's sole judgment, the best interests of BCHD will be served by doing so.

The selection committee will evaluate each proposal and use the following for scoring components for each submission:

- 1.) Organizational Background and Capacity (20 points)
 - a. Provide an overview of your organization, including how long it has operated. Provide the website address or a statement that the organization has no website.
 - b. Describe your organization's experience managing programs similar to this project, meeting contractual deliverables, and your capacity to manage the programmatic requirements of this project.
 - c. Describe your organization's experience working with and continued capacity to provide behavioral health services to individuals experiencing homelessness.
 - d. If your organization has a board, identify its members (can be a website that identifies board members)

- 2.) Principles and Values (10 points)
 - a. Describe how your organization's current practices ensure services are delivered in a culturally and linguistically competent manner.
 - b. Describe how you will integrate principles of equity, anti-stigma, and harm reduction into this work.
- 3.) Service Delivery (20 points)
 - a. Describe your organization's plan to provide all services outlined in the Scope of Work section of this RFP.
 - b. Describe your organization's ability to provide behavioral health services to individuals experiencing homelessness.
 - c. Describe your organization's plan to implement person-centered services and treatment planning to support unfunded behavioral health services.
- 4.) Staffing Plan (10 points)
 - a. Describe your proposed staffing plan. Attach an organizational chart that shows how this project will fit into your organization's overall structure.
 - b. Describe your organization's practices to retain staff and provide the turnover rate of staff in your organization over the past two years.
 - c. Identify functions that the organization may or will subcontract out; if the subcontractor has been identified, provide its background, qualifications, and staffing information. If a subcontractor is not yet identified, describe the qualifications that will be sought to fill the function. Subcontractor performance is the responsibility of the selected organization, which is liable for all actions and/or lack of action on the part of all subcontractors. Where the use of an established subcontract is proposed, an original letter from each subcontractor attesting to their agreement to all terms of the proposal and any resulting contract will need to be included.
- 5.) Effectively Serving Individuals Experiencing Homelessness (20 points)
 - a. Describe your organization's history and expertise in serving individuals experiencing homelessness.
 - b. Describe how your organization is uniquely qualified and designed to address known disparities experienced by individuals experiencing homelessness.
 - c. Provide evidence of external customer satisfaction.
- 6.) Program Evaluation and Quality Assurance (10 points)
 - a. Describe how your organization obtains and incorporates feedback from individuals experiencing homelessness and other stakeholders into the development, implementation, operation, and improvement of program services.
 - b. Describe what data you will collect, analyze, and use to improve services through this project.
- 7.) Proposed Program Budget (10 points)
 - a. Provide a detailed budget for delivery of the scope of work, including personnel and operating and administrative costs, using the BCHD 432 budget packet. The funding for this project can vary based on the award of funds to the BCHD.
 - b. For the purpose of this proposal, please submit a budget narrative for the following time period (July 1, 2023- June 30, 2024). Bidders are required to submit a detailed itemized budget discussing behavioral health services that will be provided and a line-item-by-line-item rationale for each service/cost listed.

- i. Include descriptions for each of the following budget costs:
 1. Personnel
List all personnel whose salaries will be paid in whole or in part by the fiscal agent contract funding. For each position, provide job title, employee name, brief description of duties and responsibilities related to the contract, annual salary, percentage of time to be devoted to and paid under the contract, and amount to be charged to the contract.
 2. Fringe Benefits
Provide the aggregate amount of fringe benefits for personnel and include a breakdown of the benefits covered by this amount.
 3. Travel
All travel must directly benefit the work supported by this contract. List all travel anticipated to occur during the performance period. Be specific about who will travel and anticipated timeline.
 4. Supplies
 5. Indirect Costs
10 percent (%) is the maximum allowable indirect cost.
 6. Other Resources
Provide information about current relevant sources of financial or material support for your organization.
- ii. Budget narrative/justification and completed budget form BCHD 432 budget packet. Questions related to the budget should be directed to Al Russell at Al.Russell@baltimorecity.gov with Jennifer Martin: jennifer.martin@baltimorecity.gov copied.

8.) Appendices

- a. Copies of all relevant licenses and certifications
- b. Organizational Chart
- c. Line Item Budget and Budget Narrative
- d. Certificate of Good Standing from the Maryland Department of Assessments and Taxation
- e. Provide three references and describe how these contacts are familiar with the bidder's organization and the nature of the work performed.
- f. Provide a list of any legal actions taken against your organization, including lawsuits, injunctions, or court orders.

Proposal Evaluation

An initial review of proposals will be conducted by the Deputy Commissioner for Population Health and Disease Prevention. The proposals will be reviewed to determine if instructions were followed, eligibility requirements are fully met, and the required items were submitted. Proposals that are deemed compliant with instructions will proceed to review by a collaborative BCHD stakeholder review committee.

Eligible Applicants

The following organizations are eligible to apply for these funds:

- Organizations that have at least 5 years of experience providing behavioral health services and support services to individuals experiencing homelessness AND
- Have a physical site within Baltimore City by July 1, 2023 AND
- Have knowledge of the needs of individuals experiencing homelessness in Baltimore City and the resources available in Baltimore City AND
- Are in good standing with Maryland State Department of Assessment and Taxation

Letter of Intent

It is strongly recommended that all organizations interested in applying for this RFP submit an electronic letter of intent notifying BCHD of its intent to submit a proposal by **January 18, 2023**. Letters should be signed by the organization's designated authority/lead proposal contact and should be submitted by email to: Jennifer Martin at jennifer.martin@baltimorecity.gov.

Proposal Submission

Completed and signed proposals must be received by the Division of Population Health and Disease Prevention by email, on or before **5:00p.m. EST, Friday, February 10, 2023**.

Email to:

Jennifer Martin, Deputy Commissioner for Population Health and Disease Prevention at jennifer.martin@baltimorecity.gov

If difficulties are encountered sharing these documents electronically, please call 410-396-8133 to arrange alternate submission.

No extensions will be given. All components of the proposal must be included in the emailed proposal. Incomplete submissions will not be considered.

Award Range

The exact award is contingent upon available funding. Proposals may not exceed a budget threshold of \$525,000. Future year awards are contingent upon available funding and vendor performance. Administrative costs are limited to 10%.

NOTE: BCHD reserves the right to negotiate awards based on project plans, documented experience, and recommended program reviews.

Required Assurances

Assurance of Compliance with State and Local Requirements

All contractors must adhere to state and city contract requirements and have a current certificate of good standing from the State of Maryland.

Grant Period and Available Funding

The grant cycle for this Behavioral Health Services for Individuals Experiencing Homelessness funding is for a period of three years beginning July 1, 2023 and concluding on June 30, 2026. During this three-year period, BCHD intends to award funding to the same vendor, one year at a time, on a non-competitive basis and on the basis that the vendor has performed satisfactorily in the previous period.

Proposal Timeframe and Specifications

Release Date:	Monday, January 9, 2023
Proposal Due:	Friday, February 10 at 5pm
Anticipated Award Notification:	May 1, 2023
Anticipated Contract Start:	July 1, 2023

Authorized Contact

Applicants are advised that the authorized contact for all matters concerning this RFP is Jennifer Martin whose contact information is listed below.

Jennifer Martin, Deputy Commissioner for Population Health and Disease Prevention
Email: jennifer.martin@baltimorecity.gov