



**Request for Information (RFI)**

**For**

**Engaging Families that Experience Mental Illness**

Issued by

**The Mental Health and Recovery Services Board of Lucas County**

Date Issued:

**Monday, February 22, 2016**

Responses due by **4:30 P.M. EST** on:

**Friday, March 25, 2016**



## **Request for Information (RFI) Engaging Families that Experience Mental Illness**

### Introduction

The Mental Health and Recovery Services Board (MHR SB) of Lucas County is a governmental entity responsible for planning, funding, monitoring and evaluating services and programs for residents with serious mental and emotional disorders and addictions. Funds come from various sources including the county levies, federal and state government. In order to invest those funds most widely, MHR SB believes it must regularly hear from persons who are affected by mental illness and/or addiction, those who actually experience it (consumers) and family members who are impacted by it in order to assess their needs.

### Background

MHR SB seeks to contract with a vendor who is experienced at developing and implementing strategies to gather information from target audiences. Specifically, the Board wishes to engage family members of persons with mental illness/addiction or consumers themselves through surveys, forums, focus groups, personal interviews, feedback loops, etc. so that they can inform the Board of the needs that they perceive based on their lived experiences. It is envisioned that a vendor would not only develop the strategy(s) to be employed, but would also implement those strategies, including analyzing surveys, facilitating focus groups, and synthesizing feedback into a report to MHR SB. The goal is to have meaningful feedback by October 1, 2016. The Board expects that resulting processes would be clearly defined and easily replicated.

All qualified applicants are encouraged to submit a proposal. The MHR SB strives to be diverse and inclusive in our purchasing practices. If your organization is a local vendor or a Minority Business Enterprises (MBE) please indicate that fact in your proposal.

### Submission of Proposals

Interested parties should submit **written** proposals via postal service or hand delivery to:

**Mental Health and Recovery Services Board of Lucas County  
Attn: Engaging Families that Experience Mental Illness  
701 Adams St. Suite 800  
Toledo, Ohio 43604**

Alternatively, interested parties can submit **electronic proposals** to: [netmail@lcmhrsb.oh.gov](mailto:netmail@lcmhrsb.oh.gov)  
Subject line should read: Family Engagement RFI

Proposals should be received by **4:30 PM on Friday, March 25, 2016**. The Steering Committee maintains sole discretion to select a proposal and subsequent vendor based upon its evaluation of submitted materials and ancillary information that may be obtained from external sources. Proposals should not include proprietary information as all submissions will be considered public records.

### Questions & Technical Assistance

All questions must be submitted electronically no later than **4:30 PM on Monday, March 7, 2016** to [netmail@lcmhrsb.oh.gov](mailto:netmail@lcmhrsb.oh.gov). No questions will be answered after the deadline. All questions and answers will be posted at [www.lcmhrsb.oh.gov](http://www.lcmhrsb.oh.gov). Interested parties are required to monitor this website for any updates to the RFI.