

**REQUEST FOR PROPOSALS:
Ohio Department of Youth Services
(ODYS) Reentry Program**

Issued By



**MENTAL HEALTH & RECOVERY SERVICES
BOARD OF LUCAS COUNTY**

**701 Adams Street, Suite 800
Toledo, OH 43604
(419) 213-4600
www.co.lucas.oh.us/mhrsb**

Proposal Due Date: September 15, 2016 - 4:30pm

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OVERVIEW

The Mental Health & Recovery Services Board Mission Statement:

The Mission of MHR SB is to “cultivate a high quality, efficient and accountable network of community assets dedicated to reducing the impact of mental illness and addiction.”

Summary:

The Mental Health and Recovery Services Board of Lucas County receives grant funding of Federal SAPT dollars from Ohio Mental Health and Addictions Services to provide Ohio Department of Youth Services (ODYS) Aftercare programming. Although the Lucas County Juvenile Court has gone to great lengths to reduce the number of youth who are placed out of county, at any given time there are approximately 20 Lucas County youth residing in one of three ODYS facilities. There are also 15-20 youth who are under ODYS community supervision (parole) in Lucas County. These individuals likely will have relatively serious charges, and they have been historically difficult to engage in the community.

According to ODYS personnel, most of the clients who are under their control will be approximately 18 years old and have drug/alcohol issues; some will also have mental health issues. In addition to treatment services, this population will likely benefit from mentoring, employment, housing assistance, and engagement in community activities. ODYS is particularly interested in a provider(s) that can do in-reach into the three ODYS detention facilities, and that can engage and work with the families of these youth as well. There has been a program in place in the past; however, MHR SB is seeking to consider new proposals to improve the effectiveness of transitioning the population back into the County.

MHR SB desires to review proposals from a lead agency acting independently or collaborating with community partners that demonstrates the ability to provide and/or coordinate a substantial level of programming, structure and treatment for multi-need, multi-risk ex-offenders reentering the community. The agency(s) awarded funds in FY 2017 will be eligible for continued funding in FY 2018 pending program performance and compliance with negotiated contract terms, timely submission of reporting requirements, and availability of funding from OMHAS.

Availability of Funds:

For the first year, the total amount of funds available is \$194,486. Respondents may apply for all or a portion of the total; it should be noted that OMHAS grant funds are awarded annually, therefore while a successful applicant may qualify for renewal in subsequent fiscal years, renewal will be dependent on funds available, therefore sustainability will be a component for consideration.

Provider Eligibility:

Because the funds available are Federal SAPT funds passed through OMHAS, the Board may only contract with an Ohio not-for profit agency. Board policy requires the lead agency to be certified by OMHAS to provide appropriate mental health and/or addiction services. The certified agency may sub-contract with other non-profit agencies to provide non-treatment services such as mentoring, education, vocational, etc. so long as the sub-contractor assures compliance with all legal requirements to which the successful bidder will be bound.

Target Population:

This RFP seeks services for youth who are Lucas County residents. Youth remanded to ODYS may be between the ages of 10 – 20, but in Lucas County they are typically between the ages of 12 and 18 and are primarily African-American males. Their offenses may be any felony level, but typically in Lucas County only the most serious felony cases are remanded to ODYS (Aggravated Robbery, Aggravated Burglary, Felonious Assault, etc., most of them having gun specifications.) Additionally, youth who are sent to ODYS will likely meet one or more of the following criteria:

- History of assaultive behavior
- History of substance abuse
- History of mental illness, including psychiatric hospitalization
- History of medication for mental health
- Learning disabilities such as ADD-H, ADD, LD
- History of self-destructive behavior
- IQ below 80
- Victim and/or perpetrator residing in the familial home
- History of domestic violence directed at parents or siblings
- History of sexually offending behavior

The average length of stay in placement is about 12 months. A youth may not be held in custody or supervised on parole after the age of 21.

Expectations/Criteria

- Implementing agency(s) are required to maintain detailed progress notes for each client, including records of engagement in treatment and participation in the activities of the agency's programming. Response should discuss how this will be accomplished.
- Responses must demonstrate experience in working with the population and a commitment to cultural competency in the proposed programming.
- Programs must discuss their capacity to serve clients with co-occurring mental health and AOD disorders.
- Programs should identify best practices for reentry that will be used to serve the population. Reengagement should be a topic of that discussion.

- Programs must assure that they will not use grant funding to supplant or duplicate funding available from Medicaid for eligible persons and services.
- Programs must set realistic goals for success and describe how progress toward those goals will be measured and reported, specifically:
 - Number and percentage of clients that are engaged prior to release;
 - Number and percentage of clients that are engaged subsequent to release from DYS;
 - Number of clients who are compliant with treatment;
 - Number and percentage of clients that complete their parole without re-arrest;
 - Number of clients who are employed;
 - Number of clients who are stably housed;
 - Client perception of care.
- Proposals should clearly define the strategies, model of treatment or service, and programmatic content. Further, they must discuss how treatment will interact with reentry services.

Applicants’ Conference

An Applicants’ Conference will take place on September 1, 2016 at the MHR SB office, 701 Adams Street, Suite 800, Toledo, Ohio, 43604 at 10:00 a.m. While participation in the Applicants’ Conference is not mandatory, it is recommended that Applicants utilize this opportunity to ask any questions they may have related to this RFP.

Contacting any member of the review committee or MHR SB staff regarding this RFP other than at the Applicants’ Conference or via the Feedback Loop may place the agency at risk for elimination of their proposal from further consideration.

Proposed Timeline (may be modified at MHR SB discretion):

August 19, 2016	RFP release date
September 1, 2016 10:00 a.m.	Applicants’ conference
September 8, 2016, 5:00 p.m.	Deadline for Feedback Loop questions
September 15, 2016, 4:30 p.m.	RFP due date
September 19-21, 2016	RFP scored
September 28, 2016	MHR SB committee process
October 18, 2016	MHR SB Board meeting – Award approval
November 1, 2016	Project implementation

No proposal will be accepted after September 15, 2016 at 4:30 pm.

INFORMATION & REQUIREMENTS

Insurance

The vendor shall carry comprehensive general liability insurance and professional liability insurance on itself and each person employed by or under contract with it to perform services described in this RFP, with such coverage limits of \$1,000,000 per incident and \$3,000,000 annual aggregate. Further the agency must carry automobile liability insurance for all vehicles used to transport customers with coverage limits amount at least \$1,000,000.

Indemnification

The MHR SB shall not be responsible or liable for any damage resulting from acts of omission by the vendor, its trustees, officers, employees, agents and contractors, under any theory of imputed negligence or otherwise, and the vendor shall indemnify the MHR SB, its members, officers and employees for, defend them against and hold them harmless from any or all claims relating to acts of omission of the vendor, its trustees, officers, employees, agents and contractors, and from any costs, attorney fees, expenses and liabilities incurred by them in connection with such claims or in the defense of any action or proceeding brought thereon. The indemnification rights under the resulting contract with the vendor shall be in addition to any rights or remedies that may be available to the MHR SB under general legal or equitable principles in the absence of an expressed agreement, and the resulting contract shall not be construed to limit any such rights or remedies. These obligations shall continue in effect notwithstanding the termination or expiration of the resulting contract.

Any entity who responds to this Request for Proposal must be in compliance with all federal and state civil rights, equal employment and affirmative action laws, and regulations.

Letter of Intent

Interested applicants should submit a Letter of Intent by August 26, 2016 to insure receiving any addendums to the RFP. The letter of intent must include the following:

- Organization name
- Federal Tax ID #
- Mailing address (and email address if available)
- Agency Director
- Telephone number (and fax number if available)
- A statement of the intent to submit a Proposal
- Name, title and original signature of the person submitting the Letter of Intent for the organization

Please submit Letter of Intent to Mental Health and Recovery Services Board, Attn: Scott A. Sylak, Executive Director, 701 Adams St., Suite 800, Toledo, OH, 43604, or email to Netmail@lcmhrsb.oh.gov.

Addendum to Request for Proposals

If the MHR SB determines that it is necessary to revise or clarify any part of this RFP, an addendum will be provided via email to all potential applicants who submitted a letter of intent by August 26, 2016. Additionally, any addendum will be posted on the MHR SB website. Any clarifications will become an addendum and no other sources of responses or clarifications are considered valid. It is the responsibility of the applicant to check the MHR SB website for addendums.

Feedback Loop for Questions

All questions should be submitted via the Feedback Loop form (Attachment IV) by September 8, 2016 at 5:00 p.m. A response will be sent via email within one (1) business day to all potential applicants who submitted a letter of intent by the required deadline. Submit Feedback Loop via email to netmail@lcmhrsb.oh.gov or fax (419) 244-4707. Responses will be posted to the Board's website under "Frequently Asked Questions." It is the responsibility of the applicant to check the MHR SB website for updates.

Submission of Proposals

All applicants are required to respond to this RFP exactly as outlined in the Program and Budget sections in order for the MHR SB to evaluate all proposals on an equal basis. The program section should not exceed four (4) pages and the budget narrative should be no more than two (2) pages. Both sections must be formatted on standard 8.5"x11" paper with one (1) inch margins, using Times New Roman with a font size of 12.

Proposals are to be delivered to the MHR SB office no later than 4:30 p.m. on September 15, 2016. No submissions or alterations of a proposal will be accepted after 4:30 p.m.

Submit one (1) original and five (5) copies of the proposal to:

**Scott A. Sylak, Executive Director
Mental Health & Recovery Services Board of Lucas County
701 Adams St., Suite 800
Toledo, OH 43604**

No fax transmission or emails will be accepted for review. To verify official receipt, MHR SB staff will date and time stamp all proposals as they are received.

Notification of Awards

Notification of the awards will be made October 18, 2016. Upon award, the agency(s) will be required to submit an electronic version of their proposals.

Right to Cancel

MHR SB reserves the right to cancel all or any part of this RFP at any time without prior notice. MHR SB also reserves the right to modify the proposal process and time line as deemed necessary.

Vendor Responsibility for Proposal Costs

The applicant is fully responsible for all costs associated with the development and submission of the proposal. The MHRSB assumes no contractual or financial obligation as a result of the issuance of this RFP, the preparation and submission of a proposal by an applicant, the evaluation of an accepted proposal, or the selection of approved proposals.

Ownership of Proposals

It is the practice of the MHRSB to comply with Ohio's Public Records Act (ORC: 149.43). All proposals and associated materials become the property of the MHRSB.

Proposal Acceptance/Rejection

MHRSB reserves the right to reject any or all proposals, to accept, or reject any or all of the items in the proposals, and/or to award the contract in whole or in part if it is deemed to be in the best interest of the MHRSB.

Method of Funding

MHRSB will fund all services under this proposal on a grant basis. Payments will be made in bi-monthly installments over the time period of the contract. A full accounting of grant expenditures will be required 30 days from the completion of the contract, and any unused funds will be returned to the Board.

Applicant's Disclosure

Applicants must provide in their response a disclosure of any pending, current or threatened court actions and/or claims against the applicant, parent company or subsidiaries. This information will not necessarily be cause for rejection of the proposal; however, withholding information may be cause to reject the proposal or rescind any subsequent contract.

Contract Execution

A contract will be executed for the successful applicant(s) based on the Board's fiscal year (July 1, 2016 – June 30, 2017). The desired start date is November 1, 2016, with renewal anticipated for a full year (July 1, 2017 – June 30, 2018) pending successful implementation and performance.

Proposal Review

The review process will be conducted in two stages, as follows:

1. Preliminary Proposal Review examines the proposal to ensure it meets the minimum requirements and mandatory conditions specified in the RFP. If it does not, it will be rejected. A proposal must meet the following mandatory conditions and requirements:

- The proposal must have been received at the address indicated in the RFP **by 4:30 p.m. (local time), September 15, 2016. A proposal not received at the designated address by the specified date and time will be rejected.**
- Lead agency must be certified by OMHAS to provide proposed services.

- As detailed in the RFP, all relevant sections and attachments must be evident. The cover page of the proposal must be signed by an authorized representative of the Applicant. One (1) signed original proposal and five (5) copies must be submitted.

2. Review Committee Process

- All proposals meeting the requirement of above, will be reviewed, evaluated and rated by a Review Committee that may be composed of MHRSB staff, representatives of the RFP specialty area and other community representatives. Review Committee representatives will not include applicants to this RFP or anyone else who may have any conflict of interest that would prohibit a fair and equitable review process.
- The Review Committee will review, evaluate, score and rate all qualified proposals based on the specified criteria in the RFP. A standardized scoring tool will be used. The range of evaluation points and the evaluation criteria for each required section of the proposal is detailed in the Program and Budget Sections of this RFP. In order to be considered for funding, a proposal must earn a minimum of seventy (70) points out of one hundred 100 points, or 70%.
- Subsequent to (but not before) the scoring of all proposals, the Review Committee may request additional information from the applicant.
- The Review Committee will submit scores to the Executive Director who will make funding recommendations to the MHRSB's Programs & Services Committee for consideration. Final awards are subject to the approval of the MHRS Board of Trustees. All decisions of the Board of Trustees are final.

MENTAL HEALTH & RECOVERY SERVICES BOARD
OF LUCAS COUNTY
REQUEST FOR PROPOSAL SECTION

Proposal Sections:

Cover Page: Complete all fields in the cover page. (Attachment I)

Program Section: Describe how the services will be provided and by whom. Please be specific and complete.

Budget Section: Complete the Budget forms for the proposed programming.

PROGRAM SECTION (80 points)

The program narrative shall describe how the services will be provided and by whom. Please be specific and complete. Do not exceed four (4) pages per program. The Board considers the program in totality, including collaboration with partners.

A. Problem Statement: 0-10 Points

This section should begin with a statement of the problem/problems that the proposal is addressing. Describe in detail your understanding of the target population including age, gender and race, income levels, and geographic area.

Program Description: 0-40 Points

Estimate the number of customers to be served, location where services will be provided, hours of operation for these services, referral sources, and community partners. Describe the service model(s) that will be employed and document the evidence of its/their effectiveness as well as their support for serving clients with dual disorders. In this section, identify (and cite) the Evidenced Based Practices upon which programming is based, and community and peer supports that are incorporated into the service model. Proposals should discuss the organizational capacity of the agency(s) or the characteristics of the program(s) that assure that services will be delivered to target populations in a manner that recognizes cultural differences among clients and attempts to be relevant to each client.

B. Outcomes: 0-20 Points

Identify the defined, measurable changes in clients' behavior, recovery, health, knowledge, etc. for which this program(s) was initiated, indicate how those changes will be measured and the method that is in place to gather the data in order to perform such measurements. Further, the proposal must indicate how the agency measures success and the estimated number of successful completions per fiscal year. (The Board considers success in terms of participation/retention in the program, integration into the community, and remaining arrest free.)

C. Organizational Capacity: 0-10 Points

Provide a proposed staffing plan that describes direct and indirect staff (FTEs) required in each of programs proposed. Discuss the licensure/qualifications of key staff where appropriate. Provide information including the type of training(s) that is needed, number of staff to be trained, and the cost of such training(s). Describe the proposal's assumption for staff productivity, and list any previous service provision that uniquely qualifies your agency to respond to the population that your proposal intends to serve. Also discuss the impact on overhead (administration, facility, equipment, etc.), if any, that the proposed project(s) would have. In this section, respondents should discuss their commitment and capacity to submit data to MHRSB. Attach a current and/or proposed organizational chart and proof of ODADAS/ODMH certification for the services identified in the proposal.

BUDGET SECTION (20 points)

Budget Forms (Two Budget Forms are required) 0 - 5 points

Applicants must complete the attached RFP Budget Form for the proposed programming. The Budget Form is a summary of the requested Board funding for your proposal. Each line on this form should be supported by discussion in the Budget Narrative section. On this form, identify the total number of clients served by program and the associated cost per client. Note that no more than 10% of the total cost to the program may be attributed to administrative overhead.

The applicant must submit the Agency Revenue Report (052). It should tie to the agency's total revenue, and should reflect the sources of revenue that fund each of the agency's services/programs. This report will demonstrate the degree (if any) to which other funding will support programs identified in the RFP.

Budget Narrative (No more than four (4) pages) 0 - 10 points

The Budget Narrative should clearly link the project proposal with the required budget forms to explain the cost drivers that ultimately result in the requested Board funding.

Discussion should include assumptions for capacity (numbers of staff delivering service), assumptions about costs (supplies, equipment, transportation, etc.), allocation of overhead, productivity, multiple locations (if applicable), overtime, training, travel, and/or any other factors that will help to understand the composition of cost. Discussion of personnel costs should include the staffing required by position, the levels of credentialed staff employed (advance degrees, licensure, etc.), union bargaining agreements, salaries, fringe benefits and payroll taxes.

Financial Condition and Cost Effectiveness

0 – 5 points

The financial condition of the applicant and cost effectiveness of the proposed program will be components of the scoring for the proposal. The considerations used in evaluating cost effectiveness include projected cost per client successfully completing the program (Program narrative and Budget Form) and demonstrated efficiencies in performing various services.

The current financial condition of the agency will be part of the evaluation. A copy of the Agency's most recent audit report must be included. If the agency did not qualify for an independent audit, a June 30 YTD statement of revenues and expenditures, as well as the Agency's Balance Sheet as of June 30, 2016 should be submitted.

Proposal Checklist

_____ Cover Sheet

_____ Program Section (Maximum of 4 pages)

_____ Budget Sections (Revenue Report, RFP Budget Form, and budget narrative)

_____ Most-recent audited financial statements

or

_____ YTD June Statement of Revenues and Expenditures, and Balance Sheet

_____ Current Organizational Chart

_____ Proof of treatment certification (if applicable)

