

REQUEST FOR PROPOSALS: Strategic Planning Consultant

Issued By



MENTAL HEALTH & RECOVERY SERVICES BOARD OF LUCAS COUNTY

701 Adams Street, Suite 800

Toledo, OH 43604

(419) 213-4600

www.lcmhrsbo.org

Proposal Due Date: October 21, 2016 - 4:30pm

Purpose:

The Mental Health and Recovery Services Board of Lucas County (MHRSB) is seeking the services of an experienced facilitator to develop a high quality strategic planning process that results in a 3-year Strategic Plan that is actionable, measurable, and inclusive. The facilitator will lead the Board’s trustees, its staff, community stakeholders, and persons with lived experience with mental illness and/or addiction in their efforts to craft the document. Though MHRSB currently has Vision, Mission, and Core Value statements, it is expected that those statements would be reviewed to ensure that they reflect the current Board and the current environment.

Background:

MHRSB is a statutorily established governmental unit that has specific responsibilities to assess, plan, fund, monitor, and evaluate a continuum of services for mental health and addiction services in Lucas County. The Board cannot provide direct service; rather it collaborates with stakeholders and community-based treatment and service providers to ensure that a continuum of care exists and that low-income and/or underinsured Lucas County residents have the optimum opportunity to recover from their mental health and/or addiction problems. There are 18 volunteer Trustees and 16 full-time staff members that are responsible for the work of the Board.

The Board, whose mission is to “cultivate a high quality, efficient, and accountable network of community assets dedicated to reducing the impact of mental illness and addiction,” contracts directly for more than 80 programs from 22 local agencies that provide a range of drug and alcohol prevention, treatment and supportive services such as advocacy, housing, employment, etc. MHRSB also works with a number of stakeholders such as local officials, criminal justice and law enforcement, public and private hospitals, and consumer and family groups to assess community need and work collaboratively to meet those needs. Over 28,000 low-income youth and adults were served in the past year.

The Board’s current strategic plan was published in May 2014. Since that time, a number of external factors have changed that require the reexamination of priorities and strategies. For example, the elevation of Medicaid to the state along with the expansion of Medicaid eligibility has dramatically reduced the Board’s funding requirements for traditional treatment services. As a result, over the last two years, a number of new supportive programming efforts have been initiated. Subsequent to these changes, the State has undertaken the effort to “redesign” the way service providers bill for Medicaid services, including a move toward managed care.

Environmentally, Lucas County (along with many other areas in Ohio) is in the midst of a heroin/opiate epidemic which not only demands the Board’s attention, but also its resources. In particular, the State Legislature has outlined a continuum of care that must be implemented and maintained in each Board area. The Ohio Association of Behavioral Health Authorities, of which MHRSB is a member, is trying to move Boards into what is

known as a Recovery Oriented System of Care (ROSC) model. MHR SB will need to evolve organizationally and technologically in order to adapt to environmental, legislative, and financial changes.

Funding Available:

MHR SB’s selection of a consultant/provider will be based on the quality and utility of the final product. Consequently a fixed budget is not established. The successful applicant will clearly articulate how it intends to deliver both quality and value. When a selection is made, it is anticipated that a negotiation will result in a final package of price, deliverables, and timeline.

Contractor Qualifications:

Applicants must clearly demonstrate their experience in leading groups through the strategic planning process and delivering a quality final product. This may be done through the contractor’s resume, references/testimonials, samples of completed work, etc. If the respondent is an organization, MHR SB desires to know the qualifications of the individual(s) who will be lead on this particular project. It is anticipated that personal interviews may be conducted with the top two candidates before a final selection is made. If the respondent is certified by the State of Ohio as a Minority Business Enterprise (MBE), please identify that clearly in the proposal.

Expectations/Criteria

Cover Letter

Applicants must submit a Cover Letter with their submission that includes the following:

- Organization name
- Federal tax ID #
- Mailing address (and email address if available)
- Point of contact
- Telephone number (and fax number if available)
- Name, title and original signature of the person submitting the Cover Letter for the organization

Questions

Questions may be submitted via email through October 15, 2016. They should be sent attention: Strategic Planning RFP to Netmail@lcmhrsb.oh.gov. MHR SB’s response will be posted on the website under Frequently Asked Questions. (lcmhrsb.oh.gov)

Proposed Timeline (may be modified at MHR SB discretion)

September 26, 2016	RFP release date
October 21, 2016, 4:30 p.m.	RFP due date
October 24-28, 2016	RFP scored
November 8, 2016	MHR SB committee process
November 22, 2016	MHR SB Board meeting – Award approval
December 1, 2016	Project implementation

No proposal will be accepted after October 21, 2016 at 4:30 pm.

Submission of Proposals

Proposals containing methodology, costs, and timeframe are to be submitted via email attention: Strategic Planning RFP to Netmail@lcmhrsb.oh.gov by **4:30 p.m. EST on October 21, 2016**. The document should be no more than 3 pages including the budget narrative. A spreadsheet depicting the budget should also accompany. Please provide either links to or a sample of a finished work product (strategic plan) that has recently been completed. MHR SB maintains its sole discretion to select proposals based on its evaluation as to which vendor it selects.

Notification of Awards

Notification of the awards will be made November 22, 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.

Proposal Acceptance/Rejection

MHR SB 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 MHR SB.

Method of Funding

MHR SB will negotiate total payment and payment intervals based on deliverables as documented in the final agreement.

Proposal Review

All proposals will be reviewed by a team of MHR SB staff and stakeholders. Weighting for each component of the proposal will be as follows:

- 1) 10% - Understanding of the Board, the Board's environment, the Board's mission, and the scope of the task at hand.
- 2) 40% - Project approach as detailed by the description of the philosophy, strategy, implementation plan and timelines for completion.
- 3) 20% - Firm's/Consultant's experience in similar projects.
- 4) 20% - Demonstrated past successes evidenced by client references, deliverables, timeliness of completion compared to plan, etc.
- 5) 10% - Budget development including proposed efficiencies and overall cost.

Scores from each of the reviewers will be aggregated and recommendations made to the Executive Director. Top candidates may be asked for a personal interview. The Executive Director will make a recommendation to the Board of Trustees through its Governance Committee, and the decision of the Board is final.