

REQUEST FOR PROPOSALS:
Diversity, Health Equity, and Inclusion
Trainer and Consultant

Issued By:
**Mental Health & Recovery Services Board of Lucas
County**

**701 Adams Street, Suite 800
Toledo, OH 43604
(419) 213-4600**

<http://www.lcmhrsbo.org/>



Proposal Due Date:
February 26, 2021 by 5:00 p.m.

OVERVIEW

Vision and Mission of the Mental Health & Recovery Services Board of Lucas County

Vision: A compassionate community that embraces recovery and mental wellness.

Mission: To cultivate a high-quality network of resources that inspires personal recovery and promotes mental wellness for Lucas County residents.

Summary:

The Mental Health & Recovery Services Board of Lucas County (MHRSB) seeks to fund a consultant and/or organization(s) for consultation and training services to provide diversity, equity, and inclusion (DEI) services that will support sustainable achievement of its goals throughout the next phase of its DEI efforts.

Background:

As the behavioral health authority for Lucas County authorized by Ohio Revised Code 340.01, 340.03, and 340.33, the Mental Health & Recovery Services Board of Lucas County (MHRSB) is responsible for planning, funding, and monitoring the public system of care for individuals who are indigent, uninsured, or under-insured and suffer from mental health and/or substance use disorders. With discretion over \$29 million of public funds in State Fiscal Year (FY) 2020, MHRSB purchases services from over twenty local nonprofit organizations that collectively serve over 30,000 local youth and adults annually.

The MHRSB has taken the responsibility to create and sustain focus on working throughout the public mental health and recovery system of care to close the gaps that create behavioral health and health care outcomes among the diverse consumer base within our system. While our diversity, equity and inclusion efforts were initiated in 2015, recent local and national social events and incidents of social injustice, as well as the impact of the COVID pandemic present Lucas County with unprecedented crises and opportunities to elevate our efforts. This next phase of MHRSB's health equity work includes elevating its efforts towards a greater impact by focusing on strengthening and enhancing three key supporting structures: behavioral health and health care outcomes of its clients and their families; workplace environments and the workforce; and developing effective strategies to enhance community engagement and strategic leveraging of its resources and influence among stakeholders and identified population groups.

MHRSB reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project, or make an award for a shorter duration.

GRANT INFORMATION AND AGENCY REQUIREMENTS

Project Deliverables:

The MHRSB invites proposals from qualified individuals or organizations for consultation and training services to provide DEI services that will support sustainable achievement of its goals

throughout the next phase of its DEI efforts including but, not limited to, those outlined in its existing [Diversity Plan](#). The selected awardee will have sufficient capacity, expertise and experience to deliver all or select portions of the following project deliverables:

- 1. Executive Training: Conduct 2-4 virtual conference-style leadership development/training sessions (limited to no more than two hours per session) for executive leadership MHR SB system of care and stakeholders on inclusive leadership and structural racism. It is anticipated that no more than 50 people will attend at a time. These should be live and recorded for future use by MHR SB. The following objectives include:**
 - Increased knowledge surrounding the requisites for particular leadership skills in order to support health equity;
 - Awareness of the skills required of executive leaders to advance health equity; and
 - Understanding of the key elements required to establish health equity frameworks.
- 2. System Workforce Training: Conduct 2-3 training sessions (limited to no more than three hours per session). It is anticipated that no more than 50 people will attend at a time. These should be live and recorded for future use by MHR SB. The following objectives include:**
 - Increased awareness of DEI and how it can impact outcomes at the micro and macro levels throughout the system;
 - Skill-building sessions leading to enhanced skill and ability at communicating and interacting with diverse colleagues in the workplace;
 - Where to go and what to do after identifying ones biases;
 - Recruitment and hiring, specifically around learning effective strategies to increase diverse workforce; and
 - Increased understanding of barriers to inclusive workplace cultures.
- 3. Utilize informed, skilled group facilitation of MHR SB staff to develop a written operational framework that will serve as a guide for leaders in developing sustainable practices to:**
 - Conduct equity audits of all MHR SB and system operations, institutional practices, policies, and paperwork;
 - Develop skills to enable staff to identify, understand, and address the oftentimes unidentifiable sources of inequity in behavioral healthcare and health outcome;
 - Build a framework that guides staff in planning programs and services using an antiracist, anti-oppression perspective that will support system transformation;
 - Recognize and address negative impacts of the power dynamics between diverse entities within the system and in among community stakeholders; and
 - Re-evaluate practices in hiring, personnel policy, marketing, and community engagement, facility planning, and resource allocation.
- 4. Develop a written outline that includes recommended elements to be included, as well as the process steps to develop an MHR SB operational equity framework that will guide MHR SB's operations as described in #3 above.**

Note: Respondents are welcome to submit proposals for all of the above or selected deliverables as described above. Any organization submitting proposals for select deliverables should clearly state which deliverable is being addressed in its proposal.

Submitting Questions:

All questions should be submitted to CRS@LCMHRSB.OH.GOV by February 22, 2021. Responses will be posted on MHR SB’s website. It is the responsibility of the applicant to check the MHR SB website for updates. You may not contact other MHR SB staff members directly with questions regarding this RFP. Contacting other staff directly with questions could result in disqualification of a proposal.

Bidders Conference:

A Bidders Conference will take place via live webinar on February 11, 2021, from 2:30-3:30 p.m. Eastern Time (ET). While participation in the Bidders Conference is not mandatory, it is recommended that applicants utilize this opportunity to ask any questions they may have related to this RFP. Additionally, the questions submitted via email prior to the webinar will be discussed. Please email CRS@LCMHRSB.OH.GOV by February 10, 2021 for login credentials to the webinar. The presentation will be posted on MHR SB’s website under ‘Public Notice’ within 24 hours of the webinar.

Notification of Awards:

Notification of the awards will be made during the week of March 8, 2021, with an expectation that work will begin April 5, 2021. (Note that planning discussions will be expected to occur in the month of March leading to the April 5 start day.)

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

1/21/2021	RFP release date
2/10/2021	Deadline to sign up for Bidders Conference
2/11/2021	Bidders Conference
2/22/2021	Deadline for questions to be submitted via email
2/26/2021	Proposals due
Week of 3/8/2021	Notification of award
4/5/2021-6/30/2021	Project implementation

No proposal will be accepted after 2/26/2021 at 5:00 p.m. Eastern Time (ET).

PROPOSAL REVIEW PROCESS

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

1. **Preliminary Proposal Review** examines the proposal to ensure it contains all requirements specified in the RFP. If it does not, it will be rejected. A proposal must meet the following mandatory conditions and requirements:
 - a. The proposal must have been received in the format indicated in the RFP by the deadline. **A proposal not received by the specified date and time will be rejected.**

- b. As detailed in the RFP, all relevant sections must be in order, and attachments must be included and received by the deadline. The cover page of the proposal must be signed by an authorized representative of the applicant.

2. Review Committee Process

- a. All proposals meeting the requirements above will be evaluated by a Review Committee composed of MHR SB Staff and select key stakeholders. 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. A standardized review tool will be used.
- b. An interview with the top applicant(s) may be conducted.
- c. The Review Committee will submit its recommendation to the MHR SB Executive Director. Once an applicant is selected, notification will be sent electronically.

SUBMISSION CRITERIA

Submission of Proposals:

All applicants are required to respond to this RFP exactly as outlined in the sections below in order for the MHR SB to evaluate all proposals on an equal basis. All proposals should be submitted in a format that can be read in Microsoft Word or PDF, or hard copy. Margins should be 1" on all sides. The font should be either Times New Roman or Calibri, and the text size should be no less than 10-point. Responses should be in the consecutive section order as specified below (e.g. B, C1, C2, etc.), and should be 7 pages or fewer, not including the cover page and relevant attachments. All sections and documentation must be included with the proposal by the deadline, or the proposal will not be considered. Failure to adhere to these requirements may result in rejection of the proposal.

Proposals are to be delivered no later than 5:00 p.m. ET on February 26, 2021. No submissions or alterations of a proposal will be accepted after that time. Interested parties should submit written proposals via email only. No mailed copies or fax transmissions will be accepted for review.

Electronic submissions are to be sent to: CRS@LCMHR SB.OH.GOV

PROPOSAL SECTIONS

- A. **Cover Sheet:** This must be completed in full and signed by an authorized representative at the agency. *[Template is on the last page of this RFP.]*
- B. **MBE Status:**
1. Specify Minority Business Enterprise (MBE) status, if applicable.
- C. **Qualifications:**
1. Provide a brief description of your experience. This can include its founding, history, and number of employees; combined years of experience for employees; service areas; and any information on awards, certifications, or other forms of recognition.
 2. Provide a description of your work process.
- D. **Experience and Ability to Perform this Work:**
1. Clearly specify the task(s) for which you are submitting a proposal (listed 1-4 on page 3 of this RFP). *For example, if you are proposing to accomplish all tasks, succinctly state that you are submitting a proposal for tasks 1-4 in the Project Deliverables section. Contrarily, if you are proposing to accomplish a combination of the tasks, simply state which tasks for which you are submitting (e.g. Tasks 3 and 4 in the Project Deliverables section).*
 2. Describe your firm's approach to successfully completing the tasks for which you are submitting a proposal.
 3. Indicate commitment to ensuring cultural competency in practices. Describe all strategies to be employed to ensure for equitable outcomes among diverse population groups.
 4. If applicable: Provide an example of relevant work and/or case studies. *Include as a separate attachment.*
- E. **References:**
- a. Provide three references. Include the individuals' names, organizations represented, titles, phone numbers, and email addresses.
- F. **Pricing:**
1. Provide a breakdown of fees for all relevant services needed to fulfill the project deliverables of this RFP.

ADDITIONAL INFORMATION

Insurance:

The applicant 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.

Indemnification:

The MHR SB shall not be responsible or liable for any damage resulting from acts of omission by the applicant, its trustees, officers, employees, agents and contractors, under any theory of imputed negligence or otherwise, and the applicant 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 applicant, 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 applicant 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.

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 and posted on MHR SB's website. Any clarifications will become an addendum and no other responses are considered valid. It is the responsibility of the applicant to check the MHR SB website for addendums.

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 timeline as deemed necessary.

Applicant Responsibility for Proposal Costs:

The applicant is fully responsible for all costs associated with the development and submission of the proposal. The MHR SB 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 MHR SB to comply with Ohio's Public Records Act (ORC: 149.43). All proposals and associated materials become the property of the MHR SB.

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.

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.

APPENDIX A

Diversity, Equity, and Inclusion Trainer and Consultant Grant Submission Checklist

_____ Cover sheet (signed)

_____ Written proposal (no more than 7 pages, excluding cover sheet and examples of work)

_____ References

_____ Examples of work (if applicable)

APPENDIX B

MHRSB RFP Response: Diversity, Equity, and Inclusion Trainer and Consultant

Applicant	Contact Person
Name of Organization: Address: Agency Director: Telephone: Fax: Website: Federal tax identification #:	Name: Address: Telephone: Email: How did you hear about this?

Project Title: _____

Total Project Funds Requested: _____

Total Organizational Budget: _____

The applicant certifies to the best of their knowledge and beliefs, the data and information in this proposal are true and correct and this document has been duly authorized by the governing body of the applicant. Further, the applicant certifies that, if the proposal is approved, the project will be conducted in accordance with the project proposal and any special condition included in the Request for Proposal. The applicant certifies that the organization does not discriminate in the provision of project services on the basis of race, color, religion, national origin, gender, gender identity, ethnicity, age, marital status, disability, pregnancy, military/veteran status, genetic information, sexual orientation, creed, human immunodeficiency virus status or other federal, state or local protected classes, and is not in violation of any local, state or federal laws, statutes, ordinances, or resolutions.

Authorized representative to complete the following:

Name and Title (print): _____

Signature: _____ **Date:** _____