

REQUEST FOR PROPOSALS: **Report and Presentation Development**

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

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

<http://www.lcmhrsb.oh.gov/>



Proposal Due Date:
January 22, 2021 by 5:00 p.m. ET

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 an individual or organization to develop a visual and qualitative report and presentation based on quantitative data collected by the MHRSB. This information will be used as a baseline report to the community on the MHRSB's health equity 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 initiated its diversity, inclusion, and health equity efforts in 2016 with a desire to: identify health equity as a strategic priority for the MHRSB and its system of care; support an inclusive workplace and systemic culture that improves accessibility for underserved populations; establish accountability standards from measuring progress; increase its community presence on diversity issues associated with health disparities; and provide leadership in the areas of diversity, inclusion, and health equity. This is documented in the MHRSB's 2016 Diversity Workgroup Report located on our website: <https://drive.google.com/drive/u/1/folders/1VplE8-KXgPPFzSNVNLHhfjKWIFFLnbex>. With an understanding that the goals are long term, complex, and systemic, MHRSB's leadership has consistently re-affirmed a commitment to ensuring access to equitable, high-quality, and affordable behavioral health care for its entire consumer base. Since the publication of the 2016 Diversity Workgroup Report, MHRSB has collected data that will inform our work in this area. At this milestone, it is time to report on the MHRSB's progress, findings, and next steps in a compelling, accessible way to the Board of Trustees and public.

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 selected applicant(s) will be required to:

1. *Develop a concise, written report with visuals/infographs that paint a clear picture of the progress made between 2016-2019 with the MHR SB'S 2016 Diversity Plan.*

- a. The **audience** for the report is the general public in Lucas County (consumers of behavioral health services and their families, community mental health centers and related organizations, local and state public officials, media, constituents, etc.), as well as the MHR SB Trustees, staff, and Inclusion Advisory Council.
- b. The report **format** should be something that the MHR SB can distribute to the general public in paper format as well as electronically. The format should be in Microsoft Word, Publisher, or Adobe so that the MHR SB can update/add logos/etc. as needed once it is complete. It should contain a cover page, introduction/background, infographs/charts/graphics to visually explain the data, narratives, and a scorecard summary. All sources should be cited.
- c. The **data** needed for the vendor to complete the report will be supplied by the MHR SB. The data that will be used to complete the report has already been compiled, and will be shared with the awardee upon notification of the contract. Data will be supplied in a few Excel workbooks, and consists of MHR SB accountability measures, progress (in narratives and percentages), and proposed changes for future years. Additional data include summarized demographic breakouts (e.g. age, gender identification, etc.). An example of the data is in Appendix C.
- d. ***The first complete draft should be completed by February 26, and the final version should be completed by March 10.*** It is expected that the vendor and the MHR SB project lead contact will work collaboratively and check in with relative frequency to decide the direction of the report. As this is the first report of its kind for the MHR SB, we will be leaning heavily on the expertise of the vendor to develop the entirety, graphics, and narratives based on the data supplied. It is expected that the vendor will reference elements from the [MHR SB 2016 Diversity Workgroup Report](#).
- e. ***Examples*** of report styles favored for this report are linked in Appendix C.

2. *Develop a presentation that MHR SB can use to present to the public. The format should be in PowerPoint.* The MHR SB will present this presentation to the Board Trustees and public. It should contain elements and graphics from the completed report. ***The first complete draft should be completed by March 10, and the final version should be completed by March 19.***

Submitting Questions:

All questions should be submitted to crs@lcmhrsb.oh.gov by 1/20/2021. 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 webinar on 1/15/2021, from 1-2 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. Please email crs@lcmhrsb.oh.gov by 1/14/2020 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 by 1/29/2021, with an expectation that work will begin 2/1/2021.

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

1/4/2021	RFP release date
1/14/2021	Deadline to sign up for Bidders Conference
1/15/2021	Bidders Conference
1/20/2021 (5 p.m. ET)	Deadline for questions to be submitted via email
1/22/2021 (5 p.m. ET)	Proposals due
1/29/2021	Notification of award
2/1/2021	Project start
2/26/2021	First complete draft of report due
3/10/2021	Final version of report due
3/10/2021	First draft of presentation due
3/19/2021	Final version of presentation due

No proposal will be accepted after January 22, 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. 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 MHRSB 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 MHRSB 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 2 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 January 22, 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@lcmhrs.gov

PROPOSAL SECTIONS

- A. Cover Sheet:** This must be completed in full and signed by an authorized representative at the organization. *[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 proposed work process for this project.
- D. Experience and Ability to Perform this Work:**
1. Describe your/your firm's approach to successfully completing the tasks described in the Project Deliverables section (page 4 of this RFP), including timeline.
 2. Provide an example of relevant work and/or case studies. *[Include as a separate attachment.]*
- E. References:**
1. Provide two references. Include the individual's name, organization represented, title, phone number, and email address.
- 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

Report and Presentation Development Grant Submission Checklist

_____ Cover sheet (signed)

_____ Written proposal (no more than 2 pages, excluding the cover sheet and example of work)

_____ References

_____ Example of work

APPENDIX B

MHR SB RFP Response: Report and Presentation Development

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

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:** _____

APPENDIX C

Data Example to be Supplied to Vendor

Accountability Objectives	Objective Descriptions	Diversity Plan Key Metric Impact	Objective Measures			RESULTS - PROPOSED CHANGES
			Baseline Apr-2016	4/1/2019	% Target Achieved	
Add diversity and inclusion performance related objectives to the MHR SB Executive Director's 2016 and future evaluations.	Language added to ED job description that describes expected role and outcomes related to diversity, inclusion and equity within the MHR SB system of care.	Count of diverse consumers served	Not included	Statement added to ED Job Description	50%	Statement included on Job Description. (Should we discuss how Board measures outcomes)

Examples of Report Styles

The links below represent different styles of reports that transform data into information. Note that the desired length for the report to be developed should be relative to the project deliverables, not necessarily as long or as short as the links below.

- [Engaging Families and Consumers - MHR SB Report](#)
- <http://r20.rs6.net/tn.jsp?t=qtiu56abb.0.0.dttstj6uab.0&id=preview&r=3&p=https%3A%2F%2Fwww.columbus.gov%2Fcelebrate-one%2FHealthy-Beginnings-At-Home-Policy-Brief%2F>
- <https://www.healthpolicyohio.org/2019-health-value-dashboard/>
- [Connections between Racism and Health](#)