



# Request for Information: Organizational Consultant Proposal

## Summary:

The Mental Health & Recovery Services Board of Lucas County (MHRSB) seeks a consultant to help the Board align its staff and organizational chart with its current responsibilities, priorities, and workflow.

## 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 \$30 million of public funds in State Fiscal Year (FY) 2021, MHRSB purchases services from over twenty local nonprofit organizations that collectively serve over 30,000 local youth and adults annually.

## Five-year summary of Revenue, Expenses, Administrative Expenses, and Staff:

| State Fiscal Year | Total Revenue | Total Expenses | Administrative Expenses | Percentage of Admin Expense to Total | Full Time Equivalent Positions |
|-------------------|---------------|----------------|-------------------------|--------------------------------------|--------------------------------|
| 2017              | \$24,274,861  | \$25,589,236   | \$1,679,091             | 6.56%                                | 17.5                           |
| 2018              | \$25,005,032  | \$24,242,510   | \$1,729,099             | 7.13%                                | 18.5                           |
| 2019              | \$26,457,543  | \$24,078,113   | \$1,821,869             | 7.57%                                | 18.5                           |
| 2020              | \$29,771,584  | \$29,620,697   | \$1,755,715             | 5.93%                                | 18.5                           |
| 2021              | \$30,549,898  | \$30,168,168   | \$1,759,229             | 5.83%                                | 18.5                           |

Additional information regarding MHRSB activities can be found at [Resources - MHRSB of Lucas County \(oh.gov\)](https://www.lcmhrrs.org/resources).

## Project Deliverables:

The selected applicant(s) will be required to provide recommendations:

1. Regarding revisions to the existing table of organization, including all positions for current and intermediate-future needs
2. Regarding creation of new positions or revision of current position responsibilities, including development of draft job descriptions for each position
3. Regarding salaries increases and new salary ranges for all positions
4. Regarding changes to the existing benefit package

## Availability of Funds:

The total amount of funds available is \$20,000.

## Project Timeframe:

All deliverables to be received by the MHRSB by May 27, 2022.

## Proposal Submission:

Proposals should be emailed to [webmail@lcmhrrs.org](mailto:webmail@lcmhrrs.org) with the subject line "Organizational Consultant Proposal" by December 30, 2021.

## Questions?

Email your questions to [webmail@lcmhrrs.org](mailto:webmail@lcmhrrs.org) with the subject line "Questions about Organizational Consultant Proposal" by December 23, 2021. Questions received after that time may not be answered.

*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.*