



## Behavioral Health and Therapeutic Courts (BHTC) and Liquor Tax Request for Proposals (RFP)

### RFP Information

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RFP No. 2022.01.BHTC

Behavioral Health and Therapeutic Courts (BHTC) and Liquor Tax Request for Proposals (RFP)

**Issue Date:** February 7, 2022

**Closing Date:** March 11, 2022

### Contact

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**Return Proposals and Required Attachments by 4 P.M., March 11, 2022,  
to:**

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Kristy Lysell, Procurement and Contracts Specialist II

Pierce County Finance

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# I. PROPOSAL INFORMATION

<b>Timeline for Selection</b>	RFP Released Question and Answer Period Bidder's Conference  RFP Closed Proposal Review/Evaluation Period Interviews RFP Award Notification (Pending Council approval) Contract Negotiation and Execution Services Intended to Begin ( <i>Anticipated Date</i> )	February 7, 2022 February 7 to 15, 2022 February 16, 2022 10 AM – 12 PM March 11, 2022 March 14 to April 11, 2022 April 4 to April 6, 2022 April 2022 May 1 to June 30, 2022 July 1, 2022								
<b>Bidder's Conference Contact Info</b>	Zoom Link: <a href="https://piercecountywa.zoom.us/j/95827716418">https://piercecountywa.zoom.us/j/95827716418</a>									
	One-tap mobile: +12532158782,95827716418# US (Tacoma)									
	Telephone: (for higher quality, use number based on your current location)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">253 215 8782 US (Tacoma)</td> <td style="width: 25%;">346 248 7799 US (Houston)</td> <td style="width: 25%;">669 900 9128 US (San Jose)</td> <td style="width: 25%;">646 558 8656 US (New York)</td> </tr> <tr> <td>301 715 8592 US (Washington DC)</td> <td>312 626 6799 US (Chicago)</td> <td>877 853 5247 US Toll-free</td> <td>888 788 0099 US Toll-free</td> </tr> </table>	253 215 8782 US (Tacoma)	346 248 7799 US (Houston)	669 900 9128 US (San Jose)	646 558 8656 US (New York)	301 715 8592 US (Washington DC)	312 626 6799 US (Chicago)	877 853 5247 US Toll-free	888 788 0099 US Toll-free
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301 715 8592 US (Washington DC)	312 626 6799 US (Chicago)	877 853 5247 US Toll-free	888 788 0099 US Toll-free							
	Meeting ID: 958 2771 6418									
	Find your local number: <a href="https://piercecountywa.zoom.us/u/abn3Wt6gZC">https://piercecountywa.zoom.us/u/abn3Wt6gZC</a>									
<b>Submittal Due Date</b>	To be eligible for consideration, the Bidder's response to this Request for Proposal (hereafter called "proposal") must be submitted to <a href="mailto:Kristy.lysell@piercecountywa.gov">Kristy.lysell@piercecountywa.gov</a> no later than 4:00 PM on March 11, 2022 with RFP #, Proposal Title, and the Bidder's name in the subject line. Hard copies will not be accepted.									
<b>RFP Exhibits</b>	<b>A:</b> Evaluation Worksheet (Required) <b>B:</b> Budget Worksheet (Required) <b>C:</b> Sample Professional Service Agreement (Information for Bidders) <b>D:</b> Cover Page (Required)									
<b>Proposal Materials</b>	To obtain a copy of all RFP materials, please contact Kristy Lysell at <a href="mailto:Kristy.lysell@piercecountywa.gov">Kristy.lysell@piercecountywa.gov</a> or download materials from <a href="https://www.piercecountywa.gov/Solicitations-and-Competitive-Bids">Solicitations and Competitive Bids   Pierce County, WA - Official Website (piercecountywa.gov)</a>									
<b>RFP Amendments</b>	The County may, at any time before execution of a contract, add or delete all or any portion of this RFP. The County will send any RFP addenda to each Bidder. If there is any conflict between addenda or between an addendum and the RFP, whichever document was issued last in time shall be controlling.									

<b>Retraction to RFP</b>	Pierce County is not obligated to contract for the services specified in this RFP. The County reserves the right to retract this RFP in whole, or in part, and at any time without penalty.
<b>Ineligible Proposals</b>	<p>Proposals submitted that are not responsive to the requirements of the solicitation are unacceptable and shall not be considered. Unacceptable proposals are those which are subject to at least one (1) of the following shortcomings:</p> <ol style="list-style-type: none"> <li>1. The Bidder failed to submit the response by the required deadline.</li> <li>2. The proposal does not clearly demonstrate it meets all eligibility requirements.</li> <li>3. The proposal is not submitted according to the instructions contained within this RFP.</li> <li>4. The proposal does not include the required attachments and/or signatures.</li> <li>5. The Bidder’s prior contracting history with Pierce County, other government agencies, or another entity demonstrates that the Bidder and/or his or her organization failed to meet the obligations of the prior contract. This would also include terminations for cause.</li> </ol>
<b>Proposal Clarification</b>	<p>Please send questions and any requests for clarification regarding this RFP in writing, via email, to <a href="mailto:Kristy.lysell@piercecountywa.gov">Kristy.lysell@piercecountywa.gov</a>. <b>No calls please.</b></p> <ul style="list-style-type: none"> <li>• The subject line needs to read – <b>RFP 2022.01.BHTC Question.</b></li> <li>• Include in the email with your question – your name, phone number, and email address to ensure we have the right contact information.</li> <li>• The deadline for submitting such questions/clarifications is <b>February 15, 2022.</b></li> </ul> <p>Questions will be answered within 24 hours during normal business hours. The Question and Answer page, located at <a href="#">Solicitations and Competitive Bids   Pierce County, WA - Official Website</a> will be updated each time a new question and answer are recorded so all Bidders will have access to view all questions and answers.</p> <p>An addendum will be issued no later than <b>February 18<sup>th</sup>, 2022</b> to all recorded holders of the RFP if a substantive clarification is in order. The addendum will be available on the RFP web page.</p>

## II. GENERAL INFORMATION

Pierce County Human Services Behavioral Health Program (hereafter known as “the County”) is seeking proposals for substance use disorder and mental health treatment programs. This RFP includes funding from two taxes—one for substance use disorder (SUD) treatment programs and another for either SUD and/or mental health treatment.

- Behavioral Health Tax Funded Programs (SUD or MH): Consistent with RCW 82.14.460, revenue for this tax may be used to fund mental health, substance use disorder, and therapeutic court treatment programs and services. Programs and services include, but are not limited to, treatment services, case management, transportation, and housing that are a component of a coordinated substance use disorder or mental health treatment program or service.

- Liquor Tax Funded Programs (SUD only): Consistent with RCW 71.24.555, revenue for this tax may be used to fund substance use disorder treatment provided by agencies licensed by the Department of Health.

Because this is a combined RFP, **proposers do not need to state from which tax they are seeking funding**. The selection committee will make final recommendations regarding which funding is applied to programs funded under this RFP.

## **BACKGROUND AND PURPOSE**

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The work of Pierce County Human Services Behavioral Health Division is supported by the Pierce County Behavioral Health Advisory Board (BHAB), which serves in an advisory capacity to assist the County in meeting the comprehensive behavioral health planning responsibilities required by applicable laws of the State of Washington Chapter 8.101 Pierce County Code (PCC).

In December 2020, the Pierce County Council passed Ordinance 2020-138, authorizing a 1/10th of 1% Behavioral Health and Therapeutic Courts Tax (BHTC) in accordance with RCW 82.14.460. The BHTC fund has been established for the purpose of improving the quality of life for county residents and decreasing criminal justice system costs and emergency department use by reducing negative outcomes associated with untreated mental health and substance use disorders. Additional funding for this RFP is supported by local liquor excise tax proceeds as authorized by RCW 71.24.555. Funding priorities have been recommended by the BHAB to the Pierce County Executive and County Council for their final review and approval.

## **FUNDING AVAILABLE**

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Approximately \$18,700,000 for an 18-month period between July 1, 2022 through December 31, 2023. Programs must address the funding targets identified in the [2021 Behavioral Health Improvement Plan \(BHIP\)](#):

- Prevention
- Community Education, Early Intervention and Screening
- Outpatient and Community Based Services
- Crisis and Inpatient Services
- Services for the Justice Involved
- Behavioral Health Housing Supports

The funding targets are outlined in more detail in the “Purpose and Scope” section of this RFP and each proposal must clearly identify which priority area will be addressed by the project. Each proposal must address at least one priority area. Each proposal may contain only one project; however, the project may address more than one priority area.

In the event that the allocation of BHTC or liquor tax funds are less than the estimated award, each contract awarded may be reduced. If the allocation of funds to Pierce County is greater than

the estimated award, the County reserves the right to allocate the additional funds between all successful proposals, release a request for proposal or otherwise utilize the funds in a manner consistent with funding guidelines. All proposals should include alternative budgets for reduced programming in the event the entire project cannot be funded (See Exhibit B Budget Worksheet).

The County reserves the right to reserve a portion of the funding for future RFPs or otherwise utilize the funds in a manner consistent with funding guidelines.

## **APPLICANT ELIGIBILITY**

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This RFP is seeking interested providers, both public and private, with applicable licensure, experience, and infrastructure to provide Mental Health, Substance Use Disorder, and Therapeutic Court related services within Pierce County.

Those organizations requesting funding for behavioral health treatment must be licensed by the Washington State Department of Health (DOH) under Chapter 246-341 for the proposed services. Individuals providing treatment must be licensed by the WA State Department of Health and must only provide those services within their scope of practice and area of expertise. All licensed individuals and/or organizations must maintain their licensure through the duration of the project.

Neither the Bidder, Bidder's personnel, nor any subcontractors under this contract may have a history of being found guilty of patient abuse or neglect by any state regulatory or accreditation entity within the past five (5) years. Neither the Bidder, Bidder's personnel, nor any subcontractors under this contract may have a history of having certification and/or license revoked by any state regulatory entity within the past five (5) years.

The Bidder and/or a subcontractor providing services under this contract must have expertise in the proposed project or program model, including the appropriate licensed/credentialed clinical staffing for those performing services.

If the Bidder or any subcontractor under this contract is currently under contract with another division in the County, the contract must be in good standing and not under any performance improvement or corrective action plan in order to submit a proposal.

The Bidder's prior contracting history with Pierce County, other government agencies, or another entity must demonstrate that the Bidder and/or his or her organization met the obligations of the prior contract.

## **ELIGIBLE COSTS**

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1. Funds must be used to provide mental health, substance use disorder, and therapeutic court treatment programs and services. Programs and services include, but are not limited to, treatment services, case management, recovery supports, transportation, and housing supports that are a component of a coordinated substance use disorder or mental health treatment program or service. See "Purpose and Scope" below for detailed information.

2. Contractors must ensure that any BHTC awards will not supplant services covered by other funders. For example, projects providing non-Medicaid allowable services to Medicaid clients are allowed but must clearly document that funding under the Behavioral Health Tax is not supplementing or supplanting Medicaid services or Medicaid rates.
3. Contracts or funding agreements should be based on work completed or costs expended (e.g., staff and admin costs). If a contractor does not expend and invoice all funds attached to an award, those funds will remain with the County for reallocation during the next RFP cycle.
4. Awards must have a value-based component as submitted by the Bidder in the Evaluation Worksheet (see Exhibit A). For the purposes of this RFP, value-based purchasing means the contractor will receive additional funding in an amount equal to 10% of billed services if the contract meets an agreed-upon outcome or output. In no case will the total funding (including the value based component) exceed the total award amount.

## **PERIOD OF PERFORMANCE**

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Funding for this grant is allocated for an 18-month period between July 1, 2022 through December 31, 2023. Programs must address the funding targets identified in the 2021 BHIP.

Carryover of unspent funds beyond the contract period is not allowed. Initial funding is not an assurance or guarantee of ongoing operational funding. Bidders are cautioned not to assume a commitment to future funding based on the receipt of funds from prior awards. The funding process is competitive and funding recommendations are made based on the relative merits of all proposals received each cycle.

## **PURPOSE AND SCOPE**

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Pierce County's goal is to foster an environment where those with behavioral health needs will have access to a full range of innovative, effective, and culturally competent services, including:

- Community education
- Prevention and early intervention
- Outpatient and community-based services
- Crisis and inpatient services
- Services for justice-involved populations
- Housing supports for those with behavioral health needs

Programs funded under this RFP must provide behavioral health interventions within the categories above. Priority funding targets are described below. Proposals should address these priorities or address the targets through similar programming. The County encourages bidders to propose innovative and effective service programs that meet the needs identified in the BHIP.

### **Prevention:**

- Innovative approaches to prevention, wellness sustainability, and recovery supports for all ages.
- Interventions at earlier ages could include support for at-risk parents and those caring for children with complex behavioral and developmental needs.
- Other innovative and effective programs that address unmet behavioral health prevention and wellness needs of Pierce County.

#### **Community Education, Early Intervention and Screening:**

- Evidence-based programs aimed at educating the community on behavioral health and decreasing stigma, including programs addressing school-age youth.
- Behavioral health screening in primary care and other social service settings.
- Other innovative and effective programs that reduce stigma and educate the community on behavioral health.

#### **Outpatient and Community Based Services**

- School-based behavioral health services including mental health and SUD treatment, screening, anti-stigma education, and prevention services.
- Recovery support and peer services to assist individuals in maintaining their recovery.
- Supportive employment services to assist individuals with behavioral needs in obtaining and maintaining employment.
- Programs that expand SUD treatment for the uninsured or services not covered by Medicaid.
- Behavioral health services to veterans.
- Wraparound with Intensive Services (WISe) for the uninsured or underinsured.
- Assisted Outpatient Treatment (AOT).
- Other innovative and effective programs that address unmet SUD and mental health needs within Pierce County.

#### **Crisis and Inpatient Services**

- Step-down programs (outpatient or facility-based) for individuals exiting inpatient SUD or mental health treatment.
- A sobering center or SUD diversion center.
- Other innovative and effective programs that will reduce recidivism and help individuals access treatment at the most appropriate level of care.

#### **Services for the Justice Involved**

- Crisis co-responder programs.
- Programs formerly funded under Trueblood. The County intends to continue to support behavioral health programs similar to those formerly funded through the Trueblood settlement. Bidders are encouraged to propose innovative and effective approaches that provide treatment for this population. Programs could include:
  - Housing navigators
  - Case management
  - Peer services
  - Wraparound services



- Pre-release assessments
- Other innovative and effective programs that address unmet behavioral health needs of justice involved individuals within Pierce County.

**Housing Supports:**

- On-site behavioral health services at homeless shelters using a model that integrates the expertise of mental health, substance use, and primary care.
- Outreach and behavioral health support for those at risk for homelessness.
- Supportive employment services to assist individuals with behavioral needs in obtaining and maintaining employment.
- Other innovative and effective programs that address unmet behavioral health needs of those experiencing or at risk of homelessness within Pierce County.

**Note on programs already funded by the BHTC:**

The following programs have already received ongoing funding from the BHTC through Pierce County Council ordinance and therefore will not be included in this RFP:

- A District Court therapeutic court.
- An Alternative Response Team: This team will partner with the Pierce County Sheriff and provide outreach and follow-up for individuals involved with law enforcement whose primary needs can be addressed by behavioral health/social services staff.

### **III. PROGRAM EVALUATION**

All funded organizations must participate in a regular evaluation process with the County. This process will include, but is not limited to:

- Each program’s Evaluation Worksheets (see Exhibit A attached) will include:
  - County-defined metrics
  - A minimum of 3 Agency-defined metrics
  - One Value-based metric
- Quarterly reporting that includes data from the Evaluation Worksheets. The report will include a short narrative addressing progress, challenges, or other topics identified by the department.
- Annual site visits.
- Other auditing as deemed necessary by the County.

### **IV. GENERAL REQUIREMENTS**

Bidders must comply with the County’s general terms and conditions described in Exhibit C, Sample Professional Services Agreement.

### **V. REVIEW AND SELECTION CRITERIA**

## **SCORING**

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All proposals will be reviewed by County staff for completeness and compliance with the Exhibits, questions specified in this RFP, and technical requirements. Responses that pass the initial eligibility requirements will be evaluated and scored based upon Bidder's answers to the specific questions in the RFP, community need, and interviews.

Members of the BHAB will review and score each proposal. After scoring, the evaluators will convene as a group and prioritize eligible proposals and make recommendations. Evaluators will not have a conflict of interest with any proposal they score. NOTE: The funding of all accepted proposals is contingent upon the availability of funding and the approval of the Pierce County Council.

The County instructs all evaluators to review and score proposals based only upon the response and not upon the evaluator's external experience with, or perception of, the Bidder. All proposals will be evaluated strictly in accordance with the requirements set forth in this RFP and any amendments thereto. For privacy purposes, evaluators' names are not subject to public disclosure by the County.

Each proposal will be scored by the Evaluation Committee based on the responses to questions found in the Proposal and Technical Requirements section of this document and rated from highest to lowest score.

Though proposal scores will be the main determination in awarding contracts, the County reserves the right to award contracts to proposals whose programs fulfill a regional need for services not by met other proposals, though other proposals may have received a higher score. If the County determines that some or all of the proposals do not meet the department's minimum standards or do not meet the County's funding priorities, the County has the option to not fund those programs. Funding not awarded from this RFP may be reserved for future RFPs or otherwise utilized in a manner consistent with funding guidelines.

The Director of Human Services will review and approve the apparently successful bidders before submitting final recommendations to the Pierce County Council.

## **SELECTION**

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Contracts will be awarded based on the proposal scores as determined by the BHAB subgroup, regional need for priority service types, and interviews. Final recommendations for funding must be approved by the Pierce County Council. Should the County not reach a favorable contract agreement with the Apparently Successful Bidder, the County shall terminate negotiations and commence negotiations with the next qualified Bidder and so on until a favorable contract agreement is reached. The County will not award any contract if none of the proposals are considered sufficiently responsive.

All Bidders will be notified by email as to the decision regarding their proposal. Apparently Successful Bidders will work with Pierce County Human Services staff to negotiate and execute a contract.

The public may view proposal documents after contract execution. At that time, Bidders not awarded a contract may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods utilized.

For a complete list of dates and deadlines please see the timeline in Section I of this document.

## **VI. PROPOSAL AND TECHNICAL REQUIREMENTS**

Proposals must be submitted to [Kristy.lysell@piercecountywa.gov](mailto:Kristy.lysell@piercecountywa.gov) no later than 4:00 PM on (DUE DATE March 11, 2022) with RFP #, Proposal Title, and the Bidder's name in the subject line. See the Proposal Information section for specific dates and deadlines.

Proposals must be clear and concise, and the proposal format/content should adhere to the following guidelines:

- **Proposals must be 20 pages or less, not including required attachments (see Required and Optional Attachments section below)**
- Word or PDF file types
- Minimum of 12 pt. font
- Single spaced, with a minimum of .75-inch margins
- Include a table of contents
- Number each page and document footers must contain agency name and project name
- The first page should be the signed and completed Cover Page (Exhibit D)
- Include all required attachments at the end of the submission.

Proposals must not exceed the response limitations listed in this RFP. Proposals exceeding the limitation shall be found non-responsive and shall not move to the scoring process.

All proposals are evaluated on the completeness and quality of the content. Only those Bidders providing complete information as required will be considered for evaluation. The County will not contact the agency for correction to proposals and Bidders are strongly encouraged to carefully review their proposals for completeness and accuracy before sending. The ability to follow these instructions demonstrates attention to detail.

### **PROJECT DESCRIPTION (40 POINTS)**

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- Project Design (14pts)
  - Provide a detailed description of the scope of the project and population(s) to be served. Include what services will be provided, how many individuals will receive

services, what days and times services will be provided, and where services will be delivered, including specific locations if applicable.

- Please provide an estimated start date for services.
- Evidence-Based, Promising, Best, or Innovative Practice (6pts)
  - Describe how the project will utilize evidence-based, best, promising, or emerging practices to serve program participants. Provide details on why these interventions were chosen and examples of how they will benefit program participants.
- Value-Based Component (10pts)
  - A portion of each award will be reserved as a value-based component of the grant. Providers will be awarded the value-based amount when agreed upon contract outcome measure(s) are met. See “Value Based Funding” in the definition section of this document. Describe one value-based component that the project will be required to achieve upon full execution of the contract. This measure will be delineated in the Evaluation Worksheet (Exhibit A) filled out by Bidders.
- Outreach & Accessibility (6pts)
  - Describe the method to reach the target population(s) and ensure timely and appropriate access to care. Please include the project’s ability to appropriately serve and engage persons for whom English is not a primary language.
- Promoting Health Equity and Culturally Competent Care (4pts)
  - What policies, procedures, or practices will the project implement to promote and support cultural competency and equity and inclusion? Please provide at least ONE example demonstrating how the project advances health equity for marginalized populations.

## **COMMUNITY NEEDS AND BENEFIT (44 POINTS)**

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- Priority Areas of Need (which priorities does it address) (10pts)
  - Which priority area(s) of need does this program fulfill? Please see the Purpose and Scope section of this proposal. Describe how the proposed program will fill an unmet or under met need in the Pierce County behavioral health care continuum.
- Evaluation (22 pts)
  - Complete the proposal evaluation worksheet (Exhibit A). See the worksheet for detailed instructions.
    - Part 1 includes County-Defined Metrics required by all Bidders.
    - Part 2 requires the Bidder to identify three program-specific metrics (each one will be either an output or outcome). At least one of these three program specific metrics must be an outcome.
    - In Part 3, the Bidder will describe the value-based metric.
    - Explain why these metrics were selected and how they will demonstrate program effectiveness.
- Intervention Effectiveness (4pts)
  - Describe the Bidder’s methods of determining if treatment services are effective for the individual, and if not, how adjustments are made to increase overall treatment effectiveness to ensure treatment meets the client’s needs.

- Community Collaboration, Integration and Collective Impact (8pts)
  - Describe how the Bidder will engage in collaborative case planning with providers of shared clients. How will the Bidder handle clients already enrolled in services at other agencies providing similar services?
  - Describe any other organizations or subcontractors that will participate in this project and their roles and responsibilities. Describe how this project will achieve collective impact by integrating with other programs in the community.

## **ORGANIZATIONAL CAPACITY (44 POINTS)**

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- Organizational Governance (6pts)
  - Provide an organizational chart and brief description of the internal governance and leadership structure.
  - Include any relationship of the organization to a parent or sponsoring agency.
  - Provide a brief outline of which department, team, and/or staff members will be serving the proposed project.
- Organizational Finances (14pts)
  - Does the organization have written policies and procedures regarding the financial operations of the organization? [ Yes / No]
  - Provide a description of the basic managerial and fiscal structure including program management, accounting, and internal controls.
  - Summarize the results of the Bidder's (or the unit of financial independence) last audit and/or administrative inspection. Include a description of any disallowed costs, questioned costs, or administrative findings.
- Staffing Qualifications, Organizational Licenses, and Certifications (12pts)
  - Is the Bidder licensed to provide behavioral health services through the Washington State Department of Health? [ Yes / No]
    - If YES, what services is the Bidder certified to provide?
    - If NO, clearly state if there is no licensing/certification requirement for the Bidder or service(s) provided.
  - Provide a complete list of staff positions dedicated to this project including each of their roles.
    - What are the professional certifications/licenses required for each position?
  - Describe the process for ensuring staff have the necessary skills and training required to effectively provide services.
  - If this project requires the hiring of new staff, please provide a recruitment plan to ensure adequate staffing numbers.
- History of Project Management (12pts)
  - Note: If the Bidder currently or has previously received funds from Pierce County Human Services (PCHS) for this project, answer the questions below in relation to that project. Include the name and a brief description of the project. If this project is not currently funded by PCHS, apply the questions to another project within the organization.

- Provide evidence and examples of similar projects implemented and managed that demonstrate the Bidder’s ability to successfully implement and manage grant funded projects in a timely manner, within budget, and consistent with funding requirements.
- How does the project ensure that the award will be fully expended AND program outcomes will be met? Be sure to include any tracking mechanisms used, projection methods, or any other tools used to manage fund expenditure.

## **PROJECT FINANCIAL FEASIBILITY (21 POINTS)**

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- Budget Narrative (15pts)
  - Projects should request an appropriate amount of funding that can be reasonably expended during the contract term identified in the RFP (**18 months** for projects starting on 7/1/2022) using the attached Budget Worksheet (Exhibit B). Provide a brief narrative justification for items included in the proposed budget also including cost/price reasonableness. Note: Part of a Proposal’s score will be based on efficiency of administrative costs.
  - How will the project ensure costs for services are exhausted by other payment sources such as Medicaid, private insurance, or other funding sources, prior to utilization of these funds?
  - In the event full funding is not possible, please identify up to two (2) reduced funding amounts wherein the project could be reasonably sustained. This information should be included in the “Tiered Funding” tab of the Budget Worksheet (Exhibit B). For each reduced amount, indicate the corresponding reduced output and staffing levels. Only complete the number of options that are reasonable for the project. NOTE: If the Bidder fails to provide Priority 2 and/or Priority 3, the committee will assume the Bidder does not want any funding if the priority cannot be fulfilled.
  - Provide any other relevant narrative information to the budget the Bidder would like to include.
  - **Ensure that program budgets are for an 18-month period (July 1, 2022 – December 31, 2023).**
- Additional Resources and Sustainability (6pts)
  - Initial funding is not an assurance or guarantee of further funding in future RFP cycles. Describe the Bidder’s plan to sustain services after the conclusion of the grant period.
  - What percentage of the Bidder’s budget does the proposed project make up?
  - Describe any federal, state, local, private, and/or in-kind resources for this project. Include source(s) and dollar amount(s) the project anticipates receiving.

## **REQUIRED AND OPTIONAL ATTACHMENTS**

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- Exhibit A: Proposal Evaluation Worksheet (All applicants must submit)
- Exhibit B: Budget Worksheet (All applicants must submit)

- Exhibit C: Sample Professional Services Agreement (Information for Bidders)
- Exhibit D: Cover Page
- Letter of Resource Commitment (Optional)

## **DEFINITIONS**

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**Best Practices** are evidence-based interventions which have been shown to produce better results than other interventions and are generalizable in other contexts.

**Crisis and inpatient services** are programs and interventions such as crisis lines, walk-in services, mobile crisis teams, respite care and residential services and crisis stabilization units aimed at supporting and treating someone for a limited amount of time while in a mental health or substance use disorder crisis.

**Collective Impact** is a process that occurs when organizations from different sectors agree to solve a specific social problem using a common agenda, aligning their efforts, and using common measures of success.

**Community education** are services and programs aimed at eliminating the stigma of mental health and substance use disorders to help normalize the struggle and make it safe for patients and loved ones to ask questions, find answers and connect with treatment.

**Culturally Competent Care** is broadly defined as the ability of providers and organizations to understand and integrate factors such as race, ethnicity, language, gender, socioeconomic status, physical and mental ability, sexual orientation, and occupation into the delivery and structure of the health care system.

**Emerging Practices** are new or innovative practices for which there is not enough evidence to declare them Promising or Best Practices, but which are still promising based on the level of evidence available and merit further research.

**Evidence-Based Practices (EBPs)** are specific therapies and modalities that have been proven effective both clinically and through academic research whose results can be consistently replicated.

**Health Equity** is the state in which everyone has the opportunity to attain full health/behavioral health potential, and no one is disadvantaged from achieving this potential because of social position or any other socially defined circumstance.

**Housing Supports** are behavioral health services provided in tandem with housing for those with behavioral health diagnoses to help stabilize them in their housing.

**Justice-involved Services** are behavioral health services for those with behavioral health diagnoses who have some sort of interaction with the justice system from law enforcement to jail to courts and beyond. Many of these services are aimed at diverting individuals from the justice

system to provide more appropriate behavioral health supports in an effort to keep them from the justice system in the future.

**Outpatient and community-based services** are services such as individual counseling, group therapy, medical consultations and psychiatry aimed at supporting an individual longer-term to help them learn to cope with stressors and manage their mental and behavioral health.

**Prevention and early intervention** services and programs are aimed at preventing and providing early interventions which reduce the intensity, frequency, or rate of mental health and substance use disorders and build resilience within a population.

**Promising Practices** are evidence-based practices for which there is strong research to suggest success in certain situations but for which evidence is lacking to support generalizable conclusions.

**Subcontractors** are individuals or businesses under contract to perform part or all the obligations of another's contract.

**Supplanting** means replacing existing funding for a project and its activities and reallocating them for other organizational expenses.

**Value Based Funding:** For the purposes of this RFP, value-based funding means the contractor will receive additional funding in an amount equal to 10% of billed services if the contract meets an agreed-upon outcome or output. In no case will the total funding (including the value based component) exceed the total award amount.