

Mid Shore Behavioral Health Inc.
28578 Mary's Court, Suite 1
Easton, MD 21601



REQUEST FOR PROPOSALS
Adolescent Clubhouse (AC):
Issued: 11/12/20
Due: 12/16/20

Prospective applicants who have received this document from a source other than the Issuing Officer should immediately contact the Issuing Officer and provide their name and mailing address in order that addenda to the RFP or other communications can be sent to them. Any prospective applicant who fails to notify the Issuing Officer with this information assumes the complete responsibility in the event they do not receive communications from the Issuing Officer prior to the RFP closing date.

ISSUING OFFICER:
Kathryn G. Dilley
Executive Director

I. BACKGROUND AND OVERVIEW

The Behavioral Health Administration (BHA) has moved to decentralize the management of behavioral health services to Maryland Medicaid recipients and eligible uninsured residents by developing Local Behavioral Health authorities, Core Service Agencies, and Local Addictions Authorities. The Core Service Agency (CSA) acting as the designee of the Maryland Department of Health (hereafter known as “the Department”), shall complete a competitive procurement for its respective jurisdiction for all grant-funded activities.

Mid Shore Behavioral Health, Inc. (MSBH) is the Core Service Agency (CSA) serving Kent, Queen Anne’s, Caroline, Talbot and Dorchester Counties. MSBH is responsible for planning, systems management of the Public Behavioral Health Systems for the residents of the mid-shore counties of Maryland.

MSBH is seeking proposals for the development of two (2) Adolescent Clubhouses (AC) to be established on the Eastern Shore of Maryland. Preference will be given to organizations located in the mid-shore counties region; however, applications will be considered from all nine counties of the Eastern Shore. Creativity, partnerships, and virtual/hybrid service delivery models will be strongly considered. The Awardee will develop and operate an Adolescent Clubhouse utilizing a grant award of up to \$200,000 annualized operating budget for the fiscal year September 30, 2020 -September 29, 2021. Subject to funding availability, for the first year of operations an additional \$50, 000 may be available for one-time startup costs per clubhouse, including equipment purchases, security deposits, other one-time fixed costs, etc.

The Maryland Department of Health, a division of the Behavioral Health Administration, was awarded a two year “State Opioid Response” (SOR) grant from the Substance Abuse and Mental Health Services Administration (SAMHSA). This award is in support of the ongoing state-wide efforts to combat the opioid epidemic. The SOR grant is designed to address Maryland’s opioid crisis by increasing access to evidence-based treatment, reducing unmet treatment needs, and reducing opioid related deaths through the provision of prevention, treatment, and recovery support services. In accordance with these goals and objectives set forth by BHA, the Adolescent Clubhouse Model supports the early identification of youth who are at risk of, or impacted by an OUD, as well as providing support to help engage their families. The funding intends to increase family involvement in the youth and families’ well-being and recovery support network.

II. SCOPE OF WORK

Respondents must address the following requirements in the Scope of Work in their response to this RFP.

The AC model is a service to enhance the availability of recovery-oriented services to better address the needs of youth (12-17) impacted by, affected by, or diagnosed with an opioid use disorder (OUD) as well as their families. These efforts are also aimed to decrease future opioid related deaths in the population.

The services offered should include, but not be limited to, SUD education, self-care and social skills development, peer recovery support, age and developmentally appropriate recovery support groups, resource linkage, recovery-related workshops and family engagement events. Services could be provided in multiple sites, hybrid structure, in-person and/or virtual.

This funding will support collaboration with schools and community partners to expand the array of recovery-oriented services available to youth and families. This initiative will also help to build sustainable partnerships with critical stakeholders in the school and community settings in an effort to build upon an existing network aimed to advance the needs of youth impacted by, affected by, or diagnosed with an OUD.

III. GOALS

The goal of this funding for BHA/MDH is to increase availability of evidence based or promising practices to support community outreach and family engagement. This initiative supports the early identification of youth who are at risk of, impacted by, diagnosed with, or in recovery from an OUD, as well as providing a Family Peer Support Specialist to help engage their families. The funding intends to increase family involvement in the youth and family's wellbeing and recovery support network. This overarching principle is behind a wide variety of Evidence Based Practice (EBP) models.

The funding can be used to support the following efforts, but not limited to:

- Development and start-up of a new clubhouse program in an identified, underserved, rural area.
- Young adult peer recovery support staff (YAPRSS).
- Family engagement and availability of Family Peer Support Resources.
- Referral to or availability of case management resources/services for families in need of and interested in these services.
- Specific interventions supporting youth in families with opiate use disorders.

- Training participants and staff in EBP's such as, but not limited to Strengthening Families, A-CRA, BOTVIN, ACES, SBIRT/Teen Intervene and CRAFT.
- Education on resiliency strategies to help support abstinence, avoidance of triggers and recovery.
- Recovery oriented services including engagement with Certified Peer Recovery Specialists.
- Smoking cessation programming.
- STI prevention/education activities.
- Training youth and families engaged in clubhouses on the signs/symptoms of opiate overdose, on the administration of Naloxone, and provide information regarding how and where to access Naloxone kits.
- Education on resiliency strategies to help support abstinence, avoidance of triggers and recovery. Recovery staff will be trained by BHA in a variety of EB short and medium term intervention strategies to assist with promoting abstinence and recovery.
- Social activities and life skills that are designed to promote healthy social connection and reduce isolation. These activities should include guidance regarding activities of daily living, independent living skills, group social activities and outings, as appropriate within the structure of the program.
- Recovery/support groups that facilitate a conversation focused on a specific topic, including education around health risks, smoking cessation, and prevention of sexually transmitted infections.

IV. OBJECTIVES

1. Train staff in the EBP implemented at the AC.
2. Enroll youth and families in the EBP and track the details according to the program definitions.
3. Train youth and families in trauma and/or recovery related topics.
4. Family Peer Specialist will provide family support groups and related services to youth and families.
5. Young Adult Peer Support Staff will provide evidence-based prevention and recovery oriented services to youth.
6. Create and track new recovery-oriented groups/activities.
7. Provide substance use psychoeducation groups.
8. Refer youth and family members to higher level SUD or MH services, if appropriate.
9. Educate youth and families about the signs/symptoms of opiate overdose, on the

administration of Naloxone, and provide information regarding how and where to access Naloxone kits.

10. Participate in the Behavioral Health Services Network (BHSN) with MSBH and participate in the Child & Adolescent workgroup.

V. PROCUREMENT PROCESS

MSBH is requesting proposals for the provision of an Adolescent Clubhouse contracts for fiscal year, September 30, 2020-September 29, 2021.

VI. SPECIAL TERMS OF AWARD

Grant funds may not be used, directly or indirectly, to purchase, prescribe, or provide marijuana or treatment using marijuana. Treatment in this context includes the treatment of opioid use disorder. Grant funds also cannot be provided to any individual who or organization that provides or permits marijuana use for the purposes of treating substance use or mental disorders. See, e.g., 45 C.F.R. § 75.300(a) (requiring HHS to “ensure that Federal funding is expended . . . in full accordance with U.S. statutory . . . requirements.”); 21 U.S.C. §§ 812(c)(10) and 841 (prohibiting the possession, manufacture, sale, purchase or distribution of marijuana). This prohibition does not apply to those providing such treatment in the context of clinical research permitted by the DEA and under an FDA-approved investigational new drug application where the article being evaluated is marijuana or a constituent thereof that is otherwise a banned controlled substance under federal law.

Failure to comply with these Conditions of Award may result in the following, including but not limited to, loss of award, future audit exceptions, dis-allowance of expenditures, award reductions, and/or delay in payment of award funds, until such time that areas of non-compliance are corrected.

VII. ELIGIBILITY

Any community-based provider, such as a private nonprofit corporation, for-profit corporation or limited liability partnership, that renders services to youth impacted by substance use disorders (SUDs) and/or co-occurring disorders (CODs), and their families.

VIII. ISSUING OFFICE

Request for Proposals will be issued by: Mid Shore Behavioral Health, Inc.
28578 Mary’s Court, Suite 1 Easton, MD 21601
The issuing officer is Kathryn G. Dilley, Executive Director
Email: kdilley@midshorebehavioralhealth.org

IX. Request for Proposal Timeline

1. Pre-Bid Conference Call:

Pre-Bid Conference is scheduled for: Monday, November 23, 3:00pm-4:00pm

Attendance is not required.

Participation will be by conference call: GoTo Virtual Platform:

Pre-Bid Conference for Adolescent Clubhouse RFP

Mon, Nov 23, 2020 3:00 PM - 4:00 PM (EST)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/334729981>

You can also dial in using your phone.

United States: [+1 \(571\) 317-3112](tel:+15713173112)

Access Code: 334-729-981

Proposal Submission and Deadline Date

The deadline for submission of proposals is December 16, 2020 no later than 4:00PM. Submissions are to be made electronically to Kathryn G. Dilley at kdilley@midshorebehavioralhealth.org

2. Selection and Respondent Selection Notification

The MSBH Programs Services Committee comprising MSBH Board of Directors members will review all submissions. The respondent selection notification date is December 23, 2020.

X: Proposal Submission Format and Evaluation Criteria

1. Format of Proposals

Proposals will be received electronically. Proposals must indicate RFP title: MSBH: Adolescent Clubhouse: (Bidder Name and Date of Proposal).

2. Evaluation Criteria

● Technical

At a minimum, each proposal will include the following items in the stated order: all pages must be numbered; each section should begin on a new page and be clearly labeled; all of the listed components must be included. **Proposals submitted that do not include the components listed below will be considered non-responsive and therefore not reviewed for funding.**

Respondents will prepare a narrative summary, providing an overview of how their organization will meet the objectives and implement the plans of the proposal.

- The proposal is consistent with MSBH Goals and Objectives.
- There is a demonstrated willingness to accept and benefit from MSBH oversight and guidance.
- The proposal is responsive to terms, conditions, and time of performance.
- The proposal is complete and thorough.
- A full understanding of the need, purpose, expectations, and complexities of the work to be performed is demonstrated.

- The approach, methodology, techniques, and manpower to be used are clearly defined and sound. Each should be sufficient to meet proposal requirements and should be logical and well organized.

1. Organizational Capacity

The applicant complies with relevant Federal, State and County laws, regulations and guidelines, as well as conditions imposed by BHA. Briefly state the bidder's organizational history, structure, nature and scope of business activities. The bidder has satisfactory experience working with persons with mental illnesses and has experience providing individualized and flexible care/services. Where applicable, the role of the governing board is briefly described.

The proposal demonstrates an understanding of the population to be served, number of persons to be served, eligibility criteria, as well as the importance of consumer input and collaboration, community integration, consumer rights protection, and community support for the program.

Attach an organizational chart depicting the relationship of the project to the current organization. Describe experience and relevant former activities of the organization which demonstrate an ability to attain the specific objectives of the proposed project.

2. System Integration

The proposal describes working with various community organizations, local government, private/public agencies and citizens groups. The proposed program is well integrated with other service provisions, primary care and substance use treatment providers.

The bidder demonstrates the ability to establish and maintain relationships with local health, behavioral health systems managers. Letters of Support welcome to demonstrate relationship.

3. Budget

- **Startup:** \$50,000.00 Subject to funding availability
May include equipment purchases, security deposits, other one-time fixed costs, etc.
- **Annual:** \$200,000 annualized operating budget for the fiscal year September 30, 2020 - September 29, 2021

Respondents must provide a detailed budget narrative. Respondents need to identify the underserved, rural area to be served. Funding may not be used for purchase of property or vehicle.

4. Performance Evaluation/Contract Monitoring

Description includes bidder's compliance with data collection and reporting capacity, outlining baseline and outcome targets for metrics specifically related to proposal objectives.

XI. PROVIDER CONTRACT AND MONITORING

Upon selection, accompanying the final notification letter will be two copies of the standardized Agreement to Provide Services (“the contract”), as approved by MSBH. These must be reviewed thoroughly and signed by appropriate officials of the respondent. The contract must have original signatures and be returned to Mid Shore Behavioral Health, Inc. 28578 Mary’s Court, Suite 1, Easton MD 21601. Any contract resulting from this RFP will reflect September 30, 2020-September 29, 2021 service delivery dates.

MSBH will engage in ongoing, periodic monitoring activities to evaluate the quality of service delivery and essential ingredients of the program. Activities shall include, but are not limited to the following:

- Site visits at least annually to evaluate and document compliance with administrative and programmatic requirements, including but not limited to evidence in the medical record of a diversity of referral sources and relationships with relevant organizations for referral and linkage to care.
- Review of administrative data reports and claims data to evaluate program effectiveness.
- Review of policy and personnel records to ensure administrative compliance.
- Participation in any provider meetings as required by MSBH
- Collection and submission of programmatic data, as required by MSBH.