

## Request for Proposal

### **Projects for Assistance in Transition from Homelessness (PATH)**



**Issue Date: April 23, 2021**

#### **NOTICE**

Prospective Offerors who have received this document from a source other than the Core Service Agency of Harford County, and who wish to assure receipt of any changes or additional materials related to this RFP, should immediately contact the Core Service Agency of Harford County and provide their name and mailing address so that amendments to the RFP or other communications can be sent to them.

**Minority Business Enterprises are Encouraged to Respond to this Solicitation**

**KEY INFORMATION SUMMARY SHEET**

**Request For Proposals**

*Projects for Assistance in Transition from Homelessness (PATH)*

**RFP Issue Date:** April 23, 2021

**RFP Issuing Office:** Office on Mental Health  
Core Service Agency of Harford County, Inc.

**RFP Contact:** Tracy Kelly, Adult Services Coordinator  
Office Phone: (410) 803-8726  
Fax: (410) 803-8732  
E-mail: TKelly@harfordmentalhealth.org

**Proposals are to be sent to:** Office on Mental Health  
Core Service Agency of Harford County, Inc.  
2231 Conowingo Rd. Ste. A  
Bel Air, MD 21015  
Attention: Tracy Kelly

**Closing Date and Time:** May 17, 2021 – 4:00 PM Local Time

**Notification of Funding:** June 1, 2021

## I. GENERAL INFORMATION

### Summary Statement

The Office on Mental Health/Core Service Agency of Harford County, Inc. (OMH/CSA) is issuing this Request for Proposals to acquire a vendor to implement and provide services for the Projects for Assistance in Transition from Homelessness (PATH). The PATH Program is administered by the Center for Mental Health Services (CMHS), a component of the Substance Abuse and Mental Health Services Administration (SAMHSA). The PATH Program is a voluntary program that aims to serve individuals with serious mental illness, including co-occurring substance use disorders, who are experiencing homelessness or at risk of becoming homeless. PATH services include community-based outreach, case management, and other support services, such as linkage to mental health and substance use treatment and community-based housing services.

The core elements of the PATH program will include, but are not limited to the following:

- Outreach to persons experiencing homelessness
- Case management services, including assisting with connecting individuals to mainstream benefits and services
- Assistance in accessing primary health care services, job training, education services, and housing
- Assistance with navigating the housing application process

It is the OMH/CSA's intention to obtain services, as specified in this Request for Proposals, from a Contract between the successful Offeror and the OMH/CSA.

The OMH/CSA intends to make *a single award* to the Offeror whose proposal is deemed to be the most advantageous to the OMH/CSA.

Offerors must be able to provide all services and meet all the requirements requested in this solicitation.

The OMH/CSA has received funding approval for **\$68,475.00** annually for the PATH grant. The OMH/CSA expects the program to be fully implemented in FY2022. Offerors should submit a single budget covering the period term of July 1, 2021 through June 30, 2022. The term of this agreement shall be for the period commencing on July 1, 2021 and ending on June 30, 2024. After the initial (Base Contract Term) of three (3) years, the Contract shall be renewable for an additional two (2) years on a year-to-year bases for a total of five (5) years, provided the contract deliverables are met and there is continued funding from the Substance Abuse and Mental Health Services Administration (SAMHSA).

## **II. OFFEROR MINIMUM QUALIFICATIONS**

The Office on Mental Health/Core Service Agency of Harford County, Inc. (OMH/CSA) invites any licensed or incorporated agency or organization, public or private, to apply under a Request for Proposal. The offeror must be a Public Behavioral Health System service provider, or be willing to become one, as delineated in the COMAR 10.21.16 and 10.21.17 and be licensed by the Office of Health Care Quality and the State of Maryland's ASO; or an established provider of direct services to the homeless population. The award will be issued as a cost reimbursement contract and the OMH/CSA reserves the right to reject any or all proposals received in response to this solicitation.

There will be a virtual Pre-Bid conference meeting on April 28, 2021 at 12 pm. This meeting will detail the grant requirements and will be an opportunity for any questions you may have about the PATH program.

## **III. SCOPE OF WORK**

### **3.1 Authorization**

This RFP is issued under the auspices of the Office on Mental Health/Core Service Agency of Harford County, Inc. (OMH/CSA). The OMH/CSA, governed by a Board of Directors, is funded under a contract with the Behavioral Health Administration (BHA), Maryland Department of Health (MDH). The OMH/CSA, also known as the Core Service Agency (CSA), functions as the local mental health authority. The role of the CSA is to plan, develop and manage mental health services at the local level.

### **3.2 Background and Purpose**

The purpose of this Request for Proposal (RFP) is to select a vendor to implement and provide services for the Projects for Assistance in Transition from Homelessness (PATH).

### **3.3 Population**

Eligibility for services will be in congruence with the Public Behavioral Health System definition of priority population as follows: 18 years of age or older, who are homeless or at risk of homelessness, and have a serious mental illness and/or co-occurring substance use disorder.

### **3.4 Scope of Services**

The intent of this proposal is to select a vendor to provide outreach and case management services to homeless individuals with mental health and co-occurring disorders in Harford County, Maryland. The vendor will identify and utilize a resource network of shelters, state agencies, peer supports organizations, and mental health providers. Case management interventions will focus on matching consumer need with available services and linkage to affordable housing resources. The provider will be required to do data collection and entry into the designated Homeless Management Information System (HMIS) for the region.

### 3.5 Required Services/Deliverables

The selected vendor will be required to meet the following goals and objectives as they relate to this RFP:

- a. To provide a minimum of 1.0 FTE homeless Outreach Case Manager to work within Harford County, Maryland. The Outreach Case Manager will be expected to:
  - Identify and connect with individuals who are or at risk of experiencing homelessness
  - Provide flexible consumer-directed and recovery-oriented services to meet consumers where they are in their recovery, particularly to connect homeless with mental health services
  - Network with shelters, state agencies, mental health providers, and other grass roots organizations to assure the connection of the identified consumers with mental health treatment, substance use treatment, or medical care as needed, desired, and appropriate
  - Perform other preliminary case management functions such as initiate the process of obtaining housing and securing benefits prior to referring the consumer to Targeted Case Management as appropriate
  - Complete assessment of need and service plan for PATH-eligible consumers
  - Identify gaps and recommend changes in the service delivery system and/or identify partnerships that will assist this population in receiving services
  - Access local funds for housing services to include minor renovation, expansion and/or repair of housing, security deposits, costs associated with matching eligible homeless individuals with appropriate housing situations, and one-time only rental payments to prevent eviction
- b. To participate in and utilize the HMIS system within the region, collecting, and entering information in the required format to maximize the utilization of HMIS.
- c. To participate in the local SSI/SSDI Outreach, Access, and Recovery (SOAR) initiative to improve access to benefits.
- d. To work collaboratively with the CSA, local and regional Continuum of Care (CoC) to identify needs and problem solve affordable housing resource issues in the region.
- e. Provide outreach to approximately 100 individuals annually.

- f. Enroll at least 50% of individuals identified and engaged through outreach/referrals as PATH consumers.
- g. Facilitate the engagement of PATH participants, not already connected, to mental health services.
- h. Facilitate the engagement of PATH participants, not already connected, to substance use treatment, somatic care, and supported employment services as needed, desired, and appropriate.
- i. Encourage the use of and facilitate the engagement in consumer run programs.
- j. Partner with local housing subsidy and permanent supported housing programs.
- k. Using the SOAR process, assist a minimum of two (2) individuals through the application process for Social Security benefits annually. Case managers must first attend and complete SOAR training prior to submission of SOAR claims.
- l. The offeror must submit a monthly report (Appendix B) to the CSA by the 10<sup>th</sup> of each month, and a cumulative quarterly report by each October 15<sup>th</sup>, January 15<sup>th</sup>, April 15<sup>th</sup>, and July 15<sup>th</sup>, with the following information:
  - A fiscal report of the previous quarter prepared on budget MDH forms 437 and 438
  - Data chart describing the program's status in completing program requirements over the previous quarter
- m. The offeror will be expected to meet with the CSA for a minimum of one monitoring visit per fiscal year and at a minimum provide the following information:
  - Policy and Procedure Manual
  - All client files
  - Supporting documentation of expenditures as requested

## **IV. PROPOSALS**

### **4.1 Proposal Format**

- a. Proposal narratives submitted in response to this request shall not exceed 15, typed, single-sided, single-spaced pages and should address the criteria specified below. Use 12-point font and 1-inch margins. Budget pages MDH Forms 432A thru 432H and attachments, such as letter of reference, are not include in the 15-page maximum. It shall contain a one-page executive summary.
- b. All interested and qualified providers may submit a proposal that responds to the aforementioned program requirements. Providers are asked to submit one electronic

copy to [TKelly@harfordmentalhealth.org](mailto:TKelly@harfordmentalhealth.org) and mail three (3) hard copies of their proposal to the Harford County Core Service Agency located at 2231 Conowingo Rd. Ste. A, Bel Air, MD 21015.

- c. The deadline for submission of proposals is May 17, 2021 at 4:00 PM. Late proposals will be returned unopened.
- d. At a minimum, each proposal shall include the following items in the stated order; all pages shall be numbered; and all the listed components must be included. Proposals which do not include all components will be considered non-responsive and therefore not reviewed or considered for funding.

## 4.2 Proposal Content

- a. **Transmission Letter:** Formal letter stating your intent to provide the services you are proposing and that you have the authority to do so. Provide name or organization, address, and all contact information, including primary contact person.
- b. **Executive Summary:** Offerors shall condense and highlight the contents of the technical proposal in a separate section titled "Executive Summary". Offerors shall describe their organization's mission statement, highlighting experience with other similar projects. Offerors shall demonstrate an understanding of the objectives and goals of the OMH/CSA as well as an understanding of the Scope of Work. This section should also include an analysis of the effort and resources, which will be needed to realize the grant's objectives.
- c. **Proposed Work Plan:** Offerors shall give a definitive description of the proposed plan to meet the requirements of the RFP (Work Plan) with applicable timeline.
- d. **Organization Structure and Operations:** Offerors shall include information on past experience of Offerors and their personnel with similar services. Offerors shall describe how their organization can meet the qualifications of this RFP and shall include an overview of the Offeror's experience and capabilities providing services. The description shall include:
  - The number of years the Offeror has provided these services
  - The number of clients and geographic locations that the Offeror currently serves
  - Experience of Proposed Staff including relevant Resumes
  - Organizational Chart
  - Grievance Procedures
  - Ability to cover for staff turnover and leave
  - Orientation training and supervision
  - Process and content of individualized service plans
  - Record keeping, security, and confidentiality

- Efforts or methods to ensure participant involvement
- Any relevant references/ letters of support

### **4.3 Proposal Budget**

- a. **Program budget:** The program budget corresponds with the program descriptions and reflects reasonable costs. The budget is expected to meet client and program needs. The offeror describes and demonstrates sound financial practices and fiscal accountability. Use DHMH Forms 432A thru 432H, (Appendix A-is also published as a separate fillable Excel document) and a budget narrative detailing proposed expenditures, including costs, salaries, and fringe, rent, supplies, mileage, etc.

## **V. EVALUATION CRITERIA AND SELECTION PROCEDURE**

### **5.1 Review Committee**

A Proposal Review Committee consisting of at least two (2) OMH/CSA Board Members and the OMH/CSA Executive Director or his/her designee will review all proposals.

### **5.2 Proposal Evaluation**

The following criteria will be used to evaluate the proposals:

- Proposal Format (5 points)
- Proposal content (75 points)
- Budget information (20 points)

The committee shall make a recommendation of the proposal it deems in the best interest of the Office on Mental Health/Core Service Agency of Harford County and the intended service recipients to the OMH/CSA Board of Directors. The OMH/CSA Board of Directors will consider the recommendation and participate in a Board vote. Any proposal declared by the committee to have failed to adequately address a significant element of the RFP requirements will be disqualified from consideration.