



Office on Mental Health

Core Service Agency of Harford County, Inc.

**Request for Proposal (RFP):
Maryland Community Criminal Justice Treatment Program
(MCCJTP)
Jail-Based Mental Health Services**

Issue Date: March 11, 2024

NOTICE

Prospective Offerors who have received this document from a source other than the Office on Mental Health/Core Service Agency of Harford County, Inc. (OMH/CSA), and who wish to assure receipt of any changes or additional materials related to this RFP, should immediately contact the OMH/CSA 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

Maryland Community Criminal Justice Treatment Program (MCCJTP)

Jail-Based Mental Health Services

RFP Issue Date: March 11, 2024

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

RFP Contact: Savannah Sosa-Dixon, Grants Specialist
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Email proposals to: Savannah Sosa-Dixon no later than April 12, 2024

Pre-Bid Conference: March 22, 2024 @ 12 PM
Zoom Link: <https://us02web.zoom.us/j/82064035214?pwd=cy95N3BZT2VITFg2UndpbFU1VitpQT09>

Closing Date and Time: April 12, 2024 - 4:00 PM Local Time

Notification of Funding: On or around May 17, 2024

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 for Maryland Community Criminal Justice Treatment Program (MCCJTP) to provide jail-based mental health case management services to inmates in the Harford County Detention Center.

The OMH/CSA intends 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 **\$65,000** annually for the MCCJTP grant. Offerors should submit a single budget covering the period term of July 1, 2024 – June 30, 2025.

II. OFFEROR MINIMUM QUALIFICATIONS

The Office on Mental Health/Core Service Agency of Harford County, Inc. invites all behavioral health clinical service providers and/or providers who are registered with the Public Behavioral Health System, to submit a proposal for the provision of services to incarcerated individuals at the Harford County Detention Center. The agency whose proposal is accepted will be the provider for jail-based Mental Health Services in Harford County. 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.

III. SCOPE OF WORK

Authorization

This RFP is issued under the auspices of the Office on Mental Health/Core Service Agency of Harford County, Inc. 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 behavioral health authority. The role of the CSA is to plan, develop, and manage behavioral health services at the local level.

Background and Purpose

The purpose of this Request for Proposal (RFP) is to select a vendor to provide mental health case management services to inmates of the Harford County Detention Center. The goals of this program are: (a) early identification and effective treatment of inmates

with psychiatric disorders, (b) reduction of recidivism and reduction in psychiatric hospitalizations among inmates with mental illness, (c) to improve the liaison between the mental health and criminal justice systems, and (d) pre-release planning for linkage to mental health services.

Population

The targeted population for these services includes adults over the age of eighteen (18) who are incarcerated in the Harford County Detention Center and diagnosed with a serious mental illness (SMI) and are at risk for re-institutionalization. A Serious Mental Illness (SMI) is defined as having a mental, behavioral, or emotional disorder that meets the criteria in the DSM-5-TR and that results in functional impairment that substantially interferes with or limits one or more major life activities. Per Maryland's Public Behavioral Health System, an individual with an SMI is 18 years or older and meets the DSM-5-TR criteria for the following diagnostic codes: F20.89, F30.10, F32.9, F31.9, F31.0, F31.9, F31.60, F39, F32.2, F32.3, F33.2, F22, F29, F21, F60.3.

Scope of Services

The intent of this proposal is to select a vendor to provide high-quality mental health treatment services to target population inmates in Harford County, in collaboration with Correctional Facility staff and related vendors. The Vendor will offer mental health referrals and coordination of community support services, advocacy for “mainstream” services, and monitoring post-release compliance with treatment with the intent of reducing recidivism in correctional facilities, psychiatric hospitals, and homelessness. A successful vendor will help facilitate communication and collaboration between mental health and criminal justice systems and adhere to Harford County Detention Center guidelines and regulations as required for the safe and effective operation of the facility.

Required Services/ Deliverables

- a. On-site services- A case manager should be employed for a minimum of **27 hours per week** (1,404 hours annually) and provide mental health services as outlined to a **minimum of 35** unduplicated individuals annually who are diagnosed with a serious mental illness (SMI) and are at risk for re-institutionalization.
- b. The vendor will be expected to maintain a regular, consistent schedule of on-site services at the Harford County Detention Center. Services provided may include but are not limited to referrals and coordination of community support services, advocacy for “mainstream” services, and monitoring post-release compliance with treatment.
- c. Early Assessment- The vendor will be responsible for completing a Mental Health Assessment on inmates within two working days of referral. Referral sources include self, family, Harford County Detention Center staff, and the OMH/CSA.

- d. Treatment Planning- The vendor shall establish an individual treatment plan that includes, at a minimum, the individual's needs and strengths, the diagnosis, short-term and long-term goals, modality and frequency of treatment and responsible staff.

- e. Case Management Services-
 - 1. Service linkage- The vendor will link program participants with applicable services including but not limited to outpatient mental health services, health insurance programs, Social Security benefits, public aid programs, affordable housing, and vocational rehabilitation services.
 - 2. Pre-release planning- When the release date is known in advance, the vendor will work with program participants to develop a release plan to include connection with community services as indicated.
 - 3. Post-release compliance- Monitoring of treatment compliance following release.

- f. Mental Health/ Criminal Justice collaboration- The vendor shall participate in relevant internal and external mental health and criminal justice collaborative meetings and training as deemed appropriate. The meetings include but are not limited to:
 - 1. State Maryland Community Criminal Justice Treatment Program (MCCJTP)
 - 2. Mental Health and Addictions Advisory Committee
 - 3. Harford County Circuit Court Advisory Committee
 - 4. The Vendor's Director or designee shall meet with Correctional Facility administrative staff as deemed necessary by either party.

- g. Reporting- Vendor shall submit quarterly reports to the OMH/CSA within fifteen days following the end of each quarter.

IV. PROPOSALS

Proposal Format

- a. Proposal narratives submitted in response to this request shall not exceed 15 typed pages and should address the criteria specified below. Budget pages DHMH Forms 432A thru 432H and attachments, such as a letter of reference, are not included in the 15-page maximum.

- b. All interested and qualified providers may submit a proposal that responds to the aforementioned program requirements. Providers are asked to submit their proposal to sSosa-Dixon@harfordmentalhealth.org.
- c. The deadline for submission of proposals is April 12, 2024, at 4:00 PM. Late proposals will not be accepted.
- 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 that do not include all components will be considered non-responsive and therefore not reviewed or considered for funding.

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 the 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 the following:

An overview of the Offeror’s experience and capabilities in providing services. This 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 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
- e. **Proposal 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, and a budget narrative detailing proposed expenditures, including costs, salaries, and fringe, rent, supplies, mileage, etc.

V. EVALUATION CRITERIA AND SELECTION PROCEDURE

Review Committee

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

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 OMH/CSA 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.