



Office on Mental Health

Core Service Agency of Harford County, Inc.

Request for Proposal (RFP):

Projects for Assistance in Transition from Homelessness (PATH)

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

Projects for Assistance in Transition from Homelessness (PATH)

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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Fax: (410) 803-8732
E-mail: sSosa-dixon@harfordmentalhealth.org

Email proposal to: Savannah Sosa-Dixon no later than April 12, 2024

Pre-Bid Conference: March 22, 2024 @ 11AM
Zoom Link: <https://us02web.zoom.us/j/85800594182?pwd=cDQrcjNtamsxR2Qrc2EvODhvWmpiUT09>

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 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, and education services, and housing; and
- Assistance with navigating the housing application process.

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 **\$68,475.00** annually for the PATH grant. Offerors should submit a single budget covering the period term of July 1, 2024 through June 30, 2025.

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 licensed Public Behavioral Health System service provider, or be willing to become one, as delineated in COMAR 10.63.01 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.

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. (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 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 implement and provide services for the Projects for Assistance in Transition from Homelessness (PATH).

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 experiencing homeless or at risk of homelessness, and who have a serious mental illness and/or co-occurring substance use disorder.

Scope of Services

The intent of this proposal is to select a vendor to provide outreach and case management services to individuals experiencing homelessness living 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 needs 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.

Required Services/Deliverables

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

1. Identify and connect with individuals who are at risk of experiencing homelessness.
2. Enroll 50 individuals into PATH. 65% of individuals enrolled will receive community mental health services and 58% of individuals contacted who are

experiencing homelessness with a serious mental illness will be enrolled in PATH.

3. 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 assist with:
 - a. Preparing a plan for the provision of community mental health services to eligible individuals experiencing homelessness and reviewing such a plan not less than once every three months. Service plans must include the following:
 - Goals to obtain community mental health services for the PATH-eligible consumer, which includes reviewing the plan not less than once every three months.
 - Goals that describe how assistance will be provided in obtaining and coordinating social and maintenance services for the eligible PATH consumer, including services relating to daily living activities, personal planning, transportation, habilitation and rehabilitation services, prevocational and vocational services, and housing.
 - Goals that describe how assistance will be provided to PATH-eligible consumers in obtaining income, obtaining income support services, including housing assistance, food stamps, and supplemental security income.
 - Goals that describe how referrals will be made to other appropriate services.
 - b. Assisting in obtaining and coordinating social and maintenance services for eligible individuals who experience homelessness, including services related to daily living activities, peer support, personal financial planning, transportation, habilitation and rehabilitation, prevocational and vocational training, and housing.
 - c. Assisting eligible individuals who experience homelessness in obtaining income support services, including housing assistance, food stamps, and supplemental security income benefits.
 - d. Referring eligible individuals who experience homelessness for such other services as may be appropriate and providing representative payee services per section 1631(a)(2) of the Social Security Act if the eligible individuals who experience homelessness are receiving aid under title XVI of such act and if the applicant is designated by the Secretary to provide such services.
 - e. Supportive and supervisory services in residential settings including shelters, group homes, supported apartments and other residential settings specifically serving those living with serious mental illness or co-occurring disorders.
 - f. Referrals to behavioral and primary health services, job training, educational services, and relevant housing services including the use of peer providers to help to assure that these services are successfully accessed by homeless individuals with serious mental illness(es) and co-occurring disorders.

- g. Housing services, as specified in Section 522(b)(10) of the PHS Act, as amended (U.S.C. § 290cc-22(b), including:
 - Minor renovation, expansion, and repair of housing.
 - Planning of housing.
- h. Technical assistance in applying for housing assistance; Improving the coordination of housing services.
 - Security deposits.
 - Costs associated with matching eligible individuals who are experiencing homelessness with appropriate housing situations; and
 - One-time rental payments to prevent eviction.
- i. Providing flexible consumer-directed and recovery-oriented services to meet consumers where they are in their recovery, particularly to connect the individual with mental health services.
- j. Networking with shelters, state agencies, behavioral health providers, and other grassroots organizations to ensure the connection of the identified consumers with behavioral health treatment or medical care as needed, desired, and appropriate.
- k. Performing other preliminary case management functions such as initiating the process of obtaining housing and securing benefits before referring the consumer to Targeted Case Management as appropriate.
- l. Completing an assessment of need and service plan for PATH-eligible consumers
- m. Identifying gaps and recommending changes in the service delivery system and/or identifying partnerships that will assist this population in receiving services.
- n. Utilizing the HMIS system within the region, collecting, and entering information in the required format.
- o. Participate in the local SSI/SSDI Outreach, Access, and Recovery (SOAR) initiative to improve access to benefits.
- p. Work collaboratively with the CSA and the local and regional Continuum of Care (CoC) to identify needs and problem-solve affordable housing resource issues in the region.
- q. Facilitate the engagement of PATH participants, not already connected, to mental health services.
- r. Facilitate the engagement of PATH participants, not already connected, to substance use treatment, somatic care, and supported employment services as needed, desired, and appropriate.
- s. Facilitate engagement in consumer-run programs.
- t. Partner with local housing subsidies and permanent supported housing programs.
- u. Utilizing 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 before submission of SOAR claims.
- v. The offeror must submit a monthly report to the CSA by the 15th of each month and a cumulative quarterly report with the following information:

- A fiscal report for 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.
- w. The offeror will be expected to meet with the CSA for quarterly chart reviews and a minimum of one annual audit per fiscal year and provide at minimum the following information:
- Policy and Procedure Manual
 - All client files
 - Supporting documentation of expenditures as requested
- x. The offeror will be expected to attend local continuum of care meetings.

IV. PROPOSALS

Proposal Format

1. 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 included in the 15-page maximum.

2. 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.

3. 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.

4. The deadline for submission of proposals is April 12, 2024 at 4:00 PM. Late proposals will not be accepted.

Proposal Content

1. **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.

2. 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.

3. 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.

4. 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

5. 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 MDH Forms 432A thru 432H, and a budget narrative detailing proposed expenditures, including costs, salaries, and fringe, rent, supplies, mileage, etc.

V. EVALUATION CRITERIA

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 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.