



# Office on Mental Health

Core Service Agency of Harford County, Inc.

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## **Request for Proposal (RFP):**

### **Diversion Services for Adolescents Family Centered Treatment**

**Issue Date: September 24, 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

#### *Diversion Services for Adolescents*

#### *Family Centered Treatment*

**RFP Issue Date:** September 24, 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](mailto:sSosa-dixon@harfordmentalhealth.org)

**Email proposal to:** Savannah Sosa-Dixon no later October 18, 2024

**Pre-Bid Conference:**  
**Zoom Link:** October 4, 2024 at 10 am:  
<https://us02web.zoom.us/j/81834633066?pwd=0vEX4gklhr2bRNHRsdaUhkBiDOdtAs.1>

**Closing Date and Time:** October 18, 2024

**Notification of Funding:** On or around November 15, 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 Proposal (RFP) to develop a short-term intensive in-home program that focuses on diverting adolescents ages 13-17 from a more restrictive therapeutic or educational placement and reintegrate them back into the community. The program should utilize an evidence-based therapeutic approach that trains and prepares families to care for children with complex mental and behavioral health needs. There will be a focus on improving outcomes for children and families by addressing gaps and barriers for children with complex needs, preventing any further emergency out-of-home placements, such as hospital emergency rooms and residential treatment facilities, with a goal of keeping more families intact and working together on the same goals. The program will utilize the Family Centered Treatment (FCT) model to work with the family to help build skills and resources to support their long-term success. This may involve teaching communication skills, problem-solving techniques, and coping strategies to help the family manage difficult situations, as well as connecting families with community resources and services, such as housing assistance, job training, and ongoing behavioral health treatment.

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

- Short-term intensive in-home services that focus on diverting adolescents ages 13-17 from a more restrictive therapeutic or educational placement and reintegrate them back into the community,
- Family Coordinator to work with families to help them build skills and resources, by teaching communication skills, problem-solving techniques, and coping strategies, as well as connecting families to community resources and services, and
- Connect families to community resources and services such as housing assistance, job training, and ongoing behavioral health treatment.

The OMH/CSA intends to obtain services, as specified in this Request for Proposal, 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 **\$170,000.00** annually for a Family Centered Treatment program. Offerors should submit two budget proposals covering the period terms of:

December 1, 2024-June 30, 2025 & July 1, 2025-June 30, 2026

## 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 an approved licensed Public Behavioral Health System service provider, as delineated in COMAR 10.09.89 1915(i) to provide intensive in-home Behavioral Health services for children, youth and families. 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.

#### **Scope of Services**

The purpose of this Request for Proposal (RFP) is to select a vendor to develop and implement a program to provide Diversion Services for Adolescents. The program shall utilize the Family Centered Treatment model, an evidence-based therapeutic approach that trains and prepares families to care for children with complex mental and behavioral health needs. The focus will be on improving outcomes for children and families by addressing gaps and barriers for children with complex needs, preventing any further emergency out-of-home placements, such as hospital emergency department and residential treatment facilities, with a goal of keeping more families intact and working together on the same goals. The program will work with the family to help build skills and resources to support their long-term success.

#### **Population**

Treatment is focused on diverting adolescents, ages 13 through 17, from a more restrictive therapeutic or educational placement and reintegrating them back into the community.

#### **Required Services/Deliverables**

- a. The vendor will acquire two (2) full- time FCT practitioners.
- b. Provide services to a minimum of 10 adolescents per year.
- c. At a minimum, provide the following services to adolescents of Harford County between the ages of 13 and 17 years old to divert them from utilizing the emergency department, out of home placements and more restrictive psychiatric and educational placement. The services provided will improve their mental health, enhance parenting skills and family functioning. Services include behavioral health assessments, transportation, parent educational groups, crisis supports and behavior management strategies, school transitioning, school supports and advocacy, expressive activities, meditation/mindfulness, home visiting as indicated and aftercare planning.
- d. Complete youth specific assessments such as but not limited to: CRAFFT Alcohol & Other Drug Screening, Fagerstrom Test for Nicotine Dependence, Drug Abuse Screening Test (DAST), Strengths and Difficulties Questionnaire, RCADS, Problems Oriented Screening Instrument for Teenagers (POSIT), and the Adverse Childhood Experience (ACE) tool.

- e. Complete a Child and Adolescent Service Intensity Instrument (CASII) screening within seven (7) days of intake and seven (7) days prior to disenrollment/ discharge.
- f. Utilize Pre & Post self-report measures of therapist ratings, measuring family engagement, perceptions of effectiveness, and willingness to continue treatment. Assessment will be utilized to identify if the program diverted the family from going to the emergency department during a crisis.
- g. Utilize Pre & Post assessment tools, such as the Child Behavior Checklist (CBCL) or the Strengths and Difficulties Questionnaire (SDQ), evaluating improvement in emotional problems, hyperactivity, conduct problems, and social skills.
- h. Utilize Pre & Post assessment tools such as the Family Assessment Device (FAD) or the Family Adaptability and Cohesion Evaluation Scale (FACES), evaluating improved family functioning, communication, problem- solving, roles, and affective responsiveness.
- i. Utilize Pre & Post assessment tools, such as the Parenting Stress Index (PSI) or the Parenting Scale, evaluating improvement in perceptions of parenting skills, stress levels, and coping strategies.
- j. Create a data mechanism that captures an end of year summary to include narratives on the demographic overview performance measure, program summary/achievements, Pre & Post self-report measures of therapist ratings, measuring family engagement, perceptions of effectiveness, and willingness to continue treatment and diversion data tracking to include three (3), six (6) and twelve (12) month post discharge.
- k. Funding cannot be used to duplicate services billed under the Public Behavioral Health System (PBHS).

### **Outcome Measures/Deliverables**

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

- a. Hire 2 full-time FCT practitioners.
- b. Provide services to a minimum of 10 adolescents per year.
- c. 75% of youth enrolled will be diverted from utilizing emergency department.
- d. 75% of youth will report an improvement in their mental health.
- e. 75% of families will report improved parenting skills and family functioning.
- f. 90% of youth enrolled will remain in their community placement.
- g. Provide monthly reports to the OMH/CSA that include the following outcome measures:
  - Number of staff funded
  - Number of youth and families being served
  - Number of sessions held per family
  - Number of youth and families discharged
  - Number of MA or Non-MA participants
  - Number of youths needing crisis intervention

- Percentage of youth diverted from emergency department
  - Percentage of youth remaining in community placement
  - Percentage youth reporting an improvement in their mental health
  - Percentage of families reporting improvement in parenting skills and family functioning
  - Percentage of youth and families satisfied with program
- h. Provide supporting documentation of expenditures as requested.
- i. Provide documentation on IT management system as required by OMH/CSA.

**Award Amount:**

Funding for this new and innovative program will be through Federal Block Grant funds and shall not exceed \$170,000. Funds may not be used for Medicaid reimbursable services. This program shall be required to submit an independent annual audit per the State compliance requirement. A pre & post federal risk assessment must be completed and approved to obtain funds.

**IV. PROPOSALS**

**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 included in the 15-page maximum.
- b. 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.
- c. 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](mailto:sSosa-Dixon@harfordmentalhealth.org).
- d. The deadline for submission of proposals is October 18, 2024 at 4:00pm. Late proposals will not be accepted.

**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 demonstrate an understanding of the objectives, deliverables and outcomes of this RFP and give a definitive description of the proposed plan to meet the requirements of the scope of work listed with an 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:

- i. The number of years the Offeror has provided these services
- ii. The number of clients and geographic locations that the Offeror currently serves
- iii. Experience of Proposed Staff including relevant Resumes
- iv. Organizational Chart
- v. Grievance Procedures
- vi. Ability to cover staff turnover and leave
- vii. Orientation training and supervision
- viii. Process and content of individualized service plans
- ix. Record keeping, security, and confidentiality
- x. Efforts or methods to ensure participant involvement
- xi. 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. This program shall be required to cover the costs of an independent annual audit per the State compliance requirement. 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, Inc. 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.