



REQUEST FOR PROPOSALS:

Project Towards No Drug Abuse (Project TND)

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Pre-Proposal Conference: May 14, 2024

Proposal Due: June 3, 2024 at 12:00 p.m. (noon)

Anticipated Award Notification: July 22, 2024

Anticipated Contract Start: August 1, 2024

Issued by:

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TABLE OF CONTENTS

I. Overview of the Project	3
A. OVERVIEW OF BHSB	3
B. OVERVIEW OF PROJECT	3
C. SCOPE OF SERVICE	4
D. FOCUS POPULATION	6
E. STAFFING REQUIREMENTS	6
F. FUNDING AVAILABILITY	6
G. QUALITY AND FINANCIAL REVIEW	6
H. CONTRACTING WITH BHSB	6
II. Overview of RFP	8
A. PURPOSE OF RFP	8
B. APPLICANT ELIGIBILITY	8
C. PROPOSAL TIMEFRAME AND SPECIFICATIONS	8
D. AWARD OF CONTRACT	10
E. RFP POSTPONEMENT/CANCELLATION	10
F. APPLICANT APPEAL PROCESS	10
G. GOVERNING LAW AND VACCINATION MANDATES	10
III. Format and Content of Proposal	12
A. PROPOSAL INSTRUCTIONS	12
B. PROPOSAL NARRATIVE OUTLINE AND RATING CRITERIA	12

REQUEST FOR PROPOSALS

Project TND

I. Overview of the Project

A. OVERVIEW OF BHSB

Behavioral Health System Baltimore, Inc. (BHSB) is a non-profit organization tasked by Baltimore City to manage the city's public behavioral health system. As such, BHSB serves as the local behavioral health authority for Baltimore City. In this role, BHSB envisions a city where people live and thrive in communities that promote and support behavioral health and wellness.

BHSB is committed to enhancing the behavioral health and wellness of individuals, families, and communities through:

- the promotion of behavioral health and wellness prevention, early intervention, treatment, and recovery;
- the creation and leadership of an integrated network of providers that promotes universal access to comprehensive, data-driven services; and
- advocacy and leadership of behavioral health-related efforts to align resources, programs, and policy.

BHSB is committed to promoting behavioral health equity in Baltimore City by ensuring that the behavioral health provider network is culturally and linguistically responsive to the diverse populations served; reducing behavioral health care access barriers for populations known to experience discrimination and marginalization; and supporting communities directly to develop services that are responsive to their unique strengths and needs.

B. OVERVIEW OF PROJECT

Through this Request for Proposals (RFP), BHSB is seeking qualified organizations to serve high-school-aged youth through Project Towards No Drug Abuse (Project TND), a comprehensive drug misuse prevention program specifically designed for high school youth. The program is rooted in a structured curriculum consisting of 12 in-class interactive sessions, each thoughtfully designed to address crucial aspects of motivation, skills, and decision-making. Project TND focuses on equipping young people with the tools and knowledge they need to make informed choices and resist the temptation of drug misuse, with a particular emphasis on the use of cigarettes, alcohol, marijuana, illicit drugs, and violence-related behaviors.

One way that BHSB promotes behavioral health equity in Baltimore City is to advance early intervention approaches. Early intervention advances health equity by promoting positive youth development through positive relationships, educational information, practical skills, and overall support. Studies show that for every year that substance use is delayed while the adolescent brain develops, the risks of substance misuse and addiction decrease.

BHSB utilizes SAMHSA's Strategic Prevention Framework (SPF), which offers five steps and two guiding principles to advance comprehensive solutions. It is imperative that applicants understand the SPF and describe how they propose to operationalize these values in their day-to-day program operations.

The SPF includes five steps:

1. **Assessment:** Identify local prevention needs based on data (e.g., What is the problem?)
2. **Capacity:** Build local resources and readiness to address prevention needs (e.g., What do you have to work with?)
3. **Planning:** Find out what works to address prevention needs and how to do it well (e.g. What should you do and how should you do it?)
4. **Implementation:** Deliver evidence-based programs and practices as intended (e.g., How can you put your plan into action)
5. **Evaluation:** Examine the process and outcomes of programs and practices (e.g. Is your plan succeeding?)

The SPF is also guided by two cross-cutting principles that should be integrated into each of the steps that comprise it:

- **Cultural competence:** The ability of an individual or organization to understand and interact effectively with people who have diverse values, lifestyles, and traditions based on their distinctive heritage and social relationships.
- **Sustainability:** The process of building an adaptive and effective system that achieves and maintains desired long-term results.

C. SCOPE OF SERVICE

The selected applicant(s) will implement the Project TND program with high-school aged youth within Baltimore City school settings or within the Baltimore City community. If programming occurs within school settings, BHSB expects the provider to follow district and individual school protocol.

Project TND focuses on three factors that increase the risk of tobacco, alcohol and other drug use, violence-related behaviors and other negative behaviors among youth, including:

- motivation factors (i.e., students' attitudes, beliefs, expectations, and desires regarding drug use),
- skills (effective communication, social self-control, and coping skills); and
- decision-making (i.e., how to make decisions that lead to health-promoting behaviors).

The program's 12 interactive sessions cover a wide range of topics essential to fostering healthy, drug-free lifestyles:

- **Active Listening:** Enhancing the ability to listen and engage effectively in communication
- **Stereotyping:** Exploring and challenging stereotypes that may influence perceptions and behaviors
- **Myths and Denials:** Addressing common misconceptions and denials associated with drug use
- **Chemical Dependency:** Understanding the nature of addiction and its impact
- **Talk Show:** Encouraging open discussions and information sharing
- **Marijuana Panel:** Providing insights and discussions on marijuana use
- **Tobacco Use Cessation:** Offering strategies for quitting tobacco use
- **Stress, Health, and Goals:** Managing stress, setting health-related goals, and making informed choices
- **Self-Control:** Developing self-control skills to resist peer pressure and temptation
- **Positive and Negative Thought and Behavior Loops:** Understanding the link between thoughts, behaviors, and outcomes
- **Perspectives:** Encouraging a balanced and informed perspective on drug-related issues
- **Decision Making and Commitment:** Empowering students to make sound decisions and commit to a drug-free lifestyle

The selected applicant(s) will host two cohorts, one in the fall semester, and another in the spring semester, with each cohort consisting of 6-30 students.

At the completion of this program, students will be able to:

- Stop or reduce the use of cigarettes, alcohol, marijuana, and illicit drugs (i.e., cocaine, hallucinogens, depressants, amphetamines, etc.)
- Stop or reduce weapon carrying and victimization

- State accurate information about the consequences of drug use and abuse, including environmental, social, physiological, and emotional consequences
- Demonstrate behavioral and cognitive coping skills
- Make a personal commitment regarding drug use

D. FOCUS POPULATION

The selected applicant(s) shall serve high-school students, regardless of race, color, national origin, sex, gender, or religion. Selected applicants are not permitted to add additional qualifiers.

E. STAFFING REQUIREMENTS

Facilitators of the program must have completed Project TND training before service delivery starts. There are no additional requirements regarding qualifications or licensure for individuals facilitating the program.

F. FUNDING AVAILABILITY

The total funding available to support the Project TND program is \$244,152. BHSB expects to select 3-6 providers. Applicants may request \$40,000 - \$90,000.

Allowable costs include salaries plus fringe benefits for positions supporting the program, training, travel, funds required for service delivery, program materials, and other direct costs. Indirect costs up to 10% of salaries and fringe are also allowed.

The award for the contract period is from August 1, 2024 – June 30, 2025.

G. QUALITY AND FINANCIAL REVIEW

As part of BHSB's procurement process, internal quality and financial reviews are completed to ensure there are no significant concerns with the organization(s) being selected. Applicants should be sure to provide the most recent available versions of all requested documentation with their RFP application in order to ensure this is a smooth process.

H. CONTRACTING WITH BHSB

Applicants selected through this process will enter into a contractual agreement with BHSB. Following a notification of selection, BHSB will issue a Letter of Award that provides details about the contract and the process for executing it. Selected organizations will be required to submit a new budget on BHSB's budget forms, which will be reviewed for allowable costs under the grant.

Please note that applicants may be asked to change their budgets and/or details of their proposals even if the proposal was selected for funding. Applicants new to

BHSB's contract process are encouraged to review relevant forms available on our website here: <https://www.bhsbaltimore.org/for-providers/forms-for-providers>.

Contract Type and Payment

The contract and payment type that will result from this procurement is described below. Applicants are encouraged to consider whether their organization will be able to operate with this payment mechanism before applying for these funds.

- Cost Reimbursement – Advance Basis

Sub-vendor receives payment in advance of incurring and reporting costs based on a pro-rated budget (e.g., ¼ of budget each quarter), with payment amounts adjusted based on spending.

BHSB issues payments once per month. Applicants should note that submitting required documents and reports late can result in delayed payment.

Contract Monitoring and Technical Assistance

Selected applicants will be required to submit regular program and financial reports to BHSB using an electronic contract management system. BHSB will review these reports to monitor progress and contract compliance throughout the contract term.

Program reports include an update on progress toward deliverables (e.g., number of people served, number of services delivered, etc.). Some program reports may also require organizations to attach a data report with additional information (e.g., consumer demographic information, process and/or outcomes data, etc.). BHSB monitors progress on these reports throughout the contract term and may offer technical assistance and support if deliverables are not being met.

Financial reports are required to generate payment and involve submitting actual expenditures or invoices (depending on the contract type) and to monitor spending compared to the budget or award amount. If organizations are spending more or less than expected awarded throughout the contract term, BHSB may offer technical assistance and support to ensure the funding covers the contract term fully and BHSB may reduce funding if all funds are not likely to be expended by the end of the contract term.

Please note that submitting program or financial reports late can result in delayed payment.

Verification of Services

BHSB audits all contracts to review whether the requirements set forth in the contract were completed as reported and that relevant federal, state, and local regulations were followed. This generally occurs after the conclusion of the contract period. Audits may be conducted remotely through a review of documents submitted to BHSB or on-site at the organization's location.

Applicants should be aware of best practices in documenting both programmatic and financial activities to aid in an efficient audit.

II. Overview of RFP

A. PURPOSE OF RFP

The purpose of this RFP is to select qualified organizations to serve high-school-aged youth through Project Towards No Drug Abuse (Project TND), a comprehensive drug misuse prevention program specifically designed for high school youth.

B. APPLICANT ELIGIBILITY

Applicants must meet all of the criteria outlined below to be considered eligible to be selected through this RFP process:

- Minimum 3 years of experience working with youth ages 14-19.
- All staff members who will facilitate Project TND programming have completed Project TND training OR a written and signed statement that all staff serving in this role will complete training before service delivery starts.
- In Good Standing with the Maryland Department of Assessments and Taxation

C. PROPOSAL TIMEFRAME AND SPECIFICATIONS

1. Timeline

Release Date:	May 6, 2024
Pre-Proposal Conference:	May 14, 2024, at 2:30 p.m.
Proposal Due:	June 3, 2024, at 12:00 p.m. (noon)
Anticipated Award Notification:	July 22, 2024
Anticipated Contract Start:	August 1, 2024

2. Pre-Proposal Conference

Date: May 14, 2024

Time: 2:30 p.m.

Location: Microsoft Teams meeting - Join on your computer or mobile app

Click [here](#) to join the meeting

Or call in (audio only): +1 443-819-0973,,320689549#

Phone Conference ID: 320 689 549#

Please join five minutes early to leave time to troubleshoot. If you have any problems accessing the meeting, please contact Procurements@BHSBaltimore.org.

All questions related to this RFP should be submitted in advance to Procurements@BHSBaltimore.org no later than the close of business on **May 13, 2024**. There may be time at the end of the meeting to ask additional questions, depending on the number of questions submitted.

Questions posed prior to or during the Pre-Proposal Conference and BHSB's responses will be posted on BHSB's website at <https://www.bhsbaltimore.org/for-providers/funding-opportunities/> by **May 17, 2024**.

The questions and answers will also be emailed to all individuals who submitted questions. If you would like to be emailed this document but do not have a question, please let the Procurement Lead know by emailing Procurements@BHSBaltimore.org.

Questions received after this conference cannot be answered.

3. Proposal Due Date, Time, and Location

BHSB uses Survey Monkey Apply (SM Apply) to manage applications. All proposals must be submitted through this system. Applicants must register with the system ahead of time and submit narrative and supporting documents directly through the system. You are able to save your application and continue working on it before submitting it. BHSB encourages all applicants to test this system well in advance of submitting proposals.

Applicants can access SM Apply here: <https://bhsb.smapply.org/>

All proposals must be received no later than **12:00 pm (noon) EDT on June 3, 2024**. All submitted proposals become the property of BHSB. If you are having technical troubles related to submitting your proposal, contact BHSB before the due date/time at Procurements@BHSBaltimore.org

Proposals submitted after the due date/time cannot be considered.

4. Interviews

Applicants whose proposals are ranked highest by a Review Committee may be asked to participate in an interview.

5. Authorized Contact

Applicants are advised that the authorized contact person for all matters concerning this RFP is Lynn Mumma, whose contact information is listed below.

Lynn Mumma, Procurement Lead

Email: Procurements@BHSBaltimore.org

6. Anticipated Service Term: August 1, 2024 – June 30, 2025, with options to renew annually pending availability of funding and performance.

D. AWARD OF CONTRACT

The submission of a proposal does not, in any way, guarantee an award. BHSB is not responsible for any costs incurred related to the preparation of a proposal in response to this RFP. BHSB reserves the right to withdraw an award prior to execution of a contract with a selected applicant in BHSB's sole and absolute discretion.

BHSB will select the most qualified and responsive applicants through this RFP process. BHSB will enter into a contract with selected applicants following the notification of award. All selected applicants must comply with all terms and conditions applicable to contracts executed by BHSB.

E. RFP POSTPONEMENT/CANCELLATION

BHSB reserves the right to postpone or cancel this RFP, in whole or in part.

F. APPLICANT APPEAL PROCESS

Applications must be complete and fully responsive to the below Proposal Narrative Outline and must include all required appendices. Applicants may file an appeal within five days of notification of non-selection. BHSB will not review new proposal materials that were not included in the application. BHSB will review the appeal letter and respond to the non-selected applicant within ten working days of receipt of the appeal.

G. GOVERNING LAW AND VACCINATION MANDATES

The applicant acknowledges and agrees that BHSB is a federal contractor for purposes of Executive Order 14042, Ensuring Adequate COVID Safety Protocols for Federal Contractors (the "Order"). The applicant and its subcontractors shall comply with the Order and all other applicable mandates, rules, laws, and regulations (collectively, the "Requirements"). Upon request by BHSB, selected applicants shall promptly provide evidence of compliance with the Requirements and shall promptly

take such further actions as may be requested by BHSB with respect to the Requirements and/or the resulting contract. The applicant and all of its subcontractors shall, for the duration of the resulting contract, comply with all guidance for contractor and subcontractor workplace locations published by the Safer Federal Workforce Task Force. These requirements shall be incorporated into all subcontracts of the sub-vendor.

III. Format and Content of Proposal

A. PROPOSAL INSTRUCTIONS

Applicants must submit all required information using Survey Monkey Apply (SM Apply) accessible here: <https://bhsb.smapply.org/>.

Late proposals will not be considered.

It is the policy of BHSB to adhere to the rules and regulations in the Health Insurance Portability and Accountability Act (HIPAA). We do not anticipate that any proposal submitted in response to this RFP would include individually identifiable health information. However, if it does, please remember that protected health information (PHI) needs to be secured via encryption and should adhere to the Guide to IT Privacy and Security of Electronic Health Information:

<https://www.healthit.gov/topic/privacy-security-and-hipaa/health-it-privacy-and-security-resources-providers>.

B. PROPOSAL NARRATIVE OUTLINE AND RATING CRITERIA

The outline below shows the information being requested for applications and how points will be awarded during the review. Use SM Apply to submit your responses. See the instructions for more information about how to submit proposals.

1. Organizational Background and Capacity (15 points)

- a. Provide an overview of your organization, including its history, mission, and overall purpose.
- b. Describe your organization's experience managing programs similar to this project, meeting contractual deliverables and obligations (including any contracts with BHSB), and your capacity to manage the programmatic and financial requirements of this grant.
- c. Describe the organization's history and experience, including length of time, delivering prevention services to high-school-aged youth and any evidence-based practices used.

2. Principles and Values (15 points)

- a. Describe your organization's commitment to racial and social justice and health equity. Include specific examples of what your organization does to illustrate this commitment.
- b. This project seeks to empower youth and promote positive youth development by involving young people in leadership and engagement opportunities. Describe how your organization will involve youth in the planning and implementation of your proposed activities.

- c. Describe your organization's experience working with diverse youth and families. This may include:
 - LGBTQIA children/youth and families
 - Youth with cognitive and developmental delays, emotional and behavioral concerns, issues around separation and loss, and attachment and bonding
 - Youth and families from diverse cultural, racial, religious, and ethnic backgrounds

3. Service Delivery (20 points)

- a. Describe your organization's plan to provide all services as outlined in the Scope of Service section of this RFP.
- b. Describe your organization's ability to successfully implement evidence-based, trauma-responsive services, and how you will use these interventions within the program and maintain fidelity to the standards model.
- c. Describe your expectations on how the proposed program would impact the wellbeing of youth in Baltimore City.
- d. Describe how this program would function as a low barrier "safe space" that is welcoming, non-stigmatizing, and affirming to the population to be served.

4. Staffing Plan (10 points)

- a. Describe your proposed staffing pattern, including supervisors, and how it will fulfill the staffing requirements in this RFP. Include an organizational chart that shows how this program will fit into your organization's overall structure.
- b. Describe the relevant experience of staff assigned to this program and indicate any relevant expertise, training, and/or skills staff already possess.

5. Effectively Serving the Focus Population (10 points)

- a. Describe how your organization is uniquely qualified and designed to address known disparities experienced by the focus population.

6. Program Evaluation and Quality Assurance (10 points)

- a. Describe how your organization obtains and incorporates feedback from people served and other stakeholders into the development, implementation, operation, and improvement of program services.
- b. Describe your plan to ensure that program and financial reports are completed accurately and submitted timely.

7. Proposed Program Budget (10 points)

- a. Attach a line-item budget for the grant period in the RFP that includes anticipated revenue from grant funding and fee-for-service reimbursement and all expenses as an appendix. BHSB has budget forms on its website that can be used but are not required for this submission. (Link: [FY21-Budget-Forms-Cost-Reimbursement.xlsx \(live.com\)](#))
- b. Provide a budget narrative/justification that explains revenue and expense projections in more detail. The budget narrative should be included in the body of your proposal, not as an appendix.

8. Implementation Timeline (10 points)

- a. Provide a detailed timeline for implementation that includes all of the activities that you have committed to perform in your proposal. Show an outline of all the steps necessary to fully operationalize this project and by when each step would be completed. Contracts are expected to start on August 1, 2024.

9. Appendices

- Resume or curriculum vitae for staff working on this project
- Documentation of completed Project TND training for all staff who will facilitate Project TND programming OR a written plan to ensure completion of Project TND training prior to beginning service delivery.
- Line-Item Budget
- Most recent final Financial Audit package including Findings and Management Letter from an independent auditor (preferred) OR a recent unaudited Income Statement AND Balance Sheet, if an audit is not available.
- Most recent IRS 990 – Return of Organization Exempt from Income Taxes or the most recent Business or Personal Tax Return if an IRS 990 form is not required to be filed
- Certificate of Good Standing from the Maryland Department of Assessments and Taxation (screenshots from the MDAT website will not be accepted) - the certificate must be dated within one year of the RFP submission due date.