



REQUEST FOR PROPOSALS:

SPORT Prevention Plus Wellness

Original Release Date: Friday, June 14, 2024

Revised: July 8, 2024

Pre-Proposal Conference: Tuesday, June 25, 2024 @ 1 pm

Proposal Due: Friday, July 19, 2024, at noon.

Anticipated Award Notification: August 26, 2024

Anticipated Contract Start: September 1, 2024

Issued by:

Behavioral Health System Baltimore, Inc.
100 South Charles Street, Tower II, 8th Floor
Baltimore, Maryland 21201

I. Table of Contents

- II. Overview of the Project 3
 - A. Overview of BHSB**.....3
 - B. Overview of Project**.....3
 - C. Scope of Service**.....5
 - D. Focus Population**6
 - E. Staffing Requirements**6
 - F. Funding Availability**7
 - G. Quality and Financial Review**7
 - H. Contracting with BHSB**.....7
- III. Overview of RFP 9
 - A. Purpose of RFP**9
 - B. Proposal Timeline and Specifications**10
 - C. Award of Contract**.....11
 - D. RFP Postponement/Cancellation**.....12
 - E. Applicant Appeal Process**.....12
 - F. Governing Law and Vaccination Mandates**.....12
- IV. Format and Content of Proposal 13
 - A. Proposal Instructions**.....13
 - B. Proposal Narrative Outline and Rating Criteria**13

REQUEST FOR PROPOSALS

SPORT Prevention Plus Wellness

II. 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 organization(s) to serve middle and/or high-school-aged youth through SPORT Prevention Plus Wellness, a health promotion program for adolescents to improve their physical fitness, nutrition, and sleep habits and avoid alcohol, tobacco, and drug use. SPORT content highlights the positive image benefits of an active lifestyle by showing youth as active and fit. It emphasizes substance abuse as counterproductive to achieving positive image and behavior goals.

The brief seven-item Health and Fitness Screen provides tailored feedback on six health behavior-related areas and is administered to participants individually during regularly scheduled school hours just before implementing the fitness consultation.

SPORT fitness consultations are administered using a standardized protocol designed to provide tailored, scripted communications by trained fitness specialists (nurses and certified health specialists) to adolescents one-on-one. At the conclusion of the personal consultation, a take-home fitness prescription is provided, recommending that the adolescent set goals in sleep, nutrition, physical activity, and alcohol. Lastly, a one-page flyer is mailed to participants one week after the implementation of the fitness consultations, reinforcing prevention messages provided during the consultation.

Through their participation, youth will:

- Attend SPORT Wellness Mentoring sessions.
- Learn the benefits of improving their physical fitness, nutrition, and sleep habits and avoiding alcohol, tobacco, and drug use.
- Receive an in-person health behavior screen, a one-on-one consultation, a take-home fitness prescription targeting adolescent health-promoting behaviors and alcohol use along with its risk and protective factors, and a flyer reinforcing key content of the consultation mailed to the home.

BHSB is committed to promoting behavioral health equity in Baltimore City and recognizes that early intervention is vital for youth. Studies show that 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 for implementing comprehensive solutions. Applicants must understand the SPF and have plans to operationalize these values in their day-to-day work. The SPF includes these five steps:

- **Assessment:** Identify local prevention needs based on data (e.g., What is the problem?)
- **Capacity:** Build local resources and readiness to address prevention needs (e.g., What do you have to work with?)
- **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?)
- **Implementation:** Deliver evidence-based programs and practices as intended (e.g., How can you put your plan into action)
- **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 different 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

SPORT stands for Substance Prevention Optimizing Resiliency Training. This title highlights that SPORT PPW is designed to prevent substance use and misuse and strengthen resiliency through training that includes motivating youth to set and monitor goals to improve key healthy lifestyle behaviors that promote mental and physical well-being, performance, and happiness.

Selected applicant(s) will implement the SPORT Prevention Plus Wellness program for middle- and 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.

SPORT Prevention Plus Wellness (PPW) is a quick and easy-to-use positive youth development program for prevention, health professionals, and parents who want to prevent substance use and promote healthy lifestyle behaviors and positive youth identities.

SPORT PPW has undergone rigorous research evaluating its effectiveness in preventing youth substance use and increasing healthy habits. It is listed as an evidence-based program on the National Registry of Evidence-Based Programs and Practices (NREPP), Blueprints for Healthy Youth Development, and other evidence-based registries. Furthermore, it utilizes evidence-based screening practices and a brief intervention format recognized by the Substance Abuse and Mental Health Services Administration (SAMHSA).

SPORT PPW is the only single-session substance use prevention program designed to increase health-enhancing behaviors, including physical activity, sports participation, healthy eating, adequate sleep, and stress control. It can be implemented in any setting, including school, community, health care, sports, recreation, juvenile justice, home, and others.

SPORT PPW is founded on the Behavior-Image Model (BIM). This positive youth development-related framework targets naturally motivating positive peer and desired future images to increase motivation for change and multiple health behavior goal-setting to increase participants' self-regulation skills and self-efficacy.

SPORT PPW is highly flexible and can be used as a stand-alone intervention or as an add-on component to other prevention, health, sports, fitness, recreation, education, intervention, or treatment programs. While it was created as a universal

prevention intervention, organizations across the US and abroad use it as a selective and indicated prevention program for high-risk populations.

The SPORT PPW program was designed to help youth look and feel more active, fit, and healthy using a three-step brief intervention process of:

1. Screening youth for their current health habits to increase awareness of their substance use and healthy behaviors;
2. Providing feedback cueing positive future images and the benefits of engaging in healthy behaviors and how substance use harms them to increase motivation for change; and
3. Presenting a goal plan and contract to help youth set and monitor goals to avoid substance use and increase protective wellness behaviors, increasing self-control skills and self-efficacy.

SPORT PPW Deliverables

1. How many staff/volunteers complete the online or onsite SPORT wellness training program to become certified and provide proof of completion to BHSB?
2. Did your organization provide proof of completion to BHSB?
3. Describe the progress of implementing the SPORT Prevention Wellness Program, including challenges and successes.
4. How many youth receive one-on-one consultations?
5. How many youth receive a take-home fitness prescription?
6. How many youth receive a one-page flyer? The flyer is mailed to participants one week after the fitness consultations are implemented, reinforcing the prevention messages provided during the consultation.

D. Focus Population

Selected providers shall serve middle and/or high-school students in Baltimore City, regardless of race, color, national origin, sex, gender, or religion. (Providers must not add additional qualifiers)

E. Staffing Requirements

Facilitators of the program must have completed SPORT PPW Implementation training. There are no additional specific requirements regarding qualifications or licensure for individuals facilitating the program; however, experience working with youth in Baltimore City is preferred.

F. Funding Availability

- Funding of \$122,077 is available to support this program. BHSB expects to select 2-3 providers. Applicants can request up to \$60,000.
- 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 September 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 provide the most recent available versions of all requested documentation with their RFP application 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 notification of selection, BHSB will issue a Letter of Award that provides details about the contract and the process for executing it. The 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
 - 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.

III. Overview of RFP

A. Purpose of RFP

This RFP seeks qualified organization(s) to serve middle—and/or high-school-aged youth through SPORT Prevention Plus Wellness, a health promotion program for adolescents to improve their physical fitness, nutrition, and sleep habits and avoid alcohol, tobacco, and drug use. SPORT content highlights the positive image benefits of an active lifestyle by showing youth as active and fit. It emphasizes substance abuse as counterproductive to achieving positive image and behavior goals.

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 experience working with youth ages 12-19.
- Facilitator(s) who have completed training for SPORT PPW or provide written documentation of understanding that this training is required.
- Preference will be given to a provider with:
 - Experience working with diverse families with the ability to demonstrate cultural, racial, and ethnic understanding, as well as the ability to work with a family in their home language or make effective use of interpreters.
 - Knowledge and experience with LGBTQIA children/youth and families and youth.
 - Knowledge and experience with trauma-informed practices and working with children, youth, and their families who have experienced victimization and complex and intergenerational trauma.
 - Knowledge and experience with children, youth, and families with potential exposure to environmental conditions, including substance use, discrimination and racism, social and economic inequalities, and community violence.
 - Knowledge and/or experience with children and youth with cognitive and developmental delays, emotional and behavioral concerns, issues around separation and loss, and attachment and bonding.

B. Proposal Timeline and Specifications

1. Timeline

Release Date:	June 14, 2024
Pre-Proposal Conference:	June 25, 2024 @ 1 pm
Proposal Due:	July 19, 2024, at noon.
Anticipated Award Notification:	August 26, 2024
Anticipated Contract Start:	September 1, 2024
Anticipated Service Start:	September 1, 2024

2. Pre-Proposal Conference

Date: June 25, 2024

Time: 1 pm

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

Click here to join the meeting [Join the meeting now](#)

Or call in (audio only)

Dial in by phone

[+1 443-819-0973](tel:+14438190973),505514602# United States, Baltimore

[Find a local number](#)

Phone conference ID: 505 514 602#

For organizers: [Meeting options](#) | [Reset dial-in PIN](#)

Connect to Teams Video conference by clicking "Join online meeting".

[Privacy and security](#)

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 **Tuesday, June 25, 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 **July 2, 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 by **noon EST on July 19, 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.

5. Authorized Contact

Applicants are advised that the authorized contact person for all matters concerning this RFP is Kisha Winston-Watkins, whose contact information is listed below.

Kisha Winston-Watkins, Procurement Lead
Email: Procurements@BHSBaltimore.org

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

C. 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.

D. RFP Postponement/Cancellation

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

E. 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.

F. 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.

IV. 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/>. We recommend you start your application early, so you know what to expect with the system.

Late proposals will not be considered.

- Generative artificial intelligence (AI) tools are becoming increasingly prevalent. It is important to ensure that proposals reflect authentic responses and realistic service delivery plans.
- It is the policy of BHSB to adhere to the rules and regulations in the Health Insurance Portability and Accountability Act (HIPAA), which require appropriate safeguards to protect the confidentiality, integrity, and security of all protected health information. No proposals submitted in response to this RFP should include individually identifiable health information.

For more information, please refer 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 (20 points)

- a. Provide an overview of your organization, including its history, mission, and overall purpose. (Alternative to the above when not seeking licensed/certified organizations.)
- 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 services to youth, including 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/peers/etc. and promote positive youth development by involving young people/peers in leadership and engagement opportunities. Describe how your organization will involve youth/peers in the planning and implementation of your proposed activities
- c. Describe your organization's experience working with diverse youth and families. This may include:
 - i. LGBTQIA children/youth and families
 - ii. youth with cognitive and developmental delays, emotional and behavioral concerns, issues around separation and loss, and attachment and bonding
 - iii. 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, how you will use these interventions within the program, and maintain fidelity to the standards model.
- c. Describe how the proposed program would be responsive to the needs of the city as a whole as well as the local neighborhood surrounding the program.
- 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 your 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 (5 points)

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

6. Program Evaluation and Quality Assurance (15 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 willingness and ability to participate in the evaluation described in the RFP.
- c. Specify how consumers' Protected Health Information will be collected, maintained, used, and disclosed in compliance with (i) The Health Insurance Portability and Accountability Act of 1996 (42 U.S.C. 1320d et seq. and implementing regulations at 45 CFR parts 160 and 164) as amended, (ii) the Confidentiality of Alcohol and Drug Abuse Records (42 U.S.C. 290dd-2, as implemented by 42 CFR part 2) as amended; and (iii) the Maryland Confidentiality of Medical Records Act (Md. Code Ann. Health-General Section 4-301 et seq.) as amended.

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](https://www.bhsb.org/fy21-budget-forms-cost-reimbursement.xlsx) [live.com](https://www.bhsb.org))
- 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 (5 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 **September 1, 2024**.

9. Appendices

- Resume or curriculum vitae for individuals/consultants working on this project
- Organizational chart
- (2) Letters of Support
- 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.