

Mid Shore Behavioral Health Inc.
28578 Mary's Court, Suite 1
Easton, MD 21601



REQUEST FOR PROPOSALS

Residential Rehabilitation Program
Workforce Development Contractor

Issued: February 17, 2023

Due: March 7, 2023, by 4:00 pm

Prospective applicants who have received this document from a source other than the Issuing Officer should immediately contact the Issuing Officer and provide their name and mailing address in order that addenda to the RFP or other communications can be sent to them. Any prospective applicant who fails to notify the Issuing Officer with this information assumes the complete responsibility in the event they do not receive communications from the Issuing Officer prior to the RFP closing date.

ISSUING OFFICER:
Kathryn G. Dilley
Executive Director

I. BACKGROUND AND OVERVIEW

The Behavioral Health Administration (BHA) has moved to decentralize the management of behavioral health services to Maryland Medicaid recipients and eligible uninsured residents by developing Local Behavioral Health authorities, Core Service Agencies, and Local Addictions Authorities. The Core Service Agency (CSA) acting as the designee of the Maryland Department of Health (hereafter known as “the Department”), shall complete a competitive procurement for its respective jurisdiction for all grant-funded activities.

Mid Shore Behavioral Health, Inc. (MSBH) is the Core Service Agency (CSA) serving Kent, Queen Anne’s, Caroline, Talbot, and Dorchester Counties. MSBH is responsible for planning, systems management of the Public Behavioral Health Systems for the residents of the mid-shore counties of Maryland. MSBH is seeking proposals for a Workforce Development contractor to work with Residential Rehabilitation Programs (RRP) throughout the state of Maryland.

There are 50 Residential Rehabilitation Program providers in the State of Maryland. There has been a decline in individuals entering the behavioral health workforce. This decline has affected providers’ ability to maintain the quality of services and keep all authorized beds open for placements. RRP are an integral part of the flow system of individuals with forensic behavioral health needs to be successfully discharged to a lower level of care with community integration.

Funding available: \$20,000

II. SCOPE OF WORK

Respondents must address the following requirements in the Scope of Work in their response to this RFP.

The Workforce Development Contractor will work with Residential Rehabilitation Programs (RRPs) throughout the State of Maryland. The goal is to develop an ongoing support and implementation plan for the RRP focusing on workforce recruitment and retention. The consultant will provide trainings to RRP and provide the tools needed to increase and maintain staffing in the RRP.

The Workforce Development Contractor will work with MSBH, specifically the Workforce Development Consultant, to implement the plans.

III. GOALS

The selected provider(s) will be required to meet the following goals and objectives as they relate to this RFP.

1. Work with five identified RRP to increase workforce staffing and retention.
2. Create an implementation plan for each of the five RRP.
3. The plans will focus on best practices in recruitment and retention.
4. Plans will include strategies to strengthen diversity, equity, and inclusion.

IV. OBJECTIVES

1. Examine current recruitment and retention practices.
2. Educate leadership on recruitment and retention best practices.
3. Develop recruitment and retention goals.
4. Create individualized workplans to implement recruitment and retention goals.

V. PROCUREMENT PROCESS

MSBH is requesting proposals for the provision of Workforce Development Contractor contract for FY2023/FY2024, March 15, 2023-June 30, 2024.

VI. ELIGIBILITY

Any licensed or incorporated agency or organization, public or private, may apply under a Request for Proposals.

VII. ISSUING OFFICE

Request for Proposals will be issued by: Mid Shore Behavioral Health, Inc.

28578 Mary's Court, Suite 1 Easton, MD 21601

The issuing officer is Kathryn G. Dilley, Executive Director

Email: kdilley@midshorebehavioralhealth.org

VIII. Request for Proposal Timeline

Pre-Bid Conference Call Workforce Development:

Pre-Bid Conference is scheduled for: Wednesday, March 1, 2023, 11:30am-12:00pm

Attendance is not required.

Participation will be by Virtual Go To link.

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1. Proposal Submission and Deadline Date

The deadline for submission of proposals is March 7, 2023 no later than 4:00PM. Submissions are to be made electronically to Kathryn G. Dilley at kdilley@midshorebehavioralhealth.org

2. Selection and Respondent Selection Notification

The MSBH Programs Services Committee comprising MSBH Board of Directors members will review all submissions. The respondent selection notification date is March 16, 2023.

IX: Proposal Submission Format and Evaluation Criteria

1. Format of Proposals

Proposals will be received electronically. Proposals must indicate RFP title: MSBH: Workforce Development Contractor: (Bidder Name and Date of Proposal).

2. Evaluation Criteria

- **Technical**

At a minimum, each proposal will include the following items in the stated order: all pages must be numbered; each section should begin on a new page and be clearly labeled; all of the listed components must be included. **Proposals submitted that do not include the components listed below will be considered non-responsive and therefore not reviewed for funding.**

Respondents will prepare a narrative summary, providing an overview of how their organization will meet the objectives and implement the plans of the proposal.

- The proposal is consistent with MSBH Goals and Objectives.
- There is a demonstrated willingness to accept and benefit from MSBH oversight and guidance.
- The proposal is responsive to terms, conditions, and time of performance.
- The proposal is complete and thorough.
- A full understanding of the need, purpose, expectations, and complexities of the work to be performed is demonstrated.
- The approach, methodology, techniques, and manpower to be used are clearly defined and sound. Each should be sufficient to meet proposal requirements and should be logical and well organized.

1. Organizational Capacity

The applicant complies with relevant Federal, State and County laws, regulations, and guidelines, as well as conditions imposed by BHA. Briefly state the bidder's organizational history, structure, nature, and scope of business activities. The bidder has satisfactory experience working with workforce development. Where applicable, the role of the governing board is briefly described.

The proposal demonstrates an understanding of the population to be served, number of persons to be served, eligibility criteria, as well as the importance of consumer input and collaboration, community integration, consumer rights protection, and community support for the program.

Attach an organizational chart depicting the relationship of the project to the current organization. Describe experience and relevant former activities of the organization which demonstrate an ability to attain the specific objectives of the proposed project.

2. System Integration

The proposal describes working with various community organizations, local government, private/public agencies and citizens groups.

3. Budget Information

Please include a brief budget narrative that describes how the budget is aligned with the proposed activities.

4. Performance Evaluation/Contract Monitoring

Description includes bidder's compliance with data collection and reporting capacity, outlining baseline and outcome targets for metrics specifically related to proposal objectives.

X. PROVIDER CONTRACT AND MONITORING

Upon selection, accompanying the final notification letter will be two copies of the standardized Agreement to Provide Services (“the contract”), as approved by MSBH. These must be reviewed thoroughly and signed by appropriate officials of the respondent. The contract must have original signatures and be returned to Mid Shore Behavioral Health, Inc. 28578 Mary’s Court, Suite 1, Easton MD 21601. Any contract resulting from this RFP will reflect March 15, 2023-June 30, 2024, service delivery dates.

MSBH will engage in ongoing, periodic monitoring activities to evaluate the quality-of-service delivery and essential ingredients of the program. Activities shall include, but are not limited to the following:

- Review of administrative data reports and claims data to evaluate program effectiveness.
- Review of policy and personnel records to ensure administrative compliance.
- Participation in any provider meetings as required by MSBH.
- Collection and submission of programmatic data, as required by MSBH.