



**ALLEGANY AND GARRETT COUNTY
LOCAL BEHAVIORAL HEALTH AUTHORITY'S**

**MOBILE CRISIS RESPONSE AND STABILIZATION SERVICES
(MCRSS)
FUNDING REQUEST FOR PROPOSALS**

RFP No. 20230201

ISSUE DATE: 02/01/2023

PRE-PROPOSAL INFORMATION MEETING: 02/14/2023 11:00 AM - 12:30 PM EST

PROPOSAL CLOSING DATE: 03/14/2023 5:00 PM EST

VENDOR FEEDBACK FORM

To help us improve the quality of State solicitations, and to make our procurement process more responsive and business friendly, please provide comments and suggestions regarding this solicitation. Please return your comments with your response. If you have chosen not to respond to this solicitation, please email or fax this completed form to the attention of the Procurement Officer (see Key Information Summary Sheet below for contact information).

Title: MOBILE CRISIS RESPONSE AND STABILIZATION SERVICES

Solicitation No: 20230201

1. If you have chosen not to respond to this solicitation, please indicate the reason(s) below:

- Other commitments preclude our participation at this time
- The subject of the solicitation is not something we ordinarily provide
- We are inexperienced in the work/commodities required
- Specifications are unclear, too restrictive, etc. (Explain in REMARKS section)
- The scope of work is beyond our present capacity
- Doing business with the State is simply too complicated. (Explain in REMARKS section)
- We cannot be competitive. (Explain in REMARKS section)
- Time allotted for completion of the Proposal is insufficient
- Start-up time is insufficient
- Bonding/Insurance requirements are restrictive (Explain in REMARKS section)
- Proposal requirements (other than specifications) are unreasonable or too risky (Explain in REMARKS section)
- MBE or VSBE requirements (Explain in REMARKS section)
- Prior State of Maryland contract experience was unprofitable or otherwise unsatisfactory. (Explain in REMARKS section)
- Payment schedule too slow
- Other:

2. If you have submitted a response to this solicitation, but wish to offer suggestions or express concerns, please use the REMARKS section below. (Attach additional pages as needed.)

REMARKS:

Vendor Name: _____

Date: _____

Contact Person: _____

Phone: _____

Address: _____

Email Address: _____

KEY INFORMATION SUMMARY SHEET

Request for Proposals	Mobile Crisis Response and Stabilization Services
Solicitation Number:	20230201
RFP Issue Date:	02/01/2023
RFP Issuing Office:	Allegany & Garrett County Local Behavioral Health Authorities
Contract Administrator: E-mail: Office Phone:	Fred Polce, Jr. fred.polce@maryland.gov (301) 334-7443
Proposals are to be sent to:	Garrett County Health Department 1025 Memorial Drive Oakland, MD 21550 ATTN: Fred Polce, Jr.
Pre-Proposal Information Meeting:	February 14, 2023, 11:00AM - 12:30PM EST PRE-PROPOSAL INFORMATION LINK: Meeting ID meet.google.com/tue-fgom-mgf Edit Phone Numbers (US)+1 305-912-8056 PIN: 376 367 438#
Questions Due Date and Time	February 7, 2023 at 5:00PM EST
Proposal Due (Closing) Date and Time:	March 14, 2023 at 5:00PM EST
Contract Type:	The Contract that results for this RFP shall be an indefinite quantity contract with fixed price.
Contract Duration:	Three month base period through June 2023 with one (1) nine month option period through March 14, 2024 and additional 2 one year option periods based on funding.
Primary Place of Performance:	Allegany and Garrett Counties
Federal Funding:	Yes

OVERVIEW

The Allegany and Garrett County Local Behavioral Health Authorities (LBHA's) hereinafter known as the "County" unless otherwise stated, are issuing this Request for Proposals (RFP) **20230201** in order to contract for an operator to implement, manage and administer Mobile Crisis Response and Stabilization Services (MCRSS) for adults, children, and families who are experiencing severe situational, emotional or behavioral crises in Allegany and Garrett County. The County intends to make a single award as a result of this RFP.

The County is issuing this RFP to solicit an Offeror that shall implement, manage and administer Mobile Crisis Response and Stabilization Services (MCRSS) for adults and children who are experiencing severe situational, emotional or behavioral crises in Allegany and Garrett County. MCRSS is intended to provide immediate and early intervention when and where families and youth need assistance. By allowing parents/caregivers and youth to define the crisis, youth and families are not prevented from accessing services due to not meeting a specific set of criteria or acuity level. MCRSS can provide an interruption point for youth and caregivers which may prevent worsening problems and the reliance on more restrictive and costly services, especially hospital and residential interventions. MCRSS seeks to identify and respond at early interruption points as soon as caregivers and youth identify changes in behavior or needs that place stress on the family.

The Offeror shall submit a total cost of the services to be provided for the award period from the date of contract signing through March 14, 2024. The Contract that results for this RFP shall be an indefinite quantity contract with fixed price. The contract duration will begin with a three month base period through June 2023 with one (1) nine month option period through March 14, 2024 and additional 2 (2) one year option periods based on funding. Reference will be given to applicants that include a plan to directly partner with Allegany and Garrett County continuum of care providers and provide specific services that can be reimbursable through Medicaid. The cost of the services to be provided

The Offeror shall have partnerships with community system partners, to include but not limited to, adults, families, parents/caregivers, children and youth, local law enforcement personnel, hospitals - emergency departments and inpatient psychiatric unit, Department of Social Services (child welfare workers and adult protective services), The Counties Department of Juvenile Services, Judicial Services for the Counties, The Counties Fire/EMS Department, The Counties Public Schools and other schools, Child welfare providers, MD Coalition of Families, Behavioral health providers (to include SUD providers), Care Coordination Organizations, Primary care providers, Area Agencies on Aging, Housing organizations, Faith communities, peer wellness centers, Maryland Coalition of Families (MCF), emergency department, crisis respite providers, private psychiatric hospitals, and other identified community providers/organizations.

ELIGIBILITY REQUIREMENTS

To apply for this RFP, an organization shall:

- Submit an application (see Attachment 1-Application Instructions).
- The Offeror meets the State requirements as a reimbursable eligible provider and an MCO reimbursable eligible provider within the Public Mental Health System.
- The Offeror shall be licensed to do business in the State of Maryland as authorized by the State of Maryland Department of Assessment and Taxation.
- The Offeror shall provide credentialing documentation with its proposal for anyone assigned as a key individual to this contract.
- The Offeror shall, once selected, be fully staffed and able to provide services no later than 60 days from contract signing date.
- The Offeror shall be current and in compliance with applicable tax filings and licensing requirements of

Allegany and Garrett County; and, if a Corporation conducting business in Allegany and Garrett County or the State of Maryland, shall be registered and in “Good Standing” with the Maryland State Department of Assessment and Taxation.

- The Offeror shall include in its Proposal a commonly accepted method to prove its fiscal integrity. If available, the Offeror shall include Financial Statements, preferably a Profit and Loss (P&L) statement and a Balance Sheet, for the last two (2) years (independently audited preferred), that would allow proposal evaluators to ascertain the financial stability of the Offeror.
- The Offeror shall disclose any involvement by the organization or any officer or principal in any material business litigation within the last five (5) years. The disclosure shall include an explanation, as well as the current status and/or disposition. Failure to disclose this information may lead to disqualification of the Offeror's proposal or cancellation of contract, whichever comes first.
- The Offeror shall provide a chart of the organization structure, including the proposed reporting relationships for individuals providing and supervising mobile crisis response and stabilization services, as they relate to this RFP.
- The Offeror shall provide two (2) letters of reference for Mobile Crisis Response services that were provided for a minimum of (2) full consecutive years.

PROGRAM EMPHASIS

The objective of this procurement is to solicit performance-based proposals from qualified Offerors to:

- Implement and manage MCRSS as part of an integrated behavioral health crisis system countywide
- Make time-limited crisis intervention services available to individuals to reduce escalation of crisis situations
- Relieve the immediate distress of individuals experiencing a crisis situation
- Reduce the risk of individuals in a crisis situation from doing harm to themselves or others
- Promote timely access to appropriate care and services for those who require ongoing mental health or co-occurring mental health and substance use disorder services
- Work to divert individuals in crisis from the hospital, emergency department and criminal justice system
- Stabilize/maintain current placement/living arrangement

For more information contact:

Frederick Polce, Jr.
Garrett County Local Behavioral Health Authority (GCLBHA)
1025 Memorial Drive
Oakland, MD 21550
Phone Number: 301-334-7443
E-Mail: fred.polce@maryland.gov

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

PROGRAM BACKGROUND AND INFORMATION

Maryland's public behavioral health system continues to evolve to provide a more robust array of services in the community. Applicants shall consider how MCRSS will collaborate with the Maryland Department of Health's vision for the Maryland Behavioral Health Crisis System to develop standardization and best practices that will allow all Maryland residents to have 24/7 access to behavioral health crisis hotlines, urgent care/walk-in, mobile crisis response teams and crisis stabilization center services that provide care in the most effective, least restrictive, and person and family-focused manner.

Mobile crisis response services are mobile, face-to-face, home and community-based interventions that serve individuals experiencing a mental health or substance-use related crisis.

A crisis may be defined as:

- Serious mental illness or serious emotional disturbances (e.g., psychosis, grave disability, emotional distress or dysregulation, disruptive behavior, etc.)
- Substance use crisis
- Suicide attempts
- Suicidal thoughts/gestures/behaviors
- Other risk of harm to self
- Risk of harm to others
- Disruptive behavior
- Other crises as defined by the individual

The purpose of a mobile crisis response team is to divert individuals in a crisis away from hospitals, emergency departments, and the criminal justice system, as well as for children to stabilize in their current living arrangements and return to routine functioning. MCRSS is intended to decrease the overuse and misuse of these services as well as to better serve individuals in crisis and prevent fatalities from suicide, drug overdose, and other mental health and substance use emergencies, and reduce officer involvement in behavioral health-related dispatches. Response protocol for MCRSS will differ from the more common crisis response protocol for adults.

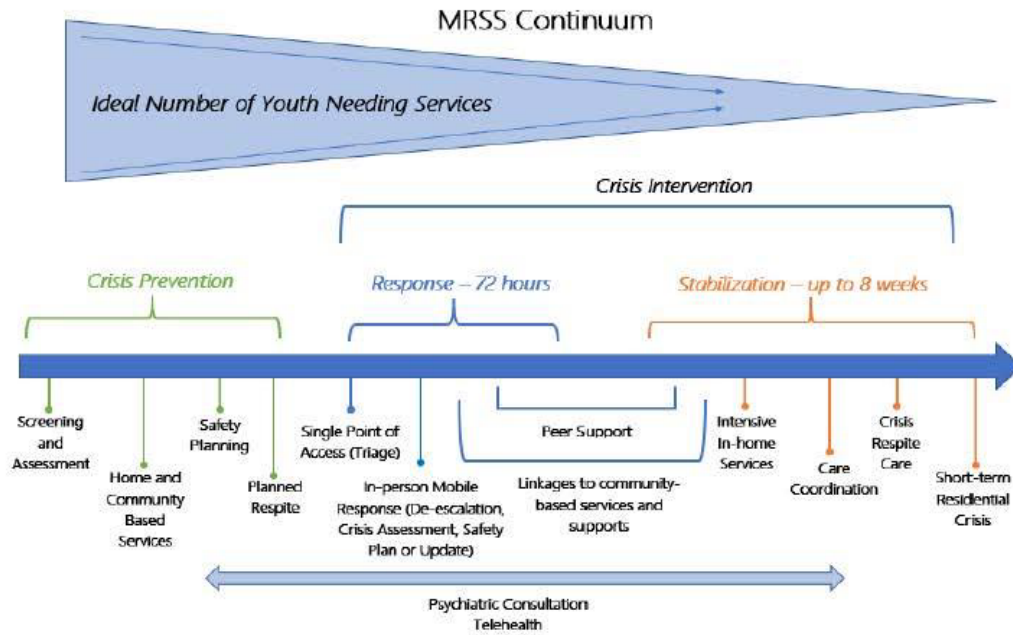
Children's Crisis Model (MCRSS):

- Single point of access
- Crisis is defined by parent/caregiver
- Comprehensive children's assessment
- Respond without law enforcement
- Specifically trained to work with children and families
- Designed to interrupt care pathways
- Stabilization services up to 8 weeks
- Community connection is core to the work

Adult Crisis Model:

- Care traffic control
- Crisis is defined by the caller
- Crisis assessment for danger to self and others
- Crisis trained individuals respond, not child specific
- Designed to address the needs of the adult
- Connection to community support
- Provides transportation

Maryland's Behavioral Health Crisis System Strategic Framework



A successful MCRSS system is supported by a full array of services along a continuum of care to include linkage to ongoing care through referral relationships in the community. MCRSS includes a 72-hour response period and up to an 8-week stabilization period if more coordination/stabilization is clinically needed and with authorization from the Administrative Services Organization, once MCRSS becomes fee-for-service. It is the expectation that any service or combination of services the applicant chooses to apply to provide from the below list will include referral and linkage to long-term services and supports. This procurement focuses on the following components:

- A. Screening, Assessment and Safety Planning for Mobile Crisis Response: (MCR Teams), lasts up to 72 hours: MCR Teams provide a short-term service that is a mobile, on-site, face-to-face therapeutic response (within 60 minutes) to an individual experiencing a behavioral health crisis for the purpose of identifying, assessing, treating, and stabilizing the situation and reducing the immediate risk of danger to the person or others consistent with the risk management/safety plan. This service is provided 24 hours a day, seven days a week, and 365 days a year.
- B. Stabilization Services (SS): Referral to stabilization services for children, youth and families. This shall include on-site, face-to-face therapeutic response, telehealth alternatives, psychiatric consultation, and urgent pharmacology intervention, as needed; and care coordination (referrals and linkages to all medically necessary behavioral health services).

Funding for this project is secured from the Maryland Department of Health, Behavioral Health Administration (MDH/BHA). As such, collaboration with other entities around all core components is expected to ensure the success of these services. For example, collaboration is required with partnering entities who are developing and implementing a system of care for individuals across the lifespan with serious mental health challenges and may require specific data collection and reporting to meet funding requirements.

PROGRAM REQUIREMENTS

All offeror proposals for funding shall be reviewed and approved by the County. The Offeror shall fulfill the requirements described below to be considered for funding. Funds are to be used to pay for the implementation, management, and operating costs of the MCRSS program.

Proposals shall be aligned with the goals of the Maryland Behavioral Health Administration, as identified below:

Overall Goal

To implement MCRSS countywide to divert individuals in crisis away from hospitals, emergency departments, and criminal justice systems as well as for children to stabilize in current living arrangements and return to routine functioning. Thus, effectively eliminating the overuse and misuse of these services as well as to better serve individuals in crisis and prevent fatalities from suicide, drug overdose, other mental health and substance use emergencies, and reduce officer involvement in behavioral health-related dispatches.

Services and Related Performance Requirements

The Offeror shall:

1. Establish a single point of access response protocol (crisis line and response) through each County Call Center screener that aligns with 988 efforts, with a warm hand-off to MCRSS Team.
 - a. Response protocol: 90% of persons receiving this service shall report a decrease in crisis level at the end of the call.
2. Implement standardized MRSS screening and assessment curriculum, as defined by MDH/BHA, following National Association of State Mental Health Program Directors (NASMHPD) and national best practice supported by BHA, aligning with the state model.
3. Ensure 24/7/365 availability of mobile crisis response and stabilization services with the capacity to respond to 90% of in-person, parent/caregiver-defined crises within 60 minutes anywhere in Allegany and Garrett County (and with telephonic support until in person is needed).
4. Establish a plan for non-hospital-based outpatient behavioral health urgent care appointments (within 48 hours) with extended hours for increased access to care. The successful offeror shall collaborate with Allegany and Garrett County LBHA's on the identified extended hour timeframe, including outpatient urgent care providers.
5. Integrate and coordinate care through referrals to community-based key stakeholders, in accordance with their changing needs.
6. Establish mobile response staff to work in tandem with law enforcement and or emergency services.
7. Develop and successfully implement emergency department and hospital diversion, when clinically indicated.
8. Stand ready to work with Allegany/Garrett County LBHAs and existing public behavioral health providers to assist and collaborate on tele-behavioral health initiatives.
9. Offeror shall be involved with attending at least:
 - a. (6) community events such as resource/health fairs;
 - b. (80%) attendance of systems-level behavioral health and support services meetings in both Allegany and Garrett County (Behavioral Health Education Task Force, Stand Together, Health Planning Council, Mental Health Advisory Committee, Drug-Free Communities Coalition/Drug and Alcohol Abuse Council, Provider Council meetings; Stand Together (Garrett County))
10. Provide Mobile Crisis Services
 - a. Face-to-face, in-home/community to support individuals with a mental health or substance use-related crisis
11. Divert individuals, as appropriate, away from hospitals, emergency departments, and the criminal justice system. Less than 10% of individuals with mobile response shall be admitted to the hospital.
12. Have a multidisciplinary team of trained professionals with the ability to respond in 60 minutes.
13. Have the ability to use telehealth related to MCRSS response.
14. Provide immediate, short-term intervention utilizing evidence-based practices.
15. Provide Mobile Crisis Response Stabilization Services for children, youth, and families with linkages to community-based services and supports.
16. Deliver services and support to individuals and families within the least restrictive, most normative environments that are clinically appropriate and culturally/linguistically responsive.
17. Utilize a cross jurisdictional approach.
18. Attend MCRSS specific training.
19. Implement the Crisis Assessment Tool (CAT) as indicated through MDH/BHA.
20. Complete core Competency Trainings (*ie. Crisis Intervention and De-escalation, Lethality Assessment and Intervention, Care Coordination and Planning, Mental Health First Aid, trauma-*

informed care principles, cultural humility, safety and crisis planning, harm reduction, common behavioral health diagnoses and medications. etc.).

a. Examples May Include:

- Children/Family specific Crisis Intervention
- De-Escalation
- Care Coordination & Planning
- Lethality Assessment and Intervention
 - Suicidality/danger to self
 - Risk of Homicide/danger to others
- Safety and Crisis Planning
- Care Coordination and Planning
- Active Rescue, Voluntary, and Involuntary Hospitalization Procedures
- Community Safety/Situational Awareness (may be part of Crisis Intervention Training)
- Cultural Humility, Diversity, and Equity including the ability to respond with competence and consideration to
 - Race
 - Ethnicity
 - Language
 - Sexual Orientation and Gender Identity and Expression
 - Disability
 - Religion
- Trauma-Responsive Care
- Mandated Reporting Requirements
- HIPAA
- Harm Reduction

21. Provide services and support without regard to race, religion, national origin, gender, gender expression, sexual orientation, physical disability, socio-economic status, geography, language, immigration status, or other characteristics, and ensure that services are sensitive and responsive to these differences.

22. Report on data performance metrics and service utilization.

Youth-Specific Objectives (are customized for children/families):

The Offer shall:

1. Develop a system to partner with school-based crisis teams.
2. Build collaboration with the existing crisis service array and other programs serving youth with high-intensity behavioral health needs.
3. Expand and/or enhance in-home programs that provide intensive home-based stabilization services to youth who can be diverted from out-of-home placement in a more restrictive setting and provide step-down services for youth returning from an inpatient or residential placement.
4. Utilize available respite beds serving Allegany and Garrett County for up to 72 hours at a time (and longer when clinically indicated) as an alternative to inpatient psychiatric hospitalization.
5. Divert individuals from unnecessary child welfare placements or non-community-based interventions. Provide Mobile Crisis Response Stabilization Services for children and youth with linkages to community-based services and supports.

MCRSS is a child, youth, and family-specific intervention model designed to meet the youth and caregiver's sense of urgency when children and youth begin to demonstrate behavioral changes associated with the early phase of a crisis. Children's crisis situations significantly impact and involve the caregiver because of the nature of their relationship. Additionally, peer workers serve as a core component of MCRSS.

The contract type shall be an indefinite quantity with fixed price through March 14, 2024 (base period) with 2 (2) one year option periods based on funding with an annual renewal option as determined by performance requirements, and available funding through MDH/BHA.

The Offeror shall give a definitive section-by-section description of the proposed plan to meet the requirements of the RFP. The proposed plan shall identify Performance Requirements that shall be used to evaluate the program's effectiveness, including a description of the expected schedule for measuring performance requirements. The proposed plan shall also include: the specific methodology, techniques, and number of staff, if applicable, to be used by the Offeror in providing the required services. The description shall include an outline of the overall management concepts employed by the Offeror and a project management plan, including project control mechanisms and overall timelines (may submit as an attachment and does not count towards page count).

Staffing Requirements

The Offeror shall:

1. Employ staff trained to understand behavioral health conditions in children, de-escalation techniques, person-centered practices, behavioral health supports and resources.
2. Employ staff trained to understand behavioral health conditions in adults, de-escalation techniques, person-centered practices, behavioral health supports and resources.
3. Ensure that staff has required training/certifications and adequate behavioral health training. Please reference the above section "Services and Related Performance Requirements."
4. Utilize a multidisciplinary team.
 - a. Mobile response and Stabilization Services teams utilize both professional and paraprofessional staff. May include: Certified Peer Recovery Specialists, Certified Family Peers, Bachelor's/Master's Level Clinicians.
 - b. Supervisory Level: Clinical licensure to practice independent mental health therapy in MD; someone licensed needs to be available to provide supervision and consultation 24/7/365.
 - c. In addition, a board-certified or board-eligible child/adolescent psychiatrist or child-trained psychiatric nurse mental health clinical specialist shall be available to provide phone consultation to the mobile response team within 15 minutes of a request from mobile response intervention staff and face-to-face appointments with the youth within 48 hours of a request if the youth has no existing provider.
5. Conduct background checks on all staff and care providers. The Offeror shall provide certification to the County that the Offeror has completed the required criminal background check for each required Offeror Personnel prior to assignment, and that the Offeror Personnel have successfully passed this check.

6. Persons with a criminal record may not perform services under the Contract unless prior written approval is obtained from the Contract Monitor. The Contract Monitor reserves the right to reject any individual based upon the results of the background check. Decisions of the Contract Monitor as to acceptability of a candidate are final. The County reserves the right to refuse any individual Offeror Personnel to work on County premises, based upon certain specified criminal convictions, as specified by the County.

Financial Proposal Instructions

In order to assist Offerors in the preparation of their Financial Proposal and to comply with the requirements of this solicitation, Financial Proposal Instructions and a Financial Proposal Form have been prepared. Offerors shall submit their Financial Proposal on the Financial Proposal Form in accordance with the instructions on the Financial Proposal Form and as specified herein. Do not alter the Financial Proposal Form or the Proposal may be determined to be not reasonably susceptible of being selected for award. The Financial Proposal Form is to be signed and dated, where requested, by an individual who is authorized to bind the Offeror to the prices entered on the Financial Proposal Form.

The Financial Proposal Form is used to calculate the Offeror's TOTAL Proposal PRICE. Follow these instructions carefully when completing your Financial Proposal Form:

1. All Unit and Extended Prices must be clearly entered in dollars and cents, e.g., \$24.15. Make your decimal points clear and distinct.
2. All Unit Prices must be the actual price per unit the County will pay for the specific item or service identified in this RFP and may not be contingent on any other factor or condition in any manner.
3. All calculations shall be rounded to the nearest cent, e.g., .344 shall be .34 and .345 shall be .35.
4. Any goods or services required through this RFP and proposed by the vendor at **No Cost to the County** must be clearly entered in the Unit Price, if appropriate, and Extended Price with **\$0.00**.
5. Every blank in every Financial Proposal Form shall be filled in. Any changes or corrections made to the Financial Proposal Form by the Offeror prior to submission shall be initiated and dated.
6. Except as instructed on the Financial Proposal Form, nothing shall be entered on or attached to the Financial Proposal Form that alters or proposes conditions or contingencies on the prices. Alterations and/or conditions may render the Proposal not reasonably susceptible of being selected for award.
7. It is imperative that the prices included on the Financial Proposal Form have been entered correctly and calculated accurately by the Offeror and that the respective total prices agree with the entries on the Financial Proposal Form. Any incorrect entries or inaccurate calculations by the Offeror will be treated as provided in COMAR 21.05.03.03.F, and may cause the Proposal to be rejected.
8. If option years are included, Offerors must submit pricing for each option year. Any option to renew will be exercised at the sole discretion of the County and comply with all terms and conditions in force at the time the option is exercised. If exercised, the option period shall be for a period identified in the RFP at the prices entered in the Financial Proposal Form.
9. All Financial Proposal prices entered below are to be fully loaded prices that include all costs/expenses associated with the provision of services as required by the RFP. The Financial Proposal price shall include, but is not limited to, all: labor, profit/overhead, general operating, administrative, and all other expenses and costs necessary to perform the work set forth in the solicitation. No other amounts will be paid to the Contractor. If labor rates are requested, those amounts shall be fully-loaded rates; no overtime amounts will be paid.
10. Unless indicated elsewhere in the RFP, sample amounts used for calculations on the Financial Proposal Form are typically estimates for evaluation purposes only. Unless stated otherwise in the RFP, the County does not guarantee a minimum or maximum number of units or usage in the performance of the Contract.

11. Failure to adhere to any of these instructions may result in the Proposal being determined not reasonably susceptible of being selected for award.

The Financial Proposal Forms shall contain all price information in the format specified on these pages. Complete the Financial Proposal Forms only as provided in the Financial Proposal Instructions. Please see the link on page 21. Do not amend, alter or leave blank any items on the Financial Proposal Form. If option years are included, Offerors must submit pricing for each option year. Failure to adhere to any of these instructions may result in the Proposal being determined not reasonably susceptible of being selected for award.

The Financial Proposal shall contain:

- Line Item Budget for the projected program start date through March 14, 2024. Budget shall align with the proposed activities and be on an Excel Spreadsheet.
- Budget Narrative describing the funding needed to support the proposed services and anticipated cost for the year.
- May submit as an attachment and does not count towards page count

Insurance Requirements

The Contractor shall maintain, at a minimum, the insurance coverages outlined below, or any minimum requirements established by law if higher, for the duration of the Contract, including option periods, if exercised:

The following type(s) of insurance and minimum amount(s) of coverage are required:

- Commercial General Liability - of \$1,000,000 combined single limit per occurrence for bodily injury, property damage, and personal and advertising injury and \$2,000,000 annual aggregate. The minimum limits required herein may be satisfied through any combination of primary and umbrella/excess liability policies.
- Errors and Omissions/Professional Liability - \$1,000,000 per combined single limit per claim and \$2,000,000 annual aggregate.
- Worker's Compensation - The Contractor shall maintain such insurance as necessary or as required under Workers' Compensation Acts, the Longshore and Harbor Workers' Compensation Act, and the Federal Employers' Liability Act, to not be less than one million dollars (\$500,000) per occurrence (unless a state's law requires a greater amount of coverage). Coverage must be valid in all states where work is performed.
- Automobile or Commercial Truck Insurance - The Contractor shall maintain Automobile or Commercial Truck Insurance (including owned, leased, hired, and non-owned vehicles) as appropriate with Liability, Collision, and PIP limits no less than those required by the State where the vehicle(s) is registered, but in no case less than those required by the State of Maryland.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

DATA AND REPORTING

The selected Offeror shall make any/all documents and records available for audit/evaluation to entitled Federal, State and County officials upon request. The County shall establish and conduct regular program monitoring site visits and record reviews that shall include assessing compliance with all Federal, State, and Local conditions of award/statements of work, health and safety reviews, fiscal and data information, and quality management of service processes. Program and Fiscal Reviews shall be included in these reviews.

The selected Offeror shall collect data and create and provide a monthly progress report, provided upon award, to be submitted by close of business on the 10th day of the month following the close of the reporting period to the County. Expenditure reporting shall be required on a monthly basis utilizing Worksheet-3, which shall be provided to the Offeror.

County reserves the right to adjust and change data reporting requirements as the project evolves and/or as MDH guidelines dictate.

Designate one person (Program Director) to be the liaison with the County to provide information for grant reporting and evaluating the services provided.

Commit to meeting with the County on a biweekly schedule from the date of the grant award to provide updates on project progress. The schedule may be modified based on performance

INVOICING

Invoices for work, services, and items not on the project timeline and/or not approved by the County may result in denial of further funding. The selected Offeror shall provide receipts and/or other documentation of expenditures. Receipts and proof of payment shall be required for reimbursement.

Invoices are to be submitted monthly or quarterly as agreed upon in the contract agreement (referenced below) by the 15th of the month following the end of the invoicing period to:

Brianna Graham, Accountant II:

brianna.graham@maryland.gov

With a copy to:

Maryanne Williams, Accountant:

maryanne.williams@maryland.gov

General

- A. All invoices for services shall be verified by the Offeror as accurate at the time of submission.
- B. An invoice not satisfying the requirements of a Proper Invoice (as defined at COMAR 21.06.09.01 and .02) cannot be processed for payment. To be considered a Proper Invoice, invoices shall include the following information, without error:
 - 1) Offeror name and address;

- 2) Remittance address;
 - 3) Federal taxpayer identification (FEIN) number, social security number, as appropriate;
 - 4) Invoice period (i.e. time period during which services covered by invoice were performed);
 - 5) Invoice date;
 - 6) Invoice number;
 - 7) Goods or services provided;
 - 8) Amount due; and
 - 9) Any additional documentation required by State/County regulation or the Contract.
- C. Invoices that contain both fixed price and time and material items shall clearly identify each item as either fixed price or time and material billing.
- D. The County reserves the right to reduce or withhold Contract payment in the event the Offeror does not provide the County with all required deliverables within the time frame specified in the Contract or otherwise breaches the terms and conditions of the Contract until such time as the Offeror brings itself into full compliance with the Contract.
- E. Any action on the part of the County, or dispute of action by the Offeror, shall be in accordance with the provisions of Md. Code Ann., State Finance and Procurement Article §§ 15-215 through 15-223 and with COMAR 21.10.04.
- F. The State/County is generally exempt from federal excise taxes, Maryland sales and use taxes, District of Columbia sales taxes and transportation taxes. The Offeror; however, is not exempt from such sales and use taxes and may be liable for the same.
- G. Invoices for final payment shall be clearly marked as “FINAL” and submitted when all work requirements have been completed and no further charges are to be incurred under the Contract. In no event shall any invoice be submitted later than 60 calendar days from the Contract termination date.

Invoice Submission Schedule

The Offeror shall submit invoices in accordance with the following schedule:

- A. For items of work for which there is one-time pricing, those items shall be billed in the month following the acceptance of the work by the County.
- B. For items of work for which there is annual pricing, those items shall be billed in equal monthly installments for the applicable Contract year in the month following the performance of the services.

For the purposes of the Contract an amount shall not be deemed due and payable if:

- A. The amount invoiced is inconsistent with the Contract;
- B. The proper invoice has not been received by the party or office specified in the Contract;
- C. The invoice or performance is in dispute or the Offeror has failed to otherwise comply with the provisions of the Contract;
- D. The item or services have not been accepted;
- E. The items or services do not meet the quality requirements of the Contract;
- F. The Offeror has not submitted satisfactory documentation or other evidence reasonably required by the Contract Monitor concerning performance under the Contract and compliance with its provisions.

CONTRACT AGREEMENT

The selected offeror shall have a detailed implementation plan for establishing County MCRSS services including tasks, schedules, man-hours and any County assistance necessary for implementation.

Upon receipt of a Notification of Recommendation for Contract award, the selected Offeror shall complete and furnish the documents and attestations as follows:

- Bid/Proposal Affidavit
- Maryland Living Wage Requirements for Service Contracts and Affidavit of Agreement
- Federal Funds Attachments
- HIPAA Business Associate Agreement
- Conflict of Interest Affidavit and Disclosure
- Non-Disclosure Agreement (Contractor)
- Contract Affidavit
- Location of the Performances of Services Disclosure.

Orientation/Kick off Meeting

The Contractor shall attend an Orientation/Kick off meeting with the Contract Monitor within 10 business days after Contract Commencement for MCRSS Services. The purpose of this meeting is to discuss orientation materials and topics as well as any other program related functions with all required signed documents presented at this meeting. The meeting will be held in-person with the time and duration to be mutually agreed upon between the Contractor's Contract Monitor and County's Contract Monitor. Contractor may be required to provide Agency specific updates upon request by the Contract Monitor throughout the term of the Contract, either in person, virtually or conference calls.

Contract Auditing/Monitoring

Contract auditing/monitoring ensures compliance with applicable regulations, laws, and contract requirements. Sub-recipient agrees as per State of Maryland Department of Health Local Health Department Funding Systems Manual section 2180.04 to be audited by the MDH Chief, Audit Division and utilizing the Garrett County Local Behavioral Health Authority Program Evaluation and Contract Monitoring Policy to be reviewed at least once annually. Staff shall conduct monitoring on an ongoing basis. Monitors may examine but are not limited to: the review of monthly and/or quarterly reports as required to include financial reports, chart audits, organization operations, policies and procedures, internal and management controls, complaints, funding subaward-related activities and expenditures, and site visits.

Termination for Non-Performance

Any Contract Agreement resulting from this RFP may be terminated by either the County or the selected Offeror by giving thirty (30) days written notice to the other party.

If the selected Offeror shall fail to fulfill in a timely and proper manner its obligations under the Contract Agreement, or if the selected Offeror shall violate any terms of the Contract Agreement, within the sole discretion of the County Behavioral Health Division, the County Behavioral Health Division may immediately terminate the Contract Agreement by giving written notice to the selected Offeror.

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

PROPOSAL DEADLINE AND SUBMISSION

Proposals for MCRSS shall be submitted by **5:00 PM on March 14, 2023**.

Submit proposals via mail, one copy of the Cover Page, all information from Proposal Instructions, including narratives and any applicable supporting documents with the subject line “Response to RFP # **20230201**” to:

Garrett County Health Department
1025 Memorial Drive
Oakland, MD 21550
ATTN: Fred Polce, Jr.

Applications received after 5:00 PM on March 14, 2023 will not be considered for review. Faxed or emailed applications will not be accepted.

PRE-PROPOSAL INFORMATION MEETING

A pre-proposal information meeting will be held via Google Meet on February 14, 2023, from 11:00 AM - 12:30 PM EST. To register for the Pre-Proposal Information Meeting, email fred.polce@maryland.gov with the subject line “RSVP Pre-Proposal Information Meeting RFP # 20230201” by 5:00 EST on February 7, 2023.

In the body of the email, please include the following information for *all* attendees:

- Full name and title
- Email
- Phone
- Organization Name and Address

Pre-Proposal Conference Details:

- A Pre-Proposal Information Meeting will be held virtually at the date, and time indicated on the Key Information Summary Sheet.
- Attendance at the Information Meeting is not mandatory, but all interested parties are encouraged to attend in order to facilitate better preparation of their Proposals.
- Following the Information Meeting, the attendance record and summary of the Information Meeting will be distributed via the same mechanism described for amendments and questions
- There will be a portion of the conference, at the end, that will be dedicated to any questions that may arise during the meeting. If time expires those questions/answers may/will be addressed in the conference summary unless further research is required.
- Those wishing to attend the Pre-Proposal Virtual Information Meeting shall RSVP no later than the time and date indicated on the form. The Pre-Proposal Information link is also referenced on the Key Information Summary Sheet as a reference point.

In order to assure adequate accommodations at the Pre-Proposal Meeting Information, please RSVP no later than the time and date indicated on the form. In addition, if there is a need for sign language interpretation or other special accommodations due to a disability, please notify the Procurement Officer at least seven (7) Business Days prior to the Conference date. The County shall make a reasonable effort to provide such special accommodation.

Procurement Officer
 Vickie Weeks
 vickie.weeks@maryland.gov
 (240) 226-0022

Pre-Proposal Information Questions:

- All questions relating to the RFP shall be submitted in writing via e-mail to the Contract Administrator at least seven (7) days prior to the Pre-Proposal Information Meeting and/or Proposal due date or no later than the date and time specified on the Key Information Summary Sheet. The Contract Administrator or Monitor, based on the availability of time to research and communicate an answer, shall decide whether an answer can be given before the Proposal due date.

Contract Administrator/Monitor
 Fred Polce, Jr.
 fred.polce@maryland.gov
 (301) 334-7443

- Answers to all questions that are not clearly specific only to the requestor will be distributed via the same mechanism as for RFP amendments.
- The statements and interpretations contained in responses to any questions, whether responded to verbally or in writing, are not binding on the County unless it issues an amendment in writing.

PROPOSAL TIMELINE

<u>STEPS TO COMPLETION</u>	<u>COMPLETION DATE</u>
Advertise/Email	02/01/2023
RSVP DUE for Pre-Proposal Information Meeting *See instructions in the “Pre-Proposal Information Meeting” Section	02/07/2023; 5:00PM
Pre-Proposal Information Meeting	02/14/2023; 11:00-12:30 PM
Proposal Submission Deadline	03/14/2023; 5:00 PM
Review Committee Meeting	03/20/2023; 2:00 PM
Letter of Award Disbursed	03/22/2023

REVIEW PROCESS

A panel of three (3) independent reviewers will conduct the application review process using the rating scale below and completing the RFP Rating Sheet (Attachment 2). Three individuals rank the RFPs independently and then meet for a Review Committee Meeting. Upon completion of the Proposal evaluations and rankings, each Offeror will receive an overall ranking. The Procurement Officer will recommend award of the Contract to the responsible Offeror that submitted the Proposal determined to be the most advantageous to the State. In making this most advantageous Proposal determination, technical factors will receive equal weight with the financial factors. A Contract shall be awarded to the responsible Offeror(s) submitting the Proposal that has been determined to be the most advantageous to the State, considering price and evaluation factors set forth in this RFP (see COMAR 21.05.03.03F). The decision to award funds of any amount will be final and based on the merits of the proposal, under the following Categories:

Category	Points Possible
1) Problem Description	20
2) Offeror Expertise & Organizational Capacity	20
3) Project Description	20
4) Project Timeline	5
5) Sustainability Plan	5
6) Performance Requirements	15
7) Line-Item Budget/Budget Narrative	15
Total Points Possible:	100

REMAINDER OF PAGE INTENTIONALLY LEFT BLANK

Attachment 1
ALLEGANY AND GARRETT COUNTY DEPARTMENT OF HEALTH
MOBILE CRISIS RESPONSE AND STABILIZATION SERVICES

PROPOSAL INSTRUCTIONS

Fiscal Year 2023 Mobile Crisis Response and Stabilization Services funding proposal applications shall not exceed 10 single-spaced pages using 12-point font in Times New Roman. Proposals shall contain a project title, a submission date, author(s), and page numbers. Proposals exceeding the 10-page limit will not be considered. Please use headings that correspond to the evaluation criterion outlined below. The proposal performance requirements narrative and program line-item budget/budget narrative requirements may be submitted as separate attachments and will not count towards the 10-page limit. Please provide detailed, verifiable information in your narrative to address all the elements in the evaluation criteria as listed below:

1. **Problem Description:** Description of the problem extent in the jurisdictions, including service gaps, and document the extent of the need for services for the program’s target population(s), to include source documentation.
2. **Offeror Expertise and Organizational Capacity:** Description of Offeror’s expertise and organizational capacity to provide mobile crisis response services.
3. **Project Description:** Provide a description of your program design including at minimum:
 - a. Projected number of individuals (children/youth; adults) to be served and level of support. MCRSS customization for children/youth is expected.
 - b. Eligible functions that will be funded
 - c. How your organization will support the target population in Allegany and Garrett County. This shall include a plan to provide immediate care to individuals in crisis and connect them to the appropriate care; program policies and procedures; staff training; and an explanation of how the program will reduce behavioral health disparities.
 - d. How this program will integrate into the current program structure
4. **Project Timeline:** Clear and concise timeline with descriptions for the implementation of services which include tasks, schedules, man-hours and any County assistance necessary for implementation.
5. **Sustainability Plan:** Provide a plan for sustainability of services beyond the end of the award period.
6. **Performance Requirements:** Identification of performance and outcome indicators to be used to evaluate the program's effectiveness, including a description of the expected schedule for measuring performance. *(may submit as an attachment and does not count towards page count)*
7. **Line-Item Budget/Budget Narrative:** *(shall be submitted as an **excel attachment and does not count towards page count)*
 - a. **Line-Item Budget** for the projected program start date through March 14, 2024. Budget shall align with the proposed activities.
 - b. **Budget Narrative** describing the funding needed to support the proposed staffing and services.

****See Excel Financial Proposal Forms with this link:**

https://docs.google.com/spreadsheets/d/1t3E5n3P1VO7khSzh8Lpxyqx60EM5CutJuY9Tgm2l5j0/edit?usp=share_link

Attachment 2: INTERNAL USE ONLY

MOBILE CRISIS RESPONSE AND STABILIZATION SERVICES

RFP RATING SHEET

Organization Name: _____

Category	Possible Points	Score Given
1) Problem Description	20	_____
2) Offeror Expertise & Organizational Capacity	20	_____
3) Project Description	20	_____
4) Project Timeline	5	_____
5) Sustainability Plan	5	_____
6) Performance Requirements	15	_____
7) Line Item Budget/Budget Narrative	15	_____
Total:	100	

Notes

Reviewer Name

Date