

**Ohio Department of Mental Health and Addiction Services**

30 East Broad Street, 36<sup>th</sup> Floor, Columbus OH 43215

**Request for Proposal**

**YYAT Family Engagement Coordinator**

**Request for Proposal Title:** **MHA14142**

**Request for Proposal Issued:** **September 10, 2013**

**Request for Proposal Due:** **September 30, 2013, 2:00 P.M.**

**I. Introduction to the Initiative**

The Ohio Department of Mental Health and Addiction Services (OhioMHAS) has received a four-year grant from the Substance Abuse and Mental Health Services Agency (SAMHSA) to expand the system of care approach throughout Ohio for youth and young adults, ages 14 through 21 with mental health challenges, co-occurring disorders, and multi-system needs. Ohio Family and Children First is serving as a partner with OhioMHAS to implement this four year grant. The overall goal for this *ENGAGE* (Engaging the New Generation to Achieve their Goals through Empowerment) grant is to develop a statewide system of care framework that coordinates and adapts policy, fiscal, and administrative actions to support the successful transition of Ohio's youth and young adults. Ohio has developed a four year plan to expand the system of care framework statewide focused on youth and young adults. A component of the plan is focused on increasing the voice and involvement of families with youth or young adults in the mental health and addiction system at the state and local levels.

To accomplish this specific goal, OhioMHAS is seeking one in-state organization to assist the *ENGAGE* governance with increasing family voice and involvement at the state and local levels.

**II. Scope of Work**

Organization will identify and provide one to two *ENGAGE* Family (YYAT) Engagement Coordinator(s).

The Family Engagement Coordinator(s) will be responsible for:

- Developing a family advisory council interested in youth and young adult issues and system of care practice that will make recommendations to the *ENGAGE* Advisory Council;
- Partnering with Ohio's Parent Advocacy Connection program to enhance parent advocacy services throughout Ohio to assist and support families with youth or young adults with mental health challenges, co-occurring disorders, and multi-system needs;
- Providing parent advocacy training and coaching to parents with youth and young adults with these needs;

- Recommending and distributing nationally recognized “best practice” training curricula for parent advocacy and family peer support certification;
- Aiding in developing guidelines for establishing local family advisory councils;
- Promoting system of care to family members and family advisory councils;
- Assisting local systems of care with engaging family members;
- Networking parent advocacy efforts, training and resources through the Red Treehouse;
- Participating on the ENGAGE management team to bring the voice of families to the members;
- Participating on the ENGAGE Advisory Council to bring the voice of families to the members;
- Assisting in recruiting family members for the ENGAGE committees and activities;
- Assisting in promoting Health Home access to youth and young adults, and
- Partnering and working in concert with the ENGAGE Youth Engagement Coordinators to promote youth, young adult, and family engagement throughout the system of care communities.

The **Family Engagement Coordinator** can be a half-time position (0.50 FTE) or organization may choose to split this position between two individuals with each at 0.25 hours. The Family Engagement Coordinator(s) must be able to travel, willing to work some weekends and evening hours, work independently and in groups, and must be self-directed. Preference will be given to organizations that have family advocates:

- In the mental health system, substance abuse system, and involvement with other youth-serving systems (such as education, employment, child welfare, juvenile justice);
- Trained in parent advocacy, multiple systems, parent leadership, possibly family peer support, and cultural diversity;
- Who are comfortable with social media and its connection with recruitment activities; and
- Who have the ability to comply with required record keeping (time, deliverables, travel).

Organization(s) must have the capacity to process and distribute stipends and mileage reimbursements to family members serving on the ENGAGE Family Advisory Council and other ENGAGE committees and activities.

### **III. Availability of Funds**

The funds will be available October 2013 through June 30, 2014. This contract may be renewed annually for up to four years, ending June 30, 2017. There are no match requirements.

### **IV. Proposal Contents**

1. Proposal Narrative must:
  - a. Provide a history of organization and its efforts related to family engagement and advocacy.
  - b. Describe how the organization intends to fulfill ENGAGE’s family staffing needs over the first year, the skills and expertise of those identified for such positions; and if interested in a possible continuation, how it will fulfill staffing over four years.

- c. Describe how the ENGAGE position could connect to the organization's other family advocacy efforts.
  - d. Describe how the organization will oversee and evaluate the staffing positions.
  - e. Describe how the organization will oversee family members' stipend and mileage reimbursements for participation in ENGAGE activities.
  - f. Describe its knowledge of the system of care approach and ENGAGE.
2. Budget: Describe direct cost for position(s), the stipends and mileage reimbursement support, and any indirect costs (no more than 10%).
  3. Applicant Eligibility: Describe the organization's history in meeting the grant requirements. Describe the organization's capacity with providing and processing mileage and stipend reimbursements to multiple individuals.
  4. Evaluation Plan: Describe how the organization will evaluate the success of family advocacy, engagement and involvement.

**V. Submission of Proposals**

1. Application Due Date: **Monday, September 30, 2013 by 2:00 P.M. Proposals must be received by this time to be considered.**  
Proposals may be submitted electronically or by paper copy.

2. Where to Send Proposal: Electronic proposals must be sent to:

[DMHBidOpportunity@mh.ohio.gov](mailto:DMHBidOpportunity@mh.ohio.gov)

Original bid may be sent via U.S. mail to:  
Lucille Fuller  
Office of Financial Management  
30 East Broad St., Suite 1100  
Columbus, OH 43215

3. **The bid number MHA14142 must be clearly marked on the sealed envelope.**
4. Conditions of Submission: The proposal may be no more than 5 pages, typed in 12 font size, with 1" margins, not including the cover letter and letters of support. Only one copy must be submitted.

OhioMHAS reserves the right to reject, in whole or in part, any and all proposals where the department, taking into consideration factors including but not limited to, cost and the results of the evaluation process, has determined that the award would not be in the best interest of the department. Alternatively, OhioMHAS may decide to fund only a portion of a selected proposal. OhioMHAS will not be liable for any costs incurred by an applicant in responding to this RFP, regardless of whether the department awards through

this process, decides not to go forward with this process, cancels this RFP or awards the project through some other process.

Applicant will be solely responsible for reporting, withholding, and paying all employment related taxes, payments, and withholdings for his/her self and any personnel, including but not limited to: Federal, State, and local income taxes, social security, unemployment or disability deductions, withholdings, and payments.

5. Proposals must include: a cover letter including the organization name, address, Federal Tax Identification number, contact person, phone number, authorized signature; proposal narrative; budget; statement of applicant eligibility; evaluation plan; and three letters of support from entities that are aware of organization’s capacity to meet the grant requirements.
6. Questions/Inquires must be sent via the State of Ohio Procurement Website [www.ohio.gov](http://www.ohio.gov) under the Request for Proposal “Submit Inquiry”.
7. Anticipated Award Date: October 4, 2013

**VI. Factors and Criteria for Evaluation Proposals**

Proposals will be scored and point values given to the following criteria.

Technical Criterion	Weight	Rating (0-5)	Technical Score
<b>Organizational Capacity</b>	2	30 Max	30 x 2 = 60 Max
Years of organizational experience in statewide parent leadership, parent advocacy, parent engagement activities			
Years of organizational experience with the mental health system, other child serving systems, and the system of care approach			
Ability to connect the ENGAGE family proposal with organization’s other family engagement efforts			
Ability to oversee grant funded positions			
Ability to provide stipend and mileage reimbursements to multiple individuals			
Organization’s evaluation plan for success of family engagement and advocacy efforts			

Staff Capacity	2	25 Max	25 x 2 = 50 Max
Organization's ability to identify one to two individuals to fulfill the Family Engagement Coordinator position			
Years of staff experience in parent engagement, advocacy and leadership activities			
Years of staff involvement in supporting parents and family members			
Staff trained in family engagement, family leadership, family advocacy, cultural diversity			
Staff trained in using social media for family recruitment and engagement activities			
Total Weight	2	55 Max	55 x 2 = 110 Max
Total Technical Score			