

Ohio Department of Mental Health and Addiction Services

30 East Broad Street, 36th Floor, Columbus OH 43215

Request for Proposal

YYAT Engagement Coordinator and Adult Supporter

Request for Proposal Title: MHA14143
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 youth and young adults at the state and local levels.

To accomplish this specific goal, OhioMHAS is seeking one to two qualified in-state organization(s) to assist the *ENGAGE* governance with increasing youth voice and involvement at the state and local levels. Award may be made to one or more organizations.

II. Scope of Work

Organization(s) will identify and provide one to two youth or young adults (targeted ages: 16-25) to serve as the *ENGAGE* Youth and Young Adult (YYAT) Engagement Coordinator(s). Organization(s) will also identify and designate one or two individuals to serve as the YYAT Adult Supporter.

YYAT Engagement Coordinator(s):

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

- Providing leadership and facilitation to the soon to be formed YYAT Advisory Council;
- Recruiting and maintaining the YYAT Advisory Council’s membership;
- Creating meeting agendas, taking and distributing meeting notes;

- Guiding the Advisory Council on making recommendations to the ENGAGE Advisory Council and the Health and Human Services Cabinet;
- Aiding in developing guidelines for establishing local advisory councils;
- Assisting local system of care communities with engaging youth and young adults;
- Participating on the ENGAGE Management Team and the ENGAGE Advisory Council;
- Assisting in recruiting youth and young adults for ENGAGE related committees and activities;
- Assisting in promoting Health Home access to youth and young adults; and,
- Partnering with the Family Engagement Coordinator to promote youth, young adult, and family engagement throughout the system of care communities.

This grant will support one (1.0 FTE) **Youth Engagement Coordinator** position, or 2 part-time (.5 FTE) coordinator positions. The YYAT 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 youth and young adults:

- With involvement in the mental health system, substance abuse system, and involvement with other youth-serving systems (such as education, employment, child welfare, juvenile justice);
- Who have received training in advocacy, leadership, telling your story, cultural diversity, and if possible, peer support;
- Who are comfortable with social media and it's connection with recruitment activities; and
- Who have the ability to comply with required record keeping (time, deliverables, travel).

YYAT Adult Supporter(s):

The YYAT Adult Supporters will be responsible for:

- Providing coaching to the YYAT Engagement Coordinators as they work to fulfill their responsibilities;
- Problem-solving issues that may arise with the YYAT Engagement Coordinators in fulfilling their responsibilities;
- Providing guidance on how to effectively advocate issues and needs to the ENGAGE governance structure;
- Participating on the ENGAGE Management Team and the ENGAGE Advisory Council;
- Identifying youth and young adult engagement issues that need to be addressed; and,
- Assisting local system of care communities with engaging youth and young adults.

This grant will fund one half-time (.5 FTE) position or two quarter-time (.25 FTE) positions to serve as the **YYAT supporter(s)**. The YYAT Supporter(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 YYAT Adult Supporters:

- Who actively lead or assist with one of Ohio's youth advisory councils;
- Who have experience working with youth and young adults with involvement in the mental health system, substance abuse system, and involvement with other youth-serving

systems (such as education, employment, child welfare, juvenile justice) to become advocates and leaders;

- Who have a good understanding of the mental health and addiction services system, as well as other systems impacting youth and young adults (e.g. foster care, housing, juvenile justice, developmental disabilities);
- Who have received training in advocacy, leadership, and cultural diversity;
- Who are comfortable with social media and it's 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 multiple youth and young adults and their supporters serving on the ENGAGE YYAT Advisory Council and participating in 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 youth and young adult engagement and advocacy.
 - b. Describe how the organization intends to fulfill ENGAGE's youth and young adult staffing needs [Engagement Coordinator(s) and Adult Supporter(s)] over the first year, the skills and expertise of those identified for the positions; and, if interested in a possible continuation, how it will fulfill staffing over four years.
 - c. Describe how the ENGAGE positions could connect to the organization's other youth and young adult efforts.
 - d. Describe how the organization will oversee and evaluate the staffing positions.
 - e. Describe how the organization will oversee YYAT staffs' 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 positions, the stipends and mileage reimbursement support, and any indirect costs (no more than 10%).
3. Applicant Eligibility: Describe the organization's history in meeting 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 youth and young adult advocacy, engagement and involvement.

V. Submission of Proposals

1. Proposal 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

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 MHA14143 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 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
Organizational Capacity	2	30 Max	30 x 2 = 60 Max
Years of organizational experience in youth leadership, youth advocacy, youth engagement across the state			
Years of organizational experience with the mental health system, other child serving systems, and the system of care approach			
Ability to connect the ENGAGE youth proposal with organization's other youth efforts			
Ability to oversee grant funded positions			
Ability to provide stipend and mileage reimbursements to multiple individuals			
Organization's evaluation plan for success of youth and young adult engagement and advocacy efforts			
Staff Capacity	2	25 Max	25 x 2 = 50 Max
Organization's ability to identify one to two youth or young adults to fulfill the YYAT Engagement Coordinators position and one to two adults to fulfill the YYAT Adult Supporter(s) position			
Years of staff involvement in youth engagement, advocacy and leadership activities			
Years of staff involvement in supporting youth and young adult advocates			
Staff trained in youth engagement, youth leadership, youth advocacy, cultural diversity			
Staff trained in using social media for youth recruitment and engagement activities			
Total Weight	2	55 Max	55 x 2 = 110 Max
Total Technical Score			