

**[Office of Medical Director]
REQUEST FOR PROPOSAL (RFP)
[Needs Assessment/Gap Analysis of Suicide Prevention and Treatment Community
Behavioral Health Activities]**

Request for Proposal Number: MHA-16-RE-003-NA

Request for Proposal Issued: August 20, 2015

Proposal Due Date: September 24, 2015, by 2:00 p.m.

Purpose of Funding Opportunity: The Ohio Department of Mental Health and Addiction Services (OhioMHAS) believes that individuals at-risk of death by suicide should have access to community-based behavioral health (BH) prevention, intervention, treatment, and postvention services and supports. In order to develop strategies to assist individuals at-risk and reduce the statewide suicide rate, OhioMHAS is conducting a needs assessment/gap analysis to determine service availability and gaps. OhioMHAS is seeking a researcher to help OhioMHAS staff in preparing the needs assessment/gap analysis of community-based services and supports throughout Ohio for individuals at-risk of suicide/families and friends affected by a suicide death. Note: For the purpose of this RFP, services and supports will be used to include the spectrum of prevention, intervention, treatment, and postvention services and supports.

Background and Intent

Between 2008 and 2012, approximately 7,200 Ohioans died by suicide, which is the 11th leading cause of death in Ohio. Research indicates that approximately two-thirds of these suicide decedents had not accessed community-based BH treatment within 30 days prior to their death (Luoma, Martin, and Perason, 2002). OhioMHAS is seeking to understand what community-based BH services and supports are available throughout Ohio and the how gaps in service availability and quality vary at the local level. According to research studies that examined local community public health and BH service networks, the quality and availability of services and supports varies locally (Hogan, 1999; Jacobson, 2005; Baxter and Mechanic, 1997). Understanding the variation in the availability and quality of services/supports delivered to individuals at-risk of suicide will assist OhioMAHS and local communities plan and design BH strategies responsive to communities' preferences and norms. This information will also be pivotal in targeting resources to communities with a high suicide prevalence rate and low access to services and supports.

OhioMHAS recognizes that many factors cause local community variation in quality and availability of BH services and supports. These factors include, but are not limited to, lack of qualified BH staff to deliver services, transportation, stigma, poverty, unemployment, lack of health insurance, unique needs and experiences of population groups (e.g.,LGBTQ individuals, veterans, males over the age of 45) at-risk of suicide, and community preferences and norms. Recent studies (Fontanella, et al., 2015) suggest that these factors also contribute to suicide risk. The analysis proposed in response to this RFP will be required to incorporate these factors when determining which communities have a high demand for service/supports but lack the ability to meet this demand.

The project has limitations. Some counties have access to levy funds, local foundation support, and/or other resources increasing the available services options. Through Medicaid expansion, more individuals will qualify for community-based BH services and supports, and those individuals at risk may not have been served in the community system. OhioMHAS will have access to information about what services and supports have been provided, in specific counties, and to specific individuals in the community system. Services and supports delivered outside or tangentially inside of the public BH system will not be included in the inventory. For instance, treatment services delivered by primary care physicians will be excluded from the inventory. However, despite these limitation, data collected by this project should offer state and local policymakers a more detailed, nuanced perspective of what services/supports are being delivered to those at-risk of suicide.

In summary, this project has the potential to assist state and local policymakers in two important ways. First, the project should provide information on ways to enhance and diversify the local public BH system to meet the demands of individuals at-risk of dying from suicide. Second, the identification of what services and supports are currently available at local levels will establish a baseline from which decision makers can measure whether new and expanded service options are effective in reducing suicide ideation, suicide attempts, and suicide rates.

Eligible Applicants

The applicant must:

- Be a college or university
- Have demonstrated experience in conducting needs assessments/gap analysis in the public health system, preferably the public BH system
- Be knowledgeable about literature about community-level suicide risk factors that affect local ability to offer appropriate publicly-funded BH services and supports
- Be knowledgeable about appropriate data sources to identify community-level suicide risk factors
- Demonstrate ability to conduct the needs assessment, analyze the information, and prepare a final report by September 30, 2016.

Fund Source and Requirements

1. **Period of Funding:** December 1, 2015 through September 30, 2016; award is not renewable.
2. **Amount of Funding Available:** One project will be funded; maximum amount of funding for the project is \$75,000.

I. Scope of Work

The applicant will be required to:

1. Review existing literature to determine an appropriate framework for conducting the needs assessment/gap analysis, to identify factors that may impede the community's ability to offer appropriate services/supports, and to select the

methodology to group communities according to the gap between available and needed services

2. Collaborate with local Alcohol, Drug Addiction, and Mental Health Services (ADAMH) boards, local suicide prevention coalitions, and public health departments to make an inventory of available services/supports offered throughout Ohio
3. Develop a propensity scoring system that identifies ADAMH boards with a high, medium, and low gaps between needs and available services/supports
4. Work with the Suicide Prevention State Inter-Agency Workgroup and OhioMHAS staff in determining how communities with high and medium gap levels could better deliver appropriate, quality BH services/supports to those at-risk of suicide or impacted by suicide.

II. Questions, Technical Assistance, and Updates

- A. All questions must be submitted electronically no later than September 1, 2015 by 4:00 p.m. Questions may be submitted at <http://mha.ohio.gov/Default.aspx?tabid=725>. **No questions will be answered after the deadline.** Questions and responses will be posted within two business days of receipt of the question at <http://mha.ohio.gov/Default.aspx?tabid=725>. You may NOT contact any OhioMHAS staff member directly with questions regarding this RFP. Contacting staff directly with questions could result in disqualification of a proposal.
- B. Interested parties are required to monitor this website for any updates to the RFP.

III. Proposal Contents

The combined page limit for the project narrative and applicant qualifications and experience sections is 10 single spaced pages in 12 point Times New Roman font. This page limit does not include the cover sheet, the signed agreement to comply with reporting requirements, the budget table and budget narrative, any memoranda of understanding with collaborating partners, and letters of support.

Only one email should be submitted, including all components of the proposal contents as attachments. Proposal submissions must include the following:

A. Cover Sheet

1. Name of applicant, address, phone number; executive director name and contact information; fiscal officer name and contact information; and, applicant's federal tax ID
2. Amount of funding requested

B. Project Narrative

1. Project Description: The project description should be a clear, concise overview of how the applicant will conduct the needs assessment/gap analysis.
2. Literature Review Plan: The literature review plan should explain what disciplines of literature will be reviewed to ensure the appropriateness of: 1) the framework(s), 2) community-based factors, and 3) methodology for developing the propensity scoring. The explanation should include a

justification as to why certain disciplines will be reviewed. *Scoring preference will be given to applications that incorporate a multi-disciplinary approach to the literature review.*

3. Data Collection Plan: The data collection plan should provide details of how the data will be collected from local entities (i.e., ADAMH boards, local suicide prevention coalitions, and local public health departments), examples of types of questions to be posed, examples of community-based factors to be examined, and possible data sources for community-based factors. *Scoring preference will be given to applicants that include details of how the data will be collected in a collaborative manner with local entities.*
4. Propensity Scoring System: Include an explanation of a suggested framework for developing the propensity scoring system and the way in which the scoring system will be applied.
5. Data Analysis Plan: The plan should describe how the applicant will analyze the service/support gaps among the localities and explain how the applicant will work with the Suicide Prevention State Inter-Agency Advisory Group members and OhioMHAS staff to develop policy recommendations.

Maximum allowable points for Project Narrative are 75.

C. Applicant Qualifications and Experience

1. Describe your experience in conducting needs assessments/gap analyses within the public health system. *Preference scoring will be given to applicants with experience in conducting needs assessments/gap analyses within the public BH system.*
2. Provide references from at least two previous projects.
3. Describe subject matter expertise and capacity to complete the project by October 31, 2016.
4. Applicant must be a college or a university.

Maximum allowable points for Applicant Qualifications/Experience are 30.

D. Participant and Reporting Requirements The applicant must provide a statement agreeing to the following:

1. Meet with OhioMHAS staff on a monthly basis to provide project updates
2. Submit, on a quarterly basis, a narrative of progress made in achieving program goals and problems encountered
3. Hold a presentation to disseminate the report findings to the State Inter-Agency Suicide Prevention Advisory Group members and OhioMHAS staff

E. Program Management

Provide a timeline of all major activities and incorporate required deadlines.

Maximum allowable points for Program Management are 5.

F. Budget, and Budget Narrative

Proposals must include a budget that identifies all costs to complete the tasks described in the proposal. The budget must encompass all aspects of the proposed work, including any travel necessary for completing the work. All travel must be at State of Ohio rates. The budget narrative must describe and provide justification for major expenses and unusual items. Applicant must use the

Budget Expenditure Form (Attachment A) and Budget Narrative (Attachment B).
Maximum allowable points for the Budget and Budget Narrative are 10.

IV. Proposal Submission

A. Proposal Due Date: September 24, 2015 at 2:00 p.m.

Proposals must be received by this time to be considered. Risk of delay or failure of delivery rests with the applicant.

B. Where to Submit: All proposals must be submitted to:

SFY16NeedsassessmentRFP@mha.ohio.gov. No faxed, mailed, courier delivered, or hand carried proposals will be accepted. In the email subject line, enter Suicide Prevention and Treatment Community Behavioral Health Linkage. Only one email should be sent, including all required content elements listed in Section III.

V. Proposal Evaluation

The proposal scoring criteria are attached (Attachment C).

Anticipated Date of Award Announcement: October 30, 2015.

VI. Conditions of Award

- A.** OhioMHAS reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project or make an award for a shorter duration. OhioMHAS reserves the right to ask clarifying questions, issue conditional awards, and negotiate a best and final proposal with one or more applicants(s). OhioMHAS reserves the right to waive errors and omissions that do not materially affect the proposal. Errors and omissions may result in lower evaluation scores or rejection of the proposal.
- B.** OhioMHAS will not be liable for any costs incurred by applicant in responding to this RFP, regardless of whether the department awards through this process, cancels the RFP, or makes the award through a different process.
- C.** Funding awarded pursuant to this grant depends on the availability of state and/or federal funds. Should funding be reduced or terminated, the amount of funds available for reimbursement under this grant may be reduced or terminated upon notice to awardee(s), without further obligation on the part of OhioMHAS.
- D.** As authorized in Ohio Revised Code Section 5119.61, OhioMHAS will collect information and data from awardee. Awardee will provide required information and data electronically, through the Proving Ohio's Prevention Success (POPS) online reporting system. All information and data will be reviewed by project staff. Failure to comply with reporting requirements shall result in further action by OhioMHAS, which may include withholding of funds.
- E.** Awardees 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.
- F.** Awardees must execute OhioMHAS Agreement and Assurances upon notice of

award. No requests for edits, additions or deletions will be considered. This is non-negotiable. Please read the OhioMHAS Agreement and Assurances prior to submission of your proposal and do not apply if you are unable to comply with any component. (For reference, a copy of the Agreement and Assurances can be found in Appendix A).

- G.** The following conditions apply to deliverables provided by the awardee(s): All items, products, deliverables and intellectual property developed, produced, dependent upon, derived from and/or begun as a result of this award shall:
1. Identify OhioMHAS and, if applicable, the federal grant, as the funding source;
 2. Reserve to OhioMHAS - and to the federal government if this sub-award includes federal funds - a royalty-free, nonexclusive and irrevocable right to reproduce, publish, or otherwise use the work for public purposes, and to authorize others to do so;
 3. Be provided to OhioMHAS as specified in the award; and
 4. Be approved by OhioMHAS before dissemination.

This paragraph does not apply to copyrighted materials purchased or licensed for use pursuant to this award except to the extent that the rights of copyright ownership were purchased with grant support.

- H. Implementation Deadline: Project begins December 1, 2015.**
I. Deadline for Completion of Funded Work: October 31, 2016.

Proposal Due Date: September 24, 2015 at 2:00 p.m.

Attachment C:

**Ohio Department of Mental Health and Addiction Services (OhioMHAS)
Request for Proposal
Needs Assessment/Gap Analysis of Suicide Prevention and Treatment Community
Behavioral Health Activities
Factors and Criteria for Evaluation**

(Proposals will be scored and point values assigned to the following identified criteria).

Mandatory Requirements	Meets	Does Not Meet
Applicant’s signed statement of agreement to: <ul style="list-style-type: none"> • meet with OhioMHAS on a monthly basis to provide project updates • on a quarterly basis, submit a report about progress made and problems encountered • hold a presentation to disseminate the report findings to OhioMHAS and the Suicide Prevention State Inter-Agency Advisory Group 		
Applicant is a college or university		

Rating Scale:

0—Does Not Meet. Proposal does not comply with the requirement or does not meet expectations for the criterion.

1—Weak. Proposal does not substantially comply with the requirement and/or does not substantially meet expectations for the criterion.

2—Moderate. Proposal generally meets requirement, but is weak in meeting minimal expectations for the criterion.

3—Meets. Proposal meets the requirement and meets expectations for the criterion.

4—Strong. Proposal meets the requirement and exceeds expectations for the criterion.

5—Greatly Exceeds. Proposal meets the requirement and greatly exceeds expectations for the criterion.

Criterion	Rating (R)	Weight (W)	Total Possible Score (R x W)
Project Narrative			
Project Description provides a clear, concise overview of how the applicant will conduct the needs assessment and gap analysis, and meets stated requirements of RFP.		1	5
Literature Review Plan: Literature review plan explains the disciplines of literature to be reviewed to ensure that the framework, community-based factors, and methodology are appropriate and provides a reasonable justification as to the disciplines to be reviewed.		2	10
<i>Preference Point:</i> Literature review has a multi-disciplinary approach.		1	5
Data Collection Plan: The data collection plan provides details of how data will be collected from local entities, examples of types of questions to be posed, examples of community-based factors, and possible data sources for community-based factors and is appropriate and reasonable.		4	20
<i>Preference Points:</i> Applicant provides details of how the data will be		2	10

Criterion	Rating (R)	Weight (W)	Total Possible Score (R x W)
collected in a collaborative manner with local entities.			
Propensity Scoring System: The proposal explains the suggested framework to develop the propensity scoring system and the way in which the scoring system will be applied to the results and the suggested framework is appropriate and reasonable.		3	15
Data Analysis Plan: The plan includes a workable description of how the applicant will analyze the service/support gaps among localities and will work with Suicide Prevention State Inter-Agency Advisory Group members and OhioMHAS staff to develop policy recommendations.		2	10
Total Score for Project Narrative			75
Applicant Qualifications and Experience			
The applicant demonstrates relevant and strong experience in conducting needs assessments/gap analyses within the public health system.		1	5
<i>Preference Points:</i> The applicant has experience in conducting needs assessments/gap analyses within the public BH system.		1	5
The applicant demonstrates subject matter expertise and capacity to deliver evidence-based treatment services.		1	5
The applicant provided at least two references from relevant previous projects		1	5
The applicant has demonstrated the subject matter expertise and capacity to complete the project by October 31, 2016.		2	10
Total Score for Applicant Qualifications and Experience			30
Program Management			
A detailed timeline incorporating required deadlines is included, and appears reasonable for completing the work.		1	5
Total Score for Program Management		1	5
Budget and Budget Narrative			
A detailed budget form with budget justification is included and expenses are reasonable.		1	5
The budget narrative provides satisfactory explanation of expenses.		1	5
Total Score for Budget and Budget Narrative			10
Total Overall Score			