

**Office of Medical Director
REQUEST FOR PROPOSAL (RFP)
Zero Suicide Academy Training Event Coordinator**

Request for Proposal Number: MHA-16-RE-00-NA
Request for Proposal Issued: December 10, 2015
Proposal Due Date: January 7, 2016, by 2:00 p.m.

Background and Purpose of Funding Opportunity: The Ohio Department of Mental Health and Addiction Services (OhioMHAS) has launched a statewide initiative to reduce the rate of suicide deaths in Ohio. A goal of this initiative is to enhance and expand the available prevention, treatment, and postvention services to Ohioans by offering Zero Suicide Academy training to staff at behavioral health (BH) providers and Federally Qualified Health Centers (FQHCs). OhioMHAS will host regional two-day training sessions offering participants a framework on how to incorporate best and promising practices into their organizations and processes to improve care and safety for individuals at risk. Sessions include interactive presentations and small group sessions as well as collaboration with participants about organization-specific action plans.

OhioMHAS seeks proposals to provide event management services for six (6) two-day regional Zero Suicide Prevention Academy trainings at OhioMHAS regional psychiatric hospitals. Training participants will be staff from applicant community behavioral health (BH) providers and Federally Qualified Health Centers (FQHCs) that are selected for participation by OhioMHAS. Anticipated attendance for each two-day training session is up to 65 people, for a total of up to 390 people trained. Training sites and target training times are as follows:

- Summit Behavioral Healthcare, Cincinnati, Ohio, in April, 2016
- Heartland Behavioral Healthcare (includes Appalachian Behavioral Healthcare catchment area), Masillon, Ohio, in April, 2016
- Northcoast Behavioral Healthcare, Northfield, Ohio, in September, 2016
- Twin Valley Behavioral Health Hospital, Columbus, Ohio, in September, 2016
- Northwest Ohio Psychiatric Hospital, Toledo, Ohio, in February, 2017
- Summit Behavioral Healthcare, Cincinnati, Ohio, in February, 2017

Awardee will work with OhioMHAS and hospital sites to finalize event dates, and with OhioMHAS to develop the process for vetting applications from participant organizations.

Eligible Applicants

The applicant must:

- Hold either a permanent 501(c)(3) non-profit status, or must be a general or special purpose government entity.
- Execute the OhioMHAS Agreement and Assurances without modification (See Attachment 3);
- Have demonstrated experience in training/conference pre-planning, on-site, and post-

- event management services;
- Have the ability to process stipends to participating organizations; and
- Have knowledge of Ohio's mental health and addiction systems and their partners.

Fund Source and Requirements

- **Period of Funding:** Funding for State Fiscal Year (SFY) 2016 (July 1, 2015 - June 30, 2016) training sessions will be available from January 20, 2016 through June 30, 2016. Funding for SFY 2017 (July 1, 2016 - June 30, 2017) training sessions will be available from July 1, 2016 through April 30, 2017; award is not renewable.
- **Amount of Funding Available:** Award will be made to a single applicant; maximum amount of funding available for the event management services is \$30,000 for the SFY 2016 training sessions and \$60,000 for the SFY 2017 training sessions. As part of the event management services, awardee must manage distribution, and tracking of up to \$165,000 in stipends for organizations participating in SFY 2016 training sessions and up to \$330,000 in stipends for organizations participating in SFY 2017 training sessions.

I. Scope of Work

- A.** Designate a project manager responsible for monitoring and reporting on event management activities. The project manager will regularly attend all meetings of the OhioMHAS Planning Committee.
- B.** Coordinate on-site training logistics with OhioMHAS, the hospital sites, and the Suicide Prevention Research Center (SPRC):
 1. Finalize event dates and times, ensuring that available rooms have been scheduled and that rooms meet training requirements
 2. Determine and arrange for facility requirements including equipment, lighting, room set-up, and supplies
 3. Arrange for catered lunch and afternoon break for each training session
- C.** Coordinate with OhioMHAS regarding continuing education unit (CEU) credit application and verification/approval. Coordinate the following participant application and registration activities:
 1. Design and manage the participant application/registration website including data base management
 2. Manage the process to obtain approvals or denials of participant applications from OhioMHAS
 3. Register selected participants and provide confirmation correspondence to all selected participants including attendee training session details (e.g., agendas, start times, break out assignments); provide correspondence to all applicants not selected for participation
 4. Collect and follow through on any attendee special needs requests (e.g., seating arrangements, interpretation services, dietary restrictions) and make arrangements to meet identified needs
 5. Provide to SPRC information on attendees at least ## days in advance of the scheduled training session

- D. Coordinate assembly and copying of training materials; print name tags for attendees and trainers, and supply any necessary signage for rooms, including break-out sessions
- E. Provide manager and adequate staff on-site for each training session to manage:
 - 1. Sign-in and sign-out for attendees
 - 2. Delivery and collection of materials to and from attendees, including training materials, documentation relating to CEUs, and evaluations
 - 3. Training room arrangements and signage, including availability and operability of audio-visual equipment
 - 4. Catered lunch and afternoon break
 - 5. Coordination of all other on-site needs, including any attendee special accommodations
 - 6. Other event operations, as necessary
- F. Process and pay allotted stipends to participant organizations:
 - 1. Provide fiscal tracking of all stipends paid
 - 2. Provide to OhioMHAS a list of all stipends paid to participating organizations, including name of payee, amounts paid and dates of payment, within 45 days of each training session
- G. Prepare report on trainings:
 - 1. Enter the required trainee demographic information in the Proving Ohio's Prevention Success online reporting system; information is to be entered within 15 days after each two-day regional training session
 - 2. Provide OhioMHAS and SPRC with a summary report of the evaluations within 45 days after each two-day regional training session
 - 3. Distribute post-conference correspondence to trainers
- H. Prepare expenditure reports:
 - 1. For FY 2016 two-day training session,
 - i. Compare budget amounts to actual expenditure items (e.g., staff salaries, caterer payments, supplies)
 - ii. Provide OhioMHAS with report within 45 days after FY 2016 two-day regional training
 - 2. For FY 2017 two day training sessions,
 - i. Compare FY 2016 budget amounts to actual expenditure items (e.g., staff salaries, caterer payments, supplies)
 - ii. Provide OhioMHAS with report 45 days after FY 2017 February two-day regional training session.

II. Questions, Technical Assistance, and Updates

- A. All questions must be submitted electronically no later than December 21, 2015 by 4:00 p.m. Questions may be submitted at: ZeroSuicideTrainingRFP@mha.ohio.gov. **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 five (5) single spaced pages in 12 point Times New Roman font. This page limit does not include the cover sheet, the budget table (Attachment 1), and budget narrative (Attachment 2).

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. Applicant's status as a 501(c)(3) non-profit or government entity;
3. Title of this RFP
4. Amount of funding requested
5. Applicant's agreement to execute OhioMHAS Agreement and Assurances (Attachment 3) if awarded the grant

B. Project Narrative: The proposal narrative should include:

1. Description of the applicant's plan and time line for completing tasks set forth in the Scope of Work, including information regarding applicant's ability to process and track payment of stipends;
2. Applicant's plan for staffing the project
3. Applicant's qualifications and experience relating to the Scope of Work
4. Applicant's knowledge of Ohio's mental health and addiction systems and partners

C. Budget (Attachment 1)

D. Budget Narrative (Attachment 2)

IV. Proposal Submission

A. Proposal Due Date: January 7, 2016 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:

ZeroSuicideTrainingRFP@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

Proposals will be scored using the point values provided below.

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)
Documented experience in event planning and management		40	
Budget and budget narrative		20	
Work plan and time line; staffing plan		20	
Ability to process participating organization stipends		10	
Knowledge of Ohio’s mental health and addiction system and partners		10	
Total Weight		100	
Total Possible Score		500	

Anticipated Date of Award Announcement: January 25, 2016

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 January 25, 2016.**
 - I. **Deadline for Completion of Funded Work: April 30, 2017.**

Proposal Due Date: January 7, 2016 at 2:00 p.m.