

**Bureau of Recovery in Supports
REQUEST FOR PROPOSAL (RFP)**

Wellness Initiative MHA-17-TRS-007-Well

Request for Proposal Issued: February 27th, 2017

Submit Proposal to: wellnessrfp@mha.ohio.gov

Proposal Due Date: March 25, 2017 at 2:00 pm

This a re-posting. OhioMHAS is requesting proposals from the NorthCoast (Lorain, Cuyahoga, Lake, Ashtabula, Geauga, Summit, and Portage) catchment area only.

- I. Funding Opportunity:** The Ohio Department of Mental Health and Addiction Services (OhioMHAS) believes that recovery supports including peer services, employment, and housing are critical to assist individuals with mental health and/or substance use disorders on their individual paths of recovery. For FY17, OhioMHAS will release 6 regional mini-grants (each totaling \$50,000) to Consumer Operated Services/Business and Clubhouses to provide regional technical assistance, training, and oversight for a wellness initiative. The Wellness Initiative is in an effort to encourage increased resiliency, wellness, and self-management of health and behavioral health among people with mental illnesses and/or substance use disorders throughout Ohio for individuals who are living in the community, regional psychiatric hospitals, and individuals transitioning into community living.

The Consumer Operated Service/Business or Clubhouse will be encouraged to partner with interested regional OhioMHAS hospitals in an effort to increase continuity of wellness care. A list of OhioMHAS Regional Hospitals can be found at: <http://mha.ohio.gov/Default.aspx?tabid=96> . Regions for the OhioMHAS Wellness Initiative

II. Background and Intent

The Ohio Mental Health and Addiction Services (OhioMHAS) is committed to transforming Ohio's behavioral health care system by broadening and strengthening the wellness and community integration across the Behavioral Healthcare System. The OhioMHAS strategic plan involves modernizing and enhancing the availability and quality of services by improving access, accountability, collaboration, and service. OhioMHAS believes wellness, Consumer Operated Services/Businesses, and Clubhouses are an integral component of a sustainable system of care where recovery and equal access to quality treatment and supports are expected. The Consumer Operated Service and Wellness Initiative is founded in Ohio's definition of recovery: ***Recovery is the personal process of change in which individuals strive to improve their health and wellness, resiliency, and reach their full potential through self-directed actions.***

A. Eligible Applicants

- Consumer Operated Services and Consumer Operated Businesses

- Clubhouses
- If subject to certification through OhioMHAS' Bureau of Licensure and Certification, evidence of current certification, and good standing with the OhioMHAS Bureau of Licensure and Certification.
- Ability and willingness to partner with interested OhioMHAS Regional hospitals
- Capacity to dedicate staff with a lived experience who are subject matter experts on mental health and substance use disorders.

B. Definitions

Consumer Operated Service – Consumer Operated Services are fully independent, separate, and autonomous from other mental health agencies, with the authority and responsibility for all oversight and decision-making on governance, financial, personnel, policy, and program issues. Consumer Operated Services are staffed by individuals who have a lived experience with mental illness and/or substance use disorders.

- It is controlled by consumers – the people with lived experience and who use the service.
- Staff have a direct lived experience with mental health or co-occurring substance use disorders
- It is run by its membership.
- Leadership is participatory.
- Participation is voluntary.
- The structure is planned with both physical and emotional safety in mind.
- The operation of a consumer-operated service cannot be assumed or directed by any outside group or organization.
- **A mental health center cannot hire a consumer manager for a program and call it a consumer-operated service.** Consumer-operated services must be fully controlled by the people who use the service. They are organizationally separate and distinct from provider organizations such as hospitals, mental health centers, or rehabilitation agencies. Programs run by traditional providers are subject to the policies and mandates of those organizations. Consumer-operated services are responsible for making their own organizational and management decisions and policies. They assume both the responsibility and the risks of their decisions.

Consumer Operated Business – Entrepreneurial ventures and businesses owned and operated by individuals with a lived experience of a mental health or co-occurring mental health and substance use disorder.

Clubhouse - A Clubhouse is a day treatment program for adults diagnosed with a mental illness. The goal of the program is to contribute to the recovery of individuals through use of a therapeutic environment that includes responsibilities within the Clubhouse as well as through outside employment, education, meaningful relationships, housing, and an

overall improved quality of life.

Lived Experience – Direct personal experience with a mental health and/or substance use disorder.

Whole Health Action Management (WHAM) - A peer-led intervention for people with chronic health and behavioral health conditions that activates self-management to create and sustain new health behavior. WHAM aims to counter the high incidence of chronic physical health conditions such as diabetes, heart disease and obesity among people living with mental illnesses and addictions. Facilitated group sessions focus on setting strengths-based whole health goals.

C. Fund Source and Requirements

1. Period of Funding

This project will be funded April 1, 2017 through June 30th, 2017.

2. Amount of Funding Available

This project will use up to \$50,000 of Federal Block Grant dollars to complete the scope of work as defined below.

III. Scope of Work

- Manage and oversee the OhioMHAS Wellness Project
- Provide training and technical assistance to communities and stakeholders within the specific region to expand knowledge and participation in health and wellness initiatives
- Collaborate with interested OhioMHAS Regional Hospitals to coordinate wellness programs, assist with transition planning in order to connect individuals being discharged to wellness initiatives in their local community, and to discuss/assist with health and wellness groups
- Maintain a list of trained WHAM facilitators in the grantee's region. "Trained wellness facilitator" will be defined by OhioMHAS Community Initiatives Lead
- Provide a user friendly website page that includes information on available federal, state, and community health and wellness initiatives. Each page will focus on the grantees defined region and be housed on the OhioMHAS website.
- Facilitate one regional one-day symposium about wellness at no charge
- Collaborate with the other Consumer Operated Services, Consumer Operated Businesses, and Clubhouses selected through the proposal process to provide support and technical assistance to one another
- Expand the wellness knowledge base of all individuals with lived experience of mental health and/or substance use disorders
- Facilitate WHAM workshops in the grantees region at no charge
- Partner with federal, state, and local entities to expand wellness initiatives and improve quality of life for individuals with a lived experience of mental health and/or substance use disorders

IV. Questions, Technical Assistance, and Updates

- A. All questions must be submitted electronically no later than March 21, 2017 at 2:00 pm to wellnessrfp@mha.ohio.gov. **No questions will be answered after the deadline.** Responses to questions will be posted in RFP information 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. Any updates to the Wellness RFP information provided in the funding opportunities web page at <http://mha.ohio.gov/Default.aspx?tabid=725>

V. **Proposal Contents**

The combined 10 page limit for the proposal narrative and applicant qualifications and experience sections is eight single spaced pages in 12 point Times New Roman font. This page limit does not include the cover sheet, the budget table and budget narrative, or any memoranda of understanding with collaborating partners. Proposals must include the following:

A. **Cover Sheet**, including:

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, and
3. Brief abstract of proposal (300 words or less)
4. Explanation of how the entity meets the definition of Consumer Operated Service or Consumer Operated Business

B. **Proposal Narrative**

Proposal narrative must include responses to all of the following questions as they relate to the applicant's readiness to expand wellness initiatives for individuals with a lived experience of mental health or substance use disorder, collaborate with OhioMHAS state hospitals, and serve as a technical assistance center for your region. ***Please include the question in your response.***

1. Is your organization a Consumer Operated Service, Consumer Operated Business, or Clubhouse (Required)? If applying as a business, is your business owned and operated by persons with a lived experience of mental health and/or substance use disorder? How will that experience enhance your performance of the work under this RFP?
2. If applying as a consumer operated service or business, if you are currently certified through OhioMHAS, you must demonstrate current certification and attest that you are in good standing (no outstanding plans of correction) with OhioMHAS. ****Please affirm and attach documentation of your current certification if applicable (Required)**

3. The Ohio Wellness Project focuses on health and wellness for individuals in recovery from mental health and/or substance use disorders. Describe your experience working with individuals in recovery from mental health and substance use disorders as well as experience working with a wellness initiative.
4. Describe your capacity and ability to deliver the scope of work in a way that focuses on individuals with a lived experience with mental health and/or substance use disorders. In addition, provide a work plan and timeline for the delivery of the work by June 30, 2017. Include details on staffing and production scheduling that will support timely completion of the work:
 - Manage and oversee the OhioMHAS Wellness Project
 - Provide training and technical assistance to communities and stakeholders within the specific region to expand knowledge and participation in health and wellness initiatives
 - Collaborate with interested OhioMHAS Regional Hospitals to coordinate wellness programs, assist with transition planning in order to connect individuals being discharged to wellness initiatives in their local community, and to discuss/assist with health and wellness groups
 - Maintain a list of trained WHAM facilitators in the grantee's region. "Trained wellness facilitator" will be defined by OhioMHAS Community Initiatives Lead
 - Provide a user friendly website page that includes information on available federal, state, and community health and wellness initiatives. Each page will focus on the grantees defined region and be housed on the OhioMHAS website.
 - Facilitate one regional one-day symposium about wellness at no charge
 - Collaborate with the other Consumer Operated Services, Consumer Operated Businesses, and Clubhouses selected through the proposal process to provide support and technical assistance to one another
 - Expand the wellness knowledge base of all individuals with lived experience of mental health and/or substance use disorders
 - Facilitate WHAM workshops in grantees region at no charge
 - Partner with federal, state, and local entities to expand wellness initiatives and improve quality of life for individuals with a lived experience of mental health and/or substance use disorders
5. Describe your current work and staff capacity to accomplish that work as well as what qualifies your staff as subject matter experts on both mental illness and substance use disorders. (Required)
6. Describe your ability to collaborate with subject matter experts and federal, state, and local partners to promote wellness.
7. Explain why wellness is an important part of recovery.
8. Describe your ability and willingness to work with interested state and local

partners. (Required)

C. Applicant Experience

- Staff with subject matter expertise of mental health and substance use disorders
- Wellness Initiatives
- Consumer Operated Service/Consumer Operated Business
- Clubhouse

D. Budget and Budget Narrative

Proposals must include a budget that identifies all costs to complete the scope of work as 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. For a list of rules and regulations relating to travel, visit: http://obm.ohio.gov/TravelRule/doc/Revised_TravelRule_2014-07-01.pdf. The budget narrative must outline each resource assigned to a task, including the resource's hourly rate, and the estimated number of hours that the resource is expected to expend on the task. You must use the Budget Expenditure Form (Attachment B) and Budget Narrative.

E. Information other than the coversheet, project narrative, and budget/narrative form will not be considered in the review or scoring of the application. Please only include information requested.

VI. Proposal Submission

A. Proposal Due Date: March 25, 2017 at 2:00 pm

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

VII. Where to Submit: All proposals must be submitted electronically to: wellnessrfp@mha.ohio.gov

VIII. Proposal Evaluation

Wellness Initiative
Sub-Award- FY 2017

Required Components	Meets	Evaluation Criteria	Reviewer Comments
<ul style="list-style-type: none">• Consumer Operated Service or Consumer Operated Business• 501(c)(3) entity if a Consumer Operated Service• Clubhouse		Applicant meets required characteristics	

<ul style="list-style-type: none"> • Service Capacity 		Applicant agrees to meet service capacity requirements	
<ul style="list-style-type: none"> • Willingness to work with interest state and local partners. 		Applicant meets criteria	
<ul style="list-style-type: none"> • Staff with lived experience who are subject matter experts on mental health and substance use disorders 		Applicant meets criteria	

Proposal Narrative	Points Possible	Weight	Score
The proposal describes the entity's experience working with individuals in recovery from mental health and substance use disorders.	5		
The proposal reflects the capacity and ability to deliver the scope of work in a way that focuses on improving health and wellness for individuals with a lived experience with mental health or mental illness and substance use disorders.	10		
The proposal described current work and staff capacity to accomplish the scope of work as well as what qualifies your staff as subject matter experts on both mental illness and substance use disorders.	20		
The proposal demonstrates the ability to deliver the scope of work outlined in the proposal narrative with a distinct focus on persons in recovery to including the timeframe associated.	25		
The work plan described experience working with wellness initiatives.	20		

The proposal explained why wellness was an important part of recovery.	20		
Total Technical Score	100		

Rating	Explanation
0	Does Not Meet. Proposal does not comply with the requirement and/or does not meet expectations for the criterion.
1	Weak. Proposal does not substantially meet 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 significantly exceeds expectations for the criterion.

Anticipated Date of Award Announcement: March 31, 2017

IX. 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 application 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: Work is expected to begin April 1st, 2017 with the guidance of the OhioMHAS Community Initiatives Administrator.

I. Deadline for Completion of Funded Work: June 30th, 2017.

Final Deadline to submit proposal is March 25, 2017 at 2:00 pm