

Division of Medical Director  
REQUEST FOR PROPOSAL (RFP)

First Episode Psychosis: Curriculum Development and Technical Assistance Events  
Request for Proposal Number: MHA-MedDir-FEPEducation-017

Proposal Due Date and Time: July 21, 2017 - 12:00 p.m.

**Background and Purpose:** The Substance Abuse Mental Health Services Administration (SAMHSA) has dedicated funding to all states to implement evidence based programming for persons experiencing their first episode of psychosis (FEP). The Ohio Department of Mental Health and Addiction Services (OhioMHAS) has distributed these funds to providers throughout Ohio with a goal that all regions have FEP programming available. To achieve long term sustainability, OhioMHAS is seeking an entity to develop electronic training modules that incorporate the services and principle components of the Coordinated Specialty Care (CSC) model; and an entity that will assist in planning technical assistance events for the FEP teams.

The chosen applicant will be required to utilize a Project ECHO (Extension for Community Healthcare Outcomes) model for sustained learning and outcome achievement. Our goal is to supplement in-person training for existing and new FEP program staff that will support fidelity to the CSC model and be based on the Recovery After an initial Schizophrenia Episode (RAISE) Implementation and Evaluation Study. Training modules will need to focus on learning through effective processing, retention, and application of new knowledge.

The curriculum will offer a learning experience with a task-centered, problem-centered or life-centered orientation to learning. Treatment and support interventions will need to focus on CSC services, including family psychoeducation, individual counseling (Cognitive Behavior Therapy-Psychosis), peer support, supported employment and supported education. As appropriate, messages of hope and resiliency for clients and family members should be inherent in the curriculum.

In addition, the department is seeking assistance in up to two statewide technical assistance events directed toward FEP team members. We are seeking an entity to contract with the presenter(s), secure meeting space, assist with registration and meeting details, and assist with continuing education approval.

The awardee will work closely with OhioMHAS staff, the FEP teams and the presenter(s) regarding the details of the agenda, attendees, venue, the registration process, and other matters as needed. Completion date for the projects is June 30, 2018.

**Eligible Applicants**

The applicant must:

Hold a permanent 501(c)(3) or (4) non-profit status, or be a general or special purpose government entity; and

Execute the OhioMHAS Agreement and Assurances without modification (See Appendix A)

### Preferred Applicant Qualifications:

Applicant has experience in designing and developing customized, Web-based, self-directed courses or curriculum that can be deployed through the enterprise-wide Learning Management System (LMS) for all employees to access

Applicant will be knowledgeable about the Project ECHO model that supports fidelity to best practices and sustained learning

Applicant must create electronic training modules that are 508 compliant including proper image tagging, transcripts and closed captioning of course material

The applicant must be grounded in adult learning theory and an appropriate blend of behavioral and cognitive methods of instruction

Applicant will have demonstrated experience in working with independently licensed clinical staff and team members who play key roles in the support of client's treatment who may not be licensed

Applicant will have demonstrated experience in training/meeting pre-planning, contracting, participant registration, and post-event management services

### **Fund Source and Requirements**

**Period of Funding:** Funds from SAMHSA Mental Health Block Grant will be made available upon review and decision by OhioMHAS. Award will be made to a single applicant.

#### **I. Scope of Work - Curriculum Development**

- A. Designate a project manager who will be responsible to provide regular updates and participate in meetings with OhioMHAS staff throughout the grant period.
- B. Develop curriculum utilizing existing guidance and best practices for FEP teams, to include the RAISE criteria, SAMHSA and NASMHPD publications
- C. Develop a plan that uses the Project ECHO model for future sustainability and outcomes
- D. Establish up to three pilot projects with various teams, designated with OhioMHAS input, to test the curriculum and receive feedback to finalize products
- E. Coordinate with the OhioMHAS Human Resource Training and Development Department to secure appropriate continuing education credits for the training modules to be available on an ongoing basis for trainees

#### **II. Scope of Work - Technical Assistance Event(s)**

- A. Designate a project manager responsible for monitoring and reporting on each event. The project manager will engage in regular communication and updates with designated OhioMHAS staff
- B. Engage in agreement or contract with presenter(s), as necessary. Correspond with presenter(s) to assist in meeting needs, including AV needs, travel or hotel

- accommodations, and other appropriate needs
- C. Secure meeting space, subject to OhioMHAS approval, and engage in a contract or agreement with the facility if required. FEP Project sites will be considered as host sites for the technical assistance events
  - D. Coordinate/confirm the event date and time with OhioMHAS and FEP teams. Ensure training space is reserved and that rooms meet necessary requirements including Audio-Visual (AV) and other equipment, lighting, room set-up, and supplies. Identify and coordinate participant special accommodations as indicated
  - E. Coordinate participant registration activities, including pre-registration and pre-event communication regarding details and materials
  - F. Coordinate with OhioMHAS to secure materials and to complete the continuing education (CE) applications; verify participant attendance and provide the required printed certificates for attendees; submit evaluation summary to OhioMHAS per identified timeframe
  - G. Provide OhioMHAS with an electronic list of registrants' names, addresses, e-mail addresses and professional licensure as requested

### III. Funding Procedures and Reports

- A. Secure funds through the OhioMHAS application process.
- B. Provide required financial progress reports as requested.
- C. Compare budget amounts to actual expenditure items (e.g., staff salaries, food, supplies).
- D. Collaborate with OhioMHAS staff to determine a date for all final fiscal reports; ensure reconciliation of all payments if applicable.

### IV. Questions, Technical Assistance, and Updates

- A. All questions must be submitted electronically no later than July 18, 2017 to [FirstEpisode@mha.ohio.gov](mailto:FirstEpisode@mha.ohio.gov)
- B. Questions will be responded to within two business days.
- C. 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.

### V. Proposal Contents

The combined page limit for the project narrative and applicant qualifications and experience section 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 application 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) or (4) 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 (see web link below) if awarded the grant without modification. **NOTE:** Do not attach the Agreements and Assurances. This will be required only after notification of award.

**B. Project Narrative and Applicant Qualifications and Experience:** The proposal narrative and applicant qualifications and experience section should include:

1. Description of the applicant's work plan and time line for completing tasks set forth in the Scope of Work (both the curriculum development and the technical assistance session sections);
2. Description of the staffing plan for these project(s)
3. Provide a description of your vendor model that demonstrates knowledge of learning through effective processing, retention, and application of new knowledge and skills
4. Provide a description of your firm's experience in designing and developing customized, Web-based, self-directed courses or curriculum that can be deployed through the enterprise-wide Learning Management System (LMS) for all participants to access
5. Applicant's qualifications and experience relating to the Scope of Work
6. Applicant's knowledge of Ohio's mental health and addiction systems and partners

**C. Budget (Attachment 1)**

**D. Budget Narrative (Attachment 2)**

**E. Agreements and Assurances:**

<http://mha.ohio.gov/Portals/0/assets/Funding/Allocations/SPF2018/2018-OhioMHAS-Agreement-and-Assurances.pdf>

**VI. Proposal Submission**

- A. Proposal Due Date:** July 21, 2017 - 12:00 Noon. **Proposals must be received by this time to be considered. Risk of delay or failure of delivery rests with the applicant.** Completion date for these projects is June 30, 2018.
- B. Submission:** All proposals must be submitted to: [FirstEpisode@mha.ohio.gov](mailto:FirstEpisode@mha.ohio.gov)  
No faxed, mailed, courier delivered, or hand carried proposals will be accepted. In the e-mail subject line, enter FEP Training Proposal. All components of the Application should be included in a single e-mail, including all required content elements listed in Section V.

## VII. 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.

| Mandatory Requirements  | Meets | Does Not Meet |
|---|-------|---------------|
| Applicant is 501(c) (3) or (4) non-profit or government entity  |       |               |
| Applicant agrees to sign Agreements and Assurances upon award   |       |               |
| Applicant demonstrates familiarity with Ohio's mental health and addiction systems and system partners. |       |               |

| Proposal Criterion   | Rating (R) | Weight (W) | Total Possible Score (R x W) |
|--|------------|------------|------------------------------|
| Proposal demonstrates applicant's experience in development of electronic training modules; proposal demonstrates clear evidence that the applicant has the capacity to implement a Project ECHO model in support of sustainability; applicant meets a majority of the preferred qualifications. |            | 30         | 150                          |
| Proposal demonstrates applicant's experience in planning and management of training/technical assistance events including contracting with presenters, registration and coordination of meeting logistics.   |            | 30         | 150                          |
| Proposal describes the applicant's experience and competence to complete the items in the Scope of Work; includes a timeline for the activities, and a reasonable plan for timely completion   |            | 20         | 100                          |
| Proposal describes the staffing plan which meets identified needs  |            | 10         | 50                           |
| Budget and budget narrative are descriptive and clearly document costs; documented budget items are aligned with state guideline   |            | 20         | 100                          |
| Total Weight   |            |            |                              |
| Total Possible Score   |            | 110        | 550                          |

## VIII. 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. 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. **Deadline for Completion of Funded Work: 6/30/2018**

Proposal Due Date: July 21, 2017 - 12:00 p.m.