**Region 6 Behavioral Healthcare**

Recovery Support

For

Region 6 Housing Programs

Request for Proposal Guidelines

October 2023

**SECTION I- INTRODUCTION**

## **Region 6 Behavioral Healthcare**

Region 6 Behavioral Healthcare (Region 6), a political subdivision of the State of Nebraska, has the statutory responsibility for organizing and supervising comprehensive mental health and substance use services in the Region 6 service area which includes Cass, Dodge, Douglas, Sarpy and Washington counties in eastern Nebraska.

Region 6, one of six mental health regions in Nebraska, along with the state’s regional centers, make up the state’s public mental health and substance abuse system, also known as the Nebraska Behavioral Health System (NBHS). Region 6 is governed by a board of county commissioners, who are elected officials from each of the counties represented in the Regional geographic area. The Regional Governing Board (RGB) is under contract with the Nebraska Department of Health and Human Services System (DHHS), the designated authority for administration of mental health and substance use programs for the state.

Each RGB appoints a Regional Administrator (RA) to be the chief executive officer responsible to the RGB. The RGB also appoints an advisory committee for the purpose of advising the Board regarding the provision of coordinated and comprehensive behavioral health services within the Region to best meet the needs of the general public. In Region 6, the Behavioral Health Advisory Committee (BHAC) is comprised of 10 members including consumers, concerned citizens, and representatives from other community systems in the Region.

The purpose of Region 6 Behavioral Healthcare is to provide coordination, program planning, financial and contract management and evaluation of mental health and substance use services funded through a network of providers.

## **Responsibility of RGB**

Each Regional Governing Board is responsible for determining which services would best meet the needs identified in the planning process. The RGB is also responsible for issuing a Request for Proposals (RFP) consistent with DHHS guidelines, state regulations and other applicable requirements.

## **Current Region 6 Provider Network**

Region 6 is responsible for the development and management of a provider network that serves the behavioral health needs of eastern Nebraska. Currently, Region 6 has 22 providers in its network to deliver a variety of behavioral health services.

## **Region 6 Population Served**

Consumers receiving Recovery Support services must meet the following eligibility criteria:

1. Meet the clinical criteria (have a serious mental illness or co-occurring substance use disorder).
2. Be a resident of Nebraska and reside in one of the five following counties: Cass, Dodge, Douglas, Sarpy or Washington.
3. Financial eligibility as determined by the Region’s Financial Eligibility Policy and Financial Eligibility Fee Schedule.
4. Lawful presence requirements set forth in Neb. Rev. Stat 4-108 to 4-114.

For the purposes of this proposal, the population served will be individuals participating in one of the Region 6 Housing Programs.

**SECTION II- REQUEST FOR PROPOSALS**

## **Region 6 Housing Services**

The purpose of this Request for Proposal (RFP) is to seek qualified, interested providers to engage in negotiations regarding the development and provision of Recovery Support that will work specifically with the Region 6 Housing Programs. The RFP process is designed to be a competitive selection process, where cost is not required to be the sole determining factor.

The Region 6 Housing Related Assistance programs were created to provide housing assistance to eligible individuals with a serious mental illness (or co-occurring disorders) and who are receiving behavioral health services funded by DHHS.

The purpose of the Region 6 housing programs are to address housing needs for people with behavioral health disorders. This includes the use of rental assistance, other housing-related assistance, facilitation of community integration and a tenant-based rental assistance approach as strategies to prevent homelessness, as well as sustain stable housing. Region 6 provides housing coordination and assistance within the five counties that make up the Region 6 service area. The principles of the evidence-based practice of supported housing include permanence, functional separation of housing and supportive services, integration, affordability, flexibility and consumer choice.

The service Region 6 wants to develop through this RFP process is Recovery Support that would provide supportive services to individuals going through one of the Region 6 Housing Programs listed below:

1. Region 6 Housing Related Assistance Program (Adult)
2. Region 6 Substance Use Disorder (SUD) Housing Assistance, and/or
3. Region 6 Transition Aged Youth (TAY) program

## **RFP Service**

Recovery Support will be offered to a housing participant while they are involved with one of the Region 6 Housing Programs listed above. The purpose is to provide additional support to those in the Region 6 housing programs. Recovery Support services will not be used for individuals who are actively enrolled in another case management or community support program. In addition to following the service definition, Recovery Support staff would be expected to assist with activities such as:

1. Verify services and compliance (monthly) that consumers are involved in and connect or reconnect with services as needed.
2. Verify income or job status.
3. Meet with housing consumers a minimum of monthly to make sure things are going smoothly.
4. Obtain verification of diagnosis yearly
5. Complete zero income questionnaires with our zero income consumers
6. Complete flex fund requests for consumers in one of the Region 6 Housing programs
7. Assist in landlord engagement by having someone that the landlords can connect with when they have concerns
8. Assist in identifying consumers who are in crisis and help them obtain the support needed.
9. Regular meetings with Region 6 Housing staff.
10. Conduct well checks, as needed
11. Assist with Section 8 applications, as needed
12. Assist with RentWise trainings

The service definition for Recovery Support (see Attachment A) is a guide for the service. The caseload identified in the service definition is to serve as a maximum size. It is recommended the Recovery Support for Housing residents carry a caseload of 30 individuals. Note: Participants will have to meet Region 6 eligibility requirements of clinical eligibility, financial eligibility, be Nebraska residents and meet lawful presence requirements.

While the Service Definition states that the Recovery Support worker can have a variety of backgrounds, for the purpose of this program, the preference is for the Recovery Support worker to be a person who has lived behavioral health experience.

**SECTION III- ELIGIBILITY CRITERIA**

**The applicant:**

1. May be a state, county, or community-based not-for-profit agency.
2. Must be a legal entity already established and functioning with paid personnel and demonstrable experience in working with the identified target population.
3. Must be able to agree to items in the ‘Minimum Standards for Enrollment’ in Region 6 Behavioral Healthcare Provider Network document.
4. Must hold national accreditation in the provision of behavioral health services or in the process of applying for national accreditation. Accreditation must be with one of the following: 1) The Joint Commission, 2) the Commission on Accreditation of Rehabilitation Facilities (CARF), or the Council on Accreditation (COA). Any other accreditation body must go through an approval process.
5. Must have a licensed clinician able to provide direct supervision.
6. Must possess appropriate state licensure and credentialing by appropriate State of Nebraska Departments, Divisions, or Boards, as approved by NE DHHS or have a plan in place to achieve such licensure/credentialing before the Agreement is awarded.
7. Must be experienced in working collaboratively with community agencies and other key stakeholders.
8. Must demonstrate a sound financial position based on audited financial statements from the past year.
9. Must be able to provide services within the entire Region’s geographical area.
10. Must agree to work with Region 6 Quality Improvement and provide data and outcome measures.

**SECTION IV- FUNDING CRITERIA**

The Regional Governing Board (RGB) will conduct a fair and comprehensive evaluation of all proposals in accordance with the criteria set forth in this document.

Applicants must comply with all instructions and conditions and meet all the requirements included in this document to be eligible for funding. Proposals that do not conform to the items provided in this document will not be considered.

**SECTION V- USE OF FUNDS**

## **Allocation of Funds**

The service in this RFP proposal will be funded on a Non-Fee for Service (NFFS) meaning reimbursement will be based upon actual monthly expenditures up to the designated amount specified in the contract.

Region 6 will not fund:

1. Legal Fees
2. Financial contributions to individuals
3. Fund-raising events
4. Lobbying
5. Abortion
6. Laboratory or clinical research
7. Projects which do not serve the Region 6 geographical area
8. Purchase or improvement of land, purchase or permanently improve any building or other facility or purchase major medical equipment
9. Cash payments to intended recipients of health service

## **Non-Transfer of Funding Award**

The contract awarded to the successful applicant may not be transferred or assigned by the applicant/contractor to any other organization or individual.

**SECTION VI-RFP CHANGES OR TERMINATIONS**

If anticipated funds for the programs/services described in this RFP are not available or are not approved by DHHS, Region 6 Behavioral Healthcare may add to, limit, reduce, or withdraw any part(s) in this RFP.

**SECTION VII- APPLICATION PROCESS**

This RFP is designed to solicit proposals from qualified applicants who will be responsible for the development and provision of Recovery Support services at competitive and reasonable cost. Region 6 is hoping for a Recovery Support start-up to occur shortly after the award is given.

The RGB retains the right to seek additional proposals or not allocate funding if proposal submitted does not adequately meet the requirements set forth in this document.

Region 6 will post any additional information that we feel may be helpful on the Region 6 website: [www.regionsix.com](http://www.regionsix.com). **It will be the responsibility of the applicant to check the website to obtain additional information. Additional information may be added up to the date the RFP is due.**

## **Schedule of Events**

Release of RPF at Friday, October 27, 2023

10:00 a.m. (CST)

RFP Proposals Due to Region 6 by 4:00 p.m. (CST) Friday, November 17, 2023

RFP Review Committee Meets Monday, November 20, 2023 –

 Friday, December 1, 2023

Review and Recommendations of Proposals Wednesday, December 6, 2023

By Behavioral Health Advisory Committee

Approval of Selected Proposals by Region 6 Wednesday, December 13, 2023

Governing Board

Written Allocation Announcements of Funding Thursday, December 14, 2023

Disseminated by Regional Governing Board

and Contract Negotiations Begin

## **Limits on Communication**

After the October 27, 2023 release of the RFP, no verbal statements made by individual members of the RGB, Region 6 Behavioral Healthcare personnel, or members of the Review Committee shall be binding by the RGB. Questions regarding this RFP must be presented in writing to be answered. Applicants may submit written questions to the Coordinator of System Initiatives at jsanders@regionsix.com. Responses to all written questions will be provided directly to those who submitted the question. Then all questions and answers will be posted to the Region 6 website at Regionsix.com.

With the exception of written communication as outlined above, prospective applicants are prohibited from contacting Region 6 Behavioral Healthcare personnel, DHHS personnel, BHAC members, and/or RGB members regarding this RFP during the proposal evaluation period and until a determination is made and announced regarding the selection of a contractor.

If there are changes or important interpretations to be communicated to prospective applicants prior to the proposal due date, those will be posted on the Region 6 website at Regionsix.com.

**NOTE: Communication posts can be made to the website up to the closing date/time.** **It is the responsibility of the agency submitting an application to monitor the website for additional communication.**

**Rejection of Proposals**

Prior to the evaluation of the proposals by the Review Committee, a specific review of each proposal will be completed to determine if the submission has followed the basic standards for the bid. Reasons for rejection at this stage include:

1. The proposal was not received by the deadline posted or at the location specified.
2. The proposal was not submitted on 8 ½” x 11” paper, was smaller than 10-point font, was not numbered consecutively, or not stapled or clipped in the upper left-hand corner.
3. One original and 10 copies, in the format specified, were not received.
4. The cover page was incomplete, or the appropriate Region 6 form was not used.
5. All sections required in the Program Narrative were not addressed.
6. Program Narrative exceeded the 10-page limit.
7. BH-5 form(s) was not included.
8. All funds must be identified in the proposal and additional funds will not be made available after the award.
9. Budget forms, BH-Summary and BH c-g were incomplete.
10. Budget Justification Narratives were not included.
11. A copy of the applicant’s financial audit was not included. This only applies to agencies not currently in the Region 6 provider network.
12. A signed copy of the ‘Minimum Standards for Enrollment’ in Region 6 Behavioral Healthcare Provider Network was not included. This only applies to agencies not currently in the Region 6 provider network.

The Region 6 Governing Board retains the right to reject any and all proposals. The RGB shall provide written notice to the applicant whose proposal was rejected during this stage of review at the time of notification of funding allocation.

The RGB also reserves the right to void its intent if the applicant’s proposal is not approved by DHHS.

## **Cost Liability**

Region 6 Behavioral Healthcare assumes no responsibility or liability for costs by the Bidder, or any Bidder prior to the execution of an agreement between the organization and Region 6 Behavioral Healthcare.

## **Disclaimer**

All the information contained within this RFP and its attachments reflect the best and most accurate information available to Region 6 Behavioral Healthcare at the time of the RFP preparation. No inaccuracies in such information shall constitute a basis for legal recovery of damages, either real or punitive. If it becomes necessary to revise any part of this RFP, a supplement will be issued on the Region 6 website: [www.regionsix.com](http://www.regionsix.com).

## **Evaluation of Proposals**

Each proposal will be independently evaluated by members of the Review Committee, established by the RGB. This committee may include, but is not limited to: consumers, representatives of the BHAC, the RGB, DHHS, Region 6 staff and other interested stakeholders. Review Committee names and any working documents, including applicant’s proposal scores, will not become public information nor will be released to individual applicants. Recommendations from the Review Committee will be forwarded to the RGB for final determination.

**Oral Interviews**

Oral interviews may be required for this RFP. If the Review Committee has additional questions or needs further clarification, an interview may be requested of the organization(s). If an interview is necessary, applicants will be contacted and specific times arranged for their organizations interview. Interviews will involve whomever the applicant wishes to include to represent their organization. Only representatives of the RGB, Review Committee, designated Region 6 personnel and the applicant and their designees, will be permitted to attend the interviews.

The intent of the interviews is to ask any clarifying questions the review committee has and/or to respond to any questions the applying agency may have, etc.

Once the review is completed, the RGB reserves the right to make a final determination without any further discussion with the applicant regarding the proposal received.

Any cost incidental to the interviews shall be borne entirely by the applicant and will not be compensated by Region 6 Behavioral Healthcare or the RGB.

## **Announcement of Funding Allocations**

Applicants will be notified of the final funding decisions. All decisions regarding funding allocations will be made on December 14, 2023, by the Regional Governing Board.

Opportunities for appeal should be made after the recommendation phase at the Region 6 Behavioral Health Advisory Committee meeting by contacting Jennifer Sanders prior to the Regional Governing Board meeting where the award is made. Contacts to Ms. Sanders must be in writing through e-mail at jsanders@regionsix.com. Appeals must be received no later than December 8, 2023 (4:00 p.m. CST). Region 6 will address all appeals within 2 business days from the December 8, 2023 deadline.

## **Withdrawal of Application**

The applicant may withdraw its proposal, with written notification, at any time during the process. In such an instance, a typewritten letter of withdrawal with an original signature by an authorized officer/executive must be received at

**Region 6 Behavioral Healthcare,**

**4715 S 132nd St., Omaha, NE 68137**

**Attention: Jennifer Sanders**

either by hand delivery or by certified mail. Region 6 Behavioral Healthcare will not accept a verbal communication, e-mail or a faxed letter of withdrawal.

## **Indemnification**

The applicant shall assume all risk of loss in the performance of the contract and shall indemnify and hold harmless Region 6 Behavioral Healthcare, its Governing Board, Advisory Committee members, and employees from all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments and all expenses incident thereto, for injuries to persons and for loss of, damage to, or destruction of property caused by the negligent or intentional acts or omissions of the applicant, its officers, employees or agents; for any losses caused by failure of the applicant to comply with the terms and conditions of the contract; and for any losses caused by other parties which have entered into agreements with the applicant in connection with the performance of the contract.

**Section VIII-General Instructions on Submission of Proposals**

All instructions, conditions, and requirements included in this document are considered mandatory unless otherwise stated. Proposals that do not conform to the items provided in this document will not be considered.

All applicants must adhere to the following guidelines for submission of proposals.

1. The due date for receipt of proposals is November 17, 2023. All proposals must be received in Region 6 Behavioral Healthcare’s office by 4:00 p.m. (CST).

**Proposals must be sent OR delivered in person to:**

**Region 6 Behavioral Healthcare**

**4715 S 132nd St**

**Omaha, NE 68137**

**Attention: Jennifer Sanders**

**2.** Applicants shall not be allowed to alter or amend their proposals

**3.** FAX or e-mailed copies will not be accepted.

**4.** No requests for extensions of the due date will be approved.

**5.** The RGB accepts no responsibility for mislabeled/missent mail.

**6.** Proposals received late will not be accepted and will be returned to the sender unopened.

**7.** Applicants must submit one (1) original and ten (10) copies of each proposal.

**8.** Proposals must be typed in 10-point font or larger, submitted on standard 8 ½” by 11” paper, numbered consecutively on the bottom right-hand corner of each page, starting with the “Cover Page” through the last document, including required appendices and attachments. **NOTE: Cover Page is not considered part of Program Narrative.**

**9.** The program narrative cannot exceed 10 pages.

**10.** Originals and each copy must be stapled or clipped at the upper left-hand corner. Do not use covers or add unsolicited attachments to your proposal.

**11.** All information must be provided on the actual Region 6 Behavioral Healthcare forms (the attachments provided in this RFP). An electronic version of the forms will be available via the Region 6 website: [www.regionsix.com](http://www.regionsix.com). The forms may be retyped by the applicant; however, the form must look EXACTLY the same, including, but not limited to, headings, appendix number, required information categories, number of pages, and font size.

**SECTION IX – PROPOSAL FORMAT**

Proposals must be organized in the following sections in the order listed below:

**1.** Cover Page (Attachment B)

Complete the entire “Cover Page” and obtain the signature of the Chief Executive Officer, Board Chairperson, or other individual with the authority to commit the applicant to a contract for the proposed program/service.

**2.** Capacity Development Plan

 **A.** Program Narrative

 The Program Narrative is a written plan that describes, in detail, the Recovery Support service to be funded. The narrative should include a response to the following requirements as they relate to the service definition. The Program Narrative shall cover the following points in a clear and concise manner, prepared in the following order using headings as listed below:

1. Organizational Capability: Describe the organization’s capability to provide the service, including:
* Brief organizational history.
* Explanation of how provider is capable of providing Recovery Support to the participants in the Region 6 housing services – what is the providers experience in working with individuals who have a mental illness and possible substance use disorder, what is the provider’s knowledge of area resources.
* Ability to collect demographic information.
* Cultural/gender competency.
* Identify the specific amount of time needed to develop the service. **NOTE: The target date for implementation of the Recovery Support service is shortly after the funding announcement is made.**
* Ability to meet eligibility criteria as listed in Section III of this RFP
1. Purpose: Explain the purpose of the service in terms of the result expected to meet the needs of the consumers.
2. Target Population and Geographic Area:Describe the target population and geographic area to be served, including:
* Relevant information about the persons to be served in this section.
* How applicant will market the service/engage the consumers in the housing programs to participate in Recovery Support.
* How applicant will partner with the Region 6 housing staff and become part of the team.
1. Goals:List and explain the goals of the program/service and process and outcome indicators that are measurable.

Goals must:

* Directly relate to the Recovery Support service.
* Deal specifically with issues related to service delivered.
* Address expected short-term and long-term benefits, both from a system perspective (Housing Programs) as well as an individual consumer perspective.

Process indicators must:

* Measure the quality-of-service delivery.
* Focus on the efforts expended rather than the results achieved
* Include measures of what service was delivered, to whom, by whom, for how long and how often.
* Ensure that the service will be implemented as intended and in conjunction with the Region 6 Housing Department.

Outcome indicators must:

* Measure the results achieved or the effectiveness of the service as related to the consumer and consistent with the housing goals.
* Account for program effectiveness.
* Identify what consumers are expected to achieve as a result of the service provided by Recovery Support.
* Be expressed in terms of behavior, condition, or thing that are attainable by an individual consumer who is served.
1. General Overview: Provide a general overview of how Recovery Support will be organized.
* Include information about how the applicant’s resources (facility space, personnel, equipment, etc.) and administrative structure are coordinated and will meet program staff’s needs.
* Include information about how the service will meet the needs of the consumers served.
* Describe how the provider will take into consideration both mental health and substance use needs.
* Describe how assessment and treatment will use trauma informed principles.
1. Admission Criteria:
* Thoroughly describe procedures for consumers to access this service.
1. Assessment Process:
* Describe the assessment procedures/tools that will be used in the service.
1. Specific Services:
* List and include complete explanations of the specific services to be provided directly to the consumer. This includes speaking to each of the service expectations in the service definition (Attachment A).
* Describe how individual treatment planning will be done with the consumer and what is included in this individual plan.
* Describe how the services will be coordinated with the Region 6 Housing Department and other community providers.
* Describe discharge planning procedures, criteria, and follow-up.
* Describe the projected average length of stay in the program for the consumer to successfully reach the desired results as specified in the goals.
1. Consumer Involvement: Describe the procedures for direct consumer involvement in the program/service, including:
* How consumers will participate in treatment planning (individual level.)
* How potential consumers will be informed about the program and consumer rights (individual level.)
* How consumers will have input into the development of policy and procedures (program level.)
1. Capacity: Discuss the capacity anticipated for the service, including:
* Program capacity – the total number of individual consumers considered “active” in the program at any given time.
* Monthly census – the number of individual consumers who can be served on a monthly basis.
* 12-month period – estimate the total number of consumers served during a normal 12-month period.
* Discuss how you plan to ‘ramp up’ a Recovery Support staff’s caseload until they reach the targeted caseload size (1:30 housing consumers.)
1. Service Staffing:Discuss program/service staffing proposed, including:
* An explanation of the qualifications and supervision of the positions which will provide any services (direct and indirect) in the program.
* Efforts to recruit, hire, and train Recovery Support workers, including efforts made to hire persons with lived experience for the Recovery Support positions.
1. Quality Improvement: Describe the quality assurance plan which will be used for this service, including:
* How information and data will be gathered to evaluate the service, how it will be used, and who will be involved in making this happen.
* What quality indicators will be used, how it will be used, and who will be involved in making this happen.
* Overview of the quality improvement functions the agency plans to use in this service.
* State willingness to work with Region 6 Housing staff in developing the service and outcome development/monitoring.
* Ability to collect and submit any and all program data and outcomes necessary including use of DBH’s Centralized Data System (CDS) System.
1. **Program Development and Implementation Schedule, BH-5 (Attachment C)**

Several copies of the BH-5 form may be required to identify the goals and objectives necessary to develop and implement the service capacity. Complete a separate BH-5 for each service goal. Goals should address the following:

1. Development process/implementation schedule: Explain in detail a clear step-by-step plan of how the program/service will be developed over a given period of time. List reasonable and necessary goals and objectives needed to develop and implement the service capacity. Activities stated should be comprehensive, can be accomplished, and have clearly identified time frames, staff responsibility assigned, and outcome indicators.
2. How the applicant organization will complete a formal evaluation of the service, including steps in the process, and services provided.
3. For service start-up, capacity development goals should include, at a minimum, how the applicant will do the following:
* Develop administrative structures and personnel for service
* Develop program plan, program operating policies and procedures,

 operation plan, registration/referral system for service

* Develop reporting, financing, and quality improvement systems
* Develop an infectious disease policy and disaster plan/policy
* Indicate when the Recovery Support services will be operational
* Column A. Each goal should include time-limited, measurable **objectives** (including specific measurement indicators) which will all work together to successfully attain the goal.
* Column B. Each objective will need to have specific **activities** that have to be accomplished, in order to fulfill the objective.
* Column C. Each activity must include the name of the **staff** person or the title of the position that will be primarily responsible for completing that activity.
* Column D. Each activity must have a specific **beginning and ending time** identified. This time period must be within the proposed service development time period. Please be as specific as possible.

Column E. Each activity must identify the **expected outcome** that demonstrates that development activity has been accomplished. This will measure if the program is progressing toward full administrative, financial, and programmatic development through successful completion

### **Budget and Budget Justification Narrative**

Note: Region 6’s fiscal year (funding) runs from July 1 – June 30. A total of two budgets are requested:

Budget #1 -An itemized budget which reflects the costs for a partial-year and includes any start-up expenses. This budget would cover the period between the notice of award and June 30, 2024 (end of Region 6 fiscal year). The budget should include:

●Staffing needs by position, number of full-time equivalents (FTEs), and their respective salary and fringe benefits costs.

●Start-up/service development costs.

●Determination of partial year’s operational, travel, personnel, professional fees, and consultant needs, and costs.

●Costs needed for building renovations, furniture, etc.

●Any revenue that is expected during this partial-year period.

●Identify amounts and sources of all revenues to be used or received with this project, in addition to the state funds being requested with this proposal.

●List the other revenue sources in the Revenue Section of the BH20 Summary Form.

●Use of **Forms BH20c-g** to develop the detailed Partial-year and Start-up Revenue and Expense budgets for each service.

Budget Justification Narrative

A budget justification should consist of an explanation and justification which would include, in detail, the necessity and calculation of costs listed on the budget itemization forms. There is no format for the budget justification narrative, but it is requested that enough detail be included to explain how costs were arrived at. Any start-up costs should be clearly identified as start-up.

Budget #2 - A second budget which includes an itemized annual operating budget (covering the time period of July 1, 2024 to June 30, 2025). This budget will reflect what the costs are for a full year’s time period. As with the first budget, the full year’s budget should include:

Staffing needs by position, number of full-time equivalents (FTEs), and respective salary and fringe benefit costs.

●How ongoing operational, travel, personnel, professional fees, and consultant needs, and costs were determined.

●Any revenue expected during this full year period.

●Identify amounts and sources of all revenues to be used, or received with this project, in addition to the state funds.

●List the other revenue sources in the Revenue Section of the BH20 Summary Form.

●Use of **Forms BH20c-g** (Appendix F) to develop the detailed annualized ongoing budget for each service.

Budget Justification Narrative

A budget justification should consist of an explanation and justification which would include, in detail, the necessity and calculation of costs listed on the budget itemization forms. There is no format for the budget justification narrative, but it is requested that enough detail be included to explain how costs were arrived at.

# Note: All funds must be identified in the proposal and additional funds will not be made available after the award.

**The following outlines specific items that may be used within each expense category:**

1. Personnel Services (BH-20c)

Direct personnel (includes all FTEs directly related to the provision of services, including direct supervision)

* Permanent salaries/wages
* Temporary salaries/wages
* Overtime pay
* Compensatory time paid
* Vacation leave expense
* Sick leave expense
* Holiday leave expense
* Military leave expense
* leave expense
* Injury leave expense
* Administrative leave expense
* Retirement plans expense
* Social Security benefits expense
* Life/accident insurance
* Health insurance
* Unemployment compensation insurance
* Employee assistance program
* Management salaries/wages/fringe benefits
* Accounting support

* + Clerical Support
	+ Operations personnel support
	+ Personnel/human resources support
1. Operations (BH-20d)
	* Postage
	* Communication (i.e., phone/voice mail)
	* Data processing/computer hardware/software
	* Publications/newsletters/printing
	* Training booklets, pamphlets, curriculum, videos, etc.
	* Copying
	* Dues/subscriptions
	* Conference/professional development
	* Job applicant expense
	* Utilities (i.e., electric/water/gas)
	* Rental expenses (i.e., building/equipment/vehicle)
	* Office supplies
	* Office equipment
	* Workshops/retreats/trainings/classes
	* Program marketing advertising
	* Equipment supplies
	* Legal services expenses
	* Educational services
	* Accounting/auditing expenses
	* Janitorial/security expenses
	* Board meeting support
	* Building/auto insurance
	* Professional liability insurance
	* Directors’ and officers’ insurance
	* Medications
	* Other operating expenses
2. Travel (BH-20e)
	* Board and lodging
	* Meals
	* Personal vehicle mileage
	* Miscellaneous travel expense
3. Other (BH-20f)
	* Office equipment
	* Equipment on purchase agreements
	* Medical equipment
	* Hardware (data processing)
	* Software (data processing)
	* Communications equipment
	* Household/institution equipment
	* Photo/media equipment
	* Security system
	* Other property/equipment
4. Administration (BH-20g):
	* Consultants
	* Contracts for other service (i.e., accounting/auditing services)
	* Indirect personnel costs – Applicants without a current federally approved indirect rate must directly charge specific costs for administrative purposes and may not apply a percentage rate of costs for administrative expenses. If your agency has a current federally approved indirect cost rate, the approved rate may be used for indirect costs. A copy of the federally approved notice must accompany your proposal submission.
	* Other
5. Financial Audit

A copy of the most recent audit of its financial operation by certified public accountants, using generally accepted auditing techniques, principles, and standards. **NOTE: A copy of the applicant’s most recent financial audit must be included with the proposal(s) submission. This does not apply to applicants who are already in the Region 6 Provider Network (as we already have copies of this information).**

**SECTION X- MINIMUM STANDARDS FOR ENROLLMENT IN REGION 6 BEHAVIORAL HEALTHCARE PROVIDER NETWORK**

Any applicant, not a current member of Region 6 Behavioral Healthcare Provider Network, shall attest that they can meet the minimum requirement for enrollment in Region 6 Behavioral Healthcare’s Provider Network by reading and signing the Minimum Standards for Enrollment Form. (Attachment E) Please include a signed copy of the form with your application packet.

**SECTION XI-RFP EVALUATION**

## **Selection Process**

The RGB shall conduct a fair and comprehensive evaluation of all applications received in accordance with criteria set forth below.

All complete proposals will be scored as part of the evaluation process. Each proposal will initially be reviewed to ensure it meets the basic standards for the bid as outlined in the RFP Guidelines.

Proposals that meet all the requirements of this initial review will be forwarded to the Review Committee for evaluation.

**Evaluation and Scoring**

The following point values will be given to each of the four areas listed:

1. Program Narrative – a total of 50 Points available
2. Program Development and Implementation Schedule (BH-5) – a total of 25 points available
3. 2 Budgets and Budget Narratives (BH 20 Summary and c-g) – a total of 50 points available

Additional Note: The Recovery Support Service will need to be registered through the state’s Centralized Data System (CDS) and Electronic Billing system (EBS).

**ATTACHMENTS**

Attachment A: Current Recovery Support Service Definition.

## Attachment B: Cover Sheet

## Attachment C: BH-5 Form

## Attachment D: Budget Forms -BH-20 Summary and BH c-g

## Attachment E: Minimum Standards for Enrollment Form