



**Request for Proposals (RFP)
for**

School-Based Prevention Programs

**As issued by
Montgomery County Alcohol, Drug
Addiction, & Mental Health Services**

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I. REQUEST FOR PROPOSALS — GENERAL INSTRUCTIONS

A. PURPOSE

Montgomery County Alcohol, Drug Addiction, and Mental Health Services (ADAMHS) is requesting proposals that will support a modern prevention infrastructure that takes a comprehensive approach to evidence-based prevention services. For the Fiscal Year 2019 Application for Funding Cycle, ADAMHS will accept applications for evidence-based prevention programs that are primarily held within the school setting. **These programs must be evidence-based utilizing SAMHSA's EBP criteria** (Identifying and Selecting Evidence based Interventions-section IV Executive Summary <https://store.samhsa.gov/shin/content//SMA09-4205/SMA09-4205.pdf>). When an EBP does not exist for the prevention service being proposed or the target population being proposed to serve, Evidence Informed (or Promising Practices) are acceptable.

ADAMHS will accept applications for the following **NEW** services:

- **Prime for Life** is an evidence-based motivational prevention and early intervention program specifically designed for people who are making high-risk choices. Developed by the Prevention Research Institute (<https://www.primeforlife.org/>), it is intended to change drinking and drug use behaviors by changing beliefs, attitudes, risk perceptions, motivations, and the knowledge of how to reduce their risk of alcohol and drug related problems throughout their lives. ADAMHS is interested in funding this program primarily as a response to local high schools that have begun testing students for alcohol and other drug use. Too often, schools refer students to therapeutic services when a student produces a positive drug screen. But many of these young people do not require a treatment level of care; instead, they need an intensive prevention service. This project will provide schools with that appropriate level of service. ***Services must have the ability to be mobile***, taking the service to the school or community, and potentially serve multiple counties. Referrals may come from schools, parents, and/or court systems. Funding requests for this service may range from \$80,000 to \$115,000.
- **Prevention Services for Children of Addicts (COAs)** are a priority for ADAMHS and will be funded under this RFP. COAs are a highly vulnerable and are at a high risk for future substance use, abuse, and potential dependency due to both genetic predispositions and environmental factors. As a result of the opioid crisis, more children have entered the child welfare system, are struggling academically, and are experiencing traumas that too often lead to developing mental health and addiction problems. ADAMHS is interested in funding prevention services that will target this population. Proposers who receive an award will work with the Recovery Alliance of Montgomery County Ohio (RAMCO), a collaborative of recovery centers and recovery support services. RAMCO will serve as a sounding board for this pilot project and will create connections to the recovery centers where the prevention services will ultimately be provided. Proposed services must:

- Have the ability to *service children across the age spectrum* including elementary, middle school, and high school grade levels;
- *Be fluid*, using standalone sessions that are effective with transient populations;
- *Include coping strategies* that prepare young people for their parent(s)' potential relapse; the chronic nature of addiction means that relapsing to alcohol and/or drug use is possible; and
- *Include drug refusal skills* so that young people can gain the skills to say no when they are confronted with peer pressure to use.

Funds may be used for curriculum development to develop a program that will meet all of these criteria. Funding requests for direct services only may range from \$80,000 to \$100,000. Funding requests that propose both direct services and curriculum development may request up to \$120,000.

Additionally, ADAMHS will accept applications for the **EXPANSION** of the following services:

- **PAX Good Behavior Game** is a form of classroom management implemented directly by classroom teachers that teaches students self-regulation, self-control, and self-management. ADAMHS is interested in maintaining current PAX services and expanding this service to a broader number of Montgomery County schools. Funding requests for this service may range from \$600,000 to \$900,000.
- **Screening, Brief Intervention, and Referral to Treatment (SBIRT)** is a best practice model that integrates screenings for depression, anxiety, alcohol and drug use as part of grades 6-12 vision, hearing, and scoliosis screenings. All students are screened for high risk behaviors and prevention messages are provided to those identified as at risk. Those students that screen as high risk receive an immediate path to treatment.

Proposed services must include screening all students within a school building with the option for parents to opt out if they do not want their child screened. This is the only model that will be accepted. Schools that want parents to “opt in” (meaning, the parent has to sign a permission slip to allow their child to be screened) will not be included in this service.

Additionally, *there must be an expansion component built into the project design* for this service. The initial requested budget may range from \$100,000 to \$250,000 with the potential of amending the contract amount up to \$500,000 during the fiscal year as interest from the schools grow and new schools are brought on board.
- **Youth Led Prevention** trains youth leaders who are willing to take a vocal and public drug-free stance to become agents of change within their schools. The framework trains youth leaders and their adult advisors on how to implement effective peer-led prevention within their schools. ADAMHS has a significant interest in expanding YLP into as many middle and high schools as possible. In order to expand, a county-wide model has been developed by ADAMHS and other community partners. In Fiscal Year 2019, ADAMHS will fund *one organization* to oversee and implement the county-wide expansion.

Qualified applicants will possess the ability to become fluent in the *Youth Empowerment Conceptual Framework* and *Strategic Prevention Framework models*,

and to teach these frameworks to local school members and youth. They will work closely with ADAMHS staff and with consultants chosen by ADAMHS to ensure YLP services are provided according to best practice standards.

Proposed projects must also include a plan to coordinate and implement a Youth Advisory Board(s) (YAB) that will work in conjunction with the Montgomery County Prevention Coalition (MCPC) (<https://www.preventionmc.org/>). The YABs will ensure diversity of youth representation from across the county and will pull youth leaders together to strategically plan prevention strategies and activities within their home schools and across the county. They will also provide a youth voice to MCPC's prevention strategies. Funding requests for this service may range from \$100,000 to \$150,000.

As in years past, ADAMHS will **CONTINUE** to accept applications for:

- Suicide prevention
- Evidence-based classroom curricula with a specific focus on promoting positive social-emotional health and development. **These services must focus on selective and indicated prevention populations.** Definitions of these prevention populations can be found at: <https://www.samhsa.gov/capt/sites/default/files/resources/mapping-interventions-different-level-risks.pdf>.

Additionally, ADAMHS is interested in expanding the community's capacity to provide **Mental Health First Aid (MHFA) services** by increasing the number of certified instructors. Applications for all of the above services may choose to add this component to their applications in order to use this funding to support staff becoming certified as a MHFA instructor. Applicants may choose the Adult or Youth MHFA curriculum. If this service is added to your application, the provider must meet the following criteria:

- ADAMHS will review all MHFA instructor applications prior to them being submitted to National Council for Behavioral Health.
- Applications will be scored using a scoring rubric developed by National Council for Behavioral Health.
- Applicants that are approved will be required to participate in a minimum of one face-to-face interview that will be held by ADAMHS. A component of this interview will include a presentation conducted by the applicant in order for an assessment of the quality of the applicant's presentation skills to be determined.
- If approved, ADAMHS will make a recommendation for the application to be forwarded to National Council for Behavioral Health.
- For all organizations that receive a funding award through this RFP process that include MHFA within their service continuum, each staff funded to provide MHFA services must conduct a minimum of three trainings annually in order to maintain their instructor status as required by MHFA USA. If all three trainings are not completed within a year's time, and provider staff lose their certification, this money must be paid back to ADAMHS.
- A schedule of planned MHFA trainings must be provided to ADAMHS.
- For each staff certified as a MHFA instructor, their first training must be co-facilitated with a veteran MHFA trainer chosen by ADAMHS.
- A minimum of one quality review per MHFA instructor will be conducted by ADAMHS per year at a MHFA training in which the provider is teaching.

- The provider agency is responsible for entering their courses and evaluations into the MHFA USA web portal.
- The provider agency is responsible for completing all of the logistics of the MHFA trainings, to include: securing the location of training, space set up and tear down, copying handouts, purchasing MHFA manuals, serving as a point of contact for the groups being trained, among other logistics.
- Technical assistance will be provided by ADAMHS' Training Division on both the MHFA USA web portal and how to prep for MHFA trainings.
- If this component is added to the application, funds to support it must be included in the proposed budget. Providers will be responsible for all registration fees, lodging, and airfare related to attending a MHFA Instructor Certification Training. They will also be responsible for purchasing all materials and supplies related to facilitating MHFA trainings.
- Providers who become certified MHFA instructors through this process will be added to a list of trainers to be contacted by ADAMHS as MHFA trainings are being scheduled across the county.

All proposed prevention services should be focused primarily on benefitting Montgomery County residents. However, they may include regional collaborative initiatives to expand the number of students reached beyond Montgomery County's borders.

Montgomery County ADAMHS is particularly interested in supporting programs that can be both sustained at the proposed locations while also expanding to new locations in the future. This is due in part to the large number of schools that do not have any evidence-based prevention programs to offer students. **Applications that clearly articulate a long-term plan for how the program will be sustained and expanded in future years will be given priority.**

Selected proposals may be awarded a one-year agreement beginning as early as July 1, 2018 and ending no later than June 30, 2019.

B. ELIGIBILITY

Eligible entities are those agencies that provide services within Montgomery County, Ohio. Services must focus primarily on Montgomery County residents, although regional partnerships are allowable in order to expand services to surrounding counties. Organizations eligible to receive funds through this opportunity include legally recognized domestic, public, and private nonprofit entities, local governments, public and private universities and colleges, public and private primary and secondary schools. All eligible agencies must:

1. Hold an active Prevention Program Certification through the Ohio Department of Mental Health & Addiction Services, or be exempt from certification according to State of Ohio rules, including education entities under the jurisdiction of the Ohio Department of Education or the Ohio Board of Regents. OR...

2. Have started the process for obtaining a Prevention Program Certification through the Ohio Department of Mental Health & Addiction Services. For agencies in this category that are awarded a funding contract, they will be contractually obligated to complete their certification process within the contract award period of July 1, 2018 through June 30, 2019.
3. Complete the necessary paperwork to become a vendor with Montgomery County ADAMHS.
4. Work directly with the Division of Prevention & Early Intervention at Montgomery County ADAMHS for ongoing consultation and mentoring on prevention service delivery.

C. LIMITATIONS

Unallowable services under this funding opportunity include all clinical, medical, therapeutic, and treatment-based service modalities. Only prevention services will be funded under this opportunity. For the purpose of this Request for Proposals (RFP), prevention is defined as the delivery of services or strategies prior to the onset of a disorder. These interventions are intended to prevent or reduce the risk of developing a behavioral health problem, such as problem gambling, underage alcohol use, prescription drug misuse and abuse, illicit drug use, and mental illnesses.

All proposals must be submitted with respect to the following limitations:

1. This RFP does not commit Montgomery County ADAMHS to award an agreement or pay **any** costs incurred in the preparation of a proposal.
2. Montgomery County ADAMHS reserves the right to accept or reject any and all proposals received.
3. Montgomery County ADAMHS reserves the right to negotiate any and all services, associated costs, activities, evaluation details, any other details, and final award amounts with any and all proposers who have submitted a proposal.
4. **These funds may only be expended on the services outlined in this RFP and relevant supportive services.**

D. AVAILABILITY & LENGTH OF FUNDING

All agreements resulting from this RFP will be subject to certain timing guidelines.

1. Agreements may begin as early as **July 1, 2018**.
2. Selected proposals terminate **June 30, 2019**.

3. The selected service providers will be required to enter into an agreement outlining the purchase of professional service(s) and specifying the terms under which the funds will be reimbursed.

E. BIDDER'S CONFERENCE

One **Bidder's Conference** will be held on **Monday, March 26, 2018 from 3:00 pm to 5:00 pm** at Montgomery County ADAMHS, located at 409 East Monument Avenue, Suite 201, Dayton, OH 45402, in the ADAMHS Training Room on the 2nd floor of the building. Parking is available in the Water Street Parking Garage behind the building. The RFP will be reviewed and discussed. Questions will be answered and educational information regarding the RFP will be provided at this time. Details regarding how to apply using the ADAMHS Application for Funding Portal will be explained as well.

Proposers are encouraged to attend this session, but not required. Not attending this session may not serve as a basis for failure to meet proposal requirements.

F. SUBMISSION REQUIREMENTS

All proposals must be submitted using the following guidelines:

1. **Proposals must be submitted electronically using the ADAMHS Application for Funding Web Portal – <http://aff.mcadamhs.org>**
2. **Questions about this RFP will be accepted until 12:00 noon on Friday, April 20, 2018.** All questions should be sent via email to Andrea Hoff, ahoff@mcadamhs.org. Responses to questions and any modifications to the RFP will be posted on the ADAMHS website at www.mcadamhs.org.
3. Completed proposals **must be submitted via the Application for Funding Portal no later than 5:00 p.m. Eastern Standard Time (EST) on Tuesday, May 1, 2018.**
4. Late proposals **will not** be accepted or considered.
5. Emailed proposals **will not** be accepted.
6. Faxed proposals **will not** be accepted.
7. Hand delivered proposals **will not** be accepted.
8. Montgomery County ADAMHS reserves the right to reject any proposal that does not follow one or more of the Submission Requirements or guidelines expressed within this RFP.

Any requests for exceptions to any of the RFP requirements contained herein must be submitted in writing by 12:00 noon (EST) on April 20, 2018. Requests should be sent to Andrea Hoff, Director of Prevention & Early Intervention, Montgomery County ADAMHS, 409

E. Monument Ave., Suite 102, Dayton, OH 45402 or by e-mail to ahoff@mcadamhs.org. **All requests for exceptions will be considered on a case-by-case basis and will be subject to the final decision of the Montgomery County ADAMHS.**

G. REQUIREMENTS TO RECEIVE AN AWARD

If awarded, proposers must comply with the following:

1. Quarterly program and financial reports submitted to ADAMHS. The specifics and due dates will be explained at the time the award is granted.
2. Quarterly provider meetings with ADAMHS for ongoing contract compliance and technical assistance. The specifics and due dates will be explained at the time the award is granted.
3. A minimum of two on-site visits from ADAMHS program monitoring staff. Minimally, one site visit will be announced and one will be unannounced.
4. Data entry into ADAMHS' GOSH data system for both data tracking and billing purposes. ADAMHS staff will provide training and technical assistance on the GOSH system.
5. Data entry into the Grant Funding Management System (GFMS) through the Ohio Department of Mental Health & Addiction Services. ADAMHS staff will provide training and technical assistance on the GFMS system.
6. If staff does not possess the credentials to deliver prevention services as deemed appropriate by the State of Ohio, staff must attend the Montgomery County Prevention Learning Collaborative's Prevention Foundation Series and/or SAPST training and actively pursue certification as an Ohio Certified Prevention Specialist Assistant (OCPSA), an Ohio Certified Prevention Specialist (OCPS), or an Ohio Certified Prevention Consultant (OCPC) through the Ohio Chemical Dependency Professionals Board.
7. Become an active member of the Montgomery County Prevention Coalition in order to assist the county in providing environmental prevention strategies that will decrease the prevalence rates of substance abuse, substance use disorders, and mental illnesses at a population level.
8. All direct service staff must become certified in Youth Mental Health First Aid, an 8-hour training for adults on how to help youth, ages 12-18, who are experiencing a mental health or substance abuse challenge or is experiencing a mental health crisis. Certification in Adult Mental Health First Aid is also recommended, although not required. These trainings are provided by Montgomery County ADAMHS.
9. Semi-annual compliance reviews by ADAMHS staff.
10. Annual financial review conducted by Montgomery County ADAMHS.

H. PROPOSAL REQUIREMENTS

All proposals must be submitted with respect to the following requirements:

1. The proposer follows the submission requirements as outlined in this RFP and submits proposal materials in accordance with the process outlined in the RFP.
2. The proposer complies with applicable local, state, and federal laws and regulations and meets applicable professional standards.
3. The proposer is an Equal Opportunity Employer and provides assurance that no person will be denied services on the basis of race, sex, color, creed, national origin, age or handicap. Facilities and services will be accessible to handicapped persons.

The following information MUST be included in your application. There are sections within the ADAMHS Application For Funding (AFF) portal for each of these requirements:

- An explanation of the proposed service, including identifying any unique program characteristics, and how the proposed service plans to meet all mandates that are outlined in this RFP.
- A list of the school(s) and grades in which services will be implemented and a data-driven rationale describing why the proposed school(s) and grade(s) were chosen.
- A letter of support from the school's administration verifying their commitment to supporting the proposed services. These must be uploaded into the ADAMHS AFF Portal.
- Identification of whether this is a current or new service. If it is a current service, include the length of time the program has been in existence.
- A schedule for implementation that includes a work plan of when deliverables will be implemented by month.
- A list of all collaborative relationships that exists for the proposed services and the role of each collaborating agency in the proposed service.
- A description of the target population to be served – identifying them as Universal, Selective, or Indicated prevention populations – a data-driven rationale as to why that target population was chosen, and general demographics of the target population by race, gender, and age.
- Eligibility guidelines for the target population.
- What counties will be served. Montgomery County MUST be included. Services to residents outside of Montgomery County are allowable but not required.
- Why your organization has the capacity to undertake the proposed program and how it fits within your organizational mission/vision.

- What Evidence Based or Promising Practices will be used in the proposed program and how many staff are trained in the curriculum or model.
- An estimated number of unduplicated individuals served by the program on an annual basis.
- Identification of other funding received for the proposed program including the funder name and funding amount.
- A description of current access or capacity issues the proposed program anticipates during the fiscal year and how the program proposes to overcome these challenges.
- The days of the week the program will be facilitated and the program hours of operation.
- The prevention procedure codes that will be utilized by the proposed program, including both direct and indirect prevention services. ADAMHS has provided a Prevention Procedure Code Decision Tree with this RFP as a reference.
- If there is a minimum award amount necessary to provide the proposed service and how you will proceed if you receive a lesser award than requested.
- A sustainability plan detailing how the program will be sustained at the proposed locations. Included in this sustainability plan should be details on how you plan to provide support and/or training to school personnel in order for the proposed program to become self-sustained by school staff. While the funding for this RFP is for one year, the sustainability plan may be a multi-year plan.
- How you plan to expand programming to other schools IF funding is secured in future funding cycles.
- An evaluation plan that describes the outputs and outcomes of the proposed program, when the measurement of those outcomes will be administered, whether the measurement of outcomes will involve all members of the target population or a sample (including sampling methodology and sample size), and how consumer satisfaction will be evaluated. All evaluation instruments must be uploaded into the ADAMHS AFF Portal.
- A logic model detailing your problem statement, inputs/resources, outputs/activities, outputs/participation, objectives using indicators to quantify the measures, and outcomes using indicators to quantify the measures. The logic model template that is available in the ADAMHS AFF Portal must be used.

I. PROPOSAL REVIEW PROCESS

1. Each proposal will be reviewed by ADAMHS staff. In order to determine the funding of services, reviewers will assess the proposals based on the following criteria:

- Rationalization of the chosen population based on risk level and supported by data,
 - Documented use of best practices,
 - Capacity and ability to provide the proposed service (financially and programmatically),
 - Evaluation measurements and techniques,
 - Evidence of community support for service and/or community collaboration,
 - Financial stability and ability to sustain services,
 - Comprehensiveness of programming proposed,
 - Well thought out implementation plan,
 - Any others as determined appropriate by the reviewers.
2. Montgomery County ADAMHS reserves the right to contact any proposer for clarification of the submitted proposal.
 3. Montgomery County ADAMHS will make award recommendations as a result of this Request for Proposals to its Board of Directors.
 4. Final awards and contract agreements are subject to the sole discretion of ADAMHS' Board of Directors.
 5. **All submitted proposals are subject to open public records laws.**

J. RESULTS OF THE PROPOSAL REVIEW

The resulting decisions of the review process will be provided to each organization that submits a proposal in as timely a manner as possible. Each organization will receive written notice indicating the reviewers' final decisions by June 30, 2018.

K. ADAMHS BOARD POINTS OF CONTACT

The primary point of contact for this Request for Proposals:

Andrea Hoff, MPA, OCPC, ICPS, GPC
 Director
 Division of Prevention & Early Intervention
ahoff@mcadamhs.org
 (937) 443-0416 x104

Prevention Procedure Code Decision Tree

