



REQUEST FOR FUNDING PROPOSAL (RFP)

JEFFERSON COUNTY COMMUNITY MENTAL HEALTH FUND BOARD (JCCMHFB)

RFP Issuance Date: July 1, 2019

Deadlines for Questions and Clarifications: August 1, 2019

Issuance of Final Addendum: August 15, 2019

Proposal Due Date: 5:00 p.m.

On or before September 3, 2019

It is the responsibility of the applicant to ensure application(s) arrive via email prior to the due date and time. Applications received after 5:00 p.m. will be returned to the applicant and will not be considered.

Submit Proposals to:

jccmhfb@comtrea.org

Jefferson County Community Mental Health Fund Board

C/O COMTREA - Lisa Wigger

21 Municipal Drive

Arnold, MO 63010

This Document can be made available in alternative accessible formats upon request.

**JCCMHFB
21 Municipal Drive
Arnold, MO 63010**

**JCCMFHB Secretary
636-296-6206
jccmfhb@comtrea.org**

Jefferson County Community Mental Health Fund Board Request for Proposals for 2020 Core funding RFP# 2019-001

SECTION 1: THE PROJECT

1.1 OVERVIEW

In 2004, COMTREA secured passage of a 1/8th cent sales tax for children's services in Jefferson County, Missouri under Proposition "Healthy Kids." Proposition Healthy Kids stated that "in order to provide services which protect the well-being and safety of children and youth and to strengthen families, shall Jefferson County be authorized to levy a sales tax of one-eighth of a cent in the county for the purpose of establishing a community children's services fund?" Proposition "Healthy Kids" passed and in September of that same year, the Jefferson County Commission appointed the COMTREA Board as the Jefferson County Community Mental Health Fund Board (JCCMHFB) for Jefferson County with the presiding County Commissioner of Jefferson County to serve as a member of that board and to act as the administrator of these funds.

The JCCMHFB was created to specifically state the following services areas that can be funded:

Examples:

- Temporary Shelter Services – Services are provided for abused, neglected, runaway, homeless, or emotionally disturbed youth for up to 30 days.
- Transitional Living Services – Counseling and related services are provided as part of a transitional living program aimed at successfully supporting and reintegrating a young person from a homeless living arrangement into a safe living space with opportunities for developing independent life skills.
- Services to Teen Parents – Services and supports are provided to teen parents for the development of positive parenting skills, obtaining adequate counseling and behavioral health services, and resources and referrals for additional support needs.
- Respite Care Services – Respite care services offer temporary emergency shelter and support services for children and youth of families to decrease the risk of abuse and neglect. Services are provided when families experience a crisis, or when families need a break from caregiving in order to maintain the child in the natural home setting.
- Crisis Intervention Services – Services are provided in response to a mental health crisis resulting in acute destabilization of the client's functioning in the community, and are focused on rapid restoration to baseline functioning. Crisis intervention services provide assessment and short-term treatment in an outpatient setting.
- Prevention Services – Services are provided to children and youth with the goals of social-emotional skill building, enhancing coping skills, strengthening relationships and community engagement, and related skills. Acquisition of the skills and information addressed by prevention services decreases children and youth's likelihood of developing mental health and substance use issues, as well as providing information on suicide and violence prevention.
- Home and Community Based Intervention Services – Home and community based services are designed to allow children and youth to participate in a vast array of behavioral health services in the home and community settings. CSF affirms its commitment to serving

individuals in the least restrictive environment by providing services and supports to children and their families to enable them to remain at home and in the community.

- Individual, Group, and Family Counseling Services – Individual, group, and family counseling services include psychological evaluations, mental health screenings, and individual, group, and family therapy.
- Outpatient Substance Use Treatment Services – Outpatient substance use treatment services include assessments and evaluations, early interventions, educational groups, youth group counseling, individual counseling, group family therapy, family therapy, and aftercare services.
- Outpatient Psychiatric Services – Outpatient psychiatric treatment services include psychiatric evaluations to diagnose mental health issues and create treatment plans, as well as ongoing psychiatric treatment and medication management.
- Support services to high risk youth

1.2 MINIMUM ELIGIBILITY CRITERIA

To qualify for funding, an organization must, at a minimum:

- Be a 501(c)(3) not-for-profit or governmental entity
- Be in good standing with the State of Missouri
- Conduct an annual independent financial audit
- File a Federal 990 annually
- Be certified, accredited, or licensed in the services for which it is requesting funding (or be in the process of doing so; verification must be provided)
- Require that background checks, including child abuse and neglect screenings, are conducted annually on all employees and volunteers, preferably by the Family Care Safety Registry
- Shall not discriminate against any employee or applicant for employment or services because of race, creed, color, gender, sexual orientation, gender identity or national origin, age, marital status, or disability
- Require employees and volunteers maintain confidentiality of protected client information

1.3 ALLOCATION POOL AND CONTRACT PERIOD

Allocation Pool: \$250,000 for a one year funding cycle. This amount will be determined on an annual basis by the JCCMHFB and with board approval. Contract period is for one year: January 1 through December 31, 2020.

SECTION 2: RFP SCHEDULE, INSTRUCTIONS, AND COMMUNICATIONS

2.1 KEY DATES

Key Activities	Key Dates
RFP Issuance	July 1
Deadline for Questions and Clarifications	August 1
Issuance of Final Addendum	August 15
Proposals Due	September 3
Funding Recommendations to the Board of Directors	September
Notification to Awardees	October
Funding	January 1

2.2 INSTRUCTIONS

- Direct all inquiries and correspondence in writing to the secretary to the JCCMHFB at jccmhfb@comtrea.org.
- Contact with any representative, other than that outlined herein, concerning this RFP is prohibited. "Representative" shall include, but not be limited to all members of the JCCMHFB and employees of COMTREA. Any Proposer engaging in such prohibited communications may be disqualified at the sole discretion of the JCCMHFB.
- Any questions regarding the RFP shall be submitted in writing by August 1 at 5:00 p.m. to allow time for posting of any necessary addenda before the submission deadline. Questions may be submitted via email to jccmhfb@comtrea.org

2.3 SUBMISSION AND OPENING OF PROPOSALS

1. Proposals shall be submitted in a sealed envelope labeled with the RFP number, title, Proposer's name, and proposal due date. Proposers using commercial carriers shall ensure that the proposal is marked on the outermost wrapper. The proposal, in the form of one original and ten copies shall be received by 5:00 p.m. on/before September 3rd to the Jefferson County Community Mental Health Fund Board c/o COMTREA, 21 Municipal Drive, Arnold, Missouri, 63010. An electronic copy shall also be submitted to jccmhfb@comtrea.org on the same time and date. Any proposals received after the time specified for the receipt of proposals shall not be considered unless the Proposer provides and the board accepts reasons demonstrating good cause for the delay. It is the responsibility of the Proposer to ensure that the package is received at the right location and by 5:00 p.m.
2. The JCCMHFB reserves the right to accept or reject any or all proposals and to waive any irregularities in the proposals if such waiver does not substantially change the offer or provide a competitive advantage to any Proposer.
3. No proposals solely submitted by email or facsimile, or any modifications to previously submitted proposals, made by email or facsimile, shall be considered. If a proposal is

sent by mail, allowance shall be made by the Proposer for the time required for such transmission.

4. A legally authorized representative of the Proposer shall sign the proposal. All Proposers must complete and submit all Attachments.
5. No responsibility shall be attached to any person for premature opening of a proposal not properly identified.
6. All opened proposals become the property of the JCCMHFB Board.
7. No corrections are permitted after the closing time. If a correction is required prior to the closing time, the Proposer shall submit an amendment to the original proposal identifying the section, article, and page number(s) of the change made in a sealed envelope entitled AMENDMENT and labeled with the RFP number, title, Proposer name, and proposal due date.
8. Failure of the Proposer to comply with the requirements of this RFP, or evidence of unfair proposal practices are causes for rejection of the proposal.
9. Non-acceptance of a proposal shall mean that one proposal was deemed more advantageous to JCCMHFB, or that all proposals were rejected. Companies whose proposals are not accepted shall be notified after a binding agreement between JCCMHFB and the selected Proposer exists, or after JCCMHFB has rejected all proposals.
10. Unnecessarily elaborate brochures and other presentations beyond that sufficient to present a complete and effective proposal are not desired. Elaborate artwork or expensive paper and bindings are neither necessary nor desired.
11. This RFP does not commit JCCMHFB to make an award, nor shall JCCMHFB pay any costs incurred by Proposers in the preparation and submission of proposals, or costs incurred in making necessary studies for the preparation of proposals.

2.4 FORMATION OF AGREEMENT

1. JCCMHFB intends to enter into negotiation in an effort to reach a mutually satisfactory agreement, which represents a contractual obligation and shall be executed by both JCCMHFB and the Proposer. The language contained in Section 8 of this RFP, "Contract Requirements," shall be included in the negotiated agreement. The agreement shall be based on the proposal documents, the proposal submitted by the selected Proposer, and items resulting from the associated negotiations.
2. JCCMHFB reserves the right to award based on the proposal determined to be in the best interest of the residents served by Jefferson County.

2.5 MODIFICATION OR WITHDRAWAL OF PROPOSAL

1. Proposals may be withdrawn any time prior to the scheduled closing time for receipt of proposals; no proposal may be modified or withdrawn for a period of one-hundred twenty (120) calendar days thereafter.
2. Proposers are responsible for submitting proposals, and any modifications or revisions, so as to reach JCCMHFB by the time specified in the RFP documents. Any proposal, modification, or revision received at JCCMHFB after the exact time specified for receipt of offers is "late" and shall not be considered and shall be returned unopened.
3. Prior to the date and time designated for receipt of proposals, proposals submitted early shall be withdrawn only by written notice to JCCMHFB. Such notice shall be received by JCCMHFB prior to the designated date and time for receipt of proposals.

4. Withdrawn proposals may be resubmitted up to the time designated for receipt of proposals, provided that they are then fully in conformance with this RFP.
5. If an emergency or unanticipated event interrupts normal JCCMHFB business or processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent JCCMHFB requirements preclude amendment of the RFP, the time specified for receipt of proposals shall be deemed to be extended to the same time of day specified in the RFP on the first work day on which normal JCCMHFB business resume.

SECTION 3: COUNTY INSURANCE REQUIREMENTS

3.1 PROFESSIONAL LIABILITY INSURANCE

The successful Proposer agrees to carry the following insurance coverage during the period of this contract and will provide JCCMHFB with Certificates of Insurance for all required coverage prior to commencement of the work under this contract.

COMMERCIAL GENERAL LIABILITY (CGL): The successful proposer shall agree to maintain for the duration of the contract commercial general liability, (CGL) and, if necessary, commercial general umbrella insurance with a limit of no less than \$1 million per each occurrence. CGL insurance shall be written on ISO occurrence form CG 00 01 04 13 (or a substitute form providing equivalent coverage) and shall cover liability arising from premises, operations, independent contractors, products – completed operations, personal injury and advertising injury and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

JCCMHFB shall be endorsed on the policy as additional insured for Commercial General Liability and provide for thirty (30) days written notice prior to any material changes or cancellation. Certificates of insurance shall be provided to JCCMHFB prior to commencement of contract.

SECTION 4: SCOPE OF WORK

4.1 QUALIFICATIONS

1. JCCMHFB is seeking proposals from certified, accredited or licensed agencies to provide relevant support to residents residing in Jefferson County needing behavioral health services.
2. Proposals will be accepted from applicants under the fundable service areas for services to residents in Jefferson County.
3. Agencies may submit (1) one program proposal per a service category; however, a separate application must be submitted for each.
4. There is no minimum or maximum on how much an agency may request; however, the agency must be able to demonstrate the need, capacity, and capability to deliver the services, as well as the sustainability of programs.

4.2 SERVICES REQUIRED

JCCMHFB is seeking agencies that will be able to start work as soon as the contract has been executed on January 1st annually. Funded agencies will be expected to perform all services on behalf of and to the satisfaction of JCCMHFB as outlined in the application. Each funded agency will be expected to designate a liaison throughout the entire process and term of the contract.

1. JCCMHFB supports a direct service model. Direct services are those professional activities directly provided face-to-face or in a group setting in which the provider is responsible for providing the service and making progress by using the prescribed intervention.
2. JCCMHFB pays for direct services using a mutually agreed upon standardized rates.

4.3 DOCUMENTATION AND DELIVERABLES

JCCMHFB shall utilize the approved application for funding, as submitted by the agency, to monitor service delivery and program expenditures. The agency agrees to submit reporting to JCCMHFB related to monthly billing, client demographics, outputs, outcomes, and program quality as agreed upon in the contract.

SECTION 5: TERM OF THE CONTRACT

5.1 CONTRACT TERM

The contract shall be for a period January 1 through December 31, 2020.

SECTION 6: PROPOSAL

6.1 PROPOSAL CONTENTS

Each proposal shall include a description of the Proposer's capacity to meet the RFP requirements, including but not limited to the capacity of the agency and the staff and the ability to perform the desired work within the defined time period.

6.2 PROPOSAL REQUIREMENTS

We have provided the template for attachment 1 and 8 at the end of this application.

- Attachment 1 – RFP Cover Page and Authorized Signatures (form provided)
- Attachment 2 – Work Authorization Affidavit for Business Enterprise Entities Pursuant to 285.530(2) RSMo.
- Attachment 3 – Exceptions to Section 8.0
- Attachment 4 – Executive Summary 2019-2020 Application for Core Funding (.pdf)
- Attachment 5 – 2020 Application for Core Funding (.pdf)
- Attachment 6 – 2020 Application for Core Funding – Budget Request (.xls)
- Attachment 7 – 2020 Application for Core Funding – Agency Assurance (.pdf)
- Attachment 8 – 2020 Application for Core Funding – Board of Directors Resolution (.pdf) (form provided)

SECTION 7: EVALUATION OF PROPOSALS

7.1 EVALUATION AND APPROVAL

Evaluation and approval of proposals shall be conducted by the JCCMHB.

7.2 PROPOSALS

Proposals may not be considered, and may be rejected as non-responsive, unless the proposal

includes or is accompanied by a signed and fully completed response to the RFP.

7.3 PROPOSAL EVALUATION

Award shall be made to the Proposer whose proposal demonstrates the capacity to provide services in the best interest of the residents in Jefferson County.

The proposals shall be evaluated according to the following criteria:

- **Program Services:** Proposals must demonstrate the capacity to deliver effective services that address the described needs of the target population. – 35%
- **Quality & Performance:** Proposals must demonstrate a comprehensive plan for ensuring the quality and effectiveness of services, including the ability to demonstrate impact. –30%
- **Diversity & Inclusion:** Proposals must demonstrate a commitment to diversity and inclusion in employment and in service provision to the residents the program serves. – 5%
- **Organizational Sustainability:** Proposals must demonstrate the organization's ability to sustain services utilizing a variety of funding sources. – 5%
- **Budget (including narrative):** Proposals must ensure that budget is relevant, appropriate and reasonable relative to the specific objectives of the program and the number of proposed residents served. – 25%

7.4 ADDITIONAL INFORMATION

The Evaluation Committee will evaluate the written proposals and may additionally request if needed Information from formal presentations and/or agreement on the contract terms as evidenced by the absence of exceptions.

SECTION 8: CONTRACT REQUIREMENTS

8.1 CONTRACT TERMS

The following contract terms, in addition to requirements and services identified herein, shall be included in the contract entered into by the JCCMHFB and the successful Proposer.

A response to this section is required. Proposer shall acknowledge acceptance of the contract terms or state "Take Exception" to each specific term and offer alternative language. Proposer shall specifically list any exceptions taken, if no exceptions are taken, proposer may acknowledge acceptance of the contract terms as stated.

8.2 INDEPENDENT PROPOSER

The relationship of the Proposer to the JCCMHFB shall be that of independent Proposer and no principal agent or employer-employee relationship is created by the contract.

8.3 CONFLICT OF INTEREST

The Proposer shall not employ as a director, officer, employee, agent, or sub-contractor any elected or appointed official of the JCCMHFB or any member of his/her immediate family.

8.4 NON-DISCRIMINATION OF EMPLOYMENT

The Proposer shall not discriminate against any employee or applicant for employment because of race, creed, color, gender, sexual orientation, gender identity or national origin, age, marital status, or disability. Proposer shall take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to race, creed, color, gender, sexual orientation, gender identity or national origin, age, marital status, or disability. Such action shall include, but not be limited to, the following: employment upgrading, demotion or transfer, rates of pay or other forms of compensation, and selection for training including apprenticeship. In the event of Proposer's noncompliance with the provisions of this paragraph, the contract may be terminated or suspended in whole or in part and Proposer may

be declared ineligible for further JCCMHFB contracts.

8.5 OBLIGATIONS AND SUBCONTRACTS

The Proposer agrees to be responsible for the accuracy and timeliness of the work submitted in the fulfillment of its responsibilities under this contract, whether completed by the Proposer or a subcontractor on behalf of the Proposer.

8.6 CHANGES IN CONTRACT

The Contract may be changed only upon the written agreement of the parties.

8.7 GOVERNING LAW

This Contract is made and entered into in Jefferson County, Missouri, and the laws of the State of Missouri shall govern the construction of this contract and any action or causes of action arising out of this contract. Any and all claims or causes of action arising out of this contract shall be litigated in the 23rd Judicial Circuit Court of the State of Missouri.

8.8 TERMINATION

JCCMHFB shall have the right to terminate the contract immediately in the exercise of its absolute and sole discretion, upon written notice to the Proposer. After receipt of such notice, the contract shall automatically terminate without further obligation of the parties. Proposer must provide 60 days written notice to JCCMHFB of intent to terminate this contract.

8.9 FUNDING OUT

This contract shall terminate at such time, if any, that the JCCMHFB fails to appropriate sufficient sums in the budget year for which the contract applies to pay the amount due. If, due to unforeseen circumstances there are funding cuts, JCCMHFB reserves the right to reduce the amount of the award.

8.10 WORDING CONFLICTS

Should there be a conflict in wording between the contract and the Proposer's RFP response, the contract shall prevail. The Proposer's RFP response shall be attached and incorporated into the contract.

8.11 INDEMNIFICATION

Proposer agrees to defend, indemnify, and hold harmless the JCCMHFB and appointed officials from and against any and all liability for damage arising from injuries to persons or damage to property occasioned by any acts or omissions of the Proposer, its subcontractors, agents, servants or employees.

8.12 CONTINGENT FEE

Proposer warrants that no agreement has been made with any person or agency to solicit or secure this Agreement upon an understanding for a gratuity, percentage, brokerage or contingent fee in any form to any person accepting bona fide employees of Proposer or bona fide established commercial or sales agencies. For breach of this Warranty JCCMHFB may by written notice terminate the right of the Proposer to proceed under this Agreement, and will be entitled to pursue the same remedies against the contractor as it could pursue in the event of a breach of this Agreement. As a penalty in addition to any other damages to which it may be entitled to by law. JCCMHFB may recover exemplary damages in an amount to be determined by the JCCMHFB, which amount will not be less than three (3) nor more than ten (10) percent of awarded amount. The rights and remedies of JCCMHFB as provided in this Paragraph will not be exclusive and are in addition to any other rights or remedies as provided by law.

8.13 CONTRACT FEES

The fees quoted by the successful Proposer shall remain firm during the term of the contract, as specified in the application budget.