

**SALISH BEHAVIORAL HEALTH ADMINISTRATIVE  
SERVICES ORGANIZATION**

**2022-150**

**2023 FEDERAL BLOCK GRANT  
REQUEST FOR PROPOSAL**

**Submission Deadline:  
Wednesday, February 8, 2023, 2:00 PM**

**SALISH BH-ASO REQUEST FOR PROPOSAL  
FEDERAL BLOCK GRANT**

**TABLE OF CONTENTS**

<b>I.</b>	<b>INTRODUCTION.....</b>	<b>3</b>
<b>II.</b>	<b>PLANNING SCHEDULE.....</b>	<b>3</b>
<b>III.</b>	<b>APPLICANT ELIGIBILITY.....</b>	<b>4</b>
<b>IV.</b>	<b>PERIOD OF PERFORMANCE.....</b>	<b>4</b>
<b>V.</b>	<b>AVAILABILITY OF FUNDING.....</b>	<b>4</b>
<b>VI.</b>	<b>TARGET POPULATION.....</b>	<b>4-5</b>
<b>VII.</b>	<b>SABG FUNDING RESTRICTIONS.....</b>	<b>5</b>
<b>VIII.</b>	<b>PROPOSAL SUBMISSION.....</b>	<b>5-6</b>
<b>IX.</b>	<b>PROGRAM ELEMENTS.....</b>	<b>6-7</b>
<b>X.</b>	<b>REVIEW AND SELECTION.....</b>	<b>7</b>
<b>XI.</b>	<b>GENERAL PROPOSAL REQUIREMENTS.....</b>	<b>7-10</b>
<b>XII.</b>	<b>ATTACHMENTS</b>	
	<b>a. ATTACHMENT A</b>	
	<b>b. GENERAL TERMS AND CONDITIONS</b>	
	<b>c. MHBG PLAN TEMPLATE</b>	
	<b>d. SABG PLAN TEMPLATE</b>	

**SALISH BH-ASO**  
**REQUEST FOR PROPOSAL SUMMARY**

Federal Block Grant

**I. INTRODUCTION**

The Salish Behavioral Health Administrative Services Organization (SBH-ASO) is requesting proposals for the provision of Substance Abuse Block Grant (SABG) and Mental Health Block Grant (MHBG) services across Kitsap, Clallam, and Jefferson Counties. Proposals will be accepted for both types of block grant.

**Proposal Deadline:**

This Request For Proposal (RFP) is available on the Internet at [Kitsap County Bids \(kitsapgov.com\)](https://www.kitsapgov.com/bids) or by contacting Glen McNeill at: Kitsap County Department of Administrative Services, 614 Division Street, MS-07, Port Orchard, Washington 98366; 360.337.4789; or email: [gsmcneill@kitsap.gov](mailto:gsmcneill@kitsap.gov). SBH-ASO reserves the right to make unilateral modifications to this RFP to address changes on the state and/or local level. Questions about the program content of the Request for Proposal contact Jolene Kron at [jkron@kitsap.gov](mailto:jkron@kitsap.gov)

**II. PLANNING SCHEDULE**

<b><u>DATE</u></b>	<b><u>ACTIVITY</u></b>
November 16, 2022	RFP Packet Available
December 6, 2022 1:00 pm-2:30 pm	Mandatory Bidders Conference
February 8, 2023 2:00 pm	Proposal Deadline
February 8-9, 2023	SBH-ASO Review, send to committee
February 10-April 3, 2023	SBH-ASO Advisory Board Committee Reads and Scores Proposals
April 3-14, 2023	BHAB Committee Review and Recommendations.
May 19, 2023	Present committee recommendations to SBH-ASO Executive Board

Link to Zoom Meeting Pre-Bid Conference:

<https://us06web.zoom.us/j/82292737783?pwd=RGF2cXd5RnFIWDRN6YXpTWEJNQWNCZz09>

### III. APPLICANT ELIGIBILITY

SBH-ASO intends to contract with service agencies with the 3-county region serving low-income individuals in Clallam, Jefferson, and Kitsap Counties. All submission must meet the requirements outlined below.

1. **Treatment services:** Proposals will only be accepted from agencies credentialed with the SBH-ASO as a provider of outpatient substance use disorder services or support services. Credentialing for new agencies must be completed prior to January 31, 2023.
2. **Recovery Support Services:** Proposals will be accepted from credentialed agencies as well as community-based agencies providing recovery support services to the low income and/or non-Medicaid population.
3. Agencies must also have a representative in attendance at the Mandatory Bidders Conference.
4. Proposals must meet guidelines set by SBH-ASO and identified priorities as outlined in this RFP. This includes all attachments.
5. Childcare agencies must be licensed by Washington State and meet all related regulatory requirements.
6. Transportation agencies must ensure any provider including transportation network companies and individual drivers meet specific minimum requirements. Those minimum requirements are:
  - a. Each provider or individual driver is not excluded from participation in any federal health care program (as defined in section 1128B(f) of the Act) and is not listed on the exclusion list of the Inspector General of the U.S. Department of Health and Human Services.
  - b. Each such individual driver has a valid driver's license.
  - c. Each such provider has in place a process to address any violation of a state drug law.
  - d. Each such provider has in place a process to disclose to the SBH-ASO the driving history, including any traffic violations, of each such individual driver employed by such provider, including any traffic violations.

### IV. PERIOD OF PERFORMANCE

The period of performance for services solicited under this RFP is July 1, 2023, through December 31, 2024.

### V. AVAILABILITY OF FUNDING

The maximum available funding as outlined below.

Substance Abuse Block Grant: Available funds \$500,000

Cap by category

- Residential SUD Treatment, Withdrawal Management, and/or Facility-based stabilization:

\$150,000

- Childcare: \$100,000

Mental Health Block Grant: Available funds \$225,000

Cap by category

- Facility based stabilization: \$75,000

Funding will be provided on a cost reimbursement basis or case rate, dependent on service type.

## **VI. FUNDING PRIORITIES**

**Priority is given to proposals that reflect an integrative behavioral health continuum.**

- *Full spectrum of intensive services (including peer services, stabilization services, inpatient/residential services, and transportation)*
- *Childcare Services*
- *Children's Intensive Services, including inpatient*

## **VII. TARGET POPULATION AND PROGRAM ELEMENTS**

### **A. Mental Health Block Grant (MHBG)**

1. Adults with Severe Mental Illness (SMI) or Seriously Emotionally Disturbed children (SED).
2. The target population includes individuals who are Non-Medicaid and/or Un/Under insured.
3. Individuals at or below 220% of the poverty level.
4. Proposals must address one or more of the areas in the MHBG Plan Attachment.
5. Proposed projects must not duplicate services funded by other grants.
6. FBG may not be used for the following:
  - a. Construction or renovation
  - b. Capital assets or the accumulation of operating reserve accounts
  - c. Equipment costs over \$5,000
  - d. Cash payments to individuals

### **B. Substance Abuse Block Grant (SABG)**

1. The target population includes individuals who are Non-Medicaid and/or Un/Under insured.
2. Youth at or below 220% of the poverty level or presenting for SUD services without a parent.
3. Priority is given as listed below.
  - a. SABG services shall be provided in the following priority order to:

- i. Pregnant individuals injecting drugs,
  - ii. Pregnant individuals with substance use disorder,
  - iii. Women with dependent children
  - iv. Individuals injecting drugs.
- b. SBH-ASO providers shall give SABG services, within available resources, in no particular order to the following additional populations:
  - i. Postpartum women up to one (1) year, regardless of pregnancy outcome,
  - ii. Patients transitioning from residential care to outpatient care,
  - iii. Youth
  - iv. Legal Offenders
- c. Access to SABG Services are provided within available resources and services are not denied to any eligible Individuals regardless of:
  - i. Individuals drug(s) of choice
  - ii. The fact that an Individual is taking medically prescribed medications
  - iii. The fact that an individual is using over the counter nicotine cessation medication or actively participating in nicotine replacement therapy
- 4. If the pregnant and parenting woman (PPW) population is to be served, include the number of estimated PPW served.
- 5. Proposals must address one or more of the areas in the SABG Plan Attachment.

### **SABG FUNDING RESTRICTIONS**

Agencies must **not** use SABG Funds for the following:

- a. Services and programs for Medicaid-covered services to Medicaid enrollees.
- b. Inpatient mental health services.
- c. Mental health services.
- d. Construction and/or renovation.
- e. Capital assets or the accumulation of operating reserve accounts.
- f. Equipment costs over \$5,000.
- g. Cash payments to Individuals.
- h. Purchase or improve land; purchase, construct, or permanently improve (other than Special minor remodeling) any building or other facility; or purchase major medical equipment.
- i. Satisfy any requirement for the expenditure of non-Federal funds as a condition for the receipt of Federal funds.
- j. Provide financial assistance to any entity other than a public or nonprofit private

### **VIII. PROPOSAL SUBMISSION**

All responses to this Request for Proposals (RFP) must be complete. All proposals shall be on plain white bond paper (8.5 x 11 inches) and stapled once in the upper left corner. No binding or folders will be accepted. Binder clips may be used to keep pages together. The original response with five (5) additional printed copies and one electronic form (thumb drive), including all supporting material, must be sealed in an envelope or box and submitted to:

**Please submit by mail to:**

**OR**

**For hand delivery, express, or courier:**

Glen McNeill, Purchasing Program Supervisor  
Kitsap County Purchasing Office  
614 Division Street, MS-7  
Port Orchard, WA 98366

Glen McNeill, Purchasing Program Supervisor  
Kitsap County Administration Building  
Purchasing Office – Fourth Floor  
619 Division Street  
Port Orchard, WA 98366

Please ensure that the box or envelope has this address clearly marked on it.

Proposals received after 2:00 P.M. February 8, 2023 will not be accepted or reviewed.

**IX. PROGRAM ELEMENTS**

A. Proposal Format

In order to be considered, proposers must supply all the information requested. The proposal **must** contain the following sections, in order, for each individual program proposed. Each proposal must be identified by program name on the Attachment A.:

1. Proposal Cover Sheet. (Attachment A)
2. Program Activities and Services Narrative: Include each type of service (limited to 6 typed pages using 12-point font).
3. Fiscal Proposal: Proposed budget and services will be provided within the rates. Include rate for each type of service selected. (Limited to 3 pages using 12-point font)
4. Attachments of SBHASO NonMedicaid General Terms and Conditions, MHBG Plan Template and SABG Plan Template do not need to be completed. The attachments are for reference only.

B. Proposal Contents

1. Proposal Cover Sheet (Attachment A)
2. Services Narrative (Limited to 6 pages)

The program narrative should include a thorough description of proposed activities and services. The proposal must enable readers to understand how the applicant intends to use the funds to provide treatment and/or recovery support services. In addition to the information above, the narrative should include the following information:

- a. What information did the agency rely upon to determine that the proposed services are needed in the local community?
- b. How will the services address the priority areas listed in Section VI above?
- c. Include the estimated number of individuals to be served by the proposed services. How many of these individuals will be PPW? IUID?
- d. How will the agency ensure that SABG funds are used only for the proposed services and not to supplement other programs?

3. Fiscal Proposal: (Limited to 3 pages)

Provide a fiscal proposal including itemization of expected costs.

4. Organizational Capability: (Limited to 2 pages not including requested documents)

- a. Briefly describe your agency's previous work with the Non-Medicaid and Un/Underinsured population
- b. Briefly describe your capacity and experience providing the services within your proposal

## X. REVIEW AND SELECTION CRITERIA

A. Basic Minimum Criteria: The absolute minimum requirement is to include all requested documents as listed above.

1. Proposals will be evaluated according to the information contained within the written proposal.

B. Program Design Elements:

Proposals meeting the above minimum technical requirements will be further reviewed for program design elements. Each of the following criteria has equal weight:

1. Experience providing services to the priority populations
2. Number of individuals to be served
3. The agency has demonstrated experience indicating likelihood to meet and exceed the performance goals, cost factors, quality of services and characteristics of participants identified in these instructions.

C. Cost/Price Reasonableness:

Proposals will be evaluated for cost/price reasonableness. The price will be judged based on a comparison of prices among competing proposals. Price will also be compared to past prices offered by similar services, if applicable. Cost reasonableness will be judged by means of line item budget analysis. Line items will be reviewed for necessary and reasonable costs. This criterion has equal weight among those listed in B. above.

## **XI. GENERAL PROPOSAL REQUIREMENTS**

### **A. Authorship**

Proposals developed with the assistance of organizations or individuals outside the bidder's own organization should be identified. No contingent fees for such assistance will be allowed to be paid under any contract or grant resulting from this RFP. All proposals submitted become the property of the SBH-ASO, and it is understood and agreed that the bidder claims no proprietary rights to the ideas contained therein.

### **B. Independent Price Determination**

The proposer guarantees that in connection with this proposal the prices and/or cost data have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition. This section does not preclude or impede the formation of a consortium of agencies which intend to respond to this RFP.

### **C. Subcontracting**

Proposers must include any plans for subcontracting of services or activities of the program. It is understood that the contractor(s) is held responsible for the satisfactory accomplishment of the service or activities included in such subcontract. The SBH-ASO reserves the right to approve all subcontractors.

### **D. Rejection of Proposal**

No applications (Proposals) submitted under this Request for Proposals (RFP) will be returned for correction or clarification. If the application is incomplete, it will be rejected. Verbal, alternative, and late proposals will not be considered for selection. The SBH-ASO reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part, or in its entirety, this RFP if it is in the best interest of the SBH-ASO to do so.

### **E. Appeal Process**

Any agency may appeal the selection of proposals by filing a complaint under the SBH-ASO's Complaint & Grievance System. System procedures may be obtained from the SBH-ASO upon request.

### **F. Cancellation of Award**

The SBH-ASO reserves the right to cancel an award immediately if new State or Federal regulations or Health Care Authority determinations make it necessary to substantially change the award.

### **G. Price Warranty**

The proposer warrants that the rates quoted for services in response to this RFP are not unreasonably greater than the rates for the same services performed by the same individuals under any other existing contracts or grants.

H. Waivers

The right is reserved by the SBH-ASO to waive specific terms and conditions contained in this Request for Proposals. It shall be understood that any proposal is predicated upon the acceptance of all terms and conditions in the RFP unless the proposer has obtained such a waiver.

I. Addenda to the Request for Proposals

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all proposers who received the RFP.

J. Publicity

No informational pamphlets, notices, press releases, research reports, or similar public notices concerning this proposal will be released by the proposer without obtaining prior written approval of the SBH-ASO.

K. Limitation

This Request for Proposals does not commit the SBH-ASO to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies.

L. Signature

The proposal shall be signed by an official authorized to bind the bidder and shall provide the following information: name, title, address, and telephone number of individual(s) with authority to negotiate and contractually bind the bidder, and who may be contacted during the period of proposal evaluation.

M. Contract Award

The SBH-ASO may award a contract based on proposals received; therefore, each proposal should be submitted in the most favorable terms from a budgetary, technical, and programmatic standpoint. The SBH-ASO reserves the right to request additional data, discussion or presentation in support of written proposals.

**XII. ATTACHMENTS**

**ATTACHMENT A: PROPOSAL COVER SHEET**

**SALISH BH-ASO Federal Block Grant Services**

---

Name of Agency:	
Doing Business as (if applicable)	
Street Address	
Contact Person, Title	
Contact information	
Contract Signer, Title	

Identify fund source and program name below.

<b>Substance Abuse Block Grant</b>	<b>Program Name</b>
• Treatment	
• Recovery Supports	
• Childcare	
• Transportation	
<b>Mental Health Block Grant</b>	
• Treatment	
• Recovery Supports	
• Childcare	
• Transportation	