

Mental Health Recovery Board

Serving Warren & Clinton Counties

PRE-CONTRACTING QUESTIONNAIRE INSTRUCTIONS

FY 2025

July 1, 2024 - June 30, 2025

**Release Date:
December 4, 2023**

**Notice of Intent Due Date:
January 5, 2024
8:30 A.M. EST**

**Pre-Contracting Questionnaire Due Date:
January 16, 2024
12:00 P.M. EST**

Mental Health Recovery Board Serving
Warren and Clinton Counties

201 Reading Road, Mason, OH 45040
513-695-1695

www.mhrbwcc.org

Background Information

Mental Health Recovery Board Serving Warren and Clinton Counties (MHRBWCC) is a governmental entity responsible for planning, funding, monitoring, and evaluating services and programs for residents with serious mental and emotional disorders and substance addiction in our jurisdiction. Funds come from various sources including the federal and state government, and our local levy.

Mission Statement

The Mental Health Recovery Board Serving Warren and Clinton Counties supports a healthier community by investing in a system of mental health and substance use disorder services for the people of our counties.

Core Values

- **Stewardship.** We are efficient and ethical in using resources and are good stewards of the public's money.
- **Transparent.** We are open and honest with our community and those we serve.
- **Accountable.** We are responsible for our words, our actions, and our results.
- **Quality.** We are continuously learning, improving, and implementing best practices to address needs.
- **Responsive.** We are proactive and agile in meeting ever-evolving behavioral health needs.
- **Collaborative.** We are invested in partnering to maximize impact.
- **Equity.** We are fair and inclusive, respecting the lived experience of all people.

Vision Statement

We will be transformative in our approach to the practice of behavioral health.

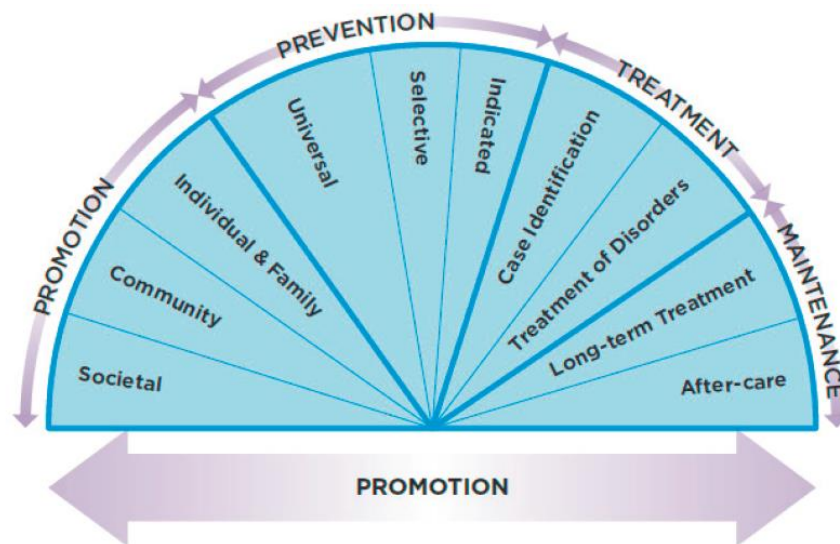
Strategic Goals

1. Maintain the trust and investment of the community in the Board's mission.
2. Increase investment in promotion and quality prevention programming.
3. Focus on continuous improvement of the crisis service system to better serve those in need.
4. Enhance and expand system partnerships.
5. Tailor the Board's operations to demonstrate public value and to be prepared to meet current and future needs.

Purpose of Pre-Contracting Questionnaire

The purpose of this Pre-Contracting Questionnaire is to identify organizations interested in providing services to Warren and Clinton County residents along our Continuum of Care and ensuring alignment with our Mission, Vision, Values as well as our Guiding Principles of funding decisions.

Continuum of Care: The below illustrated “protractor” model, originally developed in 1994 and updated in 2019 by the National Academies of Sciences, Engineering, and Medicine, recognizes the importance of the whole spectrum of interventions. This has been used by MHRBWCC for several years as a guide to planning services. We believe this model best conceptualizes the plan for our behavioral health care system. The model shows the four categories that make up our system of care and the interaction between them.



The services which are currently being provided are described in the FY24 Service Collaborative Plans. This is the basis for what MHRBWCC is willing to purchase for FY25. FY24 Service specifications can be found in the FY24 Service Collaborative Plans available for review [HERE](#).

However, if an organization wishes to propose an innovative service outside of this array, a proposal may be submitted. This will be considered as long as the organization meets the necessary guidelines, is within the mission/vision of MHRBWCC, addresses a priority identified in our White Paper (noted below), and sufficient funds are available.

Prioritization of Services/Guiding Principles of Funding: In 2021, the MHRBWCC’s Board of Directors adopted a Prioritization of Services White Paper which further defines the service categories and guides our decision-making. MHRBWCC recognizes that funding streams are not constant. There are changing target populations, levels of funding and restrictions for use. Thus, historical patterns and levels of funding for programs and populations may change at any time. It is incumbent on MHRBWCC to use resources efficiently, effectively, and ethically to maximize fairness. This is the philosophical basis for funding decisions.

Each of the following is a guiding principle used in the consideration of funding decisions:

1. **Efficiency**- Return on investment without consideration of the outcomes.
2. **Effectiveness**- Maximizes client benefit while looking only at the best possible outcome.
3. **Equality**- Distribution of resources across clients in hopes of similar outcomes.
4. **Equity**- Distribution of services that does the least harm to all potential clients.

The adopted Prioritization of Services White Paper, in its entirety, can be accessed [HERE](#).

Additionally, contracted organizations must meet the requirements set forth in the Ohio Revised Code/Ohio Administrative Code and by the MHRBWCC's Board of Directors. Much of the information requested in the Questionnaire provides documentation of meeting this eligibility criteria and partially fulfills MHRBWCC's mandated monitoring function. Completion of this Questionnaire is required for primary MHRBWCC contract organizations.

Eligibility Criteria

This Questionnaire is available to organizations who meet minimum standards including state/national accreditation/licensure/certification and are in good standing as evidenced by their duration of certification as a provider, status of such certification, history of the organization, and fiscal viability and sustainability.

Selected organizations will have staff who meet appropriate credentials to perform work proposed as determined by [OAC 5122-29-30](#).

Availability of Funds

The completion of the Questionnaire is not a guarantee of funding to any organization regardless of historical funding awards. All FY25 executed contracts, as a result of this process, are contingent upon federal, state, and local funds availability.

A historical perspective of what services were funded, as well as budgeted allocations, can be found in the [FY24 Service Collaborative Plans](#) and [Approved FY24 Services Budget](#). Click on hyperlinks for documents.

All funding awards will be ultimately determined by the MHRBWCC Board of Directors.

Notification of Intent to Complete Questionnaire/Request Funding

All organizations who intend to complete the Questionnaire and request funding must submit a Notification of Intent no later than **Friday, January 5, 2024, at 8:30 a.m. EST**. This can be done by completing the Intent Form located [HERE](#).

This Form will ask the agency to provide:

- Agency Name and contact information
- Name/Email of the Central Contact for questions and scheduling negotiation meeting(s)
- Name(s)/Email of the individual(s) who will be organization's contact(s) for completing and submitting the Questionnaire. Designated individual(s) will be given access to the Vendor Portal through the Dock Contract Management System.

The purpose of this notification is two-fold:

- To provide the agency access to the Vendor Portal through the Dock Contract Management System where the completed questionnaire and all contract attachments may be uploaded/submitted. Once the Notification of Intent is submitted, within 2-5 business days, the organization's designated individual(s) will receive access to the Vendor Portal.
- For advance scheduling of MHRBWCC/Organization meetings to review submitted Questionnaire and evaluate potential contract.

NOTE: While the deadline for submitting this Intent is **January 5, 2024**, organizations are encouraged to submit this notification as soon as a decision has been made to proceed. This will allow for full access to the Instructions and Questionnaire form. Due to the change in submission format, additional time for completion may be necessary.

This Notification should be submitted via completion of the **MHRB Form** at:

<https://forms.office.com/r/5Uj5zGeHS7>

Projected Timeline

Monday, December 4, 2023	Pre-Contracting Questionnaire published
Friday, January 5, 2024 @ 8:30 a.m. EST	Deadline for Notification of Intent to Complete Questionnaire/Request Funding - submit at https://forms.office.com/r/5Uj5zGeHS7
Tuesday, January 16, 2024 @ 12:00 noon EST	Deadline to submit Pre-Contracting Questionnaire - Complete sections in Vendor Portal in DOCK and upload required documents
Wednesday, January 17, 2024 - Friday, February 2, 2024	AS NEEDED: Meetings between MHRBWCC staff and Organizations to clarify any information provided in Pre-Contracting Questionnaire
Monday, February 12, 2024 - Friday, April 26, 2024	Meetings between MHRBWCC staff and Organizations to discuss requests
Wednesday, May 8, 2024 and June 12, 2024	FY25 Funding Recommendations presented to MHRBWCC Board of Directors for vote.
Monday, July 1, 2024	FY25 begins

MHRBWCC reserves the right to alter this Projected Timeline as needed to fully conduct all functions in preparation for the final contract.

Questionnaire Requirements and Format

The Pre-Contracting Questionnaire Form is in a fillable PDF document. All organizations must use the standardized Questionnaire form which specifies all information required. Please read the Questionnaire prompts carefully.

The Pre-Contracting Questionnaire Form will be included in the Dock Vendor Portal link under the Documents tab. Please fill out the entire Pre-Contracting Questionnaire form with input from all necessary parties in your agency. For a submission to be finalized, the following needs to be completed in the Vendor Portal:

- Party Details tab completed
- Address tab completed
- Contacts tab completed (with at least the primary contact identified)
- Documents tab completed with the following:
 - Completed Pre-Contracting Questionnaire with signature page
 - National Accreditation certification (if applicable)
 - OhioMHAS certification (if applicable)
 - Most recent audit
 - Most recent outcomes report (if new agency)
 - Most Recent Satisfaction Survey Report, unless already provided
 - Current Client Rights/Grievance Policy/Procedure
- Insurances tab completed with uploaded documentation
- Questionnaire tab completed (only complete the questionnaire for FY25)

- When all of these have been accomplished, please be sure to press submit in the bottom right corner so that we know it has been completed.

Should you need further instructions, please email:

RFP@mhrbwcc.org

Submission Method and Deadline

The Pre-Contracting Questionnaire Form should be submitted via the organization-specific Dock Vendor Portal link that will be emailed from our office to the primary contact and other contacts identified in the "Intent to Complete Questionnaire" form. Access to this portal will be sent to each organization within 2-5 business days after the "Intent to Complete Questionnaire" notification has been made to MHRBWCC.

When all documents have been uploaded, send an email to RFP@mhrbwcc.org confirming completion. If the organization is unable to utilize the vendor portal, contact MHRBWCC as soon as possible to identify alternative submission methods.

Deadline: Questionnaires must be received by MHRBWCC no later than **Tuesday, January 16, 2024 @ 12:00 noon EST** for consideration for a FY25 contract.

Selection Criteria*

MHRBWCC will review all complete Questionnaires submitted by the deadline. All proposed services must align with the MHRBWCC Mission and Vision, Community Plan, Prioritization of Services White Paper, and adhere to all guidelines. MHRBWCC reserves the right to request clarifying information and conduct interviews with and/or site visits of applying organizations as part of the review process. The selected provider will:

- Meet the guidelines outlined in the Pre-Contracting Questionnaire
- Provide identified needed services to Warren/Clinton Counties residents
- Meet minimum standards of state/national accreditation/licensure/certification, and be in good standing as evidenced by their duration of certification as a provider, status of such certification, history of the organization, and fiscal viability and sustainability
- Will either have the current capacity to, or provide a timely, well-organized and logical plan to, meet Best Practices for services proposed
- Will have a demonstrated ability to effectively work with the target population with documented client satisfaction (if a service previously or currently being provided)

**Meeting this threshold criteria does not guarantee selection*

Contract and Reporting for Selected Providers

- Organization must agree to comply with the OhioMHAS Agreement and Assurances. The FY25 version has not yet been published but the [FY24 OhioMHAS Agreement and Assurances](#) can be referenced as a guide.
- Organization must agree to comply with certain board policies and procedures to be provided along with the contract. These include, but are not limited to:
 - Sliding Fee Scale Eligibility accessible [HERE](#)
 - Residency Determination accessible [HERE](#)
 - Benefit Rules accessible [HERE](#)
 - SmartCare Enrollment and Claims Processing accessible [HERE](#)
- Organization must comply with all requirements related to Board's oversight and monitoring functions
- Organization is required to acknowledge funding from MHRBWCC in all publications

MHRBWCC will establish a set of data to be reported at consistent intervals. These Key Performance Indicators and Outcomes Measures are a required component and are utilized by MHRBWCC to evaluate service delivery, compliance to standards and adherence to policies. This will include, but is not limited to, the following:

- Monthly/Quarterly data reporting will be required (A sample of the FY24 data reporting requirements are included at the bottom of the FY24 Service Collaborative Plans available for review [HERE](#))
- At minimum, quarterly meetings with MHRBWCC to review results
- Financial Audit Packages must be submitted no later than 180 days after SFY ends
- Periodic submission of financial statements
- Presentation to MHRBWCC Board of Directors upon request

Questions Regarding Pre-Contracting Questionnaire Content or Process

MHRBWCC will accept and respond to specific questions regarding this Pre-Contracting Questionnaire/Process and the Vendor Portal in the Dock Contract Management System. Questions may be submitted to:

RFP@mhrbwcc.org

Subject line must read: Question - PRE-CONTRACTING QUESTIONNAIRE

Or by calling

Questions related to Questionnaire/Process	Questions related to Dock
Patti Ahting Chief Deputy Director 513-695-1730	Dustin Ratliff Director of Operations and Project Management 513-695-1691

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