

**Mental Health
Recovery Board**
Serving Warren & Clinton Counties

PRE-CONTRACTING QUESTIONNAIRE BEHAVIORAL HEALTH SERVICES

FY 2022
July 1, 2021 – June 30, 2022

INSTRUCTIONS

Release Date:
January 5, 2021

Submission Deadline:
January 27, 2021
@ 4:30 p.m. EST

Mental Health Recovery Board
Serving Warren and Clinton Counties
201 Reading Road, Mason, Ohio 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.

The mission of MHRBWCC is “sharing hope and caring to achieve recovery from mental illness, alcoholism, and drug addiction.” Our expectations for recovery include the acquisition of meaningful roles, sobriety, healthy relationships with friends and family, and a joyful life.

VISION

We will set the standard for excellence in delivering behavioral healthcare. Everyone who provides or receives services in this system will:

- Actively engage their talents to promote the common vision of recovery
- Anticipate and respond to the emerging needs of our community
- Offer or accept services wherever people live, work or play
- Demonstrate abilities exceeding local, state and national standards

VALUES

We believe in a stated system of standards and values consistent with professional conduct delivered with compassion and respect.

- Good stewardship. We believe that we are responsible to the general community for providing quality services relevant to the needs of service customers.
- A foundation of integrity. Our integrity is expressed through our commitment to be open and honest with our community, employees and our customers.
- Investment in our employees. We promote continuous efforts to learn, improve and implement best practices to better address the needs of our customers.
- Interdependence of providers. Our providers are interdependent, each with an integral part to play in the recovery of our customers. What we provide together is greater than that which any of us can provide alone.
- A new vision of communities. We believe that communities should be characterized by tolerance, appreciation of diversity, creativity and adaptability to the emerging and changing needs of its members.

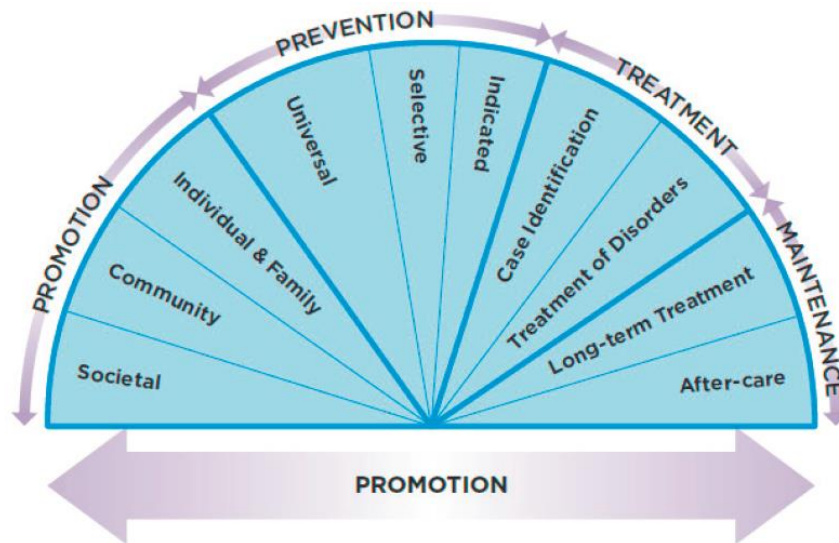
STRATEGIC GOAL

Ensure a forward thinking, community-focused culture to establish MHRBWCC as a recognized leader in behavioral healthcare.

Purpose of Pre-Contracting Questionnaire

The purpose of this Pre-Contracting Questionnaire is to identify organizations interested in providing services along the continuum of care (illustrated below) to Warren and Clinton County residents.

This “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 MHRB 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.



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 MHRB contract organizations.](#)

The services which are currently being provided are described in the Service Collaborative Plans for FY21. This is the basis for what MHRBWCC is willing to purchase for FY22. FY21 Service specifications can be found in the FY21 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 and sufficient funds are available.

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 FY22 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 FY21 Service Collaborative Plans and FY21 Services Budget. These documents are available for review [HERE](#).

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

Notification of Intent to Complete Questionnaire/Request Funding

MHRBWCC is requesting that all organizations who intend to complete the Questionnaire and request funding to submit a Notification of Intent no later than **Friday, January 15, 2021 at 8:30 a.m. EST**. This should include the name(s) and email address(es) of the individual(s) who will be organization's contact(s) for completing and submitting the Questionnaire.

The purpose of this notification is two-fold:

- To provide the organization access to the Submission Portal – this will be an organization-specific SharePoint folder where the completed Questionnaire and all attachments may be uploaded/submitted. Once the Notification of Intent is submitted, within 2-3 business days, the organization's designated individual(s) will receive access to this folder.
- 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 15, 2021, 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 as well as more ample time for completion.

This Notification should be submitted via email to:

RFP@mhrbwcc.org

Subject line must read: Intent to Complete Questionnaire/Request Funding

Webinar for Questionnaire Review

MHRBWCC will be providing a Webinar to review the Instructions and Pre-Contracting Questionnaire Form. Participation in this Webinar is REQUIRED for organizations who are not currently receiving funding from MHRBWCC. Participation is optional for organizations who are receiving FY21 funding from MHRBWCC.

This webinar will be held **Friday, January 15, 2021 10:30 am – 12 noon**, via Zoom.

Registration link:

https://us02web.zoom.us/webinar/register/WN_ma31ivM0RJWUfVoXC-5Slg. There is no limit to the number of agency staff who may participate.

Projected Timeline

Tuesday, January 5, 2021	Pre-Contracting Questionnaire published
Friday, January 15, 2021 @ 8:30 a.m. EST	Notification of Intent to Complete Questionnaire/Request Funding Deadline – submit to RFP@mhrbwcc.org
Friday, January 15, 2021 10:30 a.m.- 12 noon EST	Webinar to review Instructions/Questionnaire https://us02web.zoom.us/webinar/register/WN_ma31ivM0RJWUfVoXC-5Slg
Wednesday, January 27, 2021 @ 4:30 pm EST	Deadline to submit Pre-Contracting Questionnaire
Monday, February 1, 2021 – Wednesday, March 31, 2021	Initial Meetings begin between MHRBWCC staff and Organizations to discuss requests Subsequent meetings may continue through early April as needed
Wednesday, May 12, 2021 and June 9, 2021	FY22 Funding Recommendations presented to MHRBWCC Board of Directors for vote.
Tuesday, July 1, 2021	FY22 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 Word format. 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 SharePoint folder. Please download the form to your computer drive and, when completed, upload the final copy to the SharePoint folder. 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 SharePoint folder established. Access to this folder will be sent to each organization within 2-3 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.

Alternatively, the organization may submit a paper copy of the Questionnaire and all attachments, however MHRBWCC must be in receipt of all materials by the deadline for consideration.

Deadline: Questionnaires must be received by MHRBWCC no later than **Wednesday, January 27, 2021 @ 4:30 p.m. EST** for consideration for a FY22 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, 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 FY22 OhioMHAS Agreement and Assurances (FY21 version available [HERE](#) as a sample)
- Organization must agree to comply with certain board policies and procedures to be provided along with the contract, including but not limited to Sliding Fee Scale Eligibility and Residency Determination. And Benefit Rules
- Organization must comply with all requirements related to Board’s oversight and monitoring functions.
- Organization is encouraged to acknowledge funding from MHRBWCC in all publications

MHRBWCC will establish a set of data to be reported at consistent intervals. This will include, but is not limited to, the following:

- Monthly/Quarterly data reporting will be required (A sample of the FY21 data reporting requirements are included in the FY21 Service Collaborative Plans located available for review [HERE](#)).
- At minimum, quarterly meetings with MHRBWCC to review results
- 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 SharePoint File Access. Questions may be submitted to:

[**RFP@mhrbwcc.org**](mailto:RFP@mhrbwcc.org)

Subject line must read: Question - PRE-CONTRACTING QUESTIONNAIRE

Or by calling

Patti Ahting, Chief Deputy Director
Mental Health Recovery Board Serving Warren and Clinton Counties
201 Reading Road
Mason, Ohio 45040
513-695-1695
pahting@mhrbwcc.org