



Mental Health Recovery Board

Serving Warren & Clinton Counties

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES

The Mental Health Recovery Board Serving Warren and Clinton Counties (MHRBWCC) is requesting sealed Statements of Qualifications from professional firms for the purpose of providing a Program Coordinator for the Early Childhood Behavioral Health Program.

The Early Childhood Behavioral Health Program will help reduce Adverse Childhood Events in Warren County through the development of highly specialized skilled, and sustainable Early Intervention Early Childhood Mental Health Workforces, developing a children's mental health core management team, and facilitating the provision of training to early childcare behavioral health service providers, childcare providers, and other key stakeholders.

RFQ documents may be obtained by contacting Dustin Ratliff, Director of Operations and Project Management, at dratliff@mhrbwcc.org, or by visiting the MHRBWCC website at: <https://www.mhrbwcc.org/about-us/news-and-community-information/>

Submissions will be accepted until 4:30pm EST on September 30, 2022.

Please contact the MHRBWCC at (513) 695-1691 if you have trouble with this procedure or if you need additional information on accessing project information on our website. Please be aware that if you are downloading documents for this project, addendums to the scope may be issued prior to the bid date.

**Request for Qualifications (RFQ) for
Professional Services**

Early Childhood Mental Health Program Coordinator

The **Mental Health Recovery Board Serving Warren and Clinton Counties** (hereinafter referred to as “Board”) is requesting Statements of Qualifications (SOQ) from professional firms for the purpose of providing a Program Coordinator.

Project Description:

The Early Childhood Behavioral Health Program will help reduce Adverse Childhood Events in Warren County through the development of highly specialized skilled, and sustainable Infant and Early Childhood Mental Health (IECMH) Workforces, developing a children’s mental health core management team, and facilitating the provision or training to early childcare behavioral health service providers, childcare providers, and other key stakeholders.

The Board’s goals to be achieved through this endeavor are as follows:

Short term program goals

1. Develop highly specialized, skilled and sustainable IECMH workforce to intervene early and often.
 - Promote and support the Early Intervention Early Childhood Mental Health Workforce through increasing the number of Infant Mental Health credentials and
 - Train staff from a variety of agencies who interact with the early childhood populations/parents, such as Children’s Services, the Child Advocacy Center, Warren County Human Services, Help Me Grow, Health Department, etc. Potentially also include foster parents, adoptive parents, and caregivers, when appropriate.
 - Develop and strengthen referral processes for early childcare providers to refer children who need services.
 - Access Whole Child Matters Master Trainers for workforce development.
 - Work with partners in higher education to develop career pathways and recruit workforce.
2. Development of a children’s mental health core management team led by MHRB and Children’s Services with representation from the Child Advocacy Center, Warren County Human Services, Help Me Grow, the Health Department, and other key stakeholders.
 - Identify other champions in the community.

- Develop a process/system for childcare providers, behavioral health service providers, and Infant and Early Childhood Mental Health Consultants to engage and open lines of communication.
 - Build community level partnerships around ideas.
3. Provide other relevant training to early childcare behavioral health providers, childcare providers, and other key stakeholders

Long term program goals

1. Develop a process for assessing behavioral health needs of youth in early childhood
2. Implement the Strategic Prevention Framework as it relates to early childhood behavioral health
3. Assessment – Develop ways to identify and track short- and long-term behavioral health issues and needs
4. Capacity – Identify gaps in the system
5. Planning – Develop a plan for implementing programs/projects to address identified needs
6. Implementation
7. Evaluation – How effective were the program/projects at addressing identified needs
8. Re-assess - Ensure that programs/projects are sustainable and culturally competent throughout

The coordinator would oversee the day-to-day work of the project. A qualified coordinator would have experience in convening a diverse group of stakeholders from across multiple systems, including meeting management, setting agendas, and ensuring that partners follow up as needed. The coordinator would also need a background in data collection and analysis, including developing data collection tools, analyzing primary and secondary data, creating data reports, and interpreting data for public consumption. The coordinator will also be responsible for developing, implanting, and evaluating work plans. The ideal candidate would have a background in general evidence- and research-based prevention; a knowledge and familiarity with the infants/early childhood is helpful. Previous experience working with Warren County agencies and stakeholders is a plus.

This project is funded through a grant from the Warren County Board of County Commissioners. This grant funding comes from the American Rescue Plan and is federal funding.

This project will be through December 31, 2024.

Submittals:

Interested individuals or firms should submit 3 copies of their SOQs, enclosed in a sealed envelope. The envelope shall be plainly marked on the outside "**MHRBWCC ECMH Program Coordinator RFQ**"

SOQs must be delivered to the following address, before the submittal deadline:

Dustin Ratliff, Director of Operations and Project Management
Mental Health Recovery Board Serving Warren and Clinton Counties
201 Reading Road
Mason, OH 45040

The Board reserves the right to waive any defect or technicality in any SOQ received or to eliminate any firm that submits an incomplete or inadequate SOQ or that is not responsive to the requirements of this RFQ.

The Board reserves the right to decline all submissions and readvertise this RFQ.

Submittal Deadline:

SOQs will be received until **4:30 pm EST on September 30, 2022**. It is anticipated that the Program Coordinator will begin immediately upon resolution by the MHRBWCC Board of Directors and upon a fully executed contract.

Questions, Clarifications and Addenda:

All questions concerning this RFQ shall be directed in writing via email to Dustin Ratliff, Director of Operations and Project Management, at **dratliff@mhrbwcc.org**. Questions will be reviewed and the Board will determine whether any addenda should be issued as a result of any pertinent or substantive inquiries. Addenda will be issued to all firms that have requested the RFQ for the Project. Firms shall not rely on any oral instructions or answers.

Qualifications:

Submittals should include the following:

1. Information about the firm's history.
2. Education, technical training, and experience of owners and key personnel.
3. The firm's experience in the following:
 - a. Providing substantially similar services.
 - b. Prevention services.
 - c. Early childhood mental health.
 - d. Survey development and data collection.
 - e. Data analysis.
 - f. Strategic planning
 - g. Sustainability planning.
 - h. Convening and managing a diverse group of interested stakeholders
 - i. Implementing the Strategic Prevention Framework
4. Ability of the firm to provide services in an efficient and timely manner.
5. The firm's location and proximity to the site for the purpose of attending regular, in-person meetings.
6. Past performance as reflected in evaluations of previous and current clients for which

the firm has provided or is providing similar services; please include a list of three (3) relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project:

- a. Project owner, name of project and location
- b. Brief description of the project
- c. Year services were completed or anticipated completion date
- d. Reference contact person and phone number

Outcomes/successes in the project

Additional Information Requested for the Project:

In addition to the qualifications and information listed above, the firm's submittal should include the following:

1. Identify the principal in charge of the Project, the Project Manager, the primary point of contact, as well as any other individuals assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided in the firm's qualifications.
2. Describe the steps the firm will take to coordinate and carry out the program with the Board.
3. List of consultants used to provide any services not performed by the firm.
4. Provide specific information on the program coordination and the firm's experience over the past 5 years with coordinating similar programs while staying within the initial budget.
5. Professional Liability Insurance Coverage & Claims History – The firm's insurance coverage, including errors and omissions. Include:
 - a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits;
 - b. Specific information about any claims asserted against the firm or its professional liability carrier within the last 5 years, including the resolution of the claim(s)
6. List a maximum of three (3) specific and unique qualities that set your firm apart from others in relation to this Project.
7. Please limit the submission to no more than 8 pages at 10-point font. This does not include any attachments.

Evaluation:

As required by Ohio Revised Code, Section 153.65 et. seq., responding firms will be evaluated and ranked in order of their qualifications. Following this evaluation, the individual project teams from the firms determined to be most qualified may or may not be asked to meet with Board representatives to present the firm's qualifications and proposed approach for the Project before final selection is made. Following this evaluation, MHRBWCC will enter into contract negotiation with the firm deemed to be the most qualified.

Question #	Question	Total Points Possible	0 Point Parameters	1 Point Parameters	2 Point Parameters	3 Point Parameters	4 Point Parameters	5 Point Parameters	6 Point Parameters	9 Point Parameters	Total Points Earned	
<i>Qualifications</i>												
1	Information about the firm's history.	Up to 3 based on length of firms history.	3	Nothing Provided	0-5 Years	6-10 Years	10+ Years	N/A	N/A	N/A	N/A	
2	Education, technical training, and experience of owners and key personnel	Up to 4	4	Nothing Provided	Provided one of the following: education, technical training, or experience	Provided two of the following: education, technical training, or experience	N/A	Provided all of the following: education, technical training, or experience	N/A	N/A	N/A	
3	The firm's experience in providing substantially similar services.	Up to 6	6	Nothing Provided	N/A	One example	N/A	Two examples	N/A	Three examples	N/A	
4	The firm's experience in prevention services.	Up to 6	6	Nothing Provided	N/A	One example	N/A	Two examples	N/A	Three examples	N/A	
5	The firm's experience in early childhood mental health.	Up to 6	6	Nothing Provided	N/A	One example	N/A	Two examples	N/A	Three examples	N/A	
6	The firm's experience in survey development and data collection.	Up to 6	6	Nothing Provided	N/A	One example	N/A	Two examples	N/A	Three examples	N/A	
7	The firm's experience in data analysis.	Up to 6	6	Nothing Provided	N/A	One example	N/A	Two examples	N/A	Three examples	N/A	
8	The firm's experience in strategic planning.	Up to 6	6	Nothing Provided	N/A	One example	N/A	Two examples	N/A	Three examples	N/A	
9	The firm's experience in sustainability planning.	Up to 6	6	Nothing Provided	N/A	One example	N/A	Two examples	N/A	Three examples	N/A	
10	Ability of the firm to provide services in an efficient and timely manner.	Up to 6	6	Nothing Provided	N/A	One example	N/A	Two examples	N/A	Three examples	N/A	
11	The firm's location and proximity to the site for the purpose of attending regular, in-person meetings.	Up to 6	6	Nothing Provided	N/A	Principal business location 2+ hours away from Mason, OH	N/A	Principal business location 1-2 hours away from Mason, OH	N/A	Principal business location less than 1 hour away from Mason, OH	N/A	
12	Past performance as reflected in evaluations of previous and current clients for which the firm has provided or is providing similar services; please include a list of three (3) relevant projects involving similar services performed by the firm during the past five years. Include the following information for each project: a. Project owner, name of project and location b. Brief description of the project c. Year services were completed or anticipated completion date d. Reference contact person and phone number e. Outcomes/successes in the project	Up to 3 points per previous client	9	Nothing Provided	N/A	N/A	Information on one previous client provided	N/A	N/A	Information on two previous clients provided	Information on three previous clients provided	
Total											70	0

<i>Additional Information</i>												
1	Identify the principal in charge of the Project, the Project Manager, the primary point of contact, as well as any other individuals assigned to the Project, together with the education, technical training, and experience of these individuals, to the extent it has not been provided in the firm's qualifications.	Up to 3	3	Nothing Provided	One of the following provided: principal in charge of the Project, Project manager, or primary point of contact	Two of the following provided: principal in charge of the Project, Project manager, or primary point of contact	All of the following provided: principal in charge of the Project, Project manager, or primary point of contact	N/A	N/A	N/A	N/A	
2	Describe the steps the firm will take to coordinate and carry out the program with the Board.	Up to 5	5	Nothing Provided	N/A	N/A	N/A	N/A	Steps are provided to describe the steps the firm will take to coordinate and carry out the program with the board	N/A	N/A	
3	List of consultants used to provide any services not performed	Up to 3	3	Nothing Provided	N/A	N/A	List of consultants provided or statement stating there are no additional consultants	N/A	N/A	N/A	N/A	
4	Provide specific information on the program coordination and the firm's experience over the past 5 years with coordinating similar programs while staying within the initial budget.	Up to 4	4	Nothing Provided	N/A	N/A	N/A	Specific information provided on the program coordination and the firm's experience over the past 5 years with coordinating similar programs while staying within the initial budget.	N/A	N/A	N/A	
5	Professional Liability Insurance Coverage & Claims History – The firm's insurance coverage, including errors and omissions. Include: a. The coverage amounts and types of insurance coverage, particularly the firm's commercial general liability and professional liability limits; b. Specific information about any claims asserted against the firm or its professional liability carrier within the last 5 years, including the resolution of the claim(s)	2 Points if provided	2	Nothing Provided	Liability insurance coverage and claims history provided	N/A	N/A	N/A	N/A	N/A	N/A	
6	List a maximum of three (3) specific and unique qualities that set your firm apart from others in relation to this Project.	One point per quality	3	Nothing Provided	One Quality Provided	Two Qualities Provided	Three Qualities Provided	N/A	N/A	N/A	N/A	
Total											20	0

Qualifications Total	0
Additional Info Total	0
Grand Total	0