



Mental Health Recovery Board

Serving Warren & Clinton Counties

Fiscal Year 2027 Request for Proposals Pre-Contracting Questionnaire Instructions

Notice of Intent for New Providers Deadline: [January 9th, 2026](#)

Submission Deadline: [January 30th, 2026](#)

Who We Are

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

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

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

Strategic Goals

Goal One. Maintain and enhance the trust and investment of the community, stakeholders, and providers in the Board's mission.

Goal Two. Increase investment in prevention strategies including expanding to targeted populations and topics.

Goal Three. Focus on continuous improvement of the crisis service system to better serve those in need.

Goal Four. Enhance and expand system partnerships.

Goal Five. Demonstrate fiscal responsibility while identifying ways to use funds to support new, innovative strategies.

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 Warren and Clinton County Continuum of Care Protractor model describes the pillars of behavioral health in our service area and it mirrors the Collaborative Plans that are used to fund and categorize services.

The services which are currently being provided are described in the FY26 Service Collaborative Plans. This is the basis for what MHRBWCC is willing to purchase for FY27. FY26 Service specifications can be found in the FY26 Service Collaborative Plans available for review in the Supplemental Documents section on the [FY27 Pre-Contracting Request for Proposals webpage](#).

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: The Prioritization of Services White Paper defines the service categories and guides our decision-making. Funding streams are not constant and have changing target populations, levels of funding and restrictions for use. Patterns and levels of funding for programs and populations may change at any time. MHRBWCC uses resources efficiently, effectively, and ethically to maximize fairness in funding decisions.

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

- **Efficiency-** Return on investment without consideration of the outcomes.
- **Effectiveness-** Maximizes client benefit while looking only at the best possible outcome.
- **Equality-** Distribution of resources across clients in hopes of similar outcomes.
- **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 in the Supplemental Documents section on the [FY27 Pre-Contracting Request for Proposals webpage](#).

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 FY27 executed contracts are contingent upon federal, state, and local funds availability.

Examples of the FY26 Service Collaborative Plans and the FY26 Contract for Services Budget can be found in the Supplemental Documents section on the [FY27 Pre-Contracting Request for Proposals webpage](#).

MHRBWCC does not expect to have funding available in FY27 above FY26 funding levels. All funding awards will be ultimately determined by the MHRBWCC Board of Directors.

Notice of Intent to Apply for Existing Organizations

All current MHRB funded provider agencies will receive a direct communication from MHRBWCC with a link to the Vendor Portal to submit their application. This change will eliminate the two-step process from previous years to facilitate a more efficient process.

Notice of Intent to Apply for New Organizations

All organizations who do not currently receive funding from MHRBWCC that intend to complete the Questionnaire and request funding must submit a Notification of Intent no later than **Friday, January 9th, 2026** by sending an email to rfp@mhrbwcc.org

In the email, provide the following information:

- Agency Name and contact information
- Name/Email of the Primary 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 advanced scheduling of MHRBWCC/Organization meetings to review submitted Questionnaire and evaluate potential contract.

While the deadline for submitting this Intent is **January 9th, 2026**, 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.

Projected Timeline

Dec. 19 th , 2025	Pre-Contracting Questionnaire published
Jan. 9 th , 2026	Deadline for Notification of Intent to Complete Questionnaire/Request Funding for New Organizations
Jan. 30 th , 2026	Deadline to submit Pre-Contracting Questionnaire - Complete sections in Vendor Portal and upload required documents
Feb. 2 nd , 2026 - Feb. 6 th , 2026	AS NEEDED: Meetings between MHRBWCC staff and Organizations to clarify any information provided in Pre-Contracting Questionnaire
Feb. 9 th , 2026 - Apr. 24 th , 2026	Meetings between MHRBWCC staff and Organizations to discuss requests
May 13 th , 2026	FY27 Funding Recommendations presented to MHRBWCC Board of Directors for vote.
Jun. 10 th , 2026	
Jul. 1 st , 2026	FY27 begins

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

Requirements and Format

The Pre-Contracting Questionnaire Form is in a series of fillable PDF documents and data fields. All organizations must use the standardized forms which specifies all information required. Please read the prompts carefully. In addition, there will be data fields in the Vendor Portal that need to be completed to finalize the proposal for FY27. The forms are available on the [FY27 Pre-Contracting Request for Proposals webpage](#).

Important User Interface Reminders

Submit

The **Submit Button** will submit the entire application and will require the Vendor Portal Access to be re-issued to continue uploading. Only use this button when everything has been uploaded and completed.

Save

As you are uploading the required information into the Vendor Portal, please be sure to use the **Save Button** frequently to save your progress.







Next

To proceed to the next tab, use the **Next Button**.

Upload Document

For all requirements in that need to be uploaded into the Documents Tab, use the **Upload Document Button** in the portal to upload the document to the portal

SUBMISSION REQUIREMENTS: *For a submission to be finalized, the following needs to be provided in the Vendor Portal*

Portal Location	Requirement
 Party Details	<ul style="list-style-type: none"> Party Details tab completed/updated. Make sure you scroll down to complete all required fields.
 Addresses	<ul style="list-style-type: none"> Address tab completed/updated
 Contacts	<ul style="list-style-type: none"> Contacts tab completed/updated. Ensure that the Contacts tab has at least the Primary Contracting Contact identified above and the CEO.
 Documents	<ul style="list-style-type: none"> Insurance Requirements Worksheet
	<ul style="list-style-type: none"> Contracting Provider Financial Risk Assessment
	<ul style="list-style-type: none"> Most recent financial audit as required in the <i>Contracting Provider Financial Risk Assessment</i>
	<ul style="list-style-type: none"> Current organizational chart as required in the <i>Contracting Provider Financial Risk Assessment</i>
	<ul style="list-style-type: none"> Proof of Active UEI from Sam.gov
	<ul style="list-style-type: none"> Clients Rights and Grievance Worksheet
	<ul style="list-style-type: none"> Most Recent Client Rights/Grievance Policy/Procedure as required in the <i>Clients Rights and Grievance Worksheet</i>
	<ul style="list-style-type: none"> Most Recent Seclusion, Restraint, and Time-Out Policy/Procedure (if applicable) as required in the <i>Clients Rights and Grievance Worksheet</i>
	<ul style="list-style-type: none"> Most Recent Consumer Satisfaction as required by OAC 5122-28-04
	<ul style="list-style-type: none"> Funding Request Worksheet
 Licenses	<ul style="list-style-type: none"> Completed Grant-Funded Position Form (if applicable) as required in the <i>Funding Request Worksheet</i>
	<ul style="list-style-type: none"> Signatory Certification
	<ul style="list-style-type: none"> National Accreditation certification (if applicable)
	<ul style="list-style-type: none"> Ohio Department of Behavioral Health certification (if applicable)
 Insurances	<ul style="list-style-type: none"> Ohio Recovery Housing certification (if applicable)
	<ul style="list-style-type: none"> Evidence of the insurance requirements as required in the <i>Insurance Requirements Worksheet</i>

Submit

When all of these have been accomplished, please be sure to press the **Submit Button** in the bottom right corner so that we know it has been completed and the application has been finalized. Should you need further instructions, please email RFP@mhrbwcc.org

Submission Method and Deadline

All information must be submitted via the organization-specific Dock Vendor Portal link that will be emailed from our office to the primary organization contact. Access to this portal will be sent to each organization within 2-5 business days after the Notice of Intent 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.

Questionnaires must be received by MHRBWCC no later than **Friday, January 30th, 2026** for consideration for a FY27 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. Submissions will be reviewed by staff members of MHRBWCC using the matrix below:

Category	Submission Component	Max Points
Risk Management	All Required Fields in Vendor Portal Party Details, Addresses, and Contacts tab completed/updated	5
	Insurance Requirements Worksheet Completed	5
	All Required Certificates Uploaded in Insurances Tab Matching Worksheet	5
	Evidence of Licensure to Provide Services in Good Standing Uploaded in Licenses Tab	5
	Clients Rights and Grievance Worksheet Completed	5
	Client Rights/Grievance Policy/Procedure Provided	5
Cost	Contracting Provider Financial Risk Assessment KPI Ratios Meet Benchmarks	5
	Contracting Provider Financial Risk Assessment Indicates that Organization could be a recipient of Federal Funds from MHRBWCC	5
	Funding Request Worksheet Page Completed, including providing Grant-Funded Position Forms	20
	Demonstrated Ability to Utilize Funds Provided by MHRBWCC and utilizing non-MHRBWCC funding sources to support programming in Warren and Clinton Counties	10
Programming	Overall Submission provides identified needed services to Warren/Clinton Counties residents	10
	Current capacity to, or provide a timely, well-organized and logical plan to meet Best Practices for services proposed	10
	Will have a demonstrated ability to effectively work with the target population with documented client satisfaction (if a service previously or currently being provided)	10
TOTAL		100

Selection of contracting agencies will be based on contracting meetings scheduled after the submission. In addition, all contracts are contingent upon approval by the MHRBWCC Board of Directors.

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 FY27 version has not yet been published but the [FY26 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 available. The FY26 Policies and Procedures are available for review on our website on the [Information for Providers](#) page. These include, but are not limited to: Sliding Fee Scale Eligibility, Residency Determination, Benefit Rules, and SmartCare Enrollment and Claims Processing

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
- 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

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 or by reaching out to us via phone at (513) 695-1695.