

Request for Proposal for (Grant)
New Individualized Placement and Support (IPS) Providers
Federal Fiscal Year 2014 / State Fiscal Year 2015

Request for Proposal Number: **MHA14169**
Request for Proposal Issued: **March 27, 2014**
Request for Proposal Due: **April 3, 2014 by 2.00 PM**

The Ohio Department of Mental Health and Addiction Services (OhioMHAS) is issuing this Request for Proposal (RFP) to identify behavioral health agencies in two communities to partner with OhioMHAS in an application for federal dollars to support implementation of Individual Placement and Support (IPS) Supported Employment services within the agencies. The Substance Abuse and Mental Health Administration (SAMHSA) has announced a grant opportunity – Transforming Lives through Supported Employment” – inviting applications from state and tribal mental health authorities to enhance capacity to provide and expand evidence-based supported employment programs to adults with serious mental illness, including persons with co-occurring mental and substance abuse disorders. Sub-awardee/Applicant eligibility, project details and proposal requirements are set forth below. The deadline for submission of proposals is 2:00 p.m. on Thursday, April 3, 2014.

I. Introduction of the Initiative:

- Nationally, unemployment rates for persons who live with a severe and persistent mental illness range between 70 and 80%. In cases where the individual has a very severe and persistent mental illness, unemployment rates soar to nearly 90%. Those individuals with a severe and persistent mental illness who are working typically work in lower paying jobs, earning approximately \$10 an hour. Within the community, disparities exist. Women with a disability tend to earn less than men with a disability, regardless of ethnicity. Evidence-based practices, including IPS, can help people with a severe and persistent mental illness become employed. Research has shown that evidence-based supported employment helps individuals achieve and sustain recovery.

- The purpose of this program is to enhance state and community capacity to provide evidence-based supported employment programs to adults with a severe and persistent mental illness or co-occurring mental health and substance use disorder. The expected outcome of the program is for states to have the necessary infrastructure in place to maintain and expand evidence supported employment services and increase the number of individuals who obtain and retain integrated competitive employment. Competitive employment is defined as work in the competitive labor market that is performed on a full-time or part-time basis in an integrated setting and for which an individual is compensated at or above the minimum wage, but not less than the customary wage and level of benefits paid by the employer for the same or similar work performed by individuals without a disability.

- Eligible applicants for the SAMHSA grant include mental health authorities in states, territories, and the District of Columbia, and federally recognized tribal organizations authorized to develop or direct supported employment programs. SAMHSA grantees will establish a robust supported employment program in two areas within the state. For purposes of identifying sites for establishment of new IPS programs in Ohio, OhioMHAS seeks proposals from community based behavioral health agencies who:
 - Are currently certified (in good standing) for employment/vocational services through Ohio MHAS' Bureau of Licensure and Certification, but are not currently an IPS provider, and are a 501(c)(3) not for profit entity.
 - Located in communities where there is capacity to assist consumers obtain integrated competitive employment of their choosing in their local community.
 - Have a feasible sustainability plan for maintaining IPS after grant funds have been expended.
 - Currently utilize an in-house multidisciplinary team approach consisting of, at minimum, a medical professional, psychologist, counselor, vocational professional, and case manager to provide outpatient treatment services.
 - Have the capacity to facilitate outreach and engagement to ensure that a minimum of 25 consumers are served in the IPS program in year one and 50 consumers are served in the IPS program in subsequent grant years. In order to achieve and maintain fidelity, each employment specialist should not have an active caseload greater than 20 cases.

- Targeted Population:
 - Adults who have a severe and persistent mental illness or co-occurring mental health and substance use disorder who have a desire to obtain and maintain competitive employment in the community.

II. Scope of the Work:

- OhioMHAS is considering submission of an application for the Transforming Lives through Supported Employment program in partnership with behavioral health agencies in two communities (one behavioral health agency in each community) who are interested in implementing IPS. If it is awarded the grant, OhioMHAS must establish a robust supported employment program in two communities, secure sustainable funding for ongoing community supported employment services, establish a permanent training program, and collect and analyze program data, OhioMHAS proposes to partner with two sub-awardees to expand adoption of the IPS model in those communities with these funds.

- IPS supported employment is an evidence-based service model designed to assist individuals who have a severe and persistent mental illness or co-occurring mental health and substance use disorder gain and maintain meaningful integrated competitive employment. Selected sub-awardees will be in areas where there is a

high rate of available integrated competitive employment and will ensure that persons with a lived experience are involved in all phases of service planning, delivery, and evaluation.

- Selected sub-awardees will cooperate with OhioMHAS' subject matter expert and an Ohio approved fidelity reviewer for:
 - Implementation services
 - Fidelity reviews
 - Training
 - Technical assistance.
 - Data and outcome sharing
 - Training staff to ensure that positive attitudes towards work are incorporated into all personnel who are working with and supporting the consumer.
 - Ensuring that on-going training and coaching of staff continue to firmly establish supported employment program values and goals within the agency
- Selected sub-awardees agree to:
 - Participation in cross-site evaluation as well as increase capacity for cross-training among agencies for sustainability.
 - Integration of IPS services with other behavioral health treatment services, and other forms of treatment that support recovery and resiliency.
 - Development of a quality improvement plan to decrease the differences in access to, use and outcomes of services.
- Selected sub-awardees will conduct outreach and engagement to ensure that a minimum of 25 consumers are served in the IPS program in year one and 50 consumers are served in subsequent grant years.
- Milestones for implementation:
 - Within 6 months of award, community sites will begin recruiting and enrolling IPS program participants
 - Within twelve months of award, community sites will be fully operating IPS, have convened local stakeholders, identified potential employers, trained and coached staff, ensured fidelity to IPS model, begun providing IPS services, and documented program implementation status.
 - Thereafter, OhioMHAS continues to monitor program progress and fidelity to IPS model.
 - Within 60 months of award, funding ends and IPS programs are established and continuing with non-grant sustainable funding.

III. Availability of Funds

- The maximum award to OhioMHAS for this grant opportunity is \$800,000 per year for up to 5 years. OhioMHAS will partner with two community behavioral health providers as sub-awardees in its application for federal funds. At least 80% of awarded funds will be made available for implementation of IPS at selected sub-awardee sites. Sub-awardees may use up to 15% of their funds for data collection, performance measurement, and performance assessment. If you wish

to be considered as a sub-awardee partner in the OhioMHAS application, please submit a proposal electronically to OhioMHASBidOpportunity@mha.ohio.gov by 2:00 P.M. on April 3, 2014. The proposal must respond to all elements of this RFP in the order and format set forth below.

- **ALL FUNDS for sub-awards to be made pursuant to this RFP are contingent upon the application for and award of Transforming Lives through Supported Employment SM-14-011 funding to OhioMHAS from SAMHSA.**

IV. Proposal Requirements

Proposal narrative must include responses to all of the following questions as they relate to the applicant's readiness to implement and sustain IPS. Please include the question in your response.

1. Is your agency:
 - a. Certified and in good standing (no outstanding plans of correction) for employment/vocational services through Ohio Mental Health and Addiction Services' Bureau of Licensure and Certification **(Requirement)** and
 - b. A 501(c)(3) not for profit **(Requirement)**

**Please affirm and attach documentation of your certification and tax exempt status.
2. Describe how you will incorporate peer specialists into all aspects of service planning, delivery, and evaluation of IPS in your agency.
3. Describe the capacity of your local community to provide integrated competitive employment for individuals re/entering the workforce. **(Requirement)**
4. List and describe three potential ways your agency proposes to sustain IPS after the grant has ended. Include a discussion of the likelihood of success of each plan. **(Requirement)**
5. Describe how your in-house multidisciplinary team involves employment into treatment planning. **(Requirement)**
6. Does your agency have a trained benefit planner? If not, please describe what steps your agency will take to ensure that individuals receiving IPS services will have access to continual benefit planning.
7. IPS is an employment practice that requires employment specialists and multidisciplinary teams to think outside of the box while prioritizing the principle of client preference. Please describe your approach to the following two scenarios:
 - a. A 47 year old female named Vera, with no verifiable work history, has expressed an interest in working. She has a high school diploma and some volunteer experience. Vera is eccentric in her appearance and often wears

a wide array of colors and textures. She struggles with communication skills and shies away from strangers. She is interested in becoming a fashion designer. How would you assist Vera with her goal?

- b. A 19 year old male named Joe, who was not able to complete high school, has expressed an interest in working. Joe was diagnosed with a SED when he was very young and has received SSI most of his life. He received his adult diagnosis of Schizophrenia 6 months ago. Joe is worried about losing his benefits if he works, which is a barrier. His mother, with whom Joe lives, is not supportive of him working. Joe wants to be a superhero. How would you assist Joe?

** Weight of evaluation for question 7 will be based upon use of the 8 core principles of IPS in your description of service delivery.

8. One requirement of the grant is that a minimum of 25 individuals receive IPS services the first year and 50 individuals receive IPS subsequent grant years. Is this a feasible goal for your agency? Describe your plan for achieving this goal. **(Requirement)**
9. IPS SE has a principle called Zero Exclusion which means that every person who has a desire to work is eligible for services. Individuals are never excluded because of: substance use disorders, symptoms, past problems with employment, legal history, decisions about treatment, or personal presentation. If an individual with a severe and persistent mental illness has a co-occurring substance use disorder and is actively using, how can you assist the individual with their employment goals, ensuring that the principle of Zero Exclusion is followed?
** Weight of evaluation for question 9 will be based upon use of the 8 core principles of IPS in your description.
10. Please describe your previous grant administration and management experience and your willingness to work with the state as a partner.
11. Please describe your ability and willingness to participate in the cross-site evaluation.

V. Proposal Submission Process

- Proposal Due Date

The due date for the Proposals will be April 3, 2014. Proposals must be received at OhioMHAS no later than 2:00 PM.

- Where to Send Proposal:

All proposals are to be submitted electronically by 2:00 p.m., April 3, 2014 to the OhioMHAS fiscal portal at: OhioMHASBidOpportunity@mha.ohio.gov

- Method for Submission:

Proposals must be submitted electronically via e-mail to OhioMHASBidOpportunity@mha.ohio.gov by the deadline noted above. Incomplete or

late submissions will not be considered. The risk of delay or failure of delivery rests with the applicant.

- **Conditions of Submission:**

Proposals must be submitted in MS Word format using a 12 point font and may not exceed 8 narrative pages plus the documentation submitted with question 1 and the cover sheet (outlined below). Proposals must meet all requirements set forth in this RFP.

1. A cover sheet that includes the following must accompany the proposal:
 - Applicant's name(s)
 - Organization's name (if applicable)
 - Applicant's address
 - Applicant's phone number
 - Applicant's email address
 - Name and contact information for staff member authorized to discuss proposal

2. Responses to the Narrative Questions set forth in section IV

- **Questions/Inquiries:** Questions regarding the Request for Proposal must be sent via the State of Ohio Procurement Website www.ohio.gov under the Request for Proposal "Submit Inquiry" no later than 4:00pm Tuesday, April 1, 2014. Questions and answers will be posted within one business day.

VI. Factors and Criteria for Evaluation of Proposals

- Evaluation criteria will include the scoring rubric found in Attachment A.
- Proposals that do not meet the required minimum standards will not be evaluated.
- Evaluation team will consist of OhioMHAS subject matter experts
- Selection process may include requests for clarification or negotiation (see below)

- **VII. Conditions:** The Department reserves the right to make no award, make an award for a lesser amount, make an alternative award for the specified project or make an award for a shorter duration. The Department reserves the right to ask clarifying questions, issue conditional awards, negotiate an alternative project plan or scope and negotiate a best and final proposal with one or more applicant(s). The Department reserves the right to waive errors and omissions that do not materially affect the outcome of said application. Errors and omissions may result in lower evaluation scores or rejection of the proposal.

- Applicant will be solely responsible for reporting, withholding, and paying all employment related taxes, payments, and withholdings for his/her self and any personnel, including but not limited to: Federal, State, and local income taxes, social security, unemployment or disability deductions, withholdings, and payments.
- Sub-awardees will be required to execute a standard OhioMHAS Agreement and Assurances form. A copy of the form is attached as Attachment B for your review.

- **Summary of Timeframes:** All questions regarding this RFP must be submitted electronically to State of Ohio Procurement Website www.ohio.gov under the Request for Proposal “Submit Inquiry”. Questions and answers will be posted within one business day.
- Proposals must be received at the Department by 2:00 p.m., on April 3, 2014, delivered to: OhioMHASBidOpportunity@mha.ohio.gov Sub-awards are expected to be announced by April 9, 2014
- Work to begin immediately upon notification

Attachment A
 Transforming Lives through Supported Employment -
 Sub-Award- FY 2014

Required Components	Meets	Evaluation Criteria	Reviewer Comments
<ul style="list-style-type: none"> • OhioMHAS certified for employment/vocational services • 501(c)(3) entity 		Applicant meets required characteristics	
<ul style="list-style-type: none"> • Competitive Employment capacity 		Applicant identified employment capacity identified	
<ul style="list-style-type: none"> • Sustainability Plan 		Applicant submitted a plan	
<ul style="list-style-type: none"> • Multidisciplinary Team 		Applicant included treatment team members of the behavioral health agency	
<ul style="list-style-type: none"> • Service Capacity 		Applicant agrees to meet service capacity requirements	
<ul style="list-style-type: none"> • Cross-Site Evaluation 		Applicant agrees to participate in a cross site evaluation	

Score Sheet

Application Narrative	Potential Points; Score	Evaluation Criteria	Reviewer Comments
Incorporation of peer supporters	15 _____	Proposal includes a detailed description of how peer specialists will be utilized and integrated into the implementation and operation of IPS in the agency.	
Competitive Employment capacity	2 _____	Proposal demonstrates appropriate analysis of competitive employment capacity indicates sufficient capacity for consumers to obtain integrated competitive employment in the community.	
Sustainability Plan	2 _____	Proposal demonstrates feasible plan for sustainability of IPS SE services at the end of the grant period.	

Multidisciplinary Team	2 _____	Proposal demonstrates integration of employment into treatment planning.	
Benefit Planning	15 _____	Proposal demonstrates appropriate plan for incorporating continual benefit planning into IPS services.	
Application of IPS principles to scenarios	40 _____	Proposal includes incorporation and understanding of IPS principles into discussion of scenario resolution.	
Service Capacity	2 _____	Proposal includes a reasonable and feasible plan for meeting this goal.	
Zero Exclusion	15 _____	Proposal demonstrates understanding and commitment to the principle of zero exclusion and describes how it will be adhered to in the IPS program.	
Grant Management Experience	5 _____	Proposal demonstrates sufficient grant management experience.	
Cross-Site Evaluation	2 _____	Proposal demonstrates understanding of and commitment to participation in the cross-site evaluation process.	
Total Possible	100		
Total Received	_____		