



Request for Proposals
Jail Mental Health Services

Issued by: Anne Arundel County Mental Health Agency, Inc.

Issue date: April 11, 2023

RFP KEY INFORMATION SHEET

Title of RFP:	Jail Mental Health Services
RFP Issued by:	Anne Arundel County Mental Health Agency, Inc.
RFP Issue Date:	April 11, 2023
Pre-Proposal Conference:	April 18, 2023 at 10 am via Zoom To Register for the Pre-bid Conference RSVP to Chelsea Bednarczyk at cbednarczyk@aamentalhealth.org
Facility Tour	To Be Determined
Questions Due:	Five days prior to proposal due date and time E-mail questions to: cbednarczyk@aamentalhealth.org
Proposals Due:	May 26, 2023 by 3 pm
Proposals are to be sent to:	Anne Arundel County Mental Health Agency Attn: RFP - Jail Mental Health Services 1 Truman Parkway, Suite 101 Annapolis, MD 21401
Contract Duration:	One Year with renewal options based on quality of performance.
Contract Type:	Cost Reimbursement

I. Statement of Need

The Anne Arundel County Mental Health Agency, Inc (AACMHA) is seeking to identify providers interested in providing high quality mental health services in a detention center setting. The provider should be interested in providing both a Trauma, Addictions, Mental Health and Recovery (TAMAR) program and a Maryland Community Criminal Justice Treatment Program (MCCJTP).

The AACMHA will oversee and monitor compliance with all contract conditions. The offeror shall ensure AACMHA full access and copies of any and all materials to fulfill this contract oversight role. This should include, but is not limited to: case ratios, staffing levels and patterns, organizational parameters, service requirements, budget and financial records, in order to assure procedural requirements and contract deliverables are met. An offeror that must demonstrate an ability to work closely with the AACMHA as a partner, as well as detention center staff and contractors. The major outcome for this population may be measured by reducing the recidivism in the detention center and other institutional-based care, obtaining and maintaining entitlements, participant satisfaction, connection to community-based services including behavioral health, somatic employment, and having a safe, clean, and stable living situation. Preference may be given to offerors capable of demonstrating an ability to provide a warm hand off to community partners upon discharge.

The AACMHA intends to contract via this RFP with one qualified provider to deliver the TAMAR and MCCJTP Programs for Anne Arundel. The AACMHA will oversee and monitor compliance with all contract conditions. Services are expected to commence on June 15, 2023, or upon the effective date of the contract between Offeror and AACMHA.

II. Service Description

Recognizing that persons with behavioral health disorders and trauma are arrested and incarcerated at high rates in spite of the systems best efforts, this program is intended to provide assessment and treatment to individuals in the Jennifer Road Detention Center (JRDC) and Ordnance Road Correctional Center (ORCC). This is a unique partnership between offeror, the Anne Arundel County Detention Centers, the Behavioral Health Administration and the Anne Arundel County Mental Health Agency, Inc.

The Trauma, Addictions, Mental Health and Recovery TAMAR program focuses on the impact of trauma on individuals who are incarcerated. TAMAR was developed in the late 1990's in New York State. This was initially designed to be a gender specific intervention; however, the program now recognizes that trauma is not gender specific and the program is available to all genders. The TAMAR Program blends clinical interventions with psychoeducation about trauma and the impact of trauma with specific techniques designed to help program participants. The TAMAR clinician will provide both group and individual sessions. The groups sessions will follow the TAMAR manual, which is a 15 modules course treatment. The TAMAR program is operated at the Ordnance Road Correctional Center and the Jennifer Road Detention Center.

The Contractor shall:

- A) Identify individuals with trauma histories through the use of approved screening and assessment instruments and invite eligible candidates to participate in TAMAR program.

- B) Provide assessment to individuals with positive screens for trauma referred by detention center's medical unit.
- C) Employ mental health professionals licensed in the State of Maryland to facilitate groups sessions using the TAMAR Manuals.
- D) Employ individuals with minimum level of training at the college level in the field of public health and/or social service to provide aftercare planning services.
- E) Provide coordination of services to all TAMAR participants, maximum 85 individuals.
- F) Develop an aftercare plan to help secure community referrals.
- G) Investigate and apply for appropriate public health benefits.
- H) Establish a contact number in order to maintain communication for the purpose of monitoring participation in community services upon re-entry.
- I) Contact the consumer a minimum of once monthly for three months after the consumer reenters the community by a discharge planner.
- J) Maintain a file with intake information, demographic information, referral sources and reason for referral, number of group sessions provided, length of time in TAMAR, housing status, services referred and Adverse Childhood Experience's (ACE) Score.
- K) Provide a minimum of 80 individuals to a maximum of 85 individuals shall be treated under the TAMAR project each fiscal year.
- L) Provide information regarding specialized training in trauma in the form of a CV/resume or continued education to the Director of jail-based mental health services.
- M) Shall attend at least one trauma related training annually by the licensed mental health professionals and/or discharge planner.
- N) The staffing hours of the discharge planner shall be determined by the Agency Director or designee. (Please note discharge planning services may be performed by the licensed mental health professional.)
- O) Maintain communication with courts, parole and probation, and community-based providers to provide information about TAMAR.

The Maryland Community Criminal Justice Treatment Program (MCCJTP) provides services to individuals who are incarcerated at both the Jennifer Road Detention Center and Ordnance Road Correctional Center. In addition to the clinical services, there is an Aftercare Planner/Coordination component to ensure that individuals are connected to community-based services upon release. The clinicians will provide a complete behavioral health screening and/or assessment on individuals identified by the detention center's medical provider or detention center staff and will provide group and individual sessions to individuals within both detention centers.

The Contractor Shall:

- A) Provide services to individuals who are awaiting trial, incarcerated in the detention center, and in need of reentry services.
- B) Provide services to individuals in the criminal justice system diagnosed with a serious mental illness (SMI) and are at risk for re-institutionalization.
- C) Screen justice involved individuals for mental health problems.
- D) Assess justice involved individuals who screened positive for mental health problems for mental health treatment.
- E) A licensed mental health professional shall be employed to conduct and/or provide the following:
 - a) Daily utilization of the Data Link system to aid in the identification of individuals connected with Maryland's Public Behavioral Health System.
 - b) Provide mental health screening for individuals not otherwise in treatment (Screening instrument to be approved by the Local Behavioral Health Authority.
 - c) Provide mental health assessment for individuals not otherwise in treatment. (Assessment instrument to be approved by the Local Behavioral Health Authority and the Office of Crisis and Criminal Justice Services)
- F) Provide individual and/or group therapy sessions when indicated, i.e. as an adjunct to existing mental health treatment or while an individual is waiting to access mental health treatment.
- G) Provide short term crisis intervention.
 - a) Referral, linkage, and coordination of community support services during incarceration and in preparation for release.
 - b) Monitor post-release compliance for a minimum of 90 days
- H) Shall be an active participant on a local mental health advisory board.
- I) Provide the MCCJTP services to a minimum of 300 unduplicated individuals annually.

These services require coordination and collaboration with the Detention Center staff, the Detention Center's medical provider and the Anne Arundel County Mental Health Agency.

III. Qualifications

1. Have at least 2 years' experience providing services to individuals with serious mental illness, including managing high risk populations.
2. Preference may be given to not for profit entities

3. Have in depth knowledge of the resources available through Maryland's Public Behavioral Health System, as well as, a working knowledge of the community resources and supports available in Anne Arundel County
4. Demonstrate the ability to coordinate with community agencies
5. Employ appropriately qualified individuals as Independently Licensed Mental Health Professional, Licensed Mental Health Professional and Aftercare Planner/Coordinator with relevant work experience, including experience with the populations served by the program, including but not limited to adults with serious and persistent mental disorders and at risk for self-harm or suicide attempts. The Independently Licensed Mental Health Professional and Licensed Mental Health Professional must demonstrate proven clinical competence to conduct biopsychosocial assessments, provide diagnostic and/or differential diagnostic impressions, discern clinical presentations and determine acuity levels to triage to the psychiatrist, develop Individual Treatment and Management Plans, and evaluate risk and protective factors to make safe disposition and recommendations for all inmates referred to mental health and in need of mental health care.
 - a. Maintain a file, preferably an Electronic Health Record, for each participant which includes all of the following:
 - i. An assessment, documented according to the Administration's requirements
 - ii. Any screening tools completed
 - iii. Individual mental health treatment notes
 - iv. Group treatment notes
 - v. An ongoing record of contacts made in the participant's behalf, which includes all of the following:
 - (a) Date and subject of contact;
 - (b) Individual contacted;
 - (c) Nature and content of service provided;
 - (d) The timeline for obtaining needed services.
 - vi. All releases of information
 - b. Have formal written policies and procedures, approved by the Department, which specifically address the provision of mental health services to participants in accordance with these requirements.
 - c. Refrain from providing other services to participants which would be viewed by the Department as a conflict of interest.
 - d. Be knowledgeable of the eligibility requirements and application procedures of federal, State, and local government assistance programs which are applicable to participants.

IV. Staffing

The staffing at a minimum must include:

- 1.0 FTE Independently Licensed Mental Health Professional – TAMAR
- 1.0 FTE Independently Licensed Mental Health Professional – MCCJTP
- 3.0 FTE Licensed Mental Health Professional – MCCJTP
- 1.25 FTE Aftercare Planner/Coordinator/Re-Entry Coordinator – ORCC and JRDC

Independently Licensed Mental Health Professional's must have at least:

- a. A Master's degree and an independent license in a mental health field with at least 2 years of experience working with individuals with a serious mental illness and at risk for self-harm or suicide attempts.
- b. This provider must demonstrate proven clinical competence to conduct biopsychosocial assessments, provide diagnostic and/or differential diagnostic impressions, discern clinical presentations and determine acuity levels to triage to the psychiatrist, develop Individual Treatment and Management Plans, and evaluate risk and protective factors to make safe disposition and recommendations for all inmates referred to mental health and in need of mental health care.

Licensed Mental Health Professional's must have at least:

- a. A Master's degree and a license in a mental health field with at least 2 years of experience working with individuals with a serious mental illness and at risk for self-harm or suicide attempts.
- b. This provider must demonstrate proven clinical competence to conduct biopsychosocial assessments, provide diagnostic and/or differential diagnostic impressions, discern clinical presentations and determine acuity levels to triage to the Psychiatrist, develop Individual Treatment and Management Plans, and evaluate risk and protective factors to make safe disposition recommendations for all inmates referred to mental health and in need of mental health care.

Aftercare Planner/Coordinator/Re-Entry Coordinator who has at least a:

- a. Bachelor's degree in a mental health field and one year of mental health experience, including mental health peer support; or
- b. Bachelor's degree in a field other than mental health and two years of mental health experience, which can include mental health peer support.

Target Group

The target group for TAMAR are individuals identified by the ORCC or JRDC staff or self-identification as having experienced trauma and interested in participating in the TAMAR program.

The target population for MCCJTP are individuals identified by medical staff, detention center staff or self-identification needed assessment and treatment.

Definition of Services

The TAMAR program will follow the TAMAR manual for groups. The licensed mental health clinician will screen, assess and provide services to between 80 and 85 individuals annually. The services are a combination of individual and group-based treatment. The independently licensed mental health clinician will coordinate with the after planner for any inmate that has an upcoming release to ensure the individual is fully connected to behavioral health, employment, somatic and any other appropriate community-based services. In addition, the aftercare planner will follow up with the individual after release to ensure the individual is able to fully connect to services.

The MCCJTP Licensed Mental Health Professional will screen, assess and provide both individual and group treatment within both ORCC and JRDC. The Licensed Mental Health Professional will coordinate with detention center staff and medical staff to triage and coordinate care for identified individuals. The Licensed Mental Health Professional will abide by all documentation required by the Department of Detention Facilities to submit Incident Reports or Transfer forms when clearing inmates located in special housing and/or when transferring them from one area of the jail to a another.

V. Proposal Submission

Pre-Proposal Conference

A pre-Proposal conference (Conference) via zoom will be held at the date and time indicated on the Key Information Summary Sheet. Attendance at the Conference via zoom is not mandatory, but all interested parties are encouraged to attend in order to facilitate better preparation of their Proposals.

Facility Tour

A Facility Tour will be held at the date and time indicated on the Key Information Summary Sheet.

Form of Proposal

Proposals must be submitted by each Offeror in separate sealed packages, grouped and marked as follows:

1. Jail Mental Health Services – Offeror Qualifications
Offeror's name and date of offer
2. Jail Mental Health Services – Technical Proposal
Offerors name and date of proposal
3. Jail Mental Health Services – Budget Analysis
Offerors name and date of analysis

Cancellations

The Agency reserves the right to cancel this RFP, accept or reject all Proposals, in whole or in part, received in response to this RFP, waive or permit the cure of minor irregularities, and conduct discussions with all qualified or potentially qualified Offerors in any manner necessary to serve the best interests of the Agency. The Agency also reserves the right, in its sole discretion, to award a Contract based upon the written Proposals received without discussions or negotiations.

VI. Offeror Qualifications

Offeror Qualification Format

Each Offeror's submission must bear the Offeror's name, the closing date for proposals and "Jail Mental Health Services – Offeror Qualifications" on the outside of the package. Inside this package (one original and one electronic copy) shall be the Offeror's Qualification submission.

Qualification Content

The proposal should clearly label responses and address all points outlined below.

1. Eligibility Requirements – Offeror must demonstrate ability to meet eligibility requirements set forth in the proposal. (For example, provide resumes for proposed staffing, copy of appropriate licenses, etc.), or describe in detail how the requirement will be met before commencement of the project on or about July 1, 2023.
2. Documentation of Corporate Structure
 - a. Current legal status (e.g. Articles of Incorporation).
 - b. Board resolution approving submission of proposal.
3. Financial Capability to Perform
 - a. Description of Offeror 's financial capability to carry out work of RFP.
 - b. Audited financial statements for the last two years.
 - c. Summary of Relevant Experience-References and descriptions of previous similar engagements should be provided (All references should include a contact person familiar with the Offeror's work and the appropriate telephone number, with authorization for AACHMA to contact any reference provided.).
 - d. Specific documentation of experience with other similar projects.
4. Organization Structure/Chart
 - a. Description of organizational structure including list of board of directors members.
 - b. Explanation of how project will relate to the whole.
 - c. Table of Organization/organizational relationships.
5. Staffing - The Offeror shall clearly identify the proposed project team, the assignment of work activities, and the experience, qualifications, and education of the staff to be assigned. The Offeror should explain to what extent backup professional personnel are available to substitute for loss of professional personnel identified as necessary in the proposal.
 - a. Names and Resumes of administrative/supervisory staff and direct care staff who will be assigned to the program.
 - b. Description of staff assigned.

- c. Description of duties and qualifications.

VII. Technical Proposal Criteria

Technical Proposal Format

Each Offeror's submission must bear the Offeror's name, the closing date for proposals and "Jail Mental Health Services– Technical Proposal" on the outside of the package. Inside this package (one original and one electronic copy) shall be the Offeror's Technical Proposal. The proposal should be typed in 12-point font; each page numbered and should not exceed ten (10) pages of narrative. Appendices and budget do not count as part of the ten pages.

A transmittal letter on the Offeror's stationery should accompany the technical proposal. The sole purpose of this letter is to transmit the technical proposal. It should be brief and signed by an individual who is authorized to commit the Offeror to the services and requirements as stated in this RFP.

Technical Proposal Content

The proposal should clearly label responses and address all points outlined below.

1. Executive Summary- The Offeror shall condense and highlight the contents of the RFP. The brief summary shall provide a description of the objectives of the RFP, the scope of work, the contents of the proposal, and any related issues which should be addressed.
 - a. Demonstrate an understanding of the goals of the RFP.
 - b. Demonstrate an understanding of the Scope of Work required which includes service expectations, timeline for cases and quality assurance for the program and its relation to payment.
2. Philosophy and Approach to Service Delivery - Offeror shall describe the organization's:
 - a. Basic values and beliefs about mental health services.
 - b. Knowledge of population.
 - c. Knowledge of public behavioral health system.
 - d. Approach to working with youth and families.
3. Scope of Work - The Offeror shall provide a detailed discussion of their ability to carry out the duties under the Scope of Work section in the RFP. Offeror will describe their approach, methods, techniques, tasks, work plan for addressing the requirements under:
 - a. Service expectations
 - b. Timeline for cases

Offeror may provide examples of current practices that can demonstrate their ability to meet expectations such as current clinical supervision documents, treatment plans, crisis intervention plans.

4. Quality Assurance - The offer shall describe how they will ensure that high-quality treatment will be provided. Offeror should incorporate the following:
 - a. Clearly state desired clinical outcomes.
 - b. Clearly lists how progress will be measured and recorded.

- c. Hire and verify the credentials of the licensed mental health professionals and complete background checks on all project staff directly involved with youth and their families.
 - d. Provide ongoing training to staff to ensure competency and continued skill building.
 - e. Assurance of weekly clinical oversight of cases by a licensed clinician.
 - f. Monthly Performance measures
 - g. Assurance of treatment fidelity scale usage
 - h. Participant Satisfaction measures
5. Implementations and Operation Strategy - The Offeror shall demonstrate the capability to successfully manage and complete the contract. Describe what organizational processes are in place to support successful implementation of the program from start up to maintenance. These might include including an outline of the overall management concepts and methodologies to be employed by the Offeror, a project management plan including project control mechanisms, and description of the quality control procedures of the Offeror. The Offeror may also address the transition and employment of existing staff to the team(s). Key management individuals responsible for coordinating with the respective local Core Service agency should be identified as the Offeror must meet periodically with respective local Core Service Agency or Local Behavioral Health Agency staff and render periodic progress reports for the purpose of administering the contract. The Offeror shall also participate in the client tracking process approved by the BHA, collecting and submitting relevant data as required by BHA.
- a. Clear and concise timelines.
 - b. Clear and concise work plan.
 - c. Staff adequate for tasks.
 - d. Orientation, training and supervision.
 - e. Report requirements.
 - f. Problem solving if encountered.
 - g. Grievance procedures.

VIII. Budget

Submit a budget for each program (MCCJTP and TAMAR) using MDH Form 432 (one original and one electronic copy). The MDH packet can be downloaded at www.aamentalhealth.org, click RFP/RFI under the News menu. Please note, under the Human Services Agreement Manual, contracts totaling over \$100,000 will require an independent audit of those grant funds received. The awarded agency will need to furnish this audit to the AACMHA annually. The approximate annual grant funding allocated for this project is \$600,000.

The Agency reserves the right to request Best and Final Offers. However, the Offeror should provide its best offer in its original budget. Offerors should not expect that the Agency will request a best and final offer.

The contracts resulting from this RFP shall be Cost Reimbursement.

Right of First Refusal of Employment

The selected offeror shall give current personnel who have been or will be adversely affected or separated as a result of award of this contract the right of first refusal for employment openings under the contract in positions for which they are qualified.

Incurred Expenses

The Agency will not be responsible for any costs incurred by any Offeror in preparing and submitting a Proposal, in making an oral presentation, providing a demonstration, or performing any other activities related to submitting a Proposal in response to this solicitation.

Selection and Award

The Agency Executive Director reserves the final right to determine if an offeror is considered responsive and responsible to provide services for this project.

Attachment 1

JAIL MENTAL HEALTH SERVICES RATING SHEET

Transmittal Letter should include:

1. Letter signed by authorized official.
2. Letter on Offeror's stationary.

I. QUALIFICATIONS OF OFFEROR AND PROPOSED STAFF (20%)

- a. DOCUMENTATION OF CORPORATE STRUCTURE
 - i. Current legal status (e.g. Articles of Incorporation).
 - ii. Board resolution approving submission of proposal.
- b. FINANCIAL CAPABILITY TO PERFORM
 - i. Description of Offeror's financial capability to carry out work of RFP.
 - ii. Audited financial statements for the last two years.
- c. SUMMARY OF RELEVANT EXPERIENCE
 - i. Specific documentation of experience with other similar projects.
- d. ORGANIZATION STRUCTURE/CHART
 - i. Description of organizational structure including list of board of directors members.
 - ii. Explanation of how project will relate to the whole.
 - iii. Table of Organization/organizational relationships.
- e. STAFFING
 - i. Resumes of administrative/supervisory staff.
 - ii. Description of staff assigned.
 - iii. Description of duties and qualifications.
 - iv. Names and resumes for all staff and consultants, if to be reassigned or already committed to the project.

All elements of the Offeror Qualifications are being rated equally.

II. TECHNICAL PROPOSAL

- a. PHILOSOPHY AND APPROACH TO SERVICE DELIVERY (15%)
 - i. Basic values and beliefs about mental health services.
 - ii. Knowledge of population.
 - iii. Knowledge of public mental health system.
 - iv. Importance of youth and family involvement.
- b. QUALITY IMPORVEMENT AND REPORTING (15%)
 - i. Clearly stated outcomes.

- ii. Listed mission, goals, and objectives.
- iii. Clearly lists how progress will be measured and recorded.
- iv. Efforts or method to ensure youth/family involvement.
- v. Confidentiality and record security.

c. IMPLEMENTATION AND OPERATIONS STRATEGY (35%)

- i. Clear and concise timelines.
- ii. Clear and concise work plan.
- iii. Staff adequate for tasks.
- iv. Orientation, training and supervision.
- v. Process and content of Individualized Service Plans.
- vi. Report requirements.
- vii. Problem solving if encountered.
- viii. Grievance procedures.

III. BUDGET ANALYSIS (15%)

- a. Overall budget
- b. Personnel Detail Page