

Behavioral Health and Social Service Diversion Services RFP



MAYOR JORGE O. ELORZA
CITY OF PROVIDENCE

Pre-Bid Conference
October 8, 2020, 2pm



Agenda

1. Pre-bid meeting overview
2. Purchasing overview
3. Funding overview
4. Application components and structure
5. Questions + answers



Pre-Bid Meeting Purpose

- Provide clarity on the Request for Proposal
- Help navigate City procurement
- Answer technical questions
- Competitive bidding; cannot provide recommendations on strategy



Pre-Bid Meeting Questions

- Hold questions until the end
- Will answer submitted questions first and then open it up to additional questions
- All questions and responses, and this presentation, will be provided in addendum on Purchasing's Open RFP webpage



Purchasing: Current Bids

- <https://www.providenceri.gov/purchasing/openrfpsummary/>

PROVIDENCE FIRE DEPARTMENT

Reusable NIOSH N95 Respirator Mask Kits and Filters

DEPARTMENT OF PARKS

Cement Burial Liners

PROVIDENCE POLICE DEPARTMENT

Pocketjet Printer Mounts

WATER SUPPLY BOARD

Demolition of Structures and site Work at two properties in Foster and Gloucester, RI

https://drive.google.com/file/d/107eAWbcXRfSikg-y2y-Yoc-M1qjjDYfl/view?invite=CP7Sz_MB&ts=5f6264cf

Bids to be Opened November 9, 2020

HEALTHY COMMUNITIES OFFICE

Behavioral Health and Social Service.

Addendum #1 – Behavioral Health and Social Service_

March 30, 2020

March 17, 2020

March 17, 2020

March 17, 2020

March 17, 2020

February 18, 2020

February 18, 2020

February 18, 2020

February 3, 2020

January 21, 2020

January 21, 2020

January 6, 2020

January 6, 2020

December 9, 2019

December 9, 2019

November 25, 2019

November 25, 2019

November 25, 2019

April 27, 2020

March 30, 2020

April 13, 2020

May 11, 2020

March 30, 2020

March 2, 2020

March 16, 2020

March 20, 2020

March 2, 2020

February 18, 2020

March 3, 2020

January 21, 2020

February 3, 2020

January 6, 2020

February 3, 2020

February 3, 2020

January 6, 2020

January 21, 2020

Purchasing Roles

- Purchasing Department
 - Responsible for acquiring high-quality goods and services from the lowest responsible bidder
- Department of the City Clerk
 - Official repository for all ordinances, resolutions and official documents related to the government of the City
- Board of Contract and Supply
 - Presides over all purchasing and procurement over \$5,000 for the City of Providence
- City Council Finance Committee
 - Considers and approves all award recommendations over \$500,000

Bid Package Documents

- All bid package documents are required
- Read the forms thoroughly and as early as possible; some will take time to complete
- Visit the “How to Submit a Bid” webpage
 - www.providenceri.gov/purchasing/how-to-submit-a-bid/
 - Provides step by step instructions
 - Downloadable forms



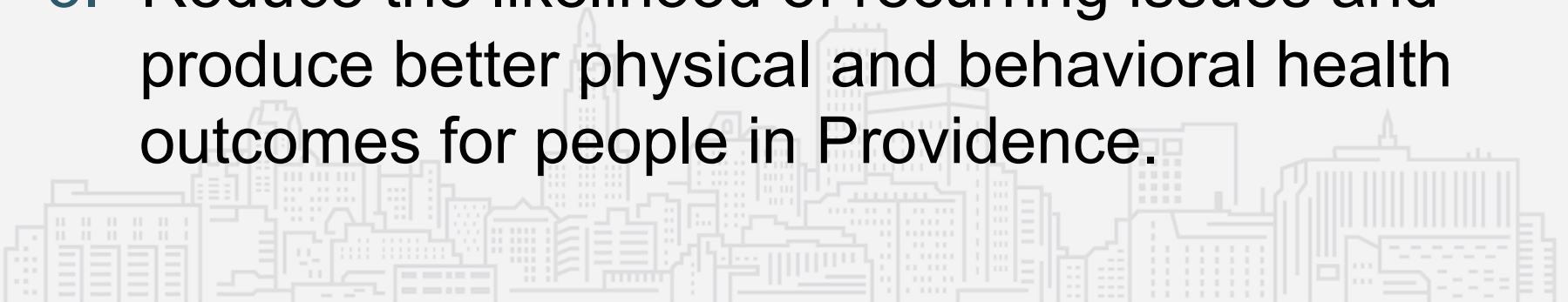
Overview

- The Healthy Communities Office (HCO) seeks short-term and proactive care services to ensure that appropriate behavioral health and social services interventions are made available for calls that come to the attention of Providence Public Safety.



Goals

1. Ensure that behavioral health and/or social service issues with connections to the Providence Public Safety Department have an appropriate response by behavioral health and/or social service providers.
2. Reduce justice involvement in behavioral health and social service issues.
3. Reduce the likelihood of recurring issues and produce better physical and behavioral health outcomes for people in Providence.



Strategies

1. Make appropriate connections to behavioral health services, social services, and/or harm reductions materials/information for people engaged in Providence Public Safety call responses.
2. Increase capacity for the Public Safety Department to identify behavioral health and/or social service calls; and minimize law enforcement engagement in response to these calls.



Outcomes

The intended output will be a team of professionals/peer specialists that are able to respond independently to behavioral health and social service calls that come to the attention of Providence Public Safety either through 911 dispatch or the City's non-emergency phone line.



Supportive Activities

- Providence Public Safety Department analysis
 - Provide a baseline understanding of current financial, operational, and personnel structures
- Artist Facilitator Engagement
 - Determine community-identified priority needs for behavioral health and social service supports
 - Utilize art-based strategies to make findings more accessible to public
- Press release
 - www.providenceri.gov/city-providence-announces-operations-review-budget-analysis-public-safety-department/



Part A: Planning

- Analysis and planning services to increase the capacity for the Public Safety Department to identify behavioral health and/or social services calls and assign the appropriate level of response with a focus on minimizing law enforcement engagement, as appropriate.
- *Timeline: December 2020 – April 2021*



Part B: Implementation

Implement the plan developed under Part A.

- *Timeline: May 2021 – June 2022*



Funding Availability

- **FY21: Planning + Initial Implementation**
 - December 2020-June 30, 2021
 - Maximum allowable bid: \$400,000
- **FY22: Continued Implementation**
 - July 1, 2021-June 30, 2022
 - Maximum allowable bid: \$600,000
- **Award one (1) proposal for period ending June 30, 2022**



Funding Availability Timeline

12/20

5/1/21

PLANNING

IMPLEMENTATION

FY21: max \$400k

FY22: max \$600k

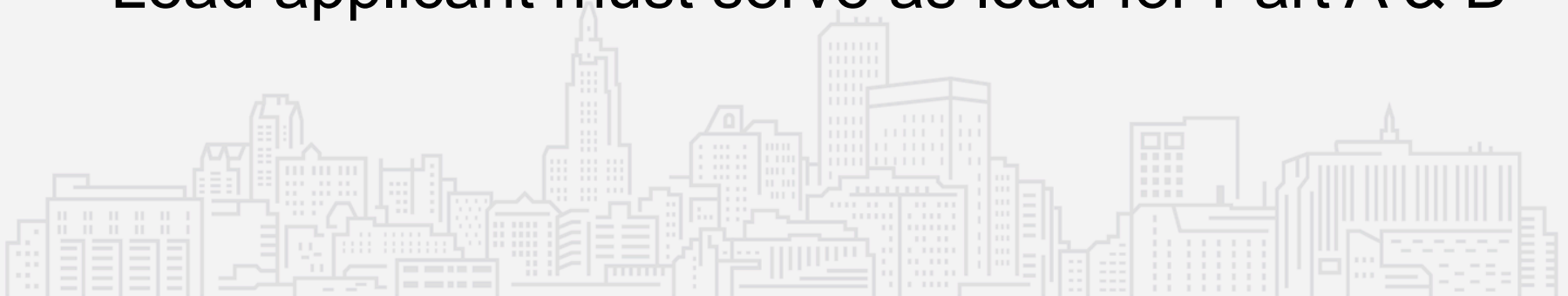
7/1/21

6/30/22



Applicant Eligibility

- No restriction on applicant type
- Proposals by partnerships:
 - Identify lead applicant organization
 - Other partners are subcontractors
- Applicant will need fiscal/administrative capacity to oversee contract based on cost reimbursement
- Lead applicant must serve as lead for Part A & B



Allowable Expenses

- Part A: Planning: Personnel, Fringe, Subcontracts, Consultants, Administrative Materials, and Overhead.
- Part B: Implementation: Personnel, Fringe, Transportation, Equipment, Stipends, Subcontracts, Consultants, Materials (including harm reduction materials), Professional Development, and Overhead.
- No more than 10% of total budget can be for overhead/indirect costs for either Part A or B.



Reporting

- Attend monthly meetings of the Mayor's Coalition on Behavioral Health.
- Submit bi-monthly written reports on activities, progress, and metrics.
- Attend bi-monthly project management meetings.
- Attend monthly meetings with Public Safety to refine program operations and outcomes.



Application Components

- Contact information
- Proposal narrative
- Timeline
- Resumes
- Letters of commitment
- Supporting documents
- Budget proposal + timeline



Scoring of Bids

- Project Proposal – 30 points
- Timeline & Budget Proposal – 20 points
- Organizational Experience – 30 points
- Cost Proposal – 20 points
- *Total – 100 points*



Submission

- Bids are due Monday, November 9, 2:15pm
 - Submissions after 2:15pm will not be accepted
 - City staff cannot submit bids on applicant's behalf
- Submit bids to: City Clerk, City Hall Room 311, 25 Dorrance Street, Providence
 - Give yourself extra time to get into City Hall to go through Covid screening
 - City Hall is currently closed on Fridays
- All bids submitted to the City Clerk become public record.



RFP Questions & Answers

- Address submitted questions first
- Ask one question at a time
 - We must record and respond to each question separately; even if it's a repeat
- We will record your question verbatim
 - Try and be as specific as possible



Submitted Question #1

Q1. What is the deadline? I think I saw 2 dates.

A1. The deadline for submission is Monday, November 9, 2020 at 2:15pm.



Submitted Question #2

Q2. Who picks the members of the Steering Committee?

A2. Applicants should propose members of the Steering Committee. Upon award, we will work with the awardee to identify any gaps in representation and identify City staff that will support this work.



Submitted Question #3

Q3. Would dollars allocated for planning be spent on professional development?

A3. Professional Development is not called out explicitly in the allowable expenses for Part A. However, award dollars could be spent on this, as need.



Submitted Question #4

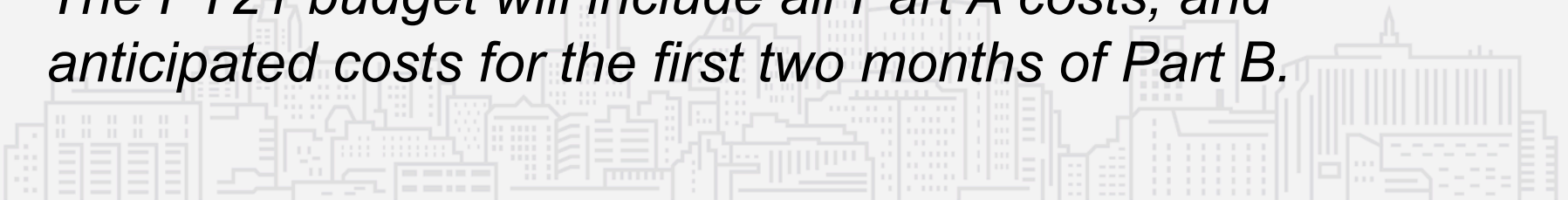
Q4. Who will be involved in the planning and implementation process discussed in the RFP? Is there room for a diverse group of community leaders in the discussion to ensure that this service is for everyone?

A4. The applicant should make recommendations as to who should be involved in the Steering Committee to support the planning and implementation process. The City will also identify staff to support this process as well. We strongly encourage applicants to identify ways in which their proposal will ensure appropriate services for people in Providence; and engage diverse community members and leaders throughout the process.

Submitted Question #5

Q5. Please clarify dates for planning phase, initial implementation phase and full implementation phase. The timeline and funding availability sections of the RFP are difficult to reconcile as written.

A5. Part A (Planning) will take place in FY21 through April 2021. Part B (Implementation) is anticipated to start May 2021, which will still be in FY21. Therefore, the first two months of implementation will take place in FY21 followed by a full 12 months of continued implementation in FY22. The FY21 budget will include all Part A costs, and anticipated costs for the first two months of Part B.



Submitted Question #6

Q6. Under Proposal Materials #3 Timeline, should the timeline detail initial versus full implementation activities?

Q6. Initial versus full implementation timeline details do not need to be separate. However, the first two months of implementation need to be budgeted within FY21.



Submitted Question #7

Q7. Is it acceptable to include a pilot roll out of services during the initial implementation phase?

A7. Yes, a pilot is acceptable. We understand that this service delivery model is new and will require start-up considerations.



Submitted Question #8

Q8. Under Scope of Services/PartB/ Implementation #7, please define “independent” as it relates to transportation services.

A8. Your organization will need to have, or be able to acquire, vehicles for transportation purposes. Transportation and Equipment are allowable expenses.



Submitted Question #9

Q9. May staff use their own cars to transport individuals to the hospital, immediate substance use treatment, shelter, etc? Or is it the expectation that the winning bidder (and partners, as appropriate) have non-staff vehicle/vehicles (e.g., agency van) available for transportation of individuals in crisis?

A9. Your organization will need to have, or be able to acquire, vehicles for transportation purposes. Use of personal vehicles will need to adhere to your organization's policies and procedures.



Submitted Question #10

Q10. There is no specific page limit for letters of commitment. Is a letter of commitment required for every partner agreeing to serve on the steering committee and if so, what is the page limit for the combined letters?

A10. Please include letters of commitment from partners that will play a critical role in the proposed work plan, especially those receiving funding through this award. Letters of commitment are not required for every partner agreeing to serve in the Steering Committee, but will still be accepted. There is no page limit for the combined letters of commitment.



Additional Questions

- Answers to all questions and this presentation will be available on the Purchasing Open RFP website:
www.providenceri.gov/purchasing/openrfpsummary



THANK YOU

City of Providence

