



Grays Harbor County Public Health

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April 20th, 2022

Request for Proposals for Behavioral Health System Gaps Analysis

Introduction

Grays Harbor County has issued a request for proposals (“RFP”) to interested and qualified agencies to provide a behavioral health system gaps analysis. The County is seeking consulting services to produce a behavioral health system gaps analysis that will aid in the strategic planning and development of behavioral health programs and services aimed at improving the health of our communities and meeting the populations’ needs that we serve. The gaps analysis report and prioritization process shall build on existing data, system maps, community conversations, etc. whenever possible. The gaps analysis shall include all components on the service continuum including but not limited to prevention, outpatient, inpatient, and crisis services.

The key functions of such a gaps analysis include but are not limited to:

- Work with Public Health and key stakeholders to identify key data indicators that measure/communicate behavioral health needs, availability of/access to services, behavioral health outcomes, and impacts on other systems resulting from met or unmet behavioral health care needs
- Supplement data indicators with narrative/contextual input about system function, components, gaps, and needs from key stakeholders including but not limited to people with lived experience, public health staff, healthcare professionals, community-based organizations, behavioral health care providers (crisis, inpatient, and outpatient), educators and support staff, law enforcement, and first responders
- Ensure community members, including those within a broad based racial/ethnic/cultural/gender identity/sexual orientation/veteran status and linguistic minority group, are participants in the gap analysis process
- Development of accurate comparisons to the regional, state, and national baseline of behavioral health measures (where available) utilizing the most current validated data
- Map the current behavioral health system and existing gaps or bottlenecks specific to Grays Harbor County

- Research and present evidence-based models of programming/services that may address gaps or bottlenecks

Applicants are expected to lead facilitation work with public health and key community stakeholders at various points in the planning process including but not limited to:

- Presenting key findings and inviting contextual input
- Outlining multi-layered analysis of impact and cost of the existing system gaps/bottlenecks
 - Emergency Room/Hospital usage
 - EMS/First responders
 - Law enforcement/jails
 - Homelessness and housing instability
 - Educational/economic outcomes
- Building consensus on identified gaps and proposed programming/services to meet community needs
- Prioritization of identified gaps and solutions for short, medium, and long-term investment

This RFP is intended for consultants with the necessary capacity and experience to successfully design and complete a behavioral health system gaps analysis and facilitate prioritization recommendations on focus areas to address. This RFP opens **April 20th, 2022 and all proposals are due no later than May 18th at 4:30 p.m.**

Grays Harbor County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the County to pay any costs incurred by the applicant in the preparation and submission of the applicant's proposal. Furthermore, the RFP does not obligate the County to accept or contract for any expressed or implied services.

Successful applicants will work with Grays Harbor County staff to negotiate formal agreements with specific deliverables, timelines, and outcomes. The County will be responsible for monitoring all recipients of local funds to ensure alignment with fund requirements and contract deliverables.

Completed applications may be submitted via e-mail, mail, or in person at:

Grays Harbor County Public Health and Social Services
Attn: Cassie Lentz
2109 Sumner Avenue
Aberdeen, WA 98520
clentz@co.grays-harbor.wa.us

Applications and related materials must be received no later than **May 18th at 4:30 p.m.** to be considered. The applicant assumes full responsibility for the delivery method chosen. Applications must be clearly marked with BEHAVIORAL HEALTH GAPS ANALYSIS APPLICATION.

Questions related to this application may be directed to:

Cassie Lentz, Healthy Places Manager
E-mail: clentz@co.grays-harbor.wa.us
Phone: (360) 500-4049

Calendar/Timeline

Application Process	Date
Issue RFP	April 20 th , 2022
Proposals Due	May 18 th , 2022 at 4:30 p.m.
Proposal review	May 2022
Recommendations provided to BOCC	June 2022
Agency contract development	June/July 2022
Service Start date	No later than July 1, 2022
Gaps Analysis complete	No later than September 30, 2022

Application process and instructions:

Please prepare a written document responding to the following:

A. Describe your firm and its capabilities, highlighting any prior involvement with the County and/or other agencies of comparable size, specifically other community health centers, and mission/vision. Identify similar projects that your firm has overseen, providing reference names and contact information of clients for which your firm undertook similar projects. Expound upon your subject matter expertise as it would apply to the matters described in the Scope of Services portion of this RFP. Clearly indicate any current or past contracts your firm has held to provide advisory services of a similar nature to other health related organizations. Describe the proposed staff assigned to this project, their background and their availability.

B. Develop a Statement of Objectives which will identify the potential goals and expectations of the project.

C. Describe, in detail, the methodology, tools and/or techniques that would be utilized to conduct a comprehensive behavioral health gaps analysis. The scope of this identification will be determined in accordance with the Statement of Objectives described above. This description should minimally include, but not be limited to:

- A description of relevant sampling techniques that you would propose utilizing to complete this assessment.
- Clarify types of techniques, proposed quantities, proposed timelines, target audiences, recruitment strategies to engage target audience, and staffing resources to accomplish tasks.
- Your proposed methodology for clarifying the research objectives, data collection requirements, sampling strategy and timetables.
- The level of granularity of the data.
- A description of how data will be compiled.
- A description of identified trends.
- A description of end report that will be produced. You must Include sample reports that your firm has produced for similar projects.

D. Provide a schematic of the timeframe needed to complete this assessment. Timeline must be based upon the deadlines included in Project Goals (above).

E. Provide a reference list of your firm's relevant clients, especially any for which you have conducted a behavioral health gaps analysis.

Pricing and Payment Terms The maximum obligation for this contract shall be \$75,000.

Provide detailed fee-related information. This should include a total project and staff hourly cost.

Part 1 – Threshold Criteria

- Proof of Washington State Business License or relevant credentials
- Capacity to operate the program on a cost-reimbursement basis
- Ability to comply with the insurance requirements of the contract

Part 2 - Scoring Criteria

All proposals will be evaluated based on the following criteria:

(1) Proposal Background (0-20 points) All projects will receive points on how well they describe past work in developing behavioral health gaps analyses for local health jurisdictions. Also, describe whether the documents were well received after completion by decision makers, stakeholders and the public.

(2) Readiness (0-20 points) Applicants will receive points based upon the extent of the proposer’s readiness to proceed. The score will be based on the following:

- Narrative describing the methodology, tools and/or techniques that would be utilized to conduct a comprehensive behavioral health gaps analysis
- Projected timeline of major steps, indicating the number of months between each step beginning from the execution of a County contract to completion of reports.

(3) Coordination with Local Stakeholders (0-20 points) Applicants will receive points based on the extent to which the agency has experience and/or capacity to coordinate with local stakeholders for additional and complimentary data and information.

(4) Outreach and Communication (0-20 points) Applicants may receive points based on the ability to demonstrate experience, capacity, and/or clear plans to conduct outreach and communication to all populations in the County to elicit data points for the behavioral health system gaps analysis.

(5) Capacity (0-20 points) Applicants will receive points based on the extent to which the applicant’s experience is relevant to the successful creation and delivery of a behavioral health system gaps analysis. Experience of the organization in undertaking similar activities - including experience with populations to be surveyed and the type of surveys to be executed

Part 3: Proposal Components

The following are the required documents for proposals to be submitted to Healthy Places Division Manager, Cassie Lentz.

1. A cover letter attesting to/documenting compliance with stated Threshold Criteria
2. A written document including narrative response that speaks to “Scoring Criteria” and Project Budget with expenses clearly categorized and clear time period of budget
3. The Summary Pages of the most recently completed Independent Audit Letter showing significant findings and issues and, as appropriate, evidence of adequate responses to findings and issues identified.