

West Side United
Request for Proposals (RFP)
**Co-location of Mental and Behavioral Health Services in a Community
Based Organization**
RFQ# 0002

All Proposals must be submitted via email to:

info@westsideunited.org

With "WSU- Co-location RFP Submittal" in subject line

By 11:59PM CST on September 21, 2018

KEY DATES:

RFP RELEASE DATE	August 2, 2018
INTENT TO APPLY AND QUESTIONS DUE	August 20, 2018
QUESTIONS, ANSWERS AND UPDATES (Posted & Conference Cal)	August 23, 2018
APPLICATION DUE DATE	September 21, 2018
NOTIFICATION FOR ONSITE VISIT	September 28, 2018
CONDUCT ONSITE VISTS	October 1, 2018 onwards
ANNOUNCEMENT OF AWARD	November 1, 2018

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1. Purpose

This Request for Proposals (RFP) is to support a co-location or integrated healthcare program that expands access to mental and behavioral health services on the West Side of Chicago. For purposes of this RFP, co-location refers to services (can be medical, behavioral/mental health or other social services) that are located in the same place that can streamline referrals, increase access to care, and increase communication between different providers. Integrated health care programming refers to providing coordinated care where practitioners communicate about a patient's health holistically and provide a coordinated care plan.

The goal of this initiative is to increase access to these services in Chicago's 10 West Side United neighborhoods. Providing increased access to mental and behavioral health services on the West Side would help to improve the health status of many residents and could have positive effects on overall health outcomes. The 10 West Side neighborhoods that are eligible:

- Austin
- East Garfield Park
- Humboldt Park
- Lower West Side
- Near West Side
- West Town
- North Lawndale
- South Lawndale
- West Garfield Park
- Belmont-Cragin

Applicants should aim to improve community access to comprehensive, coordinated care. The Proposal should focus on implementing or expanding a co-location or integration program with the aim of providing access to communities and underserved individuals with barriers to receiving mental and behavioral healthcare services. This initiative strives to increase funding in a community based setting, and is geared towards organizations with a community based focus, such as community based organizations and Federally Qualified Health Centers (FQHC).

In particular, a proposal should involve providing mental and behavioral health services, including, but not limited to:

- Licensed clinical social worker consultations (not case management)
- Psychiatry services
- Psychology services (such as counseling and therapy)
- Social services (such as referrals to food pantries, human services, etc.)
- Tele-medicine
- Mental health focused community health worker outreach
- Other models of care and referrals that bring new or expanded services into a community

2. Background

This RFP is in accordance with West Side United's 2018 strategy and goals. West Side United is an ambitious effort led by **Rush University Medical Center, University of Illinois Hospital and Health Sciences System, Sinai Health System, Cook County Health and Hospitals System, Ann & Robert H. Lurie Children's Hospital of Chicago, and Presence Health** to reduce the gap in life expectancy between residents of the Loop and those in under-resourced communities on the West Side.

The work of West Side United is focused on addressing the social factors that affect health outcomes including— economic vitality, education, the neighborhood environment, and healthcare.

In the fall of 2017, a 16-member Planning Committee made up of residents and non-profits serving the West Side was established to identify the initial set of projects for the collaborative. After reviewing neighborhood-level data to identify gaps, prioritizing areas of focus, and evaluating potential high-impact projects, the Planning Committee identified increasing access to mental and behavioral health services and resources through co-location as a priority for 2018.

Data and information gathered from interviews with practitioners and providers indicate that residents of communities on the West Side experience higher rates of mental and behavioral health challenges than the city baseline. At the same time, residents on the West Side often face barriers to accessing care, including not knowing where to go to receive care, or how to navigate the health care system, being uninsured, or the cost of health care services.

By leveraging this funding to co-locate mental and behavioral health services in a community-based organization, the hope is to provide access to services that will help reduce barriers to access experienced by individuals in these communities.

3. Eligibility Requirements for Applicants

In order to be eligible for these funds, applicants must meet all the criteria listed below:

- Be a not-for-profit agency in good standing with 501(c) 3 status or a Federally Qualified Health Center (FQHC)
- Be located in the City of Chicago
- Demonstrate experience working in the West Side neighborhoods of focus
- Have a co-location or integration program currently in place or partner with an agency/FQHC that has a co-location or integration program
- Demonstrate the following:
 - The effectiveness of current programming
 - Expertise in health education, care coordination, outreach, enrollment, research, or as a members of medical care delivery team

- Experience working in the mental and behavioral health field or in having an established partnership with an organization providing those services
- Experience with successful implementation of programming (1 year or more)
- Have the administrative, organizational, programmatic, information technology and fiscal capability to plan, develop, implement and evaluate the proposed project

Applicants may choose to partner with education, social services, healthcare, local government, and other organizations including but not limited to community and faith-based organizations and submit a **single joint application**. All respective partner information must be contained in the Proposal.

4. Available Funding

A total of **\$125,000.00** is available for this RFP. Responding organizations can request between \$25,000 up to the total of \$125,000. This funding will be used to fund new or expanded programs. Depending on proposals received, up to three awards (totaling \$125,000) may be distributed, with a contract period beginning **November 1, 2018 to October 31, 2019**.

The award will be distributed in two installments. The first installment will be issued at the start of the contract and the second installment will be issued midway through the contract period.

- This grant will cover the implementation or expansion of a co-location program to offer mental and behavioral health services in a community-based organization, including infrastructure improvements that would build program capacity
- 10% of the award **may be** reserved for administrative cost

5. Fiscal Capacity

Agencies applying for the proposal must be able to demonstrate fiscal capacity. In the event that multiple agencies are submitting a joint application, one identified agency must serve as the lead fiscal and reporting organization. The lead agency assumes all reporting responsibilities for the award.

6. Proposal Guidelines

The following proposal components must be submitted:

1. Executive Summary (300 words)

- Briefly summarize the proposal and overall experience in the community.
- Briefly explain why your organization is requesting this funding, what outcomes you hope to achieve and an overview of how you will spend the funds if awarded.
- Describe the agency's previous success in a co-location or integration initiative (if launching a co-location or integration program, describe previous success in another program).

2. Agency(s) Information (500 words)

- Summary of agency's history Agency mission, service philosophy and major accomplishments relevant to this RFP (if multiple agencies, must submit each agency's information, with up to 500 words per organization).

3. Program Plan (1000 words)

A) Program Overview

Provide a narrative that describes the proposed co-location or integration program including a work plan for the preparation, implementation and evaluation of the program. Include the following:

- Description of the services you plan to include.
- Past experience working with the West Side communities.
- Past experience in co-locating or integrating services (mental and behavioral as well as any other services that have been co-located or integrated).
- Ability to link community residents to mental and behavioral resources. Highlight experience with relevant cultural/linguistic capability.
- Describe patient eligibility for services and if/how services are billed.
- Provide an overview of how the program will be structured, including any plans for coordinating care for individuals, and how the funding will allow your program to add value to what your organization is already working on.
- Provide outcome measures of success for the proposed program plan as they relate to the funding you are requesting; describe how you will evaluate your progress.
- Provide program sustainability plan post-funding (Year 1+).

Provide the following attachments:

- Provide a project timetable for the contract period.
- Provide a work plan for the program.

B) Staffing and Implementation

Provide a narrative on the staffing and supervision plan for year 1. Include the following:

- Include information on how you plan to staff the mental and behavioral health services offered through your program including hours/days per week for services.

- Describe current service providers, length of engagement, and management of care.
- If hiring additional staff to increase capacity of programming, discuss the hiring and supervision model that will be leveraged for additional mental and behavioral health service providers.
- If hiring additional staff, provide an overview of the job description detailing the duties and responsibilities for each staff member under this grant.
- If using a portion of funds for improving infrastructure, provide a description for how the funds will be used and how the infrastructure improvements will support the overall program plan and goals.

C) Outreach and Communication Plan

Provide an outreach and communication plan outlining how you will increase awareness of the programming and services provided. Include the following:

- Describe the approach for outreach in the community as well as any communications materials that will be created to promote awareness of the services.

Provide the following attachments:

- Include detailed timeline for outreach and communication efforts.

D) Geographic Focus & Services

Provide a narrative on the West Side neighborhood(s) in which the work will be done. Include the following:

- Describe experience working in one or more of the eligible West Side neighborhoods.
- Describe the organization's previous public health experience, including any implemented health programs and health outcomes on the West Side, in particular those related to mental and behavioral health.

4. Budget Justification (250 words)

- Provide a proposed year 1 budget outlining all expenses for the program in its entirety and supporting justifications. Include expense details for community outreach, hiring, training, supervising, program management activities, infrastructure improvements and administrative costs.
- Limit administrative costs to 10% of the award (refer to [Section 4](#)).
- Provide most recent audited financials as well as unaudited financials for the current fiscal year.

7. Evaluation of Proposals

An Evaluation Committee will review and evaluate the Proposals in accordance with the Evaluation Criteria below. The Evaluation Committee will recommend:

1. A short list of potential awardees for site visits.
2. A final awardee for the funding.

Evaluation Criteria- Score Card	Available Points
Agency History & Work Experience	20
Summary of request for funding	10
Previous success in a co-location or integration program (if launching a co-location or integration program, describe previous success in other related programs)	10
Program Plan	70
Provide program narrative that describes the agency's proposed co-location or integration program model and previous programmatic success, including working in one or more of eligible West Side Neighborhoods	10
Provide a work plan for the preparation, implementation and sustainability post-funding.	10
Provide outcome measures for the proposed program plan	10
Describe how eligibility for services is determined and how program participants are linked to resources	10
Provide a staffing overview for the proposed program and describe how staffing will change with funding, either in hiring additional resources or reallocating current resources	10
Describe how communications and outreach will be conducted to increase awareness of the program	10
Describe organization's previous public health experience, particularly any programs implemented on the West Side related to mental and behavioral health	10
Budget Justification	10
Proposed budget outlining all detailed expenses for the program in its entirety	10
Total Points	100

8. Reporting Requirements

All successful respondents will be required to submit a detailed progress report midway through and at the conclusion of this grant period. In addition, respondents must be willing to participate in site visits, audits, and quality assurance activities, as needed.

9. Intent to Apply

All respondents are encouraged to submit an Intent to Apply form via email by **Friday, August 20, 2018**. The Intent to Apply form is not mandatory; however, it assists WSU in planning.

This form is for informational purposes only and will not be used to determine eligibility. Please submit any questions for the informational conference call on August 23rd as well. The below form may be submitted via e-mail to: info@westsideunited.org with “WSU- Co-location RFP Intent to Apply” in the subject line. **Please do not include any additional materials with this form.**

WSU- CHW RFP Intent to Apply Form	
Agency Name	
Agency Website	
Agency Address	
POC First and Last Name	
POC Email Address	
POC Phone Number	
Question 1 (Optional)	
Question 2 (Optional)	
Question 3 (Optional)	

10. Frequently Asked Questions

Q: Where can I learn more about WSU?

A: <https://westsideunited.org>

Q: How many awards will be granted?

A: One to three awards

Q: How much is the award for?

A: Between \$25,000 and \$125,000. Organizations can request to receive any amount within this range.

Q: What is the contract period?

A: November 1, 2018 to October 31, 2019

Q: Is there an Administrative Expense limit?

A: Yes, 10% of award

Q: Is there an Infrastructure Expense limit?

A: No

Q: When is the submission deadline?

A: 11:59PM CST on 9/21/2018

Q: How do I submit my proposal?

A: Via email to: info@westsideunited.org with "WSU- Co-location RFP Submittal" in subject line

Q: What if I did not fill out the [Intent to Apply form](#), can I still apply?

A: Yes, the Intent to Apply form is not mandatory; however, those agencies interested in responding to this RFP are strongly encouraged to submit as it assists WSU in planning for proposal evaluations.

Q: What are the requirements to apply?

A: See [Section 3](#)

Q: Who should I contact if I have more questions?

A: Email info@westsideunited.org

Additional Questions Received	Response
Can hospitals apply as the lead agency or do lead agencies have to be CBOs or FQHCs?	Hospitals can apply so long as they are partnering with a CBO or FQHC
May program space/occupancy be a budget line item, or does it need to be factored into the 10% administrative expense?	Program space could fall under the infrastructure portion of the budget, thus not within the 10% administrative cost
Is the target audience of the outreach/communication plan participants and other community stakeholders (funders, partner organizations, etc.), or solely participants?	The main target should be potential program participants, however we welcome outreach towards funders and partner organizations as well
What types of collaborations are you looking for?	We are not looking for a particular type of collaboration. We welcome collaboration ideas/proposals and believe collaborations make applications stronger.
What type of foundational and/or structural elements should be in place for the ideal co-location/integration site?	Physical space dedicated to the program; communication protocol between co-located program and host organization
Is it required to partner with an FQHC for this application?	Not required
Can grant money be used for the salary of a behavioral/mental health professional?	Yes
Can grant money be used for a professional training/certification program for a licensed professional?	Yes, please include supporting narratives and appropriate budget line items
Can grant money be used to cover training materials?	Yes, please include supporting narratives and appropriate budget line items
Page 3 of the RFP lists mental and behavioral health services that the proposal "should involve." Is the awarded agency required to provide all seven of these services (including tele-medicine and psychiatry services) or are they a guide/list of suggestions from which we may identify what we will offer?	No, the organization is not required to provide all seven of the services, they are a list of suggestions of what proposals could include
Is this RFP for federal, state, local, or private funding?	This is private funding
Is there an opportunity for continued funding past 2019?	Currently, funding has been secured for one year, however we are in the process of securing additional funding
How will program success be evaluated?	Success will be evaluated on the expected outcomes proposed by the grant recipient(s)