



# Ohio Children's Alliance

*Leading change for child and family service providers*

The Ohio Children's Alliance is accepting proposals from organizations to create new or expand existing therapeutic child care programming to children 6 months to 8 years of age.

The Ohio Children's Alliance will use approximately \$3,500,000 of American Rescue Plan Act (ARPA) funding to award successful proposals during the period of April 1, 2022 through June 30, 2024.

To be eligible to bid on this Request for Proposal (RFP), a community mental health agency certified by the Ohio Department of Mental Health and Addiction Services (OhioMHAS) must demonstrate a formal collaboration with a child care center licensed by the Ohio Department of Job and Family Services (ODJFS) to design and implement the child care program. The agency[ies] will implement or expand a child care program built upon an evidence-based mental health practice. The collaboration must be clearly documented in the proposal.

## **Anticipated Schedule**

RFP Issued	January 6, 2022
Bidder's Conference	January 14, 2022 at 10am <a href="https://us02web.zoom.us/j/88072992718">https://us02web.zoom.us/j/88072992718</a> Meeting ID: 880 7299 2718
Letter of Intent Due—REQUIRED	January 21, 2022
Deadline for Submission of Written Questions	February 4, 2022
Deadline for Submission of Proposals	March 4, 2022
Award Notification	March 25, 2022
Work Begins	April 1, 2022

An electronic copy of the RFP can be obtained at <https://www.ohiochildrensalliance.org/iecmh> and <https://ocrra.org/> or by sending an e-mail requesting an electronic copy to [TCC-RFP@ohiochildrensalliance.org](mailto:TCC-RFP@ohiochildrensalliance.org). A link to the RFP will also be available at the Bidder's conference.

**Please refer to the complete RFP for specific guidelines regarding how to submit a proposal for this program.**

## I. Introduction

In Ohio, there is a significant shortage in child care centers specializing in the care for children with serious mental health and emotional conditions. This shortage contributes to a lack of access to mental health services among Ohio children. This RFP has been developed to help expand statewide capacity and access to therapeutic child care services. By building upon community collaborations, new and expanded programming advancing evidence-based mental health practices will be promoted. The Ohio Children's Alliance understands how important partnerships are to addressing gaps in the continuum of care for children. Therefore, funds will be utilized to support programs clearly indicating such a collaboration.

## II. General Information

### Letter of Intent

Prospective bidders are **required** to submit a Letter of Intent by **4:00pm on January 21, 2022**. By doing this, prospective bidders will receive updates regarding addenda or clarifications of response to this RFP. All questions submitted prior to the Bidders' Conference will be answered at the Conference. After the Bidders' Conference, all questions and answers will be forwarded to entities that have submitted a Letter of Intent. In order to ensure that all prospective bidders have equal access to the information, questions submitted after 12:00 pm on the date identified in the RFP schedule (February 4, 2022) will not be answered due to the length of time required to research responses. The Letter of Intent **does not** commit the bidder to submit a proposal.

Email a Letter of Intent addressed to:

Carol Taylor, Senior Program Manager

Ohio Children's Alliance

Email subject line: Letter of Intent for Therapeutic Child Care Development/Expansion RFP

Email address: [TCC-RFP@ohiochildrensalliance.org](mailto:TCC-RFP@ohiochildrensalliance.org)

The Letter of Intent (format specifications found on pg. 9) must include the name, title, address, telephone number, and email address of its contact person. A form has been provided in the Proposal Details section of the RFP. The Alliance will acknowledge receipt of the Letter of Intent by email and will direct all correspondence regarding addenda to or clarification of this RFP to the contact person indicated on the form. The Alliance is not responsible for malfunction of an email account.

### Bidders' Conference

The Alliance will hold a virtual Bidders' Conference on the date, time, and at the location identified in the RFP schedule. The purpose of the Bidders' Conference is to review the requirements of this RFP, to respond to participants' questions regarding any aspects of the RFP, and to answer any questions posed prior to the Conference. Although attendance at the Bidders' Conference is not required, **potential bidders are highly encouraged to attend. Questions may be posed and answered in this forum that will significantly increase the ability of the agency to submit a competitive proposal.** The Bidders' Conference is the most effective

opportunity for the bidder to gain an understanding of the focus and priorities of the RFP and to ensure that the bidder completely understands the submission requirements and processes. *Ohio Children's Alliance staff is prohibited from conducting conversations with individual bidders regarding the RFP between the date of the RFP's release and the date of the proposal submission deadline.*

### **Written Questions**

Following the close of the Bidders' Conference, all questions from prospective bidders **must be submitted in writing via email with the RFP title specified in the subject line** and will be answered, via email, by Ohio Children's Alliance with both the question and the answer disseminated to all bidders who have submitted a Letter of Intent. Written responses to all questions received by The Ohio Children's Alliance will be posted only **once** during the open RFP period. Questions submitted in writing following the Bidders' Conference through the February 4, 2022 at noon deadline will be answered and disseminated to bidders by 4:00pm on February 5, 2022. In order to ensure that all prospective bidders have equal access to the information, questions submitted after the deadline will not be answered.

### **Proposal Submission**

For your proposal to be considered, the following must be received via email to:

[TCC-RFP@ohiochildrensalliance.org](mailto:TCC-RFP@ohiochildrensalliance.org) no later than 12:00PM on **Friday, March 4, 2022**:

#### Section One: Overview

- Introduction
- Partnership agreement/MOU with community-based, ODJFS licensed child care program signed by all parties
- Subcontractor agreement (If applicable)
- Project narrative (7-page maximum)

#### Section Two: Budget

- Budget in Microsoft Excel format and a written budget narrative

#### Section Three: Other Program Information

- Table of Organization for each partner involved in the project
- Resumes and licenses (If applicable) for existing program staff (only those staff working directly with children in therapeutic child care setting)
- Job descriptions for vacant positions
- Signed statement of assurances (see attached)

The bidder is responsible for ensuring the proposal is received prior to the deadline. Bidders are encouraged to consider the risk of technical difficulty and factor it into the timeline for submission.

A return email will be sent confirming receipt of the proposal when received.

Proposals may not be delivered by mail, facsimile transmission or submitted in person.

**No extensions of time will be given.** Proposals will be reviewed as received and must be complete at the time of submission. All proposals and accompanying documents will become the property of Ohio Children's Alliance and will not be returned. All documents submitted to the Ohio Children's Alliance as part of your

proposal become public information if a contract is awarded and will be available for review and inspection to anyone submitting a request to do so. The Ohio Children's Alliance does not encourage the submission of confidential or proprietary information in response to this RFP. The submission of a proposal will be considered by the Ohio Children's Alliance as constituting an offer to perform the services indicated for the stated program costs.

Required documents will be submitted during the contracting process for the organizations recommended for funding.

### **III. Considerations**

This RFP does not constitute an offer. Acceptance of proposals for review does not commit the Ohio Children's Alliance to make and award, nor is the Ohio Children's Alliance liable for any costs incurred in the preparation of proposals. The Ohio Children's Alliance reserves the right to make awards to a single bidder, multiple bidders, or to reject any and all proposals or parts of proposals received. If the Ohio Children's Alliance elects to initiate negotiations, these negotiations cannot involve changes in State requirements or the bidder's proposal which would, by their nature, affect the basis of the source selection and the competition previously conducted. The Ohio Children's Alliance reserves the right to negotiate services and costs on any and all proposals or to cancel this RFP in part or in its entirety. Final awards will be subject to applicable rules and regulations under the funding requirements.

**Proposals submitted in response to this RFP must comply with the specifications stated herein. Failure to adhere to the formatting requirements may result in the proposal being determined non-responsive and may result in the elimination of the proposal from consideration.** At the option of the Ohio Children's Alliance, any or all aspects of the successful proposal(s) will become obligations if acquisition action ensues. Failure of the successful bidder to accept these obligations in the award may result in cancellation of the award.

The total amount per award and number of awards shall be determined by the number of applications received, the quality of the proposals and alignment with the selection criteria.

### **IV. Award**

The Ohio Children's Alliance will issue a letter of intent to award to the selected bidder(s) and will notify unsuccessful bidders as soon as they have been eliminated from consideration.

In the event that federal or state funds become unavailable, the award shall be cancelled in accordance with the RFP. Until the selected bidder receives a fully executed and approved written agreement from The Ohio Children's Alliance, there is no legal and valid contract, in law or in equity.

Funds will be awarded in three separate allocations (one for SFY 22, another for SFY 23, and a final payment for SFY 24), including up to 30% of the total award being awarded and spent during SFY 22. The funds will be distributed through a periodic invoicing process. The awardee agrees to reconcile projected expenses of each of the three state fiscal years with the actual expenses incurred no later September 1 of the year following each allocation.

The Ohio Children's Alliance reserves the right to make no award, make an award for a lesser amount; make an alternative award for the project; or make an award for a shorter duration. The Ohio Children's Alliance reserves the right to ask clarifying questions, issue conditional awards and negotiate a best and final award with one or more applicants.

## **V. Payment Process**

Payment will be made to promote development of capacity to provide required services. The Ohio Children's Alliance will utilize a retrospective reconciliation process to ensure all paid grant funds are used for allowable purposes. Actual expenditures must be reported quarterly to the Alliance on provided forms. At the end of the contract period, approved expenditures must meet or exceed total income under the contract. Any income under the contract not justified by approved expenditures is required to be returned.

The agency must certify that invoices made to the Ohio Children's Alliance for payment of services are for actual services rendered to the target individuals described in their proposal and are for the completion of agreed upon services.

Additional payment and invoicing policies and instructions will be described in the contract between the Ohio Children's Alliance and agencies that receive this award.

## **VI. Protest**

An agency may protest the decision resulting from the review of this RFP by following the guidelines listed.

- a) Ohio Children's Alliance shall consider a **written** protest that is received by the Alliance within five (5) business days of the date of the letter notifying the bidder that the proposal submitted was not accepted. The following should be included in the Notification of Protest:
  - Name, address, telephone number, and email address of protester
  - RFP name
- b) The agency must then submit, within five (5) business days of the Notification of Protest, a formal protest in writing that must include a detailed statement of the grounds for the protest including copies of relevant documents.
- c) The Notification of Protest and the Formal Written Protest described in (a) and (b) above must be emailed to the Ohio Children's Alliance at:

[TCC-RFP@ohiochildrensalliance.org](mailto:TCC-RFP@ohiochildrensalliance.org)

Subject Line: Notification of Protest

## **VII. Proposal Description**

### **Program Requirements**

All agencies are required to comply with applicable the federal, state, and local regulations associated with ODJFS licensing of child care centers and OhioMHAS certification of community behavioral health agencies. The following websites are resources that provide information about the related policies, regulations, and laws

[https://jfs.ohio.gov/cdc/rules\\_forms.stm](https://jfs.ohio.gov/cdc/rules_forms.stm)

<https://mha.ohio.gov/wps/portal/gov/mha/supporting-providers/licensure-and-certification>

### **Use of Funds**

#### a) Personnel

All staff paid through this contract must be included in the personnel section with the FTE identified. Costs include salary and fringe benefits as applicable.

#### b) Other Direct Costs

Other direct costs section of the budget should include costs associated with providing program services such as supplies, training required by the program and mileage.

#### c) Administrative Overhead

Administrative Overhead costs are indirect costs associated with providing oversight or infrastructure for the program such as salaries of agency administration supporting the program, rent for program specific space, and technology support for program.

#### d) Equipment

Costs for equipment must be justified as needed to provide or support program services. Any equipment purchased for staff being paid less than 100% must be prorated to the FTE of the position unless other justification is provided and approved.

#### e) Contracted Services

Any services such as legal consultation, speech/OT/PT supports, etc. that is sub-contracted to support the provision of programming.

#### f) Funding Restrictions

Funds may not be used for building, construction, or to purchase property. Funds may not be used to supplant existing federal, state, or local funds. The funding for State Fiscal Year (SFY) 2022 is contingent upon the availability of funds for that time period. Funds cannot carry over from one SFY to the next.

## Scope of Work

It is expected through this funding opportunity, awardees will successfully build or expand an operational and licensed therapeutic child care program utilizing evidence-based mental health practices serving youth between the ages of 6 months to 5 years. The Scope of Work coincides with the Selection Criteria in the next section. It is expected respondents will:

- a) Identify and enter into a partnership agreement/MOU with a child care center licensed by ODJFS (it is permissible for the applicant agency to operate its own child care center licensed by ODJFS; a written explanation of that arrangement would serve as the partnership agreement). A directory of ODJFS licensed child care centers can be found at <http://childcaresearch.ohio.gov/>.
- b) Identify an estimated number of children to be served by the program for the remainder of SFY22, and all of SFY 23 and SFY 24. *If grant is intended to expand programming, indicate number of youth served by program in SFY 20 and SFY 21.*
- c) Maintain OhioMHAS certification (and ODJFS licensure if applicable).
- d) Identify and implement mental health best practice on which the program will be based. Full consideration should be given to the demographics of the target population and adequate research support for the practice being trauma informed. An inventory of many evidence-based mental health practices can be found here: <https://www.cebc4cw.org/> and <https://www.samhsa.gov/resource-search/ebp>.
- e) Provide or arrange for the training and ongoing professional development for all program staff to support the implementation of selected practice.
- f) Develop and implement strategies to recruit and retain qualified professionals to staff the program, including at least one full-time equivalent licensed clinician embedded in the program.
- g) Develop a projected program implementation budget.
- h) Develop a sustainability plan leveraging as many funding sources as available, inclusive of current and projected reimbursement by first and third-party payors.
- i) Report on a quarterly basis, status on deliverables achieved to date, successes and challenges experienced, quality improvement plans developed to overcome challenges and emerging trends impacting the project.

## Selection Criteria

*Introduction*—maximum 2 pages (15 points) -- The introduction must include:

- The applicant organization's name, physical address and tax identification number.
- Name, physical address and tax identification number of the ODJFS licensed child care center with which the applicant organization will be partnering.
- Applicant contact information for person serving as primary contact, including name, title, phone number and email address.
- List of services currently provided by the applicant organization.
- Statement indicating if this funding is being used to develop a new or expand an existing therapeutic child care program.
- Description of the agency's experience with implementing similar programs (include for each entity involved in the project).
- A brief description of the project goals and a projected start date.

*Project Description*—maximum 7 pages (120 points) – The project description must include each of the following elements:

- Identify and describe the mental health best practice on which the program will be based. Explain the rationale used to select the specific practice. Include references to the research support for the practice being trauma-informed.
- Describe key start up activities to be achieved in SFY 22 to prepare program for launch or expansion.
- Identify and define project activities serving as milestones and develop a timeline to achieve the milestones during SFY 23 and SFY 24. Milestones established by the applicant should align with the funding request and when achieved, substantiate project progress. The achievement of milestones and the established timeline will be used, in part to demonstrate successful project implementation and to justify payment of invoices. *Key activities in each fiscal year should align with activities described in the Scope of Work section above.*
- Describe how the proposed program may advance equity and inclusion efforts within the target population and community.
- Provide a detailed plan for project sustainability, including current and projected reimbursement by first and third-party payors.

*Budget and Budget Narrative*— (30 points)--The budget and budget narrative must be submitted on the provided form. The budget and/or budget narrative must include:

- List all costs of the services proposed.
- Complete budget for the remainder of SFY 22 (in Microsoft Excel format).
- An annualized budget for SFY 23 and SFY 24 (in Microsoft Excel format).
- A written explanation of how costs were determined and how the cost is associated with the provision of the program. *(Use tab in TCC RFP Budget Template for narrative)*
- Justification of how administrative costs for the organization are calculated. *The budget may include administrative expenses not to exceed 20% of the program related costs.*

*Other Program Information* (10 points)

- Table of Organization for each partner involved in the project.
- Resumes and Licenses (if applicable) for existing program staff (only those staff working directly with children in therapeutic child care setting).
- Job descriptions for vacant positions.
- Signed Statement of Assurances (separate document).
- Copy of the written, signed, dated agreement between the OhioMHAS certified community behavioral health agency and the ODJFS licensed child care center.
  - The agreement must include brief descriptions of the roles of each partner in the program and the effective dates of the agreement.
  - If the applicant is both an OhioMHAS certified community behavioral health agency and an ODJFS licensed child care center, the agreement should describe how the two agency programs will collaborate and be managed.
- Copy of any subcontractor agreements for any organization/professional working directly with children in the program. Subcontractors could include speech therapists, occupational therapists, physical therapists, nurse practitioners, etc.

## LETTER OF INTENT TO SUBMIT A RESPONSE TO THE THERAPEUTIC CHILD CARE PROGRAM DEVELOPMENT AND EXPANSION RFP

Instructions: Insert the following information in the body of an email and send to:

[TCC-RFP@ohiochildrensalliance.org](mailto:TCC-RFP@ohiochildrensalliance.org).

Email Subject Line: Letter of Intent for Therapeutic Child Care Development/Expansion RFP

Body of Email:

*To: Ms. Carol Taylor, Senior Program Manager, Ohio Children's Alliance:*

*My organization, [enter name of your organization], intends to submit a proposal in response to the Therapeutic Child Care Development/Expansion RFP. Please direct all correspondence to the contact person identified below.*

*Name: [complete this field]*

*Email Address: [complete this field]*

*Title: [complete this field]*

*Mailing Address: [complete this field]*

*Telephone Number: [complete this field]*

Submission of this form via email by January 21, 2022 at 4:00pm will ensure your inclusion in the notice list for correspondence regarding addenda to or clarification of this RFP. After the Bidders' Conference, all subsequent questions and answers will be forwarded upon receipt of the Letter of Intent. Failure to submit a Letter of Intent will result in the agency's exclusion from this list, which will result in missing notification of significant information regarding this process.

## PROPOSAL DOCUMENTATION CHECKLIST

Agency:

Date:

- Introduction
- Partnership Agreement/MOU
- Subcontractor Agreement (if applicable)
- Project Description: *(7 page maximum)*
  - Identified practice—trauma informed
  - Activities for SFY22
  - Milestones substantiate progress and justify payment
    - Advance equity and inclusion efforts
    - Sustainability plan
- Budget Documents
- Other Program Information
  - Table of Organization for each partner
  - Resumes and Licenses (If applicable) for existing staff
  - Job Descriptions for Vacant Positions
  - Signed Statement of Assurances

## REQUIRED DOCUMENTATION NEEDED UPON AWARD

*Awardees will be requested to provide the following information at a later date. Do not include this documentation in your proposal.*

- ❑ An electronic copy of the bidder's most recent independent audit of financial statements and auditor's opinion and management letter addressing internal controls
- ❑ Current Certificate of Liability Insurance
- ❑ Most recent Certificate from OhioMHAS and child care center license from ODJFS (from your agency or your partner child care center)
- ❑ Equal Employment Opportunity (EEO) policy statement – can be copied from handbook
- ❑ Copy of Current Worker's Compensation Certificate showing risk number
- ❑ *Signed* Declaration Regarding Material Assistance/Non Assistance to a Terrorist Organization for Government Business and Funding Contracts (HLS 0038) –  
([http://www.homelandsecurity.ohio.gov/DMA\\_Terrorist/HLS\\_0038\\_Contracts.pdf](http://www.homelandsecurity.ohio.gov/DMA_Terrorist/HLS_0038_Contracts.pdf))
- ❑ *Signed* W-9 - (<http://www.irs.gov/pub/irs-fill/fw9.pdf>)