



Request for Proposal
Questions and Responses

Request for Proposal: Enhancing Behavioral Health Capacity for Community- Based Organizations that Serve Boston Youth

Proposal Due Date: 4/5/2024, 5:00 PM EST

Q1: In your RFP, you state that ARPA funds are capped at 10% IDC. However, our firm has and is conducting many projects using ARPA funds with state and local governments and no such cap has been imposed. These contracts have all been approved by federal project officers and are priced using the federal standards for "professional services firms." direct/indirect cost-based pricing is not a requirement of ARPA funds. Would you entertain proposals that price the work in the federally compliant professional services manner?

A: Guidelines regarding the administration of ARPA funds come from our prime awardee for ARPA which is the City of Boston; those guidelines state IDC capture is capped at 10%. We welcome all proposals and all proposals received will be evaluated according to all the criteria described by the RFR.

Q2: Can you please define what you mean by behavioral health? For instance, what topics and/or issues are included in your definition (e.g., substance use)?

A: Behavioral health is a holistic term that encompasses the emotional, psychological, and social factors that affect a person's overall well-being and may often refer to mental health and substance use disorders.

Q3: Is there a behavioral health training curriculum the Center of Behavioral Health and Wellness (CBHW) expects the vendor to use?

A: There is no specific training curriculum expected, as per page 7 of the RFP: "The tools provided to build behavioral health capacity in youth serving organizations should be geared toward community implementation, and be evidence based or evidence informed, such as, but not limited to: - Behavioral Health First Aid (MHFA) - Psychological First Aid - Problem Management Plus..." However, per page 10 of the RFP, we are expecting detailed information, as outlined in "Description of Services (2 pages max): Present your proposed model to be brought to CBOs, explaining the rationale behind this selection, implementation process, and a

brief overview of your workplan and expected reach – including expected number of staff and youth to be reached.”

Q4: Is there a list of specific topics you would like the community-based organizations (CBOs) trained on (e.g. harm reduction, etc.)?

A: The topics will depend on the training curriculum presented in the response to the RFP by the applicant. As per page 7 of the RFP, under Proposal Aims, the applicant will be expected to: “2) Equip youth serving organizations and workers to be more proactively and actively responsive to signs and symptoms of youth and staff behavioral health issues. Training should develop proactive strategies for organizations to recognize and address behavioral health signs, utilizing Boston’s behavioral health resources efficiently, and understanding cultural and racial service relevance. 3) Racially Just and Holistic Framework: Implement training that accounts for the effects of racism, homophobia, and other forms of discrimination, focusing on the impact of social determinants on behavioral health. a) The framework used to build behavioral health capacity should be able to attend to individual, interpersonal, collective/community and structural viewpoints on behavioral health b) As recommended by the Children’s Bureau within the U.S. Department of Health and Human Services, training for program staff should: - Be culturally specific - Address potential stigma, mistrust, or fear born from cultural or systemic barriers - Increase understanding of cultural differences in engaging in behavioral health services - Increase understanding of systemic barriers that prevent some populations from accessing behavioral health services - Be aware of culturally specific behavioral health and wellness services offered by providers with experience and expertise working with diverse populations that match the demographics of the young people served.”

Q5: How does CBHW define youth? For instance, what’s the age range this initiative should focus on?

A: The age range should focus on youth ages 14-18 years old.

Q6: How does CBHW define success (e.g. number of people trained, number of youth served by CBO’s, etc.)?

A: CBHW would define success as that which would meet the outcomes as described in the RFP, page 6: “Provide evidence-based behavioral health capacity building assistance and training to CBOs that serve youth of color in Boston in non-clinical capacities, with attention to the needs of both the youth served and the adults providing the services. This capacity building assistance and training will result in improved behavioral health response for both the non-clinical youth-serving CBO workforce and young people.” Additional information about proposed outcomes can be found in the logic model as posted: <https://www.boston.gov/bid-listings/16102551>

Q7: Does CBHW want the vendor to take a prevention and/or intervention approach to behavioral health barriers?

A: CBHW would like the vendor to take both a prevention and intervention approach to behavioral health barriers, as per page 7 of the RFP: ““2) Equip youth serving organizations and

workers to be more *proactively and actively responsive* [italics added] to signs and symptoms of youth and staff behavioral health issues. Training should develop proactive strategies for organizations to recognize and address behavioral health signs, utilizing Boston's behavioral health resources efficiently, and understanding cultural and racial service relevance."

Q8: How many CBO's does CBHW want funded through this initiative? What is the recommended range for the CBO grants?

Q9: How many CBOs would the ideal vendor engage with via direct training, sustainable capacity building, or collaborative efforts?

Q10: Are you able to provide an estimate of the number of individuals or CBOs anticipated to receive training?

A: The number of community-based organizations (CBOs) funded will depend on the vendor's capacity given the funds allocated to this RFP. CBHW would like to reach as many CBOs as possible with the funds, while remaining within the Requirements for Selection of Community Based Organizations by Vendor on page 9 of the RFP. To that end, applicants should indicate the specific partners, number of CBOs and expected number of youth reached in their submitted proposals.

Q11: Is the funding for this initiative cost-reimbursement or fee for service?

A: Awards under this initiative are assumed to be cost-reimbursable.

Q12: Is there a budget form you would like us to use?

A: There is no specific budget form required. Please use the guidelines as outlined on page 11 of the RFP: "Budget and Budget Justification: Provide a detailed, itemized budget and budget justification for the specified timeframe. The justification should justify each line item, covering personnel, direct costs, consultant/subcontract costs, and indirect costs. This Project is funded by the American Rescue Plan Act, so Indirect Cost capture is capped at 10% of allowable costs. Costs excluded from IDC capture can be found here." Overall, please follow guidelines for allowable costs and proper IDC capture and ensure the budget has detailed breakdowns of what each budget line includes and a justification for why that's needed to meet the goals of proposed Scope.

Q13: Can you please describe the invoicing and payment structure (e.g., monthly versus quarterly invoices)?

A: CBHW prefers that invoices are submitted in coordination with quarterly progress reports, including metric tracking, to ensure that work being done is being billed accordingly and that costs are allowable and in tandem with work being done within that quarter.

Q14: I see that the funding announcement states, “Services will be required on an as-needed basis. BPHC does not guarantee the amount of services to be performed” (pg. 12). Could you please elaborate on the ‘as-needed’ nature of the procurement?

A: The ‘as needed’ nature of the procurement relates to invoices being provided after program review, to ensure the work is fully completed and approved for payment.

Q15: What is the range of hours/days/person-months you anticipate utilizing this service?

A: As per page 12 of the RFP: “The anticipated period of performance for this program is June 1, 2024 – December 31, 2025.”

Q16: Would you like the trainings to be virtual, in person or both?

A: Ideally, the trainings would be in person.

Q17: We saw there is demographic data you would like collected. Can you please specify which demographic data you want collected for the adults and if you’d like any demographic data on the youth they serve?

A: As per page 10 of the RFP: “Describe plans for ensuring equitable recruitment and selection of community-based organization partners for this initiative. This section should document the outcomes of the equitable selection of community-based partnerships. a) This section should also address primary approaches to gathering demographic data, including: i) Description of ability to collect and track and report on demographic data related to all staff who are involved, enrolled, or otherwise engaged in training (per staff consent): Demographics will be collected on the geographic areas, populations/clientele served by the MH crisis response project/s, including zip code, neighborhood, gender, race, ethnicity, potentially income bracket information to ensure equity focus.” Data collected should include all providers who interact with youth at the chosen community -based partnerships (i.e., youth center staff; outreach workers; sports coaches, etc.).

Data on youth served would be welcomed, within the limits of the ability for the vendor to gain consent to track such information. Aggregated, de-identified information related to youth served would also be accepted.

Q18: Lastly, we saw in a few places that the start date for this initiative is June 2024 but in the description of the workplan, it indicated May 2024. Can you please clarify the start date?

A: The May 1, 2024, date in the Workplan is an error, the correct start date is June 1, 2024.