Background Information

The Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County is responsible for the planning, funding and monitoring of public mental health and substance use disorder treatment, prevention and recovery services delivered to the residents of Cuyahoga County. Under Ohio law, the ADAMHS Board is one of 50 Boards coordinating the public mental health and substance use disorder treatment and recovery system in Ohio. In order to provide a system of care that enables clients to access high quality, culturally competent, behavioral health services it is necessary to develop a comprehensive Strategic Plan.

The Strategic Plan will be developed based on the Board’s most recent Needs Assessment, workforce development strategies, community input and the performance of the current provider network. The Strategic Plan will inform strategies and resource allocation decisions for Calendar Years 2021 through 2025.

The ADAMHS Board is issuing this Request for Proposal (RFP) to identify a qualified, independent consultant to conduct a comprehensive Strategic Planning process. The timeframe of the awarded contract will be May 1, 2020 through October 31, 2020, with the expectation that the chosen consultant will hold a 2-Day Strategic Plan Summit by the end of July 2020, produce a first draft plan for review by the end of August 2020, with a comprehensive plan by October 31, 2020.

Minority-owned businesses are especially encouraged to apply.

The Selected Vendor Will:

1. Review of the Board’s recent Needs Assessment, Recovery Oriented System of Care Plan, local prevalence rates, current performance of the provider network, and current staffing levels.
2. Include input from the Board of Directors, ADAMHS staff, service providers, clients, and other community stakeholders regarding the current and future needs of the Board and the Cuyahoga County alcohol, drug addiction and mental health service delivery system to guide the development of the plan.
3. Develop a Strategic Plan of action that may include the areas of Leadership, Funding, Regulation & Legal Affairs, Client Affairs, Clinical Standards/Best Practices, Advocacy/Social Media, Training/Capacity Building, Quality Improvement and Outcomes Evaluation, Information Technology, and Human Resources.

Community Benefit

This process will ultimately enable the ADAMHS Board and other funders to invest resources in the areas of greatest client need, strengthen safety net services and support the use of Evidence-Based Practices. This will create a system of superior services which is client focused, cost efficient, and which improves the lives of clients and all Cuyahoga County residents.
Funding

The ADAMHS Board will select an applicant who offers the lowest and best proposal for a Strategic Plan after an evaluation is conducted based upon the criteria contained in this request for proposal.

RFP Submission Instructions and Timeline

Eligible applicants include any entity which can demonstrate staffing with relevant and sufficient experience in: 1) the creation of a strategic plan in a governmental context; and 2) the presentation of such plans and recommendations to constituencies including behavioral health clients and family members, providers, community leaders and funding entities.

Please submit a completed face sheet and line item budget, included below. Also, include a budget narrative which details the calculations for each line item, and justifying the need for the line item in your proposal.

Additionally, please submit a proposal narrative, clearly responding to the following points:

- Describe your organization’s qualifications and experience in the development of strategic plans for governmental and non-profit entities which provide health and human services. (30 pts.)
- Describe your plan to work in cooperation with the ADAMHS Board staff to gather input from the Board of Directors, Board staff and other community stakeholders to guide the development of the plan. (10 pts.)
- Describe the steps you will take to create a plan of action in the areas of Leadership, Funding, Regulation & Legal Affairs, Clients Affairs, Clinical Standards/Best Practices, Advocacy/Social Media, Training/Capacity Building, Quality Improvement and Outcomes Evaluation, Information Technology, and Human Resources in the context of a changing behavioral health care environment. (30 pts.)
- Discuss your experience with successfully producing comprehensive reports and conducting presentations for a variety of stakeholders (e.g. funders, nonprofit agencies, community partners, etc.) via multiple methods (e.g. website, presentations, PowerPoint, etc.). (10 pts)
- Provide a detailed timeline for conducting the Strategic Planning process within the timeframe, including task completion dates and responsible party(ies) based on the stated timeframe of May 1, 2020 – October 31, 2020. (10 pts.)
- Provide three references of firms, governmental agencies or other organizations for who applicant is presently or previously conducted a strategic plan. Each reference must include the name of the organization, address, phone number and person to contact. (10 pts.)

All required documents must be submitted electronically by email to: RFP@adamhscc.org by 5:00 p.m., on Wednesday, March 25, 2020.

Proposals will be scored and follow-ups conducted by Friday, April 3, 2020. Contract awarded, pending ADAMHS Board approval, at the General Board meeting on April 22, 2020.
ORGANIZATION INFORMATION

Name: 
Address: 
Contact Person: 
Telephone #: E-mail Address: 

AUTHORIZATION

I hereby certify that my typed name below is my signature and that this RFP has been approved for submission by this Organization’s governing authority.

Executive Director / CEO Date

Submission Deadline: 5:00 p.m., March 25, 2020.

Submit RFP Response by EMAIL to: RFP@adamhscc.org

Submissions received after the deadline will not be considered.
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