



## **RFP Q&A**

*This list of questions and answers reflects inquiries that were received during the RFP process. Some have been edited, paraphrased, or re-written to remove identifying information.*

### **Is this RFP for case management services?**

No. This RFP is for:

- Certified Behavioral Health Prevention Services/Programs (all ages), and/or
- Children's Behavioral Health Services/Programs (17 years and younger)

For details about how the ADAMHS Board is addressing various priorities, including case management, please read the [ADAMHS Board CY25 Funding Plan](#).

### **My agency may not be able to sustain case management services for those who are homeless without additional funding. Is the ADAMHS Board anticipating releasing an RFP for case management which would support services in 2025?**

The Board is not releasing an RFP for case management services for 2025. Our current network of case management services will continue to operate and will have new opportunities for professional development through our Board Training Institute.

Current case management providers will have the opportunity to discuss their needs and budget projections during the contract negotiation process later in 2024.

For details about how the ADAMHS Board is addressing various priorities, including case management, please read the [ADAMHS Board CY25 Funding Plan](#).

**Is this RFP for Infant and Early Childhood Mental Health (IECMH) services?**

No. Funding for Infant and Early Childhood Mental Health (IECMH) services and consultation will NOT be part of this RFP process. IECMH funding will be handled in a separate process with the Cuyahoga County Office of Early Childhood and Invest in Children.

**Will we have an opportunity to submit a new proposal for Infant and Early Childhood Mental Health (IECMH) services?**

Do not submit IECMH proposals in response to this RFP. The Cuyahoga County Office of Early Childhood and Invest in Children will announce future funding opportunities and/or issue an RFP separately for those services in the future.

**My agency is already funded by the ADAMHS Board for various services. Some of those services are affected by this RFP, and some are not. Do I need to send in any proposals or requests for those services that are NOT affected by the RFP?**

CEOs/Executives at currently funded provider agencies received notice of which current programs need to submit an RFP, and which do not. You do not need to take any action for those programs/services that are not affected by this RFP process. You will be contacted by Board staff later in 2024 addressing the contracting process for 2025. That contact may be through direct outreach, an All-Provider announcement, or 120-Day Notice.

If you did not receive a notice of current program status, please contact Clare Rosser, Chief Strategy and Performance Officer, at [rosser@adamhsc.org](mailto:rosser@adamhsc.org).

**My agency is already funded by the ADAMHS Board for various services. Some of those services are affected by this RFP, and some are not. If I have a service/program that is NOT affected by the RFP, but I want to suggest changes and improvements to that service/program, could I submit a proposal for a new-and-improved program?**

The RFP process is open and new or updated proposals are welcome. When completing the proposal, please consider including information about how the current and updated programs compare in the narrative answer for: “What else would you like the reviewing committee to know about your organization or program?”

Current and potential new providers are welcome to submit program proposals that fit the RFP requirements, or alternatives/updates to existing programming.

**The ADAMHS Board informed me that my current program(s) is subject to the RFP process, but I think my program(s) has been classified incorrectly. How do I handle this?**

To ensure high quality services for county residents, the ADAMHS Board is elevating the importance of certified programming and aligning with data-driven priorities through OhioMHAS informed by our local Community Needs Assessment.

Board staff reviewed and determined the classification for each current program. Prevention and children’s services programs were obviously included in the RFP process. However, some programs have historically been considered “non-certified prevention/preventative” or a special project, or are a support group or family caregiver group that could be classified under recovery or under prevention. These preventative/special projects also were asked to submit proposals.

If the provider offering a current preventative/special project is not certified, then that provider is encouraged to explore creative approaches to align their programs with the RFP requirements, like:

- Proposing collaborative programming in partnership with a certified provider
- Proposing an expanded service mix that incorporates Board priorities

For details about priorities, see the [complete RFP](#). For details about community needs, see the [2024 ADAMHS Board Community Needs Assessment](#).

Please note that the ADAMHS Board has the statutory authority to fund or not fund organizations, with or without an RFP process, at its discretion.

**My agency is currently funded by the Board, and I was told I need to re-apply for my service(s) through this RFP process. However, I am not sure which category of RFP I should choose when I re-apply, or my services do not exactly “fit” the category options. How do I know what to choose?**

Please see the previous response. Also consider the following guidance:

- If your program exclusively serves children ages 17 and under, then it will most likely be submitted under Children’s Behavioral Health Services/Programs. Otherwise, it

will likely be submitted under Certified Behavioral Health Prevention Services/Programs. Please read each description in the RFP to determine the best option.

- Additional details or explanation about the nature of your program and how it fits or does not fit the RFP criteria can be shared in the narrative answer for: “What else would you like the reviewing committee to know about your organization or program?”

**My agency is currently funded by the Board, but my agency does not have any of the qualifications listed in the RFP. How do I handle this?**

Please see the previous two responses.

**My agency is currently funded by the Board, but we are undergoing a merger with another entity. I am concerned this will affect my funding. How do I address this in my proposal?**

Please see the previous three responses.

Also note that in recent years, the ADAMHS Board has encouraged mergers and collaborations to enhance programming, address workforce issues, and strengthen agency competencies. Please consider your merger as an opportunity to re-envision your programming utilizing your existing experience in the behavioral health field, and your new partner’s expertise.

**Is the new Certified Prevention Services, and Children’s Behavioral Health Services RFP meant to supplant current programs?**

This is a competitive bid process, open to current and potentially new provider agencies or programs. Though the ADAMHS Board does not expect to decrease funding for these service categories, it does reserve the right to limit the number of organizations contracted as a result of this RFP process.

**Do we create separate submissions for each program?**

Yes, every program requires a separate proposal to be submitted here:

<https://forms.office.com/r/jhnzu6mGFB>

**Is this RFP open to provider agencies that are not currently funded by the ADAMHS Board?**

Yes. Please review the complete RFP for qualifications.

**My agency is not a prevention certified agency, but we are an OhioMHAS certified agency. Are we still eligible to submit a proposal?**

Please include any/all OhioMHAS certifications or other relevant certifications with your proposal.

**How would you recommend obtaining an OhioMHAS prevention certification without clinical staff?**

Please visit the [OhioMHAS Licensure and Certification page](#) for information on types of certifications and how to apply.

**I have tried submitting my proposal online, but cannot save and re-start the online form. How do I submit my proposal?**

Once organizations begin entering information online, they will NOT be able to save and return. Please review the information below, copied from the [RFP page](#):

*The Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County is soliciting proposals from vendors/organizations to provide the following services during the 2025 calendar year, to residents of Cuyahoga County, Ohio:*

- \* Certified Behavioral Health Prevention Services/Programs (all ages), and/or*
- \* Children's Behavioral Health Services/Programs (17 years and younger)*

**CLICK BELOW FOR THE COMPLETE RFP.**

<https://www.adamhsc.org/home/showpublisheddocument/6666>

**CLICK BELOW FOR THE LINE ITEM BUDGET TEMPLATE.**

<https://www.adamhsc.org/home/showpublisheddocument/6668>

**CLICK BELOW FOR THE NARRATIVE BUDGET TEMPLATE.**

<https://www.adamhsc.org/home/showpublisheddocument/6670>

*The RFP document contains information about the services requested, a full scope of work, and a complete list of the questions that you will need to answer below. It is HIGHLY RECOMMENDED that organizations use the question list in the "Complete RFP" to have ALL information prepared BEFORE entering the information online. **Once organizations begin entering information online, they will NOT be able to save and return.** It is also recommended that organizations KEEP A COPY of their answers. If an organization is interested in proposing more than one program, they must submit a SEPARATE proposal for each program/service.*

**My program is faith-based. Is there a list of current certified prevention providers so we can reach out to do a Memorandum of Understanding (MOU)?**

The ADAMHS Board does not provide a list of certified prevention providers for this purpose. Ideally, the organization offering the faith-based program has a pre-existing relationship with a certified prevention provider so that they can enter into an MOU with a full understanding of each other's organizations. For a list of providers within the ADAMHS Board network, please visit: <https://www.adamhsc.org/resources/finding-help>.

**It is not clear how many letters of support we need. It looks like we need one from every school in which we provide services, but that seems like a lot! Can you please clarify?**

You may submit as many letters of support as you like. However, the review committee will be looking for, at minimum, a letter from the group of partners involved. For schools, that may be a letter of support from the district with the partner schools listed, for example. For child-serving partners, that may be one letter with multiple signatories.

**I am inquiring about the Certified Prevention Services and Children's Behavioral Health Services. Do you have information on the estimated total program funding, award ceiling, and expected number of awards?**

The ADAMHS Board does not provide this information during the RFP process. To review past budgets, please visit: <https://www.adamhsc.org/about-us/budgets-reports/budgets>.

**My organization was affected by the storm/power outages in early August. Can I get an extension on submitting my proposal(s)?**

The ADAMHS Board has extended the deadline for the proposals from its original date of August 30 to Wednesday, September 4 at 4 p.m. The Board will not issue other, individual extensions. Proposals received after September 4 at 4 p.m. will not be considered.

**Will we have the opportunity to request transportation money as we have in the past? If so, is this round of RFP proposals the appropriate time to do so?**

We did not issue an RFP for transportation. Providers with transportation programs will have the opportunity to discuss their needs and budget projections during the contract negotiation process later in 2024.

**I operate a for-profit, private organization. Is the RFP only open to 501(c)(3) organizations?**

If your organization is not a 501(c)(3), the ADAMHS Board strongly recommends partnering with a 501(c) organization and submitting your proposal as a collaboration. Because of the nature of our community-based work, we contract primarily with 501(c)(3) organizations as our preferred partnership.

If private/profit organizations like an LLC, Individual/Sole Proprietor/Practitioner, For Profit, or other type of legal entities apply for this RFP, they will be considered, but the information about their business classification should be made clear in the proposal.