

Beaver County Behavioral Health (BCBH) (a unit of the County of Beaver, PA) is charged with the responsibility to encourage a seamless system of care that is accessible, continuously available and emphasizes health promotion, prevention, early intervention, resiliency, recovery and rehabilitation.

- To create opportunities and environments that empower those we serve to succeed in the accomplishment of their goals and reconnect themselves with family, friends and community
- To ensure the availability of a workforce and provider network, sufficient in size and skill, to meet the behavioral health needs of Beaver County residents
- To ensure care that is safe, person-centered, effective, efficient, equitable and timely

Instructions - Please provide responses to each number/bullet point under each of the identified areas, Services Required, Applicant Information, and Reimbursement.

Services Required

BCBH is seeking proposals identifying a potential grant project director, who can demonstrate expertise and experience in:

1. Completing grant required reporting, as evidenced by:
 - a. Familiarity with funders, such as the Pennsylvania Commission on Crime and Delinquency (PCCD), the Substance Abuse and Mental Health Services Administration (SAMHSA) and the Bureau of Justice Administration (BJA)
 - b. Familiarity with the PCCD website, grants.gov, the Grants Management System and eRA Commons
2. Contracting, as evidence by:
 - a. Prior work developing contract deliverables and payment terms
 - b. A willingness to work with providers to assure their submissions are complete
 - c. Monitoring providers to ensure they are providing the services contracted and maintaining the necessary documentation
3. Reviewing invoices and payments, as evidenced by:
 - a. Knowledge of the funder limitation on charges (such as the amount allowable for refreshments, tips or travel)
 - b. Reviewing invoices for accuracy
 - c. Auditing providers for services rendered and services billed
4. Performance Improvement activities, as evidenced by:
 - a. Familiarity with data collection expectations
 - b. Experience using unique identifiers and reporting de-identified data
 - c. Experience using tracking client specific data elements
 - d. An understanding of the performance improvement processes
5. The provision of services to individuals and families with behavioral health needs, including those that are involved in the justice system, as evidenced by:
 - a. An understanding of behavioral health issues, including co-occurring mental health and substance use disorders
 - b. A understanding of the court process
 - c. Basic knowledge of probation and parole procedures
 - d. General knowledge of the Beaver County provider network/services available

6. Achieving sustainability, as evidenced by the ability to:
 - a. Identify possible funders
 - b. Complete grant application pieces, such as Problem Statements, strategic plans, job descriptions, Letters of Support and Timelines
 - c. Present grant accomplishments at meetings
7. Working within an institutional setting, as evidenced by:
 - a. The ability to pass background checks
 - b. A willingness to have employees screened and approved by the jail administration
 - c. Compliance with all security requirements
 - d. Compliance with all institutional regulations
8. Completing with onsite program and fiscal monitoring as evidenced by:
 - a. Use of a monitoring tool
 - b. Experience sending reports of monitoring visits that include plans of correction
 - c. Experience and willingness to work with providers to complete plans of correction
9. Preparing for and participating in onsite monitoring visits by the funder as evidenced by:
 - a. Working to confirm logistics for the reviewers
 - b. Developing agendas
 - c. Collecting required material
 - d. Responding to the site visit reports and any required plans of correction.

Applicant Information

In an effort to ensure the agency has the necessary qualifications and to determine the most qualified applicant to be considered, please forward the following information:

1. A description of the agency or individual, including services and qualifications. Information provided in this section should include:
 - a. The number of staff available to BCBH, which provide or support this service
 - b. The number of similar engagements performed by the agency
2. Describe the applicant's qualifications, technical knowledge and relevant experience implementing private, state and federal grants.
3. Describe the background and experience of the personnel, who would be assigned to work with BCBH, including professional qualifications, length of time working with the firm and length of time working in non-profit/governmental services, as well as any other relevant experience and credentials.
4. Describe, in detail, the efforts you or your agency will undertake to satisfy the services required. Describe any additional services, which your agency may offer, that will distinguish your agency from other proposers. Provide a description of any value added services that are included within the response.
5. Describe how you or your agency regularly makes suggestions to clients for improvements in service delivery.
6. Please provide not-for-profit/governmental references from clients for whom you provide similar services.

7. Identify any changes made to program activity, data collection, reporting or invoicing that you or your organization was required to make as the result of an external audit.

Reimbursement

Costs should be detailed according to:

- a. Professional services and
- b. Expenses, such as travel, clerical support, reproduction, etc.

Costs for professional services must be shown according to hourly rate per classification and estimated number of hours per classification to be spent for completion of the work. Include standard billing rates for partners, managers, and various staff levels.

Term

Successful completion of this RFQ will place your organization on a Qualified Provider list for five years from the date of notification.

Submission

All proposals must be emailed or delivered no later than XXXXX. Incomplete or late proposals will be rejected. Return your completed proposal to Danielle Rombach at 1040 8th Avenue, Beaver Falls, PA 15010 or hireing.bcbh@gmail.com. If you have any questions, please contact Danielle Rombach at (724) 847-6225.