



Mental Health Recovery Board

Serving Warren & Clinton Counties

Fiscal Year 2026 Pre-Contracting Questionnaire Instructions

Notice of Intent for New Providers Deadline: [January 3rd, 2025](#)

Submission Deadline: [January 14th, 2025](#)



Mental Health Recovery Board

Serving Warren & Clinton Counties

Who We Are

Mental Health Recovery Board Serving Warren and Clinton Counties (MHRBWCC) is a governmental entity responsible for planning, funding, monitoring, and evaluating services and programs for residents with serious mental and emotional disorders and substance addiction in our jurisdiction. Funds come from various sources including the federal and state government, and our local levy.

Mission

The Mental Health Recovery Board Serving Warren and Clinton Counties supports a healthier community by investing in a system of mental health and substance use disorder services for the people of our counties.

Core Values

Stewardship. We are efficient and ethical in using resources and are good stewards of the public's money.

Transparent. We are open and honest with our community and those we serve.

Accountable. We are responsible for our words, our actions, and our results.

Quality. We are continuously learning, improving, and implementing best practices to address needs.

Responsive. We are proactive and agile in meeting ever-evolving behavioral health needs.

Collaborative. We are invested in partnering to maximize impact.

Equity. We are fair and inclusive, respecting the lived experience of all people.

Vision

We will be transformative in our approach to the practice of behavioral health.

Strategic Goals

Goal One. Maintain and enhance the trust and investment of the community, stakeholders, and providers in the Board's mission.

Goal Two. Increase investment in prevention strategies including expanding to targeted populations and topics.

Goal Three. Focus on continuous improvement of the crisis service system to better serve those in need.

Goal Four. Enhance and expand system partnerships.

Goal Five. Demonstrate fiscal responsibility while identifying ways to use funds to support new, innovative strategies.

Purpose of Pre-Contracting Questionnaire

The purpose of this Pre-Contracting Questionnaire is to identify organizations interested in providing services to Warren and Clinton County residents along our Continuum of Care and ensuring alignment with our Mission, Vision, Values as well as our Guiding Principles of funding decisions.

Continuum of Care: The illustrated “protractor” model, originally developed in 1994 and updated in 2019 by the National Academies of Sciences, Engineering, and Medicine, recognizes the importance of the whole spectrum of interventions. This has been used by MHRBWCC for several years as a guide to planning services.



In late 2024, MHRBWCC took a close look at the protractor model that had been used by the agency, and realized that it did not accurately represent the way that we have funded and described our local continuum of care. From these discussions, the updated Warren and Clinton County Continuum of Care Protractor was developed.



This updated model more accurately describes the pillars of behavioral health in our service area and it mirrors the Collaborative Plans that have been used to fund and categorize services for years.

The services which are currently being provided are described in the FY25 Service Collaborative Plans. This is the basis for what MHRBWCC is willing to purchase for FY26. FY25 Service specifications can be found in the FY25 Service Collaborative Plans available for review in the Supplemental Documents section on the [FY26 Pre-Contracting webpage](#).

However, if an organization wishes to propose an innovative service outside of this array, a proposal may be submitted. This will be considered as long as the organization meets the necessary guidelines, is within the mission/vision of MHRBWCC, addresses a priority identified in our White Paper (noted below), and sufficient funds are available.

Prioritization of Services/Guiding Principles of Funding: In 2021, the MHRBWCC’s Board of Directors adopted a Prioritization of Services White Paper which further defines the service categories and guides our decision-making. MHRBWCC recognizes that funding streams are not constant. There are changing target populations, levels of funding and restrictions for use. Thus, historical patterns and levels of funding for programs and populations may change at any time. It is incumbent on MHRBWCC to use resources efficiently, effectively, and ethically to maximize fairness. This is the philosophical basis for funding decisions.

Each of the following is a guiding principle used in the consideration of funding decisions:

1. **Efficiency**- Return on investment without consideration of the outcomes.
2. **Effectiveness**- Maximizes client benefit while looking only at the best possible outcome.
3. **Equality**- Distribution of resources across clients in hopes of similar outcomes.
4. **Equity**- Distribution of services that does the least harm to all potential clients.

The adopted Prioritization of Services White Paper, in its entirety, can be accessed in the Supplemental Documents section on the [FY26 Pre-Contracting webpage](#).

Additionally, contracted organizations must meet the requirements set forth in the Ohio Revised Code, Ohio Administrative Code, and by the MHRBWCC's Board of Directors. Much of the information requested in the Questionnaire provides documentation of meeting this eligibility criteria and partially fulfills MHRBWCC's mandated monitoring function. Completion of this Questionnaire is required for primary MHRBWCC contract organizations.

Eligibility Criteria

This Questionnaire is available to organizations who meet minimum standards including state/national accreditation/licensure/certification and are in good standing as evidenced by their duration of certification as a provider, status of such certification, history of the organization, and fiscal viability and sustainability.

Selected organizations will have staff who meet appropriate credentials to perform work proposed as determined by [OAC 5122-29-30](#).

Availability of Funds

The completion of the Questionnaire is not a guarantee of funding to any organization regardless of historical funding awards. All FY26 executed contracts are contingent upon federal, state, and local funds availability.

Examples of the FY25 Service Collaborative Plans and the FY25 Contract for Services Budget can be found in the Supplemental Documents section on the [FY26 Pre-Contracting webpage](#).

All funding awards will be ultimately determined by the MHRBWCC Board of Directors.

Notice of Intent to Apply for Existing Organizations

All current MHRB funded provider agencies will receive a direct communication from MHRBWCC with a link to the Vendor Portal to submit their application. This change will eliminate the two-step process from previous years to facilitate a more efficient process.

Notice of Intent to Apply for New Organizations

All organizations who do not currently receive funding from MHRBWCC that intend to complete the Questionnaire and request funding must submit a Notification of Intent no later than **Friday, January 3rd, 2025** by sending an email to rfp@mhrbwcc.org

In the email, please provide the following information:

- Agency Name and contact information
- Name/Email of the Primary Contact for questions and scheduling negotiation meeting(s)
- Name(s)/Email of the individual(s) who will be organization's contact(s) for completing and submitting the Questionnaire. Designated individual(s) will be given access to the Vendor Portal through the Dock Contract Management System.

The purpose of this notification is two-fold:

- To provide the agency access to the Vendor Portal through the Dock Contract Management System where the completed questionnaire and all contract attachments may be uploaded/submitted. Once the Notification of Intent is submitted, within 2-5 business days, the organization's designated individual(s) will receive access to the Vendor Portal.
- For advanced scheduling of MHRBWCC/Organization meetings to review submitted Questionnaire and evaluate potential contract.

While the deadline for submitting this Intent is **January 3rd, 2025**, organizations are encouraged to submit this notification as soon as a decision has been made to proceed. This will allow for full access to the Instructions and Questionnaire form.

Projected Timeline

December 11 th , 2024	Pre-Contracting Questionnaire published
January 3 rd , 2025	Deadline for Notification of Intent to Complete Questionnaire/Request Funding for New Organizations
January 14 th , 2025	Deadline to submit Pre-Contracting Questionnaire - Complete sections in Vendor Portal and upload required documents
January 15 th , 2025 - January 31 st , 2025	AS NEEDED: Meetings between MHRBWCC staff and Organizations to clarify any information provided in Pre-Contracting Questionnaire
February 10 th , 2025 - April 25 th , 2025	Meetings between MHRBWCC staff and Organizations to discuss requests
May 14 th , 2025 and June 11 th , 2025	FY26 Funding Recommendations presented to MHRBWCC Board of Directors for vote.
July 1 st , 2025	FY26 begins

MHRBWCC reserves the right to alter this Projected Timeline as needed to fully conduct all functions in preparation for the final contract.

Questionnaire Requirements and Format

The Pre-Contracting Questionnaire Form is in a fillable PDF document. All organizations must use the standardized Questionnaire form which specifies all information required. Please read the Questionnaire prompts carefully.

The Pre-Contracting Questionnaire Form will be included in the Dock Vendor Portal link under the Documents tab. Please fill out the entire Pre-Contracting Questionnaire form with input from all

necessary parties in your agency. For a submission to be finalized, the following needs to be completed in the Vendor Portal:

- Party Details tab completed
- Address tab completed
- Contacts tab completed (with at least the primary contact identified)
- Documents tab completed with the following:
 - Completed Pre-Contracting Questionnaire with signature page
 - National Accreditation certification (if applicable)
 - OhioMHAS certification (if applicable)
 - Most recent financial audit
 - Most recent outcomes report (if new agency)
 - Most Recent Satisfaction Survey Report, unless already provided
 - Current Client Rights/Grievance Policy/Procedure
 - Current Seclusion/Restraint/Time-Out Policy/Procedure, if applicable
 - Completed Grant-Funded Position Form, if applicable
- Insurances tab completed with uploaded documentation

- When all of these have been accomplished, please be sure to press submit in the bottom right corner so that we know it has been completed.

Should you need further instructions, please email RFP@mhrbwcc.org

Submission Method and Deadline

The Pre-Contracting Questionnaire Form should be submitted via the organization-specific Dock Vendor Portal link that will be emailed from our office to the primary organization contact. Access to this portal will be sent to each organization within 2-5 business days after the Notice of Intent notification has been made to MHRBWCC.

When all documents have been uploaded, send an email to RFP@mhrbwcc.org confirming completion. If the organization is unable to utilize the vendor portal, contact MHRBWCC as soon as possible to identify alternative submission methods.

Questionnaires must be received by MHRBWCC no later than **Tuesday, January 14, 2025** for consideration for a FY26 contract.

Selection Criteria*

MHRBWCC will review all complete Questionnaires submitted by the deadline. All proposed services must align with the MHRBWCC Mission and Vision, Community Plan, Prioritization of Services White Paper, and adhere to all guidelines. MHRBWCC reserves the right to request clarifying information and conduct interviews with and/or site visits of applying organizations as part of the review process. The selected provider will:

- Meet the guidelines outlined in the Pre-Contracting Questionnaire
- Provide identified needed services to Warren/Clinton Counties residents

- Meet minimum standards of state/national accreditation/licensure/certification, and be in good standing as evidenced by their duration of certification as a provider, status of such certification, history of the organization, and fiscal viability and sustainability
- Will either have the current capacity to, or provide a timely, well-organized and logical plan to meet Best Practices for services proposed
- Will have a demonstrated ability to effectively work with the target population with documented client satisfaction (if a service previously or currently being provided)

Meeting this threshold criteria **does not guarantee selection*

Contract and Reporting for Selected Providers

- Organization must agree to comply with the OhioMHAS Agreement and Assurances. The FY26 version has not yet been published but the [FY25 OhioMHAS Agreement and Assurances](#) can be referenced as a guide.
- Organization must agree to comply with certain board policies and procedures to be provided along with the contract available. The FY25 Policies and Procedures are available for review on our website on the [Information for Providers](#) page. These include, but are not limited to:
 - Sliding Fee Scale Eligibility
 - Residency Determination
 - Benefit Rules
 - SmartCare Enrollment and Claims Processing
- Organization must comply with all requirements related to Board’s oversight and monitoring functions
- Organization is required to acknowledge funding from MHRBWCC in all publications

MHRBWCC will establish a set of data to be reported at consistent intervals. These Key Performance Indicators and Outcomes Measures are a required component and are utilized by MHRBWCC to evaluate service delivery, compliance to standards and adherence to policies. This will include, but is not limited to, the following:

- Monthly/Quarterly data reporting will be required
- At minimum, quarterly meetings with MHRBWCC to review results
- Financial Audit Packages must be submitted no later than 180 days after SFY ends
- Periodic submission of financial statements
- Presentation to MHRBWCC Board of Directors upon request

Questions Regarding Pre-Contracting Questionnaire Content or Process

MHRBWCC will accept and respond to specific questions regarding this Pre-Contracting Questionnaire/Process and the Vendor Portal in the Dock Contract Management System. Questions may be submitted to: RFP@mhrbwcc.org or by reaching out to us via phone at (513) 695-1695.