

Request for Proposals (RFP)
Short-term Mental Health Residential Facility
Southwest Ohio Regional Collaborative

Release Date: December 20, 2024

Statement of Purpose:

The Southwest Ohio Regional Collaborative is seeking a qualified provider to operate a short-term mental health residential facility. This facility will have a capacity of up to 16 beds, serving residents of the partner counties who require “step-up” care for individuals at risk of psychiatric hospitalization, as well as “step-down” care for individuals transitioning from inpatient mental health care back into the community, and in need of additional mental health services and supports.

Background:

Per the Ohio Department of Mental Health and Addiction Services, “On January 6, 2023, Governor Mike DeWine signed into law House Bill 45, which appropriated \$90 million in American Rescue Plan Act (ARPA) funds for Ohio Department of Mental Health and Addiction Services (OhioMHAS) to support Ohio’s Crisis Infrastructure. These funds are being used to help strengthen Ohio’s statewide mental health and addiction services system, specifically pertaining to crisis services.

The Ohio Department of Mental Health & Addiction Services (OhioMHAS) is collaborating with the local Alcohol, Drug Addiction and Mental Health (ADAMH) Boards to develop services within the six regional psychiatric hospital (RPH) catchment regions that have identified service gaps. [Link to House Bill 45 See page 115.](#)

The \$90M ARPA Investment in Ohio’s Crisis Continuum funding is being distributed in two parts. This funding notice applies to part one of two funding opportunities, for \$45M each. This document outlines requirements for \$45M for mental health rehabilitation facilities. Part two of this funding pertains to the development of Crisis Services to address gaps in local/regional crisis continuums and was released in Spring 2023.”

In response, the partner Mental Health and Recovery Boards (MHRBs) in Southwest Ohio initiated a process to apply for a portion of these funds, securing a facility to fulfill the stated purpose. Each partner Board has committed to contributing local funds to support the cost of acquiring the facility.

RFP Timeline:

December 10, 2024 – Release of RFP

January 15, 2025 – Letter of Intent Due

January 30, 2025 – Notification of Invitation to Submit Full Proposal

February 28, 2025 – Full Proposal Due

March 30, 2025 – Notification of Award

Eligible providers interested in submitting a proposal must first submit a Letter of Intent (LOI) by January 15, 2025. Selected qualified providers will then be invited to submit a full proposal.

Qualifications:

Any behavioral health provider certified by the Ohio Department of Mental Health and Addiction Services with experience in operating residential facilities is eligible to apply.

Participating Boards:

The following Mental Health Recovery Boards in Southwest Ohio are participating in this project and contributing financially to the purchase of the facility. These Boards will have access to the facility for their residents:

- Brown County Board of Mental Health and Addiction Services
- Mental Health Recovery Board of Clark, Greene and Madison Counties
- Clermont County Mental Health and Recovery Board
- Preble County Mental Health and Recovery Board
- Mental Health and Recovery Board Serving Warren and Clinton Counties

Lead Board and Facility Information:

The Mental Health Recovery Board Serving Warren and Clinton Counties (MHRBWCC) is the lead organization for this project. MHRBWCC has entered into a contract to purchase a property located at 975 B Kingsview Dr., Lebanon, Ohio 45036, for the purpose described herein.

The Southwest Ohio Regional Collaborative has secured ARPA (American Rescue Plan Act) and state funding through OhioMHAS, as described in the Background section. A fully executed Memorandum of Understanding (MOU) regarding the funding for the property acquisition exists between the Collaborative's partner Boards. Clinical and operational MOUs are forthcoming.

The property acquisition includes scheduled renovations, set to be completed by March 2025, to accommodate 16 separate bedrooms, common areas, professional offices, a commercial kitchen, as well as necessary roof and HVAC upgrades. Some furnishings may be included, depending on budget parameters. The closing of the property purchase is scheduled for March 2025. At that time, MHRBWCC will have secured forgivable mortgages in compliance with OhioMHAS regulations.

Contracting:

The selected provider will contract with the lead Board for the provision of services, adhering to the same or similar contractual obligations as other providers contracted by the Board. Each partner Board will also have an MOU with the selected provider to ensure access for their residents. Additionally, an agreement will be negotiated and signed by all partner counties, outlining payment processes and negotiated rates for non-Medicaid and other third-party reimbursements.

Application Process:

1) Letter of Intent:

Interested providers must submit a Letter of Intent (LOI) by **January 15, 2025**, to afornshell@mhrbwcc.org. The LOI should be no more than 2 pages in 12-point font, highlighting the provider's qualifications, staffing capabilities, financial stability, program content, organizational leadership, and approach to financial sustainability.

Full Proposal:

If invited to submit a full proposal, the following information should be provided:

- **Cover Page:** Include the organization's name, address, contact details for the Executive Director, Chief Financial Officer, and Primary Contact, as well as any relevant certifications and their expiration dates (e.g., OhioMHAS, CARF).
- **Scope of Work:** Describe the range of services to be provided, staffing plan, and overall program structure.
- **Provider Qualifications:** Outline the agency's experience operating residential facilities and plans for recruiting and retaining qualified staff.
- **Services/Program Structure:** Detail services provided to residents, distinguishing between "step-up" and "step-down" services.
- **Financial Feasibility Plan:** Outline the funding streams to support facility operations.
- **Budget and Budget Narrative:** Provide a detailed budget, including staffing, payroll, fringe benefits, staff-related expenses, and facility costs. The grantor reserves the right to review and approve or reject any budget modifications following the acceptance of the proposal.
- **Timeline:** Describe the anticipated timeline for facility operation, including key milestones for the first 12 months.
- **Quality Improvement Process:** Detail the quality improvement process for ensuring quality of care, safety, and clinical outcomes and practices such as length of stay and discharge planning.
- **Evaluation:** Explain how the program's success will be evaluated, the key data metrics to be tracked, and the systems used for evaluation.
- **Data Collection and Reporting:** Specify the frequency and process for data collection and reporting.

The proposal should be no more than **8 pages** (in addition to the budget and narrative) in 12-point font and submitted electronically to afornshell@mhrbwcc.org by **February 28, 2025**.

Review and Awards:

All proposals will be reviewed and scored by a team representing the participating Boards. A scoring rubric will be used, with a maximum score of 100 points. The Boards reserve the right to select the provider that best meets the project's needs based on various factors including proposal score, budget feasibility, experience, and leadership.

Providers will be notified of the award decision by **March 30, 2025**. The facility is expected to begin operations in **August 2025**.

Questions:

Questions regarding this RFP will be accepted from **December 10, 2024**, through **January 15, 2025**. Inquiries should be directed to the Executive Directors of the participating Boards.
