



Seattle Human Services Department 2016 Youth Mental Health Counseling Services Request for Proposal

Information Session
Monday, April 11, 2016, 2:30 p.m. – 4:00 p.m.
Seattle Public Library - Columbia Branch



Timeline

<p>Funding Opportunity Announcement</p> <ul style="list-style-type: none"> • Seattle Daily Journal of Commerce • HSD Funding Opportunities Web Page http://www.seattle.gov/humanservices/information-for-grantees • Mayor's Weekly/HSD News & Events Blog/HSD Life Lines e-newsletter 	<p>Thursday, March 31, 2016</p>
<p>Information Session</p>	<p>Monday, April 11, 2016, 2:30 p.m. Seattle Public Library - Columbia Branch</p>
<p>Application Deadline</p>	<p>Thursday, May 12, 2016 12:00 p.m.</p>
<p>Review & Rating Process</p>	<p>May – June 2016</p>
<p>Agency Notification</p>	<p>Friday, July 29, 2016</p>
<p>Appeal Process</p>	<p>August 1 – 12, 2016</p>
<p>Public Announcement of Awards</p>	<p>Monday, August 29, 2016</p>
<p>Contract Start Date</p>	<p>January 1, 2017</p>



Overview

Investment Area and Funding Source

- 2016 Youth Mental Health Counseling Services RFP is an open and competitive funding process
- Approximately \$628,000 of Seattle general funds to provide youth mental health counseling services
- Approximately 5 - 6 awards will be made
- Funding award period is January - December 2017
- Continued investment after the initial contract period will be contingent on successful performance and funding availability



HSD's Outcomes Framework

HSD's **Theory of Change** ensures that data informs our investments – particularly around addressing disparities – and shows the logical link between the desired results, indicators of success, racial equity goals based on disparity data, strategies for achieving the desired results, and performance measures. With this model, HSD can ensure that resources are appropriately aligned to address the most critical human service needs based on the analysis of the entire population level data.

All investments resulting from HSD's funding opportunities will align with the **Theory of Change**.





Service Delivery Framework

<p>General</p>	<ul style="list-style-type: none"> • Outpatient mental health counseling and treatment services for Seattle youth
<p>Location</p>	<ul style="list-style-type: none"> • Services provided at agency’s office, in community healthcare or school-based setting, or at appropriate off-site locations
<p>Duration</p>	<ul style="list-style-type: none"> • 3 or more months
<p>Services</p>	<ul style="list-style-type: none"> • Individual counseling • Group counseling • Family counseling • LGBTQ counseling • Partnership with school based/public health centers or community based agencies • Care coordination for youth and family



Service Delivery Framework

Core Components	
<p>Individual, Group, Family or LGBTQ Counseling</p>	<ul style="list-style-type: none"> • Individualized: services and supports are tailored to the unique strengths and needs of youth and family • Client Centered: services are non-directive, non-judgmental • Strength-based: services that build on and enhance the capabilities and assets of youth and family
<p>Evidence-Based Therapies (Examples)</p>	<ul style="list-style-type: none"> • Cognitive Behavioral Therapy • Assertive Community Treatment • Mindfulness-Based Cognitive Therapy • Dialectical Behavioral Therapy
<p>Cultural Competency</p>	<ul style="list-style-type: none"> • Services are culturally and linguistically relevant to youth of color, LGBTQ, immigrant and refugee, homeless/unstably housed and low-income youth • Respect for the values, beliefs, culture, and identity of Black/African American, Hispanic/Latino, Native American, and Asian/Pacific Islander communities



Service Delivery Framework

Optional Components

<p>School based Health Centers</p>	<ul style="list-style-type: none"> • Work closely with school based clinic staff to provide on-going individual therapy, crisis interventions, support services • Referrals to mental health or other treatment programs
<p>Care Coordination</p>	<ul style="list-style-type: none"> • A single point of contact to connect behavioral health services with housing stability, employment, education and other supports



Service Delivery Framework

Criteria for Eligible Clients

- Youth 11 -21 years of age
- Youth who reside within Seattle city limits or attend Seattle Public Schools.
- Youth who are Medicaid ineligible or lack medical insurance or sufficient medical coverage for treatment



Service Delivery Framework

Key Staffing and Staffing Level

- Qualified professionals who meet the minimum [Washington State Department of Health licensing requirements](#)
 - RCW 18.19 (WAC 246-810) for certified counselors
 - RCW 18.225 (WAC 246-809) for licensed mental health counselors
 - WAC 246-809 for supervision
- Staff should also demonstrate a history of working with youth from the focus populations and priority communities



Focus Populations and Priority Communities

<p>Priority Communities</p>	<ul style="list-style-type: none"> • Youth of color • LGBTQ • Immigrant and refugee • Homeless/unstably housed (including those under the McKinney-Vento Homeless Assistance Act) • Low-income youth meeting 80% or below of HUD's income guidelines
<p>Focus Populations</p>	<ul style="list-style-type: none"> • Black/African American (includes African) • Hispanic/Latino • Native American • Asian/ Pacific Islander



Outcomes

Strategic Investment Plan (SIP): B3C- Youth Mental Health Counseling

Milestones

- Milestone #1: # youth from priority communities and focus populations receive an initial assessment for mental health counseling services.
- Milestone #2: # youth from priority communities and focus populations participate in developing treatment plans with their therapist.
- Milestone #3: # youth from priority communities and focus populations engage in mental health counseling for three or more months or complete mandated sessions.



Outcomes

Strategic Investment Plan (SIP): B3C- Youth Mental Health Counseling

Performance Commitments

- Performance Commitment #1: # of youth from priority communities and focus populations who receive mental health services demonstrate progress in one or more of the following performance measures:
 - family functioning;
 - peer relations;
 - community attachment;
 - individual behavior; and
 - academic achievement and school readiness

**Funded programs will be required to track and report the number of youth from the focus populations who achieve the performance commitment.*



Agency Eligibility

1. Applicant must meet all licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the WA State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.
2. Applicant must have a Federal Tax ID number/employer identification number (EIN) to facilitate payments from the City of Seattle to the provider.
3. Applicant must be incorporated as a private non-profit corporation in WA State, must have been granted 501(C) (3) tax exempt status from IRS, status must be in good standing and must not have been revoked in previous calendar year.

OR

Applicant is a federally-recognized Indian tribe in the State of Washington

OR

If the applicant is a public corporation, commission, other legal entity or authority established pursuant to RCW 35.21.660 or RCW 35.21.730, the applicant's status as a legal entity must be in good standing and must not have been revoked in previous calendar year.



Submission Process

1. Applications can be mailed or hand delivered to:

Seattle Human Services Department

Request for Proposal Response – Youth Mental Health
Counseling Services

ATTN: Tan Mei Teo (Youth and Family Empowerment
Division)

700 Fifth Ave, Suite 5800

P.O. Box 34215

Seattle, WA 98124-4215

2. Applications can be submitted online at:

<http://web6.seattle.gov/hsd/rfi/index.aspx>.



Submission Process



SEATTLE.GOV

Human Services Department

Investing in People

Welcome to the Human Services Department's (HSD) Online Submission System used to submit responses to Request for Proposals (RFPs) or Request for Qualifications (RFQs) released by the Department. If you need assistance, help is available on the [RFP Submission Assistance](#) page.

Prior to submitting your response, please review the submission requirements in the RFP/RFQ document to ensure that you are submitting all required documents.

Available RFP / RFQs

HSD is accepting proposals for the following RFPs or RFQs listed below. To submit your response, click on the underlined RFP/RFQ name.

RFP/RFQ ID : 201602
Name : [Community Health Care Facilities Capital Imp.](#)
Deadline : 4/11/2016 4:00:00 PM Pacific Time

RFP/RFQ ID : 201603
Name : [Youth Mental Health Counseling Services](#)
Deadline : 5/12/2016 12:00:00 PM Pacific Time



Submission Process

- The HSD Online Submission System is a web-based program that allows applicants to upload their application for HSD Funding Opportunities (e.g. RFP, RFQ)
- It is NOT an online Application (e.g. it does not include assigned logins, ability to insert narrative responses within the system, manage your applications, etc.)
- You may upload files up to a maximum of 100 MB (.pdf .doc .docx .rtf .xls .xlsx)
- There are required fields to be completed as well, depending on how many files you are uploading. **Ensure you allow sufficient time to complete the steps in order to submit your application by the deadline.**
- The system automatically sends out an e-mail confirmation to all the e-mail addresses you entered.



Submission Process

- Submission deadline is **Thursday, May 12, 2016, 12:00 noon.**
- All applications must be received in person, by mail, or electronic submission by deadline.
- No faxed or e-mailed applications will be accepted.
- **All late submissions will not be considered.**



Review and Rating Process

1. Review for minimum eligibility and application completeness. Applications that are late, incomplete, or did not follow the required format will be deemed ineligible and will not be rated. Applications **must** include:
 - A completed Application Cover Sheet with a physical signature (Attachment 2)
 - A completed Narrative Response
 - A completed Proposed Program Budget (Attachment 3)
 - A completed Proposed Personnel Detail Budget form (Attachment 4)
 - Proof of IRS nonprofit status or federally recognized Indian tribe or evidence of incorporation or status as a legal entity
 - Current Board of Directors roster
 - Minutes from last 3 Board of Directors meetings
2. On-time, complete applications meeting all eligibility requirements are forwarded to the Rating Committee for their review and rating according to the rating guidelines. The Rating Committee will make funding recommendations to the HSD Director.



Review and Rating Process

- Agency financials and insurance information will be requested only of agencies whose applications meet minimum eligibility and move to the rating committee.
- If HSD has the current financial and insurance documents, they will not be required to resubmit.
- If HSD has incomplete or no financial and/or insurance documents, agencies will be notified and required to submit ALL requested documents within **4 business days** from the date of written request.
- **Financial and Insurance documentation that may be requested are listed in Section IV. of the Application. Be sure you are prepared to provide these upon request.**



Review and Rating Process

- Interviews may be scheduled if the Rating Committee has additional questions that were not answered in the proposals or if clarifications need to be made
- Site visits may also be conducted by the Coordinator and/or Rating Committee to verify the location, frequency, and to observe service delivery to the focus population(s) and priority communities listed in the proposals



Review and Rating Process

Rating Guidelines

Narrative Questions	Points
A. Program Design	30%
B. Capacity and Experience	30%
C. Cultural Competency	20%
D. Partnership and Collaboration	10%
E. Budget and Leveraging	10%
TOTAL	100%



Review and Rating Process

Tips...

- Understand the focus and outcomes of the funding opportunity.
- Do they match your agency's mission and goals?
- Evaluate your agency's service capacity.
- Follow the required format defined in the Guidelines (e.g. 10-page limit, 11 size font, 1 inch margin).
- Be specific, detailed, and concise.
- Answer all questions and in the context of your proposed program(s).
- Propose plans for addressing services that are not in place. e.g. services to priority communities and focus populations.



Review and Rating Process

More Tips...

- Submit an accurate budget; double check your numbers.
- Have someone else read your application before submitting
- Use the application submission checklist to ensure that you have addressed all questions and requirements
- Ensure enough time for application to get to HSD on time.
- E-mail questions to Tan Mei Teo at tan-mei.teo@seattle.gov (last day to submit questions: **April 27, 2016, 12 p.m.**)
- All Q & A will be compiled and posted online within 5 business days.
- Check Q & A webpage periodically for updates.



Appeal Process

Minimum Eligibility Screening

1. HSD will notify applicants, as soon as possible and in writing, if application was incomplete or did not meet minimum eligibility requirements and will therefore NOT be rated.
2. Applicants who believe that this determination was made in error may submit a written appeal within **5 business days** from the date of written notification by HSD.
3. An appeal will only be deemed to have merit if the applicant proves that the application did meet the minimum requirements, qualifications, formatting standards, and was complete.
4. No additional information or details not included in the original application will be considered.
5. A successful appeal will result in the inclusion of the application in the review and rating process (and does not guarantee an award).



Appeal Process

Post-Notice of Award

1. Applicants have the right to appeal certain decisions in the award process.
2. Only an appeal alleging an issue concerning the following subjects shall be considered:
 - A matter of bias, discrimination or conflict of interest.
 - Violation of policies or failure to adhere to guidelines or published criteria and/or procedures established in the funding opportunity.
3. Appeals must be received within **10 business days** from the date of written application status (award/denial).
4. HSD Director will review the written appeal and may request additional information. A written decision by HSD Director will be made within **10 business days** of the receipt of the appeal. The HSD Director's decision is final.

No contracts resulting from the solicitation will be executed until the appeal process has closed. An appeal may not prevent HSD from issuing an interim contract for services to meet important client needs.



Awards Announcements

Agency Notification	Friday, July 29, 2016
Appeal Process	August 1 – 12, 2016
Public Announcement of Awards	Monday, August 29, 2016



Questions and Answers

- Send in only written questions (last day to submit questions: **April 27, 2016, 12 p.m.**) to Tan Mei Teo at tan-mei.teo@seattle.gov
- All Q & A will be compiled and posted online within 5 business days.