



JACKSON COUNTY COMMUNITY MENTAL HEALTH FUND

EXCELLENCE • ACCOUNTABILITY • COMPASSION

December 14, 2018: Request for Proposals for Consultation Services for a Cultural Competence Improvement Process

Purpose:

To assist in developing a cultural competence improvement process for nonprofit mental health organizations and providing staff support for a cultural competence advisory council.

Requested Services and Deliverables:

The Community Mental Health Fund (MH Fund) requests proposals from qualified individuals or firms to carry out the following tasks:

- develop written guidance material to enhance the ability of mental health organizations (providers) to provide care to participants with diverse values, beliefs, social, cultural, and linguistic needs;
- arrange guidance material such that providers can independently self-assess;
- develop guidance material that will eventually be used as an online tool. The electronic application of the tool is not part of this request and will be developed at a later time;
- identify, with the assistance of a voluntary advisory council, a list of technical assistance information and resources;
- provide limited on-site assistance to identified providers requiring special levels of support;
- provide limited staff support, such as preparing reports, presentations and facilitating discussions for the cultural competence advisory council; and
- Provide monthly reporting to consist of: 1 page summary, copies of work products, plus listing of hours expended.

Organization

The MH Fund is a public payer for mental health services in Jackson County, Missouri. The fund is supported by a property tax levy. Its purpose is to serve as a payer of last resort, such that private insurance, Medicaid, philanthropic grants, and patient self-pay should be billed first, before local levy funds are expended. The Fund does not provide direct services but contracts with nonprofit mental health organizations in Jackson County, Missouri. Contracting agencies must demonstrate the capacity and credentials to provide mental health care. Services are consistent with requirements of the state of Missouri and accepted best practices in the field

of community mental health. Contracts stipulate a variety of processes and safeguards that include various cultural competence in language assistance capacities.

Terms of the Requested Engagement:

The MH Fund will develop a limited contractual agreement for consultation services. The agreement will be developed from an agreed-upon scope of services between the selected consultant, which will include terms, timeline and deliverable products and services. Duration will be limited to nine months with possible extension based on performance and need for additional work products. The engagement will not constitute an employee relationship and the contractor will be responsible for taxes and insurance. Contractor will maintain organizational independence and will carry out training and technical assistance functions. Contractor will not serve as a spokesperson or have a contract oversight role with regard to mental health provider agencies.

Proposal Contents:

Applicant: Provide complete contact information including: name of principal, name of firm, direct telephone number, e-mail, website, and any publicly-available social media account(s) connected to the applicant agency and principal(s).

Description of the applicant (100 words max). Briefly indicate the nature of the applicant organization and list the person(s) proposed to provide services. Indicate status of incorporation, and whether the applicant is nonprofit, LLC, etc. Attach documentation of organization status.

General approach (100 words max). Provide a brief overview of the applicant's understanding of cultural competence in the healthcare arena, approaches to addressing health disparities, and general approach toward capacity improvement in nonprofit mental health organizations.

Qualifications and skills (200 words max). Describe the qualifications of the applicant. List relevant certifications, education, or specialized training. List past engagements including examples of past work products. You may attach one sample work product that is consistent with the aims and purposes identified here. Describe any other skills, experiences or qualifications that enable the applicant to carry out the scope of work. Attach references.

Approach to the scope of work (250 words max). Describe the approach that will be used to deliver requested services and deliverables. Consider particularly how the tasks will be carried out in collaboration with the advisory council and professional staff. Note that staff will be available to provide general direction but have limited time to contribute to the creation of work products in the delivery of services described here.

Implementation schedule. Provide an implementation schedule for carrying out the services and deliverables identified above. It is permissible to exclude delivery of technical assistance from this scope, as those services will be developed during the course of the engagement. Implementation schedule should be no longer than nine months. The use of a Gantt chart as a supplement to the schedule narrative is encouraged.

Proposed budget. Provide a personnel budget to carry out the proposed project. The personnel budget may be based on an hourly rate, be task-based, or use some other approach. Provide a not-to-exceed total for the time required by the consultant to complete tasks identified in the implementation schedule. If meeting attendance or distance increase significantly in the course of the engagement, mileage may be renegotiated by mutual agreement of the consultant and the MH Fund.

Attachments:

- Documentation of consultant organizational corporate status
- Fact sheet or brochure describing the applicant (permitted but not required)
- One sample work product
- References
- Gantt chart for schedule of services (encouraged but not required)
- Other Information on the offering organization:
- Statement of concurrent projects which may benefit or have other impacts on the work described in this RFP.

Questions?

Questions will be accepted in writing through January 2, 2019. Submit questions to:

- trcummings@jacksoncountycare.org

All questions, with responses, will be posted on the RFP page of our web site by January 4, 2019.

Electronic Submissions:

- Acceptable electronic formats include .doc .pdf or .wpd
- Respond via email to: trcummings@jacksoncountycare.org

Deadline:

Proposals must be submitted electronically no later than 5:00 PM, January 15, 2019.

Negotiation and Selection:

We reserve rights to negotiate with one or more applicants to develop best and final offers for a single, final selection; or to reject all offers and release a revised RFP at a future date.