



**Solicitation Information**  
**April 25, 2019**

**RFP# 7598768**

**TITLE: Behavioral Health Training and Technical Assistance**

**Submission Deadline: May 23, 2019 at 10:00 AM Eastern Time (ET)**

**PRE-BID/ PROPOSAL CONFERENCE: No**

**DATE:**

**LOCATION:**

Questions concerning this solicitation must be received by the Division of Purchases at [david.francis@purchasing.ri.gov](mailto:david.francis@purchasing.ri.gov) no later than **May 7, 2019 at 10:00 AM ET**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: No**

**PAYMENT AND PERFORMANCE BOND REQUIRED: No**

David J. Francis, Interdepartmental Project Manager

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM**

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## SECTION 1. INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Rhode Island Department Behavioral Healthcare, Developmental Disabilities and Hospitals (“BHDDH”), is soliciting proposals from qualified firms to provide training and technical assistance services for BHDDH’s licensed Behavioral Health Organizations and their staff, in accordance with the terms of this Request for Proposals (“RFP”) and the State’s General Conditions of Purchase, which may be obtained at the Division of Purchases’ website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

The initial contract period will begin approximately July 1, 2019 for one year. Contracts may be renewed for up to four additional 12-month periods based on vendor performance and the availability of funds.

This is a Request for Proposals, not a Request for Quotes. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to cost; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this solicitation, other than to name those offerors who have submitted proposals.

### **Instructions and Notifications to Offerors**

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this RFP are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP may be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP or for providing oral or written clarification of its content, shall be borne by the vendor. The State assumes no responsibility for these costs even if the RFP is cancelled or continued.
4. Proposals are considered to be irrevocable for a period of not less than 180 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated in the proposal.
6. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Subcontracts are permitted, provided that their use is clearly indicated in the vendor’s proposal and the subcontractor(s) to be used is identified in the proposal.
7. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.

8. Vendors are advised that all materials submitted to the Division of Purchases for consideration in response to this RFP may be considered to be public records as defined in R. I. Gen. Laws § 38-2-1, *et seq.* and may be released for inspection upon request once an award has been made.
  - a. Any information submitted in response to this RFP that a vendor believes are trade secrets or commercial or financial information which is of a privileged or confidential nature should be clearly marked as such. The vendor should provide a brief explanation as to why each portion of information that is marked should be withheld from public disclosure. Vendors are advised that the Division of Purchases may release records marked confidential by a vendor upon a public records request if the State determines the marked information does not fall within the category of trade secrets or commercial or financial information which is of a privileged or confidential nature.
9. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
10. By submission of proposals in response to this RFP vendors agree to comply with R. I. General Laws § 28-5.1-10 which mandates that contractors/subcontractors doing business with the State of Rhode Island exercise the same commitment to equal opportunity as prevails under Federal contracts controlled by Federal Executive Orders 11246, 11625 and 11375.

Vendors are required to ensure that they, and any subcontractors awarded a subcontract under this RFP, undertake or continue programs to ensure that minority group members, women, and persons with disabilities are afforded equal employment opportunities without discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability.

Vendors and subcontractors who do more than \$10,000 in government business in one year are prohibited from engaging in employment discrimination on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, national origin, or disability, and are required to submit an “Affirmative Action Policy Statement.”

Vendors with 50 or more employees and \$50,000 or more in government contracts must prepare a written “Affirmative Action Plan” prior to issuance of a purchase order.

- a. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation.
- b. Vendors further agree, where applicable, to complete the “Contract Compliance Report” (<http://odeo.ri.gov/documents/odeo-eeo-contract-compliance-report.pdf>), as well as the “Certificate of Compliance” (<http://odeo.ri.gov/documents/odeo-eeo-certificate-of-compliance.pdf>), and submit both documents, along with their Affirmative Action Plan or an Affirmative Action Policy Statement, prior to issuance of a purchase order. For public works projects vendors and all subcontractors must submit a “Monthly

Utilization Report” (<http://odeo.ri.gov/documents/monthly-employment-utilization-report-form.xlsx>) to the ODEO/State Equal Opportunity Office, which identifies the workforce actually utilized on the project.

For further information, contact Vilma Peguero at the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail at [ODEO.EOO@doa.ri.gov](mailto:ODEO.EOO@doa.ri.gov).

11. In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State. This is a requirement only of the successful vendor(s). For further information, contact the Secretary of State at (401-222-3040).
12. In accordance with R. I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises a/k/a “DisBE”)(collectively, MBEs, WBEs, and DisBEs are referred to herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 150-RICR-90-10-1, “Regulations Governing Participation by Small Business Enterprises in State Purchases of Goods and Services and Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php>. Information regarding DisBEs may be accessed at [www.gcd.ri.gov](http://www.gcd.ri.gov).

For further information, visit the Office of Diversity, Equity & Opportunity’s website, at <http://odeo.ri.gov/> and *see* R.I. Gen. Laws Ch. 37-14.1, R.I. Gen. Laws Ch. 37-2.2, and 150-RICR-90-10-1. The Office of Diversity, Equity & Opportunity may be contacted at, (401) 574-8670 or via email [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov)

13. HIPAA - Under HIPAA, a “business associate” is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A “business associate” also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement. |

### Glossary of Terms

#### Agency Context

Per RI General Law Title 40.1, the Director of the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals (BHDDH) is empowered as the State Mental Health Authority and as the Co-Single State Authority for Substance Abuse with the Executive Office of Health and Human Services for the purposes of determining the Maintenance of Effort for the substance abuse education, prevention and treatment programs as a result of the state consolidating the behavioral health Medicaid funding. The Office of Facilities and Program Standards and Licensure, within the Department, is responsible for the licensing of behavioral health, developmental disabilities and traumatic brain injury programs for the State of Rhode Island.

The Division of Behavioral Healthcare Services (DBH) maintains the overall responsibility for planning, coordinating and administering a comprehensive State-wide system of mental health promotion and substance abuse prevention, intervention and treatment activities. The Division provides a comprehensive approach to attainment of the Substance Abuse and Mental Health Services Administration's (SAMHSA's) key strategic initiatives:

- Prevention of Substance Abuse and Mental Illness
- Health Care and Health Systems Integration
- Trauma and Justice
- Recovery Support
- Health Information Technology
- Workforce Development

BHDDH uses funds from both the Substance Abuse Treatment and Mental Health Block Grants to support a contract for training and technical assistance targeting the behavioral healthcare workforce. Historically this contract has allowed the vendor to offer a menu of classes, including those that provide a foundation that can be applied becoming a Certified Alcohol and Drug Counselor (CADC) through the RI Certification Board and for many hours of training toward becoming a Certified Advanced Alcohol and Drug Counselor (CAADC), Certified Clinical Supervisor (CCS) and ongoing recertification for all levels.

The current training contract includes a comprehensive training series to prepare the Community Mental Health Centers' staff to work with individuals who experience severe and persistent mental illness/severe mental illness. This 66-hour training series is known as the Community Support Professional Certification and will no longer be a deliverable in the new contract. Another deliverable that will not be a part of the new scope is 42 hours of Supported Employment training as this training is available at no charge to the CMHC workforce through the [Sherlock Center](http://www.ric.edu/sherlockcenter/smetraining.html), <http://www.ric.edu/sherlockcenter/smetraining.html>.

The last iteration of this RFP added a technical assistance component to make available a resource for agencies to receive consultation to address specific organization level issues to improve service delivery and a sustainable workforce. TA will continue to be a major component in the new scope.

This solicitation will build upon the existing training infrastructure with an enhanced approach, seeking to broadly shift training priorities from individual-level training to a systems-level training model that supports sustainable solutions. These models have consistently demonstrated effectiveness with adult learners and are used routinely in the secondary and post-secondary education settings from which much of the Rhode Island workforce is drawn.

To that end, this solicitation will make investments in comprehensive product development and evaluation. The approach proposed seeks to maximize online and blended online/face-to-face learning opportunities, Training of Trainers (TOT) models, and other alternate cost-effective delivery models, with specific courses and content areas defined as priorities. An underlying goal of this shift is to identify which training and TA (TTA) opportunities are most valuable to the behavioral health workforce and to create cost-savings in other areas that will allow ongoing support of those identified trainings and TA activities.

To support shifting to the systems-level training model, the vendor will complete required contractual tasks on a staggered timeline. Training courses will be developed, implemented, evaluated, and revised on a cyclical basis, with different courses at different stages at any given time in accordance with the vendor's Tasks and Timeline. Each year will build on the prior year's work, with year 1 serving as a test of the proposed workflow, and subsequent modifications assessed for following years.

The new infrastructure will include 4 component tasks:

1. Product Development – Refers to development of training curricula and/or transfer of existing curricula to online, blended, TOT, or other proposed formats.
2. Direct Training – Provision of direct training based on priority topics/foci identified by the Department annually. The vendor should prioritize a blended learning model combining face-to-face and online training wherever possible in the design of the training approach; promote a TOT approach for suitable training areas; and include continued efforts in providing traditional direct training for foundation areas relevant to certification and licensure standards. All direct training should be delivered with consideration given to co-occurring disorders, trauma-informed care, and person-centered care.
3. Evaluation – A comprehensive Evaluation Plan will be created as part of each product development and for other existing training modules as-needed, subject to review and approval by BHDDH. Ongoing evaluation will be emphasized as part of shifting focus to the systems-level training model.
4. Technical Assistance – TA will supplement and support the other components of the systems-level training model by assisting organizations in capacity building, skills building, and other administrative challenges. Technical assistance may be delivered through a variety of approaches including face to face, telephonic/electronic and use of group TA models such as learning collaboratives or communities of practices. The vendor will provide targeted assistance in content areas identified through BHDDH audit or via an organization's request.

Applicants applying for funding through this RFP must have a smoke-free workplace policy in place in all facilities. The successful applicant(s) will need to demonstrate adherence to standards for Culturally- and Linguistically-Appropriate Services (CLAS) as defined by the Office of Minority Health. See <https://www.thinkculturalhealth.hhs.gov/clas>.

## Goals of the Service

The goal of this service is to offer high quality training and technical assistance to the behavioral health workforce who deliver quality services to persons with substance use disorders and mental illness. Priority trainings and technical assistance identified by the Department annually should be available to the work force at no or low cost.

### Required Metrics:

- # hours of training
- # and type of training provided
- # people trained
- Demographics of training participants including level of professional development (entry, advanced, supervisor)
- # provider organizations receiving targeted technical assistance
- # hours of technical assistance
- # formal written agreements with state and community partners

### Suggested Metrics (as part of evaluation efforts):

- # and type of products/curricula drafted, amended, finalized
- % increase in knowledge gained (aggregated)
- % increase in confidence of skill level (aggregated)

## SECTION 3: SCOPE OF WORK AND REQUIREMENTS

### Specific Activities / Tasks

#### Task 1: Product Development

Delivery methods may be online or blended online/face-to-face delivery with maximized online delivery. Online training should be prioritized for more didactic content, whereas face-to-face training should be used to assist with role-playing, discussion of complex issues, and group critical thinking exercises. Online training should have a testing component to validate a participant's knowledge of the materials taught.

The emphasis on online and blended learning models will be supported by the State of Rhode Island's launch of a Learning Management System (LMS) to serve as an online training platform. The long-term vision of the LMS is to eventually be available to external users and serve as the host for online training modules supported by state agencies, including the products developed through this solicitation. The successful Vendor of the BH training contract will not be responsible for those hosting fees. Should the LMS be found to be unsuitable or present delays that are obstructive to the goals of this contract, further funds will be dedicated to providing an alternate online platform for the Vendor.

#### Year 1 required tasks:

- Development of 42 CFR, Part 2, HIPAA, and Ethics training module for online or blended online/face-to-face delivery with maximized online delivery



Training content areas to be assessed for product development during option periods of the contract include but are not limited to:

- Competency areas associated with Behavioral Health Case Management and other staff roles as identified by BHDDH.
- Revision of existing e-Learning resource to provide online training for state employees who encounter BH/SUD clients in other contexts (e.g., food assistance, heating assistance, probation).

All products developed with funds associated with this contract are the property of BHDDH and must be provided to the Department prior to the end of the contract period.

**Deliverables:**

- Learning objectives for each course
- Final products developed through this contract (curricula, manuals, etc.)

**Task 2: Direct Training**

A single training may include a combination of both online and face-to-face delivery methods as needed for an optimal training environment. For example, a training on 42 CFR, Part II and HIPAA may be structured with 6 hours of online training and 2 subsequent hours of face-to-face training meant to supplement the online course in areas found to be unsuited to online course delivery. Priority topics for direct training for year 1 are identified within this solicitation and will be identified annually during the option periods, should the state choose to exercise them.

Year 1 required tasks:

- Delivery of 6 hours of training in Confidentiality Laws to include 42 CFR, Part 2 and its relationship to HIPAA, offered 2 times per year
- Delivery of 6 hours of training in Ethics for entry level counselors offered 2 times per year
- Delivery of 6 hours of training in Communicable Diseases offered 2 times per year
- Delivery of 6 hours of training in Medication Assisted Treatment offered 2 times per year
- Delivery of 6 hours of training in Co-Occurring Disorders
- Delivery of 6 hours of training in Suicide Prevention
- Delivery of 6 hours of training in Consumer and Family Involvement in Person Centered Planning

Training listed above shall be offered at no cost or at a fee not to exceed \$30 per 6 hours of training.

In addition to the required training listed above, the training contractor shall review the products developed through the State Innovation Model (SIM) grant listed in Task 3 to identify competency areas for additional training.

**Deliverables:**

- Training schedule
- Delivery of CEUs for all qualified trainings
- Monthly reporting of training metrics described in Section 2 of this RFP
-

### Task 3: Technical Assistance

Delivery of Technical Assistance (TA) to BHOs in areas related to quality audit findings and the following core areas upon request:

- Onboarding of new staff
- Approaches, policies or practices to increase rates of Supported Employment
- Practice competencies, including but not limited to: the [National Cultural and Linguistically Appropriate Service \(CLAS\) Standards](#), Person Centered Care, Trauma Informed Care, and Co-occurring Disorders.

TA may take the form of assessment of need for training in one of these competencies, existing capability, and/or integration of recommendations by BHDDH and agencies providing recovery support services.

It is required that the successful vendor will utilize TTA products that were developed through the State Innovation Model (SIM) Test Grant contract and other sources of federal funding for training and technical assistance. These products include:

- The Clinical Supervisor Coaching Academy;
- Behavioral Health Curriculum for Emergency Responders and Clinical Support Staff (“Behavioral Health Certificate Program for Paraprofessionals”, developed by Rhode Island College);
- The Behavioral Health Resources in Rhode Island e-Learning course for new hires
- An On-Boarding Toolkit and Operations Manual which provides processes and practices to build out an organization's administrative model for staff recruitment, hiring, training, and retention, including Professional Development Tools for On-Boarding Case Managers and SUD Counselors; and
- [Pathways](https://www.pathwaysrtc.pdx.edu/pathways-transition-training-modules) online training resources (<https://www.pathwaysrtc.pdx.edu/pathways-transition-training-modules>) from the Regional Research Institute, School of Social Work, Portland State University to support work with the transition age youth population.

Year 1 required tasks:

- Create application form for BHO’s to request TA and establish a process for review to include determination that other resources are not available to meet the need. BHDDH will participate in review of applications and will provide final approval.
- Identify strategic goals for building the workforce and recruiting cultural and linguistic minorities
- Establish partnerships with service providers and other training/educational institutions
- Convene monthly workgroups to develop standards, performance indicators and training modules to support the assessment of competence in treatment, rehabilitation and recovery-oriented service practice for working with persons with Severe and Persistent Mental Illness (SPMI)
- Participate in planning committees for the AdCare Educational Institute of New England’s Annual Summer School of Addiction and Prevention Studies and School of Best Practices in Addiction Treatment
- Administer the state’s scholarship program for the behavioral health workforce to attend the Annual Summer School of Addiction and Prevention Studies and the School of Best Practices in Addiction Treatment and partner with BHDDH to prioritize recipient populations

- Implement the State’s process for Independent Peer Review (IPR) in accordance with [45 CFR § 96.136](#) and identify incentives for participation. BHDDH will provide the successful vendor with the IPR procedures upon award.
- Promote training opportunities available through other entities to support core competencies associated for working with behavioral health populations
- Provide consultation to BHDDH on feasibility for establishment of professional certification of BH Case Managers and Multidisciplinary Team Leaders

**Deliverables:**

- TA application form and completed applications describing why the TA is needed
- Summary Report of how the organization utilized the TA after it was provided
- Meeting notes from monthly workgroups
- Written commitments between the Vendor and institutes of higher education, community partners including NEIAS and the Addiction Technology Training Center (ATTC)
- TA to BHDDH on workforce development

**Task 4: Evaluation**

Task 4 will include evaluation of existing training and of developed products. Evaluation must be considered in some measure for each training delivered and/or developed. The scope of the evaluation should be proportional to the scope of the training, e.g., a large training effort should include correspondingly larger evaluation effort.

Evaluations should seek to address the success of the training in achieving its stated learning objectives and imparting the targeted skills and/or knowledge areas. Participant satisfaction may also be assessed as a secondary goal. An Evaluation Plan should be submitted alongside proposed curricula and learning objectives for developed products and is subject to approval by BHDDH. Subsequent Evaluation Reports should be generated on a time scale and with content proposed and agreed upon in the Evaluation Plan.

Existing trainings should explicitly be assessed for viability of online vs. face-to-face components, with the intent of maximizing online training time, and for the viability of a TOT model and other alternative delivery methods that promote systems-level sustainability. Evaluations should seek to address the success of the training or technical assistance in achieving its stated learning objectives and imparting the targeted skills and/or knowledge areas. Participant satisfaction may also be assessed as a secondary goal.

Any online training will include as a key component evaluation of the online delivery and assessment of whether face-to-face components and/or follow-up booster sessions are needed. The Evaluation Plan for online trainings should include an embedded skills and knowledge retention assessment from online components, which will inform decisions regarding which elements require face-to-face sessions and/or booster sessions. Limitations of the LMS or other online platform system functionality will be considered during the Evaluation Plan.

Suggested types of evaluation activities can include but are not limited to: pre/post surveys, post-training only surveys, longitudinal follow-up surveys, focus groups, competency and skills assessments, targeted interviews and case studies, model and theory development of the training intervention, impact on organization-level reporting metrics, supervisor report and feedback, and fidelity assessments.

Year 1 required tasks:

- Ongoing evaluation of Clinical Supervision Coaching Academy
- Evaluation of 42 CFR, Part 2, HIPAA, and Ethics online training module, including assessment of delivery method (online or face-to-face) for each component

**Deliverables:**

- Evaluation Plans for each product undergoing development, or existing trainings identified as requiring evaluation (such as the Clinical Supervision Coaching Academy)
- Evaluation Reports as defined in the agreed-upon Evaluation Plan for a specific product

**Task 5: Annual TTA Plan**

Proposed TTA plans will be finalized via review with BHDDH, with sequencing and priorities determined in collaboration between the training vendor and BHDDH. TTA plans submitted will identify the required content areas in Tasks 1-4, above, and other core competency areas related to certification of Alcohol and Drug Counselors, Advanced Alcohol and Drug Counselors and Clinical Supervisors <https://www.ricertboard.org/certifications>. The TTA should allow for flexibility and the use of blended funding to address emerging needs and changing priorities as identified by BHDDH. Plans will be developed in cooperation with BHDDH representatives and others of the Department's and Vendor's choosing.

The successful Vendor should also include strategic goals for building the workforce and recruiting cultural and linguistic minorities, such as internship or mentorship components, in order to attract a vibrant and diverse workforce. The vendor will facilitate this through partnership/brokerage with service providers and local institutes of higher education that serve the behavioral health workforce and its allies.

**Deliverables:**

- Annual TTA plan to include goals, tasks, and a timeline for implementation of Tasks 1-4 as described in this scope of work

**Task 6: Special Enhancement Activities as Needed**

In addition to Tasks 1 through 5, should additional funding become available, the State reserves the option to conduct additional tasks to support the overall scope of this project. It is critical that the state have the flexibility to bring on additional technical assistance and expertise in a timely manner in order to perform activities which require similar expertise and work functions as those in Section 3: Scope of Work- Tasks 1-5. The decision to utilize services under Task 6 will be solely at the State's request and will be for specific enhancement activities not already included under Tasks 1 through 5. These optional activities will be defined and agreed to in writing, by both the State and the vendor, before any enhancement work begins. There is no commitment on the part of the State to utilize any or all special projects/enhancement activities. All bidders must bid on Task 6 using the hourly rates established in the award. Task should be bid and paid on a fully loaded time and materials basis for all personnel and subcontractors to be utilized in completing the optional task(s). This work must support but not duplicate the work described in the technical proposal's scope of work. This work cannot exceed 10% of the initial award. Should new funding become available the Purchasing Agent would need to authorize payments in excess of 10% of the contract for special enhancements. The awarded vendor shall not

perform any special enhancement activities without receipt of a formal change order issued by the Division of Purchases.

**Part V. Administration**

**Required meetings, calls, conferences and tasks**

- Monthly report submitted to the BHDDH Contract Monitor to include data on metrics described in Section 2;
- Overall progress toward TTA Plan implementation, barriers encountered and how they were addressed;
- Data on performance measures (see Part VI.); and
- Summary of the type of TA delivered and description of the utilization of the TA by recipients.

**Part VI. Performance Measures**

- 75% of trainees will report that the training met the stated learning objectives
- 75% of trainees will report that they are confident or very confident that they can apply knowledge or skills learned to their job or organization

**Part VI. Timeline**

<b>Deliverable</b>	<b>Due Date</b>
Written commitment with training partners	<b>Within 6 months of purchase agreement</b>
Bi-annual Training Schedule	<b>Within 2 months of purchase agreement and at 6 months post purchase agreement</b>
Annual TTA Plan	<b>Within 90 days of purchase agreement</b>
Evaluation Plan for Clinical Supervision Coaching Academy	<b>Within 6 months of purchase agreement</b>
Progress Reports	<b>15 days after the close of the prior month</b>

**SECTION 4: PROPOSAL**

**A. Technical Proposal**

Narrative and format: The proposal should address specifically each of the following elements:

1. Capability, Capacity, and Qualifications of the Offeror
  - a. Describe Offeror’s previous experience with delivering the services requested or with similar scopes of work.
  - b. Describe Offeror’s information technology infrastructure, staffing, and operational practices for managing client, program, fiscal, and billing data and information. BHDDH seeks proposals that demonstrate resources and ability to securely and accurately collect, store, analyze, and share data in accordance with confidentiality requirements
  - c. Describe Offeror’s practices for required data collection, insuring data quality and submission of data or reports as required or requested by BHDDH.
  - d. Describe the physical infrastructure in place to support service delivery.
  - e. Describe Offeror’s financial management and internal control practices.

- f. Describe Offeror's ability to properly invoice for services rendered. BHDDH seeks proposals that describe practices to ensure invoices to the Department are accurate and timely, and supported by required documentation, and demonstrate ability to reconcile claims and resolve discrepancies between amounts billed and services rendered.
- g. Demonstrate compliance with all state and federal regulations and statutes, including but not limited to licensing regulations.

## 2. Staff Qualifications

- a. Describe qualifications and experience of key staff who will be involved in this project, including their experience in the field.
- b. (add requirement of job descriptions, cv or resumes).

## 3. Proposed Approach

### a. Service Methodology

- i. Describe the specific service, program or intervention the Offeror proposes to provide. BHDDH seeks proposals with detailed information on service components, intensity and duration of service, frequency and service setting, and population served.
- ii. Describe how the proposed service fits into and/or connects with the array of services provided by the Offeror, other community organizations, BHDDH, educational institutions, or other entities. BHDDH seeks proposals that demonstrate robust program linkages to related services, supports, and resources that collectively increase the likelihood of achieving successful outcomes.

### b. Feasibility of Success

- i. Describe why the proposed service model is likely to cause the achievement of desired outcomes for the target population. BHDDH seeks proposals that cite specific rigorously-designed, replicated, and peer-reviewed research – or, for locally-developed programs, a well-constructed theory of change supported by the best available research – that credibly supports causal links between services delivered and achievement of desired outcomes. Provide URLs or other details sufficient for verification of cited research.
- ii. Describe the Offeror's prior experience delivering the proposed service to the described target population. BHDDH seeks proposals that reflect successful track record of effectively delivering services similar to those proposed to clients similar to those of the target population.
- iii. Describe how the Offeror will assess performance related to delivery of services as proposed and insure that they are delivered in a manner consistent with the service model. BHDDH seeks proposals that demonstrate that data and feedback on services and performance are systematically analyzed and regularly used to share learnings, remedy performance deficits, and inform performance improvement.

## 4. Workplan

- a. Please describe in detail how the key tasks will be performed including estimated percentage of time expended on each task and staffing patterns (including level of effort).
- b. Describe for which components of the proposed service the Offeror intends to be primary provider, and for which, if any, and with whom the Offeror intends to subcontract, and describe any relationships

established with other organizations that will have a significant role in the development, delivery, or evaluation of services. BHDDH seeks proposals that demonstrate the existence of any necessary organizational relationships, and describe the nature of such relationships, including but not limited to contractual and/or financial obligations.

- c. Please provide a graphic depiction (table or chart) that describes time frames for completion of key tasks, deliverables and lead parties for year 1 of implementation. This may be appended as attachment or included in the body of the proposal.

## **B. Cost Proposal**

Detailed Budget and Budget Narrative:

Vendor must provide a Cost Proposal for fees charged for year 1 services outlined in the Technical Proposal using Appendix B: Budget Form. The Cost Proposal contains two parts: Appendix B: Cost Form with cost categories and supplemental information, AND, a budget narrative that provides detailed information on each cost category covered in the budget template.

**The vendor shall set aside \$10,000 for scholarships for the behavioral health workforce to attend the AdCare Educational Institute of New England's Annual Summer School of Addiction and Prevention Studies and School of Best Practices in Addiction Treatment.**

Any contract resulting from the proposal will be cost reimbursement. Please insure that any charges to the contract are included in the cost proposal. The general guidance below describes the items that should generally be contained in the cost category.

### **1) Salaries**

This line is meant to capture salaries of individuals who are employed directly by the applicant. Provide the name of employee (if available), position/title, full time equivalency (FTE) status or level of effort/percentage of time on the contract service and total amount of salary to be charged under the contract.

Describe key responsibilities of each of the positions funded (1-2 sentences).

### **2) Fringe Benefit**

Describe the fringe benefit rate and how it is calculated. Fringe is usually expressed as a percentage of salary.

Describe the amount of fringe associated with the position/title described in salaries.

Make sure that the fringe charged to the contract reflects the percentage of time described for the position. For example, if staff is 100% on the contract, then 100% of their fringe can be charged to it. If the position is 50% on the contract, only 50% of their fringe is charged to the contract.

### **3) Contractual Services**

Describe all services associated with the contract that are obtained by contract, memorandum of understanding/agreement, purchase order or other procurement mechanisms.

#### **4) Travel**

Briefly describe the nature of local travel undertaken for contracted service (for example: Mileage reimbursement at .56/mi for personal vehicle. Mileage is associated with attendance at required contract meetings, attending trainings and workshops, monitoring implementation of contract services).

#### **5) Conference**

Describe any travel out of state to attend conferences, training or meetings.

#### **6) Postage/Office Supplies/Printing**

Costs for postage and office supplies are included in this category. For large scale print jobs exceeding a cost of \$500, please provide a brief description of the types of print materials that are required.

#### **7) Telephone/Cable/Internet**

Telephone and internet use related to the project may be charged if its' use is exclusively in support of the contract. Cable television is not chargeable to the contract. If telephone and internet come as a bundle or package of services from a provider, only the monthly cost of telephone and internet can be charged. If use of these services are not exclusive to the contract, it should be included under the overhead-indirect line.

#### **8) Information System**

If the contract requires use of an information system to submit data, the costs or fees associated with its use should be captured on this line.

#### **9) Property Rent**

Include costs for any property or equipment rental necessary for administration of the project. If the property (either space or equipment) is rented specifically for the contract, then it is appropriate to charge on this line, otherwise it can be captured under the overhead –indirect line.

#### **10) Heat & Utilities**

Include costs such as heat and electric in this line. If the heat and utilities are specifically attributable to contract it is appropriate to include the costs in this line, otherwise it can be included under overhead - indirect line.

#### **11) All Other**

Include any other major costs necessary for the contracted service but not otherwise covered by the categories 1-10 in this category. Client incentives associated with follow up data collection are capped at \$30 per person.

#### **12) Agency Overhead-Indirect**

Other costs necessary to the administration of the project, but not otherwise captured in other direct cost lines may be included in this category. Generally, overhead or indirect charges



cannot exceed 10% of the direct cost budget unless there is a federally approved, indirect cost rate.

### C. ISBE Proposal

See Appendix A for information and the MBE, WBE, and/or Disability Business Enterprise Participation Plan form(s). Bidders are required to complete, sign and submit these forms with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.

## SECTION 5: EVALUATION AND SELECTION

Proposals shall be reviewed by a technical evaluation committee (“TEC”) comprised of staff from State agencies. The TEC first shall consider technical proposals.

Technical proposals must receive a minimum of 55 out of a maximum of 70 points to advance to the cost evaluation phase. Any technical proposals scoring less than 55 points shall not have the accompanying cost or ISBE participation proposals opened and evaluated. The proposal will be dropped from further consideration.

Technical proposals scoring 55 points or higher will have the cost proposals evaluated and assigned up to a maximum of 30 points in cost category bringing the total potential evaluation score to 100 points. After total possible evaluation points are determined ISBE proposals shall be evaluated and assigned up to 6 bonus points for ISBE participation.

The Division of Purchases reserves the right to select the vendor(s) or firm(s) (“vendor”) that it deems to be most qualified to provide the goods and/or services as specified herein; and, conversely, reserves the right to cancel the solicitation in its entirety in its sole discretion.

Proposals shall be reviewed and scored based upon the following criteria:

Criteria	Possible Points
Capability, Capacity, and Qualifications of the Offeror	10 Points
Staff Qualifications	10 Points
Proposed Approach	30 Points
Workplan	20 Points
<b>Total Possible Technical Points</b>	<b>70 Points</b>
Cost proposal*	30 Points
<b>Total Possible Evaluation Points</b>	<b>100 Points</b>
ISBE Participation**	6 Bonus Points
<b>Total Possible Points</b>	<b>106 Points</b>

**\*Cost Proposal Evaluation:**

The vendor with the lowest cost proposal shall receive one hundred percent (100%) of the available points for cost. All other vendors shall be awarded cost points based upon the following formula:

$$(\text{lowest cost proposal} / \text{vendor's cost proposal}) \times \text{available points}$$

For example: If the vendor with the lowest cost proposal (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly costs and service fees and the total points available are thirty (30), Vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 \times 30 = 19.5$$

**\*\*ISBE Participation Evaluation:**

a. Calculation of ISBE Participation Rate

1. ISBE Participation Rate for Non-ISBE Vendors. The ISBE participation rate for non-ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of non-ISBE vendor's total contract price that will be subcontracted to ISBEs by the non-ISBE vendor's total contract price. For example if the non-ISBE's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs, the non-ISBE's ISBE participation rate would be 12%.
2. ISBE Participation Rate for ISBE Vendors. The ISBE participation rate for ISBE vendors shall be expressed as a percentage and shall be calculated by dividing the amount of the ISBE vendor's total contract price that will be subcontracted to ISBEs and the amount that will be self-performed by the ISBE vendor by the ISBE vendor's total contract price. For example if the ISBE vendor's total contract price is \$100,000.00 and it subcontracts a total of \$12,000.00 to ISBEs and will perform a total of \$8,000.00 of the work itself, the ISBE vendor's ISBE participation rate would be 20%.

b. Points for ISBE Participation Rate:

The vendor with the highest ISBE participation rate shall receive the maximum ISBE participation points. All other vendors shall receive ISBE participation points by applying the following formula:

$$(\text{Vendor's ISBE participation rate} \div \text{Highest ISBE participation rate}) \times \text{Maximum ISBE participation points}$$

For example, assuming the weight given by the RFP to ISBE participation is 6 points, if Vendor A has the highest ISBE participation rate at 20% and Vendor B's ISBE participation rate is 12%, Vendor A will receive the maximum 6 points and Vendor B will receive  $(12\% \div 20\%) \times 6$  which equals 3.6 points.

**General Evaluation:**

Points shall be assigned based on the vendor's clear demonstration of the ability to provide the requested goods and/or services. Vendors may be required to submit

additional written information or be asked to make an oral presentation before the TEC to clarify statements made in the proposal.

## SECTION 6. QUESTIONS

Questions concerning this solicitation must be e-mailed to the Division of Purchases at [david.francis@purchasing.ri.gov](mailto:david.francis@purchasing.ri.gov) no later than the date and time indicated on page one of this solicitation. No other contact with State parties is permitted. Please reference **RFP # 7598768** on all correspondence. Questions should be submitted in writing in a Microsoft Word attachment in a narrative format with no tables. Answers to questions received, if any, shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases website for any procurement related postings such as addenda. If technical assistance is required, call the Help Desk at (401) 574-8100.

## SECTION 7. PROPOSAL CONTENTS

Proposals shall include the following:

1. One completed and signed RIVIP Bidder Certification Cover Form (included in the original copy only) downloaded from the Division of Purchases website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). *Do not include any copies in the Technical or Cost proposals.*
2. One completed and signed Rhode Island W-9 (included in the original copy only) downloaded from the Division of Purchases website at <http://www.purchasing.ri.gov/rivip/publicdocuments/fw9.pdf>. *Do not include any copies in the Technical or Cost proposals.*
3. Two (2) completed original and copy versions, signed and sealed Appendix A. MBE, WBE, and/or Disability Business Enterprise Participation Plan. Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation. *Do not include any copies in the Technical or Cost proposals.*
4. Technical Proposal - (describing the qualifications and background of the applicant and experience with and for similar projects, and all information described earlier in this solicitation. The technical proposal is limited to twelve (12) pages (this excludes any appendices and as appropriate, resumes of key staff that will provide services covered by this request).
  - a. One (1) Electronic copy on a CD-R, marked "Technical Proposal - Original".
  - b. One (1) printed paper copy, marked "Technical Proposal -Original" and signed.
  - c. Four (4) printed paper copies
5. Cost Proposal - A separate, signed and sealed cost proposal reflecting the hourly rate, or other fee structure, proposed to complete all of the requirements of this project.
  - a. One (1) Electronic copy on a CD-R, marked "Cost Proposal -Original".
  - b. One (1) printed paper copy, marked "Cost Proposal -Original" and signed.
  - c. Four (4) printed paper copies

Formatting of proposal response contents should consist of the following:

1. Formatting of CD-Rs – Separate CD-Rs are required for the technical proposal and cost proposal. All CD-Rs submitted must be labeled with:
2. Vendor’s name
3. RFP #
4. RFP Title
5. Proposal type (e.g., technical proposal or cost proposal)
6. If file sizes require more than one CD-R, multiple CD-Rs are acceptable. Each
7. CD-R must include the above labeling and additional labeling of how many CD-Rs should be accounted for (e.g., 3 CD-Rs are submitted for a technical proposal and each CD-R should have additional label of ‘1 of 3’ on first CD-R, ‘2 of 3’ on second CD-R, ‘3 of 3’ on third CD-R).

Vendors are responsible for testing their CD-Rs before submission as the Division of Purchase’s inability to open or read a CD-R may be grounds for rejection of a Vendor’s proposal. All files should be readable and readily accessible on the CD-Rs submitted with no instructions to download files from any external resource(s). If a file is partial, corrupt or unreadable, the Division of Purchases may consider it “non-responsive”. USB Drives or any other electronic media shall not be accepted. Please note that CD-Rs submitted, shall not be returned.

8. Formatting of written documents and printed copies:
  - a. For clarity, the technical proposal shall be typed. These documents shall be single-spaced with 1” margins on white 8.5”x 11” paper using a font of 12-point Calibri or 12-point Times New Roman.
  - b. All pages on the technical proposal are to be sequentially numbered in the footer, starting with number 1 on the first page of the narrative (this does not include the cover page or table of contents) through to the end, including all forms and attachments. The Vendor’s name should appear on every page, including attachments. Each attachment should be referenced appropriately within the proposal section and the attachment title should reference the proposal section it is applicable to.
  - c. The cost proposal shall be typed using the formatting provided on the provided template.
  - d. Printed copies are to be only bound with removable binder clips.
- 9.

## **SECTION 8. PROPOSAL SUBMISSION**

Interested vendors must submit proposals to provide the goods and/or services covered by this RFP on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases, shall not be accepted.

Proposals should be mailed or hand-delivered in a sealed envelope marked “**RFP# 7598768 Behavioral Health Training and Technical Assistance**” to:

RI Dept. of Administration  
Division of Purchases, 2nd floor  
One Capitol Hill  
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time shall not be accepted. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time shall be determined to be late and shall not be accepted. Proposals faxed, or emailed, to the Division of Purchases shall not be accepted. The official time clock is in the reception area of the Division of Purchases.

## **SECTION 9. CONCLUDING STATEMENTS**

Notwithstanding the above, the Division of Purchases reserves the right to award on the basis of cost alone, to accept or reject any or all proposals, and to award in the State's best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

If a Vendor is selected for an award, no work is to commence until a purchase order is issued by the Division of Purchases.

The State's General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded for this RFP. The State's General Conditions of Purchases can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>.

## **APPENDIX A. PROPOSER ISBE RESPONSIBILITIES AND MBE, WBE, AND/OR DISABILITY BUSINESS ENTERPRISE PARTICIPATION FORM**

- **Proposer's ISBE Responsibilities (from 150-RICR-90-10-1.7.E)**

1. Proposal of ISBE Participation Rate. Unless otherwise indicated in the RFP, a Proposer must submit its proposed ISBE Participation Rate in a sealed envelope or via sealed electronic submission at the time it submits its proposed total contract price. The Proposer shall be responsible for completing and submitting all standard forms adopted pursuant to 105-RICR-90-10-1.9 and submitting all substantiating documentation as reasonably requested by either the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to the names and contact information of all proposed subcontractors and the dollar amounts that correspond with each proposed subcontract.
2. Failure to Submit ISBE Participation Rate. Any Proposer that fails to submit a proposed ISBE Participation Rate or any requested substantiating documentation in a timely manner shall receive zero (0) ISBE participation points.
3. Execution of Proposed ISBE Participation Rate. Proposers shall be evaluated and scored based on the amounts and rates submitted in their proposals. If awarded the contract, Proposers shall be required to achieve their proposed ISBE Participation Rates. During the life of the contract, the Proposer shall be responsible for submitting all substantiating documentation as reasonably requested by the Using Agency's MBE/WBE Coordinator, Division, ODEO, or Governor's Commission on Disabilities including but not limited to copies of purchase orders, subcontracts, and cancelled checks.
4. Change Orders. If during the life of the contract, a change order is issued by the Division, the Proposer shall notify the ODEO of the change as soon as reasonably possible. Proposers are required to achieve their proposed ISBE Participation Rates on any change order amounts.
5. Notice of Change to Proposed ISBE Participation Rate. If during the life of the contract, the Proposer becomes aware that it will be unable to achieve its proposed ISBE Participation Rate, it must notify the Division and ODEO as soon as reasonably possible. The Division, in consultation with ODEO and Governor's Commission on Disabilities, and the Proposer may agree to a modified ISBE Participation Rate provided that the change in circumstances was beyond the control of the Proposer or the direct result of an unanticipated reduction in the overall total project cost.

- **MBE, WBE, AND/OR Disability Business Enterprise Participation Plan Form:**

Attached is the MBE, WBE, and/or Disability Business Enterprise Participation Plan form. Bidders are required to complete, sign and submit with their overall proposal in a sealed envelope. Please complete separate forms for each MBE, WBE and/or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.



**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
DEPARTMENT OF ADMINISTRATION  
ONE CAPITOL HILL  
PROVIDENCE, RHODE ISLAND 02908**

**MBE, WBE, and/or DISABILITY BUSINESS ENTERPRISE PARTICIPATION PLAN**

Bidder's Name:
Bidder's Address:
Point of Contact:
Telephone:
Email:
Solicitation No.:
Project Name:

This form is intended to capture commitments between the prime contractor/vendor and MBE/WBE and/or Disability Business Enterprise subcontractors and suppliers, including a description of the work to be performed and the percentage of the work as submitted to the prime contractor/vendor. Please note that all MBE/WBE subcontractors/suppliers must be certified by the Office of Diversity, Equity and Opportunity MBE Compliance Office and all Disability Business Enterprises must be certified by the Governor's Commission on Disabilities at time of bid, and that MBE/WBE and Disability Business Enterprise subcontractors must self-perform 100% of the work or subcontract to another RI certified MBE in order to receive participation credit. Vendors may count 60% of expenditures for materials and supplies obtained from an MBE certified as a regular dealer/supplier, and 100% of such expenditures obtained from an MBE certified as a manufacturer. This form must be completed in its entirety and submitted at time of bid. **Please complete separate forms for each MBE/WBE or Disability Business Enterprise subcontractor/supplier to be utilized on the solicitation.**

Name of Subcontractor/Supplier:			
Type of RI Certification:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Disability Business Enterprise		
Address:			
Point of Contact:			
Telephone:			
Email:			
Detailed Description of Work To Be Performed by Subcontractor or Materials to be Supplied by Supplier:			
Total Contract Value (\$):		Subcontract Value (\$):	ISBE Participation Rate (%):
Anticipated Date of Performance:			

I certify under penalty of perjury that the forgoing statements are true and correct.

<b>Prime Contractor/Vendor Signature</b>	<b>Title</b>	<b>Date</b>
<b>Subcontractor/Supplier Signature</b>	<b>Title</b>	<b>Date</b>

**Appendix B: Budget Form  
12-Month Budget**

Contract Agency: \_\_\_\_\_

Contract Service: \_\_\_\_\_

<b>Category /Item</b>	<b>Proposed Budget</b>	<b>Other Funds</b>	<b>Total Budget</b>
[col. 1]	[col. 2]	[col. 3]	[col. 4] col 4 = col 2 + col 3
1) Salaries			
2) Fringe Benefit			
3) Contractual Services			
4) Travel (in state)			
5) Conference (out of state)			
6) Postage/Office Supplies/Expenses			
7) Telephone/Cable/Internet			
8) Information System			
9) Property Rent			
10) Heat & Utilities			
11) All Other			
12) Agency Overhead-Indirect			
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

**Notes,**

- A separate Program Budget is required for each contract service, e.g. outpatient services, prevention services or, residential services.
- Attached Supplementary Information Pages must be completed for Items 1, 2, 3 & 11.  
Also, narrative should be provided as necessary to describe any item; supporting narrative must be provided to describe Item #12, Agency Overhead/Indirect
- It is understood and agreed that the amounts indicated above in Col 2 for the several line items are estimates of expenditures to be incurred by the Contractor in the performance of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual variations shall not in themselves be cause for disallowance of reimbursement by BHDDH; provided, however, that the contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in a line item above vary or are projected to vary by 10 percent or more from the approved budget. Further, that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by BHDDH under this agreement if such expenditure shall have been incurred in a line item category not listed above. Budget transfers between Expense Categories (1) and (2) are exempt from the 10 percent ceiling and do not require the prior approval of the contract officer.

for departmental use	
Action/Disposition	
Reviewer	Date



**Appendix B: Budget Form/Supplementary Budget Information**

<b>Item # 1 Salary Costs</b>					
Position Title	% FTE	Total Annual Salary [contract year earnings]	Salary Chargeable to Program		
			BHDDH	Other	Combined
<b>Total Salaries</b>		N/A	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Item # 2 Fringe Benefits & Other Personnel Costs	Fringe Benefits Chargeable to Program		
	BHDDH Share	Other Funds	Combined
<b>Total Fringe Benefits</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Item # 3 Contractual Costs (list each contract consultant service)	# of Hours	Hourly Rate	Consultants Chargeable to Program		
			BHDDH Share	Other Funds	Combined
<b>Total Consultant Costs</b>		N/A	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

Item #11 All Other (list each cost item)	Other Costs Chargeable to Program		
	BHDDH Share	Other Funds	Combined
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
<b>Total Other Costs</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

if additional space is required, complete on additional page(s); enter grand total for each category on final page