

BOSTON PUBLIC HEALTH COMMISSION

Homeless Services Bureau



Request for Response

Statement of Qualifications

for

Project Evaluator

Department of Health and Human Services
Substance Abuse and Mental Health Services Administration
FY 2019 Transforming Lives Through Supported Employment
(Short Title: Supported Employment Program)

Catalogue of Federal Domestic Assistance (CFDA) No.: 93.243

Funding Opportunity Announcement (FOA) No. SM-19-011

<https://www.samhsa.gov/grants/grant-announcements/sm-19-011>

April 22, 2019

The Boston Public Health Commission (BPHC) is the local public health department for the City of Boston. Public service and access to quality healthcare is the cornerstone of our mission - to protect, preserve, and promote the health and well-being of all Boston residents, particularly the most vulnerable.

BPHC is submitting a grant proposal to SAMHSA and is seeking qualified individual(s) to assist in the grant application and provide evaluation services under this FOA.

Request for Response Timeline	
Monday, April 22, 2019	RFR announcement in The Boston Globe
Monday, April 22, 2019	RFR available online at www.bphc.org/RFR at 9:00 AM
Tuesday, April 30 2019	Questions regarding this RFR due to writing by 5:00 PM to: Catherine D'Vileskis Director of Pre-Award Grants Administration CDvileskis@bphc.org
Thursday, May 02, 2019	Questions and Responses posted in www.bphc.org/RFP by 5:00 PM
Monday, May 06, 2019	Statement of Qualification due by 4:00 PM to: Gerry Thomas Director, Homeless Services Bureau Boston Public Health Commission 1010 Massachusetts Avenue, 2 nd Floor Boston, MA 02118 or by email: GThomas@bphc.org
Wednesday, May 08, 2019	Notification of Decision
Friday, May 10, 2019	Mandatory meeting with BPHC Grants team at: Boston Public Health Commission 1010 Massachusetts Ave Boston, MA 02118 Notification of location will be confirmed via email
Wednesday, May 15, 2019	Submission of completed evaluation components and supporting documentation
Friday, May 17, 2019	Grant application due to SAMHSA

Overview

The purpose of this proposed program is to support BPHC's efforts to refine, implement, and sustain evidence-based supported employment programs and mutually compatible and supportive evidence-based practices (e.g., supported education) for homeless individuals, transition-aged youth/young adults (ages 16-25) with serious emotional disturbance (SED), and adults with serious mental illness (SMI) or co-occurring mental and substance use disorders (COD).

Supported employment is a direct service with multiple components that provide a person with SED, SMI, or COD specialized assistance in choosing, acquiring, and maintaining competitive employment.

For this application the BPHC will:

- Identify and implement supported employment evidence-based services, practices, and strategies and mutually supportive practices/strategies that are responsive to the selected population(s) of focus and adhere to practice fidelity or standards.
- Identify and implement SEP workforce development strategies and training for individuals who work with the selected population(s) of focus (e.g., mental health clinicians/providers, employment/vocational specialists) to increase workforce expectations of competitive employment as an outcome; and expand workforce capacity to actively support competitive employment.
- Provide pre-employment services and counseling as necessary with the goal of identifying appropriate employment opportunities.
- Establish linkages and coordination with labor and vocational rehabilitation departments; local representatives of organizations, service providers, businesses, and educational institutions that serve the population of focus
- Establish relationships with local employers to provide employment opportunities for program participants.
- Engage in sustainability planning and create a plan that identifies sustainable funding approaches.

This RFR is soliciting an evaluator to assist in the grant application writing process and, if funded, provide project evaluation services to fulfill the requirements described in the SAMHSA Data Collection and Performance Measurement Section E. (see page 19 of the FOA.)

Scope of Work

BPHC is seeking a project evaluator to perform the following:

- Design and write the Data Collection and Performance Measures section for the BPHC's grant application. This includes providing all supporting documentation (evaluation budget, data collection instruments, sample consent forms, and Participant Protection and Human Subjects Guidelines etc.)

If funded, the Evaluator will report on the following:

- The number of people in the mental health and related workforce trained in mental health-related practices and activities consistent with the goals of the grant.

- The number of programs, organizations, and communities that implemented evidence-based practices/activities.
- The number of programs, organizations, and/or communities that implemented adaptations of EBPs to incorporate the special needs of the population(s) of focus as a result of the grant.
- The number of organizations collaborating, coordinating, and/or sharing resources with other organizations as a result of the grant.

Data for the above performance measures will be reported on a quarterly basis.

The Evaluator will also be required to report performance on measures including, but not limited to, the following data on individuals served by this grant award:

- Diagnosis(es)
- Functioning in everyday life.
- Housing status.
- Employment/educational involvement status.
- Involvement with the juvenile/criminal justice system.
- Social connectedness.
- Use of an emergency department
- Hospitalization.

These data will be collected at baseline (i.e., the client's entry into the project), six months post-baseline, and at discharge and reported into SPARS. Lastly, recipients are expected to collect employment and employment retention data at three- and six-months post-baseline and include these data in the annual project performance assessment.

Qualifications

Qualified evaluator must meet the following requirements:

- Experience in conducting a comprehensive SAMHSA (or equivalent) evaluation;
- Experience in evaluating programs in supported employment, (or similar) programs serving homeless individuals, young adults with serious emotional disturbance (SED), and adults with serious mental illness (SMI) or co-occurring mental and substance use disorders (COD);
- Experience in managing projects similar in size or scope to this one.

Period of Performance

The pre-award period of performance is estimated to be from on or about May 08, 2018 until May 18, 2019. No funding is associated with pre-award activities. *The contract resulting from this RFP is formed when BPHC approves and signs the applicable Standard Contract and required forms. Services shall begin on the agreed upon contract start date. No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor. BPHC reserves the right to cancel and/or reissue the RFP or reject all responses at any time prior to award, if BPHC determines its best interest will be served by such action.*

If funded, the anticipated project period for the evaluator is five (5) years; the anticipated start date of services shall be performed on or about September 30, 2019, 2019 through August 31, 2023 under the sole discretion of BPHC. Services shall begin on the agreed upon contract start date. No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor for the secondary period of service.

Statement of Qualifications

Statement of Qualifications in response to this RFR must include:

1. Brief description (3 pages maximum) of relevant experience with similar evaluation projects of this magnitude, including personnel, financial and organizational resources.
2. Curriculum Vitae (CV) of key personnel (no page limit).
3. Names and contact information for 2 relevant professional references. Include brief description of professional services provided to these references.
4. Proposed one-year budget from September 30, 2019 – August 31, 2020 that includes a line item justification. (e.g. includes hourly rate, materials).
 - a. Total budget shall not exceed \$100,000 per fiscal year inclusive of indirect costs. If funded, the service for project evaluation begins September 30, 2019, through August 31, 2023. (no page limit).

Submission Instructions

Qualified project evaluators must mail or email complete Statement of Qualification request in the order listed by 4:00 PM to:

Gerry Thomas
Director, Homeless Services Bureau
Boston Public Health Commission
1010 Massachusetts Avenue, 2nd Floor
Boston, MA 02118
or
GThomas@bphc.org

Mail submission, clearly mark the envelope or box:

Entity Name or Name, Address, Title: Statement of Qualification

Email submission:

Subject: Statement of Qualification

Statement of Qualification must be received no later than 4:00 PM on Monday, May 06, 2019

