



**MONTGOMERY COUNTY**

**Alcohol  
Drug Addiction  
& Mental Health  
Services**

**Request for Proposals (RFP)  
for**

**School-Based Screening, Brief  
Intervention, and Referral to  
Treatment (SBIRT) Services**

**As issued by  
Montgomery County Alcohol, Drug  
Addiction and Mental Health  
Services Board**

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**Deadline: May 26, 2017**

<b>TABLE OF CONTENTS</b>
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<b>I. <u>GENERAL INSTRUCTIONS</u></b>	<b>PAGE</b>
A. Purpose & History.....	3
B. Eligibility .....	5
C. Limitations .....	5
D. Availability & Length of Funding .....	6
E. Bidder’s Conference. ....	6
F. Submission Requirements.....	6
G. Requirements to Receive an Award.....	7
H. Proposal Requirements ... ..	8
I. Proposal Review Process. ....	9
J. Results of the Proposal Review .....	10
K. Points of Contact.....	10

## I. REQUEST FOR PROPOSAL — GENERAL INSTRUCTIONS

### A. PURPOSE & HISTORY

The Montgomery County Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board is requesting proposals for the delivery of **Screening, Brief Intervention, and Referral to Treatment (SBIRT) Services in Schools**. Selected proposals may be awarded a one-year agreement beginning as early as July 1, 2017 and ending no later than June 30, 2018.

Substance use among school-aged youth is common, often leading to other unintended issues and problems. Results from the 2016 Dayton Area Drug Survey (DADS) indicate that alcohol is the most widely used substance at all grade levels, with nearly 62% of 12<sup>th</sup> graders reporting lifetime use. Among 9<sup>th</sup> grade students, 27% reported alcohol use within their lifetime, while 13.5% of 7<sup>th</sup> grade students indicated having experience with alcohol. Marijuana is the second most common substance used among students. Students in the 12<sup>th</sup> grade reported the highest percentage of marijuana use (41%) followed by 9<sup>th</sup> grade students (14%) and 7<sup>th</sup> grade students (4.7%). The National Institute on Drug Abuse provides strong evidence that early drug use is a risk factor for both substance abuse problems and mental illnesses later in life. Due to the prevalence of co-occurring substance use disorders and mental health disorders, screening tools for adolescents should include drug use, alcohol use, and mental health issues.

In an effort to prevent substance use and to identify depression and anxiety among school-aged youth, ADAMHS is seeking proposals to initiate a pilot project to implement Screening, Brief Intervention, and Referral to Treatment (SBIRT) within in schools in Montgomery County. This pilot project will use the “SBIRT Toolkit for Schools” developed by PreventionFIRST!, a nonprofit organization in the Cincinnati area, as a reference to pair SBIRT with other school screenings such as scoliosis, hearing, vision, and Body Mass Index (BMI). This project was recently initiated in Norwood City Schools and has achieved significant outcomes demonstrating substantial benefits to the students served. It has also received national recognition. ADAMHS is looking to replicate the successes experienced by this project.

#### **SBIRT**

Fully endorsed by the Substance Abuse, Mental Health Services Administration (SAMHSA) of the federal government, SBIRT is an integrated public health approach that intervenes early with at-risk substance users before more severe consequences occur. Originally developed as a program in the substance abuse field, SBIRT provides a framework that can also be used to address mental health issues such as depression and anxiety. ADAMHS is interested in implementing a comprehensive SBIRT pilot project that screens school-aged youth for alcohol and other drugs as well as depression and anxiety. There are three main components of SBIRT, which are outlined below.

1. **Screening:** The SBIRT process begins with the administration of a brief screening tool designed to identify an individual’s history and pattern of alcohol and drug use as well as feelings of depression and/or anxiety. A validated screening tool does not currently exist

that screens for all risky behaviors; however, tools can be used together to create a comprehensive screening session. Validated screening tools for school-aged youth include:

- *Alcohol Screening for Brief Intervention for Youth; A Practitioner's Guide* was developed by the National Institute on Alcohol Abuse and Alcoholism (NIAAA) and is a 3 question screening tool designed to help health care professionals quickly identify youth at risk for alcohol-related problems. For a copy of this screening tool, visit <https://pubs.niaaa.nih.gov/publications/Practitioner/YouthGuide/YouthGuideAlgorithm.pdf>.
- *S2BI: Screening to Brief Intervention* is an electronic screening tool for youth and assesses the frequency of past-year use in eight categories of substances, including alcohol, marijuana, cocaine and prescription drugs. For a copy of this screening tool, visit <http://sbirtnh.org/screening/>.
- *CRAFFT* is recommended by the American Academy of Pediatrics' Committee on Substance Abuse for use with adolescents and consists of a series of six questions developed to screen adolescents for high-risk alcohol and other drug use disorders simultaneously. For more information and to see a sample CRAFFT Screening, visit <http://www.ceasar-boston.org/CRAFFT/>.
- *PHQ-9 Modified for Adolescents (PHQ-A)* is a nine question screening tool designed to assess for depression and anxiety in adolescents. For a copy of the screening tool, visit <http://www.uacap.org/uploads/3/2/5/0/3250432/phq-a.pdf>.

**2. Brief Intervention:** A brief intervention is provided to those individuals whose screenings have identified them as engaging in behaviors that place them at a moderate to high risk for abuse. The intent of the brief intervention is to identify the individual's specific motivation to change and to encourage them to think differently about their use with the ultimate goal of behavior change. Those administering the screenings are trained to have a different kind of conversation using simple motivational interviewing techniques. The motivational interviewing approach is based on four principles— expressing empathy and avoiding arguing, developing discrepancy, rolling with resistance, and supporting self-efficacy. For resources regarding brief intervention and motivational interviewing techniques, visit:

- *Youth Brief Intervention* <http://sbirtnh.org/brief-intervention/>
- *Motivational Interviewing* <http://www.centerforebp.case.edu/practices/mi>

**3. Referral to Treatment:** A referral to treatment is offered to individuals that have been screened as being at high risk and in need of services that are more extensive. The referral to treatment process consists of assisting an individual with accessing specialized treatment services, selecting treatment facilities, and helping navigate any barriers such as treatment cost or lack of transportation. For more information regarding the referral to

treatment process, visit [http://4nt012chvn61qlz923lj4nhu.wpengine.netdna-cdn.com/wp-content/uploads/2016/05/SBIRT\\_RT.pdf](http://4nt012chvn61qlz923lj4nhu.wpengine.netdna-cdn.com/wp-content/uploads/2016/05/SBIRT_RT.pdf).

For more information regarding SBIRT, visit:

<http://store.samhsa.gov/shin/content//SMA13-4741/TAP33.pdf>.

## **B. ELIGIBILITY**

Eligible entities are those agencies that provide services within Montgomery County, Ohio, and to the residents of Montgomery County, Ohio. Organizations eligible to receive funds through this opportunity include legally recognized domestic, public, and private nonprofit entities, local governments, public and private universities and colleges, public and private primary and secondary schools. All eligible agencies must:

1. Hold an active Prevention Program Certification through the Ohio Department of Mental Health & Addiction Services, or be exempt from certification according to State of Ohio rules, including education entities under the jurisdiction of the Ohio Department of Education or the Ohio Board of Regents.
2. Complete the necessary paperwork to become a vendor with the ADAMHS Board.
3. Work directly with the Division of Prevention & Early Intervention at the ADAMHS Board for ongoing consultation and mentoring on prevention service delivery.

## **C. LIMITATIONS**

Unallowable services under this funding opportunity include all clinical, medical, therapeutic, and treatment-based service modalities. Only prevention services will be funded under this opportunity. For the purpose of this Request for Proposals (RFP), prevention is defined as the delivery of services or strategies prior to the onset of a disorder. These interventions are intended to prevent or reduce the risk of developing a behavioral health problem, such as underage alcohol use, prescription drug misuse and abuse, illicit drug use, and mental illnesses.

All proposals must be submitted with respect to the following limitations:

1. This RFP does not commit the Montgomery County ADAMHS Board to award an agreement or pay **any** costs incurred in the preparation of a proposal.
2. The Montgomery County ADAMHS Board reserves the right to accept or reject any and all proposals received.
3. The Montgomery County ADAMHS Board reserves the right to negotiate any and all services, unit costs, activities, evaluation details, any other details, and final award amounts with any and all proposers who have submitted a proposal.

4. **These funds may only be expended on the services outlined in this RFP and relevant supportive services.**

#### **D. AVAILABILITY & LENGTH OF FUNDING**

All agreements resulting from this RFP will be subject to certain timing guidelines.

1. Proposals cannot exceed \$100,000 over the course of the 12-month funding period.
2. Agreements may begin as early as **July 1, 2017**.
3. Selected proposals terminate **June 30, 2018**.
4. The selected service providers will be required to enter into an agreement outlining the purchase of professional service(s) and specifying the terms under which the funds will be reimbursed.

#### **E. BIDDER'S CONFERENCE**

One **Bidder's Conference** will be held on **Monday, April 17, 2017 from 3:00 pm to 4:30 pm** at the Montgomery County ADAMHS Board, located at 409 East Monument Avenue, Suite 201, Dayton, OH 45402. Parking is available in the Water Street Parking Garage behind the building. The RFP will be reviewed and discussed. Questions will be answered and educational information regarding the RFP will be provided at this time. Details regarding how to apply using the ADAMHS Application for Funding Portal will be explained as well.

**Proposers are encouraged to attend this session, but not required. Not attending this session may not serve as a basis for failure to meet proposal requirements.**

#### **F. SUBMISSION REQUIREMENTS**

All proposals must be submitted using the following guidelines:

1. **Proposals must be submitted electronically using the ADAMHS Application for Funding Web Portal – <http://aff.mcadamhs.org>**
2. **Questions about this RFP will be accepted until Noon on Friday, May 19, 2017.** All questions should be sent via email to Ashley Mack at [amack@mcadamhs.org](mailto:amack@mcadamhs.org). Responses to questions and any modifications to the RFP will be posted on the ADAMHS website at [www.mcadamhs.org](http://www.mcadamhs.org).
3. Completed proposals **must be submitted via the Application for Funding Portal no later than 5:00 p.m. Eastern Standard Time (EST) on Friday, May 26, 2017.**

4. Late proposals **will not** be accepted or considered.
5. Emailed proposals **will not** be accepted.
6. Faxed proposals **will not** be accepted.
7. Hand delivered proposals **will not** be accepted.
8. The Montgomery County ADAMHS Board reserves the right to reject any proposal that does not follow one or more of the Submission Requirements or guidelines expressed within this RFP.

**Any requests for exceptions to any of the RFP requirements contained herein must be submitted in writing by 5:00 p.m. (EST) on May 5, 2017.** Requests should be sent to Andrea Hoff, Director of Prevention & Early Intervention, Montgomery County ADAMHS Board, 409 E. Monument Ave., Suite 102, Dayton, OH 45402 or by e-mail to [ahoff@mcadamhs.org](mailto:ahoff@mcadamhs.org). **All requests for exceptions will be considered on a case-by-case basis and will be subject to the final decision of the ADAMHS Board.**

#### **G. REQUIREMENTS TO RECEIVE AN AWARD**

If awarded, proposers must comply with the following:

1. Quarterly program and financial reports submitted to ADAMHS. The specifics and due dates will be explained at the time the award is granted.
2. Quarterly provider meetings with ADAMHS for ongoing contract compliance and technical assistance. The specifics and due dates will be explained at the time the award is granted.
3. A minimum of semi-annual on-site visits from ADAMHS program monitoring staff.
4. Data entry into the ADAMHS' GOSH data system for both data tracking and billing/invoicing purposes. ADAMHS staff will provide training and technical assistance on the GOSH system.
5. Data entry into the Grant Funding Management System (GFMS) through the Ohio Department of Mental Health & Addiction Services. ADAMHS staff will provide training and technical assistance on the GFMS system.
6. Attend two SBIRT Train-the-Trainer sessions for a maximum of 13 hours of training hosted by ADAMHS.
7. Attend a minimum of a two-day training on Motivational Interviewing. ADAMHS will provide technical assistance on identifying trainings that meet this requirement. Funding may be allocated in your budget for this purpose.
8. Annual compliance reviews by ADAMHS staff.

## H. PROPOSAL REQUIREMENTS

All proposals must be submitted with respect to the following requirements:

1. The proposer follows the submission requirements as outlined in this RFP and submits proposal materials in accordance with the process outlined in the RFP.
2. All proposed services must be delivered in Montgomery County and provided to Montgomery County residents only.
3. The proposer complies with applicable local, state, and federal laws and regulations and meets applicable professional standards.
4. The proposer is an Equal Opportunity Employer and provides assurance that no person will be denied services on the basis of race, sex, color, creed, national origin, age or handicap. Facilities and services will be accessible to handicapped persons.

**The following information MUST be included in your application.**

- A list of the proposed school(s) and grades in which services will be implemented. **All non-school entities MUST submit a Letter of Commitment signed by the school leadership indicating their participation in the proposed services.**
- A data-driven rationale describing why the proposed school(s) were chosen.
- Proposals MUST address how they will seek youth and parent consent to administer the SBIRT screenings. Refer to pages 15-16 in the *SBIRT Toolkit for Schools* for information regarding school protocol.
- Proposals MUST use validated screening tools that screen for all of the following: alcohol use, drug use, depression, and anxiety.
- Proposals MUST detail the collaborative relationships with the proposed school(s) including:
  1. a timeline for implementation and
  2. a workflow chart identifying the individual(s) responsible for the following:
    - Administering the screening,
    - Administering the brief intervention, and
    - Referring students who are screened positive to appropriate treatment providers. Assistance will be provided by ADAMHS to ensure appropriate linkage to treatment services, as needed.
- Proposals MUST outline an evaluation plan to determine the following:

Outputs:

  - The number of students screened.
  - The number of students who scored positive,

- The number of students who received a brief intervention,
- The number of students referred to treatment.

Outcomes:

- Behavioral changes among students.

<b>I. PROPOSAL REVIEW PROCESS</b>
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1. Each proposal will be reviewed by ADAMHS staff and may be reviewed by community volunteers. In order to determine the funding of services, reviewers will assess the proposals based on the following criteria:
  - Rationalization of the chosen population based on risk level and supported by data,
  - Documented use of best practices,
  - Capacity and ability to provide the proposed service (financially and programmatically),
  - Evaluation measurements and techniques,
  - Evidence of community support for service and/or community collaboration,
  - Financial stability and ability to sustain services,
  - Comprehensiveness of programming proposed,
  - Well thought out implementation plan,
  - Any others as determined appropriate by the reviewers.
2. The ADAMHS Board for Montgomery County reserves the right to contact a proposer for clarification of the submitted proposal.
3. ADAMHS will make award recommendations as a result of this Request for Proposals to its Board of Directors.
4. Final awards and contract agreements are subject to the sole discretion of ADAMHS' Board of Directors.
5. **All submitted proposals are subject to open public records laws.**

## **J. RESULTS OF THE PROPOSAL REVIEW**

The resulting decisions of the review process will be provided to each organization that submits a proposal in as timely a manner as possible. Each organization will receive written notice indicating the reviewers' final decisions by June 30, 2017.

## **K: ADAMHS BOARD POINTS OF CONTACT**

The primary points of contact for this Request for Proposals:

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