

Request for Proposal for Facility and Programming:
**Eastern Ohio Multi-County Children's Short-Term Residential
Crisis Stabilization Unit**

Due: February 10, 2023, 4:00 PM EST

Issued by The Eastern Alliance Council of Governments, a Collaborative of four ADAMHS Boards serving Belmont, Coshocton, Guernsey, Harrison, Jefferson, Monroe, Morgan, Muskingum, Noble, Perry, and Washington Counties.

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Date of Issue: **December 20, 2022**

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Section 1- GENERAL INFORMATION

Project Description

A collaborative of four Alcohol, Drug Addiction & Mental Health Services (ADAMHS) boards in Eastern Appalachian Ohio, legally known as the Eastern Alliance Council of Governments, hereinafter referred to as “Collaborative”, invites written proposals from Service Providers, hereinafter individually referred to as “Provider”, for the development, design, renovation or original construction, management, and programming of a 16-20 bed Children’s Short-Term Residential Behavioral Health Crisis Stabilization Unit located in the service area. The project will be a partnership between the Collaborative and the selected Provider.

The Collaborative is soliciting proposals from a Provider entity for **site acquisition, construction/renovation of a facility, and the provision of comprehensive programming and services related to child and adolescent behavioral health crisis stabilization**. The site will be centrally located within the multi-county service area and will serve children and adolescents through the age of 18.

The Collaborative believes this Request for Proposals (“RFP”) provides interested organizations with sufficient information to submit proposals that meet minimum requirements. It is not intended to limit a proposal’s content or to exclude any relevant or essential data. Provider respondents are encouraged to include additional information that will substantiate their facilities or programming quality and capabilities. An outline of required content is included in this RFP, but additional information can be added.

Section 2- FACILITIES SCOPE OF WORK

The successful applicant for this proposal will be responsible for the site development, architectural design, construction or renovation, and facility management of a 16-20 bed Children’s Short-Term Residential Behavioral Health Crisis Stabilization Facility located in the service area. The scope of the project may include complete site development, including facility, utilities, parking, and landscaping, with the Provider securing all permits, approvals, zoning changes (if necessary) and securing all prime contractors for the original construction of a new site/facility or renovation of an existing site/facility. Ownership and construction cost of the building is currently planned to be under the Collaborative, but the Collaborative may consider other proposals. Planning for and development of the site will be in close collaboration between all the parties involved. A successful proposal will outline information about how all these details will be worked out. Please submit detailed development and cost information for:

1. Site acquisition (Determined by Provider that is awarded the RFP)
2. Permitting and all other siting approval costs
3. Construction/Renovation of physical plant, including facility, utilities, parking, and landscaping
4. 3-year facilities operating/facilities management

Required Components of Facilities Proposal

Facilities Plan

Provide at least one concept facilities plan, including size of facility and required physical infrastructure (artistic renderings are optional).

Budget

The Facilities budgets should include detailed line items broken into the following categories:

- a. Furniture, fixtures, and equipment
- b. Pre-opening costs and working capital
- c. Other soft costs, such as insurance, design fees, legal expenses, consulting fees, permits, State Licensure, National Accreditation, etc.
- d. Proposed development and construction management fees
- e. Infrastructure improvements
- f. Construction costs and/or renovation scenarios

Schedule

A proposed facilities project schedule, beginning with authorization to negotiate through opening of the project, should be included, which clearly states key milestone dates, including pre-development, construction/renovation, and opening.

Financing Approach

Currently the Collaborative plans on purchasing, owning, and paying the cost of renovation or construction for the buildings and ground. However, The Collaborative is willing to consider options related to financing and ownership of the proposed project. Identify your team's preferred approach to financing this project. Explain why this is the best approach for the project.

Ongoing Facility Operations and Management

Provide a business plan/description of plans to operate, maintain, and manage the facility.

Section 3- CRISIS STABILIZATION PROGRAMMING SCOPE OF WORK

A separate and required component of this comprehensive RFP is the provision of all short-term, residential crisis stabilization services that will be provided at this new 16-20 bed facility. Respondents must have the experience and capacity to provide all treatment services, or partner with other providers for some services via binding memoranda of understanding with partner providers at the time of proposal submission.

Required Components of the Program Proposal

On-site Treatment Services Offered

Proposals must include description of treatment models used including but not limited to:

- A. Trauma Informed Care and Treatment Models Specific to Residential Treatment of Children
- B. Evidenced Based Treatment Models Specific to Residential Treatment of Children
- C. Outline of Clinical Best Practices that will be followed including
 - a. Frequency of contact with family and family therapy session
 - b. Frequency of contact with individual therapy
 - c. Type and scope of medical professional staff including psychiatric coverage
 - d. Intake procedures and criteria, including a risk assessment.
 - e. Discharge planning and procedures.
- D. Planning for and outline of non-clinical need of the young people served including recreation.

Programming and planning outlined in successful proposals should keep these programmatic goals in mind:

- stabilizing the child's psychiatric crisis symptoms and prevent unnecessary inpatient admission;
- restoring the child to a level of functioning and stability that supports the child's transition to community-based services, supports and resources;
- mobilize the resources of the family and community to support the child's on-going treatment and recovery needs and connecting an individual and family with supports and linkages to community services in order to prevent future crises, or to reduce the intensity and duration of crises that may arise; and,
- provide a safe and therapeutic environment where services are delivered through a trauma-informed approach and are consistent with the child's conditions and needs.

Timeline for Programming Start-up and Delivery (to align with facilities completion)

Please include a detailed timeline for program development and implementation, including hiring/training of professional staff, program implementation, licensing, and accreditation timelines.

Staffing Plan

What would be the necessary staffing to comply with State licensing, accreditation, and best practice requirements. This should include licensed, non-licensed, medical, and psychiatric staffing. Consideration should include 24 hour / 7 day care and planning for staffing contingencies.

Evaluation Plans for Treatment Programs

For each treatment program provided at the facility, include an overall evaluation plan that includes measures of implementation fidelity, progress monitoring, anticipated outcomes, how

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outcomes will be measured. Overall, a model of Continuous Quality Improvement is expected to be part of any proposal.

Cost Information for Crisis Stabilization Programming

Please submit proposed program budgets for all proposed children's crisis stabilization programming components, including 3 years of revenue and expenditure projections for each program area. Program budgets for each program area should include: (1) spreadsheet of annual revenues and expenditures; (2) budget justification narrative; (3) a per diem unit cost based on budgets that will be used for reimbursement rates. Ongoing operating funding and reimbursement for services rendered will be based on a unit cost the Collaborative will negotiate with the provider.

Note: Once proposal is selected, the provider's finalized, approved programming budget package will become part of the Collaborative/Provider service contract. Collaborative is aware that, because of the lag from proposal submission to programming implementation due to timeline for site acquisition and construction or renovation of facility, programming costs may need to be modified from original projections based on change in market rates for services. Any modifications in programming costs need to be submitted with appropriate justification and approved by the Collaborative.

The Collaborative's contract rate for non-Medicaid services will be the same as the Provider's Medicaid reimbursement rate for the same services. For non-Medicaid services that have no corresponding Medicaid service, the contract rate will be negotiated between the Collaborative and the Provider, as needed. Non-Medicaid funding is dependent upon receiving projected allocations from Ohio Department of Mental Health and Addiction Services (OhioMHAS). Depending on annual allocations from OhioMHAS, it may be necessary to make modifications to programming or make additional non-Medicaid funds available during a fiscal year.

Provider will be required to submit quarterly financial reports comparing actual revenues, expenses and productivity to budget. Provider will be required to submit a copy of their *Annual Provider State Fiscal Year Audit* by March 21 of each year.

Section 4- RESPONDENT INFORMATION

Description of Respondent Organization

Organization Name, Mailing Address, Phone Number, Contact Person, and email address. Applicants can list up to two key contacts, as long as both contacts can speak on behalf of the organization for all questions related to this proposal.

Proposed Project Name and Abstract: Maximum of 150 words which describes organization, project, and anticipated outcome. If the project is funded, this abstract will be used for publicity purposes.

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Organizational Description, including:

Relevant organizational history
Primary funding sources
Applicable certification information
Current services offered
Total number of staff (in full-time equivalencies [FTEs]) in organization
Current number of clients served
Current geographic area(s) served

Respondent's Experience with Similar Projects

Information for Respondents

Bidding Timeline

RFP Issued: **12/20/2022**
Deadline for Questions: **01/27/2023**
All responses to questions Posted: **Within 7 days**
RFP Responses Due: **02/10/2023**
Interviews with finalists (if necessary): **As needed**
Selection and Intent to Award Issued: **04/23/2023**

Questions from respondents regarding this proposal may be directed to the Collaborative's identified contact individual included on the cover page to this proposal.

Calendar of Engagement

After the Intent to Award is issued to the selected Provider, The Collaborative would expect to have:

- the resulting negotiations and contract executed no later than **end of May 2023**.
- purchase of property (if necessary) and construction/renovation to commence by July of 2023.
- the facility placed in service no later than July of 2024.
- programming to begin no later than September of 2024.

Conditions, Instructions, and Specifications

These conditions, instructions and specifications have been developed to serve the following purposes: To provide guidelines for the development, structure, content and submittal of proposals to the Collaborative; to insure the provision of quality services to consumers in the counties served by the Collaborative; to provide a basis for service evaluation, effectiveness and

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compliance with local, state and federal requirements; to target the limited financial resources of the Collaborative to meet the needs of children in the counties served.

All providers of services at the proposed facility must meet all applicable federal, state and Collaborative's (partner ADAMHS Boards) contract requirements and any applicable standards for treatment.

Services are to be compliant with Civil Rights, Equal Employment Opportunity and consistent with Health Insurance Portability and Accountability Act (HIPAA) and 42 CFR part II (where applicable).

"Collaborative" as used throughout this document shall mean the partnership of four (4) ADAMHS Boards, formally the Eastern Alliance Council of Governments, collectively representing the ADAMHS Boards of Belmont, Coshocton, Guernsey, Harrison, Jefferson, Monroe, Morgan, Muskingum, Noble, Perry, and Washington Counties. "OhioMHAS" as used throughout this document shall mean the Ohio Department of Mental Health and Addiction Services.

All Proposals shall be analyzed and evaluated by the Collaborative by March 10, 2023. The contract will be awarded no later than July 1, 2023. The Collaborative reserves the right to contact applicants with questions or requests for additional information during the review period.

In considering Proposals, the Collaborative generally will be guided by the principle of lowest cost and best quality. In evaluating the merits of a Proposal, the Collaborative will consider issues of service quality, costs, and outcomes. The Collaborative is not required to accept the lowest cost bid.

Successful proposals will also address the Provider's ability to bill for services provided through SmartCare and GOSH.

Once the proposal is awarded, the Provider shall provide to the Collaborative the following:

- a. Articles of Incorporation, By-Laws, Personnel Policies and Employee Grievance Procedures.
- b. Evidence that the Provider possesses a valid Worker's Compensation Certificate.
- c. Evidence of insurance coverage including bonding of all persons in the organization who are empowered to receive and disperse funds.
- d. For a Provider not previously incorporated, verification of application for incorporation.
- e. Clients Rights and Grievance Policy and Procedure plan.

Failure to comply with any of these instructions may result in rejection of a Proposal or the refusal of the Collaborative to enter into a contract with the successful Proposer.

The Collaborative reserves the right to reject any and all Proposals for any reason, including but not limited to the following: any proposal in which the respondent takes exception to the terms and conditions of this RFP; any proposal which fails to meet the terms and conditions of this RFP,

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including but not limited to, the standards, specifications, and requirements specified in the RFP; or any proposal that submits prices that the Collaborative considers to be excessive, compared to existing market conditions, or determines exceed the available funds of the Collaborative.

The Collaborative further reserves the right to reject, in whole or in part, any proposal that the Collaborative has determined, using the factors and criteria the Collaborative develops, would not be in the best interest of the Collaborative.

These and other specifications will become part of the final agreement/contract between the Collaborative and the successful Provider. It is understood that all Proposals are based on the Provider's full comprehension and compliance with stated provisions. Laws, Regulations, Rules, Policies and Procedures. Services provided under this proposal and contract shall be in accordance with the following regulations:

- a. Ohio Revised Code, Chapter 340 et al, and all Ohio Law.
- b. The rules, regulations, standards, and administrative guidelines of OhioMHAS Including but not limited to:
 - i. OhioMHAS certification standard
 - ii. OhioMHAS Board Assurances and Contract Agency Assurances
 - iii. All applicable OhioMHAS reporting requirements
- c. Federal laws and regulations which are applicable, including those concerning non-discrimination in employment and in the provision of services.

The Provider shall submit to an annual Utilization Review and quarterly Quality Assurance and Performance Improvement reviews conducted by the Collaborative

The Provider shall submit to an annual financial compliance audit conducted by an independent auditor who is a certified public accountant. The audit will be completed and submitted on time, with a copy sent to the Collaborative or file an extension and notify the Board. A copy of the most recent agencies' audit is required as a component of this RFP.

Certification, Licenses, Affiliation. Proposers should describe relevant certification, license and affiliations which they currently hold or are in the process of obtaining. Also, list the organizations' membership in or affiliation with professional associations.

Each Provider shall ensure they maintain data, information, reports, and documentation sufficient to describe the activities funded and progress toward achieving the purposes for which the funds were provided, upon request by the Collaborative.

The Provider will make available upon request from the Collaborative their continuing education policies and staff requests for continuing education.

Key Contacts. All Proposers shall include a list of names and contact information for key contacts in the agency including but not limited to:

- a. Executive Director

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- b. Clinical/Associate Director
- c. Fiscal Manager
- e. Client Rights Officer
- g. Claims Contact

Housing List. All Proposers shall provide a current list of all residential services they currently provide, i.e., Recovery and/or Mental Health, with the categories and levels listed for each site (per OhioMHAS housing criteria).

The Collaborative's contract rate for non-Medicaid services will be the same as the Provider's Medicaid reimbursement rate for the same services as listed on the Provider's Service Array Sheet. (Available when OhioMHAS and Medicaid determines rates)

For non-Medicaid services that have no corresponding Medicaid service, the contract rate will be negotiated between the Collaborative and the Provider, as needed.

Preference will be given to the following programs and services:

Programs that are comprehensive, client centered, family centered and receive input from consumers, clients, and community partners;

Programs that use approaches based on current research and best practices;

Programs and organizations that provide trauma-informed care and services;

Programs that address age, race, ethnicity, gender, sexual orientation and deliver culturally- and linguistically-appropriate services;

Programs that can demonstrate achievement of agreed upon outcomes. Provider will be responsible for providing evidence that they are achieving the agreed upon outcomes. All outcomes must align with local, state, and federal priorities;

Programs/organizations that utilize data as a foundation for changing practices and improving services;

Programs offered are within the parameters of the applicant's mission statement;

Programs that partner with other programs, stakeholders, or systems to reduce duplication, and ensure coordination of care and resources;

Programs that incorporate the principles of recovery, resiliency and cultural competence;

Programming that are delivered in an environment that fosters safety, enhances personal and professional growth, and recognizes the role that trauma plays in the lives of individuals seeking recovery;

Evaluation Criteria

Incomplete proposals will not be evaluated. Please be sure to submit complete information for each section of the RFP.

Proposals that will do well on scoring are those that address the following:

- Experience with facilities development, including site acquisition and construction/renovation of physical plant
- Able to demonstrate a track record of positive outcomes
- Satisfies expectations for evidence-based programming, cultural competency, trauma informed care and the integration of mental health and substance abuse services
- Leverages resources to secure additional funding from other sources
- Collaborates with other programs or services
- Demonstrate positive fiscal management both as a program and as an organization, including accurate budget projections, fiscal stewardship, and transparency
- Positive track record of the effective and efficient provision of service

Legislative Authority

The role of the four ADAMHS Boards that comprise the *Collaborative* is defined by the Ohio Revised Code (ORC), Chapter 340. Particularly, the role is to serve as the community mental health and alcohol and drug addiction services planning entities for the counties served by the Boards and to evaluate, develop and assess the community mental health and alcohol and drug addiction needs, services and programs under ORC.

Additional Terms & Conditions of Submitting a Proposal

Interviews

The Collaborative reserves the right to conduct interviews with all or some of the respondents at any point during the evaluation process. However, the Collaborative may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria.

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Prior Experience

Experience with any agency in the Collaborative shall be taken into consideration when evaluating qualifications and experience.

Exceptions to RFP Terms and Specifications

The respondents shall clearly identify any proposed deviations from the Project or specifications in this Request for Proposal. Each exception must be clearly defined. The exception shall include, at a minimum, the respondent's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the respondent's proposal, the Collaborative will assume complete conformance with the terms and specifications.

Negotiations

The Collaborative reserves the right to conduct discussions with respondents for the purpose of clarifications or corrections regarding a proposal to ensure full understanding of and responsiveness to the requirements specified in this RFP, and to accept revisions of proposals, and to negotiate price changes. During this discussion period, the Collaborative will not disclose any information derived from proposals submitted. Once an award is made, proposal documents are public record and will be disclosed upon request (see *Proprietary Information* below).

Costs incurred by respondent

The respondent, by submitting a proposal, agrees that any cost incurred by the respondent in responding to this RFP, or in support of activities associated with this request, are to be borne by the respondent and may not be billed to the Collaborative. The Collaborative will incur no obligation or liability whatsoever to anyone by reason of issuance of this RFP, or action by anyone relative thereto.

Signature & submission

Proposals must be dated, signed by an official authorized to bind the respondent to the terms of the proposal and submitted to the Collaborative in accordance with the terms and conditions of this RFP.

Obtaining clarification

All requirements of this RFP must be addressed in full. Each respondent understands and agrees that it has a duty to inquire about and clarify any RFP issue that the respondent does not fully understand or believes may be interpreted in more than one way. Every attempt will be made to promptly answer all inquiries from each respondent during the specified question and answer period.

Contractual obligations

The contents of proposals submitted by the successful respondent will be considered contractual obligations upon award.

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Informal RFP

This is an informal RFP and will not be read at a public opening. If the respondent wishes to obtain a copy of the proposal tabulation and/or evaluation form(s) once award is complete, respondent should provide a self-addressed, stamped envelope with the proposal.

Proprietary Information

All evaluation documents for proposals are non-proprietary and subject to public disclosure after contract award. All proposal documents and information are subject to public disclosure under Ohio Revised Code Section 149.43. To exempt information provided in the proposal from public disclosure, respondents should identify any and all sections of their proposal they consider trade secrets or proprietary information. In the event of a public document request, the Collaborative will review the sections so identified, and will make the final determination as to the need to disclose. Respondents will be solely responsible for protecting their own trade secret or proprietary information and will be responsible for all costs associated with protecting this information from disclosure. The Collaborative will keep one (1) copy of proposals in accordance with its record retention schedule.

Compliance with Federal, State and Local Laws

Any respondent warrants, in submitting a proposal and in the performance of any resulting award, that if applicable, Executive Order 13496 (29 CFR 471, Appendix A to Subpart A) and 41 CFR 60–1.4(a), 60-1.7, 60-4.3 are incorporated herein. If applicable, all contractors and subcontractors shall abide by the requirements of 41 CFR 60–300.5(a) and 60–741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status. Supplier further warrants that it: 1) has complied with or will comply with all applicable federal, state, and local laws, ordinances and all lawful orders, rules and regulations there under; 2) that every sub-contract for any ensuing order will contain a provision requiring non-discrimination in employment as specified above, and 3) that it is not now, and will not become subject to an unresolved find for recovery under ORC 9.24, prior to the award of any contract or agreement arising out of this RFP, without notifying the Collaborative of such finding. Any breach thereof may be regarded as material breach of contract or purchase order and cause for cancellation.

Accessible Environment

The Collaborative is committed to creating and maintaining an accessible environment for people with all abilities. In order to support an accessible environment, please note:

- In submitting a proposal, Vendors certify that programs, services, and activities provided to the general public under the resulting contract conform to the Americans with

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Disabilities Act of 1990, as amended, and the Rehabilitation Act of 1973 and the regulations issued there under by the federal government.

- Should any respondent require reasonable accommodation in the process of submitting a proposal, requests should be directed to the contact noted on the cover page. Requests should be made in a timely manner as a late request for accommodation will not result in an extension of the proposal deadline.

Request for Proposal Checklist

- One sealed original (with signature) and four (4) separately sealed copies of full Proposal delivered to Muskingum Area Mental Health and Recovery Services Board at 1500 Coal Run Rd. Zanesville, OH 43701. Proposal may be submitted in person or mailed as long as they are received between the hours of 8:00am and 4:00pm, Monday through Friday. No proposal will be accepted by mail or in person after 4:00pm on 02/10/2023.

Required Content of the RFP Response

Part 1: Table of Contents

1. Include a clear identification of the material by section and by page number.

Part 2: Introduction and Summary

1. A letter of transmittal, on organization letterhead, should be brief and include the following:
 - a. Contact information including: name of respondent, company name, company address, phone number, and email.
 - b. A brief description of the development team.
 - c. A brief overview of the respondent's ideas and summary of the overall approach.
 - d. A statement on how the Development Team intends to deliver the Project on budget and on time; and
 - e. An overview of the financing plans/equity component of the Project.
2. The respondent must certify that the proposal and exhibits are true and correct. Unsigned and/or undated submissions will not be accepted.

Part 3: Respondent Qualifications and Experience

1. Organizational profile – overview of respondent organization and its services.
2. Provide brief descriptions of similar projects that the respondent has undertaken that are directly analogous to the project being proposed. Each description should include the following information:
 - a. The project's name and location

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- b. Development scope:
 - i. A project description that identifies the project's square footage and the use of space
- c. Photographs of the project
- d. Financial characteristics
- e. A description of the role the respondent played in the development and operation of the project
- f. Provide the project start and completion dates and adherence to project schedule.
- g. Provide a comparison of the original proposed budget for the project versus the final actual cost on completion. Please show land costs separately.
- h. Provide a summary description of the financing plan implemented for each project.
- i. Provide a summary description of how respondent will adhere to prevailing wage requirements under Ohio Revised Code Chapter 4115 for new construction or for reconstruction, enlargement, alteration, repair, remodeling, renovation, or painting, if applicable.

Development Team

Identify the key personnel of the development team, including the project leader for day-to-day management and the key consultants that will be responsible for implementing the Project. Provide a succinct narrative describing the role and relevant expertise of each key individual(s) that would be involved in the Project's implementation.

Required Attachments to Proposal

- Applicant's most recent *State Fiscal Year Provider Audit*
- Applicant's OhioMHAS certification
- Contact information, including agency name, contact person, phone, and email for three (3) references (agencies [not including the agencies comprising the Collaborative issuing this RFP] that can speak on behalf of the applicant's prior performance)
- Any IRS forms like W-9 or other forms denoting org type (for profit, nonprofit...)
- List of the organization's Board of Trustees/Directors if applicable