



Adult Mental Health Initiative

Benton, Sherburne, Stearns, Wright Counties

531 Dewey Street • PO Box 740 • Foley, MN 56329

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Peer Program Request for Proposals (RFP)

Background

The CommUNITY Adult Mental Health Initiative (CAMHI) encompasses Benton, Sherburne, Stearns, and Wright Counties. The mission of CAMHI is to provide support for persons experiencing serious mental health problems to enhance their contributions to the community. The Initiative currently has up to \$46,000 in renewable funds available for this program. Provider(s) selected through this RFP process may have funding renewed annually, pending availability, if the program meets the needs outlined in this RFP. Please note the funding amount is subject to change and CAMHI cannot guarantee funding each year. Proposals are being sought from interested mental health providers for the delivery of a Peer Program to adults with serious and persistent mental illness (SPMI) who is a resident of one of the four counties. Preference given to funding requests specifically related to evidenced based practices.

Objective

The Peer Program(s) should encourage residents of Benton, Sherburne, Stearns and Wright County, who are coping with mental illness, to socialize with one another and to become more involved in the community.

Agency Responsibilities

1. Agency will need to recruit participants for the program and ensure adequate training, if necessary, is provided for each participant.
2. Agency will need to supervise participants of the program.
3. The agency shall comply with CAMHI's Board requests pertaining to ensure that all grant monitoring processes, reporting procedures, and other expectations as designated by Minnesota Department of Human Services are being followed.

Proposal Requirements

1. **Detailed description of service(s) to be provided.** Proposals can include both a virtual or "pandemic compatible" version of the services and/or an in-person version of the service that could take place with proper precautions during the pandemic or once it is safe for more in-person services.
Proposal should also include how the targeted population will be identified, recruited, and/or

referred for the service as CAMHI's funding is designated for those individuals who have a SPMI and are residents of one of the four counties CAMHI serves.

2. **Program budget of expenditures.** Budget should include itemize the costs of the service(s). Please include a narrative explaining each section of the budget and include any formula(s) that were used to determine the dollar amounts.
3. **Define outcome measurements.** Proposals should include anticipated outcomes of the service(s) that will be provided and should include how the outcomes will be measured.
4. **Data Reporting.** Proposals should include how data on the clients served will be collected and reported to the Minnesota Department of Human Services (DHS). It is a requirement of all providers who receive funding from CAMHI to report client data to DHS and providers are expected to have a plan to obtain, retain, and report this information.
Proposals should also describe how the agency will gather and report quarterly data to CAMHI on the attendance of residents of each of the four counties.
5. **Contact Information.** Please provide name, phone number, email address, and address of a contact person from the organization submitting the proposal.

Proposal Synopsis

In addition to the proposal, proposers are asked to also provide a synopsis of their proposal that is no longer than one page in length. Include in this synopsis: Proposers name, address, phone number, and contact person, number of individuals the proposer plans to serve, a brief description of key program activities, staffing pattern, and other relevant information. This synopsis is critical, as it will provide an introduction and an overview of the program to the Reader Group and Joint Powers Board members.

Process and Timeline for submitting proposals

Completed proposals must be received no later than 4:00pm (CST) on Monday, December 14, 2020. Proposals received after the deadline cannot be accepted. Proposals will be presented to the CAMHI Joint Powers Board at the first Board meeting following the RFP Reader Group meeting and all proposers will be notified of the results shortly thereafter.

Please mail, fax, or email proposals to:

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