



**NWF Health Network
Request for Proposal
02-2024**

Integrated Care
Closing Date:
May 22, 2024

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Integrated Care

Section 1 – Request for Proposal

I. Overview

- A. NWF Health Network (NWFHN) serves as the Network Management agency for child protection and substance abuse and mental health (behavioral health) services in northwest Florida. NWFHN recognizes the importance of its work and message in the child welfare and substance abuse and mental health arena and seeks to: educate and inform stakeholders in the region of the good work and necessary services that NWFHN provides to the community; inform the community at large of NWFHN's mission and necessity of community involvement to optimize outcomes for children and families; inspire community leaders and the public to actively participate in the aid and support for families served by NWFHN; and recruit more families to participate in fostering and adoption. As such, NWFHN is requesting professional services to assess and recommend content and messaging; develop material related to its mission; child welfare and mental health and substance abuse service array and programs; standardize messages related to NWFHN and its work; identify meetings with community leaders, legislators, media, and local clubs and organizations; and publish content related to NWFHN's work in both print and web mediums.

II. Request

NWFHN is seeking administrative support to assist in multiple cross program supervision across its 18-county service area (Bay, Calhoun, Escambia, Franklin, Gadsden, Gulf, Holmes, Jackson, Jefferson, Leon, Liberty, Madison, Okaloosa, Santa Rosa, Taylor, Wakulla, Walton, Washington). These programs will include, but not necessarily be limited to development and administrative support for telehealth programs, fatherhood and peer support programs, grant solicitation, school mental health, and criminal justice and mental health overlap. Preference will be provided to any certification or peer support experience, registration, or other form of recognition from the State of Florida or U.S. Federal government.

- A. The term of the contract will be determined during negotiations with selected Respondent.
- B. Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.**

III. Response

- A. Respondents should concisely answer the following questions in a written format by **3:00 p.m. EST, May 22, 2024**. Respondent(s) shall submit to NWFHN one (1) electronic copy of the response on a flash drive as PDF and Excel Files as applicable. The original response and any supporting documents, as well as the flash drive, should have the name of the respondent clearly marked on a sealed envelope or container. The envelope/container shall be mailed to 910 Harrison Ave, Panama City, Florida 32401, and the outside of the sealed package should be clearly marked with the following:

- 1. RESPONSE TO RFP # 02-2024 TO BE OPENED ONLY BY JEFFREY PIC, NWF HEALTH NETWORK PROCUREMENT MANAGER.**
2. Failure to respond to this RFP in this manner may result in disqualification from consideration.

B. Items to Include in your proposal:

1. Describe in detail how your organization is able to support and implement the following:
 - a. Research, develop and implement plans that provide NWFHN with the necessary resources to achieve an integrated care system.
 - b. Provide historical experience in working in the development and implementation of an integrated behavioral health with child protection, criminal justice, and educational institutions.
 - c. Outline your experience in writing federal, state, and local grants.
 - d. Explain your personal and professional experience in working to create a peer network.
2. Budget:
 - a. A detailed budget that includes: An estimated cost for provided services outlined above throughout the NWFHN Network Area related to Behavioral Health and Child Protection services for a 12-month period.

IV. Evaluation Criteria:

- A.** Ability to serve each county in the proposed service area(s).
- B.** Ability to quickly implement Integrated Care within the target counties.
- C.** Ability to staff/supervise the implementation of the program.
- D.** Budget provided is within allocation and plans for good stewardship of the funding.
- E.** Organization's level of experience in working with child protection, behavioral, developmental, and mental health services.

Section 2 - Written Questions and NWFHN Answers

I. Question Submission Form (Appendix I)

- A.** Respondent questions related to this RFP must be addressed using the Question Submission Form (Appendix I) and must be received by the Procurement Manager on or before the date and time specified in Section 3 - Schedule of Events and Deadlines. Only one Question Submission Form (Appendix I) will be accepted from the each respondent.

Section 3 - Schedule of Events and Deadlines

Activity	Date	Time Eastern	Address
RFP advertised and released on NWFHN's website	May 1, 2024	5:00 PM (EST)	NWFHN Competitive Procurement: https://www.nwfhealth.org/about-us/competitive-procurements
Written Questions Due	May 8, 2024	5:00 PM (EST)	Jeffrey.pic@nwfhealth.org
Anticipated posting of Answers to Written Questions	May 15, 2024	5:00 PM (EST)	NWFHN Competitive Procurement: https://www.nwfhealth.org/about-us/competitive-procurements
Replies must be received by NWFHN (Closing Date):	May 22, 2024	3:00 PM (EST)	910 Harrison Avenue Panama City, Florida 32401
Anticipated posting of Intended Contract Award	May 31, 2024	5:00 PM (EST)	NWFHN Competitive Procurement: https://www.nwfhealth.org/about-us/competitive-procurements

Section 4 - General Information

- I. This Request for Proposal (RFP) does not commit NWFHN to award a subcontract or to pay any costs incurred in the preparation or submission of response or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies.
- II. NWFHN reserves the right to reject any or all responses to this RFP and to negotiate with any of the respondents in any manner deemed to be in the best interest of NWFHN.
- III. NWFHN reserves the right to withdraw the RFP, add new considerations, information or requirements at any stage of the procurement process and to reject the response of any organization that has previously failed to perform properly or failed to perform in a timely manner in subcontracts of a similar nature, or who, in the opinion of NWFHN, is not in a position to perform or is not sufficiently qualified to perform the subcontract.
- IV. The funding for this proposal may contain federal monies and as such the awardee may be required to comply with provisions of the Uniform Grant Guidance, 2 Code of Federal Regulation 200.
- V. This RFP contains no contractual proposal of any kind; any response submitted will be regarded as a response to the RFP and not as an acceptance by the respondent of any proposal by NWFHN. No contractual relationship will exist except pursuant to a written subcontract document signed by the authorized official of NWFHN and by the successful respondent(s) chosen by NWFHN.