



STATE OF TENNESSEE
DEPARTMENT OF MENTAL HEALTH

ANNOUNCEMENT OF FUNDING
FOR
EARLY CHILDHOOD SYSTEM OF CARE
PLANNING AND DEVELOPMENT
IN

CHEATHAM, DICKSON, MONTGOMERY, ROBERTSON,
AND SUMNER COUNTIES

as part of the management of the
EARLY CONNECTIONS NETWORK (ECN)
federal System of Care (SOC) grant

February 1, 2012 - September 30, 2012

Released by the
Tennessee Department of Mental Health
Division of Mental Health Services

Term of Services: February 1, 2012 to September 30, 2012

Key Due Dates
and Times: Proposals due by December 16, 2011
4:00 PM Central Standard Time
(See Section 1.2. for other due dates and times)

Submitted To: Commissioner's Suite, ATTN: Sue Hunt
Tennessee Department of Mental Health
Andrew Johnson Tower, 11th Floor
710 James Robertson Parkway
Nashville, TN 37243

Table of Contents

1.	GENERAL CONDITIONS.....	3
1.1.	Funding Information.....	3
1.2.	Timelines.....	4
1.3.	Eligibility.....	4
1.4.	State Amendments to this Announcement	5
1.5.	State Cancellation of this Announcement	5
1.6.	Communications.....	5
1.7.	Proposal Information Session.....	6
1.8.	Proposal Preparation, Proposal Formatting Requirements, Proposal Submission, and Proposal Withdrawal	7
1.9.	Proposal Review and Selection.....	9
1.10.	Proposal Components and Scoring	10
1.11.	Early Connections Network Information and State of Tennessee Grant Contract Provisions	11
2.	PROPOSAL NARRATIVE.....	15
3.	PROPOSAL CHECKLIST	18
3.1.	Technical Requirements.....	18
3.2.	Proposal Order.....	19
4.	ATTACHMENTS	
A.	Cover Sheet	20
B.	Organizational Chart.....	21
C.	Proposed Budget and Budget Justification Worksheet	22
D.	Intended Scope of Services.....	27
E.	Early Connections Network Job Descriptions.....	38
F.	Non-Federal Match Guidelines.....	42
G.	List of System of Care and Early Childhood Resources.....	50
H.	System of Care Governance Structure	51
I.	Early Connections Network Grant Narrative	59

TENNESSEE DEPARTMENT OF MENTAL HEALTH
Division of Mental Health Services
Announcement of Funding
November 17, 2011

The Tennessee Department of Mental Health (TDMH), Division of Mental Health Services (DMHS), is requesting proposals from agencies who currently provide services or administer programs in five (5) counties within Mental Health Planning Region 5 (Cheatham, Dickson, Montgomery, Robertson, and Sumner), interested in overseeing the day to day operations of the *Early Connections Network* early childhood System of Care [hereinafter the ECN]. The ECN is a regional System of Care funded by a federal grant awarded to the TDMH by the United States Department of Health and Human Services (HHS), Substance Abuse and Mental Health Services Administration (SAMHSA), Center for Mental Health Services (CMHS). The purpose of the ECN is to develop and sustain an early childhood System of Care in Tennessee for the purpose of improving the quality and cost of care for young children ages birth to five (0-5) years with social, emotional, or behavioral needs at risk of developing a mental health disorder and their families. The ECN is further described in Section 1.11. and the Intended Scope of Services (Attachment D).

1. GENERAL CONDITIONS

1.1. Funding Information and Coverage Area

- 1.1.1. **Type of Funding and Amounts:** One (1) Cost Reimbursement Grant Contract (hereinafter Grant Contract) may be available to an eligible proposer in amounts of up to Seven Hundred Thousand Dollars (\$700,000.00) per year as explained in Section 1.11.
- 1.1.2. **Project Period:** Initially, February 1, 2012, through September 30, 2012. If funds are available, there may be four (4) additional one-year extensions of the Grant Contract, as explained in Section 1.11.
- 1.1.3. **Allocations:** Funding allocations will be made on the basis of how well the proposing agency addresses guidelines and criteria of this Announcement of Funding (hereinafter Announcement). Renewal of the Grant Contract will depend on (a) the availability of funds; (b) Grantee progress in meeting project goals and objectives; and, (c) timely submission of required data and reports.
- 1.1.4. **Coverage Area:** The five (5) Tennessee Counties to be served by the ECN are Cheatham, Dickson, Montgomery, Robertson, and Sumner.

1.2. Timelines

November 17, 2011	TDMH releases Announcement of Funding
December 2, 2011	Proposers' Written Questions Regarding the Announcement are due by 5:00 PM Central Standard Time (CST)
December 6, 2011	TDMH holds Proposal Information Session at 2:00 PM CST
December 9, 2011	Proposers' Written Questions Arising after the Proposal Information Session are due by 12:00 PM CST
December 14, 2011	TDMH will issue written responses to new questions
December 16, 2011	Proposals are due by 4:00 PM CST
January 6, 2012	TDMH Makes Announcement of Accepted Proposal
February 1, 2012	Anticipated Start Date of the Grant Contract

“Due by” means that the item being requested must be “received by” and “be in the hands of TDMH” by the stated date and time. “Due by” does not mean ‘postmarked by’. For submission of proposals, see Section 1.8. for additional information.

1.3. Eligibility

- 1.3.1. If unsure of eligibility, contact Susan Steckel at susan.steckel@tn.gov. **Questions specific to eligibility for this Announcement may be asked, in writing, at any time.** Electronic mail (e-mail) is permitted for the submission of eligibility-related questions. All other questions and comments shall be handled as explained in Section 1.6. Written responses to eligibility questions will be sent within three (3) business days of receipt of the written question.
- 1.3.2. An entity that is eligible to submit a proposal is an agency that meets the following criteria, unless prohibited under Section 1.3.3.:
 - 1.3.2.1. Is a 501(c)3 or 501(c)4 agency;
 - 1.3.2.2. Currently administers programs or services for young children ages birth to five (0-5) years with social, emotional, and behavioral needs and their families in at least two (2) ECN counties;
 - 1.3.2.3. Currently administers programs or services for individuals with TennCare and individuals who are uninsured; and

- 1.3.2.4. Has administered and managed programs or services in the five (5)-county area, as identified in Section 1.1.4. for at least two (2) calendar years.
- 1.3.3. A Proposer, for purposes of this Announcement, must **not** be (and the State will **not** enter into a Grant Contract with):
 - 1.3.3.1. An entity which employs an individual who is, or within the past six (6) months has been, an employee or official of the State of Tennessee in a position that would allow the direct or indirect use or disclosure of information, which was obtained through or in connection with his or her employment and not made available to the general public, for the purpose of furthering the private interest or personal profit of any person; or
 - 1.3.3.2. Any individual or entity involved in assisting the State in the development, formulation, or drafting of this Announcement or the State Grant Contract's Scope of Services (such person or entity being deemed by the State as having information that would afford an unfair advantage over other Proposers).
 - 1.3.3.3. For the purposes of applying the requirements of this Section, the State will deem an individual to be an employee or official of the State of Tennessee until such time as all compensation for salary, termination pay, and annual leave has been paid.

1.4. State Amendments to this Announcement

The State reserves the right to amend this Announcement at any time. In the event the State decides to amend, add to, or delete any part of this Announcement, a written amendment will be posted on the State's website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.6.2.

1.5. State Cancellation of this Announcement

The State reserves the right to cancel, or to cancel and re-issue, this Announcement. See also Section 1.7.8. In the event such action is taken, notice of such action will be posted on the State's website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.6.2.

1.6. Communications

- 1.6.1. Communications – Method of Dispatch. Senders must assume the risk of the method of dispatching any communication (questions, comments, clarifications; proposal; and so on). The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch. If using regular United States Postal Service (USPS) mail, the sender should allow extra time for processing through the State mail system. In the alternative, the sender may wish to use a delivery system that ensures delivery directly to

the intended recipient (express mail; overnight delivery; UPS; FedEx; hand delivery).
Electronic methods of dispatch are prohibited unless otherwise noted.

- 1.6.2. Electronic Mail (E-Mail) Mailing List. The State will create an electronic mail (e-mail) mailing list to be used for sending communications related to this Announcement. To be fair to everyone interested in proposing, please submit any questions via electronic mail (e-mail) so that the question and the answer can be shared with all interested parties. All agencies that do not have a question but are planning to submit a proposal and want to receive copies of all questions and answers should send an e-mail requesting this. Please send contact information to susan.steckel@tn.gov.
- 1.6.3. Comments, Questions, and Requests for Clarification Prior to the Proposal Information Session. Comments, questions, and requests for clarification regarding this Announcement must be submitted in writing on or before 4:00 PM CST on December 2, 2011, to susan.steckel@tn.gov in order to be answered at the Proposal Information Session (see Section 1.7.). Electronic mail (e-mail) is permitted for the submission of written comments, questions, and requests for clarification regarding this Announcement.
- 1.6.4. Comments, Questions, and Requests for Clarification Arising At, and After, the Proposal Information Session. Comments, questions, and requests for clarification arising at the Proposal Information Session will be written down by the State and answered by December 14, 2011. Comments, questions, and requests for clarification arising after the Proposal Information Session must be submitted in writing by 12:00 PM CST on December 9, 2011, and will be answered by December 14, 2011.
- 1.6.5. State's Written Responses and Communications are Binding. Only the State's official, written responses and communications will be binding with regard to this Announcement. The State will consider oral communications of any type to be **unofficial and non-binding**.

1.7. Proposal Information Session

Those who are interested in submitting a proposal are encouraged to attend the Proposal Information Session scheduled for Tuesday, December 6, 2011, from 2:00 PM until 4:00 PM CST via conference call. Proposers wishing to attend the Proposal Information Session conference call must notify Susan Steckel via e-mail at susan.steckel@tn.gov by Thursday, December 1, 2011. Proposers will then be notified in writing of the call-in information by Monday, December 5, 2011. **No makeup session will be provided.** It is recommended that proposers fully review the Announcement prior to the Proposal Information Session in order to determine those sections needing further clarification. Written responses to the comments, questions, and requests for clarification received in accordance with Section 1.6.3. will be distributed via the e-mail mailing list described in Section 1.6.2. and at the Proposal Information Session.

1.8. Proposal Preparation, Proposal Formatting Requirements, Proposal Submission, and Proposal Withdrawal

1.8.1. Proposer's Preparation of Proposal. The Proposer accepts full responsibility for all costs incurred in the preparation, submission, and other activities undertaken by the Proposer associated with the proposal.

1.8.2. Proposal Formatting Requirements. The TDMH's goal to review all proposals submitted must be balanced against the Department's obligation to ensure equitable treatment of all proposals. For this reason, the TDMH has established certain formatting requirements for its proposals. **Failure to adhere to these requirements shall result in the proposal not being reviewed.**

1.8.2.1. Proposals must be received by the deadline.

1.8.2.2. Information provided must be sufficient for review.

1.8.2.3. Text must be legible.

1.8.2.4. Proposals must be written in English.

1.8.2.5. Proposal pages must be typed in black ink, single-spaced, in Times New Roman font, size twelve (12), with all margins (left, right, top, bottom) at least one inch (1") each. The one inch (1") margin requirement is **not** applicable to the Attachments.

1.8.2.6. Pages should not have printing on both sides.

1.8.2.7. Proposal paper must be white and eight and one-half inches by eleven inches (8.5" x 11") in size.

1.8.2.8. Proposals must adhere to page and line limits where noted.

1.8.2.9. Attachments (Attachments A - C) must be completed.

1.8.2.10. To facilitate review and processing of the proposal by the TDMH, all pages must be numbered, beginning with the Cover Sheet. Assemble the proposal in the following order:

Transmittal Letter (signed in ink by authorized representative)

Cover Sheet (Attachment A)

Table of Contents

Proposal Narrative

Organizational Chart (Attachment B)

Proposed Budgets/Budget Justification Worksheets (Attachment C)

- 1.8.2.11. All proposal pages must include a header with Proposer Name and Page Number.
- 1.8.2.12. Send the original proposal and five (5) copies to the mailing address listed in Section 1.8.4. Do not use staples, paper clips, and fasteners. Nothing should be attached, stapled, folded, or pasted. Do not use heavy or lightweight paper or any material that cannot be copied using automatic copying machines. Odd-sized and oversized attachments such as posters will not be copied and sent to reviewers. Do not include videotapes, audiotapes, compact disks (CDs), digital video disks (DVDs), flash drives, or other similar media formats.
- 1.8.3. Proposal Submission – Method of Dispatch. Senders must assume the risk of the method of dispatching any communication (questions, comments, clarifications; proposal; and so on). The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch. If using regular United States Postal Service (USPS) mail, the sender should allow extra time for processing through the State mail system. In the alternative, the sender may wish to use a delivery system that ensures delivery directly to the intended recipient (express mail; overnight delivery; UPS; FedEx; hand delivery). **Electronic methods of dispatch are prohibited unless otherwise noted.**
- 1.8.4. The **proposal must be dispatched (see Section 1.8.3.) to:**
- Commissioner’s Suite
ATTN: Sue Hunt, Administrative Assistant
Early Connections Network Announcement of Funding
Tennessee Department of Mental Health
Andrew Johnson Tower, 11th Floor
710 James Robertson Parkway
Nashville, TN 37243
615-532-6500
- 1.8.5. Proposal - Due Date. **Proposals must be received by the TDMH no later than 4:00 PM CST on December 16, 2011** and meet other submission criteria detailed in this Announcement in order to be eligible for review. Proposals will be considered to be “on time” only if they are received on or before the established due date and time. This does **not** mean “postmarked by” the due date and time; rather, it means “received by” and “in the hands of the TDMH” by the due date and time. If the proposal is hand delivered, a signed receipt from the TDMH will be given to the delivery person as verification of receipt. If the proposal is mailed, verification of received proposals will be provided via e-mail.
- 1.8.6. Late proposals will **not** be reviewed.
- 1.8.7. Proposers may only submit **one (1)** proposal. The submission of multiple proposals from the same Proposer may result in the Proposer’s disqualification.

- 1.8.8. State's Right to Reject Proposals. The State reserves the right to reject, in whole or in part, any or all proposals; to advertise for new proposals; to arrange to perform the services herein; to abandon the need for such services; and to cancel this Announcement if it is in the best interests of the State. See also Section 1.5. In the event such action is taken, notice of such action will be posted on the State's website and notice of the posting will be distributed via the electronic mail (e-mail) mailing list described in Section 1.6.2.
- 1.8.9. Proposal Withdrawal. Proposals submitted prior to the due date may be withdrawn, modified, and resubmitted by the Proposer so long as any resubmission is made in accordance with all requirements of this Announcement.

1.9. Proposal Review and Selection

- 1.9.1. No Obligation of State. This Announcement and its Grantee selection processes do not obligate the State and do not create rights, interests, or claims of entitlement in either the Proposer with the apparent best-evaluated proposal or any other Proposer.
- 1.9.2. Proposal Review. Eligible proposals received by the deadline will be screened to determine technical compliance and completion. **Incomplete and noncompliant proposals will not be reviewed.** Entities submitting incomplete or noncompliant proposals will be notified. Proposals found to be in compliance with all requirements, complete, and in the approved format will be submitted for review.
- 1.9.3. Proposal Selection. The TDMH recognizes the need to ensure that funding provided for the administration and management of the ECN early childhood System of Care federal grant provides maximum benefit to the citizens of Tennessee. Therefore, preference will be given to proposals that:
- 1.9.3.1. Demonstrate an effective administrative, management and supervisory structure for working with current and potential ECN Grant Partners as designated by TDMH and the TDMH Director of Children and Youth Services. ECN Grant Partners include, but are not limited to, Bureau of TennCare, Centerstone of Tennessee, Centerstone Research Institute, Fort Campbell, Office of Head Start, Tennessee Department of Children's Services, Tennessee Department of Education, Tennessee Department of Health, Tennessee Department of Human Services, Tennessee Voices for Children, Volunteer Behavioral Health Center, and parents and caregivers of young children ages birth to five (0-5) years with social, emotional, and behavioral needs, pediatricians, child care centers, community members, and elected officials in the five (5) county area identified in Section 1.1.4.
- 1.9.3.2. Identify partnerships with multiple community and early childhood sectors, state agencies, primary care providers, and other community-based organizations, as appropriate to the goals of the ECN early childhood System of Care as described in the Intended Scope of Services (Attachment D);

- 1.9.3.3. Demonstrate that family-driven, culturally and linguistically competent, trauma-informed and community based services and supports are an important part of the proposing entity’s overall philosophy of their programs and services;
- 1.9.3.4. Demonstrate a commitment to and plans for ongoing interagency collaboration and partnership with other public and private entities in the early childhood arena within the five (5)-county ECN region covered by the proposal;
- 1.9.3.5. Demonstrate realistic and detailed plans for long term sustainability of the ECN early childhood System of Care in the five (5)-county ECN region. The overarching intent of the ECN federal discretionary grant is to become a sustained early childhood System of Care in Tennessee. The successful proposer will demonstrate plans for identifying and securing alternative funding for ECN’s services and supports in addition to the infrastructure that supports and governs the System of Care;
- 1.9.3.6. Demonstrate realistic plans for identifying and securing at least \$350,000 in non-federal match (cash or in-kind) contributions from a variety of public and private sources during the first year of the Grant Contract;
- 1.9.3.7. Demonstrate a commitment to and plans for improving: clinical and functional outcomes for young children; system-level outcomes (e.g., reduction in use of out-of-home placements, reduction in expulsions from childcare/school settings, increase in school readiness for young children with or at risk of developing a relational or mental health disorder); cost of care; parents/caregivers and young children’s experience with care; other systems’ experience with care; and
- 1.9.3.8. Demonstrate commitment to and plans for the development and implementation of a Broad-Based Governance Structure.

1.10. Proposal Components and Scoring

- 1.10.1. Proposal Components. Scoring will be based on the quality and completeness of responses to the following six (6) Proposal Components:

- Transmittal Letter (signed in ink by authorized representative)**
- Cover Sheet (Attachment A)**
- Table of Contents**
- Proposal Narrative**
- Organizational Chart (Attachment B)**
- Proposed Budget and Budget Justification Worksheet (Attachment C)**

Three Hundred Fifty Thousand Dollars (\$350,000.00) and Seven Hundred Thousand Dollars (\$700,000.00) depending on the availability of funding and Scope of Services for each period. For example, in the following State Grant Contract periods the Proposer is expected to hire an additional staff position (Social Marketing Manager), coordinate large scale System of Care conferences, and administer approximately Two Hundred Thousand Dollars (\$200,000.00) in mini-grants to expand the service array for young children in the five (5) ECN counties.

1.11.2. Use of Funds. The funding amount for the initial State Grant Contract period includes specific funds for:

1.11.2.1. Salary and benefits for the following positions:

1.11.2.1.1. Project Director at 1.0 Full Time Equivalent (FTE);

1.11.2.1.2. Technical Assistance Coordinator 1.0 FTE;

1.11.2.1.3. Cultural and Linguistic Competency Coordinator at minimum 0.5 FTE:

1.11.2.1.3.1. The Cultural and Linguistic Competency Coordinator position may be an employee of the proposing entity or designated by the proposer as FTE to be subcontracted to a separate entity or individual with relevant experience; and

1.11.2.1.4. Enrollment Coordinator/Administrative Assistant at 1.0 FTE.

1.11.2.2. Travel for the Project Director, Technical Assistance Coordinator, Cultural and Linguistic Competency Coordinator, and at least one (1) community partner to attend one out of state national system of care meeting in Orlando, FL;

1.11.2.3. Regional travel within the five (5) ECN counties and to Nashville;

1.11.2.4. Supplies for staff which include a laptop computer, a Blackberry[®], or other suitable device capable of being used as both a telephone and electronic mail (e-mail) device, and other office supplies as needed;

1.11.2.5. Supplies and/or food to support required community governance meetings;

1.11.2.6. Flexible funding for services and supports identified in a family's Individual Service Plan (ISP), but not covered by traditional funding streams;

- 1.11.2.7. At minimum, Five Thousand Dollars (\$5,000.00) for cultural and linguistic competency training for all ECN staff, families, and community partners by an individual or entity recognized as experts in cultural and linguistic competency within the national System of Care arena (entity or individual does not have to be named unless known);
 - 1.11.2.8. Funding for a facilitated Strategic Planning Meeting to involve community partners, family members, and staff;
 - 1.11.2.9 Funding for the design and maintenance of an ECN website;
 - 1.11.2.10 Funding for trauma-informed care training and consultation; and
 - 1.11.2.11 Funding for a national consultant to assist with the planning and implementation of a public health approach to infant mental health.
- 1.11.3. Variation in Allocation Amount. After a proposal has been selected and work on a Grant Contract has begun, variation in the allocation amount may be negotiated with the State based on the education and experience of the identified candidates for the ECN staff positions listed above.
- 1.11.4. Overarching Intent of the ECN Federal Grant. The overarching intent of the ECN federal discretionary grant is to become a sustained early childhood System of Care in the Mid-Cumberland region of Tennessee. The successful proposer will demonstrate the intent to identify and secure alternative funding for ECN's services and supports in addition to the infrastructure that supports and governs the System of Care.
- 1.11.5. General Information about the ECN. Tennessee's Early Connections Network (ECN) is a mental health initiative in Cheatham, Dickson, Montgomery, Robertson, and Sumner counties. The ECN will develop a comprehensive System of Care for children ages birth to five (0-5) years with early childhood mental health needs and their families. Special attention will be given to the children and families of military service members, as the five (5)-county coverage area includes a large population of active military, reserve, and National Guard units. The ECN will transform traditional approaches to mental health care through the delivery of services that are coordinated, community-based, family-driven, and culturally and linguistically competent. This innovative approach to serving young children will ensure the development of a service infrastructure that will give caregivers, providers, educators, community members, and others the essential knowledge, skills, resources, and support they need to respond effectively to the social, emotional, cognitive, and behavioral needs of young children and their families. The ECN is made possible by a federal grant, scheduled to span a period of six (6) years, awarded to the TDMH from the Substance Abuse and Mental Health Services Administration (SAMHSA)/Center for Mental Health Services (CMHS). The ECN operates under a Cooperative Agreement between the TDMH and SAMHSA. Under the terms of this Cooperative Agreement, the TDMH is responsible for employing a Principal Investigator (PI) who serves as the official responsible for the fiscal and administrative

oversight of the Cooperative Agreement and who oversees the integrity and science of the ECN. The PI also provides oversight and guidance to the Project Director who is responsible for providing leadership in all facets of the development of the early childhood System of Care and who manages day to day operations of the ECN. The purpose of the ECN System of Care is to unify families, caregivers, teachers, providers, community partners, and natural supports in the promotion of healthy development that will substantially strengthen efforts to prepare Tennessee's children for school and for life.

1.11.6. Goals of the ECN. The ECN is expected to serve a minimum of four hundred (400) unduplicated young children with mental health needs and their families in the five (5) county region over the course of the six (6)-year federal grant. The goals of the ECN are:

1.11.6.1. To establish a comprehensive, sustainable System of Care with a reliable infrastructure for young children ages birth to five (0-5) years and their families;

1.11.6.2. To reduce stigma and increase community awareness about early childhood mental health needs and the importance of responding to these needs early and effectively;

1.11.6.3. To improve outcomes for young children ages birth to five (0-5) years who have significant behavioral or relational symptoms related to trauma, parent/child interaction difficulties or impaired social emotional development;

1.11.6.4. To provide statewide training and local coaching for providers, families, and community members regarding evidence-based practices for effectively treating early childhood mental health and social emotional needs; and

1.11.6.5. To develop a seamless early childhood System of Care using a public health model for replication in other areas of the state.

1.11.7. Scope of Services and Rights of the State. See Attachment D for the intended Scope of Services, which is Section A. of a State of Tennessee Grant Contract. Please note that the State of Tennessee reserves the right to make any changes deemed necessary before issuing the final Grant Contract. The State of Tennessee also reserves the right not to issue any Grant Contracts in response to this Announcement.

1.11.8. Commencement of State Obligations. State obligations pursuant to a Grant Contract shall commence only after the Grant Contract is signed by the State agency head and the Grantee and after the Grant Contract is approved by all other State officials by applicable laws and regulations.

1.11.9. Some Requirements of a State of Tennessee Grant Contract. Any entity entering into a Grant Contract under this Announcement will be required to hire the ECN staff positions identified in Section 1.11.1. The Project Director, Cultural Linguistic Competency Coordinator, and Technical Assistance Coordinator candidates must be approved by the ECN Principal Investigator as discussed in Section A.2 of Attachment D (Intended Scope of Services) and the SAMHSA Federal Project Officer prior to the candidate being hired. The successful proposer is expected to hire these required positions immediately upon receipt of the Grant Contract and post position announcements immediately upon written receipt of the intent of TDMH to contract with the Proposer.

2. PROPOSAL NARRATIVE

Proposals must include responses to every question or statement of this Proposal Narrative (Section 2.). Responses should fully address each of the following items. Responses should be numbered for clarity. **(Twelve (12) page limit)**

- 2.1. Describe the Proposer's type of business, including the licenses and accreditations that are currently maintained as well as the current geographical locations served.
- 2.2. Describe the current programs and/or services provided by the Proposer both within the five (5) ECN counties and outside those counties (direct or non-direct care services). If applicable, discuss the Proposer's experience administering or managing direct or non-direct care services or supports in a regional area (i.e. care coordination, utilization management, cost containment, quality assurance, electronic medical record system management, education, training, technical assistance, and other services or supports).
- 2.3. Describe the Proposer's proposed office location for each staff position.
- 2.4. Describe the supervisory and reporting structure for the ECN staff positions. If applicable, discuss the Proposer's experience in working with the State to employ an individual for a regional coordinator role.
- 2.5. Describe the Proposer's knowledge, experience, and available resources regarding each of the following:
 - 2.5.1. Serving and/or administering services for young children with mental health needs;
 - 2.5.2. Managing and administering regional interagency collaborative projects or programs;
 - 2.5.3. Evidence-based or promising practices for young children with mental health needs;
 - 2.5.4. Screening, assessment, and clinical oversight;

- 2.5.5. Intensive care coordination;
 - 2.5.6. Care monitoring and review;
 - 2.5.7. Ensuring access to family peer supports and advocacy;
 - 2.5.8. Ensuring access to crisis supports;
 - 2.5.9. Provider network development and management, including natural supports;
 - 2.5.10. Utilization management and quality improvement;
 - 2.5.11. Outcomes management;
 - 2.5.12. Information management (real time data); and
 - 2.5.13. Training (e.g., staff, mental health providers, families, referring entities).
- 2.6.** Describe the Proposer’s existing relationships with child-serving public and private agencies, primary care providers, military services members, veterans, and families with young children within the five (5) counties covered by the proposal,
 - 2.7.** Describe the Proposer’s philosophy of mental health care for young children and their families, including how identifying and addressing infant and early childhood mental health needs fit into the larger child-serving system and community context.
 - 2.8.** Describe the Proposer’s philosophy regarding the role of families, parents and caregivers in caring for their children with mental health needs, including the role of families in designing, implementing, and evaluating a comprehensive system of care for young children.
 - 2.9.** Describe the Proposer’s experience in successful and sustained interagency collaborative partnerships, including building and sustaining broad-based buy-in and support from a variety of public and private entities.
 - 2.10.** Describe the Proposer’s knowledge and experience in working with the children and families of military service members and veterans.
 - 2.11.** Describe the Proposer’s philosophy for addressing and resolving intra- and interagency conflict. If applicable, describe a specific experience where the proposing agency resolved intra – or interagency conflict.
 - 2.12.** Describe the Proposer’s commitment to and plans for improving each of the following:

- 2.12.1. Clinical and functional outcomes for young children;
 - 2.12.2. System-level outcomes (e.g., reduction in use of out-of-home placements, reduction in expulsions from childcare/school settings, increase in school readiness for young children with or at risk of developing a relational or mental health disorder);
 - 2.12.3. Cost of care;
 - 2.12.4. Parents/caregivers and young children's experience with care; and
 - 2.12.5. Other systems' experience with care.
- 2.13.** Describe the Proposer's plans for identifying and obtaining at least Three Hundred Fifty Thousand Dollars (\$350,000.00) in non-federal match (cash or in-kind) contributions in the first year of the Grant Contract. More information about ECN's non-federal match requirements can be found in Attachment F.
- 2.14.** Describe the Proposer's plans for and commitment to developing and implementing a Broad-Based Governance Structure. More information about System of Care Governance can be found in Attachment H.

3. PROPOSAL CHECKLIST

3.1. Technical Requirements

- Written in English
- Typed in black ink, single-spaced of standard eight and one-half inch by eleven inch (8.5" x 11") paper
- Typed in Times New Roman font, size twelve (12)
- All margins (left, right, top, bottom) at least one inch (1") each. The margin requirement is **not** applicable to the Attachments.
- Adhered to page and line limits
- Pages sequentially numbered, including all attachments
- Page header includes the Proposer Name and Page Number
- Responded to each criterion listed in this Announcement in the order requested
- Signed in ink by an authorized representative of the Proposer submitting the proposal
- Assembled with the Transmittal Letter, the Cover Sheet (Attachment A); followed by a Table of Contents; the Proposal Narrative (Section 2.); the Organizational Chart (Attachment B); and the Proposed Budgets and Budget Justification Worksheets (Attachment C), in order
- No binder clips or paperclips have been used; no stapling or binding has been used
- Submitted one (1) original print copy and five (5) copies of the original

3.2. Proposal Order

Use the table below to ensure all requested information is included in the proposal. In addition, proposal materials should follow the order denoted below. **The TDMH will not consider proposals that are incomplete.**

Proposal Component	Maximum Page Limit (where applicable)	Checklist
I. Cover Sheet, including signatures (Attachment A)		
II. Table of Contents	As needed to fulfill the requirement	
III. Proposal Narrative [Total Points: 85]	12	
IV. Remaining Attachments:		
B. Organizational Chart [Total Points: 5]	As needed to fulfill the requirement (diagram only)	
C. Proposed Budget and Budget Justification Worksheet [Total Points: 10]	As needed to fulfill the requirement	