



ADAMH Board of Franklin County Request for Proposal Strategic Planning Facilitation

The ADAMH Board of Franklin County is a local, levy-funded agency that plans, funds, and evaluates behavioral healthcare services in our community. In this role, ADAMH is responsible for coordinating the ongoing assessment of needs of all Franklin County residents for services and supports across Franklin County's continuum of care. ADAMH does not provide direct services, but instead contracts with more than 30 non-profit organizations to provide them.

ADAMH is requesting proposals to facilitate three phases of strategic planning at two distinct levels (with ADAMH's CEO and Board of Trustees and internally with ADAMH leadership teams). Effective and efficient strategic planning, anchored in ADAMH's Mission, Vision, and Core Values and guided by recommendations from the Franklin County Commissioners' Human Service Levy Review Committee, a recent organizational assessment, and a recent community needs assessment should best position ADAMH to be responsive to community needs with our annual investments and drive towards contracting for equitable access to quality services for all Franklin County residents.

EXPECTATIONS

The planned engagement under the resulting contract associated with this request for proposal is February 1, 2021 – June 30, 2021. The scope of work will include at least three distinct phases:

The first phase of this work is to develop an implementation plan aimed at prioritizing, sequencing, and methodically executing necessary tasks in order to evolve and action the opportunities identified in the recent ADAMH organizational assessment.

Additional details of the first phase:

- Key target dates
 - Initial planning engagement with the CEO and Strategic Planning Facilitation project team leads = no later than February 5, 2021 (ongoing engagement to be detailed in submitted project plans)
 - Working session(s) with the identified organizational assessment project team = February 8 – 19, 2021 (frequency and duration to be detailed in submitted project plans)
 - Organizational assessment implementation plan complete = February 26, 2021

The second phase of this work is to facilitate the development of a five-year strategic plan (2022-2026) based on ADAMH's six (6) system of care categories (prevention, treatment, recovery supports, family supports, housing, and crisis). This will require setting key performance targets, examining what has and has not been effective through examination of available data, reports, and engagement with project team members, and making strategic recommendations on how to use ADAMH resources and community partnerships to accomplish the five-year goals.

Additional details of the second phase:

- Key target dates
 - Community Needs Assessment complete (by other vendor) = no later than March 31, 2021

- Initial planning engagement with the CEO and Strategic Planning Facilitation project team leads = no later than April 9, 2021 (ongoing engagement to be detailed in submitted project plan)
- Strategic planning retreat with the ADAMH CEO, Board of Trustees, and leadership teams in April (frequency and duration to be detailed in submitted project plans)
- Five-year strategic plan (2022-2026) complete = no later than May 7, 2021
- Presentation of five-year strategic plan (2022-2026) to ADAMH Board of Trustees during a scheduled Board Meeting (no later than May 25, 2021)

The third phase of this work is to guide ADAMH business units through the development of initial operational plans to guide work from the plan adoption date through 2022. These plans should have supporting logic models clearly showing recommend actions, required resources, output and outcome monitoring processes including data sources, and should be clearly connected to the five-year strategic plan to be developed in the second phase referenced above.

Additional details of the third phase:

- Key target dates
 - Initial planning engagement with the CEO and Strategic Planning Facilitation project team leads = no later than May 7, 2021 (ongoing engagement to be detailed in submitted project plan)
 - Working session(s) with the CEO and identified business unit teams/leads = May 10 – June 11, 2021 (frequency and duration to be detailed in submitted project plans)
 - Final review with Strategic Planning Facilitation project team leads = week of June 14, 2021
 - July 2021 – December 2022 business unit operational plans = June 30, 2021
 - Clinical Services
 - Community & Cultural Engagement
 - Enterprise System (SmartCare)
 - Finance and Business Operations
 - Human Resources
 - Information Technology
 - Planning & Evaluation
 - Prevention (community and school-based)
 - Public Affairs

During each phase, and specifically as a result of the review of all resulting deliverables, the vendor and the Strategic Planning Facilitation project team leads will evaluate the need for additional strategic planning support from the vendor.

A vendor will be selected by the RFP scoring team and have a contract awarded following approval of the ADAMH Board of Trustees on January 26, 2021. Initial work will commence immediately after selection and must commence by June 30, 2021.

SPECIFICATIONS

1. Describe your project plan, including requirements defined above, a timeline, and your final deliverables.
2. Identify your total budget, including a breakdown of all costs and identification any consultants/subcontractors.

3. Summarize your history and experience delivering the type of product requested.
4. Identify firms for which have you performed similar services.
5. Provide two examples of similar completed work and include associated references who can discuss your work. Include contact, business name, and telephone number or email address. We reserve the right to contact them if necessary.
6. Complete the small or emerging business form or affidavit.

SELECTION CRITERIA

1. Overall quality and clarity of project proposed.
2. Validity and reliability of deliverables, including strengths of methodology.
3. Timeliness of the project.
4. The applicant's experience and qualification and ability to work with the funder and meet funder's specifications.
5. The reasonableness of budget and timeline request in view of the proposed study components.

ADAMH recognizes the community benefit of creating equal opportunity for all vendors to participate in the County procurement process. The advancement of economic inclusion improves equity, economic mobility and quality of life for all Franklin County residents. Accordingly, ADAMH will award additional points to small and emerging business enterprises as part of the selection process.

DIRECTIONS

- Email questions to RFPsubmission@adamhfranklin.org. A response will be provided within one business day.
- Email your application and supporting documentation to RFPsubmission@adamhfranklin.org by **12:00 noon, Friday, January 15, 2021**. Proposals received after this deadline will not be reviewed.
- Proposals will only be reviewed if the applicant has provided the project plan, a budget, and evidence of their expertise.