



**Request for Proposals:
Children's Mental Health and Substance Abuse Services
Needs Assessment for St. Louis County**

Introduction

The St. Louis County Children's Service Fund's mission is "To improve the lives of children, youth, and families in St. Louis County by strategically investing in the creation and maintenance of an integrated system of care that delivers effective and quality mental health and substance abuse services."

One of the core values of the St. Louis County Children's Service Fund is "Excellence – We strive for positive outcomes, continuous quality improvement, and fact-based decision-making." Fact-based decision-making involves the systematic collection and analysis of data to help inform service needs and strategy. The information obtained from this needs assessments will help to inform decision-making for the 2013 strategic planning process.

Overview

The St. Louis County Children's Service Fund (CSF) is requesting proposals from qualified organizations to conduct a community-wide needs assessment for children's mental health and substance abuse services for St. Louis County.

The deadline for submitting the proposal is **March 9, 2012 at 4pm**. The needs assessment must be completed by **February 28, 2013** and the total cost cannot exceed \$250,000. CSF expects an award to be made within two weeks of the submission deadline.

Questions and proposals should be e-mailed to Julie Russell, Deputy Director, at jrussell@stlouisco.com, 222 South Meramec, Suite 202, Clayton, MO, 63105, 314-615-5853.

CSF is seeking a vendor that will be able to start work as soon as the contract has been executed. The chosen contractor will be expected to perform all services on behalf of and to the satisfaction of CSF. Each chosen contractor will be expected to designate at least one person as an account representative to serve as a liaison throughout the entire process and term of the contract.

Submission Requirements

At a minimum, the following six items must be included with each proposal:

- 1) Three references that demonstrate the vendor's prior experience in conducting community-wide needs assessments for governmental or not-for-profit agencies.
- 2) Resumes of team leader and key staff.
- 3) An overall detailed budget (including administrative, data collection, recommendations, and community presentation costs) that does not exceed \$250,000.
- 4) An overall project plan and suggested timeline.
- 5) A description of staff capacity to meet deadlines in a cost-effective manner.
- 6) An address, phone number, and e-mail contact address.

CSF will only evaluate submissions that include at least the six required items listed above. Budget estimates should also include an hourly rate basis for project components. The successful bidder must comply with all federal, state and local laws, ordinances and regulations applicable to the work being

performed under the contract. The successful bidder will be required to comply with the provisions of the Health Insurance Portability and Accountability Act of 1996.

Scope of Work

- I. All data must be segmented by sub-county regions of St. Louis County with a description of methodology for how geographic areas are defined, such as:
 - Central
 - North
 - South
 - West
 - Overall

- II. Characteristics of met and unmet needs must be identified. The needs assessment must include both primary and secondary data. At a minimum, data must be gathered from community stakeholders via focus groups, surveys, and analysis of trends. Data references for such research must be cited and CSF staff must be involved in the final decisions regarding survey and focus group questions. Data must also be benchmarked relative to Missouri. Stakeholder groups must include:
 - Children/Youth
 - Parents/Guardians
 - Schools/Teachers/Early Childhood
 - Service Providers

- III. Populations at most risk must be identified and include demographic data such as:
 - Age
 - Race
 - Socioeconomic status
 - Education level
 - Other risk factors

- IV. Service gaps, utilization, and capacity must be identified as it relates to the ten fundable service areas:
 - Temporary Shelter Services
 - Transitional Living Services
 - Services to Unwed and Teenage Parents
 - Respite Care Services
 - Crisis Intervention Services
 - School-Based Prevention Services
 - Home and Community-Based Intervention Services
 - Individual, Group, and Family Counseling Services
 - Outpatient Substance Abuse Treatment
 - Outpatient Psychiatric Services

- V. Prevalence of the following issues by sub-region must also be addressed:
 - Child abuse/neglect
 - Youth homelessness
 - Out of home placements
 - Youth suicide

- Youth severe mental illness
- Youth substance abuse/addiction
- Bullying
- Violence

VI. Barriers to utilization of mental health and substance abuse services must be identified, addressing:

- Awareness
- Stigma
- Cost
- Accessibility
- Perception

VII. The needs assessment must include a summary analysis which provides findings, recommendations, and next steps to assist with strategic planning. The vendor must be willing to present results to the staff, board, and/or public.