



Request for Information (RFI)

School-Based Prevention Services – Multi-Tiered System of Supports

NOTICE: This is not a Request for Proposal. This is a Request for Information only and it does not constitute a promise or a commitment to contract in the future. All information submitted in response to this application is voluntary.

PURPOSE

School-based prevention services are an array of evidence-based programs, policies, and practices implemented within Local Education Agencies (LEAs) to prevent identified risk factors contributing to substance use and mental health problems. As part of the Oklahoma Department of Mental Health and Substance Abuse Services (ODMHSAS) strategic plan to prevent mental, emotional, and behavioral (MEB) health problems (Attachment A), the ODMHSAS will partner with Oklahoma LEAs to plan and implement evidence-based, school-based prevention services. The ODMHSAS seeks LEAs to develop a Multi-Tiered System of Supports (MTSS) and provide direct school-based prevention services beginning July 1, 2024, renewable each fiscal year for a maximum of three years (June 30, 2027) based on performance and availability of funds. The aims of the project are to:

- Develop a districtwide, comprehensive MTSS plan for MEB health.
- Train school staff and educators how to recognize the risk factors and warning signs of developing MEB health problems and how to respond to mental health crisis.
- Offer learning-focused opportunities for families on student MEB health.
- Decrease stigmatizing attitudes and behaviors related to MEB health.
- Implement evidence-based primary and secondary prevention strategies with students.

ELIGIBILITY

Eligible applicants are Oklahoma Local Education Agencies (LEAs), a public board of education or other public authority legally constituted within Oklahoma for either administrative control or direction of, or to perform a service function for K-12th grade students in the state, city, county, township, school district, or other political subdivision including a combination of school districts or counties recognized in Oklahoma as an administrative agency for its public elementary and secondary schools. Preference may be given to LEAs that do not have an existing comprehensive districtwide MTSS plan for MEB health and have completed the most recent administration of the Oklahoma Prevention Needs Assessment (OPNA) with a 60% or greater participation rate (this project will utilize the results of the district's OPNA for the purposes of planning prevention services).

FUNDING

- 1) Funding for this RFI is for an estimated total amount of \$500,000 and is contingent upon availability of state and/or federal funding.

| Source | Scope of Service | Estimated Number of Award(s) |
|---|--|------------------------------|
| Substance Abuse and Mental Health Services Administration (SAMHSA), Substance Use Prevention, Treatment, and Recovery Services (CFDA Number 93.959) | MTSS planning; primary and secondary prevention services (see Attachment B for Scope of Work). | 2-5 |

- 2) The ODMHSAS reserves the right to amend funding amounts and/or the number of awards.
- 3) Funding amounts per LEA are as follows:
 - a. Up to 500 students enrolled – up to \$100,000
 - b. 501-1,000 students enrolled – up to \$150,000
 - c. 1,001-5,000 students enrolled – up to \$225,000
 - d. 5,001 or more students enrolled – up to \$300,000

PROJECT DESCRIPTION

The Statement of Work (Attachment B) includes details of the project, including expectations, requirements, deliverables, and/or key reporting deadlines.

KEY DATES

The following list outlines key dates for the RFI application:

- Deadline for applicants to submit questions – **April 1st, 2024**
- Deadline to submit application – **April 15th, 2024**
- Preliminary award announcement – **May 15th, 2024**
- Contract/award start date – **July 1st, 2024**

REVIEW CRITERIA

Applications will be reviewed according to the ODMHSAS protocols. Solicitations meeting the minimum qualifications and all material requirements of the RFI will be evaluated based on the following sections:

- 1) **Cover Page.** A statement included in the cover page affirming that the applicant does not currently have a comprehensive MTSS plan for MEB health.
- 2) **Section 1: Project Need.** Applicant demonstrated need for school-based prevention services in school district and an understanding of MEB health strategies and school-based prevention services as best practices.

- 3) **Section 2: Capacity and Readiness.** Applicant demonstrated experience of current or similar prevention programs, understanding the importance of building capacity and district readiness for MTSS and any new prevention strategies, and capability to leverage key community partners to build capacity and support school-based prevention services.
- 4) **Section 3: Planning and Implementation.** Applicant demonstrated understanding and experience in planning and implementing prevention services, and the decision-making process that will be used to identify any new prevention strategies for this project.
- 5) **Section 4: Evaluation and Sustainability.** Applicant demonstrated experience in conducting evaluation efforts and abilities to track program data, monitor outcome measures, and overall program effectiveness, as well as applicant's understanding the importance of sustainability to maintain positive outcomes and effective programming.
- 6) **Appendix A - Letters of Commitment/Support.** Applicant submitted 3 letters of commitment/support from key partners, demonstrating their experience with the applicant and/or agreement to collaborate on the project. One of the letters is from the school district's superintendent.
- 7) **Appendix B - Proposed Budget Summary.** Applicant submitted a proposed budget summary for the first year of the project and included a minimum of 1 FTE staff as the project coordinator and an indirect cost of no more than 12.89%.

RFI APPLICATION INSTRUCTIONS

To fulfill the purpose of this RFI, the ODMHSAS expects applicants to clearly and concisely respond to each required item highlighting the necessary qualifications and experience required for delivering school-based prevention services. Direct questions to Bryan Wiewel (BWiewel@odmhsas.org) no later than **April 1st, 2024, at 5:00 pm**. Completed applications must be submitted to Bryan Wiewel no later than **April 15th, 2024, at 5:00 pm**. Applications not meeting the minimum requirements will not be reviewed.

Formatting Instructions

Sections 1 through 4 of the project narrative shall not exceed 5 pages total (cover page, reference page, and attachments are not included in the total page count). Application responses should be typewritten on standard 8 ½ x 11-inch paper, in 11-point font, with one-inch margins, single spaced, single sided, with numbered pages.

Required RFI Application Components

- 1) **Cover Page**
 - a) Name of Local Education Agency/School District
 - b) Name of responsible Project Coordinator (or acting Project Coordinator)
 - c) Phone number
 - d) Email address
 - e) Signature of the responsible Project Coordinator (or acting Project Coordinator)

- f) A statement affirming that the LEA does not currently have a comprehensive MTSS plan for MEB health.

2) Narrative

a) Section 1: Project Need

- i) Using the OPNA, school outcome data (i.e. discipline, referrals, attendance, and/or other MEB health-related data), identify and describe the need for school-based prevention services in the school district. Cite all sources of information provided. Include number of students currently enrolled in the school district and identify any disparate populations that are experiencing consequences of substance use and psychological distress.
- ii) Demonstrate an understanding and acknowledgement of MEB health and school-based prevention strategies as best practice.

b) Section 2: Capacity and Readiness

- i) Describe general capacity strengths and weaknesses that currently exists within the school district that may impact district or site-level implementation of school-based prevention services. Include discussion on school district's capability to leverage key community partners (e.g. youth service agencies, certified community behavioral health clinics, local prevention coalitions, etc.) to build capacity to support MEB health needs of students and families.
- ii) Describe the school district's level of readiness for school-based prevention services and/or the process that will be used to conduct an assessment to measure staff readiness for school-based prevention services.

c) Section 3: Planning and Implementation

- i) Describe any prevention services and/or programs that are currently active in the school district and describe school-district's experience in implementing those current strategies. Include discussion of any strengths and weaknesses that currently exists within the district that may have caused barriers or enhanced implementation.
- ii) Explain the school district's decision-making process for selecting and implementing evidence-based prevention services and explain the process that will be used to identify any new school-based prevention strategies for this project. Include discussion of cultural relevance, implementation fidelity, and how the district will support school sites throughout the planning and implementation process.

d) Section 4: Evaluation and Sustainability

- i) Describe the school district's abilities to track program data, monitor outcome measures and overall evaluation of program effectiveness. Include any previous experience in conducting evaluation efforts that resulted in meaningful outcomes for the school district.

- ii) Describe the school district's plan to sustain an effective strategic planning process. Include discussion of continuous efforts to maintain positive outcomes and effective prevention programs.

e) Appendix A: Letters of Commitment/Support

- i) Three (3) letters of commitment/support from key partners demonstrating their experience with the LEA and/or agreement to collaborate with the LEA on school-based prevention services. One of the letters must be from the school district's superintendent, committing the LEA to complete all required components of the project. Applicant may provide letters of commitment from other community partners (e.g. youth service agencies, certified community behavioral health clinics, local prevention coalitions, etc.), securing them as a key partner that will actively participate in conducting and facilitating services across the school district as needed. Provide these letters as Appendix A. Do not submit more than three letters.

f) Appendix B: Proposed Budget

- i) Applicant shall complete and submit a budget for the first year of the project, using the form in Attachment C. Provide the budget summary as Appendix B. The proposed costs shall be in accordance with Section 34 CFR Subtitle A 80.22 Allowable Costs. The proposed costs shall be reasonable and include a brief justification for each item. Indirect costs are limited to no more than 12.89% of total direct costs.