



Posting Request for Proposals

ADAMHS Board of Cuyahoga County CY2027 Request for Proposals

Funding Period: 01-01-2027 to 12-31-2027

Request for Proposals Posting Date: 04-28-2026.

Request for Proposals Due Date: 06-16-2026 by 2pm EDT

1.1 Introduction

The Alcohol, Drug Addiction and Mental Health Services (ADAMHS) Board of Cuyahoga County is a political subdivision of the State of Ohio established under Chapter 340 of the Ohio Revised Code. As the local behavioral health authority, the Board plans, funds, monitors, and evaluates a community-based system of mental health, substance use disorder, recovery support, and related services for Cuyahoga County residents. This system is funded primarily through federal, state, and local sources, including levy funds, and is delivered through contracts with qualified community providers.

Through this Request for Proposals (RFP), the ADAMHS Board of Cuyahoga County is soliciting proposals for priority behavioral health services for Calendar Year 2027. This RFP is open to current Board-contracted providers and eligible nonprofit organizations not currently under contract with the Board. Respondents must be authorized to do business in Ohio, be in good standing with the Ohio Secretary of State, and possess all licenses, certifications, and approvals required for the services.

1.2 Background

This RFP is part of the Board's procurement process for Calendar Year 2027 behavioral health services. The Board seeks to conduct a fair, transparent, and competitive review of proposals in accordance with the requirements, standards, and evaluation criteria set forth in this RFP.

Issuance of this RFP does not obligate the Board to award a contract, fund any proposal in whole or in part, or pay any costs incurred in the preparation or submission of a proposal. The Board reserves the right to reject any or all proposals, request additional information, negotiate with respondents, make partial or no awards, and modify or cancel the RFP process at any time. Only proposals that are complete and submitted in accordance with this RFP will be considered.

1.3 Purpose

The purpose of this RFP is to identify qualified organizations capable of delivering behavioral health services that support the mission, priorities, and service objectives of the ADAMHS Board of Cuyahoga County for Calendar Year 2027. Through this process, the Board seeks to establish contractual relationships with providers that demonstrate the capacity, experience, and operational readiness to deliver effective, accessible, and person-centered services to Cuyahoga County residents.

The Board is seeking proposals that reflect sound program design, organizational capability, regulatory compliance, accountability for outcomes and fiscal stewardship, and a commitment to serving individuals and families with diverse and complex behavioral health needs. Selected providers will be expected to work collaboratively with the Board and other system partners to deliver coordinated, effective services with an emphasis on quality, access, equity, and measurable impact.

1.4 Scope of Services

Through this RFP, the Board is soliciting proposals for behavioral health services that align with identified community needs, service gaps, system priorities, and available funding. The Board may prioritize services, populations, geographic areas, and program models based on community need, strategic considerations, and available resources.

The service categories set forth below define the types of programs and services that may be proposed under this RFP. These categories are provided for proposal and review purposes only and do not guarantee funding. **Each program must be submitted under one service category only. If a respondent proposes multiple programs, each program must be separately identified, assigned to a specific category, and supported by the required program-specific forms and budget materials.** All services must be appropriately licensed, certified, operationally feasible, and responsive to documented community need. The Board reserves the right to determine final funding priorities, eligible service models, target populations, and award amounts based on community need, proposal quality, provider capacity, and available resources.

1.4.1 Crisis Services Category

Crisis Services include programs designed to provide timely assessment, intervention, stabilization, and referral for individuals experiencing an acute behavioral health crisis. Programs within this category may include, but are not limited to, crisis hotline or call center services, mobile crisis response, crisis stabilization services, behavioral health urgent care, observation services, crisis residential services, and other short-term interventions intended to reduce unnecessary hospitalization, emergency department utilization, or other restrictive interventions.

1.4.2 Detoxification Services Category

Detoxification Services include medically supervised or clinically managed withdrawal services for individuals experiencing acute substance use-related withdrawal symptoms and in need of stabilization. Programs within this category may include inpatient withdrawal management, residential withdrawal management, ambulatory detoxification, and other licensed withdrawal management services consistent with applicable regulations and clinical standards.

1.4.3 Employment Services Category

Employment Services include programs intended to assist individuals with behavioral health conditions in obtaining, maintaining, or advancing competitive employment. Programs within this category may include supported employment, vocational assessment, job readiness training, benefits counseling, placement support, job coaching, retention services, and coordination with workforce development partners and employers.

1.4.4 Housing Services Category

Housing Services include behavioral health-related housing supports intended to promote stability, recovery, and successful community living. Programs within this category may include supportive housing, recovery housing, tenancy support, housing retention services, and other housing-related services designed to serve individuals with mental health and substance use service needs.

1.4.5 Justice-Related Services Category

Justice-Related Services include programs serving individuals who engage in, or at risk of involvement in, the criminal justice system and who have behavioral health needs. Programs within this category may include jail-based services, court-based services, diversion programs, reentry support, law enforcement partnerships, co-responder models, linkage to treatment, and community-based behavioral health services targeted to justice-involved populations.

1.4.6 Medical Treatment Services Category

Medical Treatment Services include integrated or coordinated health-related services that support individuals with behavioral health conditions and promote whole-person care. Programs within this category may include nursing services, medication monitoring, health screening, integrated behavioral and physical health services, and other medically necessary services delivered in coordination with behavioral health treatment.

1.4.7 Outpatient Services Category

Outpatient Services include non-residential clinical treatment services for individuals with mental health and/or substance use needs. Programs within this category may include diagnostic assessment, individual counseling, group counseling, family therapy, intensive outpatient services, medication-assisted treatment support, care coordination, and other community-based treatment interventions delivered in an outpatient setting.

1.4.8 Peer Support Services Category

Peer Support Services include recovery-oriented services delivered by individuals with lived experience of mental health recovery, substance use recovery, or family system navigation, as permitted by applicable certification standards. Programs within this category may include peer recovery support, peer mentoring, peer navigation, family peer support, engagement services, advocacy, and linkage to treatment and recovery resources.

1.4.9 Prevention Services Category

Prevention Services include programs and strategies intended to reduce risk factors, strengthen protective factors, and prevent or delay the onset of mental health and substance use disorders. Programs within this category may include school-based prevention, youth-focused prevention, community education, family strengthening initiatives, early intervention services, suicide prevention, coalition-based prevention efforts, and other evidence-informed prevention programming.

1.4.10 Psychiatric Services Category

Psychiatric Services include diagnostic, evaluative, and treatment services provided by psychiatrists, psychiatric nurse practitioners, and other qualified prescribers and clinical staff. Programs within this category may include psychiatric assessment, medication management, psychiatric consultation, nursing support, and related psychiatric treatment services delivered in outpatient, residential, crisis, or integrated care settings.

1.4.11 Recovery Support Services Category

Recovery Support Services include non-clinical services that assist individuals in initiating, maintaining, and strengthening recovery from mental health and substance use disorders. Programs within this category may include recovery coaching, transportation assistance, life skills

development, family supports, community linkage, engagement services, relapse prevention supports, and other services that reduce barriers to treatment and recovery.

1.4.12 Residential Treatment Services Category

Residential Treatment Services include structured, 24-hour non-hospital treatment services for individuals whose behavioral health needs require a higher level of care than can be provided in an outpatient setting. Programs within this category may include residential substance use treatment, residential mental health treatment, clinically managed residential services, and specialized residential programs for priority populations, subject to applicable licensure and certification requirements.

1.5 Evaluation Factors

Proposals submitted in response to this RFP will be evaluated based on the respondent's ability to demonstrate organizational readiness, service quality, regulatory compliance, and alignment with the behavioral health needs and priorities of Cuyahoga County. The ADAMHS Board of Cuyahoga County will assess each proposal using a combination of qualitative and quantitative review factors, which may include, but are not limited to, the following:

1.5.1 Demonstrated Experience

The Board will assess the respondent's demonstrated experience in the design, implementation, and operation of services. Consideration may be given to the organization's history of service delivery, experience serving the target population, familiarity with the behavioral health system in Ohio, and history in delivering effective and compliant services.

1.5.2 Organizational Capacity

The Board will assess the respondent's organizational capacity to successfully implement and sustain the services. This may include review of governance structure, leadership qualifications, staffing model, workforce capacity, supervision practices, operational infrastructure, technology systems, referral and intake processes, and the organization's ability to meet projected demand and contractual requirements.

1.5.3 Compliance History

The Board will evaluate the respondent's history of regulatory, contractual, and administrative compliance. This may include review of licensure and certification status, accreditation where applicable, prior audit findings, corrective action history, monitoring results, incident management practices, reporting compliance, and demonstrated ability to maintain services in accordance with federal, state, local, and Board requirements.

1.5.4 Financial Stability

The Board will assess the financial stability and fiscal management capacity of the respondent. This may include review of audited financial statements, organizational budgets, revenue diversification, internal controls, financial policies, prior fiscal performance, cash flow stability, and the respondent's ability to responsibly manage public funds and sustain operations throughout the contract period.

1.5.5 Service Accessibility

The Board will assess the extent to which the services are accessible to the intended population. Consideration may include geographic location, hours of operation, timeliness of access, language access, transportation considerations, physical accessibility, referral pathways, and the organization's ability to reduce barriers for priority and underserved populations within Cuyahoga County.

1.5.6 Cultural Responsiveness

The Board will evaluate the respondent's ability to provide culturally responsive and person-centered services. This may include the organization's approach to advancing equity, responsiveness to the cultural, linguistic, and social needs of the populations served, workforce diversity, training practices, community engagement, and strategies to address disparities in access, experience, and outcomes.

1.5.7 Coordination with Other System Partners

The Board will assess the respondent's ability and willingness to coordinate effectively with other providers, public systems, referral sources, and community partners. This may include demonstrated partnerships with hospitals, schools, courts, criminal justice entities, housing providers, primary care providers, child-serving systems, and other behavioral health organizations, as well as the respondent's approach to care coordination, transitions, and continuity of services.

1.5.8 Measurable Outcomes

The Board will evaluate the extent to which the proposal includes clearly defined, relevant, and measurable outcomes. Consideration may be given to the respondent's ability to identify performance indicators, collect, and report data, monitor quality, demonstrate effectiveness, and use outcome information to improve service delivery and accountability.

1.5.9 Alignment with Identified Behavioral Health Needs and Priorities of Cuyahoga County

The Board will assess the degree to which the services align with the identified behavioral health needs, service gaps, priority populations, and strategic priorities of Cuyahoga County. Consideration may be given to how well the proposal responds to documented community need, addresses gaps in the continuum of care, supports priority populations, and advances the Board's goals for access, quality, equity, recovery, and system effectiveness.

1.5.10 Additional Evaluation Considerations

In addition to the factors set forth above, the Board may consider other relevant factors in its review, including overall proposal quality, responsiveness to the RFP instructions, clarity of program design, reasonableness of the budget, innovation, sustainability, and the respondent's overall ability to carry out the services in a manner consistent with the best interests of Cuyahoga County residents and the ADAMHS Board of Cuyahoga County.

The following scoring rubric will be used as a general guide in evaluating proposals submitted in response to this RFP. Evaluators will assign points based on the extent to which the respondent addresses each criterion in a clear, complete, and convincing manner.

Evaluation Criterion	Maximum Points	General Evaluation Standard
1. Demonstrated Experience	10	Extent to which the respondent demonstrates relevant experience delivering similar services, serving the population, and operating successfully within Ohio’s behavioral health system
2. Organization Capacity	15	Extent to which the respondent demonstrates adequate leadership, staffing, infrastructure, systems, and operational readiness to implement and sustain the services
3. Compliance History	10	Extent to which the respondent demonstrates a strong record of compliance with licensure, certification, contractual, audit, reporting, and regulatory requirements
4. Financial Stability	10	Extent to which the respondent demonstrates sound fiscal management, financial health, and the capacity to manage public funds responsibly
5. Service Accessibility	10	Extent to which the services are accessible to the intended population, including location, timeliness, referral access, language access, transportation, and other barriers to care
6. Cultural Responsiveness	10	Extent to which the respondent demonstrates the ability to provide culturally responsive, equitable, and person-centered services

<p>7. Coordination with Other System Partners</p>	<p>10</p>	<p>Extent to which the respondent demonstrates effective collaboration with providers, referral sources, public systems, and other community partners</p>
<p>8. Measurable Outcomes</p>	<p>10</p>	<p>Extent to which the proposal includes clear outcomes, performance measures, data collection methods, and quality improvement processes</p>
<p>9. Alignment with Cuyahoga County Needs and Priorities</p>	<p>15</p>	<p>Extent to which the proposal addresses identified behavioral health needs, service gaps, priority populations, and system priorities in Cuyahoga County</p>
<p>10. Additional Considerations</p>	<p>10</p>	<p>Overall quality, completeness, responsiveness, budget reasonableness, innovation, sustainability, and the respondent’s general ability to conduct the services in a manner that serves the best interests of Cuyahoga County residents</p>

1.6 Eligibility and Minimum Qualifications

To be considered for funding under this RFP respondents must meet the eligibility and minimum qualification requirements set forth in this section. Failure to meet these requirements may result in the proposal being deemed non-responsive and removed from further consideration.

1.6.1 Eligible Respondents

This RFP is open to organizations **that are currently contracted** with the ADAMHS Board of Cuyahoga County and **to eligible nonprofit organizations** that are not currently under contract with the Board. Respondents must be legally authorized to do business in the State of Ohio and must have the organizational authority, experience, and capacity to provide the services proposed. The Board reserves the right to determine whether a respondent is eligible based on the information submitted in the proposal and any additional information obtained during the review process.

1.6.2 Legal and Organizational Standing

To be eligible, a respondent must, at a minimum, satisfy the following requirements at the time of proposal submission:

- Be incorporated or otherwise legally organized and authorized to operate in the State of Ohio
- Be in good standing with the Ohio Secretary of State
- Possess a valid federal tax identification number and be a 501(c)(3)
- Be in good standing with all applicable federal, state, and local taxing and regulatory authorities.
- Not be suspended, debarred, proposed for debarment, declared ineligible, or otherwise excluded from participation in federal, state, or local contracting opportunities.

1.6.3 Licensure, Certification, and Accreditation

Respondents must possess, or demonstrate the ability to obtain prior to contract execution, all licenses, certifications, approvals, and other authorizations required to provide the services. This includes, as applicable, certification by the Ohio Department of Behavioral Health (DBH), professional licensure for clinical staff, and any other approvals required by federal, state, or local law.

Any respondent proposing a service that requires licensure, certification, or accreditation must clearly identify the applicable requirement and its status in the proposal. If the respondent does not currently hold the required approval, the proposal must include a clear explanation of the plan and timeline for obtaining it. The Board reserves the right to determine whether such a proposal is eligible for consideration.

1.6.4 Organizational Capacity and Experience

Respondents must demonstrate that they possess the organizational capacity and relevant experience necessary to implement and sustain the services. At a minimum, respondents must be able to demonstrate the following:

- Experience delivering services similar in scope, type, intensity, or population to those proposed.
- Adequate staffing, leadership, and operational infrastructure to support implementation.
- Financial capacity to manage public funds responsibly and operate the program.
- Ability to comply with contractual, reporting, performance, and administrative requirements.
- Ability to coordinate effectively with other providers and system partners serving Cuyahoga County residents.

1.6.5 Compliance History

Respondents must have a satisfactory history of compliance with applicable federal, state, and local laws, regulations, contractual obligations, and funding requirements. The Board may consider past or current compliance issues, including but not limited to licensure actions, certification deficiencies, audit findings, monitoring results, corrective action plans, late reporting, incident management concerns, or unresolved contractual performance issues.

The existence of a prior compliance issue does not automatically disqualify a respondent; however, the Board may consider the nature, severity, frequency, recency, and resolution of such issues in determining eligibility and award recommendations.

1.6.6 Financial and Administrative Capacity

Respondents must demonstrate adequate financial and administrative systems to support the services and manage awarded funds in accordance with Board requirements. This includes, but is not limited to, the ability to maintain appropriate accounting records, internal controls, segregation of duties where feasible, documentation of expenditures, and compliance with applicable audit and financial reporting requirements.

The Board may require submission of audited financial statements, management letters, corrective action responses, organizational budgets, and other financial documentation as part of the proposal review process.

1.6.7 Responsibility for Accuracy and Completeness

By submitting a proposal, the respondent represents that all information contained in the submission is true, complete, and accurate to the best of its knowledge. The Board reserves the right to verify submitted information and to request additional documentation or clarification as needed to determine eligibility and minimum qualifications.

1.6.8 Board Reservation of Rights

The ADAMHS Board of Cuyahoga County reserves the right to determine, in its sole discretion, whether a respondent has satisfied the eligibility and minimum qualification requirements of this RFP. The Board may deem a proposal non-responsive if the respondent fails to meet one or more of these requirements or fails to provide sufficient information to establish eligibility.

1.7 Special Formatting Considerations

To promote a fair, efficient, and consistent review process, all respondents must prepare and submit proposals in accordance with the requirements set forth in this section. Proposals must be clear, complete, organized, and responsive to the requirements of this RFP. The ADAMHS Board of Cuyahoga County reserves the right to deem a proposal non-responsive if it does not substantially conform to the format, content, or submission requirements established herein.

1.7.1 Single Proposal Submission Per Agency

Each respondent may submit **one proposal only** in response to this RFP. Multiple proposal submissions from the same agency/provider will not be accepted.

The single proposal submission must include **all programs, services, and service categories for which the respondent is seeking funding under this RFP**. If a respondent is applying for funding for more than one program, service model, or service category, all such requests must be consolidated into one complete proposal package. Respondents shall clearly identify each program, the applicable service category or categories, the target population to be served, and the requested funding associated with each program or service component. Separate proposals from the same agency for different programs or service categories will not be accepted unless expressly authorized in writing by the ADAMHS Board of Cuyahoga County.

The Board's intent is to evaluate each respondent on an agency-wide basis while also reviewing each program or service request on its individual merits. Accordingly, respondents are strongly encouraged to organize the proposal in a manner that clearly distinguishes shared organizational information from program-specific information.

1.7.2 Proposal Organization and Required Format

Proposals shall be submitted in the format prescribed by this RFP and must include all required sections, attachments, certifications, and supporting documentation. To ensure consistency in review, respondents shall organize their proposal in the following order:

1. Cover Page
2. Executive Summary
3. Organizational Overview
4. Agency-Wide Qualifications and Capacity
5. Program and Service Category Response(s)
6. Budget and Narrative Form(s)
7. Required Attachments and Certifications

Respondents applying for multiple programs or service categories shall present the proposal in a way that clearly separates **agency-wide responses** from **program-specific responses**. Information that applies to the entire organization, such as governance, leadership, compliance history, and financial capacity, should be provided once and should not be repeated unnecessarily. Information unique to a specific program or category should be clearly labeled and presented in a separate section.

1.7.3 Documents and Text Requirements

All proposal documents must be prepared in a professional, legible, and orderly manner. Unless otherwise approved by the Board in writing, proposals shall comply with the following formatting requirements:

- Submitted in Microsoft Word or searchable PDF format.
- Minimum 11-point font; standard readable font such as Arial, Calibri, Aptos, or Times New Roman
- Minimum one-inch margins on all sides
- Single-spaced or 1.15 line spacing permitted.
- Pages numbered consecutively
- Section titles clearly labeled.
- Tables, charts, and graphics permitted where helpful to clarify the response.

The Board encourages concise and direct responses. Proposals should provide sufficient detail to allow for a thorough review while avoiding repetition or excessive narrative.

1.7.4 Page Limits

To ensure consistency and manageability in the review process, proposal narratives shall be subject to the following page limits:

- **Executive Summary**, maximum of two (2) pages
- **Organizational Overview and Agency-Wide Qualifications**, maximum of eight (8) pages
- **Program and Service Category Responses**, Maximum of four (4) pages per program, with a total maximum of thirty (30) pages for all program and service category responses combined.

The following items shall **not count toward page limits**: cover page, required forms, budget and narrative form(s), financial statements, organizational chart, board list, licenses, certifications, audit reports, letters of commitment, and other required attachments.

Respondents are responsible for organizing the submission in a clear and logical manner so that evaluators can readily identify the materials associated with each program. Each program must be assigned to one service category only and may not be submitted under multiple categories. However, respondents may submit more than one distinct program within the same service category, provided each program is clearly labeled and separately presented.

The Budget and Narrative Form must be completed and submitted separately for each program. These attachments are program-specific requirements and may not be submitted on an agency-wide basis in lieu of separate program-level submissions.

1.7.5 Clarity of Proposal Content

Respondents are solely responsible for preparing proposals that are sufficiently clear and detailed to permit comprehensive review by the Board. Proposals must clearly identify what services are being proposed, under which category the program falls, and how the requested funds will be used. Failure to clearly distinguish agency-wide information from program-specific information, or failure to clearly identify the programs and categories for which funding is being requested, may result in a lower evaluation score or a determination that the proposal is non-responsive.

1.7.6 Board Reservation of Rights

The ADAMHS Board of Cuyahoga County reserves the right to require additional information, request clarification regarding any part of a proposal, waive minor formatting irregularities, and determine whether a proposal has substantially complied with the requirements of this section. The Board also reserves the right to reject incomplete, unclear, duplicative, or non-responsive submissions.

1.7.7 Required Proposal Outline

To promote consistency, clarity, and ease of review, respondents are required to organize their proposal using the outline below. This required format is intended to help agencies submit one complete proposal that includes all programs, services, and service categories for which funding is being requested under this RFP.

Each respondent shall submit only one proposal. That proposal must include all agency-wide information once, followed by separate program-specific sections for each program, service model, or funding request. Agencies applying for multiple programs or service categories should not submit separate proposals for each request.

Section 1. Cover Page

Include the legal name of the agency, address, primary contact person, title, phone number, email address, federal tax identification number, and a complete list of all programs and service categories included in the proposal.

Section 2. Executive Summary

Provide a concise summary of the proposal, including a brief description of the agency, the total

number of programs being proposed, the service categories being requested, the populations to be served, the geographic areas to be served, and the total funding being requested.

Section 3. Organizational Overview

Provide agency-wide information that applies to the entire organization. This section should include the agency's mission, history, governance structure, leadership, current services, service locations, target populations, geographic reach, and overall qualifications to provide the services.

Section 4. Agency-Wide Qualifications and Capacity

Provide agency-wide information regarding demonstrated experience, organizational capacity, staffing structure, infrastructure, financial stability, compliance history, service accessibility, cultural responsiveness, coordination with other system partners, data collection capability, and quality improvement processes. This information should be presented once and should not be repeated in each program section unless necessary to explain a program-specific distinction.

Section 5. Program Summary Table

Provide a summary table listing every program included in the proposal. For each program, identify the program name, service category, and funding request amount. This table is intended to give evaluators a clear snapshot of all requests included in the submission.

Section 6. Program-Specific Responses

Provide a separate section for each program. Each program section should be clearly labeled and presented in the same order as listed in the Program Summary Table.

For each program, agencies should use the following format:

- A. **Program Name**
State the formal name of the program.
- B. **Service Category**
Identify service category under which the program is being proposed.
- C. **Target Population**
Describe the population to be served, including age group, presenting needs, and any priority population characteristics.
- D. **Geographic Service Area**
Identify the city, neighborhood, region, or countywide area to be served.
- E. **Program Description**
Describe the service model, the type of services to be delivered, how participants will access the program, and how the program will operate.
- F. **Need and Alignment with Cuyahoga County Priorities**
Describe how the program addresses identified behavioral health needs, service gaps, or system priorities in Cuyahoga County.
- G. **Staffing and Operations**
Describe the staffing model, key positions, supervision, required credentials, and operational approach.
- H. **Capacity and Utilization**
State the projected number of individuals to be served and any relevant service volume assumptions.

I. **Coordination and Referral Pathways**

Describe how the program will coordinate with other providers, referral sources, and public systems.

J. **Goals and Measurable Outcomes**

Identify the primary outcomes, performance measures, and methods that will be used to evaluate success.

K. **Licensure, Certification, and Compliance**

Describe any required licensure, certification, accreditation, or regulatory approval applicable to the program.

Section 7. Budget and Budget Narrative

Applicants must submit a separate budget and narrative form for each program. Each budget must be clearly labeled to match the program name used elsewhere in the proposal. If shared administrative or infrastructure costs are included, applicants must clearly describe how those costs are allocated across programs.

Section 8. Attachments and Certifications

Include all required licenses, proof of good standing, audit materials, financial statements, and all other supporting documentation with your proposal.

1.8 Procurement Schedule and Key Dates:

The ADAMHS Board of Cuyahoga County anticipates conducting this RFP process in accordance with a schedule established by the Board and communicated through the RFP and any related addenda. The procurement schedule is intended to provide respondents with a clear understanding of the anticipated timeline for submission, review, award, and contract implementation. The Board reserves the right to revise the schedule at any time through written notice, addendum, or other official communication.

All programs, including those currently funded and those seeking new or continued funding, are required to submit a response to this RFP for consideration. Contract start dates will vary depending on the applicable funding source and contract structure. Programs funded on a calendar year basis are anticipated to begin on **January 1, 2027**, while programs funded on a state fiscal year basis are anticipated to begin on **July 1, 2027**. Respondents should be aware that contract timing and implementation requirements may differ based on the funding allocation associated with each program.

The anticipated schedule for this RFP is as follows:

- **Draft Release of Request for Proposal:** April 10, 2026
- **Release of Request for Proposal:** April 28, 2026
- **Deadline for Submission of Written Questions to RFP@adamhsc.org:** May 8, 2026
- **Bidder's Conference for Response to Written Questions:** May 13, 2026, at 1pm (virtual and will be recorded)
- **Proposal Submission Deadline:** June 16, 2026, at 2pm EDT
- **First Draft of Evaluation and Scoring:** July 22, 2026 (General Meeting)

- **Notice of Funding Recommendation:** September 16, 2026 (Finance and Oversight Meeting)
- **Board Approval:** September 23, 2026 (General Meeting)
- **Anticipated Contract Start Date:** January 1, 2027 (Calendar Year) or July 1, 2027 (Fiscal Year)

Respondents are responsible for monitoring all communications related to this RFP and for complying with all deadlines established by the Board. Failure to submit required materials by the stated deadline may result in disqualification of the proposal from further consideration.

The Board may extend, modify, or cancel any deadline or procurement milestone if such action is determined to be in the best interest of the Board or necessary to ensure a fair and orderly review process. Any such changes will be communicated through an official notice issued by the ADAMHS Board of Cuyahoga County.

All proposals must be received by the date and time specified in the RFP. Late submissions may be rejected and may not be considered for review, except where the Board determines, in its sole discretion, that extraordinary circumstances justify acceptance.

All questions regarding this RFP must be submitted in writing to RFP@adamhsc.org. Verbal or informal communications shall not be binding.

The Board may issue responses, clarifications, corrections, or changes through other official communications, which shall become part of the RFP. Respondents are responsible for monitoring all such communications.

Unauthorized contact with Board members, evaluators, or other Board representatives regarding this RFP may result in disqualification.

1.9 Funding Availability and Award Conditions

Funding under this RFP is contingent upon the availability and final approval of federal, state, county, local, and levy funds, as applicable, and upon approval by the ADAMHS Board of Cuyahoga County. Issuance of this RFP does not guarantee that any award will be made.

The Board reserves the right to make full or partial awards, to negotiate final award amounts, to fund some proposals and not others, and to make awards in the manner determined to be in the best interest of Cuyahoga County residents and the public behavioral health system.

Any notice of award or notice of intent to award issued pursuant to this RFP shall be preliminary and shall not constitute a guarantee of final funding. Final funding remains dependent upon the receipt, availability, and approval of federal, state, county, local, and levy funds, as well as completion of the Board's contracting process. Funding amounts may be modified after notice of award and prior to execution of the annual contract. No award shall be final until all required approvals have been obtained, and the annual contract has been fully executed.

1.10 Contract Term and Renewal Provisions

Contracts awarded under this RFP are anticipated to begin on January 1, 2027, and end on December 31, 2027, unless otherwise specified by the ADAMHS Board of Cuyahoga County.

Any contract awarded pursuant to this RFP shall be subject to annual renewal, amendment, reduction, or termination at the sole discretion of the Board and subject to the availability of funding, provider performance, compliance with contractual requirements, and continued alignment with Board priorities and community need.

Nothing in this RFP or in any notice of award shall be construed as creating entitlement to renewal or continuation of funding beyond the stated contract term.

1.11 Allowable and Unallowable Costs

All funds awarded under this RFP must be used solely for allowable, reasonable, necessary, and properly documented costs related to the delivery of approved services under the resulting contract. All expenditures must comply with applicable federal, state, county, and Board requirements, as well as the terms and conditions of the awarded contract.

Allowable costs may include personnel, fringe benefits, program supplies, occupancy, contracted services, and other direct operating expenses necessary to conduct the approved program, provided such costs are adequately justified and approved by the Board. Administrative or indirect costs may be included only to the extent permitted by the Board and shall not exceed **10% of the total program budget** unless otherwise expressly approved in writing by the ADAMHS Board of Cuyahoga County.

Unallowable costs include any expense that is not related to the approved program purpose, is not properly documented, exceeds applicable cost limitations, is prohibited by law or funding source requirements, or is otherwise determined by the Board to be unallowable. The Board reserves the right to review all proposed and actual expenditures and to disallow any cost that does not meet applicable requirements.

1.12 Required Licensure, Certification, and Regulatory Compliance

Respondents must possess, or be able to obtain prior to contract execution, all licenses, certifications, approvals, and other authorizations required to provide the services proposed under this RFP. This includes, as applicable, certification by the Ohio Department of Behavioral Health and all required professional licensures for clinical or other regulated staff.

Respondents must comply with all applicable federal, state, county, and local laws, regulations, and policies governing the delivery of services, use of funds, documentation, privacy, reporting, and program operations. Any resulting contract shall be subject to all applicable legal and regulatory requirements, whether specifically stated in this RFP or not.

The ADAMHS Board of Cuyahoga County reserves the right to verify licensure, certification, and compliance status at any time and may deem a proposal non-responsive, reduce funding, or decline to execute or continue a contract if required approvals are not maintained.

1.13 Reporting, Data Collection, and Performance Monitoring Requirements

Respondents awarded funding under this RFP shall be required to collect, maintain, and report programmatic, financial, and performance data in the manner prescribed by the ADAMHS Board of Cuyahoga County. Reporting requirements may include service utilization, demographic information, outcome data, financial reporting, and any other information necessary for contract oversight, planning, compliance, and evaluation.

Funded providers must maintain adequate documentation to support all reported data and expenditure and must participate in performance monitoring, program review, site visits, audits, or other oversight activities as required by the Board. Providers may also be required to use designated reporting systems, data platforms, forms, or templates established by the Board or applicable funding sources.

Failure to comply with reporting, data collection, or performance monitoring requirements may result in corrective action, delayed payment, reduction of funding, contract termination, or other action deemed appropriate by the ADAMHS Board of Cuyahoga County.

1.14 Insurance and Risk Management Requirements

Respondents awarded funding under this RFP shall maintain insurance coverage in types and amounts sufficient to protect the organization, its employees, and the ADAMHS Board of Cuyahoga County from claims or losses arising out of the performance of contracted services. Required coverage may include, as applicable, general liability, professional liability, workers' compensation, automobile liability, and any other insurance required by law or contract.

Funded providers shall also maintain appropriate risk management policies, internal controls, and operating procedures designed to promote safe service delivery, protect client welfare, safeguard confidential information, and reduce exposure to financial, operational, and legal risk.

The ADAMHS Board of Cuyahoga County reserves the right to require proof of insurance, certificates of coverage, and other documentation prior to contract execution and at any time during the contract term. Failure to maintain required insurance or appropriate risk management practices may result in corrective action, suspension of funding, or contract termination.

1.15 Reservation of Rights

The ADAMHS Board of Cuyahoga County reserves the right to reject any or all proposals, to waive minor informalities or irregularities, to request clarification or additional information, to negotiate with one or more respondents, to make full or partial awards, and to make no award under one or more service categories.

The Board reserves the right to amend, suspend, cancel, or reissue this RFP, in whole or in part, at any time, if determined to be in the best interest of the Board or the residents of Cuyahoga County.

Nothing in this RFP shall obligate the ADAMHS Board of Cuyahoga County to award a contract, to pay any costs incurred in the preparation of a proposal, or to fund any proposal at the level requested.

1.16 Confidentiality, Public Records, and Use of Proposal Materials

Proposals submitted in response to this RFP may be subject to disclosure in accordance with applicable public records laws. Respondents are responsible for clearly identifying any portion of the proposal they believe to be exempt from disclosure; however, the ADAMHS Board of Cuyahoga County does not guarantee that any material will be withheld from disclosure unless permitted by law.

All proposals and supporting materials submitted to the Board in response to this RFP shall become the property of the ADAMHS Board of Cuyahoga County and may be used by the Board for evaluation, contract development, administration, audit, monitoring, and other lawful purposes related to this procurement and any resulting contract.

By submitting a proposal, the respondent acknowledges that the Board may use, review, and retain proposal materials in connection with its official duties and that submission of a proposal constitutes acceptance of the terms set forth in this section.

1.17 Forms and Required Attachments

Respondents must submit all forms, certifications, and required attachments identified in this RFP. The ADAMHS Board of Cuyahoga County reserves the right to deem a proposal non-responsive if required documents are omitted, incomplete, unsigned, or not submitted in the manner prescribed. Required attachments may include, but are not limited to, proof of legal status and good standing, licenses and certifications, audit and financial documents, required assurances and certifications, budget forms, and any additional materials specified by the Board. The Board may also require supplemental forms or documents prior to award or contract execution. It is the responsibility of each respondent to ensure that all required materials are complete, accurate, and submitted by the applicable deadline.

2.1 Attachment 1

CY 2027 Request for Proposal Submission Format Guide

ADAMHS Board of Cuyahoga County

To ensure a consistent and efficient review process, each applicant must submit **one complete proposal** that includes **all programs and service categories** for which funding is being requested.

General Instructions

- Submit **one proposal per agency**.
- Do **not** submit separate proposals for different programs.
- Each program must be clearly identified under a **specified service category**.
- Organize the proposal in the order listed below.
- Clearly label each section and each program.
- Keep agency-wide information in one place and avoid repeating it in each program section.

Required Proposal Format

1. **Cover Page**
2. **Executive Summary**
3. **Organizational Overview**
4. **Agency-Wide Qualifications and Capacity**
5. **Program Summary Table**
6. **Program and Service Category Response***
7. **Budget and Narrative Form(s)***
8. **Required Attachments and Certifications**

* Applicants may submit multiple programs under this RFP. There is no limit on the number of programs that may be proposed, provided that the combined Program and Service Category Response sections for all programs do not exceed the 30-page total limit. To promote clarity and ease of review, each program section must be presented together with its corresponding budget and narrative form.

Program and Service Category Section Requirements

For each program, clearly include in the following order:

- A. Program Name
- B. Service Category or Categories
- C. Target Population
- D. Geographic Service Area
- E. Program Description
- F. Need and Alignment with Cuyahoga County Priorities
- G. Staffing and Operations
- H. Capacity and Utilization

- I. Coordination and Referral Pathways
- J. Goals and Measurable Outcomes
- K. Licensure, Certification, and Compliance

Page Limits

- **Executive Summary:** Maximum two (2) pages
- **Organizational Overview and Agency-Wide Qualifications:** Maximum eight (8) pages
- **Program and Service Category Responses:** Maximum four (4) pages per program, with a **total maximum of thirty (30) pages** for all program and service category responses combined.

Formatting Requirements

- Word or Searchable PDF format
- 8.5 x 11-page size
- Minimum 11-point font
- Arial, Calibri, Aptos, or Times New Roman
- Minimum 1-inch margins
- Pages numbered consecutively

Final Reminder

Applicants are responsible for submitting a proposal that is complete, clearly organized, and easy to review. Failure to follow the required format or clearly identify programs and service categories may result in a lower score or a finding that the proposal is non-responsive.

2.2 Attachment 2

Budget and Narrative Form (Excel) Attached Separately

2.3 Attachment 3

ADAMHS Board of Cuyahoga County

CY 2027 RFP Reviewer Scoring Sheet Example

Proposal Evaluation Summary and Feedback Form

Applicant/Agency Name: _____

Program Name(s): _____

Reviewer Name: _____

Date: _____

Reviewer Instructions

Please assign a score for each evaluation category and provide concise comments noting strengths, concerns, and any issues requiring clarification.

Scoring Summary

Evaluation Criterion	Max Points	Score Awarded	Reviewer Comments
Demonstrated Experience	10	_____	_____
Organizational Capacity	15	_____	_____
Compliance History	10	_____	_____
Financial Stability	10	_____	_____
Service Accessibility	10	_____	_____
Cultural Responsiveness	10	_____	_____
Coordination with Other System Partners	10	_____	_____
Measurable Outcomes	10	_____	_____
Alignment with Cuyahoga County Needs and Priorities	15	_____	_____

Evaluation Criterion	Max Points	Score Awarded	Reviewer Comments
Additional Considerations	10	_____	_____

Total Score: _____ / 110

Optional Rating Guide

Rating	General Meaning
<i>Excellent</i>	Response is comprehensive, clear, well-supported, and exceeds expectations
<i>Good</i>	Response is strong and addresses the criterion well
<i>Fair</i>	Response addresses the criterion but lacks detail or support
<i>Poor</i>	Response minimally addresses the criterion or has significant gaps
<i>Unacceptable</i>	Response does not adequately address the criterion

Reviewer Feedback Notes

1. Key Strengths

2. Key Concerns

3. Items Requiring Clarification

4. Overall Recommendation

Highly Recommended

- Recommended**
- Recommended with Reservations**
- Do Not Recommend**

5. Additional Comments
