

South Central Community Based Initiative (SCCBI) Children's Crisis Residential Services Project



Regional Project Manager – Request for Proposal

Request for Proposal

Contents

Background 3

Purpose 3

Regional Project Manager Role Description 4

Future Outcomes 4

Scope of Work 5

Key Deliverables For Regional Project Manager 5

Proposal Content 6

Submission Instructions 7

Proposal Evaluation Rubric 8

Background

The South Central Community Based Initiative (SCCBI) region includes the counties of Blue Earth, Brown, Faribault-Martin, Freeborn, Le Sueur, Nicollet, Rice, Sibley, and Watonwan. The SCCBI's mission is to enhance the quality of life for individuals with mental health needs, promoting independence and community integration through timely, appropriate, and cost-effective services.

The SCCBI has been dedicated to supporting families and children in crisis by building effective, evidence-based regional services. Over the past twenty years, Minnesota has seen a significant drop in children's residential treatment capacity, a 36% decrease due to facility closures. Federal reforms like the Family First Prevention Services Act (FFPSA) have further limited funding for congregate care. As a result, counties in the SCCBI region face increasing challenges when placing youth with complex mental health needs.

Recently, Children's Mental Health Supervisors from 10 counties worked together on a Gaps Analysis. This analysis made clear there is an urgent need for regional children's crisis stabilization services and more local placement options. Many youths needing higher levels of care are placed far from home—sometimes even out of state—causing both financial strain and emotional hardship. From 2021 through 2024, counties in this region spent over \$5.7 million placing 31 children in residential treatment centers across 10 different states.

This project is a direct response to those needs. It aims to develop a local, high-quality, and sustainable children's crisis stabilization service that aligns with the SCCBI's mission and the goals of the counties we serve.

Purpose

The goal of this project is to secure the services of a qualified project manager to develop a Request for Proposal (RFP) for children's crisis residential services. This service aims to truly support families and youth in crisis by improving regional capacity to provide immediate and effective crisis stabilization, reducing the need for out-of-state placements to ensure children receive care close to home, and offering trauma-informed, developmentally appropriate care tailored to the unique needs of each child.

This project will align with best practices and draw on local, state, and federal funding to create a replicable service. Ultimately, it will reduce pressure on emergency rooms, strengthen cooperation between counties, and improve outcomes for children and their families.

Regional Project Manager Role Description

The Regional Project Manager will lead Phase Two of the project—and potentially Phase Three—to help move the work forward. The phases are outlined as follows:

- **Phase One (complete):** Develop the initial vision and issue a Request for Information (RFI).
- **Phase Two:** Refine the vision and prepare the Request for Proposal (RFP).
- **Phase Three:** Issue the RFP, review submissions, and recommend a provider to the SCCBI Joint Powers Board.
- **Phase Four:** Plan and implement the selected model.

The Project Manager's role is not anticipated to extend into Phase Four.

The awardee of the Regional Project Manager RFP is ineligible to be selected as the vendor for the Phase Three RFP, noted above, due to competition and procurement standards under CFR 200.319.

Future Outcomes

When completed successfully, the Children's Crisis Residential Services Project will result in:

- Fully operational, trauma-informed, fiscally sustainable children's crisis residential services in the SCCBI region.
- Greater local and regional capacity to serve children with complex mental health needs.
- Sustainable models for funding, operations, and regulatory compliance.
- Stronger coordination and collaboration between counties, agencies, and partners.
- Measurable reductions in emergency placements, out-of-state treatment, and unnecessary hospitalizations.
- Improved quality, access, and equity of care for children and families in crisis.

Scope of Work

The project will research and consult on implementation phases for development of children's crisis residential services. Key responsibilities include:

- Studying evidence-based crisis stabilization models used locally, nationally, and internationally, and translating those findings into actionable strategies.
- Identifying and pursuing funding sources for start-up, managing grant applications, and ensuring compliance with funders' requirements.
- Coordinating with SCCBI partners, counties, vendors, and stakeholders to align resources and expectations.
- Preparing presentations, briefings, and reports for internal and external audiences, including materials that may be confidential.
- Maintaining accurate and compliant documentation throughout the project involvement.
- Facilitating meetings, tracking tasks and issues, and following up as needed to keep the project moving.
- Ensuring consistent communication across all stakeholder groups, including the SCCBI Joint Powers Board.
- Using project management tools and technology efficiently to support coordination and reporting.

Key Deliverables for Regional Project Manager

- Development of an initial strategic plan for service delivery needs, general operational standards, regulatory compliance considerations, and long-term funding sustainability projections.
- Identification and pursuit of start-up funding sources, including successful grant applications and financial reporting.
- Detailed project timelines, budgets, schedules, and tools for tracking progress.
- Regular briefings and reports for SCCBI leadership and partners.
- Strong, well-maintained partnerships among counties, agencies, and community stakeholders.

Proposal Content

All interested parties should provide responses to the following questions, along with their name, contact information, and any other pertinent details. Submissions will be accepted in any type of written format that best suits the responder.

1. Give an overview of your business/agency and your professional experience with project management.
2. What similarities and differences exist between the Children's Crisis Residential Services Project and other projects managed by your business/agency?
3. Describe what type of communication structure you would implement for connecting with all levels of the project partners (SCCBI leadership, involved community partners, planning team members, contractors, state agency licensors, etc.)
4. How would you balance 'cutting-edge innovations in technology' with 'proven practices of the industry' when researching effective models for youth services programs?
5. Give examples of possible sources of start-up funding and ongoing revenue streams that could be tapped into for creating project capital. Briefly outline what contacts might be fruitful.
6. In reviewing the Children's Crisis Residential Services project description, what deliverables do you anticipate will be the most challenging if awarded the project?
7. Upon conclusion of this role, the project is intended to transition to another entity for implementation. What experience have you had in provider selection and interim project phase management?
8. Please provide a proposed workplan, schedule of activities, and a detailed fee proposal.

Submission Instructions

Complete proposals should be emailed to Liza Osborn at liza.osborn@blueearthcountymn.gov.

Questions should be submitted via email to Liza Osborn at liza.osborn@blueearthcountymn.gov and will be responded to in the same manner.

Children's Crisis Residential Services Project - Proposal Evaluation Rubric

Rating Scale:

- 4 – **Excellent** (Comprehensive, insightful, and exceeds expectations)
 3 – **Proficient** (Thorough and meets expectations with strong supporting details)
 2 – **Needs Improvement** (Addresses the question but lacks depth or specific examples)
 1 – **Unsatisfactory** (Fails to adequately address the question)

Criteria	Excellent (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
Business Overview & Experience	Provides a comprehensive overview of the agency and extensive project management experience, with relevant examples.	Provides a clear overview with moderate project management experience and some examples.	Provides a general overview with limited project management experience and few examples.	Provides an unclear or incomplete overview with little relevant experience.
Similarities & Differences with Other Projects	Clearly identifies similarities and differences, using detailed examples to compare past projects.	Identifies some similarities and differences, with examples of other projects.	Provides basic comparison with few relevant examples.	Provides little to no comparison with other projects.
Communication Structure	Proposes a comprehensive communication plan, integrating all levels of project partners effectively.	Suggests a functional communication structure that connects most partners well.	Mentions a basic communication plan but lacks connection to key partners.	Provides insufficient communication strategies.
Funding Sources & Revenue Streams	Identifies multiple viable sources, detailing strong contacts and funding avenues.	Lists some funding sources with general ideas for contacts.	Provides limited options for funding, lacking clear strategies.	Does not identify realistic funding sources or revenue streams.

Criteria	Excellent (4)	Proficient (3)	Needs Improvement (2)	Unsatisfactory (1)
Challenging Project Deliverables	Clearly identifies the most challenging deliverables with reasoning and proposes solutions to address them.	Mentions challenges with some detail but lacks a clear plan to navigate them.	Identifies a challenge but does not present viable solutions.	Does not acknowledge potential project challenges.
Provider Selection & Interim Project Management Experience	Demonstrates strong experience in provider selection and transition management, with specific examples of past successes.	Shows experience in provider selection and transition planning but lacks depth in execution strategy.	Mentions past involvement in provider selection but lacks direct experience in transition management.	Provides little to no experience in provider selection or transition strategies.
Work Plan	Work plan is well-stated, measurable, manageable, appropriate and comprehensive.	This is a logical and thoughtful plan for manageable execution of the project.	Plan outlined is unclear, no not follow from project objectives and/or does not seem manageable.	Plan is vaguely stated, unmanageable, or inappropriate for proposed project.
Fee Proposal	Fee proposal is comprehensive, clearly explained, and all costs are justified, relevant and essential.	Budget is comprehensive and reasonable, most costs are justified, relevant and essential.	Fees are not clearly explained and are not comprehensive, some costs are not justified, relevant, or essential.	Fee proposal is unreasonable in all areas, many costs not justified, and/or not relevant or essential.