

**STATE OF TENNESSEE
DEPARTMENT OF HEALTH**

REQUEST FOR APPLICATION

FOR

**TENNESSEE CHILD AND ADOLESCENT PSYCHIATRY EDUCATION AND
SUPPORT (TCAPES) PSYCHIATRY CONSULTATION EXPANSION**

RFA # 34347-93224

REQUEST FOR APPLICATION

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DEPARTMENT OF HEALTH

I. Introduction:

In Tennessee, there continues to be an urgent need for expanded mental health care access for children and adolescents. Children's behavioral health needs continue to grow, and the number of mental health providers is insufficient to meet the needs. Pediatric primary care providers (PCPs), if provided with appropriate training and technical assistance, are well-positioned to screen, treat and refer children with behavioral health conditions. The Tennessee Child and Adolescent Psychiatry Education and Support (TCAPES) () program launched in West Tennessee in the spring of 2023. It supports the integration of mental health care into pediatric primary care by providing free same-day phone consultations with psychiatrists, behavioral health training for PCPs, and assistance with finding community behavioral health resources. The psychiatry consult line number hours are Monday to Friday 8:30am to 5pm (except for state holidays). All providers who serve the pediatric age group (less than 21 years of age) within Tennessee are eligible to enroll in TCAPES and call the consult line at no cost. Additional information is available on the TCAPES program webpage (<https://www.tn.gov/content/tn/health/health-program-areas/fhw/tcapes.html>).

The TCAPES program currently has one psychiatry consultation hub based in West Tennessee. Psychiatry consultation services are provided by a licensed mental health professional (LMHP) and a team of child and adolescent psychiatrists. The LMHP is a full-time position. Pediatric providers have direct phone access to the LMHP who can help determine the level of care needed for the patients, provide guidance on diagnosis or management, and offer information on local resources. For any consultation questions that are beyond the LMHP's scope of practice, the LMHP contacts the psychiatrist on call for the day. The psychiatrist on call for the day will return the pediatric provider's call within 30 minutes unless an alternate time is specified by the PCP. TCAPES plans to establish a second psychiatry consultation hub in either Middle or East Tennessee.

The State is seeking applications to provide the services outlined in this RFA. The State will offer one (1) grant(s) for a total of \$ 170,000. The project period is expected to begin on March 1, 2024 and will last for 12 months. Depending on funding availability, there may be an opportunity to renew the contract for an additional 12 months.

II. APPLICATIONS:

To respond to this Request for Application, please complete the **Application and Competitive Requirements**. See also IRS Form W9 and State of Tennessee,

Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions for completion. The **Application** contains detailed questions about your organization's background and the specifics of your proposed project.

Attachment 3 is the Grant Budget. This section shall contain all information relating to cost, based on a line-item budget. Complete the Grant Budget form and the attached Line-Item Details form. A description of how dollars will be used must be provided for each line item completed with a superscript 2 on the end, as applicable for the Budget form.

Note: Each expense object line-item is defined by the *U.S. OMB's Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Subpart E Cost Principles* (posted on the Internet at: <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-E>) and CPO Policy 2013-007 (posted online at <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/library-.html>).

Given the limited amount of available funding and the nature of these applications, priority will be given to applications that minimize indirect costs.

III. Schedule of Events

The following is the anticipated schedule for awarding grants for the TCAPES Psychiatry Consultation Expansion. The State reserves the right to adjust the schedule as it deems necessary.

EVENT	TIME (Central Time)	DATE (all dates are state business days)
1. RFA Issued		January 23, 2024
2. Pre-response Teleconference	11:00 a.m.	January 26, 2024
3. Written "Questions & Comments" Deadline	2:00 p.m.	January 30, 2024
4. State Response to Written "Questions & Comments"		February 6, 2024
5. Deadline for Applications	2:00 p.m.	February 20, 2024
6. Evaluation Notice Released		February 28, 2024

7. Effective Start Date of Contract		April 1, 2024
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Pre-response Teleconference:

A Pre-response Teleconference will be held at the time and date detailed in the RFA Schedule of Events to answer questions concerning the funding opportunity. The information for the Pre-response Teleconference is as follows:

Meeting Name: RFA #34347-93224 Teleconference

Meeting number (access code): 2317 539 9476

Meeting password: Qwh4z3gQ2Tu

Meeting Link:

<https://tn.webex.com/tn/j.php?MTID=m71945accf9079c13134ce1cec7b05595>

Join by phone: +1-415-655-0001 US TOLL

Any applicant desiring to submit an application in response to this RFA is encouraged to have at least one (1) representative on the teleconference, however attendance is not mandatory. If you cannot participate, please direct your questions by the scheduled deadline as indicated above, to Melissa Painter, Competitive Procurement Coordinator, listed below in Section IV.

Questions and Answers:

All questions concerning this RFA must be presented to the Competitive Procurement Coordinator shown in Section IV., in writing, on or before the Deadline for Written Questions and Comments as detailed above in the Schedule of Events. Questions may be emailed to the Competitive Procurement Coordinator. The State's responses will be emailed and posted as an Amendment to the following website:
<https://www.tn.gov/health/funding-opportunities.html>.

Deadlines stated above are critical. If documents are submitted late, they will be deemed to be late and cannot be accepted. The clock-in time will be determined by the time of the online submission. No other clock or watch will have any bearing on the time of application receipt.

Each applicant shall assume the risk of the method of dispatching any communication or application to the State. The State assumes no responsibility for delays or delivery failures resulting from the method of dispatch.

IV. Submission of APPLICATIONS:

Please submit the completed application with all attachments by online submission via the following link no later than the deadline specified in Section III, Schedule of Events in the form and detail specified in this RFA.

Web Link: <https://www.tn.gov/health/funding-opportunities.html>

The Competitive Procurement Coordinator at the address shown is the sole point of contact for this competitive process. **The APPLICATION and all attachments must use 12-point font.**

Melissa Painter
Competitive Procurement Coordinator
Service Procurement Program
Division of Administrative Services
Andrew Johnson Tower, 5th Floor
710 James Robertson Parkway
Nashville, TN 37243
Phone: (615) 741-0285
Fax: (615) 741-3840
Email: Competitive.Health@tn.gov

Checklist for Submission of Applications:

- ☐ Application (**Attachment 1**)
- ☐ Competitive Requirements
- ☐ Project Narrative (**Exhibit 1**)
- ☐ Goals and Activities (**Exhibit 2**)
- ☐ 2-page Budget Form (**Attachment 3**)
- ☐ State of Tennessee, Department of Finance and Administration Automated Clearing House (ACH) Credits and Instructions (**Mailed per instructions on form.**)
- ☐ Form W-9, Request for Taxpayer Identification Number (TIN) and Certification (**Mailed with ACH form.**)

V. Application Evaluation:

An evaluation committee made up of at least three (3) representatives of the Department of Health will be established to judge the merit of eligible applications.

A. The committee shall review applications on the basis of the information requested in the RFA. Applications will be evaluated based on the following criteria:

- Organizational capacity and expertise of staff involved.
- Organizational experience with psychiatry consultation provision
- Adequacy of plan of operation
- Detailed goals, activities, and timeline
- Proposed expenses and cost effectiveness.
- Plan for project execution
- Past experience with similar projects
- Experience of key project personnel
- Collaboration with relevant partners

The committee will evaluate and recommend for selection to the Commissioner of the Department of Health, the applications which are most responsive to the State's needs.

B. Any application that is incomplete or contains significant inconsistencies or inaccuracies shall be rejected. The State reserves the right to waive minor variances or reject any or all applications. The State reserves the right to request clarifications from all applicants.

VI. Sample Grant Contract:

Following the State's evaluation, grant contracts will be prepared as shown in the **Sample Grant Contract**.

It is imperative that each applicant review the entire Sample Contract with their legal counsel prior to submitting an application for the TCAPES Psychiatry Consultation Expansion grant award and notify the State *in advance* if it cannot accept any terms or conditions. Please submit any exceptions to contract language with the Application for the TCAPES Psychiatry Consultation Expansion project. **Taking any exceptions to State contract language may result in the Application being deemed non-responsive and rejected. Any later requests for contract changes will not be considered.**