



2241 Langhorne Road * Lynchburg VA 24501 * (434) 847-8050 * Fax (434) 847-6099

RFP #16781
Grant Evaluation Services

I. Objective

Horizon Behavioral Health is soliciting proposals from qualified independent evaluators to provide comprehensive evaluation services for its federally funded **Substance Abuse and Mental Health Services Administration (SAMHSA) Children's Mental Health Initiative (CMHI) System of Care Grant**. The selected evaluator will partner with Horizon throughout the four-year project period to support implementation, continuous quality improvement (CQI), performance monitoring, SPARS reporting, and evaluation of project outcomes. The evaluator will work collaboratively with project leadership while maintaining sufficient independence to provide objective evaluation findings and recommendations.

II. Timeline

A. Proposal Issuance Date
8/7/2026

B. Question Deadline & Contact Information
Questions concerning this RFP should be directed, in writing by email to the Procurement office at Purchasing@horizonbh.org. no later than 5 business days prior to the closing date of the proposals. Any revisions to the solicitation will be made only by written addendum issued by the Procurement office.

C. Proposal Deadline
8/21/26, 5:00 PM EST.

D. Period of Contract
9/30/26-9/29/30

III. Background

Horizon Behavioral Health recently received funding through SAMHSA's Children's Mental Health Initiative (CMHI) to develop and implement a comprehensive System of Care (SOC) serving children, youth, and young adults ages 5–21 with serious emotional disturbance (SED) or those at risk across Lynchburg City and Amherst, Appomattox, Bedford, and Campbell Counties. The project seeks to improve access to behavioral health services, strengthen cross-system collaboration, enhance family-driven and youth-guided care, and improve clinical and functional outcomes through coordinated community-based services.

IV. Statement of Need

The selected evaluator will provide independent evaluation services throughout the four-year CMHI project. Responsibilities will include, but are not limited to:

- Developing and refining the project evaluation plan
 - Monitoring implementation fidelity to the System of Care model
 - Supporting continuous quality improvement
 - Developing data dashboards and performance reports
 - Monitoring progress toward all grant goals and objectives
 - Assisting with SPARS performance measurement and reporting
 - Conducting process, outcome, and implementation evaluations
 - Designing and administering surveys
 - Conducting qualitative interviews and focus groups
 - Preparing annual evaluation reports
 - Participating in Governance Board meetings and CQI meetings
 - Presenting findings to Horizon leadership, SAMHSA, and community stakeholders
 - Assisting with dissemination through conference presentations and peer-reviewed publications
- The evaluator should anticipate regular communication with Horizon's Project Director and participation in monthly implementation meetings, quarterly Governance Board meetings, planning meetings, and other project activities as needed.

Minimum Qualifications

- Doctoral degree
- Demonstrated experience evaluating SAMHSA-funded initiatives, including familiarity with federal performance measurement and reporting requirements.
- Minimum five years of experience serving as lead evaluator for federally funded behavioral health, child-serving, or human services grants.
- Mixed methods
- SPARS experience required
- Youth behavioral health experience preferred
- Experience leading qualitative interviews/focus groups required
- Strong data visualization
- Publication/presentation history
- Specific evaluation experience in Central Virginia public school systems

Deliverables include:

- Evaluation Plan
- Baseline Report
- Quarterly Dashboards
- Annual Evaluation Report
- Final Evaluation Report
- Annual Stakeholder Presentation
- Presentation to Governance Board
- SPARS consultation
- Conference abstract assistance
- Journal manuscript collaboration

RFP Evaluation Rubric

The following rubric will be used to evaluate proposals submitted in response to this Request for Proposal (RFP). The rubric assigns scores to key components of the proposal to ensure a transparent and consistent review process. Each section will be scored based on the criteria outlined below.

Category	Points
Organizational Experience	25
Qualifications of Key Personnel	25
Technical Approach	30
Data/SPARS/CQI	20
Total points:	100

Review Process

Proposals will be reviewed by an evaluation committee. Each member will score proposals independently using the rubric. Scores will be averaged, and the highest-ranking proposals will be selected for further consideration or awarded funding based on alignment with program goals and requirements.

This rubric provides a structured framework for evaluating proposals, ensuring fairness, consistency, and alignment with program objectives. Feedback may be provided to applicants to support continuous improvement and future opportunities.

V. Proposal Preparation and Submission Requirements

A. General Instructions

1. Proposals should not be extensive but should convey enough information for the Agency to evaluate the ability of your firm to provide the requested services. Proposals must contain the following, in this order:
 1. Letter of transmittal
 2. Copy of the RFP signed by firm's authorized individual.
 3. Brief description of the firm
 - History
 - Principals
 - Qualifications to undertake this project
 4. List of personnel who would be assigned to the project in terms of:
 - Related experience
 - Project team role and time commitment of each member
 5. Brief description of not more than 3 similar projects.
 6. Briefly describe your firm's general approach to providing like services (use appendix if appropriate).
 7. Fees for Services
 - Itemized service fees
1. Proposals should not be accompanied by voluminous plans or reports as examples of the proposer's previous work.
2. Proposals are to be returned to Procurement at Horizon Behavioral Health, 2241 Langhorne Rd, 24501.

B. Specific Instructions

1. In order to be considered for selection, offerors shall submit a complete response to this RFP.

2. All proposals shall be returned in a sealed envelope marked ***SAMHSA CMHI grant***. Proposals shall be signed by an authorized representative of the offeror. Courier and regular mail packages shall be clearly marked as to the contents.
3. Vendors that will be performing services at a HBH site must be able to present Certificates of Insurance stating a minimum of 1 million dollar General Liability and Workers Compensation in the statutory amount. Such certificates will only be required of the successful firm.

VI. Contract Award and Development

- A.** The Competitive negotiation method of selection will be used to determine the most qualified offeror among those submitting proposals. Proposals will be evaluated in accordance with the "proposal evaluation criteria" in the RFP.
- B.** The content of the RFP and the successful offeror's proposal will become an integral part of the contract, but may be modified by the provisions of the contract. Offerors must be amenable to inclusion in a contract of any information provided either in response to this RFP or subsequently during the selection/negotiation process. The information received will be considered contractual in nature and will be used in validation and evaluation of proposals and in subsequent contractual action.

VII. Proposal Evaluation Criteria & Selection Process

Proposals will be reviewed in accordance with the criteria outlined in section IV

The selection process will be in accordance with the Virginia Public Procurement Act, which stipulates that Request for Proposals be processed as follows:

HBH shall choose two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Informal interviews may be held to allow firms to elaborate on their qualifications and performance data or staff expertise pertinent to the audit. Estimates of man-hours or cost for services discussed during those interviews will be non-binding.

At the conclusion of the discussions, on the basis of the selection criteria listed in this Request for Proposals and all information developed in the selection process to this point, HBH shall select in order of preference two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, with the offerors we rank based upon our weights. If a contract is satisfactory and advantageous to HBH that can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. If not, we will elect to cancel the RFP and re-solicit at a future date if we deem necessary. *Note that the award does not need to be made to the Offeror with the lowest price, as long as it is determined to have the "best" overall proposal that meets/exceeds our requirements.*

Should HBH determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that offeror.

VIII. General Terms and Conditions

- A.** Offerors who submit a bid in response to this RFP may be required to give an oral presentation of their bid to the agency. This will provide an opportunity for the offeror to clarify or elaborate on the bid. The agency will schedule the time and location of these presentations. Oral presentations are an option of the agency and may not be conducted. Therefore, proposals should be complete.
- B.** No member of the governing body, officer, or employee of HBH during his/her tenure or for one (1) year thereafter shall have any interest, direct or indirect, in this contract or the proceeds thereof.
- C.** The agency reserves the right to accept any bid or to reject any or all proposals.

- D.** HBH may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the work, and the offeror shall furnish to the agency all such information and data for this purpose as may be requested. The agency reserves the right to inspect offeror's physical facility prior to award to satisfy questions regarding the offeror's capabilities. The agency further reserves the right to reject any offer if the evidence submitted by, or investigations of, such offeror fails to satisfy the agency that such offeror is properly qualified to carry out the obligations of the contract and to complete the work contemplated therein.
- E.** All proposals submitted under the RFP will become the property of the HBH and will not be returned. In accordance with the Virginia Public Procurement Act: "Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the bidder, offeror or contractor must invoke the protections of this section prior to or upon submission of the data or other materials, and must identify the data or other materials to be protected and state the reasons why protection is necessary."
- F.** HBH will not be responsible for any expenses incurred by a potential offeror in preparing and submitting a bid.
- G.** Proposals received after the date and time stated will not be considered. It is the responsibility of the offeror to see that his/her bid is received in the Purchasing Office by the specified time and date. Date of postmark is not considered. Telephone, telegraph, emails, and facsimile proposals are not acceptable.
- H.** It is understood and agreed between the parties herein that the agency shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
- I.** By submitting a Bid, the Offeror covenants and agrees that he has satisfied himself, from his/her own investigation of the conditions to be met, that he fully understands his/her obligation and that he will not make any claim for, or have right to cancellation or relief from the contract because of any misunderstanding or lack of information.
- J.** Payment shall be made upon 30 days receipt of accurate and complete monthly statements.
- K.** By signature on this solicitation, bidder certifies that it does not and will not during the performance of the Contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- L.** By written notice to the Contractor, HBH may from time to time make changes, within the general scope of the Contract, in the services provided by the Contractor. The Contractor shall promptly comply with the notice and shall perform services in conformity to the notice. If any such change causes an increase or decrease in the Contractor's cost of performance, an equitable adjustment in the payment rate shall be negotiated and the contract modified accordingly by written supplemental agreement.
- M.** The Contractor shall adhere to the rules and regulations proclaimed by the Purchasing Agency regarding the confidentiality of client related information during and after the term of the contract.

- N.** If the Contract involves patient care, the contractor will adhere to the standards set by the Purchasing Agency regarding quality assurance and participate with the Purchasing Agency in the systematic and ongoing monitoring and evaluation of patient care.
- O.** Failure to submit a Bid on the form provided for that purpose shall be a cause for rejection of the Bid. Return of the complete document is required. Modification of or additions to any portion of the solicitation may be cause for rejection of the Bid; however, HBH reserves the right to decide, on a case-by-case basis, at its sole discretion, whether or not to reject such a Bid as nonresponsive.
- P.** HBH reserves the right to conduct any inspection it may assume advisable to assure supplies and services conform to the specifications.
- Q.** Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after invoice or delivery, whichever occurs last. However, this shall not affect offers of discounts for payment in less than thirty (30) days.
- R.** In case of failure to deliver services in accordance with the contract terms and conditions, HBH, after due oral or written notice, may procure them from other sources and hold the Contractor responsible for any resulting additional purchase and administrative costs.

- S.** A contract shall not be assignable by the Contractor in whole or in part without the written consent of the Chief Executive Officer of HBH.
- T.** By submitting their proposals, all Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their Bid, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- U.** The agency reserves the right to cancel any subsequent contract at any time the agency, at its sole discretion, deems it to be in the agency's best interest to do so by giving the contractor 30 days written notice. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver or perform on all outstanding orders issued prior to the effective date of cancellation.
- V.** By submitting their proposal, all bidders and offerors certify to HBH that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, The Americans with Disabilities Act, Section 11- 51 of the Virginia Public Procurement Act, and the Lynchburg Procurement Ordinance.
 - 1. During the performance of this contract, the contractor agrees as follows:
 - a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin, except where religion, sex or national origin is a bona fide occupational qualification reasonable necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
 - b. The contractor, in all solicitations or advertisements for employees placed by or on behalf of the contractor, will state that such contractor is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with Federal Law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
 - 2. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

IN COMPLIANCE WITH THIS REQUEST FOR PROPOSAL AND TO ALL THE CONDITIONS IMPOSED HEREIN, THE UNDERSIGNED OFFERS AND AGREES TO FURNISH THE SERVICES IN ACCORDANCE WITH THE ATTACHED SIGNED PROPOSAL OR AS MUTUALLY AGREED UPON IN WRITING BY SUBSEQUENT NEGOTIATION.

Company Name: _____

Address: _____

Date: _____

Authorized signature: _____