



Adult Mental Health Initiative

Benton, Sherburne, Stearns, Wright Counties

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Vocational Services Request for Proposals (RFP)

Background

Lack of fair and competitive employment options/resources and difficulty with access to employment training programs are barriers identified for people living with a mental illness to become engaged in employment. Work can promote recovery and wellness; and often times, is an essential piece to a person's mental health treatment plan. While supported employment programs are known to provide the help a person with mental illness may need to find and maintain employment, being able to easily and quickly access the existing programs are limited.

The CommUNITY Adult Mental Health Initiative (CAMHI) encompasses Benton, Sherburne, Stearns, and Wright Counties. The mission of CAMHI is to provide support for persons experiencing serious mental health problems to enhance their contributions to the community. The Initiative currently anticipates approximately \$150,000 in renewable funds available for this project. The funding may be renewed each year, pending availability, and provided the program is meeting the needs outlined in this R.F.P. Proposals are being sought from interested mental health providers for the delivery of a vocational services to adults with serious and persistent mental illness (S.P.M.I.) who are residents of the four-county area. Preference given to funding requests specifically related to evidenced based practices.

Objective

The program will be designed for persons with a Serious and Persistent Mental Illness (SPMI) by assisting them in achieving their goals in obtaining and maintaining gainful employment through a current program or business or by creating a new program or business.

Agency Responsibilities

1. Provide vocational services consistent with Evidenced Based Practices Supported Employment to the best ability of the agency to individuals. These services can include, but are not limited to:
 - Job Coaching/Support
 - Job Placement
 - Digital Literacy
 - Employment and Career Readiness Training (ECRT)
 - Work Experience
 - Job Tryouts
 - Job Development

- Career Advancement for persons with Serious and Persistent Mental Illness who's County of Financial Responsibility is Benton, Sherburne, Stearns or Wright Counties.
2. Provide outcome reporting at CAMHI Advisory Committee meetings.
 - Quarterly reports will also be submitted to the CommUNITY Program Coordinator according to information required on the Adult Mental Health Grant Quarterly Data Reporting Tool as designated by Minnesota Department of Human Services.
 3. The agency shall comply with CAMHI's Board requests to ensure that all grant monitoring processes, reporting procedures, and other expectations as designated by Minnesota Department of Human Services are being followed.

Proposal Requirements

1. **Detailed description of service(s) to be provided.** Proposals can include both a virtual or a "pandemic compatible" version of the services and/or an in-person version of the service. Proposed programs must fit into and comply with the following Minnesota Brass Code:
 - **437x Supported Employment and Individualized Placement and Support Service:** Person centered support provided to persons with a serious mental illness to locate and maintain competitive employment in the community. This cannot be used for center-based employment.

Proposals need to identify and describe in detail how the program fits within the identified brass code.

Proposals must include how the targeted population will be identified, recruited, and/or referred for the service as CAMHI's funding is designated for those individuals who have a diagnosed SPMI and are residents of one of the four counties CAMHI serves.
2. **Program budget of expenditures.** Budget must include itemized costs of the service(s). Please include a narrative explaining each section of the budget and include any formula(s) that were used to determine the dollar amounts. Narrative should include information on, if applicable, the following: Staffing pattern, administrative costs (no more than 10% of total budget), description of supplies, mileage, training, hourly rate(s), and other costs associated with providing the service.
3. **Define outcome measurements.** Proposals must include anticipated outcomes of the service(s) that will be provided and must include how the outcomes will be measured.
4. **Data Reporting.** Proposals must include how data on the clients served will be collected and reported to the Minnesota Department of Human Services (DHS). It is a requirement of all providers who receive funding from CAMHI to report client data to DHS (such as MHIS, SSIS, DHS Spreadsheet, or other approved DHS reporting method). Providers are expected to have a plan to obtain, retain, and report this information. Proposals must include a description of how the agency will gather and report quarterly data to CAMHI on the attendance of residents of each of the four counties AND how bi-annually reporting to DHS will be gathered and reported.

- 5. Contact Information.** Please provide name, phone number, email address, and address of a contact person from the organization submitting the proposal.

Proposal Synopsis

In addition to their full proposal, all proposers must include a synopsis of their proposal, no longer than one page, included with their submission. Include in this synopsis: Proposer's name, address, phone number, and contact person, number of individuals the proposer plans to serve, a description of key program activities, budget overview, and other relevant information. This synopsis is critical, as it will provide an introduction and an overview of the program to the Reader Group Committee and Joint Powers Board members.

Evaluation of Program and Required Proposals

A Reader Group will be selected to evaluate responder proposals. Proposals will be reviewed and scored in the following areas:

- Is funding aligned with one or more of CAMHI objectives and its mission statement?
- Is funding a benefit to address concerns highlighted in CommUNITY's most recent needs assessment?
- Does funding have the potential to improve success within a targeted client population?
- Does the program have a way to provide measurable outcomes for individuals served?
- Is funding for services based upon sound research or successful models?
- Agency details how they will recruit participants?
- Agency has detailed how the services will be provided?
- Agency has included a detailed budget and budget narrative?
- Does the agency detail how they will comply with requests from CAMHI's Board, the grant monitoring process and reporting procedures for CAMHI and MN DHS?

Process and Timeline for submitting proposals

Completed proposals must be received no later than 4:00pm (CST) on May 22, 2026. Proposals received after the deadline cannot be accepted. Proposals will be presented to the CAMHI Joint Powers Board at the first Board meeting following the RFP Reader Group meeting on June 4, 2026.

Proposals may be sent via mail, email, or fax. Please send them to:

CommUNITY Adult Mental Health Initiative

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