

DHS's RFP and Grant-Making Process

State Advisory Council on Mental Health and Subcommittee on Children's Mental Health

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Why I am here

1. Introduction
2. [Minnesota Statutes, section 245.697](#)
 - Council duty to review and comment on all grants dealing with mental health
3. Correspondence between Council Chair and Behavioral Health Division (BHD) Director
4. Meeting between Council Chair, BHD Deputy Director, BHD Operations Manager, BHD Community Capacity Building Supervisor

- [Minnesota Statutes, Chapter 16C](#)
- [Minnesota Statutes, Chapter 16B](#)
- [Office of Grants Management \(OGM\) Policies](#)
- Internal DHS processes

BHD Contracting Process

- It's a little bit different each time.
- To administer an RFP effectively, including proper community and stakeholder engagement, can take up to 12 months from accessing funding to executing contracts.

Phase 1: Pre-RFP Grant Planning

- Gather community and stakeholder input on an issue
- Consult with Subject Matter Experts
- Define problem, identify needs
- ***Potential Council and Subcommittee collaboration: Develop wish list and/or criteria to inform RFP planning development***

Phase 2: Drafting the Grant RFP

- RFP is drafted and circulated.
- Data is private under the Minnesota Government Data Practices Act, so non-DHS employees contributing to the RFP content or reviewing drafts, must sign non-disclosure agreements and conflict of interest disclosure forms.
- ***Potential Council and Subcommittee collaboration: Review RFP draft (after signing non-disclosure agreements)***

Phase 3: Posting the RFP

- After the RFP is [posted](#), the RFP is public data and can be circulated publicly and marketed aggressively
- ***Potential Council and Subcommittee collaboration: Share the RFP with your networks***

Phase 4: Reviewing RFP proposals

- Review submitted proposals, ideally with a diverse review team consisting of community members, stakeholders, and SMEs
- ***Potential Council and Subcommittee collaboration: Serve as a member on the review panel.***

- Phase 4: Negotiating and Awarding contracts
- Phase 5: Managing the grant

Cautionary note about Conflicts of Interest

- We will have to work together to ensure due diligence related to identifying and disclosing conflicts of interest, mitigating, and recusing when necessary.

Next steps and Q&A

- Form workgroup with Council and Subcommittee members, BHD Community Capacity Building staff, and BHD Contracts Staff, to develop plan for operationalizing Council/Subcommittee involvement
 - OR
- BHD will develop a draft plan to send to the Council and Subcommittee
 - OR
- Council and Subcommittee will develop a draft plan to send to BHD

Thank You!

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