



Suicide Prevention Curriculum Grant Request for Proposals (“RFP”)

Release Date: October 1, 2024

Submission Date: October 23, 2024 at 12:00 p.m.

Program Purpose

The Ohio Department of Higher Education (“ODHE”), per Section 381.130 of Amended Substitute House Bill 33 of the 135th General Assembly, was charged with prioritizing the behavioral health needs at public and private, nonprofit institutions. As a result, ODHE has provided access to funding to support Ohio’s colleges and universities in expanding access to services, reducing barriers to, and increasing campus awareness of care options.

Through the *Suicide Prevention Curriculum grant program*, ODHE seeks to support institutions of higher education in reducing barriers in order to implement the Ohio Suicide Prevention Foundation’s interprofessional suicide prevention college curriculum.

- The curriculum seeks to train aspiring professionals across multiple disciplines in an effort to better understand the multiple influences on suicide and suicide prevention;
- The curriculum is a for-credit class which is evidence-based and field-tested.

Specifically, through the *Suicide Prevention Curriculum Grant Program*, ODHE seeks proposals from colleges and universities who have a strong commitment to the prevention of suicide and towards implementing the course for the Spring 2025 semester. All funds associated with the implementation of the course must be spent by June 30, 2025.

I. Eligible Applicants

Eligible institutions include state institutions of higher education, as defined within the Ohio Revised Code in Section 3345.011, and private nonprofit institutions of higher education:

“**State university**” means a public institution of higher education that is a body politic and corporate. Each of the following institutions of higher education shall be recognized as a state university: University of Akron, Bowling Green State University, Central State University, University of Cincinnati, Cleveland State University, Kent State University, Miami University, Northeast Ohio Medical University, Ohio University, Ohio State University, Shawnee State University, University of Toledo, Wright State University, and Youngstown State University.

“**State institution of higher education**” means any state university or college as defined in division (A)(1) of section [3345.12](#) of the Revised Code, community college, state community college, university branch established under Chapter 3355. of the Revised Code, or technical college.

“**Private nonprofit institutions of higher education**” means a nonprofit institution in this state that has a certificate of authorization under Chapter 1713. of the Revised Code.

II. Anticipated Awards

The total of all awards under the *Suicide Prevention Curriculum Grant Program* will not exceed the total funding available. The Chancellor is not obligated to expend all funds set aside for this program and may request revisions to proposal budgets.

1. Total Award Funding Available: up to \$78,500.00
2. Maximum Base Award per Institution: No maximum

III. Eligible Expenses and Project Term

Institutions seeking funding through the *Suicide Prevention Curriculum Grant Program* should submit proposals which detail the institution's commitment to the prevention of suicide and ability to implement the curriculum in the course offerings for the Spring 2025 term.

Funding can be used to pay personnel costs as well as any other necessary costs related to the course being taught.

Institutions receiving funding will work directly with the Ohio Suicide Prevention Foundation to implement the curriculum, complete OSPF's self-assessment and any other requested assessments, and share pre/posttest evaluation data with OSPF.

Institutions are **prohibited** from supplanting local funds. Per HB 33, institutions may not:

- (1) Shift the cost of current mental health support services on to this program; nor
- (2) Reduce their mental health support services below the level provided in the most recent academic year.

Funds cannot be used to supplant work already approved by the Ohio Department of Higher Education through the Mental Health Support funding.

Suicide Prevention Curriculum Grant Program proposals that are awarded funds through this RFP will have through June 30, 2025, to complete the scope of work for the program, beginning when an agreement is executed between the Department of Higher Education and the institution.

An interim program and expenditure report will be due on April 30, 2025. A final program and expense report will be due from the institution by August 30, 2025. Additional information will be set forth in the grant agreement. Reports should be sent to Kerry Soller through the mental health support email, MHSupport@highered.ohio.gov.

IV. Proposals Review Process and Timeline

The schedule below may be revised by the Chancellor, at the discretion of the Chancellor any changes will be communicated to applicants.

Request for Proposals Released	October 1, 2024
Proposal Questions from Interested Parties	October 1 – October 7, 2024
Proposals Due by 12:00 p.m.	October 23, 2024
Proposal Review Period	October 23 – November 1, 2024
Notification of Awarded Proposals	November 8, 2024

The Chancellor will provide information to interested parties and provide assistance to potential applicants by responding to questions submitted via e-mail to: MHSupport@highered.ohio.gov by the deadline.

Questions must be submitted by October 7, 2024, to ensure an answer by October 11, 2024. Responses will be posted at <https://rfp.ohiohighered.org/>

The Chancellor's staff will initially screen proposals for completeness and eligibility. Any deficiencies must be addressed by the applicant within a time period set by the Chancellor's staff. While all properly submitted proposals will receive consideration, submission of a complete proposal does not guarantee funding.

Upon applicant approval, the Chancellor will provide an award notification letter to the institution, which will include the total awarded amount. ODHE and the applicant will enter into an agreement prior to funding being disbursed.

V. Proposal Submission

Applicants are responsible for submissions of proposals within the time period set by the Chancellor. Proposals must be received no later than 12:00 p.m. on October 23, 2024, and must be submitted in the following manner:

One electronic PDF file that includes: the cover letter, executive summary, project narrative, and the budget narrative and budget using the provided spreadsheet template, emailed to Kerry Soller at MHSupport@highered.ohio.gov.

All information submitted in response to this RFP is public information unless a statutory exception exists that exempts it from public release under the Ohio Public Records Act in Section 149.43 of the Ohio Revised Code.

VI. Proposal Requirements

A. Format

Proposals must be submitted in Arial Font, 11 point and double-spaced; there is an exception for tables and images, where the font may be single spaced. Please see below for page allocations and directions for each section of the proposal.

1. **Cover Letter (one page maximum):** Identify the primary institutional contact by name, title, address, phone number, and email address.
2. **Readiness Statement (three pages maximum):** Provide a description as to the need for this type of program at your institution at this time, the anticipated benefit the institution's students will gain from participating in the course, and the associated outcomes for the institution related to the implementation of the curriculum.
3. **Project Narrative (five pages maximum):** The project narrative should address the Proposal Criteria in order (see Section C).
4. **Ohio Suicide Prevention Foundation's Fidelity Scale (scale provided as Attachment I):** Each institution should submit a completed fidelity scale as provided with the application.
5. **Budget and Budget Narrative (Excel worksheet provided as Attachment II):** In the provided Excel spreadsheet, the budget and budget narrative will document:
 - a. The underlying assumption for each cost (i.e., base cost of the item or service, how it ties to the overall outcomes associated with the proposal, and number of persons involved/served, etc.)
 - b. ODHE certifications as related to HB33.

B. Scoring Rubric

Each proposal will be assessed according to the proposal criteria:

- Readiness Statement 15 points
- Project Narrative 25 points
- Fidelity Scale 20 points
- Budget & Budget Narrative 10 points

C. Proposal Criteria

Project Narratives are required to address the following:

1. *Implementation Vision and Support:* Broad description of the vision the institution has to successfully implement the curriculum in the Spring 2025 term.
 - a. Overview of the support team/group who will spearhead the effort to clear institutional processes to implement the curriculum for a spring 2025 offering. Each institution will identify a specific campus employee who will facilitate the team/group effort.
 - b. Provide the faculty who the institution is considering to teach the curriculum including an understanding of the individual's expertise. Please do not submit a CV or resume. A general understanding of the individual's expertise is sufficient.
 - c. Specific milestones/processes which the team/group will need to clear to successfully implement the curriculum in Spring 2025 and a general timeline as related to these steps.
2. *Institutional Commitment:* Each institution must supply a letter of commitment from the Provost, or similar academic affairs person, affirming the institution is committed to working through all local processes to implement the curriculum for the Spring 2025 term.
3. *Project Promotion:* Detailed description, including:
 - a. Description of how the institution intends to promote the course to multiple majors and which majors the institution plans to target with their promotional efforts.

D. Fidelity Scale: ODHE has provided with this application, as Attachment I, the OSPF Fidelity Scale for the curriculum. It is important for each institution to carefully evaluate and respond accordingly to the questions on the scale. Not all responses to the scale need to be a "5"; instead, the scale assists the evaluators in assessing the likelihood the institution would be successful in their efforts to implement the curriculum.

E. Budget Narrative

1. The amounts for each budget line activity must be documented and justified in the budget narrative and summarized within the Excel workbook provided as Attachment II.
2. Costs should fall within comparative industry standards.
3. Certifications must be signed by the appropriate institutional authority.

VII. Legal Notices

The applicant understands that if its application is accepted by the State, the applicant shall enter into an agreement with the State governing the use of the awarded funds. The applicant agrees to comply with all applicable federal, state, and local laws and regulations in the conduct of the work hereunder.

The State reserves the right to fund any application in full or in part, to request additional information to assist in the review process, to require new applications from interested parties, to reject any or all applications responding to this announcement, or to reissue the announcement if it is determined that it is in the best interest of the State of Ohio. Issuing this announcement does not bind the State to making any awards. The State reserves the right to adjust the dates for this announcement for whatever reasons are deemed appropriate. The State reserves the right to waive any non-substantive infractions made by an applicant, provided that the applicant cures such infraction upon request.

All costs incurred in preparation of an application shall be borne by the applicant. Application preparation costs are not recoverable under an award. The State of Ohio shall not contribute in any way to recovering the costs of application preparation.

The funding decisions are final. Applicants will be notified of the outcome of their application(s) at the conclusion of the review process.

The applicant understands that the information provided herein is intended solely to assist the applicant in submittal preparation. To the best of the State's knowledge, the information provided is accurate. However, the State does not warrant such accuracy, and any errors or omissions subsequently determined will not be construed as a basis for invalidating this solicitation. Interested parties bear the sole responsibility of obtaining the necessary information to submit a qualifying application. The State retains the right to modify or withdraw this solicitation at any time. By submitting an application, applicants expressly agree to these terms.

VIII. Trade Secrets

All Applicants are strongly discouraged from including in a proposal any information that the Applicant considers to be a "trade secret," as that term is defined in Section 1333.61(D) of the Ohio Revised Code.

1. To determine what qualifies as trade secret information, refer to the definition of "trade secret" in the Ohio Revised Code at 1333.61(D), which is reproduced below for reference:

"(D) 'Trade Secret' means information, including the whole or any portion or phase of any scientific or technical information, design, process, procedure, formula, pattern, compilation, program, device, method, technique or improvement, or any business information or plans, financial information, or listing of names, addresses, or telephone numbers that satisfies both of the following:

- (1) It derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
 - (2) It is the subject of efforts that are reasonable under the circumstances to maintain its secrecy."
2. If any information in the proposal is to be treated as a trade secret, the proposal must:
 - a. Identify each and every occurrence of the information within the proposal with an asterisk before and after each line containing trade secret information and underline the trade secret information itself;
 - b. Identify that the proposal contains trade secret information in the cover letter; and
 - c. Include a summary page immediately after the cover letter that lists each page in the proposal that includes trade secret information and the number of occurrences of trade secret information on that page.
 3. The Ohio Department of Higher Education requires non-disclosure agreements from all non-Department of Higher Education persons who may have access to proposals containing trade secret information, including evaluators.
 4. If the Applicant claims that a record is not subject to disclosure under the Ohio Public Records law based on trade secret, it will bear costs of defending this claim.