

**West Michigan Community Mental Health**

With locations at:

920 Diana St., Ludington

**REQUEST FOR PROPOSAL (RFP)**

West Michigan Community Mental Health (WMCMH) is seeking bids for program evaluation services, consistent with the requirements of the FY2023 Certified Community Behavioral Health Clinic (CCBHC) Improvement and Advancement Grant. West Michigan Community Mental Health (WMCMH) is a Certified Community Behavioral Health Clinic (CCBHC) providing an array of behavioral health supports and services in Lake, Mason, and Oceana counties.

The Program Evaluator will be responsible for data tracking of performance measures, data analysis including descriptive approaches (e.g., measures of central tendency), and parametric/ non-parametric approaches to capturing change over time in outcomes. The evaluator will be responsible to ensure data reporting in partnership with WMCMH IT/Data staff. Reports and presentations will use data visualization best practices and cater to needs of targeted audiences. This role will be responsible for conducting the overall performance assessment. Qualifications of a minimum of 5 years of experience in data analytics, strategic analytics, research design, statistical methods, and analysis in the physical and behavioral health field; an experienced evaluator with expertise in analysis of population data, claims, functional assessments, and program datasets.

The current grant cycle ends September 29, 2026. The selected bidder agrees to assign a person or persons equivalent (.5 FTE/20 hours per week) to fulfil the requirements of this RFP throughout the duration of the current grant cycle.

**Interested parties can request a full bidder’s, including bidders’ instructions, by contacting Anissa Goodno at** [**anissag@wmcmhs.org**](mailto:anissag@wmcmhs.org)

PROPOSAL DEADLINE: Completed proposals must be received no later than 5pm, Monday October 31, 2022. WMCMH will accept proposals via mail, fax, or email in PDF format. All proposals should be submitted to Anissa Goodno at [anissag@wmcmhs.org](mailto:anissag@wmcmhs.org) or faxed to (231) 845-7095, ATTN: Anissa Goodno.

**NO LATE PROPOSALS WILL BE ACCEPTED**

**RFP TIMELINES**

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| October 10, 2022 | RFP posted |
| October 20, 2022 | Final Date Written Questions Accepted |
| October 26, 2022 | Responses to Written Questions Provided |
| October 31, 2022 | Proposals are due |
| No later than November 18, 2022 | Notify all bidders of the status of award/award contract to selected bidder. |
| The contract term and rates for this RFP will be negotiated between WMCMHS and the selected bidder. | |