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## COMMUNITY MENTAL HEALTH

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February 26, 2021

Dear Prospective Bidder:

Macomb County Community Mental Health Services (MCCMHS) is inviting responses to a Request for Proposal (RFP) for **Supported Employment Services**. The successful bidder(s) must be ready to contract with MCCMHS for Supported Employment Services any time on or after the award date. This RFP is an initial release and no prior RFPs for these services have been issued.

MCCMHS is seeking to **add to its panel** of Supported Employment service providers. Therefore, new providers (or current providers) may submit bid proposals in response to this RFP.

Please be as concise and succinct as possible with your bid documents. Your submission should provide enough information to fully describe your agency and its operations. If possible, please limit your submission to no more than fifty (50) pages (exclusive of dividers).

All proposals will be evaluated with reference to the following criteria:

- The bidder's specialized knowledge and expertise to provide the services outlined in the RFP.
- The history and/or experience of the bidder in providing these services will be heavily considered.
- The ability, capacity, and skill of the bidder to perform the contract and to provide the services required.
- The cost of requested service (if applicable).
- Organization and completeness of the proposal.
- The bidder's history of favorable results from PIHP and accreditation audits, consumer satisfaction, and quality assurance activities and outcomes.
- The number and scope of conditions, if any, attached to the bid.
- Whether the bidder is presently in default to the MCCMHS' Board for any reason.

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### ADMINISTRATION

22550 Hall Road • Clinton Township, Michigan 48036  
Phone: (586) 469-5275 Fax: (586) 469-7674  
[www.mccmh.net](http://www.mccmh.net)

- The number and scope of recipient rights complaints and/or compliance issues associated with the bidder and/or the bidder's parent organization.

Enclosed are:

1. RFP
2. RFP Instruction Sheet
3. Proposal Cover Sheet
4. Current MCCMHS Attachment A- Provider Profile Application
5. MCCMHS Attachment B – Service Description
6. MCCMHS Attachment C – ORR
7. MCCMHS Policy on Procurement of Services
8. "SAMPLE" MCCMHS contract Boilerplate language
9. "Provider Information Disclosure Request" form (informational only)

The Macomb County Community Mental Health Services Board reserves the right to reject all bids, to waive or not to waive defects, informalities, or irregularities in bids or bidding procedures, and to accept any bid even though not the lowest in price or highest in scoring.

The input and preferences of persons to be served by this RFP will be a significant factor in consideration and scoring of proposals received.

Bidders must provide acknowledgment or disclaimer of any relationship between the bidder's principal officers and board members and any member of MCCMHS (to include staff employees, Board members, and principal Directors). Disclosure must also be made regarding the bidder's relationship, if any, with any member of the Macomb County Board of Commissioners or any Macomb County Department Head.

*N.B. Please be advised that ALL information submitted in response to public Request for Proposals may be divulged under the provisions of the Freedom of Information Act (FOIA). Confidential or proprietary information cannot be shielded from disclosure under the FOIA requirements for a public bid process.*

An original (***unbound***), one (1) electronic submission, and six (6) copies of each proposal must both be submitted by **noon, March 26, 2021 to:**

Macomb County CMH/Business Management/ Provider Network  
22550 Hall Road  
Clinton Twp., MI 48036

Proposals received after the deadline (**12:00pm [noon], March 26, 2021**) will be rejected without consideration (no exceptions). Please note, time for delivery if using standard mail should be considered.

A **voluntary** informational bidder's meeting will be held on **Tuesday, March 9, 2021 at 12:00pm**. Due to Covid-19 restrictions, this meeting will be held virtually on Zoom, please use the following link:

<https://mccmh-net.zoom.us/j/97373121286?pwd=ejZFSFp0ZjBqSjBtakhyRzRDSmtEQT09>

Meeting ID: 973 7312 1286

Passcode: 707990

One tap mobile

+19292056099,,97373121286# US (New York)

+13017158592,,97373121286# US (Washington DC)

For further information, or if you require special accommodation (in accordance with the provisions of the Americans with Disabilities Act) for accessibility or interpreter services please call (586) 469-6472 at least three business days prior to the meeting.

Prior registration for the **voluntary** bidder's meeting is not required.

*If you have any questions or wish to obtain a proposal packet, please visit us a on the web at [www.mccmh.net](http://www.mccmh.net) then select "Provider Resources" then "Current Partnership Opportunities" or contact the MCCMHS' Provider Network Management team via email at [networkoperations@mccmh.net](mailto:networkoperations@mccmh.net).*

Sincerely,



Cristina Mosella, BSW, MSA  
Director of Network Operations

Cc: Enclosures