

MACOMB COUNTY COMMUNITY MENTAL HEALTH SERVICES (MCCMHS)

REQUEST FOR PROPOSALS (RFP)

INSTRUCTION SHEET

An original (*unbound*), one (1) electronic, and five (5) copies of each proposal are both to be submitted to MCCMHS' Provider Network Management by **noon on Thursday, July 8, 2021**. The following must be included in the order listed:

- A. Proposal Cover Sheet (sample enclosed)
- B. Narrative
 - 1. Brief history of the organization, including your experience, and other evidence of your qualifications to undertake the RFP you are bidding on. Of particular interest to MCCMHS is the success of current operations, according to both internal and/or external assessment processes.
 - 2. Acknowledgment or disclaimer of Macomb County relationships.
 - 3. For the RFP you are bidding on, include:
 - a. Any information not requested that further explains your program/agency/firm
 - b. Any proposed modifications to the RFP (including conflicts of interest)
 - c. Proposed service rates, if required by the RFP
 - d. History of compliance with applicable rules, regulations, laws, and ordinances to contract performance (if applicable)
- C. Appendix
 - 1. Articles of Incorporation (if not under current contract with MCCMHS)
 - 2. Certificate of Incorporation (if not under current contract with MCCMHS)
 - 3. Evidence of IRS 501 (c)(3) Status (if applicable)
 - 4. Copy of bidder's current Liability Insurance (if applicable)
 - 5. Copies of letters, certificates, etc. of accreditation status by a nationally recognized accreditation association (if applicable)
- D. Other Considerations
 - 1. The bidder's specialized knowledge and expertise to provide services and execute terms of this RFP will be considered
 - 2. The cost of requested services
 - 3. Organization and completeness of the proposal
 - 4. The number and scope of conditions, if any, attached to the bid will also be considered