

# *Request for Proposal*

## *Comprehensive Community Needs Assessment*

May 28, 2021

### **MACOMB COUNTY COMMUNITY MENTAL HEALTH**

*Guided by the values, strengths, and informed choices of the people we serve, Macomb County Community Mental Health provides an array of quality services which promote community participation, self-sufficiency, and independence*

# REQUEST FOR PROPOSALS

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## Community Needs Assessment

### I. OVERVIEW:

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for a **Comprehensive Community Needs Assessment** from qualified Vendors to collect appropriate and relevant data, evaluate the needs in the community as well as within MCCMH, analyze any reasons for identified gaps in services including opportunities for improvement, disparities and suggest possible interventions in a manner that will allow MCCMH to measure sustained advances and outcomes in the future.

#### A. Deadline

The deadline for submission of this proposal is Thursday July 8, 2021 by 12:00PM. Proposals received after this date and time will not be considered.

#### B. Disclosure

Bidders must acknowledge any relationship between the bidder's principal officers and Board members and any members 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.

#### C. Rejection of Proposals

MCCMH reserves the right to reject any and all proposals received as a result of the RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of MCCMH. This RFP is made for information and planning purposes only. MCCMH does not intend to award a contract solely on the basis of any response made to this request, or otherwise pay for the information solicited or obtained.

#### D. Incurring Costs

MCCMH is not liable for any cost incurred by contractors prior to issuance of a contract.

#### E. Disclosure of Pre-Proposal Contents – Freedom of Information Act

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.

#### F. Acceptance of Proposal Content

The contents of the proposals of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

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### G. Right to Re-Bid

MCCMH reserves the right to re-bid all or some components of this Request for Proposal (RFP) in the event of significant changes to Medicaid Policy.

### H. Contract Award Date

This will be a one-year engagement with an MCCMH option for renewal for two one-year engagements at MCCMH's discretion, dependent on performance, funding and system need.

### I. Debarment and Suspension

Bidder agrees to comply with Federal regulation 42 CFR Part 180 and certifies they: 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; 2. Have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; 3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated above, and: 4. Have not had one or more public transactions (federal, state or local) terminated for cause or default.

## II. PROJECT GOALS:

The goal of the community needs assessment is to utilize data to expand and enhance targeted protocols, services, ease of access, and community capacity while ensuring health disparities are reduced and/or eliminated. The priority populations are identified as those persons diagnosed with a more Serious Mental Health condition (MH), children diagnosed with Serious Emotional Disturbances (SED), persons with Substance Use Disorders (SUD), and/or persons diagnosed with Intellectual/Developmental Disability (IDD).

### A. Scope of Work

The selected bidder will be required to include the following in the community needs assessment:

- Integrated treatment capacity for persons with mental health, substance use, physical health, and I/DD needs
- Veteran Services
- Services for the Elderly - the expected growth of the population in Macomb County in the next 20 years for persons aged 65 and over is 27%
- Racial, economic, language, and social disparities
- Inpatient Services
- Homelessness

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- Insured vs uninsured
- Unemployed – future of the manufacturing business and the impact upon employment and health insurance
- Educational impact on the need for services and service provision
- Impact of COVID on mental health and SUD services – increase in suicide, depression, anxiety and SUD
- Opioid Use Disorder epidemic in Macomb – 48% of all SUD treatment admissions in 2019
- Social Determinants of Health
- Analysis of the need for professional and Direct Care staff and an adequate workforce

Additionally, the community needs assessment should focus on access to appointments including crisis services as well as outpatient services, including initial and follow-up appointments. This focus should include the priority populations identified above as those persons diagnosed with a more Serious Mental Health condition (MH), children diagnosed with Serious Emotional Disturbances (SED), persons with Substance Use Disorders (SUD), and/or persons diagnosed with Intellectual/Developmental Disability (IDD).

Data collection regarding access to appointments should include surveys that focus on:

- Experience with services.
- Availability of services, practitioners (including doctors/nurse practitioners/prescribers), providers, and service locations.
- Accessibility or fit of the services including cultural, ethnic, linguistic, and communication needs, as well as preferences of the person(s) served.

### III. CONTRACTOR RESPONSIBILITIES

- The selected Vendor shall be able to demonstrate knowledge of and experience with Medicaid rules, regulations and covered services.
- The selected Vendor shall be able to demonstrate competency and knowledge of the Michigan mental health system in relation to MCCMH.
- The selected Vendor shall be able to demonstrate knowledge of the priority populations as identified above.

### IV. GENERAL CONTRACTUAL RESPONSIBILITIES

- The selected Vendor shall comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- The selected Vendor shall comply with all Federal and Michigan Laws, regulations and the Michigan Administrative Code, the Michigan Mental Health Code, and the

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Michigan Department of Health and Human Services (MDHHS) Contractual obligations.

### V. VENDOR REQUIREMENTS

- The selected Vendor should have a minimum of two (2) years' experience in needs assessments for large communities and/or municipalities.
- The selected Vendor must have the organizational capacity to provide the services described in this RFP.
- The selected Vendor shall possess licensure or certification as needed and/or required and accreditation by a nationally recognized accreditation organization as needed and/or required by federal, state, or local statute or professional requirement.
- The selected Vendor must be able to begin services no later than October 1, 2021 and complete analysis and report within three (3) to six (6) months of project implementation. If the selected Vendor cannot begin providing services outlined in this RFP by October 1, 2021, they should submit a timeline for a plan for full implementation.

### VI. CONTENT OF PROPOSAL

#### A. Title Page

Please identify the RFP subject, name of your organization, address, and lead contact individual at your organization along with their contact information.

#### B. Table of Contents

Include a clear identification of the material by section and page number.

#### C. Description of Scope of Work

The proposal should describe a work plan indicating the bidder's approach that will accomplish the specific tasks outlined in the RFP. The bidder should describe the philosophy that will be utilized, along with the interest and capacity to meet the requirements outlined in this RFP.

Within the scope of work, the bidder(s) should develop and outline statements and/or objectives which will clearly identify the goals and expectations of the project. Please describe, in detail, the methodology, tools, and/or techniques that would be utilized to conduct a comprehensive needs assessment for MCCMH. This description should minimally include, but not be limited to:

- A description of relevant sampling techniques that you would propose utilizing to complete this assessment.

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### Community Needs Assessment

- Clarify types of techniques, proposed quantities, proposed timelines, target audiences, recruitment strategies to engage target audience, and staffing resources to accomplish tasks.
- The proposed methodology for clarifying the research objectives, data collection requirements, sampling strategy and timetables.
- The level of granularity of the data.
- A description of how data will be compiled.
- A description of identified trends.
- A description of end report that will be produced - including sample reports that your firm has produced for similar projects.
- Include a schematic of the estimated timeframe needed to complete this assessment. This timeline must be based upon the deadlines included in the “Vendor Requirements” section above.

#### D. Organization’s Qualifications and Experience

Overview of the bidder’s organization, the number and nature of the staff to be employed for this project, and the type of technology systems the organization has in place. The bidder should describe any qualifications and/or experience and/or demonstrated competency specifically related to community needs assessments executed for populations, communities, and/or municipalities outlined in this RFP.

#### E. Identification of Anticipated Problems

The proposal should identify and describe any anticipated or potential problems, the approach to resolving these problems and any special assistance that will be requested from MCCMH.

#### F. Selected Vendor’s Assurances

The selected Vendor(s) will be required to assume responsibility for all services offered in their proposal. The Vendor must agree not to discriminate against employees or applicants for employment on the basis of race, religion, color, national origin or handicap.

#### G. Costing of Execution of the Project

The bidder(s) must provide their rate for carrying out and reporting on a Comprehensive Community Needs Assessment for the demographics outlined above, living in, and served by MCCMH. Detailed fee-related information should be included in the proposal as well; this should include a total project cost with an itemized breakdown for review.

#### H. Letter of Reference

The bidder(s) must provide a reference list of your firm’s relevant clients, especially any for which you have conducted a community health needs assessment in the past.

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### VII. PROPOSAL EVALUATION

Submitted proposals will be evaluated in the following areas by the MCCMHS' Procurement Review Committee.

Each Proposal will be evaluated based on the following criteria.

1. Expertise
2. The bidder agency's experience and performance on comparable engagements.
3. The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation.
4. Engagement approach
5. Adequacy of proposed staffing plan for the engagement.
6. Adequacy of sampling techniques.
7. Rationale/value of cost.
8. Price bid for the project.
9. Quality/thoroughness of Proposal

In addition, the MCCMH's Procurement Review Committee will also review the following:

- The number and scope of conditions, if any, attached to the bid
- Whether the bidder is presently in default to MCCMH for any reason

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