



May 28, 2021

Dear Prospective Bidder:

Macomb County Community Mental Health Services (MCCMHS) is inviting responses to a Request for Proposal (RFP) for **Occupational, Physical, and Speech Therapy 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.
- The number and scope of recipient rights complaints and/or compliance issues associated with the bidder and/or the bidder’s parent organization.

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Chief Executive Officer

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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, July 8, 2021 to:**

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

Proposals received after the deadline (**12:00pm [noon], July 8, 2021**) will be rejected without consideration (no exceptions). Please note, time for delivery if using standard mail should be considered.





**MACOMB
COUNTY**
COMMUNITY MENTAL HEALTH

MCCMH Administration
22550 Hall Rd.
Clinton Township, MI 48036

855-99-MCCMH
info@mccmh.net
www.mccmh.net

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If you have any questions or wish to obtain a proposal packet, please visit us a on the web at www.mccmh.net then select “Provider Resources” then “Current Partnership Opportunities” or contact the MCCMHS’ Provider Network Management team via email at crisrina.mosella@mccmh.net and/or andrew.fortunato@mccmh.net.

Sincerely,

Cristina Mosella

Cristina Mosella, BSW, MSA
Director of Network Operations

Cc: Enclosures

