

Request for Proposal

Community Living Supports & Respite Services

April 7, 2022

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

Community Living Supports and Respite Services

I. OVERVIEW:

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for Community Living Supports (CLS) and Respite Services from qualified vendors to provide these services to adults and children diagnosed with Developmental Disabilities, Serious Mental Illness, and/or children with Serious Emotional Disturbance in Macomb County. Individuals served with Community Living Supports and/or Respite services must reside in a community setting and be Medicaid eligible. For the purposes of this Request for Proposal, these services are the supports identified in the Person-Centered Plan and are provided either in the home or in the community (when community integration is an identified goal).

A. Deadline

The deadline for submission of this proposal is Thursday, May 5, 2022, 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 MCCMH (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 continues. Failure of the successful bidder to accept these obligations may result in cancellation of the contract.

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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 two-year engagement with an MCCMH option for renewal 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. SCOPE OF SERVICES:

MCCMH is seeking partnership with a Vendor who can provide the following services to persons in Macomb County in a community-based setting:

Assisting, prompting, reminding, cueing, observing, guiding, and/or training persons served with:

- A. Meal preparation
- B. Laundry
- C. Routine, seasonal, and heavy household care and maintenance (where no other party is responsible for these services)
- D. Activities of daily living, such as bathing, eating, dressing, personal hygiene
- E. Shopping for food and other necessities of daily living

Assisting, supporting, and/or training persons served with:

- A. Money management
- B. Non-medical care (not requiring nurse or physician intervention)
- C. Socialization and relationship building
- D. Transportation (excluding to and from medical appointments that are the responsibility of Medicaid through MDHHS or health plan) from the individual's residence to community activities, among community activities, and from the community activities back to the individual's residence
- E. Leisure choice and participation in regular community activities

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- F. Acquiring goods and/or services other than those listed under shopping and non-medical services
- G. Reminding, observing, and/or monitoring of medication administration.

III. VENDOR REQUIREMENTS/EXPECTATIONS:

- A. The Vendor will serve Medicaid (and General Fund) populations. Bidders must be familiar with a variety of funding streams, including commercial insurance, Medicare, fee-for-service Medicaid, including the waiver program(s).
- B. The Vendor must be able to demonstrate a history of successfully providing services outlined in this RFP to adults diagnosed with severe mental illness, persons who are developmentally delayed and persons who may be dually diagnosed with a substance abuse disorder.
- C. The Vendor should be able to demonstrate a history of working with complex cases including challenging behaviors, history of property destruction, court/legal involvement, medical complexity, difficult placements, and emergency placements.
- D. The Vendor should be skilled in the Person-Centered Planning process and be prepared to coordinate services.
- E. The Vendor is expected to utilize the MCCMH electronic medical record known as FOCUS for claims submission as well as documentation submission.
- F. The Vendor will be expected to support individual served in service arrangements as required to successfully reach the individuals goals and objectives.
- G. The Vendor will be expected to work with the MCCMH Managed Care division to support the system with level of care determination, authorization, and utilization management needs.
- H. The Vendor will be expected to implement flexible staffing patterns to best meet the needs of the individuals served.
- I. The Vendor will be expected to employ staff who are knowledgeable and behavioral plans and have the ability to handle behavior problems with a challenging population.
- J. The Vendor will be expected to be knowledgeable and have expertise in billing the correct/appropriate CPT codes specific to the services outlined in this RFP (see State website for applicable CLS and/or Respite CPT codes).

IV. PROGRAM GOALS:

- A. Access to Services:
 - i. Please see the Attachment B for specific details.

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V. CONTRACTOR RESPONSIBILITIES

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

VI. GENERAL CONTRACTUAL RESPONSIBILITIES

- A. The selected Vendor shall comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- B. The selected Vendor shall comply with all Federal and Michigan Laws, regulations and the Michigan Administrative Code, the Michigan Mental Health Code, and the Michigan Department of Health and Human Services (MDHHS) Contractual obligations.
- C. The selected Vendor shall assure that all policies and procedures comply with requirements of MCCMH and MDHHS including but not limited to Home and Community Based Waiver rules.

VII. VENDOR REQUIREMENTS

- A. The selected Vendor should have a minimum of two (2) years' experience in identified areas outlined in this RFP.
- B. The selected Vendor must have the organizational capacity to provide the services described in this RFP.
- C. While not required, it is preferred that the selected Vendor be accredited by a nationally recognized accreditation organization.
- D. The selected Vendor must be able to begin services immediately, however, bids will also be considered by Vendors that cannot begin delivering services immediately. If the selected Vendor cannot immediately begin providing services outlined in this RFP by as required, they should submit a timeline for a plan for full implementation.

VIII. 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

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The proposal should describe a work plan describing how the Vendor will provide the services outlined in the RFP. The bidder should describe the philosophy that will be utilized, along with the interest and capacity to meet the needs of our system of care.

D. Organization's Qualifications and Experience

Overview of the bidder's organization, the number and nature of the staff to be employed and credentialed to provide the services and serve in leadership roles in the organization. The bidder should describe any qualifications and/or experience and/or demonstrated competency specifically related to services outlined in this RFP.

D. 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.

E. 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.

F. Reference

The Vendor must provide at least one (1) letter of reference as well as evidence of contracting with another Pre-Paid Inpatient Health Plan (PIHP) and/or Community Mental Health (CMH) system.

IX. PROPOSAL EVALUATION

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

- A. The Vendor's experience and performance in the provision of related services.
- B. The Vendor's professional personnel and management personnel that will be assigned to work with Macomb persons
- C. Adequacy of proposed staffing plans
- D. 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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