



**MACOMB  
COUNTY**  
COMMUNITY MENTAL HEALTH

MCCMH Administration  
19800 Hall Road  
Clinton Township, MI 48038

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

October 6, 2022

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Dear Prospective Bidder:

Macomb County Community Mental Health (MCCMH) is inviting responses to a Request for Proposal (RFP) for Direct Support Professional Training (DSP) Services.

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.

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

- The Vendor's experience and performance in the provision of related services
- The Vendor's professional personnel and management personnel that will be assigned to work with Macomb persons
- Adequacy of proposed staffing plans
- Finance and cost
- Quality/thoroughness of Proposal

Enclosed are:

1. RFP
2. RFP Instruction Sheet
3. Proposal Cover Sheet
4. Proposal Cover Letter
5. Attachment A Provider Profile Application
6. Policy on Procurement of Services
7. "Provider Information Disclosure Request" form (informational only)

The Macomb County Community Mental Health 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.



Bidders must provide acknowledgment or disclaimer of any relationship between the bidder's principal officers and board members and any member 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.

The input and preferences of individuals served may be a significant factor in consideration and scoring of proposals received.

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.

Please submit one (1) electronic submission and give (5) hard copies of the proposal. Proposals must be submitted by 12:00PM (noon), Thursday, November 3, 2022, to:

Macomb County CMH Attention: Network Operations Division  
19800 Hall Road  
Clinton Twp., MI 48038

Proposals received after the deadline will be rejected without consideration. Please note, time for delivery if using standard mail should be considered.

A voluntary informational bidder's meeting will be held on October 14, 2022, at 1:00PM.

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 contact [ClinicalDepartment@mccmh.net](mailto:ClinicalDepartment@mccmh.net) at least three (3) business days prior to the meeting.

Prior registration for the voluntary bidder's meeting is required to allow us to send you the Teams Meeting information. Please email the Clinical Division Nursing

Administrator, Jeffrey Clark, at [Jeffrey.Clark@mccmh.net](mailto:Jeffrey.Clark@mccmh.net) to obtain the Teams meeting link.

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

Sincerely,

*Cristina Mosella*

Cristina Mosella, MSA, BSW  
Chief Network Officer

Cc: Enclosures