

**Macomb County Community Mental Health Services**

**Macomb County Community Mental Health**

**Office of Substance Abuse**

**(MCOSA)**

**REQUEST FOR PROPOSALS**

**For**

**Women with Children Recovery Home Services**

Issued November 21, 2022

*Proposals Are Due To The MCOSA Office No Later Than:*

***January 2, 2023 at 12:00 pm***

**Submit proposals to: [mcosa@mccmh.net](mailto:mcosa@mccmh.net)**

**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 – Women with Children Recovery Housing**

### **I. OVERVIEW**

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for Women with Children Recovery Housing from qualified providers to serve persons in Macomb County who qualify for Women with Children Recover Home Services.

Recovery Home services are alcohol and drug free housing environments whose rules, peer-led groups, staff activities and/or other structured operations are directed toward maintenance of sobriety for persons who exhibit relapse potential and/or lack of suitable recovery living environments. Women with Children recovery homes provide a safe and structure place for women to reside along with their dependent children. MCOSA is seeking to secure safe, healthy, effective recovery residences as an important component for individuals achieving long term recovery. The focus of this RFP is the provision of women with children specific substance use disorder recovery home services, located within Macomb County for adult pregnant/parenting women with children who are engaged in MCOSA funded treatment and recovery services, regardless of race, national origin, religion, or handicap. Housing services must also accommodate individuals receiving Medication for Opioid Use Disorders (MOUD).

#### **A. Deadline**

The deadline for submission of this proposal is Tuesday, January 2, 2023, by 12:00PM. Proposals received after this date and time will not be considered. Proposals must be electronically submitted to: [mcosa@mccmh.net](mailto:mcosa@mccmh.net). Please see RFP Instruction Sheet for details.

#### **B. Pre-Bid Meeting**

**An optional virtual pre-bid meeting will be held on December 7, 2022 at 11:00 a.m. See RFP Cover Letter for meeting link.**

The purpose of this meeting is to discuss with prospective bidders the work to be performed and to discuss questions that arise from reviewing this RFP. Any response that alters this RFP will be posted under the “Provider Links – Current Partnership Opportunities” on the MCCMH website at [www.mccmh.net](http://www.mccmh.net).

#### **C. 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.

#### **D. 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

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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.

**E. Incurring Costs**

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

**F. Disclosure of Pre-Proposal Contents – Freedom of Information Act**

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.

**G. 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.

**H. 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 State and Federal Policy changes.

**I. Contract Award Date**

Any bidder(s) selected through this process will be awarded a contract through September 30, 2023, with a MCCMH option for renewal for two, one-year engagements at MCCMH's discretion, dependent on performance, funding and system need.

**J. 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.

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### **K. Contract Negotiations**

Negotiations may be undertaken with those potential contractors whose proposals prove them to be qualified, responsible and capable of performing the work. The contract that may be entered into will be that which is most advantageous to MCCMH. MCCMH reserves the right to consider proposals or modifications thereof received at any time before the award is made, if such action is determined to be in the best interest of MCCMH.

### **L. Liability**

The contractor will be responsible to prevent MCCMH from any liability for actions or claims accruing or resulting from his/her activities performed under the terms of a contract resulting from this RFP. This responsibility includes securing and providing MCCMH with all necessary copyright releases and other permissions regarding materials and products protected under Public Law 94-533 that are used.

### **M. News Releases**

News releases pertaining to the RFP or the services, study or project to which it relates will not be made without prior MCCMH approval, and then only in coordination with the Issuing Office.

### **M. Addenda to the RFP**

In the event it becomes necessary to revise any part of this RFP, addenda will be posted under the “Provider -Current Partnership Opportunities” link at: [www.mccmh.net/current-partnership-opportunities](http://www.mccmh.net/current-partnership-opportunities).

## **II. SCOPE OF SERVICES:**

MCCMH is seeking partnership with a Contractor who can provide the following services to persons in Macomb County in a recovery home located within Macomb County:

- A. Safe, secure, sober housing for pregnant women and women with children.
- B. Referral and linkage to community supports.
- C. Referral to primary care and pre-natal care for both women and their children as needed.
- D. Regular House Meetings
- E. Regular monitoring of individuals via drug testing, recovery planning and review and communication with treatment providers.

## **III. CONTRACTOR REQUIREMENTS/EXPECTATIONS:**

- A. The Contractor will serve pregnant and parenting mothers approved for recovery home services by MCCMH.

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- B. The Contractor must be certified by the Michigan Association of Recovery Residences (MARR) or be able to establish certification within six months of contracting.
- C. The Contractor must be able to demonstrate a history of successfully serving the targeted population.
- D. The Contractor must coordinate care with the individual's physical health care and substance use treatment and recovery provider(s).
- E. Have established policies and procedures that outline safety protocols and practices to protect the safety children residing in the home.
- F. The Contractor is expected to utilize the MCCMH electronic medical record known as FOCUS to document admissions, discharges and for authorization and billing. Documentation will include but is not limited to, Admission registry, Discharge registry, authorization, insurance information and claims.
- G. Be welcoming of Recovery Oriented System of Care (ROSC) principles, including the belief that there are many paths to recovery.
- H. Provide a structured alcohol and drug free environment within Macomb County for congregate living that shall offer regularly scheduled peer-led or community-based recovery support services (self-help groups, didactics, etc.) that are attended a minimum of three days per week.
- I. Be culturally sensitive.
- J. Establish a referral network to be utilized by individuals for any necessary medical, mental health, substance use disorder, vocational or employment resources, and maintain the confidentiality of individuals served identifying information in accordance with federal and state alcohol and drug abuse laws.
- K. Maintain records of compliance with all applicable zoning, local building ordinances, and inspection requirements and make records available as requested.
- L. Maintain proof of fire, hazard, liability and other insurance coverage appropriate to the administration of a recovery home.
- M. Meet all state and local building, electrical, and plumbing codes (additional standards may apply).
- N. Maintain a safe, desirable living environment, with reasonable living space and accommodations, including availability of parking, to meet the needs of the persons served.
- O. Agree to comply with obtaining outcomes measures as designated by MCOSA.
- P. Employ at least one Recovery Home Operator who is responsible for the daily operations at the Recovery Home (i.e., fiscal, personnel, compliance, etc.).
- Q. Have on-site at least one Recovery Home Manager who oversees all Recovery Home activities under the direction of the Recovery Home Operator. The Recovery

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Home Operator may also function as the Recovery Home Manager as long as the requirements for both positions are met.

- R. Comply with the following documentation requirements including: 1) develop a recovery plan at admission and update as needed, based on the individual's circumstances, or obtain such plan from MCOSA provider; 2) maintain documentation of each individual participating in at least one recovery focused service at least three days per week; this shall include but is not limited to, self-help, didactic, peer-directed house or community-based recovery services, and/or treatment from a licensed provider; 3) maintain documentation that the individual spent the night at the facility; 4) document ongoing communication with the treating MCOSA substance use providers, at least bi-weekly.

### **IV. CONTRACTOR REQUIREMENTS**

- A. The selected Contractor should have a minimum of two (2) years' experience in identified areas outlined in this RFP.
- B. The selected Contractor must have the organizational capacity to provide the services described in this RFP.
- C. If eligible for substance use licensing through Michigan Licensing and Regulatory Affairs, the selected Contractor 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.
- D. The selected Contractor expected to begin services within 90 days of approval of the contract. If the selected Contractor cannot begin providing services outlined in this RFP by as required, they should submit a timeline for a plan for full implementation.
- E. The selected Contractor shall comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and Federal confidentiality law 42 CFR, Part 2.

### **V. CONTENT OF PROPOSAL**

- A. Title Page: Title page as "Response to MCCMH RFP for Women with Children Recovery Home Services". Include your agency name, address, name of lead contact and their email and phone contact information.
- B. Table of Contents: Include a clear identification of the material by section and page number.
- C. Agency Description: An overall description of your agency/organization including its history, philosophy and mission, and philosophical approach to substance use disorder services.

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- D. **Organizational Experience:** Description of previous organizational experience or other relevant experience demonstrating the organization's ability to provide the proposed services, including contract experience with a Prepaid Inpatient Health Plan (PIHP)/Regional Entity. Attach a copy of the most recent Contract Compliance Audit report from all PIHPs as applicable. If the Offeror does not have contract experience with a PIHP, indicate so in this section.
- E. **Population Served and Capacity:** Indicate targeted population(s) currently served by your organization. Also indicate the capacity of the home(s) being proposed (number of women and children served per home).
- F. **Description of Proposed Services:** Provide a detailed description of the services being proposed. At a minimum, include information on:
- 1) House didactics/meetings and community self-help attendance assistance
  - 2) ancillary services provided (i.e., connecting/assisting individuals with employment, transportation, medical or counseling services)
  - 3) program/house expectations and include information on exclusion rules (attach house rules/expectations)
  - 4) typical/expected length of stay
  - 5) indicate other services provided
- G. **Safety Protocols for Children in Home:** Indicate house rules for child safety measures, including childcare expectations; Child Protective Service reporting situations; physical house safety measures, etc.
- H. **Staff Qualifications:** Specify the staff qualifications and requirements. Indicate the staff ratio; provide information on the type and frequency of supervision provided. If any staff member has proficiency in a language other than English, please indicate the language spoken. Include a criminal background check for owner/operators of the home.
- I. **Individual Served Involvement:** Description of how your organization involves the individual and community in policy formulation, program planning, service provision decision-making and reducing stigma.
- J. **Outcome Measures:** Describe the program's specific outcomes or results expected to be achieved. Indicate how the program will measure the effectiveness of the services being provided.
- K. **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.
- L. **Cost of Services:** The Contractor must provide a detailed explanation of the proposed rate, indicating all factors that support the rate. MCCMH and the selected

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Contractor will work in partnership to develop rates once the Contractor has been approved for contracting by the MCCMH Board.

### **M. Organizational Information/Attachments:**

1. MCOSA Provider Profile Application – Attachment A (see RFP Instruction Sheet)
2. Resume(s) for the Owner/Operator and Manager
3. Job descriptions and qualification requirements
4. Documentation of Program Licensing, if applicable
5. Documentation of insurance, sufficient for the size of the program
6. Copy of most recent financial audit, if applicable
7. Location/address of the proposed home
8. Mortgage documentation for proposed home
9. Relative property tax information dating back three years
10. Deeds, site survey, blueprints, photos, sketches, or any relative property information
11. Disclosure of previously remediated instances of mold, fire damage, insect/rodent infestation or other conditions related to the property requiring repair in order to bring the property to suitable living conditions
12. Acknowledgment or disclaimer of Macomb County relationships
13. Disclosure of any litigation over the last 5 years
14. Disclosure of recipient rights violations by the organizations principal staff over the past five (5) years

N. 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, religion, sex (including gender identity, sexual orientation, and pregnancy), national origin, age, height, weight, marital status, disability or genetic information or any other characteristic protected by federal, State or local laws. Provide attestation that this requirement is/will be met.

## **VI. PROPOSAL EVALUATION**

Submitted proposals will be evaluated by MCCMH Office of Substance Abuse committee with an emphasis on the following factors:

- A. Compliance with and quality of responses to section V. Content Of Proposal.
- B. The quality of the overall Work Plan (ability to initiate, implement and maintain the services to the target population) and services to be provided.
- C. Location of the home relative to the population served (i.e., access to transportation, employment opportunities, community services, etc.).



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- D. Living arrangements/accommodations offered, (i.e., space offered per individual/family, available parking, city sewer and water, ADA accessible bathroom, and entry ways, or easily convertible to comply, etc.).
- E. Prior successful experience in operating a substance use disorder recovery home, work experience with the target population and prior contracting with a PIHP.
- F. Value of services proposed in relation to the proposed cost of those services.

In addition, the MCCMH 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
- On site review of facility proposed for programming.

