

**Macomb County Community Mental Health Services
Substance Use Services Department**

(MCCMH-SUD)

REQUEST FOR PROPOSALS

For Substance Use:

WOMEN'S SPECIALTY WITHDRAWAL MANAGEMENT

WOMEN'S SPECIALTY RESIDENTIAL TREATMENT

Issued November 31, 2023

Proposals Are Due To MCCMH-SUD No Later Than:

January 8, 2024, at 11:00 am

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

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REQUEST FOR PROPOSAL

Issued By
Macomb County Community Mental Health
Substance Use Services Department (MCCMH-SUD)
19800 Hall Road, Clinton Township, MI 48038

PROJECT TITLE: Women’s Specialty Residential and Withdrawal Management
Substance Use Disorder Treatment Services

RFP ISSUE DATE: December 1, 2023

PROPOSAL DUE DATE: January 8, 2024 - 11:00 am

CONTACT PERSON: Helen Klingert, Director of Substance Use Services
Macomb County Community Mental Health
19800 Hall Road, Clinton Twp., MI 48038 (586) 469-5278

I. Overview

A. Service Categories

MCCMH-SUD announces a Request For Proposal (RFP) for Women’s Specialty Residential Treatment and Withdrawal Management Services for pregnant and parenting women with a substance use disorder who qualify for Macomb County Medicaid, Healthy Michigan Plan (HMP), MI Child or Community Grant (Block Grant, PA2) funded services. Services must take place at a location(s) that is accessible and conveniently located for the population to be served. It is expected that the proposal to provide services will be in compliance with all applicable Federal, State, and MCCMH standards and guidelines.

B. Response Date

To be considered, proposals must arrive at the Issuing Office on or before **Monday, January 8, 2024 by 11:00 am**. Late proposals will not be accepted or reviewed.

C. Pre-Bid Meeting

A virtual pre-bid meeting will be held on December 7, 2023, at 9:00 a.m.

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” on the MCCMH website at www.mccmh.net. To participate in the Pre-Bid meeting, please use the following link.

https://teams.microsoft.com/l/meetup-join/19%3ameeting_ZTZkMzcxODEtODIzOS00ZGFilThlYzktNmE2YWEyMzdjMTJm%40thread.v2/0?context=%7b%22id%22%3a%22dc46e5-366b-45ce-b93a-1feaba9be97b%22%2c%22oid%22%3a%2290bc109d-4ae7-4f88-bc13-5136125a30fd%22%7d

Meeting ID: 234 014 356 030 Passcode: oKak2b

D. Incurring Costs

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

E. Acceptance of Proposal Content

The contents of the proposal 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 or contract.

F. 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.

G. Oral Presentation

Bidders who submit a proposal may be required to make an oral presentation of their proposal.

H. Prime Contractor Responsibilities

The selected contractor will be required to assume responsibility for all services offered in his/her proposal, whether the contractor produces them or not.

I. Liability

The contractor will be responsible for preventing 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.

J. 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.

K. Disclosure of Pre-Proposal Contents

All information submitted in response to public RFPs 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.

L. Addenda to the RFP

In the event it becomes necessary to revise any part of this RFP, addenda will be posted [under the “Provider Links” at www.mccmh.net.](http://www.mccmh.net)

M. 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. MCCMH may request clarification from any applicant under active consideration and may give any applicant opportunity to correct defects in its proposal.

N. Right to Re-bid

MCCMH reserves the right to re-bid all or some components of this RFP in the event of significant changes to Medicaid Policy or other future federal, state, or locally applicable laws, regulations, or policies.

O. Post-Contract Award Conference

A meeting will be held between the selected contractor and MCCMH to review expectations of performance for the submitted proposal, as needed.

P. 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.

Q. Debarment and Suspension

Bidder agrees to comply with Federal regulation 2 CRF Part 180 and certifies that 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.

R. Program Data Reporting Requirements

The selected bidder will be required to participate in MCCMH’s web-based data system. Current components of this system include web-based submission of admission/discharge information, initial requests for authorization of services, requests for re-authorization of services, and billing and prevention activity data. There may be other additional programmatic reporting requirements that will be requested by MCCMH on a regular or occasional basis.

S. Financial Reporting Requirements

The selected bidder will enter into a contract with MCCMH on a fixed unit rate reimbursement. Reimbursement will be rendered through valid web-based claim submissions. Other financial requirements include, but may not be limited to, yearly budget submissions and periodic budget amendments, annual report of actual fees collected from MCCMH funded individuals, and a copy of the A-133 or financial audit as required by OMB guidelines.

T. Evaluation Period and Process

Substance use disorder activities funded under this RFP will be subject to a qualitative and quantitative evaluation. Bidders are expected to have in place an internal evaluation system to monitor program activities and results. In addition, the program must participate in and provide documentation of individual satisfaction. The bidder must agree to participate in any additional evaluation(s) that MCCMH may deem necessary and cooperate with the Michigan Department of Community Health efforts in external evaluation of Medicaid services.

U. Independent Price Determination

1. By submission of a proposal, the bidder certifies, that in conjunction with this proposal:
 - a. The prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with another bidder or with any competitor.
 - b. Unless otherwise required by law, the prices which have been quoted in the proposal have not been knowingly disclosed by the bidder to award directly or indirectly to any other bidder or to any competitor; and
 - c. No attempt has been nor will be made by the bidder to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
2. Each person signing the proposal certifies that:
 - a. He/she is the person in the bidder’s organization responsible within that organization for the decisions as to the prices being offered in the proposal, and

that he/she has not participated, and will not participate in, any action contrary to 1-a, 1-b and 1-c above; or

- b. He/she is not the person in the bidder's organization responsible within that organization for the decision as to prices being offered in the proposal, but that he/she has been authorized, in writing, to act as agent for the persons responsible for such decisions in certifying that such persons have not participated, and will not participate in, any action contrary to 1-a, 1-b and 1-c of this RFP, and as their agent, does not hereby so certify; and that he/she has not participated, and will not participate in any action contrary to 1-a, 1-b and 1-c above.

V. Contract Award Date

The bidder(s) selected through this process will be awarded a contract through September 30, 2025, with an MCCMH option for renewal at MCCMH's discretion, dependent on performance, funding and system need.

It is anticipated that contract(s) will be awarded on or before March 1, 2024, for services to begin April 1, 2024, through September 30, 2025, as agreed upon by the Bidder and MCCMH. Bidders who are awarded contracts shall not assign or delegate any duties or obligations under the contract without written permission of MCCMH.

II. Minimum Contractor Requirements

Interested bidders must meet and agree to the following minimum requirements to be considered for funding:

- A. Possess a valid standard substance use license from the State of Michigan Licensing and Regulatory Affairs appropriate to the level of service(s) to be delivered.
- B. Have, or obtain prior to contracting, the Michigan Department of Health and Human Services (MDHHS) Substance Use Gambling and Epidemiology (SUGE) American Society of Addiction Medicine (ASAM) Designation approval for each level of service proposed to be offered.
- C. Possess accreditation by one of the national accrediting bodies (JCAHO, CARF, COA, AOA or NCQA) for the services proposed.
- D. Have the ability to provide co-occurring substance use and mental health services to individuals with co-occurring disorders.
- E. Have the necessary systems in the areas of administration and clerical support for the program. This includes the necessary computer equipment, compatible software, and Internet connections to be able to electronically request authorization for services and submit data and billing; a valid, active and maintained email account that can receive and submit communications is also required.
- F. Have an established financial system in operation which meets generally accepted accounting principles and systems.

- G. Demonstrate an ability to understand, relate to, and operate within an ethnic, racial, age, and economically diversified population. In addition, the services will be provided in settings accessible and acceptable to individuals and communities intended to be served.
- H. Agree to federal, state, and local Affirmative Action guidelines as they relate to personnel and services.
- I. Agree to report statistical and financial data on the forms, format and schedule required by MCCMH.
- J. Agree to develop and maintain a Corporate Compliance Policy and submit valid Annual Reports.
- K. Agree to comply with Federal Confidentiality, Privacy and Security Regulations and State Confidentiality laws.
- L. Have sufficient amount of Medicare/third party approved therapists available to serve Medicare/third party eligible individuals who also receive MCCMH funds. Preference will be given to bidders who have the ability to serve major third-party insurances and coordinate benefits.
- M. Have the ability to offer individuals served timely access to services. Bidders are expected to assist individuals in entering services as soon as possible, but must offer an appointment no longer than seven (7) days from request for services.
- N. Agree to have appropriately licensed/credentialed staff as required by MCCMH (see [MCOSA-Staff-Credentialing-Policy.pdf \(mccmh.net\)](#)). MCCMH seeks subcontractors who employ a sufficient workforce of persons with lived experiences across all levels who are paid fair and competitive wages commensurate with their position and with other employees of the same pay grade and provide multiple opportunities for full and/or part-time positions, and a viable career ladder. Subcontractors will be required to make affirmative efforts to employ individuals with disabilities.
- O. Agree to participate in MCCMH's web-based data system. Current components of this system include web-based submission of admission/discharge information, initial requests for authorization of services, requests for re-authorization of services, and billing data. There may be other additional programmatic reporting requirements that will be requested by MCCMH on a regular or occasional basis.

III. REQUESTED SERVICES AND EXPECTATIONS

The target population for services are MCCMH Substance Use Services Department funding eligible (Medicaid, Healthy Michigan Plan, MIChild, MI Health Link and community grant) pregnant and/or parenting women in need of treatment regardless of sex, race, national origin, religion or handicap. Proposals should detail specific services to be provided to special populations (i.e., cultural and gender specific, co-occurring disorders, etc.).

All services rendered must be based on medical necessity, utilizing the most current DSM criteria and ASAM Criteria.

All services provided must be individualized to meet the specific need of the individual served and matched to the individual's stage of recovery (pre-contemplation, contemplation, action, maintenance/relapse prevention).

The program must be able to allow women to have their dependent child(ren) with them during treatment and the program will provide necessary care of the child(ren) while the individual receives services.

Services should address transportation needs of individuals to and from the program and include a detailed description of discharge planning which will successfully bridge the gap between the residential treatment setting and referral to the next level of care.

The program must be able to arrange for needed medical and laboratory services as appropriate to the severity/urgency of the individual's condition.

The program will work in conjunction with the region's Access Management System, to coordinate discharge planning and aftercare services.

Women's Specialty Residential Treatment services are designed for pregnant and/or parenting women and their children who need residential treatment. Residential programs provide organized treatment services that feature a planned regimen of care in a 24- hour residential setting, serving individuals who need safe and stable living environment to develop their recovery skills due to specific functional deficits. The intensity of the residential service must be individualized to meet the need of the individual being served. Proposals need to specify the intensity level of the service as it relates to the ASAM Criteria and the Substance Use Gambling and Epidemiology (SUGE) Treatment Policy #10, *Residential Treatment Continuum of Service* (http://www.michigan.gov/documents/mdch/TA_10_-_Residential_TX_Continuum_of_Services_-_FINAL_334546_7.pdf).

Bidders must meet minimum requirements as a Women's Specialty Capable Program and comply with SUGE Treatment Policy #12 ([Women's Treatment Services Policy \(michigan.gov\)](http://www.michigan.gov/documents/mdch/TA_12_-_Women's_Treatment_Services_Policy.pdf)). This includes providing or facilitating prenatal and primary care for women served, ensuring case management needs are met including transportation needs, providing or facilitating primary care for children accompanying their parent including immunizations, providing gender specific treatment to women in services, providing or facilitating treatment and/or prevention services to children accompanying their parent in treatment.

Residential treatment will include planned individual, family, and group therapeutic and rehabilitative counseling and didactic services, including communicable diseases, Services should reflect an organized, daily treatment regimen in a residential setting which includes an overnight stay.

The clinical program must be provided under the supervision of a Substance Use Disorder Treatment Specialist with either full or limited licensure as a psychologist, master's social worker, professional counselor, marriage and family therapist or physician. Telephone or in-person consultation with a physician and emergency services are to be available 24 hours a day, 7 days a week.

Psychiatric evaluations and medication reviews will be provided for individuals with co-occurring substance use disorder and mental health issues as needed or these services will be coordinated with the individual's current treating physician. Integrated physical health

and/or coordination of services with treating physician, and referral to medical, social, educational, vocational, self-help, or other services as indicated, must also occur.

Women’s Specialty Withdrawal Management services are provided in a residential setting for the purpose of managing the effects of withdrawal from alcohol and/or other drugs for funding eligible individuals in need of withdrawal management treatment.

The program will provide withdrawal management services under the supervision of a licensed physician. The program will adhere to the standards set forth in the Licensing and Regulatory Affairs Administrative Rules for Substance Use Disorder Service Programs in Michigan.

Program shall be staffed 24 hours per day, 7 days per week, by a licensed physician or by a designated representative of a licensed physician.

IV. CRITERIA FOR SELECTION

All proposals received will be subject to an evaluation by MCCMH as deemed appropriate for the purpose of selecting the contractor with whom a contract will be signed. The following factors will be considered in making the selection:

- A. Compliance with “Minimum Contractor Requirements”.
- B. Demonstration of ability to meet the "Requested Services and Expectations” as outlined in the RFP.
- C. Prior experience in substance use disorder programming and work experience with the target population as responded to “Bidder Narrative” and “Organizational Description” areas of the RFP.
- D. Demonstration of the ability to provide the required “Service Delivery” as responded to in the “Service Description” area.
- E. Thoroughness of the proposal: the professionalism of the response and compliance with the directives of the RFP and ability to initiate, implement and maintain the services to the target population.
- F. Value of the services proposed in relation to the proposed reimbursement rate.
- G. Whether the bidder is presently in default to MCCMH for any reason.

V. CONTENT OF PROPOSAL

Responses must include the Bidder name on each page. Responses must be single spaced, Arial font size 12. Number all pages consecutively, starting with the first page. A Table of Contents page is required for all submissions. Submissions must follow the outline order as indicated below for proper consideration to be given to each section, using title headings as indicated below. Proposals submitted without applicable information (i.e., incomplete

content) may result in the proposal being removed from consideration.

Bids must be submitted via an electronic copy emailed to mcosa@mccmh.net or on a flash drive delivered to the MCCMH Administration building located at 19800 Hall Road, Clinton Twp, MI 48038. Proposals must be submitted by **11:00 am on January 8, 2024**, and include the following information.

The content of the RFP should include the following:

1. **Bidder Narrative** - Submit a narrative that includes the information outlined below. Only one narrative is required, regardless of the number of service levels being proposed.
 - A. Cover Page: Identify the RFP subject name, name of your organization, address, and lead contact individual at your organization along with their contact information (phone, email).
 - B. Table of Contents.
 - C. Disclosure: Bidders must acknowledge any relationship between the bidder's principal officers and Board members and any members of MCCMH (to include 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. Debarment and Suspension: Bidder must acknowledge that they agree 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.
 - E. Description: An overall description of your agency/organization including its history, philosophy and mission, and philosophical approach to substance use disorder services.
 - F. Population Served: Targeted population(s) currently served by your program.
 - G. 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). Include a copy of the most recent Contract Compliance Audit report from all PIHPs as applicable with your proposal.
 - H. Quality Assurance: Describe the program's quality assurance activities as they pertain

to quality assurance monitoring efforts; individual satisfaction results; recipient rights complaints and their resolutions; and performance improvement activities.

- I. Outcome Measures: Describe outcome measures to be collected, monitored and reported related to proposed services. Indicate how this data will be used to evaluate the effectiveness of the services, including retention rates.
 - J. Care Coordination: Describe the program's current and/or planned care coordination with other physical health care/specialty providers and behavioral health care providers.
 - K. Trauma Informed Care: Trauma informed care requires staff at all levels of an organization to have a basic understanding of how trauma affects the life of an individual seeking services. Programs and services are based on an understanding of the vulnerabilities or triggers of trauma survivors that traditional service delivery approaches may exacerbate, so that these services and programs can be more supportive and avoid re-traumatization. Describe steps the bidder has taken/will take to provide trauma-informed care.
 - L. Initiate Services: Indicate the date services will be able to begin and submit a timeline for a plan for full implementation.
 - M. 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.
2. **Service Description** - The Bidder must describe the major activities and methods to be used in providing each service being proposed, as specified below. Please submit separate response groups for each category being proposed, i.e., "I Service Description 1. Residential 3.5", A -M; "Service Description 2. Withdrawal Management Level 3.7", A-M.
- A. Provide a description of types of services (group, individual, etc.) and frequency of services to be provided. Include a weekly schedule of services for each level of residential treatment proposed outlining Core and Life Skill services.
 - B. Indicate evidence-based practice(s) being used and/or describe program curriculum for each level of care.
 - C. Describe the services to be provided to children of women served while in the program.
 - D. Indicate the capacity to serve individuals for MCCMH if awarded a contract, i.e., average length of time from request for service to Intake; number of individuals to be served monthly, etc.
 - E. Describe use of Motivational Interviewing/Enhancement techniques, indicating the number/percent of staff providing Motivational services and types of training received.

- F. Indicate method and frequency of evaluating progress during the course of treatment.
- G. Specify the level/type of credentials required, the minimum educational requirements any experience requirements related to proposed services. Indicate staff to individual served ratio for each proposed level of care; 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 and whether they are able to provide substance use disorder services.
- H. Describe the level of integrated co-occurring treatment services that are provided, including a description of availability of psychiatric support.
- I. Describe the process for linking individuals with medical, social, educational, vocational, or other services as indicated.
- J. Describe strategies used to engage individuals in counseling services, increase retention in treatment and reduce barriers to services. Include any innovative strategies used such as Welcoming approaches, transportation assistance, appointment reminder calls, Contingency Management, therapeutic alliance approaches, etc.
- K. Describe strategies to improve individuals' transition between service levels and aftercare.
- L. Describe any other innovative approach or services being proposed.
- M. 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.

3. Organizational Description - Submit the following information:

- A. Form A - MCCMH Organizational Credentialing Form (see RFP Instruction Sheet)
- B. Form B - Site Specific Information (see RFP Instruction Sheet)
- C. An Organizational Chart
- D. A list of current Board of Directors (identify Officers; include Advisory Council, if applicable)
- E. Resumes for the Executive Director and Clinical Director Provide. Provide current criminal background checks for the organization's principal staff.
- F. Documentation of medical and clinical job descriptions and qualifications.
- G. Documentation of Program Licensure and Accreditation (most recent report).
- H. Malpractice Liability Insurance: Submit documentation of professional liability (malpractice) insurance protection, sufficient for the size of the program, but not less

than \$200,000.00 per occurrence, \$600,000 annual aggregate, and commercial general liability policy with coverage and limits of at least \$1,000,000.00 per occurrence, \$2,000,000.00 annual aggregate limit.

- I. Copy of most recent financial audit. For the purposes of RFP only, a financial statement review will be accepted if a financial statement audit has not been performed previously.
- J. A completed IRS W-9 form.
- K. Acknowledgment or disclaimer of Macomb County relationships.
- L. The selected Bidder(s) may be required to assume responsibility for all services offered in their proposal. The Bidder 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.

4. Financial Information

Complete Form C, Reimbursement Rate and Justification form.