

The logo is a light blue circle containing a stylized human figure with arms and legs raised, composed of grey and white shapes. The text "MACOMB COUNTY" is written in white, uppercase letters along the top inner edge of the circle, and "COMMUNITY MENTAL HEALTH" is written along the bottom inner edge.

***Request for Proposal***

***For Multisystemic Therapy (MST)  
Services in Macomb County***

***RFP Due Date: May 6, 2024***

# REQUEST FOR PROPOSALS

## 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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### I. OVERVIEW:

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for Multisystemic Therapy (MST) Services from qualified Vendors to serve persons in Macomb County. The purpose of the proposal is to demonstrate the qualifications, competence, and capacity of the bidder selected to provide Multisystemic Therapy services for persons in Macomb County in conformity with the requirements of this RFP.

#### A. Deadline

The deadline for submission of this proposal is **12:00PM on Monday, May 6, 2024**. 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 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. MCCMH may request clarification from any applicant under active consideration and may give any applicant opportunity to correct defects in its proposal.

#### 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.

#### G. Right to Re-Bid

MCCMH reserves the right to rebid all or some components of this Request for Proposal (RFP) in the event of significant changes to Medicaid Policy or other future federal, state, or locally applicable laws, regulations or policies.

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### Contract Award Date

H. 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.

### I. 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.

## II. SCOPE OF SERVICES:

### A. Overview of Multisystemic Therapy Services

Multisystemic Therapy is a federally recognized evidence-based practice for juvenile justice-involved youth and their families, licensed by MST Services (<https://www.mstservices.com/>). The goal of MST is to build sustainable youth and family capacity to keep youth in school or working, out of foster care, and out of the juvenile justice system. MST clinicians work with identified youth, parents/caregivers, and natural and community supports to support positive behavior change and outcomes. Studies have consistently shown that MST participants have lower rates of re-arrest and out-of-home placement. Multisystemic Therapy Services Team should consist of two (2) to three (3) MST therapists and one (1) MST supervisor, all of whom will be solely dedicated to delivering MST treatment to identified youth and their families.

MST is provided using an intensive home-based model of delivery. This model helps to overcome barriers to service access, increases family retention in treatment, allows for provision of intensive services (i.e. therapists have low caseloads), and enhances the maintenance of treatment gains. The usual duration of MST is four (4) to six (6) months. The target population is youth 12-17 years of age and their families. The certified MST provider team will work collaboratively with Macomb County Juvenile Court and Probation staff and MCCMH to develop and assist juveniles in achieving case plan goals. Some MST youth may be occasionally referred from the child welfare system thus coordination with other social service agencies may also be required. Additionally, the

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MST team will be required to meet monthly with the designated MST oversight organization and to participate in quarterly booster sessions.

Program outcomes will be identified and tracked by the selected MST team and shared with MCCMH, the MST Institute, and the Juvenile Court and Probation staff within the confines of HIPAA and the Mental Health Code. The selected bidder will be required to have all MST team members trained through an MST certified training site. The training duration is usually onsite in Charleston, South Carolina for five (5) days for MST therapists and eight (8) days for the MST supervisor.

Amendments to the MST service scope may be possible with permission from MCCMH. Programmatic monitoring and evaluation shall include statistical review of required reports, on-site review of client files, and adherence to reporting requirements.

The submitted proposal should demonstrate the qualifications of the bidder and of the particular staff to be assigned to become a certified MST team and deliver this practice model. It should also specify an approach that will meet the requirements of this RFP.

### B. Minimum Standards and Requirements

a. Bidders are required to hold and maintain a valid program license with MST Services through a certified MST training site (*University location, travel required*).

b. Bidders must work with the MST Institute that will monitor and track the adherence to the MST model.

c. Bidder must collect and report the MST Therapist Adherence Measure (TAM) by an independent third party.

d. Bidder must adhere to the staff training requirements including but not limited to segments administered by MST Institute or a licensed MST Network Partner organization as follows:

- Initial five (5) day orientation training for MST Therapists (may be remote or onsite training location).
- Initial eight (8) day orientation training for MST supervisor (may be remote or onsite training location).
- Ongoing weekly telephone consultation.
- MST Clinical Supervisors are highly experienced Masters or Ph.D. level mental health or child welfare professionals.
- MST Therapists are full-time Masters-level staff, or Bachelors-level staff with a minimum of five (5) years of clinical experience, in mental health or child welfare services.
- MST Therapists are assigned to the MST program solely and have no other agency responsibilities.

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### **C. Provision of Substance Use Disorder Services**

Youth with presenting diagnoses of substance use disorders (SUD) can be eligible for MST services consistent with MCCMH's other children's homebased programs.

### **D. Operation and Staffing for MST Services**

- Bidders must maintain a supervisory to direct service staff ratio of one (1) supervisor per two (2) to four (4) full-time master's degree therapists.
- Bidders must ensure MST therapists are solely for the MST program with each therapist serving up to six (6) families on average.
- Determination of supervisor assignment should be based on the specific context and needs of the program.
- MST Supervisors carrying a partial MST caseload should be assigned to the program on a full-time basis.

### **E. Monitoring**

MCCMH will monitor the start-up or ongoing MST operations from the selected bidder organization consistent to its ongoing compliance guidelines of providing MST therapy.

### **F. Accreditation and Training Requirements**

The successful provider organization must attain and maintain MST certification through the MST Institute. Further, MCCMH contracted provider organizations must adhere to Michigan's Mental Health Code, Medicaid Manual and MCO Policy requirements to qualify as a provider. These documents include information regarding proper accreditation of staff and the organization, quality measures and standards, service provisions under Medicaid, Health Michigan and MI Health Link funding.

## **III. VENDOR REQUIREMENTS/EXPECTATIONS**

- A. The Vendor must attest to agreement to serve the Medicaid (and uninsured) populations. It is expected that the provider will also be paneled with various insurance companies (to include Medicare) and provide evidence of such agreements or the process in which to become paneled. The Vendor must evidence a stability plan to ensure on going service provision.
- B. The Vendor will be required to understand, coordinate, and assist persons applying for and sustaining Medicaid benefits as well as support persons who may have a Medicaid deductible.
- C. The Vendor must be able to demonstrate, through their bid, a history of successfully providing services outlined in this RFP to adults and children diagnosed with severe mental illness, serious emotional disturbances, intellectual/developmental disabilities and persons who may also be dually diagnosed with a substance use disorder.
- D. The Vendor must be able to demonstrate, through their bid, that they are skilled in the Person-Centered Planning process and able/prepared to coordinate an array of external services.

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- E. The Vendor must coordinate care with the individual's physical health care providers/needs and integrate such needs in the Person-Centered Plan.
- F. The Vendor must provide services 24 hours per day, seven (7) days per week.
- G. The Vendor shall be responsible for transportation of program participants to required court hearings, required appointments, and other activities deemed necessary/appropriate to achieve rehabilitation and/or to access other community supports.
  - a. The Vendor shall ensure transportation vehicles meet all Federal, state and/or local codes necessary for the transportation of program participants.
  - b. The Vendor shall ensure all employees responsible for transportation of program participants obtain and maintain any/all necessary licenses from the Michigan Secretary of State and required insurance for the purposes of transporting individuals and/or to operate the specific vehicles that will be used in the transportation of program participants.
- H. The Vendor must make the facility available for inspection by the Macomb County Community Mental Health and other agencies as needed to ensure compliance with contract standards.
- I. The Vendor must provide coordination of aftercare services and appointments for those participants who successfully navigated their crisis.
- J. The Vendor is expected to utilize the MCCMH electronic medical record known as FOCUS for all documentation.
  - a. Documentation will include but is not limited to, intake assessments, Financial Determination Agreement, Person Centered Plan, Periodic Reviews, Releases of Information, Coordination of Care, Medical Review notes, Psychiatric Evaluations, Appointments and Appointment availability, other assessments specific to the persons care needs, etc.
- K. The Vendor will be expected to submit all claims for services through the FOCUS system.
- L. The Vendor will be expected to work with the MCCMH Managed Care Operations (MCO) Division to support the system with level of care determination, authorization, and utilization management needs.
- M. The selected Vendor must have the organizational capacity to provide the services described in this RFP.
- N. The selected Vendor shall possess licensure/certification/accreditation as needed and/or required by a nationally recognized accreditation organization as needed and/or required by federal, state, or local statute or professional requirement.

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- O. Vendor must indicate how they will involve the input of persons served, family members and other community stakeholders in the planning and ongoing implementation of Crisis Receiving and Stabilization services in Macomb County.
- P. The selected Vendor must indicate in their response when they will be able to begin services and they should submit a timeline for a plan for full implementation.

### **IV. VENDOR 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. Macomb County specific knowledge is preferred.
- C. The selected Vendor shall be able to demonstrate knowledge and experience with the priority populations as identified above.
- D. The selected Vendor shall acknowledge their ability to comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- E. The selected Vendor shall acknowledge their ability to comply with all Federal and Michigan Laws, regulations and the Michigan Administrative Code, the Michigan Mental Health Code, 42 CFR and the Michigan Department of Health and Human Services (MDHHS) Contractual obligations.

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

Bids must be submitted via an electronic copy emailed to [Networkoperations@mccmh.net](mailto:Networkoperations@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 **12:00PM on Monday, May 6, 2024**, and include the following information.

- A. Cover 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. 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.



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### 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. Organization's Qualifications and Experience

The proposal should include an overview of the bidder's organization, including a brief history, 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 the services outlined in this RFP. The Vendor must be able to demonstrate through their bid, a history of successfully providing services outlined in this RFP to adults and children diagnosed with severe mental illness and persons who may be dually diagnosed with a substance use disorder. The Vendor must be able to demonstrate through their bid, that they are skilled in the Person-Centered Planning process and able/prepared to coordinate an array of external services.

### F. Description of Scope of Work

The proposal should describe a work plan outlining how the bidder will provide the services outlined in the RFP as well as describe the philosophy that will be utilized along with the interest and capacity to meet the needs of our system of care. The Vendor must indicate in their response when they will be able to begin services and a timeline for a plan for full implementation.

### G. 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.

### H. 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.

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### **I. Costing of Services**

The Vendor must provide and address staffing requirements and costs as well as the organizations rates for services outlined in this RFP and are welcome to include other services which would support the program such as but not limited to Evidence Based services (example: financial cost analysis). The Vendor should include either all or a sampling of approved Medicaid Billable codes (CPT codes) that they are able to provide to support persons in Macomb County. MCCMH and the selected Vendor will work in partnership to develop rates once the Vendor has been approved for contracting by the MCCMH Board.

### **J. 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.

### **K. Organizational Information**

The Vendor must provide an annual audited financial statement for the past two (2) years. The Vendor must provide current criminal background checks for the organizations principal staff. The Vendor must provide reference to any litigation involving the organization during the past five (5) years. The Vendor must provide reference to any substantiated recipient rights violations by the organization's principal staff over the past five (5) years. The Vendor must provide a copy of the organization's corporate compliance plan and policy. The Vendor must provide evidence of the organization's Board members, organizational committees, list of executive officers and articles of incorporation. The Vendor must be accredited by a nationally recognized organization providing evidence in their submission. It is expected that the provider will also be paneled with various insurance companies (to include Medicare) and provide evidence of such agreements or the process in which to become paneled. The Vendor must attest to hours of operation for the services outlined in the RFP. The selected Vendor shall acknowledge their ability to comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996. The selected Vendor shall acknowledge their ability to comply with all Federal and Michigan Laws, regulations and the Michigan Administrative Code, the Michigan Mental Health Code, 42 CFR and the Michigan Department of Health and Human Services (MDHHS) Contractual obligations. Copy of bidder's current Liability Insurance, copies of letters, certificates, etc. of accreditation status by a nationally recognized accreditation association should all be included in the bid submission.

## **VI. PROPOSAL EVALUATION**

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

- A. The Vendor's experience and performance in the provision of related services including personnel.
- B. The Vendor's history of compliance with rules and regulations including the Office of Recipient Rights.

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- C. Finance and cost.
- D. Quality/thoroughness of Proposal (see instruction sheet for all required documents).
- E. The number and scope of conditions, if any, attached to the bid.
- F. Whether the bidder is presently in default to MCCMH for any reason.

*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.*

