

The logo for Macomb County Community Mental Health is a large, light blue circular emblem. It features a central graphic of three stylized human figures in shades of purple and blue, arranged in a circle. The words "MACOMB COUNTY" are written in a light blue arc at the top, and "COMMUNITY MENTAL HEALTH" is written in a light blue arc at the bottom.

Request for Proposal

**Community Living Supports &
Respite Services**

Issued Date: April 7, 2025

***Response Due Date: May 5, 2025, by
12:00PM***

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) from qualified Bidders for Community Living Supports (CLS) and Respite services to serve adults and children in Macomb County. Individuals served with CLS and/or Respite services must reside in a community setting and be Medicaid eligible. For the purposes of this RFP, 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 **12:00PM on May 5, 2025**. Proposals received after this date and time will not be considered.

B. 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 the 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 an opportunity to correct defects in its proposal.

C. Incurring Costs

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

D. Disclosure of Pre-Proposal Contents Freedom of Information Act

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.

E. 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.

F. 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.

G. Contract Award Date

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

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H. Contract Negotiations

Negotiations may be undertaken with those potential Bidders 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.

I. Oral Presentation

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

II. SCOPE OF SERVICES

MCCMH is seeking partnership with a Bidder who can provide CLS and Respite services to adults and children in Macomb County with all qualifying mental health diagnoses. MCCMH has a particular interest in Bidders that have an understanding of CLS services as well as specific waiver programs and requirements regarding CLS services. It is expected that the Bidder will provide services that are compliant with the Centers for Medicare & Medicaid Services (CMS), Home and Community Based Services (HCBS), Michigan Mental Health Code, and the Michigan Medicaid Provider Manual.

CLS facilitates an individual's independence and promotes participation in the community. CLS can be provided in the individual's residence or in community settings. The services may be provided on an episodic or a continuing basis. These services are provided only in cases when neither the person served nor anyone else in the household can perform or financially pay for them, and where no other relative, caregiver, landlord, community/volunteer agency, or third-party payer is capable of or responsible for their provision.

Respite services are provided to individuals unable to care for themselves that are furnished on a short-term and intermittent basis because of the absence or need for relief of the primary care giver. Respite is intended to support the unpaid primary caregiver.

It is expected that the selected Bidder(s) will be familiar with the delivery of CLS and Respite services including all state and federal mandates and staffing requirements. It is also expected that Bidders understand all CLS and Respite requirements associated with Children's Waiver.

III. BIDDER REQUIREMENTS/EXPECTATIONS

Bidders are expected to explicitly acknowledge their ability and willingness to comply with each of the following requirements and expectations within their proposal.

- A. The Bidder is expected to utilize the MCCMH electronic medical record known as FOCUS for claims submission and all documentation including but not limited to, notes, incident reports, etc.

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- B. The Bidder will be expected to support individuals served in service arrangements as required to successfully reach the individuals goals and objectives.
- C. The Bidder will be expected to be knowledgeable and have expertise in billing CPT codes specific to the services outlined in this RFP (See State website for applicable CPT codes [Reporting Requirements \(michigan.gov\)](https://www.michigan.gov) SFY 2024 Behavioral Health Code Charts and Provider Qualifications).
- D. The selected Bidder(s) will be required to assume responsibility for all services offered in their proposal. The Bidder must acknowledge within their bid that they agree not to discriminate against employees or applicants for employment on the basis of race, religion, color, national origin, or handicap.
- E. The selected Bidder shall acknowledge within their bid their ability to comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- F. The selected Bidder shall acknowledge within their bid their ability to comply with all Federal and Michigan Laws, regulations and the Michigan Administrative Code, the Michigan Mental Health Code, and 42 CFR and the Michigan Department of Health and Human Services (MDHHS) Contractual obligations.

IV. 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 Bidder's Experience
Provide an overall description of your agency experience including:
 - 1) History of experience and ability to provide the proposed services.
 - 2) Targeted populations served, including experience treating individuals diagnosed with severe mental illness, serious emotional disturbance and/or intellectual developmental delay.
 - 3) Experience contracting with a Prepaid Inpatient Health Plan (PIHP) and/or Community Mental Health system. The Bidder must provide evidence of contracts with other Medicaid payers.

Preference will be given to Bidder(s) who can demonstrate good standing with a PIHP through inclusion of a copy of the most recent Contract Compliance Audit report and/or at least one (1) letter of reference from a Medicaid payer that attests the contract is in good standing for the service being proposed (reference where this is found in the Attachment section).

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D. Description of Scope of Work

Provide the following information related to the Scope of Work:

- 1) Describe a work plan outlining how the Bidder will provide the services outlined in the RFP.
- 2) Describe the philosophy that will be utilized, along with the interest and capacity to meet the needs of our system of care.
- 3) Describe any qualifications and/or experience and/or demonstrated competency specifically related to the services outlined in this RFP.
- 4) Address the specific types and modalities of services to be provided, such as but not limited to:
 - a) Assisting, reminding, cueing, observing, guiding, and/or training in:
 - Activities of daily living (ADL) such as bathing, eating, dressing, personal hygiene, toileting, transferring, etc.;
 - Laundry and other household activities;
 - Non-medical care (not requiring nurse or physician intervention);
 - Meal preparation (does not include the cost of meals themselves);
 - Money management;
 - Shopping for food and other necessities of daily living;
 - Social participation, relationship maintenance, and building community connections to reduce personal isolation;
 - Training and assistance on activities that promote community participation such as using public transportation, using libraries, or volunteer work;
 - Transportation from the individual's residence to medical appointments, community activities, among community activities, and from the community activities back to the individual's residence;
 - Routine, seasonal, and heavy household care and maintenance;
 - Attendance at medical appointments.
 - b) Reminding, cueing, observing, and/or monitoring of medication administration.
 - c) Dementia care including, but not limited to, redirection, reminding, modeling, socialization activities, and activities that assist the individual as identified in the person's Individual Plan of Service (IPOS).
 - d) Staff assistance with preserving the health and safety of the individual so that they may reside and be supported in the most integrated independent community setting.
 - e) Observing and reporting any change in the individual's condition and the home environment to the Primary Case Holder.

Bidders must describe in detail what role an individual served IPOS plays at your agency and the delivery of CLS services. Include any relevant processes, procedures, and/or policies they may have regarding the IPOS, including but not limited to staff being trained on the plan, informing the Primary Case Holder of changes with an individual that may necessitate a change in level of care or in the IPOS, and frequency of mandatory IPOS updates by the Primary Case Holder.

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- 5) Bidders must describe what their process is for record keeping. Additionally, please speak specifically to any covered waiver services that would require record keeping remaining compliant with the Michigan Medicaid Provider Manual.
- 6) Bidders must describe Overnight Health and Safety (OHSS), whether this is something the Bidding agency can support with capacity adequately, whether there are any limitations to which individuals can receive this, and what is specifically required of an agency providing this service.
- 7) CLS services are considered non-residential Home and Community Based Service (HCBS), thereby further regulated by the Michigan Department of Health and Human Services (MDHHS) HCBS Final Rule. Preference will be given to Bidder's who provide HCBS Final Rule specific policies and procedures for non-residential settings.
- 8) Bidders must be able to effectively identify:
 - a) a comprehensive list of places in which Respite services are allowed to be provided along with detailed understanding of the limitations on who may, and who may not provide these services.
 - b) details around individuals served that may or may not be eligible for Respite services.

E. Location/Hours of Service

The Bidder must indicate any limitations in hours of operation. Bidders must explicitly detail the geographic locations within and surrounding Macomb County in which their agency is able to serve individuals in their homes or in the community.

F. Timely Access to Care

The Bidder should describe how timely access to services will be achieved and monitored.

- Provide service time frames for the program's ability to meet the needs of MCCMH individuals from the first request. Consideration should be made if this changes due to geographic location.
- Include a detailed description of the intake process at the agency including time frames and processes.

G. Qualified Staff

- 1) Indicate the type and number of staff to provide services. The Bidder should also describe the roles for leadership, supervision, billing and clerical that will support the services provided.
- 2) Please provide detailed accounting, including citation of any internal policies and procedures, of how your agency will meet the minimum requirements listed below.

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- 3) Additionally, please include the individual(s) at your agency that is responsible for the oversight of these policies and procedures.

Bidders are expected to ensure that individuals providing CLS, Respite, and Overnight Health and Safety Support (OHSS) services meet the required staffing requirements found in the Michigan Medicaid Provider Manual. Staff providing these services must meet the following requirements:

- A responsible adult at least 18 years of age;
- Able to prevent transmission of communicable disease; Able to communicate expressively and receptively to follow IPOS requirements, and individual-specific emergency procedures, and report on activities performed;
- Be and remain in “good standing” with the law (not a fugitive from justice, a convicted felon, or an illegal alien);
- Be trained in recipient rights;
- Be able to perform basic first aid procedures;
- Be trained on the IPOS as applicable,
- Meet all MCCMH training requirements.

H. Program Implementation

The Bidder must indicate:

- 1) the agency’s ability to begin services and a timeline for a plan for full implementation.
- 2) the anticipated number of MCCMH individuals to be served each month.

I. Medicaid Experience

The Bidder shall be able to demonstrate knowledge of and experience with Medicaid rules, regulations, and covered services by providing the results of a Medicaid Billing Verification Audit from the past two (2) years.

J. Organizational Information

The Bidder must:

- 1) provide current criminal background checks for the organization’s principal staff (i.e., Chief Executive Officer, Chief Operations Officer, Chief Financial Officer, Chief Clinical Officer, etc.).
- 2) provide reference to any litigation involving the organization during the past five (5) years.
- 3) provide reference to any substantiated recipient rights violations over the past five (5) years.

K. Identification of Anticipated Problems

The Bidder must identify and describe any anticipated or potential problems, the approach to resolving these problems and any special assistance that will be requested from MCCMH.

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L. Financial Statements

The Bidder must provide financial statements for the past two (2) years, prepared by a licensed accountant or accounting firm to include the audit opinion letter, review letter, or compilation letter as applicable.

M. Additional Information

Indicate any additional information to be considered that would demonstrate the Bidder's qualifications to provide the proposed services

N. Disclosure

The Bidder 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.

O. Debarment and Suspension

The Bidder must acknowledge that they agree to comply with Federal regulation 42 CRF 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.

V. PROPOSAL EVALUATION

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

A. The Bidder's experience, expertise and staffing in the provision of related services.

B. The Bidder's history of compliance with rules and regulations including the Office of Recipient Rights.

C. General Requirements.

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.