

The seal of Middlesex County Community Mental Health Center is a circular emblem. It features a central figure of a person with arms raised, surrounded by a ring of text that reads "MIDDLESEX COUNTY COMMUNITY MENTAL HEALTH CENTER".

***Request for Proposal for
Licensed Specialized Residential
Services***

Issue Date: April 21, 2025

Response Due Date: May 19, 2025

REQUEST FOR PROPOSAL

SPECIALIZED LICENSED RESIDENTIAL SERVICES

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 qualified Bidders to provide Licensed Specialized Residential Services (SRS) to serve persons in Macomb County.

A. Deadline

The deadline for submission of this proposal is **12:00PM on May 19, 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 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 for 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.

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

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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

A. Overview

MCCMH is seeking partnership with Bidders to provide Specialized Residential Services (SRS) to adults (age 18 and above) who are diagnosed with Developmental Disabilities, Serious Mental Illness, and persons who may be dually diagnosed with a substance use disorder. It is expected that Bidders 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 Michigan Medicaid Provider Manual (MPM).

B. Minimum Standards and Requirements

The selected Bidder(s) will be required to have and maintain a Specialized Residential Services License from the Michigan Department of Health and Human Services (MDHHS) Office of Licensing and Regulatory Affairs (LARA) and be fully operational of relevant services with preference given to those Bidders who can evidence a period of two (2) years' operating as a fully licensed SRS facility in Macomb County.

The selected Bidder(s) shall have knowledge and be familiar with executing goals and objectives within an Individual Plan of Service (IPOS), have knowledge of the Medicaid Provider Manual (MPM) as it relates to the services outlined in this RFP, Michigan Mental Health Code, and MDHHS' Home and Community Based Services (HCBS) requirements. The Bidder(s) must maintain staff and staffing ratios that support the individuals served and comply with the Person-Centered Plan (PCP).

The Bidder(s) will ensure the following supportive, goal-oriented services are available and delivered to the individuals served: residential accommodations, personal care; Community Living Services (CLS), twenty-four (24) hour supervision; in-home skill building assistance; leisure time/recreational activities; community outings (minimally twice a week for all residents); vocational training; educational/work activity programs; budgeting personal finances; shopping for groceries; cooking; paying bills; washing clothes; other supportive services to meet each individual's Individual Plan of Service (IPOS).

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 selected Bidder is expected to utilize the MCCMH electronic medical record (EMR), known as FOCUS, for claims submission, authorization monitoring, and documentation uploads as required by MCCMH.

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- B. The selected Bidder will be expected to support individuals served in service arrangements as required to successfully reach the individual's goals and objectives.
- C. The selected 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, www.Michigan.gov Behavioral Health Code Charts and Provider Qualifications).
- D. The selected Bidder(s) will be required to assume responsibility for all accepted 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.
- G. The selected Bidder will be expected to work with the MCCMH Managed Care Operations (MCO) division to support the system with level(s) of care determinations, authorization, and utilization management needs.
- H. The selected Bidder will be expected to implement flexible staffing patterns to best meet the needs of the individuals served.
- I. The selected Bidder will be expected to employ staff who are knowledgeable of behavioral plans and have the ability to handle behavior problems with a challenging population and complies with the Michigan Department of Health and Human Services (MDHHS) staffing requirements as outlined in the Medicaid Manual Section 18: Behavioral Health Treatment Services/ Applied Behavioral Analysis [MedicaidProviderManual.pdf \(state.mi.us\)](#), pages 489-497.
- J. MCCMH utilizes standard rates across our provider network. Please review applicable billable CPT codes, per the MDHHS CPT Code chart and the corresponding rate (See attached Fee schedule).
- K. The Bidder is expected to understand the complex nature of the cases of individuals being referred to for SRS services, have the capacity and willingness to accept these complex, acute cases, and the expertise and ability to provide medically necessary services.

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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's 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 Service Provider (CMHSP). The Bidder must provide evidence of contracts with other Medicaid payors.
- 4) Preference will be given to Bidders who can demonstrate good standing with a PIHP/CMHSP 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 payor that attests the contract is in good standing for the services being proposed (please reference where this is found in the Attachment section of your response).

D. Description of Scope of Work

The proposal should describe a work plan outlining how the Bidder will provide the services outlined in the RFP. The Bidder should describe the philosophy that will be utilized, along with the interest and capacity to meet the needs of our system of care. The Bidder should describe any qualifications and/or experience and/or demonstrated competency specifically related to the services outlined in this RFP.

- a. Bidders must provide evidence of having a specialized license, in good standing, with the State of Michigan through LARA.
- b. Bidders must indicate experience in owning and/or managing a home, including year(s) of experience and population served.
- c. Bidders must provide a detailed accounting of admission criteria including, but not limited to, considerations that are made when considering a placement, timelines in which a decision must be made and communicated to the primary case holder, and any limitations the Bidder has in admission criteria.
- d. Bidders must provide evidence of their familiarity with Individual Plans of Service (IPOS) and how IPOS' are utilized within their current operations. Bidders should speak directly to how the IPOS is used in the daily treatment of the individuals they serve including but not limited to being trained on and subsequently training Direct Care Workers (DCW) in the home on the plan.
- e. Bidders must provide specific evidence of their competence with behavioral plans requiring enhanced staffing and/or restrictions, including detailed examples, as well as their ability to accommodate any enhanced staffing and/or restrictions.
- f. For each respective home being bid on, Bidders must provide the following:
 - i. How many beds are in the home and what is the typical staffing pattern in your

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- agency for a home of this size?
- ii. As specifically as possible, what is your agency's current capacity for the staffing pattern at your home(s) to vary as dictated by the needs of the individuals residing at the home?
 - iii. Does your agency currently implement one-to-one (1:1) staffing for any individuals in the home? Is there current staffing capacity to implement 1:1 staffing, depending on medical necessity, and how quickly can your agency accommodate related needs?
 - iv. What is your agency's capacity to accommodate higher needs individuals, including behavioral and medically complex individuals on an ongoing basis?
- g. Bidders must provide evidence/examples of how each of the following goal-oriented services are and/or will be available and delivered to individuals living in their home(s):
- i. Residential Accommodations
 - ii. Personal Care
 - iii. Community Living Services (CLS)
 - iv. Twenty-Four (24) Hour Supervision
 - v. In-Home Skill Building Assistance/Activities
 - vi. Leisure Time/Recreational Activities
 - vii. Community Outings
 - viii. Vocational Training
 - ix. Educational/Work Activity Programs
 - x. Budgeting Personal Finances
 - xi. Shopping for Groceries
 - xii. Cooking
 - xiii. Paying Bills
 - xiv. Washing Clothes
 - xv. Any Other IPOS Specific Supportive Services
- h. Bidders must include evidence/examples of staffing notes required to be utilized by DCW's in the home(s), requirements related to ensuring compliance with staffing notes, and an explanation of how these are captured daily as well as an assurance that this is and will be a requirement of all staff working with MCCMH individuals.
- i. Bidders must provide evidence of their knowledge of the Home and Community Based Services (HCBS) rules and regulations.
- i. If currently contracted with another Medicaid payor, Bidders must submit a minimum of one (1) Provisional Approval completed by another PIHP/CMH (please redact any PHI). If not currently contracted with another Medicaid payor, Bidders must submit a narrative that demonstrates a comprehensive understanding of the requirements surrounding an HCBS Provisional Approval.
 - ii. Bidders must submit policies and procedures specific to the HCBS Final Rule Requirements Regarding use of Restrictions and Modification of Rights issued by MDHHS ([HCBS Final Rule Requirements](#)).
 - iii. Bidders must submit internal and external photographs of the residence(s) they wish to contract with MCCMH. Photographs are to include any fencing surrounding the property, locks on bedroom and bathroom doors, dining areas, laundry areas, medication room and medication room door, bathrooms,

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and any remaining areas of the home that would need to comply with accommodations relative to the Americans with Disabilities Act of 1990.

- j. The Bidder must answer the following questions to demonstrate competency and knowledge of the Center of Medicare and Medicaid Services (CMS), Michigan Mental Health Code, and Medicaid Provider Manual (MPM) guidance on HCBS. Please answer the following questions. *Please include answers incorporated in your bid submission. Please do not include this document with handwritten responses to the following questions.*
- i. How does your organization facilitate and ensure autonomy and independence for the individuals served in your home(s)?
 - ii. What does a compliant person-centered plan include pertaining to the HCBS Final Rule?
 - iii. Are cameras, locked gates, delayed egress, alarms, and other locking mechanisms acceptable measures to implement in a home and within HCBS standards? Are there ever instances in which these measures would be acceptable and within HCBS standards and, if so, what defines those instances? Please provide a narrative explanation for your response within your proposal.

E. Person Centered Planning

Bidders must evidence their understanding of the Person-Centered Planning process (also referred to as the IPOS). Please provide a detailed description of what this is as well as how your agency utilizes the IPOS to ensure you are serving those in your care in a person-centered manner, focusing on their individual goals.

F. Organization's Qualifications and Experience

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.

G. Program Implementation

The Bidder must indicate:

- 1) The Bidder's ability to begin services and a timeline for a plan for full implementation.
- 2) The anticipated number of MCCMH individuals able to begin services with the Bidder in the first three (3) months from being issued a contract.

H. 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.

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I. 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.

J. Additional Information

The Bidder shall indicate any additional information the agency would want to be considered that demonstrates the Bidder's qualifications to provide the proposed services.

K. Organizational Information

The Bidder must provide an organizational chart, resumes, and current criminal background checks for the organization's principal staff.

L. Medicaid Verification Audit

Preference will be given to Bidders who can provide a Medicaid claims verification audit report from a payor other than MCCMH (please ensure all PHI is redacted).

Bidders who are not currently contracted with another Medicaid payor must demonstrate knowledge of Medicaid rules, regulations, and covered services as they relate to service provision, coding, and billing for the services outlined in this RFP.

M. 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.

N. Debarment and Suspension

The 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.

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V. PROPOSAL EVALUATION

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

- A. The Bidders experience and performance in the provision of related services including personnel.
- B. The Bidder's history of compliance with rules and regulations including the Office of Recipient Rights.
- C. Quality/thoroughness of Proposal (see instruction sheet for all required documents).

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.