Request for Proposal

Outpatient Mental Health Services

Issued Date: June 16, 2025

Response Due Date: July 14, 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

Outpatient Services

	a	bl	e	0	[C	01	n	te	n	ts	
_							_	_	_			

V.		PROPOSAL EVALUATION.	.8
	Q.	Organizational Information.	7
		Debarment and Suspension.	
	O.	Disclosure	.7
		Additional Information	
		Identification of Anticipated Problems	
	L.	Costing of Services.	
	J. K.	Medicaid Experience	.7
		Evidence of Funding	
		Accreditation	
		Location/Hours of Service	
	F.	Qualified Staff	
	E.	Timely Access to Care	
		Description of Scope Work.	
		Description of Bidder's Experience.	
	A. B.	Title Page	
IV.	٨	CONTENT OF PROPOSAL	5 5
III.		BIDDER REQUIREMENTS/EXPECTATIONS	.4
	F.	Peer Support Services	
		Nursing Services.	
	C.		
		Case Management Services.	
II.	А	SCOPE OF SERVICES. Psychiatric Services.	
**	1.		
	п.	Oral Presentation.	
		Contract Negotiations.	
		Contract Award Date.	
	F.	Right to Re-Bid.	
	E.	Acceptance of Proposal Content	
	D.	Disclosure of Pre-Proposal Contents Freedom of Information Act	3
	C.	Incurring Costs	3
	B.	Rejection of Proposals.	• • • •
	A.	Deadline	
I.		OVERVIEW	3

Outpatient Services

I. OVERVIEW

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for Outpatient Mental Health Services to adults and children from qualified Bidders to serve persons in Macomb County. Services expected to be outlined and provided in this bid include but are not limited to case management, psychiatric care, nursing services, therapy, peer supports services, etc.

A. Deadline

The deadline for submission of this proposal is **12:00PM on July 7, 2025.** Proposals received after this date and time will not be considered. Bids are to be submitted electronically to MCCMH by emailing networkoperations@mccmh.net or by delivery of a flash drive to MCCMH Administration located at 19800 Hall Road Clinton Twp, MI 48038.

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 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

Outpatient Services

The bidder(s) selected through this process will be awarded a contract through September 30, 2027, 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 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 Outpatient Mental Health Services to adults and children in Macomb County with all qualifying mental health diagnoses. Preference will be given to Bidders who demonstrate ability and interest in serving individuals who have a diagnosis of severe mental illness and serious emotional disturbance. It is expected that the selected bidder will provide the following services to persons in Macomb County in a community-based setting (i.e. persons home, choice of location, Macomb County based office). For those providers that do not currently offer all the services below, a workplan with a detailed timeline for scaling to offer the full array of outpatient services will be required. Preference will be given to Bidders with operational Case Management Services with immediate caseload availability.

- A. Psychiatric Services
- B. Case Management Services
- C. Therapy Services
- D. Nursing Services
- E. Intake Appointments
- F. Peer Support Services

Timely access to care is a high priority for MCCMH. Intakes are to be completed within 14 days of request for care and ongoing services must continue within 14 days of intake. Bidder must be able to demonstrate the ability to provide timely access to psychiatric care for those needing this service.

III. BIDDER REQUIREMENTS/EXPECTATIONS

A. The Bidder is expected to utilize the MCCMH electronic medical record known as FOCUS for claims submission and all clinical documentation including but not limited to, assessments, Person Centered Plans, Progress Notes, Coordination of Care, etc.

Outpatient Services

- 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 work with the MCCMH Managed Care division to support the system with level of care determination, authorization, and utilization management needs.
- D. 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) SFY 2024 Behavioral Health Code Charts and Provider Qualifications).
- E. The Bidder shall be able to demonstrate competency and knowledge of the Michigan mental health system. Macomb County specific knowledge is preferred.
- F. The selected Bidder(s) will 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, national origin, or handicap.
- G. The selected Bidder 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.
- H. The selected Bidder 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.

IV. CONTENT OF PROPOSAL

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 services outlined in this RFP. Please follow the format below to address each item.

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/organization experience including:

1) history of experience and ability to provide the proposed services

Outpatient Services

- 2) targeted populations currently served, including experience treating individuals with serve mental illness and serious emotional disturbance
- 3) experience contracting with a Prepaid Inpatient Health Plan (PIHP) and/or Community Mental Health system

Include a copy of the most recent Contract Compliance Audit report from all PIHPs as applicable with your proposal. Bidder must provide at least one (1) letter of reference from a Medicaid payer, demonstrating contracting is in good standing.

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 description should also include the specific types and modalities of services to be provided, such as:

- psychiatric services evaluations, medication reviews, etc.
- nursing services injections, etc.
- therapy services group, individual, family, etc.
- case management
- all other services

E. 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 offer an Intake Assessment from time of first request, number of days to the next/ongoing services, and number of days to psychiatric evaluation.

F. Qualified Staff

The Bidder should indicate the type and number of staff to provide clinical services for individuals served. The Bidder should also describe the roles for leadership, supervision, billing and clerical that will support services provided.

G. Location/Hours of Service

The Bidder must indicate the location(s) of service, days and hours of operation.

H. Accreditation

The Bidder shall provide any accreditation they hold specific to behavioral health services for adults and children or, plans to become accredited. List the accreditation body, services accredited and provide a copy of the most current accreditation report.

I. Evidence of Funding

The Bidder must evidence their experience in contracting with a variety of funding streams including commercial insurance, Medicare, fee-for-service Medicaid and PIHP/CMHSP.

J. Program Implementation

Outpatient Services

The Bidder must indicate the agency's ability to begin services and a timeline for a plan for full implementation. The Bidder must indicate the anticipated number of MCCMH individuals to be served each month.

K. 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.

L. Costing of Services

MCCMH utilizes standard rates across our provider network. Please review applicable billable CPT codes, per the MDHHS CPT Code chart and the corresponding rate. Bidders are welcome to include other services which would support the program such as but not limited to Evidence Based services. The Bidder 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. (Please see the MCCMH reimbursement schedule attached to this bid).

M. 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.

N. Additional Information

The Bidder must indicate any additional information you to be considered that demonstrates the Bidder's qualifications to provide the proposed services

O. 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.

P. 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

Outpatient Services

enumerated above, and: 4. Have not had one or more public transactions (federal, state or local) terminated for cause or default.

Q. Organizational Information

Include the following information in the bid submission:

- Annual audit financial statement for the past two (2) years.
- Current criminal background check for the organization's principal staff.
- Reference of any litigation involving the organization during the past five (5) years.
- Identify to any substantiated recipient rights violations by the organization's principal staff over the past five (5) years.
- Articles of Incorporation for the organization submitting to the RFP.

VIII. PROPOSAL EVALUATION

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

- A. The Vendor's experience, expertise and staffing in the provision of related services.
- B. The Vendor's history of compliance with rules and regulations including the Office of Recipient Rights.
- C. General Requirements.

Outpatient Services

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.

