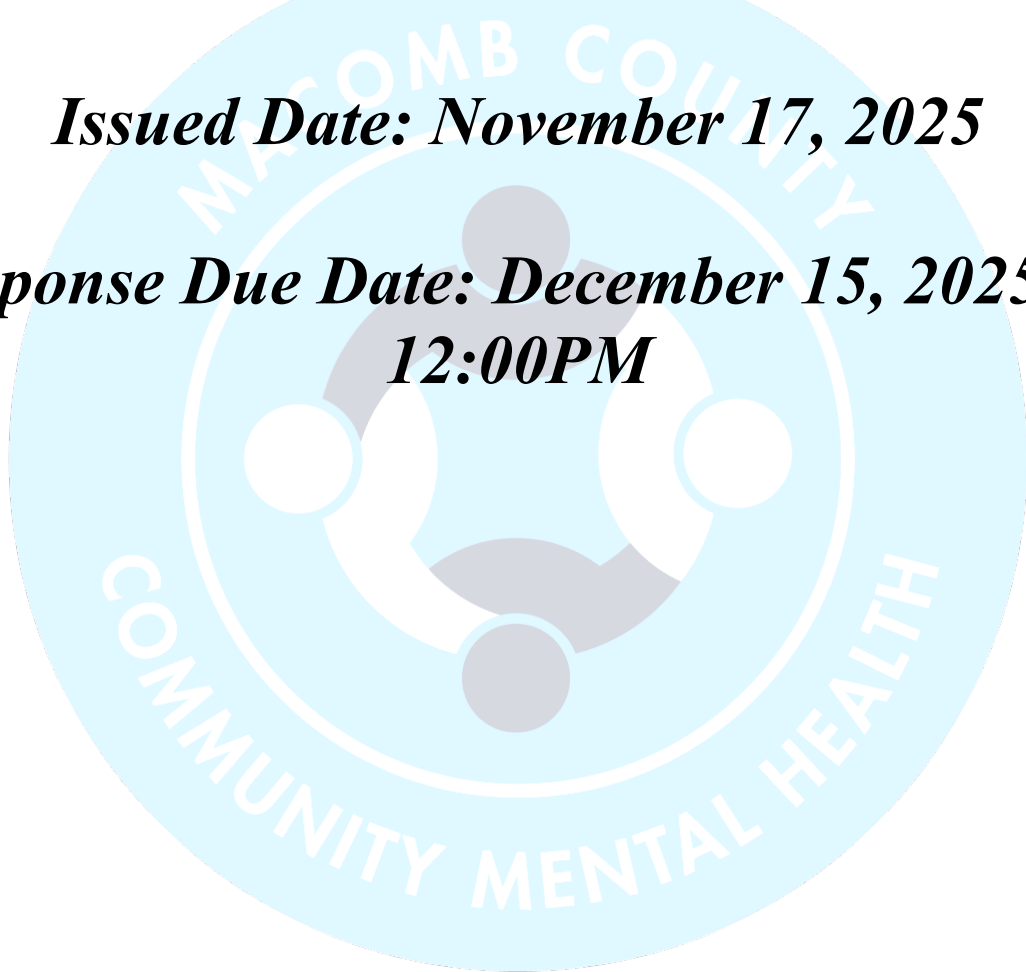


Request for Proposal

Equine Therapy

Issued Date: November 17, 2025

***Response Due Date: December 15, 2025, by
12:00PM***



REQUEST FOR PROPOSALS

Equine Therapy

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 Equine Therapy services to serve youth in Macomb County. This service is specific to youth on the Children's Waiver (CW) and the Serious Emotional Disturbance (SED) Waiver.

A. Deadline

The deadline for submission of this proposal is **12:00PM on December 15, 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.

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 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

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.

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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 Bidders who can provide Equine Therapy Services to youth in Macomb County. Bidders must be able to deliver services based on the requirements in the Michigan Department of Health and Human Services (MDHHS) Medicaid Provider Manual, maintain appropriate licensing and obtain appropriate State of Michigan Certification and Licensing.

Appropriate licensing for the staff includes holding a current license in the State of Michigan as an occupational therapist, physical therapist, speech pathologist, clinical social worker, psychologist or a professional counselor.

Equine therapists must have appropriate specialized training and experience and must provide the therapy within their scope of practice. Specialized training includes, but is not limited to, certification by the American Hippotherapy Certification Board, certification by other MDHHS approved certification boards and completion of documented coursework in an applicable training program that is administered by an accredited university and approved by MDHHS.

Equine Therapy is available to individuals on the CW or SEDW only. Equine Therapy is an array of services that features the incorporation of structured activities with horses into therapeutic interventions for youth with intensive behavioral health needs and/or intellectual developmental disabilities. This array includes equine psychotherapy, hippotherapy, and other treatment modalities that are delivered by appropriately licensed and trained clinicians.

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, evaluations, re-evaluations, progress reports and/or notes.
- B.** The Bidder will be expected to support individuals served in service arrangements as required to successfully reach the individuals goals and objectives.

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- C. The Bidder will be expected to work with the MCCMH Managed Care Division (MCO) 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 \(michigan.gov\)](https://www.michigan.gov/reports/behavioral-health) SFY 2025 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 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 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 experience including:
 - 1. History of experience and ability to provide the proposed services.
 - 2. Targeted populations served, including experience treating individuals with serve mental illness and serious emotional disturbance.

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3. Experience contracting with a Prepaid Inpatient Health Plan (PIHP) and/or Community Mental Health system.
4. Provide a copy of the most recent Contract Compliance Audit report from a PIHP or CMH.
5. Provide at least one (1) letter of reference from a Medicaid payer demonstrating that the agency is in good standing with their contract.

D. Description of Scope of Work

Please follow the format below to address each item as it pertains to the Scope of Work, speaking to how your organization will complete each of these requirements. Please add any additional details after the outlined section below.

1. The Bidder must outline how they comply with the MDHHS **license** requirement of the therapist including providing internal policies and/or procedures that align with the Bidder's delivery of Equine Therapy services.
2. The Bidder must outline how they will comply with MDHHS **training** requirements including providing internal policies and/or procedures that align with the Bidder's delivery of Equine Therapy services.
3. The Bidder must outline how they will comply with MDHHS **certification** requirements including providing internal policies and/or procedures that align with the Bidder's delivery of Equine Therapy services.
4. The Bidder must outline how the Individual Plan of Service (IPOS) drives the therapeutic activities in their agency including, but not limited to Equine Therapy, Coaching and Supervision, Monitoring Progress Related to Goals and Objectives, and Recommending changes to the IPOS.

E. Timely Access to Care

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

F. Qualified Staff

1. The Bidder should indicate the type and number of staff to provide equine therapy services for individuals served.
2. The Bidder should describe the roles for leadership, supervision, billing and clerical that will support services provided.
3. The Bidder should provide detail on the staff's licensure along with certifications and trainings that qualify them to provide Equine Therapy.

G. Location/Hours of Service

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

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H. 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, a Pre-Paid Inpatient Health Plan (PIHP) or a Community Mental Health Service Provider (CMHSP).

I. Program Implementation

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.

J. Medicaid Experience

The Bidder must demonstrate their knowledge of and experience with Medicaid rules and regulations of covered services.

K. Costing of Services

The Bidder may propose rates for covered services under the MDHHS required CPT code, G0176, as outlined in the Behavioral Health Code Chart. (See [Reporting Requirements SFY 2026 Behavioral Health Code Chart](#)) The selected Bidder/s will engage in rate negotiations with MCCMH to establish standardized rates for Equine Therapy services upon award of a contract.

L. 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.

M. Additional Information

The Bidder must indicate any additional information you to be considered that demonstrates 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,

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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.

P. Organizational Information

Include the following information in the bid submission:

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