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COMMUNITY MENTAL HEALTH

December 4, 2020

Dear Prospective Bidder:

Macomb County Community Mental Health Services (MCCMHS) is inviting responses to a Request for Proposal (RFP) for Assertive Community Treatment Services. The successful bidder(s) must be ready to contract with MCCMHS for Assertive Community Treatment Services during Fiscal Year 2021. This RFP is an initial release and no prior RFPs for these services have been issued.

MCCMHS is seeking to add to its panel of Assertive Community Treatment service providers. Therefore, new providers (or current providers) may submit bid proposals in response to this RFP.

Please be as concise and succinct as possible with your bid documents. Your submission should provide enough information to fully describe your agency and its operations. If possible, please limit your submission to no more than fifty (50) pages (exclusive of dividers).

All proposals will be evaluated with reference to the following criteria:

- The bidder's specialized knowledge and expertise to provide the services outlined in the RFP.
- The history and/or experience of the bidder in providing these services will be heavily considered.
- The ability, capacity, and skill of the bidder to perform the contract and to provide the services required.
- The cost of requested service.
- Organization and completeness of the proposal.
- The bidder's history of favorable results from PIHP and accreditation audits, consumer satisfaction, and quality assurance activities and outcomes.
- The number and scope of conditions, if any, attached to the bid.
- Whether the bidder is presently in default to the MCCMHS' Board for any reason.
- The number and scope of recipient rights complaints and/or compliance issues associated with the bidder and/or the bidder's parent organization.

ADMINISTRATION

22550 Hall Road • Clinton Township, Michigan 48036
Phone: (586) 469-5275 Fax: (586) 469-7674
www.mccmh.net

Enclosed are:

1. Service Description and RFP Instructions
2. Proposal Cover Sheet
3. Current MCCMHS Provider Profile Application
4. MCCMHS Policy on Person Centered Planning Guidelines
5. MCCMHS Policy on Procurement of Services
6. "SAMPLE" MCCMHS contract Boilerplate language
7. "Keys to Developing a Compliance Program" language from Open Minds
8. "Provider Information Disclosure Request" form (informational only)

The Macomb County Community Mental Health Services Board reserves the right to reject all bids, to waive or not to waive defects, informalities, or irregularities in bids or bidding procedures, and to accept any bid even though not the lowest in price or highest in scoring.

The input and preferences of persons to be served by this RFP will be a significant factor in consideration and scoring of proposals received.

Bidders must provide acknowledgment or disclaimer of any relationship between the bidder's principal officers and board members and any member of MCCMHS (to include staff 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.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.

An original (unbound) copy and five bound copies along with one electronic copy submission of each proposal must both be submitted by **noon, January 8, 2020 to:**

Macomb County CMH/Business Management/ Provider Network
22550 Hall Road
Clinton Twp., MI 48036

Proposals received after the deadline (**12:00pm [noon], January 8, 2020**) will be rejected without consideration (no exceptions). Please note, time for delivery if using standard mail should be considered.

A *voluntary* informational bidder's meeting will be held on Thursday, December 17, 2020 **at 1:00pm**. Due to Covid-19 restrictions, this meeting will be held virtually on Zoom, please use the following link:

<https://mccmh-net.zoom.us/j/91847433916?pwd=UE1jQ3dXUVdHaGNrUC9rcGpwM1FZUT09>

Meeting ID: 918 4743 3916
Passcode: 427958

Prior registration for the **voluntary** bidder's meeting is not required.

For further information, or if you require special accommodation (in accordance with the provisions of the Americans with Disabilities Act) for accessibility or interpreter services please call (586) 469-6472 at least three business days prior to the meeting.

If you have any questions or wish to obtain a proposal packet, please visit us on the web at www.mccmh.net then select "Provider Links" then "New/Pending RFPs" or contact the MCCMHS' Provider Network Management team via email at networkoperations@mccmh.net. We can also send a PDF version to your email address upon request.

Sincerely,

A handwritten signature in black ink that reads "C Mosella". The signature is written in a cursive, flowing style.

Cristina Mosella, BSW, MSA
Chief Network Officer

Cc: Enclosures