

REVISED 6-13-22
REQUEST FOR PROPOSALS TO PROVIDE
SPECIALIZED RESIDENTIAL SERVICES
TO BENEFIT ADULTS WITH DEVELOPMENTAL DISABILITIES
& ADULTS WITH MENTAL ILLNESS

Revised: June 13, 2022

Section I

GENERAL INFORMATION

A. General Information

Lapeer County Community Mental Health (herein known as the Board) is a public agency under contract with the Michigan Department of Community Health (MDHHS) to manage and provide publicly funded mental health services to persons identified in the Michigan Mental Health Code. The Board is obligated to comply with all of the provisions of its contract with MDHHS, all rules and sections of Public Act 258 of the Public Acts of 1974, as amended, and applicable state and federal laws governing the expenditure of funds and the provision of services.

The Board manages and provides, both directly and through existing contracts, a continuum of services to persons with mental health disabilities who are located within the County of Lapeer. Services are directed to persons who meet the criteria found in the most recent Diagnostic and Statistical Manual of Mental Health Disorders published by the American Psychiatric Association. Priority is given to the provision of services to individuals and families with severe and persistent mental illness, children with serious emotional disturbance, and persons with developmental disabilities.

Lapeer County Community Mental Health is part of Region 10, Prepaid Inpatient Health Plan (PIHP) provider network. Region 10, PIHP is the state's designated entity to manage and coordinate the Medicaid specialty benefits programs, services and supports for persons with severe mental illness, severe emotional disturbance, developmental disabilities, and substance abuse and other addictive disorders. The Region 10 PIHP provider network is comprised of the CMH's and the substance abuse Coordinating Agency (CA) in the counties of Genesee, Lapeer, Sanilac, and St. Clair. The PIHP is responsible for funding and managing the Medicaid specialty benefits plans, including all state plan and Medicaid waiver services." Locally, Lapeer County Community Mental Health operates as the PIHP's delegated fiduciary for the specialty benefits program. As such, the PHIP has a third-party relationship in this agreement.

B. Program Summary

The Board will contract for the provision of **One (1)** six bed group residential setting to benefit the needs of adults with mental illness and / or **One (1)** six bed group residential setting to benefit the needs of adults with developmental disabilities. Each residents in these homes have a mental health disability and require support, training and guidance in meeting the demands of daily living. The primary goals of the residential setting will be:

- To assist individuals to enjoy an adult life experience that is rewarding, well-balanced, personally enriching, growth-promoting and dignifying.
- To help individuals to develop functional skills related to social relationships, community participation and membership, self-expression and the responsibilities associated with adult living.

- To support individuals in developing work and leisure activities based on personal preference.
- To aid individuals in developing a network of valued and supportive personal relationships.

The CMH approved setting selected by the Provider, will require licensure by the State of Michigan's Department of Health & Human services. The Board will lease the home to be used as the residence. The bidder will provide qualified staffing and administrative services and will conduct an appropriate schedule of activities to benefit the residents of the home. Clinical support services will be provided by the responsible CMH Board.

Section II

INFORMATION TO BIDDERS

A. General Comments

The bidder is solely responsible for delivery of its proposal to Lapeer County Community Mental Health, 1570 Suncrest Drive, Lapeer, Michigan 48446 **by 5:00 p.m. on Friday, July 15, 2022. Once a Provider has been selected, the search for a home(s) to accommodate the residents should begin.**

Five (5) copies of the proposal should be submitted. Proposals should be prepared simply and economically, providing a straightforward, concise description of the bidder's ability to meet the requirements of the RFP. The contents of the proposal of the successful bidder may become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award.

Potential contractors who submit a proposal may be required to make an oral presentation of their proposal to CMH. The presentation provides an opportunity for the potential contractor to clarify his proposal to ensure thorough mutual understanding.

Questions should be directed to;

Larry Smith, CFO at lsmith@lapeercmh.org - (810) 245-8270

Or

Regina MacDonald, Contract Manager at rmacdonald@lapeercmh.org - (810) 245-6863

A bidders' conference will be held at Lapeer County Community Mental Health, 1570 Suncrest Drive, Lapeer, Michigan, **at 10:00 am on Monday, June 13, 2022.** Additional questions related to services requested and proposal requirements will be addressed at that time.

RFPs submitted after the deadline will not be considered and will be discarded.

All RFPs submitted by the deadline will become the property of Lapeer County Community Mental Health.

B. Selection Process and Timeframe

To be considered, bidders must submit a fully completed response to this RFP using the format provided in Section III, "Proposal Requirements". Responses should be provided to each section of the proposal outline. Failure to respond to each section may disqualify a bid or, at minimum,

lead to a bidder receiving a reduced score in the RFP evaluation process, effectively removing the bid from further consideration.

A committee made up of 3 to 5 persons who will evaluate each proposal through the use of an evaluation rating criteria tool will make provider selection. Each member of the selection committee will first review the technical requirements by each of the criteria described. The full committee will then convene to review and discuss their evaluations and arrive at a composite technical score for each bidder.

Providers will be selected through a process that will consider both clinical and financial factors. The initial proposal packets submitted in response to this RFP will be used to narrow the provider applicant field. Each provider successfully completing the initial phase will next participate in interviews with Board management staff to include review and negotiation of proposed budgets. The Board will attempt to have the final selection completed by October 28, 2022, although unforeseen factors may delay selection beyond this date.

C. Assignment/Delegation

Bidders who are awarded contracts shall not have the right to assign or delegate any of their duties or obligations under the contract to any other party without written permission of the Board.

D. Cost Liability

Any and all expenses incurred with regard to the submission of a proposal shall not be reimbursed by Lapeer County Community Mental Health. The Board is not responsible for payment of services provided prior to the awarding and signing of a contract.

E. Liability Insurance

Throughout the contract period, the successful bidder must provide the following insurance coverages:

- Commercial general liability with limits of at least \$1,000,000.
- Statutory workers' compensation insurance for employees.
- Business auto liability insurance with a minimum coverage of \$1,000,000 for bodily injury and property damage (where applicable).

F. Disclosure

All information in a bidder's proposal is subject under the provisions of Public Act No. 442 of 1976 known as the Freedom of Information Act. Bidders who claim a statutory exception to the Freedom of Information Act must place all confidential documents in a sealed envelope clearly marked "CONFIDENTIAL", and must indicate that confidential materials are included and which statutory provision of confidentiality applies. The Board reserves the right to make final determinations regarding confidentiality.

G. Conflict of Interest

Bidders awarded a contract will affirm that no principal, representative, agent, or other acting on behalf of or legally capable of acting on the behalf of the bidder, is currently an employee of the Board; nor will any such person connected to the bidder currently be using or privy to any information regarding the Board which may constitute a conflict of interest.

H. Relationship of the Parties (Independent Contractor)

The relationship between the Board and any bidders successful in obtaining a contract is that of client and independent contractor. No agent, employee, or servant of the contractor shall be deemed to be an employee, agent, or servant of the Board for any reason. The contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, and servants during the performance of a contract resulting from the RFP.

I. No Waiver of Default

The failure of the Board to insist upon strict adherence to any term of a contract resulting from this RFP shall not be considered a waiver or deprive the Board of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract.

J. Disclaimer

All the information contained within this RFP and its attachments reflect the best and most accurate information available to the Board at the time of the RFP preparation. No inaccuracies in such information shall constitute a basis for legal recovery of damages, either real or punitive. If it becomes necessary to revise any part of this RFP, a supplement will be issued to all bidders who obtained the original RFP.

K. Proposal Requirements

In the following section describing "proposal requirements" items requiring bidder response are highlighted with **bold text**.

Bidder responses should be concise. Bid responses should contain a cover page (attachment A) and should utilize the subheadings in Section IV.

Section III

PROPOSAL REQUIREMENTS

A. Agency Description

Provide a description of your current agency. This description should include the following:

- **Brief history of the agency**
- **Brief explanation of the purpose or mission of the agency and how the proposed program/services relates to that purpose or mission.**
- **Business Status, i.e. Inc., Partnership, etc.**
- **Describe the rationale for the agency pursuing this opportunity.**
- **Describe future plans/issues facing the agency.**
- **Disclose any potential conflict of interest.**
- **Describe who is on your Board of Directors. Indicate the number of consumer/guardian representation.**
- **Provide a current organizational chart including administrative structure.**
- **List the key administrative staff who would be involved in proposed program/services.**
- **Describe, in the event a service contract is awarded to your agency, the transitional plan that you will put in place that would account for the following factors:**
 - Time frame in which the new service provider could assume contractual obligations**

-Procurement of required license and certification

B. Relevant Experience

The Bidders' experience in providing residential services to benefit adults with developmental disabilities will be a key factor in the Boards' selection of service providers. **The Bidder should provide a resume of relevant experience which clearly illustrates the Bidders' expertise in providing the services sought by the Board. The resume should provide references.**

C. Primary Goals

- To assist individuals to enjoy an adult life experience that is rewarding, well-balanced, personally enriching, growth-promoting and dignifying.
- To help individuals to develop functional skills related to social relationships, community participation and membership, self-expression and the responsibilities associated with adult living.
- To support individuals in developing work and leisure activities based on personal preference.
- To aid individuals in developing a network of valued and supportive personal relationships.

. The bidder should briefly describe how these goals will be accomplished.

D. Community Participation and Membership

Becoming valued members of the community can be difficult for persons with developmental disabilities. **The bidder should describe how the residence can assist individuals to establish meaningful connections with their community.**

E. Valued Personal Relationships

One's enjoyment of life is strongly related to the quality of ones' personal relationships. **The bidder should discuss how the residence may support individuals in developing a network of valued and supportive personal relationships.**

F. Alternatives to Traditional Daytime Services

Members of the Region 10 Alliance operate or contract for adult partial day, clubhouse, and supported employment programs to support individuals in participating in their communities, enjoying a variety of interpersonal relationships and in developing vocational connections and leisure interests. Lapeer County CMH also collaborates closely with the Lapeer County Intermediate School District and various school districts within Lapeer County for those individuals eligible for services through the schools. **The Bidder should discuss how resources associated with the residence might help meet the same objectives if these daytime programs were to become unavailable.**

G. The Role of the Consumer

The bidder should discuss the appropriate role of consumers in planning and evaluating the services and activities offered through the residence.

H. Assuring Quality

The bidder should briefly describe what systematic approaches to quality assurance are most appropriate to the residential setting and why and how these operate to assure maintenance of quality services and activities.

I. Transportation

The bidder should describe what transportation arrangements are available to serve the target population.

J. Home Budget

The bidder should complete Attachment "B" (Contract Proposal). This should include anticipated salary and fringe benefit costs associated with the NUMBER OF FULL-TIME EQUIVALENT staff indicated. The bidder should also include proposed administration costs associated with the operation of the home (Line D).

Operating costs indicated in Attachment "B" should be based on the projected annual costs of operations and should be included in calculating the total proposed home contract (Line E).

ATTACHMENT A

PROPOSAL COVER PAGE

LAPEER COUNTY COMMUNITY MENTAL HEALTH

PROPOSAL TO PROVIDE SPECIALIZED RESIDENTIAL SERVICES

TO BENEFIT ADULTS WITH DEVELOPMENTAL DISABILITIES

AND MENTAL ILLNESS

Bidder Name and Address:

Name, Phone and Fax Number of Bidder's Contact Person:
