

Request for Proposal
Supported Independent Living

Issued by:
The Carbon-Monroe-Pike Mental Health and Developmental
Services

Project Lead

Jennifer Williams
Deputy MH Administrator
570-420-1900 ext. 3438

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Introduction

Lack of safe and affordable housing has long been a need expressed by our residents of our three counties. Individuals with behavioral health issues often have an even more difficult time securing housing. This is especially true when they have experienced a stay at a state hospital, have been living in a residential program or rehab program, have “aged out” of the child welfare system, or have been released from a correctional facility.

Individuals with a mental illness who are also involved with the forensic system are often institutionalized more often and for longer periods of time due to lack of availability of appropriate home plans. In addition, when they are incarcerated, they may be sent to a forensic hospital to determine competency. We believe it is possible to avoid unnecessary institutionalization and to reduce the length of stay by having a healthy continuum of residential services available in the community.

Carbon-Monroe-Pike Mental Health and Developmental Services (CMP) received funding through a Forensic Proposal with The Office of Mental Health and Substance Abuse Services related to the shortage of Forensic Beds at Norristown State Hospital. Programs related to this funding must demonstrate a reduction of referrals to forensic facilities, correctional facilities, and state hospitals.

Objective

The Carbon-Monroe-Pike Mental Health and Developmental Services Program is releasing a Request for Proposals for Supported Independent Living for 6 individuals to expand the continuum of residential services in order to allow for movement from incarceration and hospitalization, and to provide diversionary options.

Proposal Time Frame

<i>ACTION</i>	<i>DATE</i>
Requests for Proposal Released (email/internet)	June 11, 2018
Notice of Intent to Apply (email)	June 18, 2018
Applicant Questions Due to CMP (email)	June 25, 2018
Responses to Questions Posted (internet)	June 29, 2018
Proposal Due (email)	July 16, 2018
Proposal Review Date	July 24, 2018
Applicant Selection and Notification Date	July 26, 2018
Joinder Board Review	August 27, 2018

All required documentation may be submitted by e-mail to jwilliams@cmpmhds.org

Responses to questions will be posted on the CMP MH/DS PROGRAM Website. www.cmpmhds.org under the “RFP” Heading.

All notifications will be tentative pending Joinder Board review and approval.

Instructions

1. Applicants must respond to all components of this RFP. Failure to comply may result in disqualification.
2. All responses to the RFP are due on July 16, 2018 on or before 5 PM Eastern Time. The County has the right to disqualify any and all proposals received after this date and time.
3. All responses will be sent electronically to Jen Williams, Deputy Administrator for Mental Health at jwilliams@cmpmhds.org . Please use the subject heading “Supported Independent Living Program RFP”.
4. The submission process:

❖ Technical Proposal

For each question below, respond by restating the question and providing a description. Each question and its description should be on a separate page. All appendices must be referenced in the body of the description.

- In one (1) page or less provide a brief overview of your organization, including ownership, current officers, organizational chart, the number of years you have been providing services related to your proposal, and your experience with managed behavioral health care.
- In one (1) page or less, describe why your organization decided to submit this proposal and how you see it complementing the continuum in Carbon, Monroe and Pike Counties.
- In no more than six (6) pages, provide a program and service description. Include how these services would complement and interact with current programs within the counties and how Peer Specialist Services will be implemented within the program. Also include a projected date of implementation, staffing outline and staff/consumer ratio.

- In no more than two (2) pages, describe the following:
 - Discuss diversity and cultural competency issues as they affect the program and this specific geographic area. Discuss means to identify special skills or abilities to serve priority populations, and related recruitment, training and retention strategies.
 - Discuss how Recovery Principles will be integrated into the program.
 - Discuss how linkages with physical health and behavioral health programs, employment programs, educational programs, and other training programs will be made.
 - Discuss your agency's experience working with the forensic population and related agencies and/or how you would propose creating these connections.

- In no more than two (2) pages, describe the standard parameters, monitoring systems, and objective measures for auditing quality of care. Describe methods for monitoring critical incidents and fraud or abuse. Describe the process for evaluating and targeting program deficiencies and implementing a corrective action plan.

❖ **Financial Proposal**

The financial proposal must describe the provider's financial capability and sustainability of providing the services described in the technical proposal. The responding provider is required to provide the following:

- Three year operating budget showing revenue, expenses and uses, and anticipated balances in a format similar to the sample. Please feel free to add more detail to the sample format:

	FY 18/19 (startup)	FY 19/20	FY 20/21
Revenues & Sources 1. Base MH 2. HealthChoices 3. MA FFS 4. Consumer Contribution 5. Others (List)			
Expenses & Uses 1. Capital 2. Personnel 3. Operating 4. Administrative 5. Other (List)			
Balance			

- Please provide supporting detail for each line item including itemized income, expenditures, and per diem rate calculations.
- The provider will furnish a statement which calculates the service(s) in terms of a per-diem, or other unit of service basis and the corresponding procedure codes and descriptions of services.
- Provide proof of general and professional liability insurance coverage for coverage of the unit(s) of \$1,000,000/\$3,000,000 to be in place upon award of contract. Insurance coverage must include CMP as additional insured.

❖ **Transmittal Letter**

This letter will be signed by an official who has the legal authority to bind the company to the terms of the proposal for the required 180 days.

Requirements

The selected applicant must:

1. Be enrolled in both PROMISe.
2. Be enrolled in OMHSAS CCRI for POMS Reporting.
3. Adhere to current CMP referral process for county-funded consumers.
4. Adhere to and implement all requirements and regulations specified by the Department of Human Services/Office of Mental Health and Substance Abuse Services (OMHSAS) and CMP.
5. All staff **must** have the following clearances: Pennsylvania Child Abuse History Clearance, PA State Police Criminal Background check, and the FBI Background Check.
6. Adhere to and implement all requirements of 4300 Fiscal Regulations and the audit requirements of CMP.
7. Adhere to and implement all requirements of the CMP contract and Consumer Support Program (CSP) principles.
8. Provide any required service and fiscal reports as specified by CMP in the format specified.
9. Participate in all quality assurance procedures and outcome analyses, meet performance standards, and participate in consumer satisfaction efforts.
10. Adhere to a Housing First Philosophy.

Reporting

1. Via the internet, submit monthly Service Rendered Encounters listing county-funded consumer services and citing all sources of anticipated revenues.
2. Submit **quarterly** income and expense statements reflecting detailed data.
3. Submit **quarterly** data consistent with the Performance Outcomes Measures Standards issued by OMHSAS.
4. Any other required reports requested.

County Responsibility

1. Will coordinate referrals of county-funded consumers.
2. Will provide case management for all consumers in the program.
3. Will provide oversight of provider and regular review of program and consumer status.

Additional Information for Applicants

- A. Successful bidders will be expected to enter into an agreement with CMP.
- B. CMP reserves the right to reject any or all bids, or parts thereof, to waive any or all technicalities, and award the bids in such a manner as may appear in the best interest of CMP and the individuals we serve.
- C. This request for proposal is not subject to the competitive bidding process, and any contract entered into as a result of any proposal will not be based on the concept of the “lowest responsible bidder.”

- D. All costs of developing proposals and any subsequent expenses related to contract negotiations are entirely the responsibility of the applicant.
- E. If it becomes necessary to revise any part of this RFP, the Counties will issue an amendment to all applicants who responded to the original RFP.
- F. All awards are subject to Joinder Board Approval.