



COMMUNITY MENTAL HEALTH ADMINISTRATION

22550 Hall Road ♦ Clinton Township, MI 48036
PHONE: 586-469-5275 FAX: 586-469-7674
www.mccmh.net

Mark A. Hackel
County Executive

John L. Kinch
Executive Director

August 15, 2017

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Dear Prospective Bidder:

Macomb County Community Mental Health Services (MCCMHS) is inviting responses to a Request for Proposal (RFP) for **Community Living Supports (CLS) and Respite Services (non-Children's Waiver; non-SED Waiver)**. The successful bidder(s) must be ready to contract with MCCMHS for CLS and Respite Services anytime on or after January 1, 2018. This RFP is a re-release of a previously issued and subsequently withdrawn RFP.

MCCMHS is seeking to **add to its panel** of CLS and Respite (non-Children's Waiver and non-SED Waiver) providers. Therefore, new providers (or current providers not currently contracted for non-Children's Waiver and non-SED Waiver CLS and Respite services) 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).

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.



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MEMBER



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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.

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

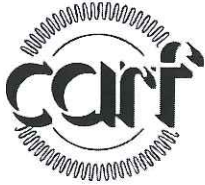
N.B. Please be advised that ALL information submitted in response to public Request for Proposals may be divulged under the provisions of the Freedom of Information Act (FOIA). Confidential or proprietary information cannot be shielded from disclosure under the FOIA requirements for a public bid process.

An original (**unbound**) and eight (8) copies of each proposal must be submitted by **noon, Friday, September 15, 2017 to:**

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

Proposals received after the deadline (**12:00 pm [noon], Friday, September 15, 2017**) will be rejected without consideration (no exceptions).

A **voluntary** informational bidder's meeting will be held on Tuesday, August 29, 2017 **at 9:00am** in the west conference room of the **Macomb County Community Mental Health Administration Building, 22550 Hall Road, Clinton Twp., MI 48036** (south of Hall Road [M-59] and west of Groesbeck Highway – corner of Macomb Industrial Drive and Hall Road [M-59] – enter the parking lot off of Macomb Industrial Drive).



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

Questions regarding the CLS and Respite Services RFP *process* can be directed to Karen Slattery, (586) 465-8327. Questions regarding the RFP *content* can be directed to me at (586) 469-7007.

Sincerely,

Cristina Ritz, BSW, MSA
Director of Business Management

enclosures



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