

## MCCMH RFP QUESTIONS AND ANSWERS

### BEHAVIORAL HEALTH TREATMENT / APPLIED BEHAVIOR ANALYSIS

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1. You have asked for a provider's credit history and report. What is acceptable?

*Your agency may submit a credit report pulled off-line (the report must be current and from a credible credit bureau), or may submit a financial audit completed by a CPA.*

2. You have asked for two reference letters if not currently under contract with MCCMHS. What specific information would you like in the letters (e.g., integrity of business/leadership/employees, financial information, etc.)? Are there specific types of entities or individuals you would prefer provide these letters of reference?

*Preferably, letters of reference should be received from other payers. However, any letter of reference is acceptable.*

3. Are you looking for training documents to be submitted in addition to the educational documentation (degree/certificates)?

*Specific training verification documentation for each individual staff is NOT being requested. However, information provided should summarize your agency's credentialing/re-credentialing processes, training methods and training tracking that assure staff remain current on training, that follow-up background checks are performed in a timely manner, and that licensures/certifications remain up to date. Should a contract be offered, the agency will be expected to provide additional information on staff training.*

4. Should we include a signed job description for each employee or just a copy of each job title description?

*General job title descriptions should be included for all levels of staff that will be providing services.*

5. Would you like resumes on each staff person or just the staff in supervisory and management positions?

*Please only include resumes for staff that will be acting as the BCBA, BCaBA, LP/LLP, and/or QBHP.*

6. Is it acceptable to submit an Excel Spreadsheet with the staff's credentials?

*Yes, it is acceptable to provide an excel spreadsheet with staffs' credentials. Should a contract be offered, the agency will be expected to provide further evidence that credentialing meets NCQA accreditation standards and MCCMH MCO Policy requirements (see 8-010, "Organization Credentialing.")*