***Request for Proposal***

***Behavioral Health Treatment / Applied Behavior Analysis***

***June 17, 2024***

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| **Macomb county community mental health**  ***Guided by the values, strengths, and informed choices of the people we serve, Macomb County Community Mental Health provides an array of quality services which promote community participation, self-sufficiency, and independence*** |

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1. **OVERVIEW**

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for Behavioral Health Treatment (BHT) / Applied Behavior Analysis (ABA) Services from qualified vendors to provide these services to individuals under 21 years of age with a diagnosis of Autism Spectrum Disorder (ASD) in Macomb County. Individuals served with BHT, including ABA services, must reside in a community setting, be Medicaid eligible, and currently be enrolled in a Medicaid benefit plan. For the purposes of this Request for Proposal, these services are to be provided either in the home or in a clinic-based setting.

1. Deadline

The deadline for submission of this proposal is **12:00PM on** **July 22, 2024.** Proposals received after this date and time will not be considered.

1. Rejection of Proposals

MCCMH reserves the right to reject any and all proposals received as a result of the RFP, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of MCCMH. This RFP is made for information and planning purposes only. MCCMH does not intend to award a contract solely on the basis of any response made to this request, or otherwise pay for the information solicited or obtained. MCCMH may request clarification from any applicant under active consideration and may give any applicant opportunity to correct defects in its proposal.

1. Incurring Costs

MCCMH is not liable for any cost incurred by contractors prior to issuance of a contract.

1. Disclosure of Pre-Proposal Contents Freedom of Information Act

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.

1. Acceptance of Proposal Content

The contents of the proposals of the successful bidder may become contractual obligations if a contract continues. Failure of the successful bidder to accept these obligations may result in cancellation of the contract.

1. Right to Re-Bid

MCCMH reserves the right to rebid all or some components of this Request for Proposal (RFP) in the event of significant changes to Medicaid Policy or other future federal, state, or locally applicable laws, regulations or policies.

1. Contract Award Date

The bidder(s) selected through this process will be awarded a contract through September 30, 2025, with an option for renewal at MCCMH’s discretion, dependent on performance, funding and system need.

1. **SCOPE OF SERVICES**

MCCMH is seeking partnership with a Vendor who can provide the following services to persons in Macomb County in a home or clinic-based setting.

ABA intervention for persons with a diagnosis of Autism is to be customized to each individual’s skills, needs, interests, preferences, and family situation. ABA services are to be provided to person’s diagnosed with Autism Spectrum Disorder (ASD) when medically necessary, in the least restrictive environment where the ultimate goal of treatment is to focus on improving core deficits in communication, social interaction, or restricted behaviors.

This service is for the direct benefit of the child and should provide a real time response to the intervention for the purpose of maximizing the benefit to the child. It also informs of any modifications needed to the methods to be implemented to support the accomplishment of outcomes in the behavioral plan of care.

1. **VENDOR REQUIREMENTS/EXPECTATIOINS**

1. The Bidder will be expected to utilize the MCCMH electronic medical record known as FOCUS for claims submission.
2. The Bidder will be expected to support individuals served in service arrangements as required to successfully reach the individuals goals and objectives.
3. The Bidder will be expected to work with the MCCMH Managed Care division to support the system with level of care determination, authorization, and utilization management needs.
4. The Bidder will be expected to implement flexible staffing patterns to best meet the needs of the individuals served.
5. The Bidder will be expected to employ staff who are knowledgeable of behavioral plans and have the ability to handle behavior problems with a challenging population and complies with the Michigan Department of Health and Human Services (MDHHS) staffing requirements as outlined in the Medicaid Manual Section 18: Behavioral Health Treatment Services/ Applied Behavioral Analysis [MedicaidProviderManual.pdf (state.mi.us)](https://www.mdch.state.mi.us/dch-medicaid/manuals/MedicaidProviderManual.pdf), pages 489-497.
6. The Bidder will be expected to be knowledgeable and have expertise in billing CPT codes specific to the services outlined in this RFP (See State website for applicable CPT codes [Reporting Requirements (michigan.gov)](https://www.michigan.gov/mdhhs/keep-mi-healthy/mentalhealth/reporting) SFY 2024 Behavioral Health Code Charts and Provider Qualifications).
7. The selected Bidder(s) will be required to assume responsibility for all services offered in their proposal. The Bidder must agree not to discriminate against employees or applicants for employment on the basis of race, religion, color, national origin, or handicap.
8. MCCMH utilizes standard rates across our provider network. Please review applicable billable CPT codes, per the MDHHS CPT Code chart and the corresponding rate. Bidders are welcome to include other services which would support the program such as but not limited to Evidence Based services. The Bidder should include either all or a sampling of approved Medicaid Billable codes (CPT codes) that they are able to provide to support persons in Macomb County.
9. The Bidder would be expected to be knowledgeable on telepractice rules and refer to Reference the MDHHS Bureau of Specialty Behavioral Health Services Telemedicine Database updated frequently on the MDHHS website [Bureau of Specialty Behavioral Health Services Telemedicine Database (michigan.gov)](https://www.michigan.gov/mdhhs/-/media/Project/Websites/mdhhs/Keeping-Michigan-Healthy/BH-DD/Reporting-Requirements/Bureau_of_Specialty_Behavioral_Health_Services-Telemedicine_Database.pdf?rev=39a4677add1f4ed0a2e952bd1c6e5c54).

J. The Bidder shall comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

K. The Bidder will be expected to comply with all Federal and Michigan Laws, regulations and the Michigan Administrative Code, the Michigan Mental Health Code, 42 CFR and the Michigan Department of Health and Human Services (MDHHS) Contractual obligations.

**V. CONTENT OF PROPOSAL**

1. Title Page

Please identify the RFP subject, name of your organization, address, and lead contact individual at your organization along with their contact information.

1. Table of Contents

Include a clear identification of the material by section and page number.

1. Evidence of Funding

The Bidder will serve Medicaid populations. Bidders must evidence contracts with a variety of funding streams such as commercial insurance and Medicare.

1. Evidence of Payers

The Bidder must evidence current contract with another Medicaid Payor such as a Pre-Paid Inpatient Health Plan (PIHP) and/or Community Mental Health (CMH) system with a history of contracting with such payer/s for at least two (2) years and evidence the contract is in good standing. The Bidder must provide at least one (1) letter of support from a Medicaid payer.

E. The Bidder must include either all or a sampling of approved Medicaid Billable codes (CPT codes) that they are able to provide to support individuals served specific to ABA services.

F. History

The Bidder must be able to demonstrate a history of successfully providing services outlined in this RFP to individuals diagnosed with severe mental illness, persons who are developmentally delayed and persons who may be dually diagnosed with a substance abuse disorder.

G. Skill Level

The Bidder should demonstrate a history of working with complex cases including challenging behaviors, history of property destruction, court/legal involvement, medical complexity, difficult placements, and emergency placements.

H. Person Centered Planning

The Bidder should evidence their understanding in the Person-Centered Planning process and be prepared to coordinate services.

I. Description of Scope of Work

The proposal should describe a work plan outlining how the Bidder will provide the services outlined in the RFP. The bidder should describe the philosophy that will be utilized, along with the interest and capacity to meet the needs of our system of care. The bidder should describe any qualifications and/or experience and/or demonstrated competency specifically related to services outlined in this RFP. **Please follow the format below to address each item as it pertains to the Scope of Work, speaking to how your organization will complete each of these requirements. Please add any additional details after the outlined section below.**

* 1. Behavioral Assessment(s)

Identification of strengths and weaknesses across domains and potential barriers to progress. Tools must describe specific levels of behavior at baseline to inform the individual’s response to treatment through ongoing collection, quantification and analysis of data on all goals as monitored by a Board Certified Behavioral Analyst (BCBA/LBA). Development of individualized behavioral plan of care with the individual, family, and treatment planning team. Along with a narrative about this process, bidders must provide an example of a behavioral plan (Please be sure to remove all Protected Health Information from example).

Direct observational assessments, record review, rating scales, data collection, functional or adaptive assessments and analysis by a board certified and licenses behavior analyst (BCBA/LBA). Along with a narrative about this process, bidders must provide an example of an assessment (please be sure to remove all PHI from example).

* 1. Behavioral Intervention(s)

These services should include a variety of behavioral interventions which have been identified as evidence-based by nationally recognized research reviews and/or other nationally recognized scientific and clinical evidence. Along with a narrative about this process, bidders must identify examples of interventions utilized by their organizations.

BHT Treatment services may also include any other intervention supported by credible scientific and/or clinical evidence as appropriate for each individual. Based on the behavioral plan of care which is adjusted over time based on data collected by the qualified provider to maximize the effectiveness of the BHT treatment services, the provider selects and adapts one or more of these services, as appropriate for each individual. Bidders must outline any other interventions utilized and the process by which this occurs and is monitored within their organization.

* 1. Parent Training

Bidders must provide parent training on a monthly basis. Bidders must provide a narrative as to their process regarding parent training.

* 1. Behavioral Observation and Direction

Clinical direction and oversight provided by a qualified provider to an alternative level of care based on the required provider standards and qualifications regarding the provision of services to a child.

Face-to-face observation and direction to an alternative level of care regarding developmental and behavioral techniques, progress measurement, data collection, function of behaviors, and generalization of acquired skills for each child.

J. The Bidder will be expected to provide ABA therapy during the hours of 3:00PM -8:00PM Monday through Friday and four (4) hours of direct treatment options on Saturdays. The selected Bidder(s) will only receive referrals from our current network of individuals served needing services immediately. Exceptions to the required hours listed above may be made after serving the individual and due to individual needs or requests with the approval from the Managed Care Division (MCO) only. Bidders must speak to how they will support MCCMH with the above hours of operation.

K. Organization’s Qualifications and Experience

Bidders must provide an overview of the bidder’s organization, the number and nature of the staff to be employed and credentialed to provide the services to persons in Macomb County, and number and nature of the staff to serve in leadership roles in the organization.

L. Identification of Anticipated Problems

The proposal should identify and describe any anticipated or potential problems, the approach to resolving these problems and any special assistance that will be requested from MCCMH.

M. System Knowledge

The Bidder shall be able to demonstrate competency and knowledge of the Michigan mental health system. Macomb County specific knowledge is preferred. To confirm an understanding of Medicaid rules, regulations and covered services along with competency with the Michigan Mental Health Code the following must be answered:

i. What section of the Medicaid Provider Manual can the requirements for ABA services be found?

Answer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ii. Who can complete the Behavioral Assessments for ABA services?

Answer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

iii. The allowable CPT codes for ABA billing per the SFY 2024 Behavioral Health Code Chart and Provider Qualifications reporting requirements from Michigan Department of Health and Human Services (MDHHS) include 97151, 97153 and 97155.

True or False (please circle)

iv. How often must a comprehensive diagnostic evaluation be completed?

Answer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

v. At what age is an individual served through MCCMH no longer eligible for ABA services as billed to Medicaid?

Answer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

vi. How often must an ABA provider (BCBA/QBHP) review the ABA behavioral plan of care (97151) to evaluate an individual’s response to treatment?

Answer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

vii. The QBHP must work under the supervision of a BCBA/LBA.

True or False (please circle)

The Michigan Mental Health Code Limits the settings in which cameras can be used to which settings?

Answer\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

N. The Bidder must provide an annual audited financial statement for the past two (2) years.

O. The Bidder must provide an organization chart, resumes and current criminal background checks for the organization’s principal staff.

P. Litigation

The Bidder must provide reference to any litigation involving the organization during the past five (5) years.

Q. Recipient Rights

The Bidder must provide reference to any substantiated recipient rights violations by the organization’s principal staff over the past five (5) years.

R. Medicaid Verification Audit

The Bidder shall be able to demonstrate knowledge of and experience with Medicaid rules, regulations, and covered services. Bidder must provide a Medicaid claims verification audit report (Please ensure all PHI is redacted).

S. Staff

The Bidders must provide the job descriptions and resumes of staff as evidence of your compliance with the Medicaid Provider Manual (MPM) provider qualifications.

T. The Bidder must acknowledge that they agree to comply with Federal regulation 42 CRF Part 180 and certifies they: 1. are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency; 2. have not been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; 3. are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated above, and: 4. Have not had one or more public transactions (federal, state or local) terminated for cause or default.

U. Disclosure

The Bidder must acknowledge any relationship between the bidder’s principal officers and Board members and any members of MCCMH (to include 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.

**VIII. PROPOSAL EVALUATION**

Submitted proposals will be evaluated in the following areas by the Procurement Review Committee.

1. The Bidder’s experience and performance in the provision of related services including personnel.
2. The Bidder’s history of compliance with rules, regulations including the Office of Recipient Rights.
3. Finance
4. Quality/thoroughness of Proposal (see instruction sheet for all required documents).

*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.*