

The logo for Macomb County Community Mental Health is a large, light blue circular emblem. It features a stylized human figure in the center, composed of several overlapping shapes. The words "MACOMB COUNTY" are written in a semi-circle at the top, and "COMMUNITY MENTAL HEALTH" is written in a semi-circle at the bottom.

Request for Proposal

Behavioral Management Services

Issued Date: July 26, 2024

***Response Due Date: August 26, 2024 by
12:00PM***

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

REQUEST FOR PROPOSALS

Behavioral Management Services

Table of Contents

I.	OVERVIEW.....	3
A.	Deadline.....	3
B.	Rejection of Proposals.....	3
C.	Incurring Costs.....	3
D.	Disclosure of Pre-Proposal Contents Freedom of Information Act.....	3
E.	Acceptance of Proposal Content.....	3
F.	Right to Re-Bid.....	3
G.	Contract Award Date.....	3
II.	SCOPE OF SERVICES.....	4
A.	Overview.....	4
B.	Minimum Standards and Requirements.....	4
III.	BIDDER REQUIREMENTS/EXPECTATIONS.....	4
IV.	CONTENT OF PROPOSAL.....	5
A.	Title Page.....	5
B.	Table of Contents.....	5
C.	Description of Bidder’s Experience.....	5
D.	Description of Scope of Work.....	6
E.	Required Services.....	6
F.	Crisis Service History.....	6
G.	Qualified Staff.....	6
H.	Program Implementation.....	6
I.	Accreditation.....	6
J.	Evidence of Funding.....	6
K.	Identification of Anticipated Problems.....	6
L.	Costing of Services.....	7
M.	Organizational Information.....	7
N.	Additional Information.....	7
O.	Disclosure.....	7
P.	Debarment and Suspension.....	7
V.	PROPOSAL EVALUATION.....	8

REQUEST FOR PROPOSALS

Behavioral Management Services

I. OVERVIEW

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for qualified Bidders to provide Behavioral Management Services to serve persons who are the responsibility of Macomb County Community Mental Health.

A. Deadline

The deadline for submission of this proposal is **12:00PM on August 26, 2024**. Proposals received after this date and time will not be considered.

B. 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 the 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.

C. Incurring Costs

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

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

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.

E. 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.

F. 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.

G. 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.

REQUEST FOR PROPOSALS

Behavioral Management Services

II. SCOPE OF SERVICES

A. Overview

MCCMH is seeking partnership with a Bidder who can provide services for adults and children exhibiting behaviors that pose a risk of harm to themselves or others, for which behavioral intervention is necessary. Individuals may be diagnosed with severe emotional disturbance, mental illness, intellectual/developmental disability, substance use disorder and/or any combination of behavioral health disorders. Individuals may reside in their own homes, in specialized residential homes, or other living arrangements in the community. Individuals may live with family, roommates or alone with staffing services or in licensed settings with staff. Services will be provided in the place of residence, the community, skill building, or other location, as appropriate, based on the assessed behavioral needs. The Bidder should work within the scope of Applied Behavioral Analysis or other behavior theories to conduct appropriate functional behavioral assessments and evaluations of individuals to rule out physical, medical, and trauma-based conditions and develop an appropriate behavior intervention plan utilizing evidence-based practices. The Bidder must be able to train families/staff/treatment providers on the behavior plan. Where restrictive or intrusive interventions are considered, the Vendor must present these quarterly, or more often if needed, for approval to MCCMH's Behavior Treatment Plan Review Committee.

B. Minimum Standards and Requirements

The educational requirements and certifications/licensure preferred are a Master's Degree in a clinical or behavioral health field, and a Board Certified Behavior Analyst (BCBA)/ Licensed Behavior Analyst (LBA). MCCMH will consider those who have a Master's Degree in Psychology, Social Work, or Counseling with a minimum of two (2) years of experience writing functional behavior assessments, behavior treatment plans and trainings families/staff/treatment providers.

III. BIDDER REQUIREMENTS/EXPECTATIONS

- A. The Bidder is expected to utilize the MCCMH electronic medical record known as FOCUS for claims submission and clinical documentation including but not limited to assessments, services notes and behavioral management plans.
- B. The Bidder will be expected to support individuals served in service arrangements as required to successfully reach the individuals goals and objectives.
- C. 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.

REQUEST FOR PROPOSALS

Behavioral Management Services

- D. 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) SFY 2024 Behavioral Health Code Charts and Provider Qualifications).
- E. The Bidder shall be able to demonstrate competency and knowledge of the Michigan mental health system. Macomb County specific knowledge is preferred.
- F. 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.
- G. The selected Bidder shall acknowledge their ability to comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- H. The selected Bidder shall acknowledge their ability 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.

IV. CONTENT OF PROPOSAL

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.

- A. Title Page
Please identify the RFP subject, name of your organization, address, and lead contact individual at your organization along with their contact information.
- B. Table of Contents
Include a clear identification of the material by section and page number.
- C. Description of Bidder's Experience
Provide an overall description of your agency/organization experience including:
 - 1) history of experience and ability to provide the proposed services
 - 2) targeted populations currently served, including experience treating individuals with serve mental illness and serious emotional disturbance
 - 3) experience contracting with a Prepaid Inpatient Health Plan (PIHP) and/or Community Mental Health systemInclude a copy of the most recent Contract Compliance Audit report from all PIHPs as applicable with your proposal. Bidder must provide at least one (1) letter of reference from a Medicaid payer, demonstrating contracting is in good standing.

REQUEST FOR PROPOSALS

Behavioral Management Services

D. 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 MCCMH's system of care. The description should also include the specific types and modalities of services to be provided, such as:

- functional behavioral assessments and evaluations
- development of an appropriate behavior intervention plan
- training for families/staff/treatment providers on the behavior plan
- presentations to Behavior Treatment Plan Review Committee for plans containing restrictive or intrusive interventions

E. Required Services

Describe your plan to ensure the following services are offered, indicating tools to be used and evidenced based practices for each, as applicable:

1. Assessment
2. Crisis de-escalation
3. Planning
4. Crisis and safety plan development
5. Brief therapy/Interventions
6. Referrals

F. Crisis Service History

Describe the Bidder's history of successfully providing crisis services as outlined in this RFP to individuals diagnosed with severe mental illness, persons who have a diagnosis of Intellectual Developmental Delay (IDD) and persons who may be dually diagnosed with a substance use disorder.

G. Qualified Staff

The bidder must outline their plan to meet the staffing requirements as described in the previous section. The Bidder should indicate the type and number of staff to provide behavioral management services for individuals served. The Bidder should also describe the roles for leadership, supervision, billing and clerical that will support services provided.

H. Program Implementation

Indicate the agency's ability to begin services and a timeline for a plan for full implementation.

I. Accreditation

The Bidder shall possess, at a minimum, accreditation by a nationally recognized accreditation organization specific to behavioral health services for adults and children. List the accreditation body, services accredited and provide a copy of the most current accreditation report (include as attachment at the end of proposal).

J. Evidence of Funding

REQUEST FOR PROPOSALS

Behavioral Management Services

Bidders must evidence contracts with a variety of funding streams, including commercial insurance, Medicare and fee-for-service Medicaid.

K. 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.

L. Costing of Services

MCCMH utilizes standardized rates for services (see attached rate sheet). The Bidder is 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.

M. Organizational Information

The Bidder must provide an annual audited financial statement for the past two (2) years. The Bidder must provide and current criminal background check for the organization's principal staff. The Bidder must provide reference to any litigation involving the organization during the past five (5) years. The Bidder must provide reference to any substantiated recipient rights violations by the organization's principal staff over the past five (5) years.

N. Additional Information

Indicate any additional information you to be considered that demonstrates the Bidder's qualifications to provide the proposed services.

O. Disclosure

Bidders 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.

P. Debarment and Suspension

Bidder must acknowledge that they agree to comply with Federal regulation 42 CFR 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.

REQUEST FOR PROPOSALS

Behavioral Management Services

have not had one or more public transactions (federal, state or local) terminated for cause or default.

V. PROPOSAL EVALUATION

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

- A. The Bidder's experience, expertise and staffing in the provision of related services.
- B. The Bidder's history of compliance with rules and regulations including the Office of Recipient Rights.
- C. General Requirements.



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.