

The logo is a large, light blue circular seal. It features a stylized human figure in the center, composed of a grey upper body and a white lower body. The words "MACOMB COUNTY" are written in a light blue arc at the top, and "COMMUNITY MENTAL HEALTH" is written in a light blue arc at the bottom. The text is in a serif font.

***Request for Proposal***

***Outpatient Mental Health 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

## Outpatient Services

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# REQUEST FOR PROPOSALS

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## Outpatient Services

### I. OVERVIEW

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for Outpatient Mental Health Services to adults and children from qualified Bidders to serve persons in Macomb County. Services expected to be outlined and provided in this bid include but are not limited to case management, psychiatric care, nursing services, therapy, peer supports services, etc.

#### 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.

### II. SCOPE OF SERVICES

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### **Outpatient Services**

MCCMH is seeking partnership with a Bidder who can provide Outpatient Mental Health Services to adults and children in Macomb County with all qualifying mental health diagnoses. Preference will be given to Bidders who demonstrate ability and interest in serving individuals who have a diagnosis of severe mental illness and serious emotional disturbance. It is expected that the selected bidder will provide the following services to persons in Macomb County in a community-based setting (i.e. persons home, choice of location, Macomb County based office).

- A. Psychiatric Services
- B. Case Management Services
- C. Therapy Services
- D. Nursing Services
- E. Intake Appointments
- F. Peer Support Services

Timely access to care is a high priority for MCCMH. Intakes are to be completed within 14 days of request for care and ongoing services must continue within 14 days of intake. Bidder must be able to demonstrate the ability to provide timely access to psychiatric care for those needing this service.

### **III. BIDDER REQUIREMENTS/EXPECTATIONS**

- A. The Bidder is expected to utilize the MCCMH electronic medical record known as FOCUS for claims submission and all clinical documentation including but not limited to, assessments, Person Centered Plans, Progress Notes, Coordination of Care, etc.
- 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.
- 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.

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### **Outpatient Services**

- 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 system
- Include 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.
- 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 our system of care. The description should also include the specific types and modalities of services to be provided, such as:
- psychiatric services – evaluations, medication reviews, etc.
  - nursing services – injections, etc.
  - therapy services – group, individual, family, etc.
  - case management
  - all other services

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### Outpatient Services

E. Timely Access to Care

The Bidder should describe how timely access to services will be achieved and monitored. Provide service time frames for the program's ability to offer an Intake Assessment from time of first request, number of days to the next/ongoing services, and number of days to psychiatric evaluation.

F. Qualified Staff

The Bidder should indicate the type and number of staff to provide clinical services for individuals served. The Bidder should also describe the roles for leadership, supervision, billing and clerical that will support services provided.

G. Location/Hours of Service

The Bidder must indicate the location(s) of service, days and hours of operation.

H. 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.

I. Evidence of Funding

The Bidder must evidence their experience in contracting with a variety of funding streams including commercial insurance, Medicare, fee-for-service Medicaid and PIHP/CMHSP. The Bidder must provide a copy of related Medicaid Billing Verification audit results from the past two (2) years. contracts with a variety of funding streams, including commercial insurance, Medicare and fee-for-service Medicaid.

J. Program Implementation

The Bidder must indicate the agency's ability to begin services and a timeline for a plan for full implementation. The Bidder must indicate the anticipated number of MCCMH individuals to be served each month.

K. Medicaid Experience

The Bidder shall be able to demonstrate knowledge of and experience with Medicaid rules, regulations, and covered services by providing the results of a Medicaid Billing Verification Audit from the past two (2) years.

L. Costing of Services

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. (Please see the MCCMH rate sheet attached to this bid).

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### **Outpatient Services**

**M. Organizational Information**

The Bidder must provide 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. Identification of Anticipated Problems**

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

**O. Additional Information**

The Bidder must indicate any additional information you to be considered that demonstrates the Bidder's qualifications to provide the proposed services

**P. 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.

**Q. Debarment and Suspension**

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.

**R. 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.

### **VIII. PROPOSAL EVALUATION**

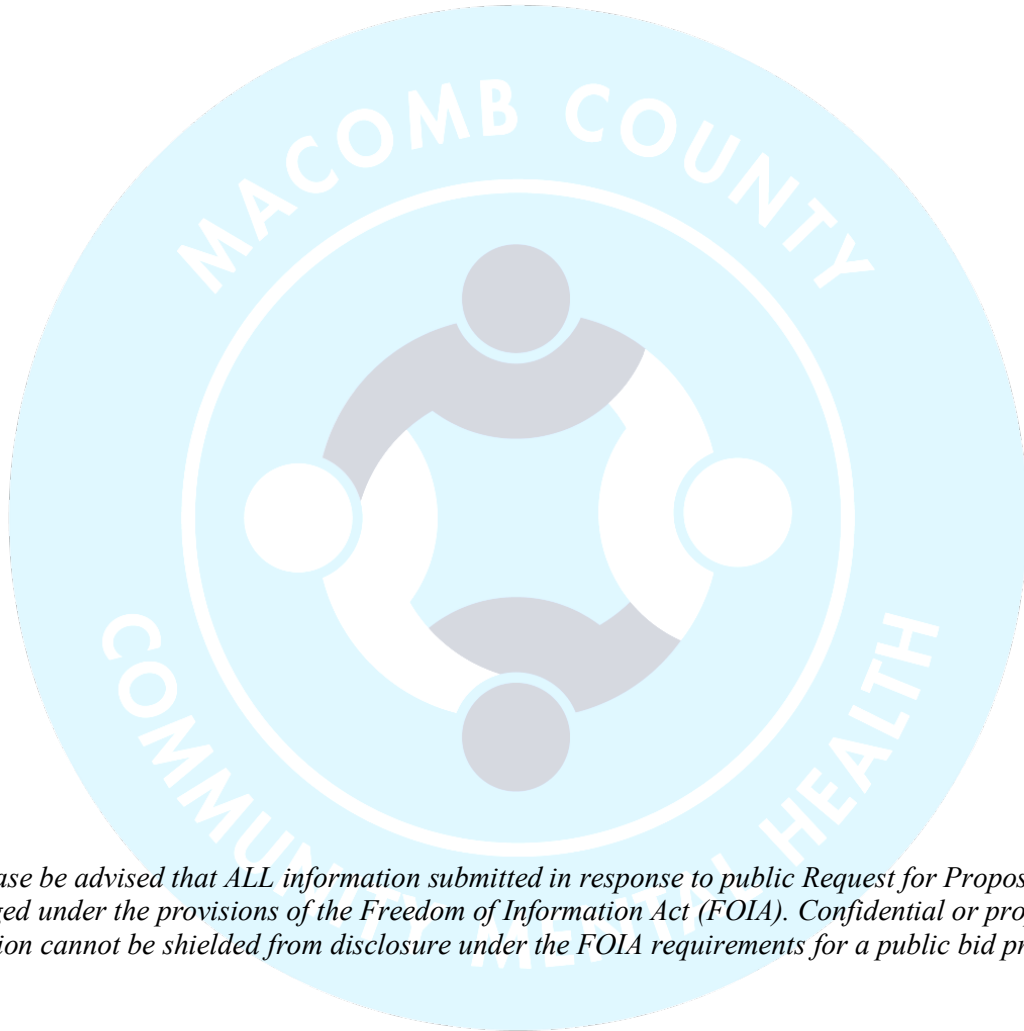
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### Outpatient Services

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

- A. The Vendor's experience, expertise and staffing in the provision of related services.
- B. The Vendor'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.*