

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 circles and arcs. The words "MACOMB COUNTY" are written in a light blue, sans-serif font along the top inner edge of the circle, and "COMMUNITY MENTAL HEALTH" is written along the bottom inner edge.

***Request for Proposal for
Licensed Specialized Residential
Services***

Issue Date: September 25, 2024

Response Due Date: October 23, 2024

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 PROPOSAL

SPECIALIZED LICENSED RESIDENTIAL 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.....3

 A. Overview.....3

 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 Work.....6

 E. Evidence of Payers.....7

 F. Skill Level.....7

 G. Person Centered Planning.....7

 H. Organization’s Qualifications and Experience.....7

 I. Program Implementation7

 J. Identification of Anticipated Problems7

 K. Additional Information.....8

 L. Financial Statements.....8

 M. Organizational Information8

 N. Litigation.....8

 O. Recipient Rights.....8

 P. Medicaid Verification Audit.....8

 Q. Debarment and Suspension.....8

 R. Disclosure.....8

V. PROPOSAL EVALUATION.....9

REQUEST FOR PROPOSAL

SPECIALIZED LICENSED RESIDENTIAL SERVICES

I. OVERVIEW

Macomb County Community Mental Health (MCCMH) announces a Request for Proposal (RFP) for qualified Bidders to provide Licensed Specialized Residential Services (SRS) to serve persons in Macomb County.

A. Deadline

The deadline for submission of this proposal is **12:00PM on October 23, 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

A. Overview

MCCMH is seeking partnership with a Bidder(s) to provide Specialized Residential Services to adult (age 18 and above) who are diagnosed with Developmental Disabilities,

REQUEST FOR PROPOSAL

SPECIALIZED LICENSED RESIDENTIAL SERVICES

Serious Mental Illness, and persons who may be dually diagnosed with a substance abuse disorder. It is expected that the Bidder will provide services that are compliant with the Centers for Medicare & Medicaid Services (CMS), Home and Community Based Services (HCBS), Michigan Mental Health Code, and Michigan Medicaid Provider Manual (MPM).

B. Minimum Standards and Requirements

The awarded Bidder(s) will be required to have and maintain a Specialized Residential Services License from the Michigan Department of Health and Human Services (MDHHS) Office of Licensing and Regulatory Affairs (LARA) and be able to demonstrate a minimum of two (2) years of operating under this type of license. The awarded Bidder(s) shall have knowledge and be familiar with executing goals and objectives within an Individual Plan of Service (IPOS), have knowledge of the Medicaid Provider Manual (MPM), Michigan Mental Health Code, and MDHHS' Home and Community Based Services (HCBS) requirements. The Bidder(s) must maintain staff and staffing ratios that support the individuals served and comply with the Person-Centered Plan (PCP). The Bidder(s) will ensure the following supportive, goal-oriented services are available and delivered to the individuals served: residential accommodations, personal care; community Living Services (CLS), Twenty-Four (24) Hour Supervision; In-Home Skill Building assistance; leisure time/recreational activities; community outings (minimally twice a week for all residents); vocational training; educational/work activity programs; budgeting personal finances; shopping for groceries; cooking; paying bills; washing clothes; other supportive services to meet each individual's Individual Plan of Service (IPOS).

III. BIDDER REQUIREMENTS/EXPECTATIONS

- A. The Bidder will be expected to utilize the MCCMH electronic medical record (EMR), known as FOCUS, for claims submission and documentation uploads as required by MCCMH.
- 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 shall be able to demonstrate competency and knowledge of the Michigan mental health system. Macomb County specific knowledge is preferred.
- D. The Bidder will be expected to work with the MCCMH Managed Care Operations (MCO) division to support the system with level of care determination, authorization, and utilization management needs.
- E. The Bidder will be expected to implement flexible staffing patterns to best meet the needs of the individuals served.
- F. 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

REQUEST FOR PROPOSAL

SPECIALIZED LICENSED RESIDENTIAL SERVICES

Services/ Applied Behavioral Analysis [MedicaidProviderManual.pdf \(state.mi.us\)](#), pages 489-497.

- G. 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 \(michigan.gov\)](#) SFY 2024 Behavioral Health Code Charts and Provider Qualifications).
- H. 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.
- I. MCCMH utilizes standard rates across our provider network. Please review applicable billable CPT codes, per the MDHHS CPT Code chart and the corresponding rate (See attached Fee schedule).
- 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.
- L. The Bidder is expected to understand the complex nature of the cases of individuals being referred for SRS services, have the capacity and willingness to accept these complex, acute cases, and the expertise and ability to provide medically necessary services.

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's experience including:
 - 1) History of experience and ability to provide the proposed services.
 - 2) Targeted populations currently served.
 - 3) Experience contracting with a Prepaid Inpatient Health Plan (PIHP) and/or Community

REQUEST FOR PROPOSAL

SPECIALIZED LICENSED RESIDENTIAL SERVICES

Mental Health system D. The Bidder should include a copy of the most recent Contract Compliance Audit report from a PIHP/CMH with your proposal.

- 4) The 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 Bidder should describe any qualifications and/or experience and/or demonstrated competency specifically related to services outlined in this RFP.

- a. Bidders must provide evidence of having a license, in good standing, with the State of Michigan through LARA.
- b. Bidders must evidence a minimum of two (2) years' experience in operating a Licensed Specialized Residential Setting (SRS).
- c. Bidders must provide evidence of their familiarity with Individual Plans of Service (IPOS) and how IPOS' are utilized within their current operations.
- d. Bidders must provide evidence/examples of being familiar with and able to support behavioral plans that require enhanced staffing and/or restrictions.
- e. Bidders must provide staffing ratios for the number(s) of individuals served in the home as well as variable staffing patterns for homes that accept higher needs individuals, including but not limited to one-to-one (1:1) staff and the capacity of the Bidder to accommodate higher needs individuals on an ongoing basis.
- f. Bidders must provide evidence/examples of how each of the following goal-oriented services are and/or will be available and delivered to individuals living in their home(s):
 - i. Residential Accommodations
 - ii. Personal Care
 - iii. Community Living Services (CLS)
 - iv. Twenty-Four (24) Hour Supervision
 - v. In-Home Skill Building Assistance/Activities
 - vi. Leisure Time/Recreational Activities
 - vii. Community Outings
 - viii. Vocational Training
 - ix. Educational/Work Activity Programs
 - x. Budgeting Personal Finances
 - xi. Shopping for Groceries
 - xii. Cooking
 - xiii. Paying Bills
 - xiv. Washing Clothes
 - xv. Any Other IPOS Specific Supportive Services
- g. Bidders must provide evidence of their knowledge of the Home and Community Based Services (HCBS) rules and regulations.
 - i. If currently contracted with another Medicaid payor, Bidders must submit a minimum of one (1) Provisional Approval completed by another PIHP/CMH (please redact any PHI).
 - ii. Bidders must submit policies and procedures specific to the HCBS Final Rule

REQUEST FOR PROPOSAL

SPECIALIZED LICENSED RESIDENTIAL SERVICES

Requirements Regarding use of Restrictions and Modification of Rights issued by MDHHS ([HCBS Final Rule Requirements](#)).

- iii. Bidders must submit internal and external photographs of the residence(s) they wish to contract with MCCMH. Photographs are to include any fencing surrounding the property, locks on bedroom and bathroom doors, dining areas, laundry areas, medication room and medication room door, bathrooms, and any remaining areas of the home that would need to comply with accommodations relative to the Americans with Disabilities Act of 1990.
 - h. The Bidder must answer the following questions to demonstrate competency and knowledge of the Center of Medicare and Medicaid Services (CMS) and Michigan Mental Health Code, and Medicaid Provider Manual (MPM) guidance on HCBS, please answer the following questions. *Please include answers incorporated in your bid submission. Please do not include this document with handwritten responses to the following questions.*
 - i. How does your organization facilitate and ensure autonomy and independence for the individuals served in your home(s)?
 - ii. What does a compliant person-centered plan include pertaining to the HCBS Final Rule?
 - iii. True or False: Cameras, locked gates, delayed egress, alarms, and other locking mechanisms are all acceptable measures to implement in a home and within HCBS standards. Please provide a narrative explanation for your response within your proposal.
- E. 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.
- F. Skill Level
The Bidder should demonstrate a history of working with complex cases including challenging behaviors, medical complexity, etc.
- G. Person Centered Planning
The Bidder should evidence their understanding in the Person-Centered Planning process and their ability to coordinate services.
- H. Organization's Qualifications and Experience
The Bidder must provide an overview of the Bidder's organization, the number and nature of the staff to be employed to provide services, and number and nature of the staff to serve in leadership roles in the organization.
- I. Program Implementation
The Bidder must indicate the agency's ability to begin services and a timeline for a plan for full implementation.

REQUEST FOR PROPOSAL

SPECIALIZED LICENSED RESIDENTIAL SERVICES

J. 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.

K. Additional Information

The Bidder shall indicate any additional information the agency would want to be considered that demonstrates the Bidder's qualifications to provide the proposed services.

L. Financial Statements

The Bidder must provide financial statements for the past two (2) years, prepared by a licensed accountant or accounting firm to include the audit opinion letter, review letter, or compilation letter as applicable.

M. Organizational Information

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

N. Litigation

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

O. 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.

P. Medicaid Verification Audit

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

Q. Debarment and Suspension

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

R. Disclosure

The Bidder must acknowledge any relationship between the Bidder's principal officers and

REQUEST FOR PROPOSAL

SPECIALIZED LICENSED RESIDENTIAL SERVICES

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.

V. PROPOSAL EVALUATION

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

- A. The Bidders experience and performance in the provision of related services including personnel.
- B. The Bidder's history of compliance with rules and regulations including the Office of Recipient Rights.
- C. 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.