

REQUEST FOR PROPOSAL

Adult Mental Health Residential Older Adult Population

Issued By:

Delaware County Office of Behavioral Health

Issued Date: 3/5/18

PROJECT CONTACT

Tracy Halliday, MS
Delaware County Office of Behavioral Health
610-713-2365
hallidayt@delcohsa.org

TABLE OF CONTENTS

Table of Contents

	Page
I. INTRODUCTION	2
II. OBJECTIVE	2
III. PROPOSAL TIMEFRAMES	3
IV. INSTRUCTIONS	3
V. ADDITIONAL INFORMATION FOR APPLICANTS	4
VI. INFORMATION REQUIRED FROM APPLICANTS	5
VII. TECHNICAL PROPOSAL	6
VIII. FINANCIAL PROPOSAL	7



I. INTRODUCTION

The Delaware County Office of Behavioral Health, is seeking a provider to develop and implement a supportive housing residential program for adults with severe mental illness and co-occurring disorders. Delaware County continues to emphasize recovery and transition in its facility-based Community Residential Services (CRS) programs. The practice has been to provide residential support to individuals in the appropriate level of care as long as necessary, and then to step them down to a lesser level of housing support such as the Supported Housing initiatives. This in turn creates vacancies in the more highly structured CRS programs, which in turn, provides appropriate housing resources for individuals discharged from Norristown State Hospital (NSH) Civil and Forensic Units, as well as other institutional settings like State Correctional Institutions (SCI's), and county correctional facilities, as well as community placements, when a higher level of care is needed.

The priority populations include, but are not limited to, the medically fragile, co-occurring Drug and Alcohol disorders, and to those individuals with Intellectual Disabilities. Many of these individuals do not meet criteria for nursing home level of care, however, do experience significant cognitive, medical, and mental health challenges. This program will provide behavioral health staffing while collaborating with physical health insurers for medically necessary treatment. These physical health services could be provided in or out of the proposed residential program.

We are looking for a provider to serve this diverse populations' needs in the development of a 6-person supportive housing program for individuals who experience the mental health and additional co-occurring challenges listed above. Preference will be given to proposals that have the capacity to expand to eight should the need arise.

II. OBJECTIVE

The Delaware County Office of Behavioral Health is interested in receiving proposals that can achieve the following goals:

- supporting the recovery and wellness of individuals in their own living environment,
- facilitating rapid community engagement and achievement of personal goals by helping individuals engage in a comprehensive array of outpatient behavioral health services,
- providing support to individuals while they “age in place,” and
- coordinating with the Delaware County Office of Services for the Aging (COSA) for services (aging waiver, options program, etc.)

III. PROPOSAL TIMEFRAMES

ACTION	DATE
RFP Released:	3/5/18
Applicant Questions Due: Address questions to: hallidayt@delcohsa.org	Questions must be received via email by the close of business on: 3/15/18
RFP Responses Due:	All responses must be received by the close of business on: 4/02/18
Proposal Review Dates	Week of 4/16/18
Applicant Selection Date:	On or before 05/01/18

IV INSTRUCTIONS

Applicants must respond to all components of this RFP and work within the page limits where indicated. Failure to comply may result in disqualification. A proposal must address everything outlined.

1. All responses to the RFP are due by close of business on 04/02/18 , as follows:

Respondents will provide their proposals in both formats:

- a. One paper copy of each: the “Technical Proposal, “the “Financial Proposal,” and, the “Transmittal Letter”
- b. One e-mail, containing all electronic documents

Submit All Electronic documents by E-mail to:

hallidayt@delcohsa.org

Documents submitted via regular mail should be sent to:

The Delaware County Office of Behavioral Health
 Attention: Tracy Halliday
 20 South 69th Street, 3rd Floor
 Upper Darby, PA 19082

The County reserves the right to disqualify any and all proposals received after this date and time.

The paper and electronic submissions must contain the following and be in 3 separate documents:

- A document entitled “Technical Proposal” which will not contain any references to pricing or cost. This will be the detailed response or description of service being proposed.
 - A document entitled “Financial Proposal” which will contain the detailed business plan of financing the technical proposal, staffing, operations, general and administrative expenses, and all related capital expenses. Included in the financial proposal, respondents will address their plan’s financial sustainability.
 - A document entitled “Transmittal Letter” which shall be signed by an official who has the legal authority to bind the company to the terms of the proposal.
2. Proposals shall be submitted with the following expressed understanding:
 - This Request for Proposal is not subject to the competitive bidding process and any contract entered into as a result of any proposal will not be based on the concept of the “lowest responsible bidder.”
 - The County may modify the selection process, the scope of the project, or the required responses.
 3. All costs of developing proposals and any subsequent expenses related to contract negotiations are entirely the responsibility of the applicant.
 4. The County will select finalists with which they will begin the interview and selection process prior to contract negotiations with the selected applicant.
 5. Best and final negotiations may occur.
 6. Please describe how you would propose to involve stakeholders in the development of this program.
 7. Preference will be given to those proposals that identify training initiatives and staff development as part of the technical proposal.

V. ADDITIONAL INFORMATION FOR APPLICANTS

A. ISSUING OFFICE

The Project Contact listed below is the sole point of contact for this RFP. Contact with any other officials from the County concerning this RFP, unless authorized by the Project Leader is grounds for disqualification. Note that, following the release of this RFP, all questions should be submitted to the Project Leader in writing, via e-mail.

Written questions shall be forwarded via e-mail with the subject heading “Adult Mental Health “Aging in Place” Residential to the following:

hallidayt@delcohsa.org

B. CONTRACT

The successful bidder will be expected to enter into a contract with The Delaware County Office of Behavioral Health.

C. REJECTION OF PROPOSALS

The County may reject any and all proposals received as a result of this RFP and may negotiate separately with competing applicants. If all proposals are unacceptable, the County reserves the right to reject the proposals and to issue a new RFP, if indicated. The County reserves the right to reject a proposal at any time during the process.

D. INCURRING COSTS

All costs of developing proposals and any subsequent expenses relating to contract negotiation are entirely the responsibility of the applicant.

E. AMENDMENTS TO RFP

If it becomes necessary to revise any part of this RFP, the County will issue an amendment to all applicants who responded to the original RFP.

VI. INFORMATION REQUIRED FROM APPLICANTS

A. GENERAL INFORMATION

This section includes instructions for preparing the Technical, as well as the Financial Proposals. Applicants should review the instructions carefully. Failure to comply with these instructions in full may result in disqualification. To be considered, the proposals must include responses to all requirements in each respective part of the proposal(s). Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as appendices to the proposals. If an applicant supplies or quotes publications in response to a requirement, there must be a reference to the document title and page number. This will afford a quick reference for the evaluators. Proposals not furnishing this reference will be considered to have not utilized supplemental material.

The proposal must consist of:

- Transmittal Letter, one for each proposal;
- Technical Proposal, so identified; and
- Financial Proposal, so identified and separate from the Technical Proposal.

Applicants must strictly adhere to the page limits indicated for each section.

B. TRANSMITTAL LETTER

The Transmittal Letter must be on official letterhead and signed by an individual with legal authority to bind the applicant. The Transmittal Letter must include the name and title of the Chief Executive Officer or other individual authorized to legally bind the applicant. The Transmittal Letter must also include the identification of a primary contact and that person's title, address, telephone and telefax numbers, and e-mail address. The letter must state that the applicant accepts the terms, conditions, criteria and requirements set forth in the RFP.

VII. TECHNICAL PROPOSAL

For each item/question *italicized and bolded* below, respond by restating the question and providing a description. Each item/question and its description should be on a separate page. All appendices must be referenced in the body of the description.

- 1) In one (1) page or less, provide a ***brief history/overview of your organization***: including ownership, current officers, the number of years you have been providing services related to your proposal, your experience providing residential services, your experience with the County, and, your experience serving individuals who have a SMI diagnosis and other related disorders mentioned in the RFP.
- 2) In two (2) pages or less, describe ***why your organization decided to submit this proposal and how you see it addressing the needs of the adult mental health population within Delaware County***. Describe your experience working with some to the most vulnerable, chronically-involved individuals who have SMI.
- 3) In one (1) page or less describe how your agency has partnered with the County in addressing access issues with adults who have SMI.
- 4) In no more than ten (10) pages, ***provide a program and services description*** that addresses how your agency will implement an efficient and effective adult MH residential program serving individuals with various needs to “age in place”. Describe in detail your agency’s plan in collaborating with physical health insurers for medically necessary treatment, and describe community linkages to services which should include non-traditional behavioral health services. Describe in detail, any specific trainings for staff that will be needed for this specialized program.
- 5) In no more than two (2) pages, describe the following:
 - a) Discuss ***diversity and cultural competency issues*** as they affect the program and this specific population and geographic area. Discuss ***means to identify special skills or abilities*** to serve this particular population and community.
 - b) Please provide ***letters of support*** that describe any current formal linkages with community stakeholders, agencies, etc., as it relates to working with this population, as an appendix.
- 6) In no more than two (2) pages, describe the ***standards for monitoring service delivery and objectives you will measure*** for annual auditing of services. Describe the method for evaluating quality, fidelity to any Evidence-Based Practices, and continuity of services provided. Describe methods for monitoring standardized reporting and reporting fraud, waste, or abuse. Describe the process for evaluating and targeting program deficiencies and implementing a corrective action plan. A strong component of measuring individual and aggregate outcomes must be included.
- 7) Collaboration: In no more than two (2) pages, please outline ***how you propose to create linkages with the full continuum of behavioral health and social services, agencies*** that work with the elderly and medically involved populations, housing resources/organizations, and other community stakeholders to build relationships and deliver effective residential services to the target population.
8. Preference will be given to proposals that already have an identified site. In no more than one (1) page please ***describe the organization’s current site control and/or how and when the organization plans to accomplish site control*** if the organization doesn’t already have an existing facility.

VIII. FINANCIAL PROPOSAL

The responding applicant required to provide the following:

1. One year operating budget and narrative showing all revenues and sources, expenses and uses, and, anticipated balances.
2. Supporting detail for the Personnel line item. Detailed support must indicate:
 - ✓ individual positions;
 - ✓ annual salaries;
 - ✓ full-time equivalencies;
 - ✓ total annual cost.
3. Supporting documentation or description of the composition of related Fringe Benefits. If fringe benefits are referenced as an applied percentage of salaries, an explanation of how the applied percentage was derived must be submitted.
4. Supporting detail of all Equipment Expenses and Capital Expenses by item and anticipated cost.
5. Supporting detail or description of Operating (General & Administrative) Expenses. Include reference to all amounts paid to parent companies as related parties to the services proposed.
6. The most recently completed audited financial statements (balance sheet, income statement, cash flows, and corresponding notes).

NOTE: To be meaningful for the review of the provider's financial position, the County is requesting audited financials for the local site which will be providing the services proposed. If audited financials are not done on the local level, the provider may submit copies of their internal financial statements (balance sheet, income statement, and statement of cash flows) for their most recently completed fiscal year and quarter.