

## Bid Opportunity for SUD Outpatient Treatment Services

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### Purpose

This document outlines the Mid-State Health Network (MSHN) Prepaid Inpatient Health Plan need for expanded Substance Use Disorder (SUD) Outpatient, Peer Support/Recovery and Case Management treatment services in Eaton County. In compliance with federal procurement guidelines (42 U.S. Code § 6962), MSHN is issuing this request for proposals (RFP). The procurement process is to assure we continue to realize best value for the service, demonstrate compliance with access standards and offer choice to consumers. Provider choice is a Medicaid requirement and there is currently only one provider in Eaton County.

MSHN is a regional entity, which was formed pursuant to 1974 P.A. 258, as amended, MCL §330.1204b, as a public governmental entity separate from the CMHSP Participants that established it. The CMHSP Participants formed Mid-State Health Network to serve as the prepaid inpatient health plan (“PIHP”) for the twenty-one counties designated by the Michigan Department of Health & Human Services as Region 5. The CMHSP Participants include Bay-Arenac Behavioral Health, Clinton-Eaton-Ingham Community Mental Health Authority, Community Mental Health for Central Michigan, Gratiot Integrated Health Network, Tuscola Behavioral Health Systems, Huron Behavioral Health, The Right Door for Hope, Recovery & Wellness, LifeWays Community Mental Health Authority, Montcalm Care Network, Newaygo County Community Mental Health Authority, Saginaw County Community Mental Health Authority, and Shiawassee County Community Mental Health Authority. Beginning January 1, 2014, MSHN entered into a contract with the State of Michigan for Medicaid funding, and entered into subcontracts with the CMHSPs in its region for the provision of Mental Health, Substance Use Disorder, and Developmental Disabilities services.

### Project Details

MSHN is seeking to enter into a contract or contracts to provide substance use disorder outpatient, peer support/recovery and case management treatment services to persons determined appropriate for such services via licensed and accredited providers. It is expected that the bidder’s proposal will comply with all applicable State and Federal standards, State Medicaid rules, State of Michigan Administrative Rules for Substance Use Disorders (SUD) service programs, Office of Recovery Oriented Systems of Care (OROSC) treatment policies and technical advisories, Best Practice Guidelines and policies. Successful bidder will be required to comply with the [MDHHS/PIHP MSHN Contract](#) and [MSHN / MDHHS](#) provider manuals.

It is MSHN’s expectation that all SUD treatment modalities involved, as reflected in clients’ individual treatment plans, will identify and address clients’ polysubstance use and addictive behaviors in general. This SUD treatment will occur at the appropriate intensity, duration, and scope as determined by clients’ individual treatment plans.

### Bidder Expectations

- From the time that a bid is announced, no communication from a prospective bidder to any other prospective bidder regarding this bid opportunity will occur other than as facilitated by MSHN (exceptions) is permissible to gain further understanding of the current contract requirements and expectations.
- An E-Letter of Intent must be received by 5:00 p.m. November 7, 2017 to MSHN Contact e-mail.
- Proposals will be written and emailed to MSHN by the communicated due date, provided in Adobe Acrobat (.pdf) files, and will be reviewed by the MSHN Executive Staff.
- Additional Q&A and/or demonstration opportunities will be scheduled as requested.

- Bidder questions should be submitted by email to the designated contact noted below by 5:00 p.m. November 13, 2017. Responses will be disseminated to all parties that have submitted an intent to apply by 5:00 p.m. November 22, 2017.
- While there are no page limit requirements, please only include meaningful information that informs/aids the evaluation and bid-selection process.

### General Bidder Requirements

All bidders wishing to perform the function on behalf of MSHN will provide the following in their written proposal:

- A description of how the bidder will fulfill the requirements of the function, including:
  - A description of staffing capacity and competency to perform the required function;
  - A delineation of the processes, flowcharts, timelines, and expectations; and
  - A description of how the bidder will engage collaboratively with MSHN staff (as applicable) to perform the functions;
- Establish a project timeline for meeting the scope of work and deliverables including any start-up and/or infrastructure requirements;
- Identification of any assumptions, constraints, risks or dependencies;
- The estimated utilization of this service for April 1, 2018 ending on September 30, 2018;
- The proposal should specify costs necessary to establish the functions (start-up costs); and
- Bidders must disclose any intention to subcontract any part of the function, and what percentage of the work will be performed by a subcontractor.

### General Proposal Requirements

All proposals for the provision of processes and systems must describe how the bidder will meet Minimum Requirements below. Interested respondents must meet and provide supporting documentation and complete the Certification of Compliance form for the following minimum requirements to be considered for funding under this RFP:

1. The respondents must possess appropriate Michigan Department of Licensing and Regulatory Affairs (LARA).
2. The respondents must be accredited by one of the following National Accrediting Bodies: The Joint Commission (TJC); Commission on Accreditation of Rehabilitation Facilities (CARF); Council on Accreditation of Services for Families and Children (COA); National Committee on Quality Assurance (NCQA); the American Osteopathic Association (AOA); or Accreditation Association for Ambulatory Health Care (AAAHC).
3. The respondents must have completed the ASAM Level of Care Enrollment process with MDHHS and possess a Level 1.0 Outpatient Services designation; Level 0.5 Early Intervention and Level 2.1 Intensive Outpatient designations are also preferred. If respondents have not completed the enrollment process, a copy of the completed application and supporting documentation must be provided in response to this request for proposals.
4. The respondents staff must meet provider qualifications and MCBAP certification requirements to provide substance use disorder outpatient services. This includes at least one (1) CCS – Certified Clinical Supervisor. All other treatment staff must have a registered development plan or MCBAP certification.
5. The respondents must be willing to accept [MSHN's Regional Rates](#).
6. The respondents must be able to demonstrate at the time of implementation of the contract they have at least three (3) years of experience working with the substance use disorder population. Provide evidence of monitoring and oversight reviews conducted by other funders or agencies (i.e. clinical and administrative audits).
7. If the respondent accepts third-party payors, acknowledgment that the provider follows third-party payor rules.
8. The respondents must have the necessary systems in the areas of administration and clerical support for the program. This includes the necessary computer equipment and compatible software and Internet

connections to have the ability to electronically request authorization for services and submit data and billing information.

9. The respondents must have an established financial system in operation which meets generally accepted accounting principles.
10. The respondents must ensure staff are trained in cultural competency and demonstrate an ability to understand, relate to, and operate within an ethnic, racial, age, and economically diversified population. In addition, the services will be provided in settings accessible and acceptable to the individual and communities intended to be served.
11. The respondents must agree to federal, state, and local Affirmative Action guidelines as they relate to personnel and services.
12. The respondents must agree to the provision of culturally and linguistically appropriate services in compliance with MSHN Policies.
13. The respondents must agree to report statistical and financial data on the forms, format, and schedule developed by MSHN and/or MDHHS/OROSC.
14. The respondents must possess, or be willing to obtain Enhanced Women's Specialty (EWS) designation within three (3) years of executing a contract with MSHN. If respondents do not possess the EWS designation, an action plan must be submitted to MSHN within 6 months of executing a contract with MSHN.
15. The respondents understand that Medication-Assisted Treatment (MAT) is a nationally recognized standard of care that is an essential pillar in any comprehensive approach to the national opioid addiction and overdose pandemic. Respondents therefore adopt a MAT-inclusive treatment philosophy in which 1) the provider demonstrates willingness to serve all eligible treatment-seeking individuals, including those who are using MAT as part of their individual recovery plan at any stage of treatment or level of care, and without precondition or pressure to adopt an accelerated tapering schedule and/or a mandated period of abstinence, 2) the provider develops policies that prohibit disparaging, delegitimizing, and/or stigmatizing of MAT either with individual clients or in the public domain.
16. The respondents must offer case management and peer recovery supports services as medically necessary to eligible consumers.

### Quality Standards & Performance Measurement

1. To ensure compliance with State, Federal, and MSHN contractual requirements, Quality Assurance and Performance Improvement Audits will be conducted annually and shall include a review of delegated functions, program policies/procedures, clinical documentation/consumer records, Medicaid Event Verification, and Performance Indicators.
2. Annual financial audit conducted by a licensed certified public accounting firm.
3. All expenses must meet Office of Management and Budget (OMB) Circular 2 CFR 200 Subpart E Cost Principles. Agencies that expend \$750,000 or more in Federal awards during the fiscal year must obtain a single audit or program-specific audit (when administering only one federal program) in accordance with 2 CFR Part 200, Subpart F. Providers are responsible for ensuring compliance with minimum dollar amount requirement.
4. Adhere to reporting timelines as outlined in the MSHN [Reporting Requirements Document](#).

### Budget

#### 1. Financial Budget

The [Standard Budget Sheet](#) shall provide detail of cost for start-up costs, if necessary. A budget narrative must be included to provide additional detail.

#### 2. Payment Schedule:

MSHN reimburses contractors on a fee-for-service method ([MSHN's Regional Rates](#)). The contractor is expected to submit claims for services rendered to MSHN at a minimum on a monthly basis. Claim submissions will be accepted through electronic submission of 837 or direct entry into MSHN's claims processing system. MSHN will make payment within 30 days of invoice receipt for clean claims.

### Selection Criteria

- MSHN shall establish RFP specific scoring criteria and method in advance of RFP/RFI release.
- The prospective contractor provides evidence of competency and capacity to perform the functions defined herein.
- Bidder support for defined requirements and project timeline are sufficient to demonstrate capacity to achieve the stated program goals and performance requirements.
- If the selection is competitive and all other factors are equal, the contract will be awarded to the bidder with the proposal of best value. Best value will be determined at MSHN's sole discretion.
- MSHN reserves the right to request bidder follow-up meetings for the demonstration of competency and capacity.
- MSHN reserves the right to reject any and all bids

### Terms and Conditions

- **Contract Term:** It is expected that the contract will commence at a mutually agreeable date no later than April 1, 2018 and continue through September 30, 2018. The term may be extended by mutual agreement provided all contract terms are met.
- **Contract Scope:** The successful bidder will assure sufficient capacity to perform the functions detailed.
- **Willingness to accept [MSHN Standard SUD Contract language and requirements](#).**
- **Primary Point of Contact:** The contractor shall designate, through MSHN, a primary point of contact. The provider shall have a plan for continuity of services and redundancy, for any periods of leave, or should a change in personnel occur. The Contractor shall notify MSHN within 5 business days of a vacancy in the position. This notification must include the reassignment of this position to a new primary point of contact who is appropriately qualified and competent to assume the functions on a temporary or long-term basis.

### Bidder Requirements

- The bidder must provide assurance of appropriate liability insurance which provides a minimum coverage of \$1,000,000 per claim and \$3,000,000 in the aggregate, requiring a \$1,000,000 umbrella limit.
- The bidder must provide evidence of appropriate staff qualification/licensure to perform the essential duties of the agreement.
- The bidder must provide evidence of accreditation, licensure and level of care designation.
- The proposal shall include a signed and notarized Certificate of Compliance with Public Act 517 of 2012 on the form provided with this RFP.

### Bid Procedure

- The bidder shall provide an e-copy of the proposal and all required attachments no later than December 1, 2017.
- Attachments shall include:
  - Designation of the primary point of contract and a related resume;
  - A response to all required elements including provisions of appropriately referenced attachments;
  - A project implementation plan including infrastructure development;
  - A budget proposal as defined;
  - Professional and customer references for the related scope of work;
  - Other support materials necessary to demonstrate the bidder's competency and capacity to achieve the goals and performance requirements of this proposal.

## Contacts

- All questions should be submitted in writing by e-mail.
- Questions and proposals should be directed to:

Kyle Jaskulka, Contract Manager  
Mid-State Health Network  
530 W. Ionia, Ste. F, Lansing, MI 48933  
[kyle.jaskulka@midstatehealthnetwork.org](mailto:kyle.jaskulka@midstatehealthnetwork.org)

**CERTIFICATE OF COMPLIANCE WITH PUBLIC ACT 517 OF 2012**

I certify that neither \_\_\_\_\_ (Company), nor any of its successors, parent companies, subsidiaries, or companies under common control, are an “Iran Linked Business” engaged in investment activities of \$20,000,000.00 or more with the energy sector of Iran, within the meaning of Michigan Public Act 517 of 2012. In the event it is awarded a Contract as a result of this Request for Proposals, Company will not become an “Iran Linked Business” during the course of performing the work under the Contract.

NOTE: IF A PERSON OR ENTITY FALSELY CERTIFIES THAT IT IS NOT AN IRAN LINKED BUSINESS AS DEFINED BY PUBLIC ACT 517 OF 2012, IT WILL BE RESPONSIBLE FOR CIVIL PENALTIES OF NOT MORE THAN \$250,000.00 OR TWO TIMES THE AMOUNT OF THE CONTRACT FOR WHICH THE FALSE CERTIFICATION WAS MADE, WHICHEVER IS GREATER, PLUS COSTS AND REASONABLE ATTORNEY FEES INCURRED, AS MORE FULLY SET FORTH IN SECTION 5 OF ACT NO. 517, PUBLIC ACTS OF 2012.

\_\_\_\_\_  
(Name of Company)

By: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed to and sworn before me,  
a Notary Public, on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_, Notary Public  
\_\_\_\_\_ County, State of Michigan  
Acting in \_\_\_\_\_ County, Michigan  
My Commission Expires: \_\_\_\_\_