

RFP Questions Received & Responses

Question: “Proposal content shall be organized in a manner that directly corresponds with the RFP (e.g., use of same headings as within RFP). Electronic submissions MUST be organized in a manner that corresponds with the RFP and RFP submission. Electronic documents shall be labeled by RFP section, subpart and document name (e.g., VI_I_Provider Profile).” Will all required attachments be submitted in the Template under each RFP requested heading, or will all attachments be submitted separately from the RFP Narrative template and at the end of the RFP narrative template?

Response: Attachments should be submitted separately, however all attachments MUST be organized, identified and submitted as indicated in the RFP submission requirements.

Question: If RFP Attachments (E,F, G,) are to be submitted separate from the RFP response, should these be emailed as separate documents or merged into one document for emailing?

Response: All attachments MUST be organized, identified and submitted as indicated in the RFP submission requirements and sent as separate documents (pdf) included in one e-mail submission.

Question: When the RFP is requesting narrative, can a copy of a policy be provided as an alternative to the narrative description?

Response: If the policy adequately supports the requested narrative, then yes. Please ensure that you are denoting in that section which policy document is being referred and supports that item if the policy is an attachment.

Question: For additional documents requested (Quality Improvement Plan, Satisfaction Survey) should these be merged into a separate document or added to the RFP proposal?

Response: Any additional documents MUST be organized in a manner that corresponds with the RFP and RFP submission. Electronic documents shall be labeled by RFP section, subpart and document name

Question: Satisfaction Survey is an electronic tool created through Microsoft Forms, will a link to this survey be sufficient or print out the survey as an attachment?

Response: A link will not be sufficient. A pdf of the survey should be included.

Question: Does an applicant have to submit Provider Application if one is already on file?

Response: Relative to any new service location, yes – but specifically only for that or those new service locations

Question: Does an applicant have to submit Disclosure of Ownership if there is one already on file?

Response: Yes, to ensure any changes related to the new service location(s) are captured

Question: Do you expect an applicant to have LARA license and ASAM LOC from State for a specific location in hand as part of the submittal prior to a contract being awarded? How do you want this handled if a Provider doesn't have an existing location in one of the Counties?

Response: If a provider has an existing SUD location contracted with a PIHP, then they are able to support ASAM designation in MiCAL for a new location. Contract would be contingent upon the provider having an approved LARA license and ASAM designation approval from MDHHS successfully.

Question: If an applicant submits a Provider Service Cost Summary form, is that considered an advance or is there an expectation that those would be recovered by MSHN at a later time through service billings? Does the Cost Summary require a budget narrative explaining the nature and/or duration of the costs? Is there a cap on the amount that a provider can request? Are certain expenses, like capital items, excluded?

Response: 1. Startup expenses should be submitted using the Provider Service Cost Summary template and billing for those costs will require supporting documentation however MSHN will not require repayment of the funds. MSHN will evaluate requests for reasonableness but there is no cap on the request amount. 2. MSHN has expense categories included in the Provider Cost Summary spreadsheet but will reach out to the bidder if more explanation is needed. 3. Capital items are excluded.

Question: Does the applicant need to have the residential facility physically located in Montcalm or Isabella County or an adjacent county?

Response: RFP targets the facilities for Montcalm and Isabella counties. The RFP is to build regional capacity for the services included. If the facilities were still located in the MSHN region, then an adjacent county may be considered.

Question: *“Description of Provider’s capacity to have Coordination Agreements in place with Community Mental Health Services Programs (CMHSP) and also in place with one (1) or more licensed medical service facilities for the provision of emergency inpatient and ambulatory medical services”* – Is a Memo of Understanding from the local CMH and a local hospital sufficient? Does MSHN have specific expectations in what should be included in a Coordination Agreement?

Response: A memo of understanding is sufficient as long as it clearly outlines the coordination between the parties.

Question: “Outpatient services are not stand-alone services and take place within a continuum of care.” Is this referencing an applicant’s ability to refer for both higher and lower levels of care? Or an expectation that the applicant offers the full continuum of care?

Response: This is a reference to understanding that outpatient services are one part of a continuum of care and that higher and lower levels of care are available to support a person, as needed, on their pathway to recovery.

Question: The MSHN Provider Network Update had the following: “If you are interested in bidding please contact Kyle Jaskulka, MSHN Contract Specialist at: kyle.jaskulka@midstatehealthnetwork.org no later than November 21, 2022 with an e-letter of your intent to bid and for a copy of the RFP descriptions and bid specifications.” The original RFP document issued on October 31st and prior Provider Network Updates required that all “Intent to Bid” submissions had to be received by November 7th at 5PM. Neither the Update nor website identify this new date as a change from the original process. Has the formal RFP been amended? Does this mean that the timeline for RFP questions to be submitted has also been extended to November 28th?

Response: The RFP has been amended to reflect the following changes:

- Intent to Bid Deadline extended to 11.21.22
- Questions due deadline extended to 11.28.22
- These changes will be posted on the MSHN website and in the Constant Contact

Question/Comment: The ASAM LOC Determination application/letter referenced in the recent RFP is obsolete. New providers must create a MiCAL account through their MiLogin; which is initiated through the PIHP and then they are invited to complete an online application.

Response: The application material referenced in the RFP is designed for those bidders who may not already have MDHHS approved ASAM Level of Care (LOC) designations. Those applications are designed to be submitted with the RFP bid submission for internal review by MSHN; Should a bidder be awarded a contract pursuant to the RFP, it would be contingent upon them receiving the ASAM LOC designation from MDHHS through the MiCAL system.

Question: Should the final electronic RFP document, be a single PDF, no attachments?

Response: Attachments identified as part of the RFP should be submitted separately, however all attachments MUST be organized, identified and submitted as indicated in the RFP submission requirements. Any additional documents MUST be organized in a manner that corresponds with the RFP and RFP submission. Electronic documents shall be labeled by RFP section, subpart and document name

Question: Section IX - Rates I. Cost Documentation notes that “If provider anticipates requesting an "advance" to assist...” does this imply the advanced amount will be deducted later or need to be repaid? In addition, in Section II C. Financial Management, “start-up funds” and a “sustainability plan”, for the sustainability plan, is a short statement or paragraph for each line item sufficient?

Response: 1. Startup expenses should be submitted using the Provider Service Cost Summary template and billing for those costs will require supporting documentation however MSHN will not require repayment of the funds. MSHN will evaluate requests for reasonableness but there is no cap on the request amount. 2. MSHN has expense categories included in the Provider Cost Summary spreadsheet but will reach out to the bidder if more explanation is needed. 3. Capital items are excluded. Lastly, a paragraph describing the bidder’s sustainability plan is sufficient.

Question: Section VIII- “Pre-Contract Review” is marked as required on checklist. However, RFP indicates that the evaluation is needed if recommended for award. Is there anything required at time of submission?

Response: Revised Response: A pre-contract review will take place with the MSHN Clinical Team for any provider that is not currently paneled, or out of region, prior to a contract being awarded. For existing paneled providers (in-region), a pre-contract review will occur after the award for the specific levels of care and services being supported. The pre-contract review is to ensure each provider can support in policy, procedure, and practice the requirements of the public behavioral health system. For existing providers (in-region), they are already reviewed annually for these items by MSHN. For a new/non-paneled provider/out of region provider, this would be new and need to be evaluated prior to a contract being awarded.

Question: What is the expected capacity needed for Isabella County?
Montcalm County?

Response: The RFP includes the levels of care in which MSHN is seeking to build capacity to meet regional needs.

Question: How many new provider awards do you anticipate making in Isabella County?
Montcalm County?

Response: Awards will be based on the provider capacity to support the levels of care being sought for each county.

Question: Attachment F- Provider Application, if this has been submitted prior, do you want it attached with this RFP also?

Response: Attachments identified as part of the RFP must be submitted

Question: Working on the RFP documents and with the ASAM designation forms at this time I can't complete because we don't have a specific location down there yet. How would you like me to handle this aspect of the RFP?

Response: Complete the ASAM LOC Designation applications form(s) with as much detail as possible, illustrating the "how" and the "what" for the services to be provided. Indicate location yet to be secured within the RFP response.