

POLICIES AND PROCEDURE MANUAL

Chapter:	Provider Network Management		
Title:	Substance Use Disorder Service Provider Procurement		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/> Page: 1 of 2	Review Cycle: Biennial Author: Chief Financial Officer, Contract Specialist	Adopted Date: 01.06.2016 Review Date: 03.05.2024	Related Policies: Provider Network Management Provider Network Credentialing and Re-credentialing Policy

Purpose

This policy is intended to provide guidance to Mid-State Health Network (MSHN) staff involved with Substance Use Disorder (SUD) provider network panel procurement and contracting.

Policy

It is MSHN's objective to acquire needed services and supports at fair and economical prices, with appropriate attention to quality of care and maintenance of existing-care relationships and service networks currently used by service recipients.

MSHN maintains a managed open Substance Use Disorder provider panel of organizational providers and/or provider network entities that are:

- Qualified: with appropriate credentials, license(s), accreditation, quality review, and meet pre- contract and ongoing site review standard(s),
- Willing: to accept contract terms, price and performance expectations, oversight activities, etc.
- Able: with a history of providing same or like services at a satisfactory level; qualified staff; satisfied fund sources,
- Competent: with administrative, clinical, billing, financial and other systems to support/produce desired outcomes,
- Needed: there exists in the MSHN region or parts of the region a documented need for the services/supports offered by the provider and sufficient projected beneficiary/service volume to justify empaneling a provider, and
- On file with MSHN after having submitted a completed Provider Network Application and Ownership & Controlling Interested Disclosure Statement.

MSHN conducts a periodic assessment of its provider network adequacy to identify underserved locales and underserved populations within the MSHN Region. As a result of the assessment, MSHN may, in its sole discretion, using any legitimate means including by way of competitive or non-competitive solicitation, empanel Licensed Independent Practitioners or any other provider(s) or vendor(s) to provide specialized services or to improve access to services in underserved areas thus increasing consumer choice. MSHN shall notify eligible network providers when new or existing expansion service opportunities exist. Notification may include constant contact, provider targeted emails, website posting, and meeting notes confirming verbal statements.

MSHN may, at its sole discretion, periodically review, revise, renew or update its provider network. MSHN may use a formal Request for Proposals (RFP) for provider services in circumstances where gaps exist, expansion is desirable, or service capacity is low, or for any other reason in the interests of MSHN. MSHN, in its sole discretion, may restrict or otherwise limit the number of providers that can participate in its provider network in any portion of or for all of its region. Factors that are considered in these circumstances include, but are not limited to, level(s) of utilization of the same or similar services in the geographic or sub-geographic area to be served, consumer choice considerations, quality, cost, pricing, provider saturation, other market factors or other programmatic considerations. For some market factors, such as but not limited to service cost comparison, a periodic Request for Quote (RFQ) process, annual planning process, or similar processes may be utilized when MSHN would like to obtain new or updated information.

MSHN’s procurement processes shall reflect applicable State and local laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in 45 Code of Federal Regulations (CFR) 92.36.Applies to:

- All Mid-State Health Network Staff
- Selected MSHN Staff, as follows:
 - MSHN CMHSP Participants: Policy Only Policy and Procedure
- Other: Sub-contract Providers

Definitions:

CFR: Code of Federal Regulations

Managed Open Provider Panel: Status by which MSHN, in its sole discretion, may contract with a qualified, willing, able, and competent provider or provider entity without going through a formal RFP process, depending upon the needs of the region or a specific sub-geographical part of the region, service demand, service utilization and other market and programmatic factors identified in this policy.

MSHN: Mid-State Health Network

Request for Proposal (RFP): A solicitation, often made through a bidding process, by an agency or company interested in procurement of a commodity, service or valuable asset, to potential suppliers to submit business proposals.

Request for Quote (RFQ): A solicitation in which an agency or company seeks outside providers or vendors to provide a cost quote for the completion of a particular project, service, or program. An RFQ is more likely to occur in situations where products and services are standardized, since this allows the soliciting agency to compare the different bids easily.

SUDSP: Substance Use Disorder Service Provider: Agency that provides prevention, early intervention, outpatient, withdrawal management, residential, recovery housing, or medication assisted treatment services.

Other Related Materials:

Procurement through Request for Proposal Procedure Procurement Technical Requirements

References/Legal Authority:

2 CFR 200;Support D; Sections 318 through 326

Change Log:

Date of Change	Description of Change	Responsible Party
11.2015	New Policy	Director of Provider Network Mgmt. Systems
08.2017	Annual Review/Update Language	Director of Provider Network Mgmt. Systems
10.2018	Annual Review	Director of Provider Network Management
01.2020	Annual Review	Director of Provider Network Management
09.2020	Review to included Needed Requirement	Chief Executive Officer
11.2021	Biennial Review – Removed attachment reference to MDHHS contract	Contract Specialist
06.2022	Policy Update	Contract Specialist, Chief Financial Officer
12.2023	Biennial Review	Contract Specialist, Chief Financial Officer