

**MERCER COUNTY
IN PARTNERSHIP WITH THE NORTHWEST BEHAVIORAL HEALTH
PARTNERSHIP AND CARELON HEALTH OF PA**

HAVE ISSUED THIS REQUEST FOR PROPOSALS (RFP)

**FOR PARTIES INTERESTED IN PROVIDING
ONE-TO-ONE CENTER BASED INTENSIVE BEHAVIORAL HEALTH SERVICES
(#272024)**

INSTRUCTIONS FOR SUBMISSION:

All completed RFPs must be submitted as follows:

Electronic Delivery
Email a PDF copy of the signed RFP to: RFPresponse@swsix.com
Please type the title of the RFP and your organization's name on the subject line.

All pages of the proposal must be numbered.

THIS IS A STANDING RFP – THERE IS NO CURRENT END DATE. THE MH ADMINISTRATION WILL REMOVE THIS RFP FROM THE SBHM WEBSITE WHEN THE NEED HAS BEEN MET.

Please submit the following information:

Agency Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Contact Person: _____

Submitted by: *(Please Print Name & Title)*

(Signature) _____ Date: _____

BEFORE RESPONDING TO THIS RFP
PLEASE READ THE ATTACHED BULLETIN (OMHSAS-22-03)
TO ENSURE YOUR AGENCY IS SEEKING TO PROVIDE
ONE TO ONE CENTER BASED IBH SERVICES

BACKGROUND

Intensive Behavioral Health Services (IBHS) are an array of therapeutic behavioral health interventions and supports provided to children, youth or young adults (up to the age of 21 years) in the home, school or other community setting. IBHS were developed in response to an identified statewide need for services that better meet the treatment needs of children, youth and young adults struggling with mental health disorders.

IBHS include Individual services, Group services and Applied Behavioral Analysis (ABA) services, and any of the Evidence Based Practice models listed by the state that can be provided within those services. IBHS are used to support the behavioral health needs of children, youth and young adults in the natural environments where they live, learn and play. The environment where individual services, ABA services, or group services are delivered should be the least restrictive environment where a child, youth or young adult can reasonably be expected to achieve success.

The IBHS regulations specify that IBHS may be delivered in home or community-based, clinically appropriate settings as identified in the written order and individual treatment plan and that group services may also be delivered in a community like setting. In some instances, the provision of one-to-one individual services or ABA services in a child's, youths, or young adult's natural environment may not meet their behavioral health needs. In such instances it may be clinically appropriate to provide medically necessary individual services or ABA services at a provider's licensed location.

These one-to-one individual and ABA services at a center, or Center Based services are able to be provided under the June 24, 2022, *Bulletin OMHSAS-22-03 UPDATED: Provision of One-to-One Intensive Behavioral Health Services in a Licensed Location*. These Center Based services should only be provided for the amount of time required to enable the individual to acquire skills that will allow them to transition to services in the home or community.

Mercer County is seeking responses to this RFP from licensed IBHS providers who are interested in working directly with County staff and Carelon Health of PA (Carelon) representatives, to develop a new or modify an existing Center-Based program that will best meet the unique needs of their youth. If Attachment A is required, it is the expectation that the provider will work with the County and Carelon to ensure the program meets the identified needs.

In order to respond to this RFP, the responding provider agency must provide an identified physical location for this IBHS facility geographically located in one of the following Pennsylvania counties: Butler, Mercer, Crawford, Venango, or Lawrence.

The award resulting from this RFP does not ensure that the need is sufficient to support the development and/or sustainability of this service.

Mercer County is committed to ensuring that all children, youth and young adults can receive high quality, strength-based treatment services that best meet their individual treatment needs. This commitment is the foundation of their desire to identify a qualified and experienced provider willing to work closely with the County to provide a program that will meet the unique needs of their children and youth.

TARGET POPULATION

In certain circumstances, the provision of one-to-one individual services or ABA services in a child's, youths, or young adult's natural environment may not meet their behavioral health needs. In these instances, it may be clinically appropriate to provide medically necessary individual services or ABA services at a provider's licensed location.

The target population for the 1:1 Center-Based program is children and adolescents up to twenty-one (21) years of age who may display behaviors and/or skill deficits that interfere with the ability to function in their natural environment. Behaviors can include self-injurious behaviors, tantrum behaviors, aggression, and poor emotional regulation. Skill deficits include delayed language, play and social skills. Children will have a mental health diagnosis that may include but is not limited to Autism Spectrum Disorder, ADHD, Anxiety disorders, Oppositional Defiant Disorders, Conduct disorders.

The target population is individuals with behavioral health disorder diagnoses listed in the most recent version of the DSM, made by a licensed physician, licensed psychologist, certified nurse practitioner or other licensed professionals whose scope of practice includes the diagnosis of behavioral health disorders.

All services provided for these levels of care must adhere to all applicable and relevant federal, state and local standards, bulletins and regulations.

MINIMUM QUALIFICATIONS

All applicants **must** meet the following minimum qualifications to be considered for this procurement process:

1. Must currently be a legal entity which holds a current IBHS license or is eligible to apply for an IBHS license in Pennsylvania.
2. Must have a physical facility location for these services identified within one of the following counties: Butler, Mercer, Crawford, Venango, or Lawrence. (i.e., specific physical address for these services and your agency's relationship to this address (own, rent, letter of intent, etc.)
3. Must be willing to work directly with the County and Carelon staff to develop and/or modify an existing Center Based program that will meet the needs of the County residents.

PREFERRED QUALIFICATIONS:

1. Have a minimum of five (5) years' experience in providing child and adolescent mental health services to the target population identified in this RFP.
2. Possess a solid knowledge of the mental health services, as well as other treatment and community services and supports available for youth and their families in Mercer County.
3. Have experience building collaborative relationships to ensure open and willing communication with schools and other human service agencies.

INTENT

It is the intent of Mercer County, Carelon and NWBHP (hereinafter referred to as the Partners) to solicit proposals with the intention of developing a program. This notwithstanding, any proposal shall be submitted with the following expressed understanding:

- This Request for Proposals 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 cost applicant".
- The Partners have the right to reject any and all proposals at any time during the process.
- The Partners reserve the right to reject any applicant that does not sufficiently document that they meet the minimum qualifications to respond to this RFP.
- The Partners may modify the selection process or the scope of the project or the required responses at any time.
- All costs of developing proposals and any subsequent expenses relating to contract negotiations and/or issuance of a contract are entirely the responsibility of the applicant and may not be charged to any of the Partners.

INCURRING COSTS

The Partners are not liable for any costs incurred by applicants for work performed in preparation of a response to this RFP.

PROPOSAL REVIEW

The Partners reserve the right to reject any and all proposals received as a result of this RFP and to negotiate separately with competing applicants. If proposals are unacceptable, the Partners reserve the right to reject the proposal. The Partners also reserve the right to reject a proposal at any time during the process. The proposal and all the materials submitted with the proposal will become the property of Southwest Behavioral Health Management upon submission.

All proposals will be reviewed and scored by a selection committee. Individual committee member scores for each proposal will be combined to create a total overall score for the provider's response. Total scores earned by each proposal are required to meet the minimum threshold for points achieved in order to be considered for program awards. For this RFP, all proposals must score a minimum of 65% of the total available points available in order to be considered for the program award. Proposals which do not score at or above the required 65% will not be considered.

*Ex: 190 points * 5 scoring committee members = 950 total available points. 950 * .65 = 617 points minimum score to be considered.*

SELECTION/REJECTION PROCEDURE

Applicants whose proposals are selected will be notified in writing regarding their selection. Applicants whose proposals are not selected will also be notified in writing by Carelon. Applicants responding to this RFP will not receive any information on the quality of their responses or the selection process.

AWARD CONDITIONS

Following the award of the RFP, in order to secure a contract with Carelon for payment of any part of this service, the provider must be able to complete the following steps. If the chosen provider cannot complete any of these steps, they will be determined ineligible to continue the process:

- Provide or obtain a PA license for IBHS from the Office of Mental Health and Substance Abuse Services (OMHSAS) at the legal address provided in the Required Documents (see last section of this RFP).;
- Provide documentation of MA enrollment and the appropriate PROMISE numbers for IBH services.
- Work with the County and Carelon staff to develop and/or modify an existing program that will meet the unique mental health treatment needs of Mercer County children and youth.

- Receive County and Carelon support for the agency’s Clinical Program Description of the proposed program.
- Receive approval from OMHSAS on their Center Based Attachment A, as applicable.
- Secure a Center Based contract from Carelon Health of PA for these services.

The award resulting from this RFP does not ensure that the need is sufficient to support the development and/or sustainability of this service.

UPON AWARD

The awarded provider(s) will receive the standard Carelon reimbursement rates for this service.

There is no commitment by the Partners beyond what is directly stated in this RFP.

Questions pertaining strictly to information contained in the RFPs may be submitted in writing via email to:
RFPQuestions@swsix.com
Responses to all questions received in writing will be posted on the NWBHP website the following week. Continue to check the website daily at:
[Home - Northwest Behavioral Health Partnership](#)

DIRECTIONS

1. Be sure your agency meets all the minimum qualifications prior to completing your response.
2. All questions must be answered in full. Providers who fail to adequately respond to the question or those which direct the reader to refer to other answers in the proposal or attached documents, with no other content, will receive a ZERO for that response.
3. Respond to the questions in the sequence that they appear in the RFP and as completely as possible.
4. There is no page limit to responses.
5. All responses must be typed using 12-point font.
6. Additional supporting or requested documentation should be attached as Appendices.

REQUIRED ATTACHMENTS

IF THESE REQUIRED ATTACHMENTS ARE NOT PROVIDED, THE SUBMISSION WILL NOT BE CONSIDERED COMPLETE AND WILL BE EXCLUDED FROM THE REVIEW PROCESS.

Attach all the necessary documentation to demonstrate that your agency meets each of the below listed Minimum Qualifications to respond to this RFP. Please ensure that the documentation is current and reflective of the appropriate minimum standard. Also, for appropriate criteria listed below, provide a timeline outlining when your agency can be expected to complete/meet the criteria.

1. Must currently be a legal entity which holds a current IBHS license or is eligible to apply for a IBHS license in Pennsylvania (**Attach your agency's IBHS license or your agency's legal status (i.e. 501© 3, LLC, etc.) (required, 0 pts)**)
2. Must have a physical facility location identified within one of the following counties: Butler, Mercer, Crawford, Venango, or Lawrence. (**Attach the specific physical address and your agency's relationship to this address (own, rent, letter of intent, etc.) (required, 0 pts)**)

REQUEST FOR PROPOSALS

Please respond to the following questions:

1. Please describe in detail your agency's background and experience in serving children, youth and young adults and their families struggling with mental health issues. Explain how this experience will enable your agency to work with the County and Carelon to design and develop a successful Center Based program. Please include experience specific to the target population. (20 pts)
2. If your agency currently holds an IBHS license within Pennsylvania, please attach a copy to this response. If your agency has a license and fails to attach a copy, there will be no points granted for this question. (40 pts)
3. Please briefly describe your current thoughts on the necessary clinical/treatment components your agency feels should be included in a Center Based program. Briefly describe these components and how they could be utilized to achieve treatment benefits for the target population. We are NOT seeking a complete program description – this will be developed in conjunction with the County and Carelon. Simply describe the key clinical components your agency feels would be needed in serving this target population for this level of care. (40 pts total)

4. At this time, Mercer County has not identified an unmet need within their service system supporting the development of this service. As a responding provider agency, your agency bears the burden to ensure the community's need is sufficient to sustain your proposed program. Please outline how your agency has determined and documented an unmet need in Mercer County for this program and describe your agency's sustainability plan for this service. (20 pts)
5. As you are aware, there is a current workforce shortage within the human services field in this region. Please describe in detail how your organization has achieved success with staff recruitment and retention over the past three (3) years, with particular attention to the previous year. Include data and outcomes to support your narrative. Outline your agency's short- and long-term plans for the recruitment and retention of the type of staff that would need in this level of care. (30 pts)
6. Describe your experience in collaborating and coordinating with other community service agencies, schools, collateral organizations and counties. Describe how you will collaborate with these types of agencies/services to ensure the needs of the children and youth are fully met. (15 pts)
7. Describe your agency's commitment to the concepts of recovery and resiliency. Explain how you intend to ensure an ongoing focus on the concepts of recovery and resiliency vs. program/treatment dependence. (10 pts)

END OF RFP

Total points: 175