

**West Michigan Community Mental Health System**

**920 Diana Street**

**Ludington, MI 49431**

**REQUEST FOR PROPOSAL (RFP)**

West Michigan Community Mental Health System (WMCMHS) is seeking bids for the operation of one six-bed licensed adult foster care group home (with a specialized residential certification) serving adults with intellectual and developmental disabilities and mental illness. Services to be provided include community living supports and personal care services. The home is located in Scottville, Michigan. A copy of the full RFP is available at the WMCMHS office at 920 Diana Street, Ludington, MI or you may contact Beth Baker at [Providercontracts@wmcmhs.org](mailto:Providercontracts@wmcmhs.org).

PROPOSAL DEADLINE: Completed proposals must be received at WMCMHS, 920 Diana Street, Ludington, MI 49431 by 5pm, Friday, October 18, 2024. WMCMHS will accept proposals via mail, fax or email in PDF format.

**NO LATE PROPOSALS WILL BE ACCEPTED**

## PROPOSAL SPECIFICATIONS

If there are any questions regarding the following specifications, please contact: Beth Baker at [Providercontracts@wmcmhs.org](mailto:Providercontracts@wmcmhs.org)

**Introduction:**

West Michigan Community Mental Health System (WMCMHS) is seeking bids for the operation of one six-bed licensed adult foster care group home (with a specialized residential certification) serving adults with intellectual and developmental disabilities and mental illness. Services to be provided include: community living supports and personal care services. The home is located in Scottville, Michigan. WMCMHS will provide case management and professional services as integral program components. The operation of the home includes both providing direct care staff and administrative/management structure and staff. It will be the responsibility of the selected provider to seek, obtain and maintain adult foster care licensure with a dual specialized certification for the home.

**PROGRAM REQUIREMENTS**

1. **Service Provision** – With respect to the provision of services, the Provider will be expected to:
2. Obtain and maintain a license and certification to operate an Adult Foster Care Home Certified by the State of Michigan to provide Specialized Residential Care on the premises to include intellectual and developmental disabilities and mental illness.
3. Provide properly trained and supervised staff sufficient to run the home and implement each individual resident’s Individual Plan of Service (IPOS) (which may also include a behavior treatment plan) using person-centered planning principles.
4. Maintain a treatment model milieu in the home.
5. Provide any transportation required by residents of the home for treatment purposes which occur in the geographic area and is not reasonably provided by other sources/funding.
6. Maintain on premises complete and current resident records and any other records required to document the delivery of each resident’s IPOS including personal care services. All records required of the Provider by CMH in the performance of this contract shall be maintained for seven (7) years.
7. Participate with WMCMH in the development of the IPOS (which may also include a behavior treatment plan) using person-centered principles in accordance with Michigan Department of Health and Human Services (MDHHS) practice guidance.
8. Provide systematic monitoring of various aspects of this service so as to ensure compliance with all applicable standards, and continuously improve the delivery of service to individuals served.
9. Maintain compliance with all requirements contained in the contract boilerplate and related documents/attachments. (See Attachment 1 for a copy of the contract boilerplate - The boilerplate contains the principles, policies, and requirements that are the foundation for the contractual relationship between the WMCMHS and the provider organizations).
10. Maintain compliance with the Home and Community-Based Waiver standards.
11. Submit (electronically) claims to the WMCMH electronic medical record.
12. Enter into a lease agreement with WMCMH for the home and property. (Refer to Attachment 2 for a sample lease agreement)
13. Provider must deliver services according to the requirements of the Michigan Medicaid Provider Manual.
14. **Personnel** – With respect to personnel, the Provider agrees to:
15. Provide staff sufficient to run the home and implement each individual resident’s Individual Plan of Service (IPOS) and behavior treatment plan (if applicable).
16. Provide a sufficient number of qualified staff trained in Mandt, positive behavioral support, the culture of gentleness and relationship building in the home at all times to fully implement the residents’ IPOS and behavior treatment plan (if applicable).
17. Act as the sole employer and the sole supervisory authority of the staff that the Provider employs in furtherance of the terms of this contract. Their agents and staff employed in furtherance of this contract shall meet all applicable licensure and/or certification rules and standards. All staff who work independently with the residents shall be fully qualified to do so.

The following documents are available, upon request, for review as part of the proposal specifications:

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| Attachment 1 | Boilerplate Contract including the Attachments A, B, C, D, E-1, E-2, F, H, and I |
| Attachment 2 | Sample Lease Agreement |
| Attachment 3 | RFP Rating Sheet |
| Attachment 4 | Instructions for Proposal Submission |
| Attachment 5 | Provider Response Form |
| Attachment 6 | References/Work Experience |
| Attachment 7 | Certification of Provider Proposal and Application/Release of Information |
| Attachment 8 | Provider Application and/or Re-Application Packet |

**PROPOSAL CONDITIONS**

These conditions are an integral part of the request for proposals and the bidder must comply with them.

### Clarification Request

### If WMCMH determines, after the deadline to submit proposals, that a bidder’s proposal is not clear, WMCMH reserves the right to issue a request to a bidder to clarify its proposal. Failure to respond may be cause for disqualification.

### Reservations

WMCMH reserves the right to:

1. Discontinue the RFP process at any time for no reason. The issuance of an RFP, your preparation and submission of a proposal and WMCMHS’ subsequent receipt and evaluation of your proposal does not commit WMCMH to award a Contract to you or anyone, even if all the requirements in the RFP are met. WMCMHS is not liable for any costs incurred by respondents to this RFP prior to the issuance of a contract.
2. Consider late proposals: (i) if no other proposals are received; (ii) if there are no complete proposals received; (iii) if the process fails to result in award.
3. Consider an otherwise disqualified proposal, if no other proposals are received.

### Award

The award of a WMCMHS contract will be made to the responsive and responsible bidder who offers: a) ability to perform the service required; b) conformance to specifications; c) quality services; d) financial ability to perform the contract; and f) references. The contract term for this RFP will be negotiated between WMCMHS and selected provider.

All proposals received will be reviewed using the attached RFP Rating Criteria and RFP Rating Sheet.

### Freedom of Information Act

All information included in a bidder’s proposal is subject to disclosure under the Michigan Freedom of Information Act (P.A. 1976, No. 442) once the proposal is open for WMCMHS review. Proposals will be available for public inspection after the award announcement, except to the extent that a bidder designates trade secrets or other proprietary data to be confidential. Material designated as confidential must be readily separable from the remainder of the proposal to facilitate public inspection of the non-confidential portion of the proposal. A bidder’s designation of material as confidential will not necessarily be conclusive and the bidder may be required to provide justification why such material should not be disclosed, on request, under the Michigan Freedom of Information Act.

### Legal Requirements

Federal, State, County and local ordinances, rules and regulations, and policies shall govern development, submittal and evaluation of proposals and disputes about proposals. Lack of knowledge by a bidder about applicable law is not a defense.