



Request for Proposal

For

Community Based Mental Health Clinic Provider

For the

Capitol Region Education Council

Advertising Date: March 19, 2018

Pre-Proposal Walk thru: March 29, 2018

Proposal Opening: April 9, 2018

**Capitol Region Education Council
Request for Proposals
Community Based Mental Health Clinic Provider
RFP #18-101**

The Purchasing Manager will accept sealed proposals for a Community Based Mental Health Clinic Provider, until 11:00 am on April 9, 2018.

Please see CREC web site at www.crec.org/rfp or the DAS web site www.das.ct.gov for packets and all information regarding this Request.

There will be a non-mandatory pre-proposal conference held March 29, 2018 at 7:30 am at Polaris Center 474 School St East Hartford 06108

All Proposals must be clearly marked on the envelope and sent to:

**Community Based Mental Health Clinic Provider #18-101
Capitol Region Education Council
Attn: Kate Rotella, Purchasing Manager
111 Charter Oak Ave
Hartford Ct 06109**

Questions concerning proposal may be sent to Kate Rotella krotella@crec.org

CREC reserves the right to reject any or all proposals, and in particular, to reject a proposal incomplete or irregular. CREC reserves the right to waive any informality or irregularity in any proposal received, to negotiate changes to offered terms and to accept the proposal that, in its judgment, will be in the best interest of CREC.

INTRODUCTION

Capitol Region Education Council (CREC) is seeking proposals from suitably qualified community-based Health Care providers and organizations to assume full operational duties of the CREC Polaris Outpatient Mental Health Clinic located at 474 School St East Hartford 06108. CREC is seeking to continue and improve upon current service delivery by providing effective, high quality integrated mental health care at a variety of levels that can meet the needs of the residents of CREC Community.

Consumers are individuals and families who reside in the Great Hartford Region, including students and families of CREC schools and programs. The selected provider will provide services at the current program site of 474 School Street, East Hartford, CT and will enter into a rental agreement with CREC for existing facilities.

Applicants responding to this Request for Proposals (RFP) will provide their qualifications, a description of their proposed program, and timeline for implementation.

The successful applicant will be transitioning consumers who are receiving mental health services from CREC into their own services detailed in this RFP. Current services include psychiatry and medication management, individual, group and family therapy as well as case management.

Applicants should detail in their program narrative a plan for successfully transitioning consumers who are receiving services currently from CREC.

The proposal must demonstrate that the provider administers services for ages 3 through geriatric, covering a full spectrum of diagnoses including dual-diagnoses. Any contracts awarded will be based upon the quality of the proposals, qualifications and experience in the requested field and organizational capacity of the applicant.

BACKGROUND INFORMATION

Description of Community Mental Health Services of Capitol Region Education Council

The current clinical structure is an outpatient mental health clinic is for children, adults, couples and families and is licensed by the Connecticut Department of Public Health and the Connecticut Department of Children and Families. It provides high-quality mental health services to children who are preschool-aged through adolescence, and to adults and families in the community. Taking a strength-based approach, clinic staff members work with clients to identify treatment issues and establish a treatment plan of care.

Services

- Comprehensive psychiatric and psychological evaluation and assessment
- School-based psychiatric consultations
- Psychotherapy for individuals, families, and groups
- Medication management
- Parent consultations

Area's of Specialty

- Affective disorder
- Mood disorder
- Trauma recovery therapies
- Alcohol and substance abuse counseling
- Alcohol abuse recovery
- Substance abuse recovery
- Grief work
- Play therapy

The mission of CREC, in partnership with consumers, families, staff, and community-based agencies, is to provide welcoming, integrated services for mental health and other needs that promote wellness, recovery, and resiliency while respecting the complexity and diversity of the people we serve.

RFP GUIDELINES FORMAT AND SUBMISSION REQUIREMENTS

Please provide *one signed original PLUS three (3) additional hard copies* of your proposal.

- Single-spaced pages
- All pages consecutively numbered
- Proposal follows the outline presented below
- 10-page text limit for Narrative

All submitted proposals must be clearly marked on the envelope and delivered to:

**Community Based Mental Health Clinic Provider #18-101
Capitol Region Education Council
Attn: Kate Rotella, Purchasing Manager
111 Charter Oak Ave
Hartford Ct 06109**

Proposals submissions are due at the above address by April 9, 2018.

**Non-mandatory Pre-Proposal walk thru will be held On March 29th at 7:30 am on site at
Polaris Center 474 School St East Hartford 06108**

There will be no additional walk thru's

This RFP and all related forms are available on the CREC web site at www.crec.org/rfp or the DAS web site www.das.ct.gov

Questions concerning the proposal may be directed to Kate Rotella at krotella@crec.org

Submissions should include the following:

1. Cover Page Please complete the attached cover page (see attachment on final page of RFP)
2. A program narrative (**10-page maximum**) that describes
 - The provider's service delivery model, a timeline for implementing the services during the transition period.
 - Organizations past performance and capacity in providing similar service. Please describe the applicant's qualifications relating to the requirements described herein. Describe any successful experience, if any, with outpatient mental health and relevant ancillary services. If the applicant is an agency, please include a corporate profile.
 - Provide evidence of past collaborative efforts with other community agencies and schools
 - Successfully transition existing consumers to the new services
 - Offer existing staff of the CREC Polaris Outpatient Mental Health Clinic opportunities to interview and be considered for positions
3. Characteristics and Qualifications of Applicant Agency
4. Appendices should include the detailed resumes of all program Administrative staff (or job descriptions if staff have not been identified yet) and Summary of of applicable policies and procedures.

Program Narrative (10 page maximum excluding appendices, 50 points total)

- 1) Describe the operational and service delivery program. Describe how this program will support individuals to further their mental health recovery. Note, supports and services can be provided by other agencies but the Program Narrative should describe the process(es) for referral and connection to these services and supports around these issues.

Include a description of the following:

- a. Describe how consumers of the existing outpatient mental health provider are transitioned into the new program and service delivery, including a proposed timeline for successfully transitioning consumers. **(15 points)**
 - b. Describe the mental health and ancillary services that will be provided. Include a description of any evidence-based practices/programs that will be utilized and why these practices were chosen. Please describe experience, if any, in utilizing these practices. **(15 points)**
 - c. Describe program staffing and each staff member's role and/or function in the program. Describe in detail how current program staff will be afforded opportunities interview and be considered for employment..In the appendices, include the job descriptions for each staff position and/or the resume(s) of Administrative staff proposed to be employed in the program. **(5 points)**
 - d. Please specify any professional licenses or language capacity requirements for staff. Include a description of any additional training that will be provided to program staff, such as training in cultural competency.**(5 points)**
 - e. Describe the services that will be provided as well as any licensing that will be needed, and timeline, to obtain appropriate licensure from DCF and /or DPH. **(10 points)**
- 2) As appendices to the Narrative (not included in page restriction) please supply the following:
 - a. Consumer intake protocol
 - b. Consumer crisis protocol (example: psychiatric or physical health emergency)including after-hours crisis coverage
 - c. Protocol for referring consumers to additional services and/or resources as needed
 - d. Emergency plan (i.e., evacuation, catastrophic, natural disaster plan)

Characteristics and Qualifications of Applicant Agency (10 page maximum, 35 points total)

Write a narrative describing the characteristics and qualifications of the applicant agency that will be operating the program and delivering services. Please describe the applicant's qualifications relating to the requirements described herein. Include a description of the agency's organizational capacity to serve the target population.

- Eligible applicants may include but are not limited to, community-based agencies and for-profit agencies. Please provide the agencies' Tax Identification Number (TIN) or Employer Identification Number (EIN), if applicable.
- Applicants must demonstrate a history of working with individuals experiencing serious mental health illnesses, as well as demonstrating recognition and support from key stakeholder entities, such as organizations representing the interests of consumers and family members.

Please describe:

- 1) Successful experience serving individuals experiencing moderate to severe mental health challenges, or demonstrate the potential to do so. **(10 points)**
- 2) Experience in working with key consumer support systems; e.g., families, peers, other natural supports, communities, service agencies, and providers. **(10 points)**
- 3) Successful experience in working with co-occurring disorders, such as mental health and alcohol and other drug abuse disorders. **(5 points)**
- 4) Successful experience in ensuring consumers are referred and connected to appropriate health, mental health, and other social service resources, and have a referral system or broad network of resources to connect individuals with necessary services and treatment. **(5 points)**
- 5) The ability to work successfully in racially/ethnically diverse settings and/or to collaborate with agencies with such experience; bilingual service capacity is desired. Have the ability to work successfully with individuals of diverse sexual orientations and gender identities, and/or to collaborate with agencies with such experience. **(10 points)**
- 6) Knowledge of and experience in obtaining Department of Children and Family and/or Department of Public Health licensure. **(5 points)**
- 7) Experience in working with school age children in collaboration with their school district or special education program. **(5 points)**

Proposals will be screened for compliance, completeness and eligibility as they are received. In order to receive a score, each proposal must meet all of the following criteria. A failure to meet any one of these criteria is subject to the proposal being disqualified. **DISQUALIFIED SUBMISSIONS WILL NOT BE SCORED AND WILL NOT BE FURTHER CONSIDERED FOR THIS CONTRACT.**

- 1) Proposal was received by due date.
- 2) All sections of Proposals as outlined in RFP are included and within page limits (excluding Appendices).
- 3) Appendices are included and are complete.

Scoring of Proposal

A panel of RFP reviewers will score each proposal. A maximum of 100 points for each proposal is possible using the following scoring:

- | | |
|-----------------------------|-----------|
| 1) Program Narrative | 50 Points |
| 3) Applicant Qualifications | 50 Points |

In order to be considered for an award, the proposal must have a minimum score of 75 points. Based on overall scores, RFP reviewers will recommend selected agencies to move forward to an interview.

I. RFP Schedule of Important Due Dates

Important Dates	Due Date
Request for Proposals – Posted Online	March 19, 2018
RSVP Deadline for attendance to pre-bid walk through	March 28, 2018
Applicant Conference Polaris Center 474 School St East Hartford, CT	March 29, 2018 7:30 AM
Final set of responses to questions submitted by applicants at conference	April 4, 2018
RFP Application Due Date	April 9, 2018
Possible Interview Dates	April 25, 2018

INFORMATION AND GENERAL REQUIREMENTS TO BIDDERS

1. Sealed proposals three copies and one electronic copy will be received at the Office of the Purchasing Manager, Capitol Region Education Council, 111 Charter Oak Ave. Hartford, Ct 06106. At the designated time. Bids may be mailed or hand-delivered by the specified time. **Late proposals will not be accepted and will not be reviewed. There will be no exceptions.**
2. The envelope enclosing your bid should be clearly marked on its front by Bid number, Bid Name, time of bid opening and date.
3. Whenever it is deemed to be in the best interest of the agency, The Capitol Region Education Council reserves the right to reject any or all bids, completely or in part, and to waive technical defects, irregularities or any informality in any bid when such action is deemed in the best interest of the agency. Their decision is final.
4. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of CREC, any other person shall not affect the risks, or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
5. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site, which would affect their work before submitting a bid. Failure to meet these criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to CREC.
6. The bidder agrees and warrants that in the submission of this sealed bid, they will uphold CREC commitment to following Connecticut State and Federal law ensuring full compliance with Title VI of the Civil Rights Act of 1964 which affirms that no person or group of persons is excluded from participation, denied benefits, or otherwise subjected to discrimination or permits discrimination under any program or activity or any service rendered to the public, on the grounds of race, color, creed, religion, national origin, sex, age or disability. Unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut. The bidder further agrees to provide the Connecticut Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement may be required by the successful bidder.
7. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless CREC for all damages assessed against CREC as a result of Bidder's failure to comply with said standards and/or regulations.

8. The Capitol Region Education Council is exempt from Excise, Transportation and Sales taxes imposed by the Federal Government and/or State of Connecticut. Such taxes must not be included in proposal prices. Exemption certificates will be provided upon request.
9. By submitting a proposal, Vendors/Bidders certify that the proposal is made independently and without collusion, agreement, understanding, or planned course of action with any other Vendor/Bidder and that the contents of the proposal shall not be disclosed to anyone other than their employees, agents, or sureties prior to the official opening. Non-Collusion Statement to be filled out.
10. Vendors shall observe and comply with all Federal, State and local laws, ordinances and regulations. Vendors shall indemnify and save harmless CREC, all of its officers, agents and servants against any claim or liability arising from or based on the violation of any such law, ordinance, regulation or negligence whether by the bidder, his employees, his consultant and/or their employees.
11. Bidders are responsible for checking the Capitol Region Education Council website at www.crec.org/rfp for any addendums and updates to the Bid.
12. If at any time of the scheduled Bid opening, Town Hall or the Office of Procurement is closed due to uncontrolled events such as fire, snow, ice, wind or building evacuation, the Bid opening will be postponed until 2:00 p.m. the next business day. Bidders are reminded to check the web site for updates and information or email the purchasing agent at krotella@waterfordct.org . Proposals will be accepted until that date and time.

Rights Reserved CREC

The Capitol Region Education Council reserves the right to award in part, to reject any and all, in whole or in part, for misrepresentation or if the respondent is in default of any prior CREC contract, or if the Respondent limits or modifies any of the terms and conditions and/or specifications of the Request. CREC also reserves the right to waive technical defects, irregularities and omissions if, in its judgment, the best interest of CREC will be served.

Additional Information:

CREC may issue an RFP amendment to provide additional data required and make changes or corrections. All information will be posted on the CREC website.

The RFP and any contract resulting from this process may be cancelled by the CREC Council or Executive Director with a 30-day notice.

Selected contractor must adhere to CREC contracting process, providing all information as requested by CREC. The selected contractor will also be informed of CREC's insurance coverage requirements, where applicable, and the process for contract approval, where applicable, by the Executive Director.

Capitol Region Education Council
COMMUNITY MENTAL HEALTH SERVICES:
Proposal

Project Name: _____

Cover Page

Name of Applicant or Agency: _____

Address: _____

Contact Name: _____

Title of Contact Person: _____

Contact Phone/Email: _____

Applicant Agency Signature:

This signature assures commitment to participate in this program if selected.

Executive Director

Type Name Here

Board President

Type Name Here