



**Mental Health Agency of Southeast
Iowa (MHASEI)**

APPANOOSE, DAVIS, DES MOINES, HENRY, JEFFERSON,
KEOKUK, LEE, LOUISA, MAHASKA, MONROE, VAN BUREN,
WAPELLO & WASHINGTON COUNTIES

**Request for Proposals (RFP)
for
Intensive Residential Services**

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A. Purpose

The Mental Health Agency of Southeast Iowa (MHASEI) Mental Health and Disability Services Region (hereinafter referred to as REGION) is a 28E-organized governmental agency comprised of 13 counties in Iowa. These counties include Appanoose, Davis, Des Moines, Henry, Jefferson, Keokuk, Lee, Louisa, Mahaska, Monroe, Van Buren, Wapello, and Washington. The purpose of this RFP is to solicit bids for a contractor or contractors to provide Intensive Residential Services (IRSH) for adults pursuant to Iowa Administrative Code 441-25.

B. Project Scope and Specifications

The requirements for IRSH, including the target population, can be found in Iowa Administrative Code 441.25. Proposals shall identify how the applicant shall comply with those requirements. REGION intends to develop and fund up to 5 beds in one of the following identified counties- Appanoose, Davis, Mahaska, Monroe, or Wapello Counties.

Eligible Applicants

REGION shall accept applications from individual organizations and shall also allow organizations to partner and apply as a team of organizations to propose stronger program models. Applicant teams consisting of multiple organizations shall identify an eligible provider to serve as the lead applicant and fiscal agent. This identified provider shall be willing to serve as the primary contact for the application as well as for the program. Bidders shall be in good standing with their state licensing/accrediting authority(s) and shall be current providers of Medicaid funded services. Providers shall meet the requirements identified for IRSH in Iowa Administrative Code 441.25

No Reject, No Eject

Participants shall be accepted into the program according to the requirements of No Reject, No Eject as set forth in Iowa Administrative Code 441.25 and the clarifying procedures agreed upon by the Department of Human Services, Managed Care Organizations, and MHDS Regions.

Measurable Outcomes

REGION shall require successful bidders to participate in and contribute to an outcome measurement effort. REGION shall provide a process and outcomes evaluation methodology for providers to use post-award. Outcomes evaluation shall document effects the IRSH services have on people served.

Post award, the REGION shall work with providers to identify key data to be collected and how it shall be collected, timelines, etc., for regular evaluation throughout the contract period. There may be additional data that the Department of Human Services wishes to collect, and the REGION shall provide information as it becomes available. Providers shall be responsible for submitting an annual report of their program activities to REGION within 45 days of the end of the contract. Bidders shall provide a statement in their proposal that agrees to participate in the evaluation activities and to provide required reports to REGION.

C. Proposal Requirements

Proposals must be submitted as an electronic PDF file. Responses shall be prepared simply and economically, providing a straightforward and concise description of the agency's ability to meet the requirements outlined below and in accordance with Iowa Administrative Code 441.25. Bidders shall organize responses in the same order as the items are shown in the proposal requirements outlined below. Proposals submitted after the deadline or not including all items listed below will not be accepted.

- A cover letter describing the agencies willingness to provide services, to participate in evaluation efforts, and to provide performance reports that is signed by an individual authorized to bind the organization/ collaborative to the provisions of the RFP.
- A brief narrative on the agency's history, location, and previous experience including:
 - Bidder eligibility, staffing roles, and staffing qualifications.
 - Evidence of the bidder's current eligibility to bill Medicaid according to the requirements of Iowa Administrative Code 441.25
- A list of staff positions you would assign to work on this project and how the agency shall structure staff to meet the service requirements.
 - Include composition, roles, disciplines, position titles, qualifications, number of positions, required staff training provided, hours of operation, and full-time equivalents for this project.
- A proposed work plan including the process the provider shall engage in to ensure an adequate facility is available for this service. The process may include the remodel of a current structure.
- An implementation schedule, including start-up to full implementation and the agency's ability to meet start-up timelines.
- A budget and budget narrative that includes:
 - Proposed line-item budget for start-up costs. This should include a narrative describing needed startup costs outlined within the line-item budget.
 - Proposed line-item budget for an Annual Operating Budget including revenues and expenditures. This should include a narrative describing the revenues and expenditures outlined within the line-item budget.
 - Note: Providers shall bill the REGION for expenses that are identified in the approved Operational Budget that are not covered by the fee for service cost structure. Providers shall bill Medicaid for Habilitation or HCBS Waiver funded services per individual served. For individuals enrolled and authorized by the REGION, the provider shall bill the REGION on a fee-for-service cost structure at the Medicaid per diem rate for days in which services were delivered.

D. Proposal Evaluation Criteria

An Evaluation Committee will evaluate RFP bid proposals and make a recommendation to the MHASEI Governing Board to announce the notice of intent to award and enter contract negotiations. The Evaluating Committee may include MHASEI Directors, employees, advisory members, and other subject matter experts from the REGION.

The point value of each evaluation criterion is indicated below, adding up to a total of 50 points.

- *Related experience, abilities, and knowledge– 20 Points (40%)*
This category refers to the quality and similarity of services the agencies have provided in the past. The related experience, knowledge and technical ability of the agency’s staff is also a factor in this category.
- *Work Plan and Schedule – 10 Points (20%)*
Points will be awarded in this category based on the proposed work plan that is presented by the agency and implementation schedule outlined. More points will be awarded based on a plan and timeline that best serves the needs of the MHASEI counties.
- *Unique qualities of the consultant – 10 Points (20%)*
This category allows the selection committee to determine if there are certain qualities or characteristics that make one agency stand out over another firm. This may include but is not limited to the detail of their work, the location of a firm, reputation from other agencies the firm has worked with, and the success/quality of previous services.
- *Budget– 10 Points (20%)*
This category awards points based on the detail and description of the budget provided and how it meets the needs of the MHASEI counties.

E. Proposal Submission and Inquiries

Proposal Process Timeline

| Event | Date |
|---|------------------------|
| Region issues RFP | February 8, 2024 |
| Questions Submitted to MHASEI | February 23, 2024 |
| Region response to questions | February 30, 2024 |
| DEADLINE for proposals | March 8, 2024 |
| Interviews with agencies (if necessary) | Week of March 18, 2024 |
| Scoring and review process by evaluation committee | Week of March 25, 2024 |
| Region announces notice of intent to award and starts contract negotiations | March 29, 2024 |
| Execution of contract and distribution of start-up funds | May 1, 2024 |
| Anticipated start date of services | August 1, 2024 |

Point of Contact

The point(s) of contact regarding the RFP from the date of issuance until selection of the successful bidder is Elle Fisher, Southeast Iowa Regional Planning Commission (SEIRPC). To ensure continuity of communication, bidders may only communicate with the point(s) of contact regarding this RFP from the issue date of this RFP until announcement of the successful bidder(s) via email at efisher@seirpc.com.

Deadline and Submittal

In order for your company to be considered, you must submit your proposal in electronic form by **5:00 PM on Friday, March 8, 2024**. The electronic proposal must be submitted via e-mail to Elle Fisher at efisher@seirpc.com. An e-mail will be sent confirming receipt of the proposal.

Questions, Requests for Clarification, and Suggested Changes

Providers who intend to bid on this RFP are invited to submit written questions, requests for clarifications, and/or suggestions for changes to the specifications of this RFP (hereafter “questions”) by **February 23, 2024**. Providers are not permitted to include assumptions in their Bid Proposals. Instead, they shall address any perceived ambiguity regarding this RFP through the question-and-answer process. Region prefers to receive questions by electronic mail. The provider may wish to request confirmation of receipt from the CEO to ensure delivery. Written responses to questions will be posted on Region’s website <https://seiwalink.org/> by **February 30, 2024**.

Region assumes no responsibility for verbal representations made by officers or employees unless such representation is confirmed in writing and incorporated into the RFP. In addition, Region’s written responses to questions shall not be considered part of the RFP. If the Region determines that changes to this RFP are necessary, the Region shall issue an amendment.

Optional Interview

MHASEI Administration may elect to interview the top two or more Agencies to gain additional knowledge and/or ask questions of the submitted proposal. If necessary, these interviews will take place during the week of **March 18, 2024** and may be in person or via an online platform.

F. General Procurement Information

Duration of Contract

The Region anticipates executing contracts under this RFP that shall support start-up costs and a one-year contract to begin May 1, 2024, and ending June 30, 2025, with consideration for annual renewal.

Cost of Preparing Bid Proposal

The costs of preparation and delivery of proposals are solely the responsibility of the bidder.

Retraction, Rejection, and Amendments to this RFP

Region is not obligated to contract for the services specified in this RFP and reserves the right to:

- amend the RFP at any time. Any amendments to or interpretations of the RFP shall be described in written addenda. Region shall provide copies of addenda to the providers officially known to have received the RFP. If there is any conflict between amendments or between an amendment and the RFP, whichever document was issued last in line shall be controlling.
- retract this RFP in whole, or in part, and at any time without penalty before the contract is fully executed and approved.
- reject any or all proposals.
- via SEIRPC, contact a bidding agency for clarification of its proposal.
- consider any specific proposal which is conditional or not prepared in accordance with their instructions and requirements of this RFP to be noncompetitive.
- waive any defects or minor informalities/irregularities in any proposal, which do not materially affect the proposal or discredit other applications.
- make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the proposer can put forward.
- negotiate contracts with one or more agencies, and to accept any proposal(s) or modified proposal(s) which, in its judgment, shall be most advantageous to the Region.

Cost of Preparing Bid Proposal

The costs of preparation and delivery of proposals are solely the responsibility of the bidder.

Personnel

In submitting their proposals, providers are representing that the personnel described in their proposals shall be available to perform the services described. Furthermore, all personnel shall be, at all times, the employees of the provider, and shall not be employees or agents of the Region. All employees of the service shall participate in the required licensing, credentialing, and training requirements for this service as defined in IAC 441.25.

Additional Terms and Conditions

Region reserves the right to add terms and conditions during contract negotiations. These terms and conditions shall be within the scope of the RFP and shall not affect the proposal evaluations. Final Agreement for the service shall be in the form of a contract. Terms of the negotiated contract shall supersede items in the RFP other than requirements of Iowa Administrative Code.

- The provider shall receive a prior authorization before admission of a client.
- The Medicaid/MCO rate shall be honored for Fee-for-Service.
- REGION shall pay based upon agreed upon startup budget for IRSH services as well as ongoing Annual Operating Budget shortfall not covered by fee for service structures.
- Contract modifications may be executed through a written agreement between REGION and Provider.
- The provider shall submit to REGION an itemized invoice with supporting documentation of expenditures for IRSH start-up costs.
- IRSH start-up costs may include essential itemized expenses identified in the proposal and negotiated with the region.