

REQUEST FOR PROPOSALS

CONTRACTOR SERVICES FOR MENTAL HEALTH AND DRUG & ALCOHOL

Student Assistance Program (SAP)

ISSUED BY

**The County of Northampton
Department of Human Services
Mental Health Division and Drug & Alcohol Division**

PROJECT OFFICER

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I. INTRODUCTION

For background information on Northampton County's Mental Health and Drug & Alcohol Divisions refer to Northampton County's website:

<http://www.northamptoncounty.org>

Select Human Services

Select Mental Health OR Drug & Alcohol

II. OBJECTIVE

The Pennsylvania Student Assistance Program (SAP) is a systematic team process used to mobilize school resources to remove barriers to learning. SAP is designed to assist in identifying issues including alcohol, tobacco, other drugs, and mental health issues which pose a barrier to a student's success. The primary goal of the SAP is to help students overcome these barriers so that they may achieve, advance, and remain in school. While the SAPs exist in other areas of the country, the structure and operation of the program in Pennsylvania is a unique expression of an integrated model serving the needs of Pennsylvania families and students.

The core of the Student Assistance Program is a professionally trained team, including school staff and liaisons from community drug and alcohol and mental health agencies. SAP team members are trained to identify issues, determine whether or not the presenting issue lies within the responsibility of the school, and to make recommendations to assist the student and the parent. When the issue lies beyond the scope of the school, the SAP team will assist the parent and student so they may access services within the community. SAP team members do not diagnose, treat or refer to treatment; however, they may refer a student to a liaison who may screen or assess for further community-based services and support.

Northampton County Mental Health and Drug & Alcohol are seeking proposals for a provider to provide the following SAP services to all school districts within Northampton County:

1. Two (2) Full-Time SAP liaisons that will assist with the following tasks:
 - a. Attend SAP team meetings with all school districts
 - b. Provide technical assistance to SAP teams as needed and requested
 - c. Schedule and oversee the quarterly SAP collaboration team meeting
 - d. Complete quarterly State data reporting
 - e. Organize the annual SAP consortium for the school districts
 - f. Coordinate and assist with SAP training opportunities for SAP team members

2. Provider staff shall be able to:
 - a. Utilize a tool that can screen anyone referred by the SAP team for the need for a full Mental Health and/or Drug & Alcohol Evaluation/Assessment by a community provider.
 - b. Work collaboratively with the County CASSP coordinator who will also serve as the liaison for the County. The County liaison will assist with linkages to treatment and community supports as well as any other case management needs, such as obtaining insurance and/or securing funding for those who are underinsured.
 - c. Collaborate with school-based outpatient mental health providers if available in the school districts.
 - d. Be knowledgeable of the community resources available in Northampton County.

The provider's proposal shall detail how they plan to provide the services listed above, as well as the number of staff that they feel will be required. Additional roles may be added as needed to further serve the adolescents in Northampton County.

III. NORTHAMPTON COUNTY MENTAL HEALTH and DRUG & ALCOHOL MODEL

Refer to Northampton County's website:

<http://www.northamptoncounty.org>

Select Human Services

Select Mental Health OR Drug & Alcohol

IV. PROPOSAL TIMEFRAMES

ACTION	DATE
RFP Released	March 20th, 2019
Applicant Questions on RFP Due Address questions to: Brian Watson bwatson@northamptoncounty.org	April 1st, 2019
County Responses Posted https://www.northamptoncounty.org	April 8th, 2019
RFP Responses Due	April 22nd, 2019 by Noon
Proposal Review Dates	April 24th - 26th, 2019
Applicant Interview Dates	April 29th - 30th, 2019 9:00 AM – 4:00 PM
Applicant Selection and Notification Date	April 30th, 2019 9:00 AM – 4:00 PM

V. KEY INSTRUCTIONS

1. Applicants must respond to all components of this RFP and work within the page limits where indicated. Failure to comply may result in disqualification.
2. **All responses to the RFP are due April 22, 2019, on or before 12:00 pm (noon) Eastern Time, ATTN: Brian D. Watson, Deputy Administrator, Mental Health Division, 2801 Emrick Boulevard, Bethlehem, PA 18020.** The County may disqualify any and all proposals received after this date and time.
 - A stamped original of your response must be submitted for the “Response to Technical Proposal”. In addition, a copy in Microsoft Word must be submitted on a flash drive. The Technical Proposal should not contain any references to pricing or cost.
 - A stamped original must be submitted for the “Response to Financial Proposal”. In addition, a copy in Microsoft Excel must be submitted on a flash drive (same flash drive as that containing the Technical Proposal).
 - One (1) transmittal letter must be submitted for each proposal (Response to Technical Proposal, Response and Financial Proposal), and shall be signed by an official who

has the legal authority to bind the company to the terms of the proposal for the required 180 days.

3. It is the County's policy to solicit proposals with a bona fide intention to execute a contract. This policy notwithstanding, any proposal shall be submitted with the following expressed understanding:
 - This Request for Proposal 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 responsible applicant." Furthermore, the County has the right to reject any and all proposals.
 - The County may procure any service by any other means.
 - The County may modify the selection process or the scope of the project or the required responses.
4. All costs of developing proposals and any subsequent expenses related to contract negotiations are entirely the responsibility of the applicant.
5. Best and final negotiations may occur.
6. The County will select finalists with which it will begin the interview and selection process prior to contract negotiations.
7. Proposals must:
 - Demonstrate a knowledge of the Student Assistance Program
 - Demonstrate a knowledge of services available in Northampton County to support adolescents with mental health and/or substance abuse issues.
 - Demonstrate a knowledge of the Northampton County Mental Health and Drug & Alcohol Systems and a willingness for and/or history of working with the child and adolescent population.
 - Demonstrate knowledge and commitment in working within a recovery-oriented system.
 - Demonstrate the ability to track measurable outcomes and report monthly on program activities.
 - Demonstrate an understanding of and willingness to work with the C.A.S.S.P. Coordinator of Northampton County.
8. This program may require creative solutions to long-standing, systemic issues. Priority will be given to those proposals demonstrating creative and cost-effective solutions.

VI. ADDITIONAL INFORMATION FOR APPLICANTS

A. ISSUING OFFICE

The Mental Health Deputy Administrator (Project Officer) listed below is the sole point of contact for this RFP. **Contact with any other State or County officials concerning this RFP, unless authorized by the Project Officer, is grounds for disqualification.** Note that following the release of this RFP, all questions should be submitted to the Project Officer in writing (telephone calls will result in a request to submit information and/or questions in writing). These written questions shall be forwarded via e-mail with the subject heading “Northampton County RFP Questions” to bwatson@northamptoncounty.org.

The project Officer is Brian D. Watson, Deputy Administrator, Mental Health Division.

B. CONTRACT

Successful bidders will be expected to enter into a standard service contract with the County of Northampton.

C. REJECTION OF PROPOSALS

The County may reject any and all proposals received as a result of this RFP, and may negotiate separately with competing applicants. If all proposals are unacceptable, the County reserves the right to reject the proposals and to issue a new RFP, if indicated. The County reserves the right to reject a proposal at any time during the process.

Proposals may be withheld from award in the event any party of the proposal is deemed to be in noncompliance with requirements of any Northampton County agency or State and/or Federal regulatory agency.

D. INCURRING COSTS

All costs of developing proposals and any subsequent expenses relating to contract negotiation are entirely the responsibility of the applicant.

E. AMENDMENTS TO RFP

If it becomes necessary to revise any part of this RFP, the County will issue an amendment to all applicants that received the original RFP.

VII. INFORMATION REQUIRED FROM APPLICANTS

A. GENERAL INFORMATION

This section includes instructions for preparing the Technical as well as the Financial Proposals. Applicants should review the instructions carefully. Failure to comply with these instructions in full may result in disqualification. To be considered, the proposals must include responses to all requirements in each respective part of the proposal(s). Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as appendices to the proposals. If an applicant supplies publications in response to a requirement, there must be a reference to the document number and page number. This will afford a quick reference for the evaluators. Proposals not furnishing this reference will be considered to have no reference material included in the additional documents.

The proposals must consist of:

- Transmittal letters;
- Technical Proposal, so identified;
- Financial Proposal, so identified.

Applicants must strictly adhere to the page limits indicated for each section

B. TRANSMITTAL LETTER

The transmittal letter must be on official letterhead and signed by an individual with legal authority to bind the applicant. The transmittal letter must include the name and title of the Chief Executive Officer or other individual authorized to legally bind the applicant, and include the identification of a primary contact, that person's title, address, telephone and telefax numbers and e-mail address. The letter must state that the applicant accepts the terms, conditions, criteria and requirements set forth in the RFP.

VIII. TECHNICAL PROPOSAL

For each question below, respond by restating the question and providing the description. Each question and its description should be on a separate page. All appendices must be referenced in the body of the description. Use Microsoft Word single spaced Times New Roman 12 point font with "normal" 1-inch margins.

- 1) In one (1) page or less, provide a brief history/overview of your organization, including ownership, current officers, the number of years that you have been providing services related to your proposal and your experience with managed behavioral health care and

provision of SAP, Mental Health, and/or Drug & Alcohol services. Listing of key personnel in board of directors and length of service of each key personnel position.

- 2) In one (1) page or less, describe why your organization decided to submit this proposal and how you see it complimenting the Mental Health and Drug & Alcohol Divisions in Northampton County.
- 3) In no more than six (6) pages, provide a program and services description, including program rationale, philosophy and why this service or approach is expected to improve outcomes for the persons targeted, program structure, staff responsibilities, supervisory responsibilities, target population, program capacity and annual program outcome evaluation. This program description shall be in a format that is comprehensive enough to serve as a description for Northampton County's contract work statement.
- 4) In no more than one (1) page, describe the following: Discuss diversity and cultural competency issues as they affect the adolescent population SAP serves, including the medical, educational, social status, racial, gender identity, language and economic needs of the targeted individuals.
- 5) In no more than one (1) page, discuss the process for linkage to treatment with the County CASSP coordinator, as well as collaboration with the County Mental Health and/or Drug & Alcohol Divisions.
- 6) In no more than two (2) pages, describe the standard parameters, monitoring systems and objective measures for auditing quality of the services provided to the school districts and the adolescents referred to the SAP program. Describe the process of evaluating and targeting program deficiencies and implementing corrective action.
- 7) In no more than one (1) page, provide a description or chart outlining timeframes and tasks from contract award to full start-up, include a staffing plan.
- 8) In no more than one (1) page, provide a description of methods of data recording and reporting to the Mental Health and Drug & Alcohol Divisions. Detail the performance indicators your agency will establish and information that will be reported as required. Also, identify who will be responsible for State quarterly reporting.

IX. FINANCIAL PROPOSAL

The provider must prepare a budget per Allowable Cost Standards found in Section 4300.81 through 4300.108 of the PA 4300 regulations.

Budget categories as defined in the regulations should be Personnel, Operating, Equipment and Fixtures, General and Administrative.

Using Excel, prepare a budget for year one of the project. Include a budget narrative not to exceed two (2) pages, explaining costs and allocations. All budgets for proposals must

be electronically submitted in order to be considered for an award. The selected provider will also have to submit monthly fiscal and program reports. Payments will be made on a reimbursement basis monthly after the monthly reports are received and approved.

X. REVIEW PROCESS

All proposals will initially be reviewed to ensure that a complete proposal and all supporting documents have been submitted and that the proposal meets eligibility requirements. Incomplete packages will not be reviewed and evaluated.

Technical Review: Proposals will then be evaluated by a team of reviewers with particular expertise in related areas. They will evaluate each proposal on its own merits for content responsiveness, conciseness, clarity, relevance and strict adherence to the instructions in this RFP.

Review Panel: After the technical review, a review panel will be established to participate with the interview of candidates that have been selected and help to make the final selection based on a total review of the proposal.

XI. LEGAL ASSESSMENT REPORT

Please complete this Questionnaire as part of your response to the RFP. Restate the question and provide your answer.

Question #1: Organization Structure and Legal Standing

- A. Describe your organization's structure and formation: i.e., is it a corporation, partnership, joint venture, limited liability entity, etc. Be very specific.
- B. Are you a for-profit or not-for-profit business? If a not-for-profit entity, under what section of the Internal Revenue Code?
- C. If a corporation, in what state are you incorporated?
- D. If a limited partnership or other limited liability entity, in what state are you registered?
- E. In what other states are you registered and qualified to do business?

Question # 2: Other dealings with Northampton County

For the past two (2) years, please describe and list any and all dealings, relationships (contractual or otherwise), whether or not compensated, of Subcontractor with the County at any level for any purpose or function, together with the name(s) and, if relevant, the telephone number(s), of the contact person at Northampton County with whom you dealt.

Question # 3: Outstanding Litigation

- A. List all outstanding litigation in which you are a defendant, and for which the amount of recovery being sought by plaintiff is in excess of \$25,000.

B. List all judgments and settlements in excess of \$25,000 in the last two (2) years.

Question # 4: Recent Developments and Miscellaneous Information

Please describe your existing compliance plan and program, and provide us with a detailed history of your compliance experience, including any investigations, reviews, audits, notices, claims or communications from any federal or state agency or government, or a third party payer regarding you, your parent and affiliated and related entities.