

REQUEST FOR PROPOSALS
CONTRACTOR SERVICES FOR
MENTAL HEALTH
Short Term Apartments for Returning To Society Program (STARTS)

ISSUED BY
The County of Northampton
Department of Human Services
Mental Health Division

PROJECT OFFICER

Brian D. Watson, Deputy
Northampton County Mental Health
2801 Emrick Boulevard
Bethlehem, PA 18020
Telephone: 610.829.4815
Fax: 610.997-5837
E-mail: bwatson@northamptoncounty.org

TABLE OF CONTENTS

- I. INTRODUCTION**
- II. OBJECTIVE**
- III. NORTHAMPTON COUNTY MENTAL HEALTH PROGRAM MODEL**
- IV. PROPOSAL TIME FRAMES**
- V. KEY INSTRUCTIONS**
- VI. ADDITIONAL INFORMATION FOR APPLICANTS**
- VII. INFORMATION REQUIRED FROM APPLICANTS**
- VIII. TECHNICAL PROPOSAL**
- IX. FINANCIAL PROPOSAL**
- X. REVIEW PROCESS**
- XI. LEGAL ASSESSMENT REPORT**

I. INTRODUCTION

For background information on Northampton County's Mental Health Division refer to Northampton County's website.

<http://www.northamptoncounty.org>.

Select Human Services

Select Mental Health

II. OBJECTIVE

Northampton County Mental Health is developing a housing program entitled *Short Term Apartments for Returning To Society Program (STARTS)*.

Northampton County Mental Health (NCMH) has reviewed the analysis and recommendations within: Reducing the Pennsylvania Incompetency to Stand Trial Restoration Waitlist: More than Just Beds, published in Dec 2017 by PRA (**Attachment A**). In light of these recommendations, the increase of mentally ill individuals in our prison system and in conjunction with the closing of the civil section of Norristown State Hospital (NSH), Northampton County Mental Health will be adding a Forensic Housing Program to our service continuum.

NCMH has engaged in and has experienced success in increasing relationships, services and interventions with our courts, prison and re-entry services as well as with our law enforcement community. NC Deputy MH Administrator is a guest of the Criminal Justice Advisory Board (CJAB), which meets quarterly to discuss issues and new initiatives involving the criminal justice population and affords an opportunity to specifically discuss the needs of consumers with mental illness. In addition, the County has a team known as The Forensic Advocacy Collaboration Team, (FACT). This group identifies gaps in the service delivery system for mental health consumers either in or soon to be released from the criminal justice system. One forensic worker and the forensic supervisor serve on this team. The goal is either to prevent incarceration or to hasten release through solid treatment and support planning. NCMH is also represented on the local County Re-Entry Coalition. The re-occurring identified need and barrier to best support this population is housing and behavioral health support services for those who are re-entering the community following incarceration.

Northampton County Mental Health Treatment Court has continued to operate, involving NCMH and the Criminal Justice System. This is a diversionary court focused on keeping MH consumers out of the Criminal Justice system by eliminating their record upon successful completion. It also provides significant levels of treatment with the focus being on recovery to the point that they are stable and not becoming re-involved in the CJ system.

Northampton County presently has one Forensic Adult Transition Case Worker, one Mental Health Court Case Worker and one Outreach Caseworker. They continue to become an integral part of the criminal justice system. Referrals outpace their ability to serve all of the individuals in need of this service. The workers provide case management and support to individuals with serious and persistent mental illness coming out of the County and State prison system and returning to the community.

A critical need for individuals returning to the community from the Jail is housing. These individuals often do not have any income upon release, because either they have not been working or their benefits were suspended while incarcerated. The Short Term Apartments for Returning To Society Program (STARTS) will provide two housing units with three beds in each home. The individuals deemed appropriate for this program by the MH Forensic worker will be placed into one of these units immediately upon release from Jail. They will be connected with an ACT team, an ICM/BCM, or the THRIVE team who will be responsible for that individual's case management needs. The goal of the program is for the individual to live rent-free for a period of six months with the immediate expectation being for them to take the steps necessary to initiate the resumption of their benefits, find gainful employment or a combination of the two. The six-month stay will allow them sufficient time to save funds toward acquiring their own apartment prior to the end of the six-month period.

Ideally, one home would house three females, one home three males. The provider would have the ability to expand to a total of 4 homes/12 residents after an initial trial period.

The provider who seeks to submit an RFP for the program will understand that they are responsible for the following:

- Locating and leasing the appropriate homes that can accommodate three separate bedrooms in Northampton County.
- Locating residences that are in an area served by public transportation
- Maintaining an ongoing relationship with the property owner to insure the residence is maintained in a proper, habitable and safe manner for the residents.

The selected provider will be required to follow the recommendations set forth in the State of Pennsylvania response paper titled: ***Reducing the Pennsylvania Incompetency to Stand Trial Restoration Waitlist: More Than Just Beds***; PRA (Policy Research Associates) dated December 2017. (Attachment A)

III. NORTHAMPTON COUNTY MENTAL HEALTH PROGRAM MODEL

Refer to Northampton County's website:

<http://www.northamptoncounty.org>.

Select Human Services

Select Northampton County Mental Health

IV. PROPOSAL TIMEFRAMES

ACTION	DATE
RFP Released:	September 16th, 2020
Applicant Questions on RFP Due: Address questions to: Brian D. Watson bwatson@northamptoncounty.org	October 2nd, 2020
County Responses Posted: http://www.northamptoncounty.org	October 5th, 2020
RFP Responses Due:	October 12th, 2020 by Noon
Proposal Review Dates:	October 14th, 15th, 16th, 2020
Applicant Interview Dates:	October 20th, 21st, 22nd 9:00 AM – 4:00 PM
Applicant Selection and Notification Date:	October 23rd, 2020 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 October 12, 2020 on or before 12:00 pm (noon) Eastern Time.** Responses should be emailed to Bwatson@northamptoncounty.org. The County may disqualify any and all proposals received after this date and time.
 - A response to this RFP must be received by email on or before the date listed above and the document clearly labeled as “**Response to Technical Proposal**”. The Technical Proposal should not contain any references to pricing or cost.
 - 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 because 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 Northampton County Mental Health system and a willingness for and/or history of working with the significantly impaired, mentally ill adult 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 Criminal Justice System to include the Jail, Pretrial, probation and the Courts.
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 because 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 email 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 Mental Health 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 Division 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 population in need of competency restoration, 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 coordination of care with the Mental Health division and the Criminal Justice System, to include the Jail, Pre-Trial, Probation and the Courts, and any other service providers the consumer may have and how the proposed project will assist the population in benefitting the most from such coordination.
- 6) In no more than two (2) pages describe the standard parameters, monitoring systems and objective measures for auditing quality of care. Describe methods of monitoring critical incidents, abuse and emergencies. 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 Division. Detail the performance indicators your agency will establish and information that will be reported monthly.

IX. FINANCIAL PROPOSAL

The provider must prepare a budget per PA 4300 regulations. The budget shall include the following line items:

1. Personnel (salaries and benefits)
2. Staff Travel
3. Products/Services (i.e.: office supplies)
4. Consumer Support (See Appendix 1 for guidance)

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.

Provider must submit most recent financial statements unless already on file with the county.

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.