



CICS

Supporting Individuals. Strengthening Communities.

REQUEST FOR PROPOSALS (RFP) Intensive Residential Services

PROPOSALS SHALL BE DIRECTED TO:

RUSSELL WOOD, CEO
CICS REGION
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Hampton, Iowa 50441
russell.wood@cicsmhds.org

I. Purpose

The CICS Mental Health and Disability Services Region (hereinafter referred to as REGION) is a 28E-organized governmental agency comprised of 15 counties in Iowa. These counties are: Boone, Cerro Gordo, Franklin, Greene, Hamilton, Hancock, Hardin, Jasper, Madison, Marshall, Poweshiek, Story, Warren, Webster, and Wright.

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.

Timeline

Event	Date
REGION issues RFP and posts on region's website	9/22/2022
Questions submitted by	10/14/2022
REGION responds to questions by	10/28/2022
DEADLINE for Bidder proposals	11/18/2022
REGION announces notice of intent to award and enters into contract negotiations	12/22/2022
Execution of contract and distribution of start-up funds	No later than 6/30/2023
Anticipated start date of services	No later than 6/30/2023

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 the due date and time provided in the Timeline. 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 shall be posted on REGION's website www.CICSMHDS.org.

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, REGION shall issue an amendment.

Duration of Contract

The REGION anticipates executing contracts under this RFP that shall support start-up costs and a one-year contract to begin July 1, 2023, and ending June 30, 2024 with consideration for annual renewal.

Communication and Submission of Bids

The points of contact regarding the RFP from the date of issuance until selection of the successful bidder are: Patti Treibel-Leeds, Karla Webb, and Russell Wood. To ensure continuity of communication, bidders may only communicate with the points of contact regarding this RFP from the issue date of this RFP until announcement of the successful bidder(s).

Proposals shall be received via email submission only. Proposals shall be submitted in Word format with an Excel Spreadsheet for timelines, budgets, and budget narratives.

II. 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 16 beds. REGION shall guarantee the funding of the service and shall implement a cost settlement process at the end of the contract. The REGION may contract with multiple Bidders.

Eligible Applicants

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

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.

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, 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; 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.

Cost Structure

The provider shall be paid through a fee-for-service cost structure at a per diem rate for days in which services were delivered. Proposals shall include a Projected Cost Report and Budget Narrative. At the end of the contract, an Actual Cost Report shall be submitted. REGION shall cost settle with the provider.

Proposals shall identify a per-person per-day rate based upon the submitted Projected Cost Report. Providers shall bill Medicaid or other responsible funder for Fee-for-Service for any Habilitation or HCBS Waiver funded services. Providers shall bill REGION for costs that exceed the Medicaid Reimbursement as an "Access Fee". Bidders shall include startup cost for the program in the completed proposal.

III. RFP Conditions

Acceptance/Rejection of Proposals

REGION reserves the right to reject any or all proposals.

REGION reserves the right to negotiate contracts with one or more Providers, and to accept any proposal(s) or modified proposal(s) which, in its judgment, shall be most advantageous to the REGION.

REGION reserves the right to consider any specific proposal which is conditional or not prepared in accordance with their instructions and requirements of this RFP to be noncompetitive.

REGION reserves the right to waive any defects or minor informalities/irregularities in any proposal, which do not materially affect the proposal or discredit other applications.

Amendments to RFP

REGION 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.

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 REGION. All employees of the service shall participate in required trainings for this service as defined in IAC 441.25.

Authorized Signature

All proposals shall be signed by an individual authorized to bind the organization/collaborative to the provisions of the RFP.

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.

Evaluation Committee

An Evaluation Committee shall be established for the purpose of developing a process and outcomes evaluation methodology, and to review annual reports. The Evaluating Committee may include officers, employees, and agents of the REGION.

Cancellation of Procurement

REGION reserves the right to cancel the RFP for sound business reasons at any time before the contract is fully executed and approved.

IV. Application and Submission Information

Bidders shall address each area of program design and service delivery in their proposal. Bidders shall organize responses in the same order as the items are shown in the RFP. Responses shall be prepared simply and economically, providing a straightforward and concise description of the agency's ability to meet the requirements outlined in this document and in accordance with Iowa Administrative Code 441.25. Bidders shall submit a response that includes the timeline, budget, and budget narrative.

Proposals shall contain, in the following order:

Eligibility:

- 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

Scope of Work

- 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.
- Staff composition, roles, qualifications, hours of operation, and training (include disciplines, position titles, qualifications, number of positions and full-time equivalents for this project.).
- How the agency shall staff and structure the Service to meet the requirements.
- Provide an implementation schedule, including start-up to full implementation and the agency's ability to meet start-up timelines.
- Statement of agreement to participate in evaluation efforts and to provide performance reports to REGION

Budget

- Proposed line-item budget for start-up costs and service delivery for 1 year
- Proposed start-up budget narrative
- Provider agrees that the Projected Cost Report shall be compared to the Actual Cost Report that shall be submitted within 45 days of the end of the contract and the contract shall be cost settled.

OTHER TERMS:

- The Medicaid/MCO rate shall be honored for Fee-for-Service.
- REGION shall pay an Access Fee for any approved amount above the Medicaid/MCO rate.
- Contract modifications may be executed through a written agreement between REGION and Provider.
- 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.
- Provider shall receive a prior authorization before admission of a client.