

Scott County, Iowa Administration - Purchasing Division
600 West Fourth Street, Davenport, IA 52801-1030

REQUEST FOR PROPOSAL

Scott County Requisition No. **19600**

Please complete and submit this form.

Submission Date: Tuesday, November 1, 2022	No Later Than: 04:30 PM
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	Description
	Eastern Iowa Mental Health and Disability Services Region Request for Proposals for Intensive Residential Services.
	See RFP for details including Purpose, Timeline, Communication and Submission of Bid, Scope of Work, etc.
	Please return responses to PURCHASING@SCOTTCOUNTYIOWA.GOV. Verification of receipt may be made to the purchasing office at purchasing@scottcountyiowa.gov or 563-326-8793. Submittal and verification should be made well in advance of the deadline.
	Please register at www.publicpurchase.com .
	From time to time it may be necessary to change or modify a request for purchase. If you have received this request from any other source other than direct fax or email from Scott County, it is your responsibility to check for updates and/or changes to the request. If you would like to receive automatic updates please register your company in our vendor data base by using our website, www.scottcountyiowa.gov .

*Scott County reserves the right to accept the bid from the lowest responsible bidder.

Scott County may in its sole discretion make an equitable adjustment in the pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace that is by circumstances that satisfy all of the following: 1) The volatility is due to causes wholly beyond the successful bidder's control. 2) The volatility affects the marketplace or industry, not just the particular successful bidder source of supply. 3) The effect on pricing or availability of supply is substantial. 4) The volatility so affects the successful bidder that continued performance of the contract would result in a substantial loss. Any adjustment would require irrefutable evidence and written approval by the Director of Budget & Administrative Services.

Quote Submitted by:

Name/Title

Company

Date

Phone

Email

RELEASED:
(SCOTT COUNTY USE ONLY)
DATE: 8/31/2022
TIME: 11:30 AM

“By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa.”



EASTERN IOWA MENTAL HEALTH AND DISABILITY SERVICES REGION

REQUEST FOR PROPOSALS (RFP) Intensive Residential Services

INQUIRIES SHALL BE DIRECTED TO:

Lori A. Elam, CEO
Eastern Iowa MHDS Region
600 W. 4th St.
Davenport, Iowa 52801
563.326.8723

Lori.elam@scottcountyiowa.gov

PROPOSALS SHALL BE DIRECTED TO:

Renee Luze-Johnson
Scott County Purchasing
Scott County Admin Center
600 W. 4th St.
Davenport, Iowa 52801
563.326.8793

Purchasing@scottcountyiowa.gov

I. Purpose

The Eastern Iowa Mental Health and Disability Services Region (hereinafter referred to as REGION) is a 28E-organized governmental agency comprised of five counties in Iowa. These counties are Cedar, Clinton, Jackson, Muscatine and Scott.

The purpose of this RFP is to solicit proposals from 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	09/01/2022
Questions submitted by email	09/22/2022
Informational Meeting/REGION responds to questions	09/26/2022
DEADLINE for proposals	11/01/2022
REGION announces notice of intent to award and enters into contract negotiations	11/22/2022
Execution of contract	01/01/2023
Anticipated start date of services	Dependent on staff and facility availability, but no later than 7/1/2023

Questions, Requests for Clarification, and Suggested Changes

Contractor(s) who intend to submit a proposal 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 above. Contractors are not permitted to include assumptions in their 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 contractors 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.easterniowamhds.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, access fees, and gap funding with a contract to begin January 1, 2023, and ending June 30, 2024 with consideration for annual renewal based on outcome achievement.

Communication and Submission of Bid

The point of contact regarding the RFP from the date of issuance until selection of the successful contractor(s) is: Lori A. Elam. To ensure continuity of communication, contractors may only communicate with the point(s) of contact regarding this RFP from the issue date of this RFP until announcement of the successful contractor(s).

Proposals shall be received via email submission only at Purchasing@scottcountyiowa.gov. Proposals shall be submitted for timelines, budgets, and budget narratives. Proposals are due within 60 days, no later than November 1, 2022 4:30 p.m.

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 contractor(s) shall comply with those requirements.

REGION intends to develop and fund up to four (4) beds. The REGION may have contract(s) with multiple contractors.

Eligible Applicants

Contractors 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 proposals from individual organizations and shall also allow organizations to partner and apply as a team of organizations to propose stronger program models. Contractor 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 Health and Human Services, Managed Care Organizations, and MHDS Regions.

Measurable Outcomes

REGION shall require successful contractor(s) 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 contractor(s) 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 Health and Human Services wishes to collect; REGION shall provide information as it becomes available. Contractor(s) shall be responsible for submitting an annual report of their program activities to REGION within 45 days of the end of the contract. Contractor(s) 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 contractor(s) shall be paid through a fee for service cost structure for days used. Proposals shall include a Projected Cost Report and Budget Narrative.

Proposals shall identify a per-person per-day rate. Contractor(s) shall bill Medicaid or other responsible funders for Fee-for-Service for any Habilitation or HCBS Waiver funded services. Contractor(s) shall bill REGION for Access Fees that exceed the Medicaid Rates. Contractor(s) shall include startup costs for the program in the 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 Contractors, 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 contractor(s).

Personnel

In submitting their proposals, contractor(s) 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 contractor(s), and shall not be employees or agents of REGION.

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

The Management Team will serve as the Evaluation Committee. The Management Team will evaluate each proposal and outcomes. The Management Team will provide their recommendations to the Eastern Iowa MHDS Regional Governing Board on November 21, 2022.

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

Contractor(s) shall address each area of program design and service delivery in their proposal. Contractor(s) 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.

Contractor(s) shall submit a response that includes the timeline, budget, and budget narrative.

Proposals shall contain, in the following order:

Eligibility:

- Contractor eligibility, staffing roles, and staffing qualifications.
- Evidence of the contractor's current eligibility to bill Medicaid according to the requirements of Iowa Administrative Code 441.25.

Scope of Work

- The process the contractor(s) 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 contractor(s) 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 (three line item budgets)

- Proposed one time start-up costs and budget narrative
- Proposed service delivery for one (1) year and budget narrative
- Proposed training costs and budget narrative

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 Contractor(s).

Contractor(s) 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.

Contractor(s) shall receive a prior authorization before admission of a client.