



Community
MENTAL HEALTH
CLINTON • EATON • INGHAM

REQUEST FOR PROPOSAL

**COST PROPOSAL FOR CONTRACT HOME
ATTESTATION SERVICES**

COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON, AND INGHAM COUNTIES

REQUEST FOR PROPOSALS FOR AMBULANCE SERVICES

I. OVERVIEW OF REQUEST FOR PROPOSAL (RFP)

Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMHA-CMHA-CEI) is requesting proposals from proposals from independent contractors to perform an annual financial review/attestation of each contract home's records and to complete cost settlement documentation.

II. DESCRIPTION OF ORGANIZATION

CMHA-CMHA-CEI is a public, governmental body responsible for the mental health and related service needs of approximately 10,000 persons in four populations:

- Children and adolescents with emotional disturbance
- Adults with mental illness
- Adults, children, and adolescents with developmental disabilities
- Persons with substance abuse disorders

Formed in 1964 as the Community Mental Health Board of Clinton-Eaton-Ingham Counties, CMHA-CMHA-CEI began operations as a federally funded community mental health center, serving the residents of Lansing. In the years since, responsibility for funding and service coordination passed to the state of Michigan which, through the state Mental Health Code, passed legislation transferring greater levels of responsibility for mental health services from the state to local government. As a "local" Community Mental Health Organization, over the years CMHA-CMHA-CEI has taken on various managed care functions across the tri-county area, in addition to service delivery, including: making determinations about the package of services that a consumer receives, resolving complaints and disputes, contracting with and paying bidders/sub-contractors, ensuring compliance with federal and state requirements, making decisions as to how to use funds by serving persons in more cost effective ways, and measuring and ensuring the performance of the system in a wide range of areas.

Today, through various Federal and State funding sources, CMHA-CMHA-CEI provides an array of services to individuals and their families needing treatment or supports for mental illness, developmental disabilities and/or co-occurring disorders. CMHA-CMHA-CEI has a broad array of directly-operated mental health and substance abuse programs, as well as contractual relationships with a number of sub-contractor providers. Annually, the agency provides services to approximately 1,900 children and adolescents with serious mental or emotional disturbance, 1,700 children and adults with developmental disabilities, 2,300 adults and adolescents coping with substance use disorders, and 4,700 adults with serious mental illness.

III. SCOPE OF SERVICES

Annual Review/Attestation Requirements:

- A. 3 year contract for financial review/attestation services with CMHA-CEI option to cancel or extend contract on a year to year basis.
- B. Time frame for completion of annual review
 - 1. Between January 1 - April 1 perform review of 39 contract homes.
- C. Requirements
 - 1. Statement of Revenue and Expenditures on an accrual basis.
 - 2. Revenue: Schedule of SSI/SSA/SSB, Client Payee, Food Stamps, and Resident Allowance; Reconciliation between CMHA-CEI's Expenditure Report and Contract Home revenue.
 - 3. Salaries and Wages: Reconciliation of Direct Care hours provided to budgeted hours specified in CMHA-CEI contract, schedule of wages for Area Manager with a breakdown between direct care and administrative hours, schedule of bonuses paid to employees.
 - 4. Operations: Schedule of insurance premiums, schedule of vehicle expenditures with a breakdown between purchase cost of vehicle, insurance, fuel and maintenance expenditures, schedule of utilities expense.
 - 5. Equipment and Furnishings: Schedule of fixed assets over \$5,000 purchased during the review period.
 - 6. Administration: Reconciliation between actual administrative expense and budgeted administration in CMHA-CEI contract.
 - 7. Prepare Cost Settlement documents.
 - 8. Other: Tests for reasonableness of expenditures, verify that CMHA-CEI is listed as an additional insured on insurance policies where required, verify that licenses are current, determine that criminal background checks on staff are performed, review supporting documentation of petty cash, food stamps and client funds.

IV. CONTENT OF PROPOSALS

Written proposals should contain the following elements:

- A. Business Organization and History: State the full name, address, phone, fax and email contact information for the company. Provide an overview of the company's history including size, range of services and volume of work.
- B. Narrative: Provide a narrative summary description of the proposed effort and of the services to be delivered.
- C. Documentation: Provide a sample of billing invoices and/or other documentation used when submitting request for payment.

- D. Relevant Experience: Describe your organization's prior experience which you consider relevant to the tasks outlined in this RFP. Include sufficient detail to demonstrate the relevance of such experience (e.g. experience reviewing or performing attestations for group homes.) Submit sample/facsimile statements for review.
- E. Resume and Credentials: Provide resumes of staff to be assigned to CMHA-CEI project for fiscal year 2017 including credentials and relevant experience.
- F. Price Proposal: Attach a schedule with an outline of the costs for cost settlement services for:
 - a. FY 2017 – for review of FY 2016 financials
 - b. FY 2018 - at CMHA-CEI option to extend for FY 2017 financials
 - c. FY 2019 – at CMHA-CEI option to extent for FY 2018 financials
- G. References: Provide the names and contact information for three references who can speak to your company's work during the past 2-3 years.
- H. Independence: Provide an affirmative statement that your company is independent of CMHA-CMHA-CEI.
- I. Proof of liability insurance:

This information may be submitted in any format; however, CEI prefers that your responses be as succinct as possible.

V. PROPOSAL PREPARATION AND SUBMISSION PROCEDURES

A. Response Date

Proposals must be received by the Contract Administrator at Clinton, Eaton, Ingham Community Mental Health Authority, 812 E. Jolly Rd., Suite 210, Lansing, Michigan 48910, no later than **3 P.M. on August 5, 2016**. Proposals must be clearly marked "RFP – Cost Settlement, Attn: Karmen Katzinger" on the outside of the envelope. Envelope must include the name and address of the RFP bidder.

B. Incurring Costs

Proposals should be prepared simply and economically to provide a concise description of the company's capabilities to perform the services required.

CMHA-CMHA-CEI will not be responsible for any costs incurred in the preparation of proposals in response to this RFP; nor will CMHA-CMHA-CEI be responsible for any costs incurred if the bidder is invited to make an oral presentation to the evaluation team.

C. Signature

An official authorized to bind the bidder to its provisions must sign all proposals.

D. Effective Period

All proposals submitted to this RFP must be valid for at least 60 days.

E. Number of Copies

Bidders must submit 6 clearly marked original of the proposal.

F. Withdrawal

The proposal may be withdrawn in person or by written request, unless CMHA-CEI has accepted the proposal in writing. All proposals submitted are subject to the terms of the Freedom of Information Act, and will be retained by CMHA-CEI, whether or not the Bidder selected has submitted the proposal with the lowest costs.

G. Proposal Submission

Faxed, emailed or late proposals will not be accepted.

H. Bidder Questions

All questions relating to the preparation and/or submission of a response to this RFP should be directed to Karmen Katzinger, Contract Administrator, via email to the address: katzingk@ceicmh.org. All questions along with CEI's response will be forwarded electronically to each bidder for their review. Responses will be provided no later than 48 hours, or with next 2 business days, following receipt of question.

VI. EVALUATION CRITERIA

The proposals submitted will be evaluated by a committee comprised of management, financial, clinical and contract management staff. Evaluation criteria shall include, but not be limited to, the understanding of the proposed engagement as evidenced by the quality of the proposal response, relevant experience, qualifications of the bidder, transportation approach/methodology/protocols, and total proposed cost.

VII. SELECTION PROCESS

CMHA-CEI reserves the right to reject any or all proposals and/or waive any defects or irregularities in proposals. Award of a contract, if made, will be made to the bidder whose proposal is in the best interest of CMHA-CEI in its sole discretion. CMHA-CEI also reserves the right to negotiate changes to the proposals, specifications, required elements, or other matters pertaining to the proposal that may be deemed desirable to CMHA-CEI.

VIII. GENERAL INFORMATION

A. Oral Presentation/Interview

Upon request by CMHA-CEI, some bidders may be selected to make an oral presentation or interview with the evaluation committee. The decision to interview will be made by the evaluation committee in its sole discretion.

B. Proposal Retention

CMHA-CEI will retain all proposals submitted.

C. Acceptance of Proposal Content

The contents of the proposal of the selected bidder may become contractual obligations. Failure to accept these obligations may result in cancellation of the selection.

D. Type of Contract

It is expected that a contract entered into as a result of this RFP will be a 3 Year agreement for the provision of Attestation Services for its contract-managed group homes.

E. Non-Discrimination

CMHA-CEI contractors shall not discriminate with respect to hire, tenure, terms, conditions or privileges of employment, or with regard to any matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight or marital status, or disability that is unrelated to one's ability to perform the duties of a particular job or position. The bidder shall observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations which shall be deemed to include, but not be limited to, the Elliott-Larsen Civil Rights Act and the Persons with Disabilities Civil Rights Act.

F. Freedom of Information Act

Information submitted in response to this proposal is subject to the Michigan Freedom of Information Act and may not be held in confidence after the proposal is opened.