



State of Vermont
Department of Mental Health
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Agency of Human Service

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**STATE OF VERMONT
AGENCY OF HUMAN SERVICES
DEPARTMENT OF MENTAL HEALTH**

**REQUEST FOR PROPOSALS
RFP77**

**FOR
SMALL STAFFED RESIDENTIAL PROGRAM
FOR 1-2 YOUTH WITH ACUTE MENTAL HEALTH NEEDS**

ISSUE DATE 12/8/2021

QUESTIONS DUE 12/15/2021 Updated: 2/18/2022

RFP RESPONSES DUE BY 12/20/2021 Updated: 3/1/2022

BIDDER'S CONFERENCE: 1/24/2022

OVERVIEW

The Department of Mental Health (the State) is soliciting competitive sealed, fixed proposals (Proposals) for small staffed residential program for 1-2 youth with acute mental health needs from qualified offerors. If a suitable offer is made in response to this Request for Proposal (RFP), the State may enter into a contract (the Contract) to have the selected offer (the Contractor) perform all or part of the work.

RFP OBJECTIVE

The State is seeking proposals from Designated Agencies, Specialized Service Agencies, other qualified providers, or a collaboration of these entities, with demonstrated expertise in the provision of mental health treatment programs with the identified population for the development and operation of a staff secure, clinically intensive, 24/7 community-based program for an adolescent youth, with potential to serve up to 2 youth, being discharged from inpatient psychiatric care and/or residential care with acute mental health needs, who experience chronic self-harm and self-injurious behaviors. This is a current and immediate need to establish programming within a reasonable timeframe to serve a youth.

REQUEST FOR PROPOSALS

This Request for Proposal seeks DA's, SSA's, other qualified provider, or a collaboration of these entities with demonstrated experience in the provision of mental health treatment programs to create and operate this new staff secure residential treatment program. This new service capacity may be developed through new program development or modifications of existing community-based program capacity intended to meet the needs of this targeted cohort.



The new program will identify a treatment model that most appropriately addresses an environment of care and programmatic management for this specific treatment cohort. Proposal must identify the clinical and treatment personnel needed to implement the program. Training components for all personnel must include trauma-informed service delivery, engagement and motivational interviewing, de-escalation strategies, emergency response and safety interventions. Dialectical behavioral therapy and evidence-based trauma-treatment approaches are strongly recommended. Program staff must have regular access to qualified clinical personnel for treatment plan development, individualized behavior programming, and oversight of service model delivery.

Population

A residential program of treatment, support services and supervision will be developed focusing on initially one individual, with potential expansion to no more than two individuals, who are:

- adolescent youth
- Medicaid enrolled
- being discharged from inpatient psychiatric and/or residential care (or for intervention to prevent inpatient care)
- in need of learning effective emotional regulation and coping skills to manage intense distress related to histories of trauma and adversity, family distress and disruption, significant suicidal ideation, chronic non-suicidal self-harm behaviors, and potential externalizing behaviors which may include brief episodes of aggression to people or property.

Program Characteristics

1. Secure and maintain licensure for 24/7 setting.
2. Staffed coverage 24 hours/7 days/week, 365 days/year.
3. Setting is calm, welcoming and tailored to safety needs.
4. Develop and implement individualized, intensive, clinically and developmentally appropriate treatment plan and programming.
5. DBT and trauma-informed treatment modality infused throughout all programming.
6. Ability to manage non-suicidal self-injurious behaviors (including, but not limited to, head-banging, cutting, ingestion of non-food items, psychogenic seizures, etc.) in a non-reactive, DBT-informed manner.
7. Ability to therapeutically manage externalizing behaviors, as well as prevent serious self-injury when indicated.
8. Ability to provide individual, group and family therapy, as recommended in treatment plan.
9. Coordination with educational team for access to educational services as identified in Local Education Agency's plan.
10. Care management of youth's plan with all associated providers and treatment team members and education partners.
11. Ability to planfully integrate youth into community activities.
12. If necessary, ability to work with a crisis/inpatient program to consistently return youth to program after very short (2-3 day) stabilization stays (perhaps repeatedly).
13. Located within reasonable distance to a hospital and engage in crisis planning for coordination of medical interventions as necessary.

REQUIREMENTS FOR SUBMISSION

PROPOSAL FORMAT

Use standard 8.5" X 11" page size. Documents must be single-spaced and use not less than a twelve-point font. Pages must be numbered. The proposal should be comprehensive, yet concise. The proposal must follow the sequence of information requested in the "Bid Requirements" section below. State your organization's name on each page of your program proposal/bid and on any other information you are submitting.

1. COVER LETTER

Please provide an introduction to your company and proposal via a cover letter. All bids submitted to the State are considered public records. Please note in your cover letter if any information in your proposal is considered proprietary and confidential.

- a. **Confidentiality.** To the extent your bid contains information you consider to be proprietary and confidential, you must comply with the following requirements concerning the contents of your cover letter and the submission of a redacted copy of your bid (or affected portions thereof).
- b. The successful response will become part of the contract file and will be a matter of public record, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under the State's Public Records Act, 1 V.S.A. § 315 et seq., the bidder shall submit a cover letter that clearly identifies each page or section of the response that it believes is proprietary and confidential. The bidder shall also provide in their cover letter a written explanation *for each marked section* explaining why such material should be considered exempt from public disclosure in the event of a public records request, pursuant to 1 V.S.A. § 317(c), including the prospective harm to the competitive position of the bidder if the identified material were to be released. Additionally, the bidder must include a redacted copy of its response for portions that are considered proprietary and confidential. Redactions must be limited so that the reviewer may understand the nature of the information being withheld. It is typically inappropriate to redact entire pages, or to redact the titles/captions of tables and figures. Under no circumstances can the entire response be marked confidential, and the State reserves the right to disqualify responses so marked.

2. BRIEF DESCRIPTION OF THE ORGANIZATION (maximum 3 pages)

A brief description of the organization which includes its history, organization structure and size, and qualifications to provide the required services. Identify prior experience with providing the requested clinical programming with a high degree of safety and supervision for youth with these presentations.

Identify at least 3 references to support the stated qualifications.

3. BIDDER CAPACITY

Describe the capacity of your company to provide the services outlined in the RFP. Describe your organizational structure and how this program fits into this structure. Describe qualifications to provide the required services, including FTEs, title and position description, resume(s) for key staff.

4. SCOPE OF SERVICES (maximum 7 pages)

A discussion of the proposed response to the RFP requirements. This should include:

- Program description and clinical approach
- Program components

- Safety and supervision plan
- Staffing plan, including provider credentials and training
- Statement and discussion of anticipated major difficulties and problem areas (if any), together with potential or recommended approaches to their solution.
- Timeframe for getting the program established and when to begin serving first youth.

5. BUDGET (use template Appendix B plus maximum 2 pages for budget narrative)

Describe the proposed total annual budget with detail of costs. Proposals will be evaluated on total costs, administrative versus direct service costs, and the narrative describing your company's experience fiscally managing contracts of comparable scale, scope and complexity.

- Budget with detailed line items using provided template
- Budget narrative to explain line items and administrative or indirect rates
- Proposed funding plan may identify components that could be billed to insurance, including Medicaid and/or commercial

6. CONTRACT TERMS

Acknowledgement of agreement with customary State and Agency terms and conditions contained in Attachments C-F.

QUESTION AND ANSWER PERIOD

Any vendor requiring clarification of any section of this RFP or wishing to comment or take exception to any requirements of the RFP must submit specific questions in writing no later than the deadline for questions indicated on the first page of this RFP. Questions may be emailed to: Laurel Omland, laurel.omland@vermont.gov, the point of contact. Any comments, questions, or exceptions not raised in writing on or before the last day of the question period are waived.

BIDDER'S CONFERENCE

A Bidders' conference will be held via conference call on Monday, January 24, 2022 10:00 AM-11:00 AM Eastern Time. Any change to the interpretation of the bid documents resulting from conference will be posted to the Electronic Bulletin Board website on January 28, 2022.

Participation in the Bidders Conference is encouraged but not mandatory. Bidders can access the conference call by dialing [+1 802-552-8456,2198459#](tel:+180255284562198459) (United States, Montpelier) or [Find a local number](#); Phone Conference ID: 219 845 9#.

DELIVERY OF PROPOSALS

Proposals must be received no later than at 4:30 pm EST on March 1, 2022 to Jennifer Rowell at Jennifer.rowell@vermont.gov.

Please use MS Office and/or standard PDF files.

ADDITIONAL INFORMATION

DMH reserves the right to accept or reject any or all bids. If a contractor is selected, representatives will be invited to negotiate a contract.

DMH will not pay any bidder costs associated with preparing or presenting any proposal in response to this RFP.

The contractor will agree to the State of Vermont usual contract and payment provisions. These specifications are posted with this RFP and include:

- Attachment C: Customary Provisions for Contracts and Grants
- Attachment E: Business Associate Agreement
- Attachment F: AHS Customary Contract Provision

APPENDIX A:

CRITERIA FOR SCORING	Total possible points	Applicant Score
1. Met formatting requirements	5	
<ul style="list-style-type: none"> • Use standard 8.5" X 11" page size. • Documents must be single-spaced with not less than 12-point font. • Pages must be numbered. • The proposal should be comprehensive, yet concise. • State your organization's name on each page of your program proposal/bid and on any other information you are submitting. 		
2. Quality of Bidder's Experience and Capacity to Perform	35	
<ul style="list-style-type: none"> • Describe the bidder's organization including history, structure, size and qualifications to provide the required services including resume for key staff. • Describe the bidder's understanding, experience and knowledge for the scope of work. • Describe the bidder's experience with conducting similar work. • Describe licensures or accreditations of the individual or organization or other indicators of quality review that attest to the quality of the bidder or bidder programs. 		
3. Responsiveness to Specifications	40	
<ul style="list-style-type: none"> • Provide a description of how bidder will provide programming for the identified population • Bidder's proposal identifies <ol style="list-style-type: none"> 1. Clinical approach 2. Program components 3. Safety and supervision plan 4. Staffing plan 5. Timeline for initiation of services 		
4. Program Cost	20	
<ul style="list-style-type: none"> • Budget detail addresses RFP requirements • In narrative form, method for allocating administrative costs is briefly explained 		
OVERALL TOTAL SCORE	100	

APPENDIX B: BUDGET FORM

BUDGET SUBMITTAL FORM

BUSINESS NAME:				
CONTACT NAME AND NUMBER:				
LINE #	BUDGET CATEGORY	ADDITIONAL DETAIL		TOTAL ANNUAL COST FFY22
		FTEs	Salary	
DIRECT PROGRAM COSTS: POSITIONS				
1	(position title)		\$	\$
2	(position title)		\$	\$
3	(position title)		\$	\$
4	(position title, add more rows as necessary)		\$	\$
5	TOTAL SALARIES			\$
6	FRINGE BENEFITS		%	\$
7	TOTAL SALARIES			\$
DIRECT OPERATING:		DETAIL		
8	SUPPLIES			\$
9	TRAVEL			\$
10	OTHER (identify)			\$
11	OTHER (identify)			\$
12	TOTAL OPERATING			\$
13	TOTAL DIRECT COSTS			\$
INDIRECT ALLOCATIONS:				
14	ADMINISTRATION (% ALLOCATION)		%	\$
15	TOTAL INDIRECT			\$
16	TOTAL COSTS (DIRECT + INDIRECT)			\$

Detail of Expenses

In narrative form explain how figures for salary, benefits, and other expenses were determined. Please describe the method for allocating administrative costs.