

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

**REQUEST FOR PROPOSALS (RFP:84)**

**FOR**

**Nurses to Conduct Mental Health Assessments for  
Pre-Admission Screening and Resident Review**

**ISSUE DATE: 04/29/2022**

**QUESTIONS DUE: 05/20/2022, 4:30pm ET**

**RFP RESPONSES DUE BY: 06/03/2022, 4:30pm ET**

**I. OVERVIEW**

The Department of Mental Health (the State) is soliciting competitive sealed, fixed proposals (Proposals) for Registered Nurses to provide mental health assessments as follow-ups to Pre-Admission Screenings/Residence Reviews (PASRR) 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.

**II. RFP OBJECTIVE**

The purpose of this RFP is to solicit proposals from registered nurses with experience in psychiatric diagnoses and treatment to conduct mental health assessments of individuals identified through the Pre-Admission Screening Resident Review (PASRR level 1). The purpose of the assessment (PASRR level 2) is to ensure that individuals with serious mental illness seeking admission to a Medicaid-certified nursing facility are identified and appropriately placed in the least restrictive setting that will adequately provide the care they need.

**III. BRIEF DESCRIPTION OF THE ORGANIZATION**

The Vermont Agency of Human Services (AHS) strives to improve the health and well-being of Vermonters today and tomorrow and to protect those among us who are unable to protect themselves. The scope of AHS is profound. Through its six departments, twelve district offices, and a network of community partners and providers, it is responsible for the implementation and delivery of all human service programs within the state. Each department has a distinct area of focus and responsibility and contributes to the creation and sustenance of an entire system of human service supports. The Department of Mental Health (DMH) resides under the Agency of Human Services and has the same critical mission in mind: to improve the conditions and well-being of Vermonters and protect those who cannot protect themselves. DMH continues to focus



on its vision for self-determination, empowerment, recovery, and resiliency. This means being responsive to the needs of Vermonters and their families, as well as continuing to challenge ourselves to try to change society's culture, philosophy, and values, while working to fully embrace the concepts of recovery and resiliency. By improving our effectiveness and coordination of programs and services around the State, we will help Vermonters meet their needs.

#### **IV. SCOPE OF SERVICES REQUESTED**

Contractors will evaluate selected individuals who are seeking nursing home admission and who have been initially screened as having a major mental illness through the PASRR process. Contractors will respond to referring entity requests for mental health assessments for nursing home placement. Contractors will be expected to travel as needed, regionally or statewide, to provide timely assessments.

- A. Proposals should describe the following activities:
  - a) Provide mental health assessment for referred individuals
  - b) Determine if the individual has a major mental illness.
  - c) Determine if the individual is in need of specialized mental health services.
  - d) Recommend what specialized services are necessary and where the treatment should be provided.
- B. Selected contractors will operate under the direction of the PASRR Nurse Coordinator.
- C. Contracted staff will be registered nurses (RN), possessing a Bachelor of Science (BSN) or a Master of Science in Nursing (MSN) or a related field with a background in or specialization in providing care and treatment services to individuals with major mental illness.
- D. Contractors will have sufficient experience in assessing and rendering a mental health diagnosis consistent with criteria outlined in the Diagnostic and Statistical Manual of Mental Disorder (DSM).
- E. Contractors will have inpatient, outpatient, or other residential care experience in the development and implementation of rehabilitative and restorative treatment planning for this population.
- F. Contractors agree to gather the information, prepare a complete evaluation, and submit as outlined above for each individual reviewed within four (4) working days of completion of the evaluation.



## V. PROPOSAL EVALUATION

### A. Process Overview

Proposals submitted to DMH for this solicitation will be reviewed by a scoring committee selected by the Department. The individuals selected to serve on the scoring committee will be selected based on their programmatic expertise and experience with the target population so that they can provide substantive input on the submitted proposals.

Vendors who do not meet the following criteria will be excluded from consideration:

- RN with psychiatric care experience, with BSN or MSN

### B. Evaluation Scoring

The State will use a scoring scale of 100 total points, with a maximum of 90 points awarded based on the Technical Proposal and a maximum of 10 points awarded based on the Cost Proposal. Points are divided into categories set forth below.

Educational qualifications	40
Relevant experience	40
Availability to work as needed	15
Technical capacity to work off-site	5
<b>Total Points</b>	<b>100</b>

## VI. FINANCE

### A. Financial Standards

The Department anticipates using Federal funds for the resulting contract(s). The Department may choose to modify the source of funding contingent upon the availability of funds at the time of award. Any selected Vendor will be subject to the requirements in the Catalog of Federal Domestic Assistance (CFDA) # 93.778, U.S. Department of Health and Human Services, Centers for Medicare and Medicaid.

## VII. REQUIREMENTS FOR SUBMISSION

### A. 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. A brief description of the organization which includes its history, organization structure and size, and qualifications to provide the required services.



2. A statement and discussion of the Proposer's analysis of the RFP requirements. This should include:
  - a) How the staff and services needed will be provided
  - b) Statement and discussion of anticipated major difficulties and problem areas (if any), together with potential or recommended approaches to their solution.
3. Acknowledgement of agreement with customary State and Agency terms and conditions contained in Attachments C-F.

### **B. 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.

1. **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).
2. 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.

### **VIII. 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: [Patricia.Singer@vermont.gov](mailto:Patricia.Singer@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.



**State of Vermont**

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*Agency of Human Services*

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**IX. DELIVERY OF PROPOSALS**

Please provide an electronic copy of the proposal no later than 4:30 pm ET on June 3, 2022, to:  
[Jennifer.Rowell@vermont.gov](mailto:Jennifer.Rowell@vermont.gov)

Please use Microsoft Office and standard PDF files.

**X. 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

