

RFP HSS-13-029

SUPPORTED EMPLOYMENT COORDINATION AND LEADERSHIP SERVICES

**DELAWARE HEALTH AND SOCIAL SERVICES
DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH**

The Division of Substance Abuse and Mental Health (DSAMH) is seeking to contract with an individual to provide supported employment coordination and leadership services. The successful bidder will be responsible for the development, implementation, and evaluation of Evidence-Based Practice programs and services within the Delaware public mental health system. The outcomes expected through this solicitation include:

- Promotion of competitive employment and recovery-oriented outcomes for consumers with serious mental illness
- Coordination of the planning and implementation process related to statewide implementation of employment initiatives to promote the recovery and resilience of mental health consumers
- Collaboration with state and federal agencies to leverage resources and to promote access and availability of services to assist individuals with mental illness to obtain competitive employment and to achieve recovery
- Serves as principal agency representative with internal and external stakeholders and constituencies on policy, programmatic, and evaluation issues relating to Evidence-Based Practices and employment.
- Provides consultation, training, and technical assistance to Delaware mental health system leaders, community mental health agencies, consumers, and advocacy organizations.

All interested parties must have the following education and experience:

- Master's or other advanced degree in a behavioral health related field or, a minimum of 10 years experience working in the provision of clinical interventions for persons with mental illness and behavioral disorders.

In addition, the following experience must be documented in the response:

- Knowledge and experience of implementing fidelity based supported employment programs.
- Knowledge and experience leading services in accordance with federal and state behavioral health statutes, rules and regulations, including Medicaid regulations.

- Knowledge and experience in behavioral health programs and models of care based on recovery and resilience and national and local trends in care and practice, including evidence-based and research based practices.
- Knowledge of behavioral health managed care principles.
- Knowledge of mental illness and behavioral disorders in adults.

Scoring Criteria	Points
Credentials	
Master’s or other advanced degree in a behavioral health related field or, A minimum of 10 years experience working in the provision of clinical interventions for persons with mental illness and behavioral disorders.	50
Experience	
Implementing fidelity based supported employment programs	10
Leading services in accordance with federal and state behavioral health statutes, rules and regulations, including Medicaid regulations	10
Behavioral health programs and models of care based on recovery and resilience and national and local trends in care and practice, including evidence-based and research based practices	10
Knowledge of behavioral health managed care principles	10
<u>Knowledge of mental illness and behavioral disorders in adults</u>	<u>10</u>
	100

Selection of applicant(s) will be made by the Director of Community Mental Health and Addiction Services and the Division Director for Substance Abuse and Mental Health following the interview of one or more qualified applicants.

Any evidence of agreement or collusion among Vendor(s) and prospective Vendor(s) acting to illegally restrain freedom from competition by agreement to offer a fixed price, or otherwise, will render the offers of such Vendor(s) void.

By responding, the Vendor shall be deemed to have represented and warranted that its proposal is not made in connection with any competing Vendor submitting a separate response to this RFP, and is in all respects fair and without collusion or fraud; that the Vendor did not participate

in the RFP development process and had no knowledge of the specific contents of the RFP prior to its issuance; and that no employee or official of the State of Delaware participated directly or indirectly in the Vendor's proposal preparation.

Advance knowledge of information which gives any particular Vendor advantages over any other interested Vendor(s), in advance of the opening of proposals, whether in response to advertising or an employee or representative thereof, will potentially void that particular proposal.

Ineligible to Bid

Any individual, business, organization, corporation, consortium, partnership, joint venture, or any other entity including subcontractors currently debarred or suspended is ineligible to bid. Any entity ineligible to conduct business in the State of Delaware for any reason is ineligible to respond to the RFP.

Restrictions on Communications with State Staff

From the issue date of this RFP until a contractor is selected and the selection is announced, bidders are NOT allowed to contact any DSAMH staff, except those specified in this RFP, regarding this procurement. Contact between contractors and Division staff is restricted to emailed or faxed questions concerning this proposal. Questions must be submitted in writing and will be addressed in writing.

Contact with State Employees

Direct contact with State of Delaware employees other than the State of Delaware Designated Contact(s) regarding this RFP is expressly prohibited without prior consent. Vendors directly contacting State of Delaware employees risk elimination of their proposal from further consideration. Exceptions exist only for organizations currently doing business in the State who require contact in the normal course of doing that business. In the case of such exception, communication may not include an active RFP.

Resumes must be sent under cover of a brief letter of interest specifying availability, and proposed annual salary.

Both the Letter of Interest and the outer mailing envelope must reference RFP HSS-13-029. Any submission without the required information will not be reviewed. Applications will

be accepted only from individual applicants. Actual service location, hours and rate of compensation is subject to negotiation. Two (2) copies of resumes and letters of interest are to be submitted to:

Mr. Kieran Mohammed
Department of Health and Social Services
Division of Management Services, Procurement Branch
Herman M. Holloway Sr. Health and Social Services Campus
1901 N. DuPont Highway
Administration Building, 2nd Floor, Rm 257
New Castle, DE 19720

Reserved Rights

Notwithstanding anything to the contrary, the Department reserves the right to:

- Reject any and all proposals received in response to this RFP;
- Select a proposal other than the one with the lowest cost;
- Waive or seek clarification on any information, irregularities, or inconsistencies in proposals received;
- Negotiate as to any aspect of the proposal with the bidder and negotiate with more than one bidder at a time;
- If negotiations fail to result in an agreement within two (2) weeks, the Department may terminate negotiations and select the next most responsive bidder, prepare and release a new RFP, or take such other action as the Department may deem appropriate.

Termination Conditions

The Department may terminate the contract resulting from this RFP at any time that the vendor fails to carry out its provisions or to make substantial progress under the terms specified in this RFP and the resulting proposal.

Prior to taking the appropriate action as described in the contract, the Department will provide the vendor with thirty (30) days notice of conditions endangering performance. If after such notice the vendor fails to remedy the conditions contained in the notice, the Department shall issue the vendor an order to stop work immediately and deliver all work and work in progress to

the State. The Department shall be obligated only for those services rendered and accepted prior to the date of notice of termination.

The Contract may be terminated in whole or part:

- a) by the Department upon five (5) calendar days written notice for cause or documented unsatisfactory performance,
- b) by the Department upon fifteen (15) calendar days written notice of the loss of funding or reduction of funding for the stated Contractor services,
- c) by either party without cause upon thirty (30) calendar days written notice to the other Party, unless a longer period is specified.

Acknowledgement of Understanding of Terms

By submitting a bid, each vendor shall be deemed to acknowledge that it has carefully read all sections of this RFP, including all forms, schedules and exhibits hereto, and has fully informed itself as to all existing conditions and limitations.

Proposals Become State Property

All proposals become the property of the State of Delaware and will not be returned to the bidders. The State will not divulge any information identified as confidential at the time of proposal submission provided the information resides solely on the CD (s) marked confidential.

Non-Interference Clause

The awarding of this contract and all aspects of the awarded bidders contractual obligations, projects, literature, books, manuals, and any other relevant materials and work will automatically become property of the State of Delaware. The awarded bidder will not in any manner interfere or retain any information in relationship to the contractual obligations of said contract, at the time of the award in the future tense.

Investigation of Bidder's Qualifications

Delaware Health and Social Services may make such investigation as it deems necessary to determine the ability of the bidder to furnish the required services, and the bidder shall furnish such data as the Department may request for this purpose.

RFP and Final Contract

The contents of the RFP will be incorporated into the final contract and will become binding upon the successful bidder. If the bidder is unwilling to comply with any of the requirements, terms, and conditions of the RFP, objections must be clearly stated in the proposal. Objections will be considered and may be subject to negotiation at the discretion of the state.

Proposal and Final Contract

The contents of each proposal will be considered binding on the bidder and subject to subsequent contract confirmation if selected. The contents of the successful proposal will be included by reference in the resulting contract.

All terms, and conditions contained in the proposal will remain fixed and valid for one (1) year after proposal due date.

Cost of Proposal Preparation

All costs for proposal preparation will be borne by the bidder.

Questions & Answers

All questions are due by **May 17, 2013**. The complete list of questions and their answers will be posted by **May 21, 2013** via the internet at <http://bids.delaware.gov>

Deadline for submission is **June 4, 2013 at 11:00am**. Any proposal received after the specified date and time shall not be considered. Delivery is the sole responsibility of the proposer.

Tentative vendor selection process start date is **June 17, 2013** with an anticipated award date of **July 1st 2013**. The ensuing contract will have a term of **1 year** expiring on **6/30/2014**. All dates and times stated in the RFP are tentative.

All questions regarding this request should be directed to Mr. Ceasar McClain until **May 17th 2013** via email at dsamhbussinesoperations@state.de.us and thereafter to Mr. Kieran Mohammed at Kieran.mohammed@state.de.us .

If a bidder wishes to request a debriefing, he must submit a formal letter to the Procurement Administrator, Herman M. Holloway Campus, Delaware Health and Social Services Main Building, 2nd Floor, Room 257, 1901 N. DuPont Highway, New Castle, Delaware 19720 within 10 days after receipt of Notice of Award. The letter must specify reasons for the request. The

debriefing will not be conducted until the Request for Proposal process is completed. Freedom of Information requests should be directed to Mr. Jay Lynch, jay.lynch@state.de.us.

The Division of Substance Abuse & Mental Health adheres to Department of Health & Social Services Policy Memorandum #13 Non-Discrimination.