

BEACON HEALTH OPTIONS OF PA (BEACON) IN PARTNERSHIP WITH
SOUTHWEST BEHAVIORAL HEALTH PARTNERSHIP (SBHM)
AND
WESTMORELAND COUNTY BEHAVIORAL HEALTH AND DEVELOPMENT SERVICES
HAVE ISSUED THIS

**REQUEST FOR PROPOSALS (RFP) FOR
MENTAL HEALTH OUTPATIENT CLINIC SERVICES
SERVING WESTMORELAND COUNTY HEALTHCHOICES MEMBERS**

INSTRUCTIONS FOR SUBMISSION:

All completed RFPs must be submitted through the following means.

Electronic Delivery
Email a PDF copy of the signed RFP to: RFP-RFI4BeaconPA@beaconhealthoptions.com
Please type the title of the RFP and your organization's name in the subject line.

Proposals must be received by Thursday, December 1st 2022.

All pages of the proposal must be numbered.

Please submit the following information:

Agency Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Contact Person: _____

Submitted by: *(Please Print Name & Title)*

(Signature) _____ Date: _____

Background

Westmoreland County and Beacon Health Options of PA (Beacon) maintain a comprehensive network of service providers serving HealthChoices recipients in need of mental health treatment. This extensive network offers diversity of location, choice, and specialization of services for all Westmoreland County HealthChoices members. Recently Westmoreland County BH/DS, in partnership with Beacon and Southwest Behavioral Health Management (SBHM), has identified the need to expand access to Mental Health Outpatient Clinic services available to members in Westmoreland County.

Westmoreland County BH/DS is seeking agencies interested in establishing a licensed mental health outpatient clinic within Westmoreland County that will serve HealthChoices members of all ages. These service shall focus on the strengths and needs of individuals throughout the life span.

Westmoreland County BH/DS has the following **Required Expectations** of any agency interested in providing these services for their members:

1. The services provided by this clinic will include Evidence Based Practices (EBP's) such as DBT, CBT, Motivational Interviewing, etc.
2. These outpatient services will also include psychiatric and psychological evaluations such as, Autism Diagnostic Observation Schedule (ADOS) adaptive testing, IQ testing, ABAS and Vineland, as well as the ability to provide written orders for IBH Services.
3. There will be no requirement for individuals who are receiving medication management services to also receive their psychotherapy services at this provider. Medication management participants will have the choice of where they would like to receive their psychotherapy services.
4. The agency will be familiar with the 1976 Pennsylvania Mental Health Procedures Act and the commitment processes, and be willing to accept individuals with involuntary outpatient commitments and adhere to the Westmoreland County processes.
5. The agency will accept and serve individuals discharged from psychiatric inpatient units, Torrance, incarceration and emergency departments within seven (7) days of their discharge date.
6. Referrals will be accepted from individuals in need of services, their significant others or family members, other community treatment and service providers and the Westmoreland County BH/DS.
7. The services will be able to provide quality outpatient mental health services to individuals with complex backgrounds and multiple system involvement (forensic/ legal system involvement, pre & post incarceration, and all levels of legal system involvement).
8. These services will also be provided to individuals with dual diagnoses (Mental Health/Intellectual and Developmental Disabilities, MH/Substance Use Disorders).
9. The use of Telehealth services will not be approved during the start-up period of operations of this clinic. Future utilization of this medium of service provision will need to be discussed and approved by the County at a later time period.

10. It is expected that the provider will follow the Westmoreland County philosophy of serving individuals in the least restrictive level of care, utilizing community based services and supports.
11. The provider will actively collaborate and coordinate with other providers within the Westmoreland BH/DS and other Human Service systems.

Target Population

Westmoreland County HealthChoices eligible adults, children and adolescents and their families in need of mental health outpatient clinic services and medication management.

All services provided for this individual must adhere to all respective federal, state, and local standards and regulations.

MINIMUM QUALIFICATIONS

All applicants **must** meet the following minimum qualifications to be considered for this procurement process:

1. Be currently licensed by the state of Pennsylvania as a provider of Psychiatric Outpatient Clinic services
2. Be currently enrolled as a provider in the PA HealthChoices Program

Additional Preferred Qualifications

1. Experience in providing mental health services to Westmoreland County residents;
2. Experience building collaborative relationships with criminal justice and human service agencies, as well as knowledge of other community support resources for this target population;
3. Experience with individuals with dual disorders (substance use disorders, intellectual/developmental disabilities, etc.).
4. Be committed to the concepts of recovery and resiliency.

Intent

It is the intent of the Partners to solicit proposals with the goal of executing a contract. This notwithstanding, any proposal shall be submitted with the following expressed understanding:

- This Request for Proposals is not subject to the competitive bidding process and any contract entered into as a result of any proposal will not be based on the concept of the “lowest cost applicant”;
- The Partners have the right to reject any and all proposals at any time during the process;

- The Partners reserve the right to reject any applicant that does not sufficiently document that they meet the minimum qualifications to respond to this RFP;
- The Partners may modify the selection process or the scope of the project or the required responses at any time;
- All costs of developing proposals and any subsequent expenses relating to contract negotiations are entirely the responsibility of the applicant and may not be charged to the Partners.
- The proposal and all the materials submitted with the proposal will become the property of the Partners upon submission;
- Submission of a proposal by a provider constitutes express acceptance by the provider to be bound by all the terms, conditions, and provisions of the RFP, including but not limited to, all exhibits and/or appendices to the RFP.

Proposal Review

The Partners reserve the right to reject any and all proposals received as a result of this RFP and to negotiate separately with competing applicants. If all proposals are unacceptable, we reserve the right to reject the proposals and to issue a new RFP. The Partners reserve the right to reject a proposal at any time during the process.

Selection / Rejection Procedure

Applicants whose proposals are selected will be notified in writing as to their selection. Applicants whose proposals are not selected will also be notified in writing by Beacon.

Award Conditions

Following award of the RFP, in order to secure a contract with Beacon for payment of this service, a provider must be able to complete the following steps. If a chosen provider cannot complete any of these steps, they will be determined ineligible to continue the process. If a provider is determined to be ineligible to continue the process, the partners reserve the right to terminate the process, reject the proposal, choose another applicant and/or issue a new RFP:

- Document a current Psychiatric Outpatient Clinic license in PA;
- Document enrollment in the PA HealthChoices Program;
- Secure a licensed Outpatient MH Clinic site within the geographic boundaries of Westmoreland County;
- Meet the above outlined **Required Expectations** of Westmoreland County Human Services.

Upon Award

- The standard Beacon reimbursement rate will be provided for these services.

There is no commitment by the Partners to anything beyond what is directly stated in this RFP.

All services provided for this level of care must adhere to all respective federal, state and local standards and regulations.

The award resulting from this RFP does not ensure that the need in the community is sufficient to support the development and/or sustainability of this service.

DIRECTIONS

1. Be sure your agency meets all the minimum qualifications prior to completing your response.
2. Respond to the questions in the sequence that they appear in the RFP and as completely as possible.
3. There is no page limit to responses and all pages must be sequentially numbered.
4. All responses must be typed using 12 pt. font.
5. Additional supporting or requested documentation should be attached as Appendices.

QUESTIONS

Questions pertaining strictly to information contained in the RFP may be submitted in writing via email to: ryan.hildebrand@beaconhealthoptions.com up to **close of business on Tuesday, November 15th 2022.** All questions and answers will be posted on the Beacon website immediately. Continue to check the website daily at:

<https://pa.beaconhealthoptions.com/providers/requests-for-informationproposals/>

REQUEST FOR PROPOSALS

Please provide the following information regarding your agency's ability to provide Psychiatric Outpatient Clink services to HealthChoices members residing in Westmoreland County.

I. Agency Background and Experience: (total 40 pts)

1. Please provide a brief overview of your agency's experience providing outpatient MH services. Please describe in detail your background, experience and present activity, as well as your agency's philosophy and how it will enable the agency to successfully provide these services to residents of Westmoreland County. (10 pts)
2. Describe in detail the target population to be served through these services. Outline the agency's goals and objectives in meeting the needs of individuals identified as benefiting from these services. Describe any of the agency's unique characteristics that would directly benefit this target population. (20 pts)
3. Describe your agency's experience in providing integrated care and coordinating with other community service agencies, supports and collateral organizations. Describe how the agency will collaborate with other services and agencies to better serve this target population. (10 pts)

II. Clinical Programming: (total of 190 pts)

4. Provide a complete description of each component of the MH Outpatient Clinic Services that your agency would provide:
 - a. Detail the agency's proposed staffing structure for this clinic (i.e. # of administrative staff, direct treatment/clinical staff, clerical support staff and all other staff related to the delivery of these services). Describe the required qualifications and job responsibilities of each program staff member. This should be the detailed narrative to accompany the chart below. (20 pts)
 - b. Complete the following chart outlining all the projected staff to be allocated to this program and their expected qualifications (insert additional lines if needed). (10 pts)

Title of Position	Number of Positions	% FTE of each Position	Qualifications

5. Provide a description of the proposed clinical treatment services. Provide detailed information on the program components of this service, including but not limited to: outreach and engagement efforts, admission criteria, intake process, treatment plan development and review, provision of individual vs. group sessions, direct treatment service modalities, specialty groups, family involvement, discharge indicators & planning process etc. (30 pts)

6. Describe your agency’s plans for recruitment and retention of Psychiatrists/psychiatric time. Outline the proposed utilization of Psychiatrists and any other clinical staff that can assist in fulfilling these responsibilities. Outline their qualifications, roles, responsibilities and expected time commitments to this proposed clinic. (20 pts)

7. In light of the recent workforce limitation issues, please describe in detail how your organization has achieved success with staff recruitment and retention over the past three (3) years with particular attention to the previous year. Include data and outcomes to support your narrative. Please detail your strategy to recruit and retain the necessary staff for this new program. (20 pts)

8. Describe any of the agency’s specialty services (for example trauma, autism, LGBTQI+, etc.), that would directly benefit the target population. If your agency considers itself to be a specialist in treating certain diagnostic categories or disorders, please describe (explain why) and provide any relevant supporting documentation. Also, provide documentation/verification of expertise in serving any other special populations. (20 pts)

9. Describe the role cultural competency plays in the delivery of the proposed services and throughout your agency. Outline specific activities that may be included in the program which will address and improve cultural relevance of the program for participants. Explain how cultural differences could be integrated into the program and in what

capacity can cultural competency serve as the mechanism for addressing behavioral health disparities in the program and in the agency. (20 pts)

10. Describe your agency's commitment to the concepts of recovery and resiliency. Explain how you intend to ensure ongoing program focus on the concepts of recovery and resiliency vs. dependence, including how individuals will be involved in the planning and implementation process. (10 pts)
11. Attach a projected Implementation Plan for the entire start-up period of this proposed clinic. Include timeframes for each expected step including, but not limited to, site location, licensing, PROMISE enrollment, credentialing, staff recruitment, program development, marketing, and initiation of services. (40 pts)

III. Quality Assurance: (total 20 points)

12. Describe the agency's plan for continuous quality monitoring and improvement for this program. Outline what outcome measures could be in place that would demonstrate the effectiveness of the services. (20 pts)

Outcome measures should be based on Recovery & Resiliency-Oriented principles:

- a. Improving quality of life
- b. Individual and family satisfaction
- c. Improving community integration regardless of the environment
- d. Participation in meaningful activities and social relationships
- e. Discharge Choice
- f. Community supports
- g. Achieving positive clinical outcomes

REQUIRED ATTACHMENTS

IF THESE REQUIRED ATTACHMENTS ARE NOT PROVIDED, THE SUBMISSION WILL NOT BE CONSIDERED COMPLETE AND WILL BE EXCLUDED FROM THE REVIEW PROCESS.

Attach all the necessary documentation to demonstrate that your agency meets each of the below listed Minimum Qualifications to respond to this RFP. Please ensure that the documentation is current and reflective of the appropriate minimum standard. (Total 0 points – all required)

1. Be currently licensed by the state of Pennsylvania as a provider of Psychiatric Outpatient Clinic services. **(Attach copy of current license) Required - 0 points**
2. Be currently enrolled as a provider in the PA HealthChoices Program **(Attach appropriate documentation) Required - 0 points.**

3. Attach a projected start-up budget and budget narrative, as well as a projected annualized budget and narrative for this proposed MH Outpatient Clinic. (**Attach appropriate documentation**) **Required - 0 points.**

END OF REP

Total points - 250