REQUEST FOR PROPOSAL

Issued by:

NorthCare Network

1230 Wilson St.

Marquette, MI 49855

**Project Title:** Request for Proposals(RFP)

Population Health Community Outreach

NorthCare Network Integrated Health Care for Adults with Severe Mental Illness and/or Co-Occurring Disorders

**Geographic Area:** Alger, Baraga, Chippewa, Delta, Dickinson, Gogebic, Houghton, Iron, Keweenaw, Luce, Mackinac, Marquette, Menominee, Ontonagon, and Schoolcraft Counties

**RFP Issue Date:** **August 22, 2022**

**Proposal Due:** **September 22, 2022** - Ongoing, funding is available through 9/30/2024

**Contact:** Katreena Hite, Integrated Care Specialist

906-936-6855

[khite@northcarenetwork.org](mailto:khite@northcarenetwork.org)

**Method of Submission:** e-mail to Katreena Hite at [khite@northcarenetwork.org](mailto:khite@northcarenetwork.org), a confirmation of receipt will be sent.

**PART I – General Information for the Contractor**

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**ATTACHMENTS**

1. Use of Mental Health Block Grant (MHBG) Funds
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3. RFP Budget
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5. Evaluation Team Scoring Template

**Part I – General Information for the Contractor**

**Purpose**

NorthCare Network is releasing for fair and competitive bid this Request for Proposal (RFP) to non-profit health care and/or social service organizations serving individuals with severe mental illness (SMI) and/or co-occurring disorders (COD - mental illness with concurrent substance use disorder) and co-morbid health conditions for October 1, 2022 through September 30, 2024, and State Fiscal Years 2023 and 2024. Multiple agencies may apply together if they wish to share programming expenses (i.e. staff, office space).

**Issuing Office**

Through a contract with the Michigan Department of Health and Human Services (MDHHS) for Integrated Health Care Projects this RFP is issued by NorthCare Network who is the sole point of contact for this RFP.

**Data**

Individuals with mental illness are acknowledged by the Substance Abuse and Mental Health Administration (SAMHSA) to have a higher mortality rate, and, in general, die 14-25 years younger than individuals without mental illness from similar co-morbid physical health conditions. NorthCare Network has engaged in information technology (IT) infrastructure development with the regional Medicaid Health Plan and MDHHS since 2014. This IT work has allowed NorthCare Network and downstream service providers to co-manage physical and behavioral health care more effectively.

**Requested Services to Be Delivered**

This RFP is designed to support population health interventions within our community through our provider networks.

Priorities:

1. Address gaps in health care service delivery for individuals with SMI/COD
2. Provide supports to alleviate barriers to individuals in achieving health goals.
3. Medication training and supports, especially following inpatient hospitalization and medication review changes
4. Collaboration with Primary Care Physicians (PCP)
5. Development of Integrated Care Plans informed by Behavioral Health and PCP assessments and recommendations
6. Completion of recommended health screenings
7. Implementation/enhancement of health and wellness programming
8. Co-morbid disease management: Diabetes, Hypertension, High Cholesterol, Asthma, Obesity
9. Community Supports and Services Navigator – a position tasked with assisting people who are referred for assistance, who may not be eligible for supports or services through the CMHSP or PIHP provider networks access resources in the community. Help individual access care at a lower level of severity and may prevent dangerous situations which could lead to a higher cost of care
10. Development and use of peers as Health Coaches to support integrated behavioral and physical health care. Involves training of peers to place in an integrated care setting to provide services and support medical staff in providing services to the target population, could also include peer-driven tobacco cessation or similar wellness programming.

Additional information on integrated care programming and evidenced based practices can be found at the SAMHSA-HRSA Center for Integrated Health Solutions website: <https://www.integration.samhsa.gov/about-us/what-is-integrated-care>

**Contract Period**

The contract period for this proposal is October 1, 2022 through September 30, 2024.

Total Funding Availability Per Fiscal Year:

1. 10/1/2022 to 9/30/2023: $142,000.00
2. 10/1/2023 to 9/30/2024: $142,000.00

Funding per agency will be distributed dependent on the quantity of accepted proposals.

**General Requirements**

The following minimum requirements must be met in order to be considered for Integrated Health Care Population Health funding:

1. Must be a public non-profit or governmental agency
2. Agency must be currently involved in active service delivery to adults with SMI/COD
3. Agency must be able to demonstrate a history of collaboration with other health care delivery entities
4. Agency must have the necessary administrative support for the operation of population health programs, including a financial system that meets generally accepted accounting principles and computer equipment/software to electronically submit data.
5. Understand and operate within an ethnic, racial, age, and economically diversified population by providing accessible services. Affirmative Action guidelines must be adhered to as they relate to personnel.
6. Demonstrated ability to comply with NorthCare Network’s Business Associate Agreement in compliance with the Health Insurance Portability and Accountability Act and Health Information Technology for Economic and Clinical Health Act.

**Reporting Requirements**

The selected agencies/programs will be required to supply statistical, financial, and health outcomes data via the methods developed by NorthCare Network as scheduled. Generally, reports will be due no later than the 20th of the month following the end of each Michigan State Fiscal Year Quarter.

1. Statistical submissions must include the Medicaid ID number or a unique identifier of each person served per quarter.
2. Documentation of consumer progress towards achieving health outcomes may occur through the NorthCare Network Electronic Health Record, ELMER, using NorthCare/CMHSP policies and standard operating procedures
   1. Agencies outside of this system will have to register as providers with NorthCare Network’s Provider Network Management Specialist or identify an acceptable reporting procedure consistent with the NorthCare Network privacy policies and practices.
3. Receipts for any **consumer** transportation costs must be provided monthly for reimbursement.
4. Person-Centered Goal Plans must be submitted for each person served by Community Outreach programming.
5. An MDHHS-5515 Consent to Share Behavioral Health Information must be obtained for the contractor agency which includes NorthCare Network at minimum, and all providers involved in the persons care as best-practice, for each individual served through this RFP.

**Proposals**

Proposals must be submitted **electronically**. The proposal must be submitted by the deadline to [khite@northcarenetwork.org](mailto:khite@northcarenetwork.org). Proposals will be reviewed, evaluated, and scored by the NorthCare Network Project Evaluation Team.

**Acceptance of Proposal Content**

The contents of the proposal of the successful bidder(s) will become contractual obligations if a contract ensues. Failure of the successful bidder to accept these obligations may result in cancellation of the award. NorthCare Network reserved the right to interview key personnel assigned to this project and to negotiate continuation funding with contractors on an annual basis. NorthCare Network further reserves the right to approve subcontractors for this project and replace subcontractors found to be unacceptable.

**Negotiations**

Negotiations may be undertaken with potential contractors whose proposals prove them to be qualified, responsible, and capable of performing the work. NorthCare Network reserves the right to consider proposals or negotiate modifications at any time before the award is made and reserves the right to reject any and all proposals received as a result of this RFP. This RFP is made for information and planning purposes only.

**Revisions**

In the event it becomes necessary to revise any part of this RFP, addenda will be provided to all potential contractors who received the initial RFP.

**Part II – Request for Proposal Requirements**

**Cover Sheet**

Complete all sections of the attached form. The cover sheet **must** be signed by your agency Chief Executive Officer/Director

**Staff List**

Include the name, job title, and credentials of each staff person **associated with this proposal.** Specify each staff’s role regarding planned program services and the calculation of their Full Time Equivalency (FTE). Staff utilization for this program must address how your agency will comply with the attached “Use of Mental Health Block Grant (MHBG) Funds” so that no supplanting occurs.

**Narrative Summary**

In no more than two pages, the program narrative must include the items below as related to your proposed program activities:

1. Summary of current Integrated Health Care, Physical Wellness, Community Outreach, and Population Health programming provided by your agency. *1-3 sentences*
2. Identification of staff title who will be responsible for management of the program.
3. Evidence of collaboration with other human service entities (systems linkages). *1-2 paragraphs*
4. Needs assessment addressing one or more of the priorities set forth under “requested services to be delivered” on page 3. *2-3 paragraphs*
5. Identification of long-term goals and expected outcomes. *1-2 paragraphs*

**Work Plan**

The proposal workplan must follow the attached format. The plan for monitoring program activity/method of intervention effectiveness and progress towards expected goals and outcomes should be addressed in this format.