

**Cassia Jt. School District #151
Issues the Following**

REQUEST FOR PROPOSALS (RFP)

**Community Based Rehabilitation, Behavior Intervention,
Behavior Intervention Consultation, and
Psychotherapy Services**

Date of Issuance: May 1, 2019

Proposals Due Date: June 3, 2019 3:00PM

Issuing Office:	Cassia Jt School District #151
Single Point of Contact (SPC):	Ludean Henderson, Director, Special Services
Address:	3650 Overland Avenue Burley, ID 83318
Phone (voice):	(208) 878-6600
Phone (fax):	(208) 878-4231
E-mail:	henludea@cassiaschools.org

TABLE OF CONTENTS

1	ADVERTISEMENT:	2
	INTRODUCTION	3
1.1	REQUEST FOR PROPOSAL (RFP)	3
1.2	TIME LINE FOR REQUEST FOR PROPOSAL SUBMISSION AND AWARD.....	3
2	INSTRUCTIONS TO PROSPECTIVE SERVICE PROVIDERS	4
2.1	DIRECTIVES.....	4
2.2	AUTHORITY.....	4
2.3	PROPOSAL CONDITIONS	4
2.4	SUBMISSION OF PROPOSALS	4
2.5	WITHDRAWALS	5
2.6	CANCELLATION OF REQUEST FOR PROPOSAL	5
2.7	REJECTION OF PROPOSALS.....	5
2.8	EVALUATION OF PROPOSALS.....	5
2.9	PROSPECTIVE SERVICE PROVIDER REQUIREMENTS:	5
2.10	SERVICE PROVIDER REQUIREMENTS AT POINT OF CONTRACT.....	6
3	SCOPE OF WORK	6
3.1	INTRODUCTION	6
3.2	SERVICE	6
3.3	STAFFING AND COMPENSATION	7
3.4	REPORTING REQUIREMENTS.....	7
3.5	INSURANCE COVERAGE	7
3.6	PROVIDER ACCREDITATION.....	8
4	PROPOSAL FORMAT	8
4.1	OVERVIEW	8
4.2	PROPOSAL CONTENT	8
5	PROPOSAL EVALUATION	9
5.1	INTRODUCTION	9
5.2	EVALUATION TEAM.....	9
5.3	EVALUATION CRITERIA	9
6	APPLICATION FORM	11
6.1	PROSPECTIVE SERVICE PROVIDER’S APPLICATION	11

1 ADVERTISEMENT:

**REQUEST FOR PROPOSALS
COMMUNITY BASED REHABILITATION SERVICES BEHAVIOR INTERVENTION
AND PSYCHOTHERAPY SERVICES**

CASSIA JT SCHOOL DISTRICT #151, BURLEY, IDAHO

NOTICE IS HEREBY GIVEN that sealed bids will be received by the Board of Trustees of Cassia Jt. School District No. 151, Cassia, Oneida, and Twin Falls Counties, Idaho for community based rehabilitation services, behavior intervention, and psychotherapy services.

RFP documents can be obtained at the Cassia Jt. School District Office, 3650 Overland Ave, Burley, Idaho 83318 or by calling (208) 878-6600 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday. Or on the district website www.cassiaschools.org

Sealed proposals will be received at the Cassia Jt. School District Office, 3650 Overland Ave, Burley, Idaho 83318 until 3:00 p.m. Monday June 3, 2019 at which time proposals will be opened and publicly read aloud. Proposals received after the stated date and time will not be considered.

The Board of Trustees reserves the right to accept or reject or to select any portion thereof any or all bids and to waive any technicality. No bidder may withdraw his bid after the opening of such bids unless the awarding of the bid is delayed for a period exceeding thirty days.

Chris James
Fiscal Manager/Treasurer

Publish:
May 3, 2019 and May 9, 2019

1. INTRODUCTION

1.1 Request for Proposal (RFP)

Cassia Jt School District is requesting proposals from qualified and endorsed service providers for Community Based Rehabilitation, Behavior Intervention, Behavior Intervention Consultation and Psychotherapy services for the period of August 1, 2019 through July 31, 2021. The services fall within the Medicaid approved service definition for Psychosocial Rehabilitation, Behavior Intervention and Behavior Consultation as detailed in the Idaho Department of Health and Welfare, Idaho Administrative Code. The population to be served is children with behavior, mental health and physical disabilities enrolled in the Cassia Jt School District.

The primary intent of this RFP is to select and contract with a qualified service provider that demonstrates competencies in best practices and student outcomes, ensure health and safety for students and demonstrates ethical and responsible practices. The successful proposer will be offered a one year contract which may be renewed at the board's discretion.

1.2 Time line for Request for Proposal Submission and Award

Activity	Date
Release of RFP Documentation	May 1, 2019
Public notice announcing RFP	May 3, 10, 2019
RFP Closing	June 3, 2019
Proposal evaluations complete	June 17, 2019
Service Provider selection	June 20, 2019

2 INSTRUCTIONS TO PROSPECTIVE SERVICE PROVIDERS

2.1 Directives

Prospective service providers are expected to read all sections of the RFP thoroughly. It is the responsibility of the prospective service provider to understand the requirements of the RFP.

2.2 Authority

This RFP is issued under the provisions of the Idaho Administrative Code (IDAPA). All prospective service providers are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid, executed proposal by any prospective service provider shall constitute admission of such knowledge on the part of the service provider. Service provider must be able to successfully negotiate and execute a satisfactory contract with Cassia Jt School District.

2.3 Proposal Conditions

The following relates to both the RFP and the prospective service provider proposal.

2.3.1 RFP Not an Offer

This RFP does not constitute an offer by the Cassia Jt School District. No binding contract, obligation to negotiate or any other obligation shall be created on the part of unless Cassia Jt School District and the successful service provider execute a Contract. No recommendations or conclusions from this RFP process concerning the prospective service provider shall constitute a right (property or otherwise) under the Constitution of the United States or under the Constitution, case law, or statutory law of Idaho.

2.3.2 Right to Terminate Discussions

The prospective service provider's participation in this process might result in Cassia Jt School District selecting the prospective service provider to engage in further discussions. The commencement of such discussions, however, does not signify a commitment by Cassia Jt School District to execute a contract or to continue discussions. The Cassia Jt School District can terminate discussions at any time and for any reason.

2.4 Submission of Proposals

2.4.1 Submission Date

The complete proposal must be hand-delivered, delivered by USPS or FedEx to be received at Cassia Jt. School District office by 3:00 pm **on June 3, 2019** to 3650 Overland Avenue, Burley, ID 83318.

Any proposal received after this date and time shall be rejected without exception.

Proposals sent by email or fax will not be accepted.

2.4.2 Proposal Format

The Cassia Jt School District #151 desires all proposals to be identical in format in order to facilitate comparison. Page numbering of the proposal should be consecutive, beginning with page 1(1) and continuing to the end.

Written responses to all areas are required. All proposal responses must meet the following requirements:

1. All Proposals shall be 8 1/2" x 11" formatted with all standard text no smaller than eleven (11) points;
2. The (1) original and (2) hard copies must arrive in a sealed package.
3. Materials must be submitted in a format that allows for easy removal.

2.4.3 When received, all proposals and supporting materials, as well as correspondence relating to this RFP, shall become the property of the Cassia Jt School District #151. The content of all proposals will be held confidential until the selection of the District provider is made. ***Any proprietary data must be clearly marked.***

2.4.4 Do not arrive at the Cassia Jt School District #151 on the proposal due date for the purposes of reviewing your competitor's proposals. The proposals will not be read aloud or made available to inspect or copy.

2.5 Withdrawals

Prospective service providers may withdraw proposals through written notification at any time.

2.6 Cancellation of Request for Proposal

The request for proposal may be canceled at any time, and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interest of Cassia Jt School District #151.

Any cost incurred by a prospective provider in preparing or submitting a proposal is the responsibility of the service provider.

2.7 Rejection of Proposals

Cassia Jt School District #151 reserves the right to consider as acceptable only those proposals which meet all requirements set forth in this RFP, demonstrate an understanding of the population served and the issues involved, and comply with the service specifications defined. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP will be rejected without further notice.

2.8 Evaluation of Proposals

All proposals shall be evaluated using the methodology and criteria described in **Section 5**.

2.9 Prospective service provider requirements:

Each prospective service provider must meet the following: Qualify to do business in Idaho.

- 2.9.1 Be able to meet the requirements of Cassia Jt School District #151 Credentialing, Operational Procedures, and Student Record Policy.

- 2.9.2 Meet all student record requirements for confidentiality and be in full compliance with HIPAA Privacy and Security Rules.
- 2.9.3 Comply with the Americans with Disabilities Act (ADA), Comply with Title VI of the Civil Rights Act of 1964, the policy guidance issued in 2000 by the federal Office of Civil Rights and the final standards on culturally and linguistically appropriate services (CLAS) in health care issues.
- 2.9.4 Obtain and maintain insurance as listed in the RFP (Section 3.4, Provider Requirements) from a company that is acceptable to **Cassia Jt School District #151** and is authorized to do business in the State of Idaho.
- 2.9.5 Comply with all Federal Drug-Free Workplace Act of 1988 requirements.

2.10 Service Provider requirements at point of contract

If the prospective service provider is awarded the contract, the service provider must comply with the following:

- 2.10.1 Upon execution of the contract, Cassia Jt School District #151 shall be given full opportunity to review performance indicators on-site to evaluate provision of services. The Cassia Jt School District #151 has the authority to conduct local monitoring to evaluate compliance with Federal, Idaho State Health and Welfare, Medicaid and other applicable rules and statues, and the provider shall cooperate with Cassia Jt School District #151 in such monitoring. The frequency and the intensity of the local monitoring will be at the discretion of Cassia Jt School District #151.

3 SCOPE OF WORK

3.1 Introduction

Cassia Jt School District #151 is issuing this Request for Proposal (RFP) to identify a service provider for Community Based Rehabilitation, Behavior Intervention, Behavior Intervention Consultation and Psychotherapy services to work with an average of 20 students with mental health, behavior and physical disabilities for the period of August 1, 2019 through July 31, 2020.

Community Based Rehabilitation, Behavior Intervention, Behavior Intervention Consultation and Psychotherapy services provided must meet all required service definition components including provider and staffing requirements, utilization management criteria, expected outcomes and documentation requirements as stated in the Idaho Administrative Code (IDAPA).

3.2 Service

Community Based Rehabilitation Services (CBRS), Behavior Intervention Consultation, Behavior Intervention (BI) and Psychotherapy services are designed to help school age students with behavioral and mental health disabilities increase their functioning so that they can be successful in school and community environments with the least amount of ongoing professional intervention.

CBRS, Behavior Intervention Consultation, BI and Psychotherapy services focus on skill and resource development related to life in the school environment and to increasing the participant's ability to:

- function as independently as possible,
- to manage their disability and their lives with as little professional intervention as possible, and
- to participate in school and community opportunities related to functional, social, educational and preparation for vocational skills.

These services are based on the principles of habilitation or recovery, including equipping students with skills, emphasizing self-determination using natural and community supports, providing individualized intervention, emphasizing preparation for employment, emphasizing the "here and now", providing early intervention, providing a caring environment, practicing dignity and respect, promoting student choice, and involvement in the process, emphasizing functioning and support in the school and real world environments, and allowing time for interventions to have an effect over the long term.

There should be a supportive, therapeutic relationship between the providers, students, and district which addresses and/or implements interventions outlined in the Individual Education Program. Cassia Jt School District #151 shall authorize service hours prior to or on the day that the services are to be provided.

3.3 Staffing and Compensation

The prospective service provider must:

- 3.3.1 Recruit, interview, hire or contract well-qualified staff having the credentials as required by the State of Idaho. Hires will be subject to District approval.
- 3.3.2 Provider shall be responsible to compensate staff including any subcontractor or anyone directly or indirectly employed by Provider. Staff are in no way considered employees or contractors of the Cassia Jt School District #151.

3.4 Reporting Requirements

The prospective service provider must:

- 3.4.1 Upon request, give full access to logs and student records to the district within two (2) school days of the request.
- 3.4.2 Comply with all applicable rules, regulations, and procedures required by the Idaho State professional standards or criteria established by the federal government, Medicaid, and Department Health and Welfare rules to assure quality of services, specifically those which pertain to services described in this RFP.
- 3.4.3 Follow the procedures of the Cassia Jt School District #151 when there are unresolved concerns.

3.5 Insurance Coverage

Provider will be responsible for obtaining insurance and liability coverage as determined by Cassia Jt School District #151. Provider shall acquire and maintain:

General Liability: Provider shall be solely liable for any losses or damage resulting from Provider's performance of any services covered by this contract. Provider shall

maintain bodily injury and property damage liability coverage as shall protect provider and any approved subcontractor performing work under this Contract from claims of bodily injury or property damage which arise from operations of this Contract whether such operations are performed by provider, any subcontractor or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$500,000 each occurrence. Proof of insurance shall be submitted to the District within 10 days of the date of Contract or prior to initiation of services. District shall have the right to terminate the contract if proof of such is not timely submitted.

Worker's Compensation: Provider shall meet the statutory requirements of the State of Idaho for Worker Compensation.

3.6 Provider accreditation, licensing, endorsement and certification

The prospective service provider's staff must hold the necessary licensing, endorsements, and certification at time of service and continue to maintain the status of each throughout the service period.

3.6.1 Provide Program Data:

1. As requested, data and statistical information about individual students for the purpose of research, study, quality assurance and future program planning.

4 PROPOSAL FORMAT

The Cassia Jt School District #151 desires all proposals to be identical in format in order to facilitate comparison. Page numbering of the proposal should be consecutive, beginning with page 1 and continuing to the end. Written responses to all areas are required.

4.1 Overview

Prospective service providers are required to organize the information requested in this RFP in accordance with the format outlined below. Failure of the prospective service provider to organize the information required by this RFP as outlined may result in Cassia Jt School District #151, at its sole discretion, deeming the proposal non-responsive to the requirements of this RFP. The prospective service provider, however, may reduce the repetition of identical information within several sections of the proposal by making the appropriate cross-references to other sections of the proposal. Appendices for certain technical or financial information may be used to facilitate proposal preparation.

4.2 Proposal Content

4.2.1 Cover Letter

The cover letter shall provide the name, address, telephone and facsimile numbers of the prospective service provider along with the name, title, address, telephone and facsimile numbers of the executive that has the authority to contract with Cassia Jt School District.

4.2.2 Application Form

The Application Form must be completed with responses to all questions.

4.2.3 Capacity

The volume of services to be provided ranges from 10 to 600 hours per week. Provider shall specify the volume of service (service units) available

for delivery each week for each of the programs (CBRS, BI Consultation BI and Psychotherapy Services).

4.2.4 **Background and Summary**

In narrative format, the prospective provider shall clearly and concisely summarize the contents of the proposal in such a way as to provide the reviewers with a broad understanding of the entire proposal. The Proposal shall include:

1. A brief description of the organization and a history of the organization, inclusive of any and all past experience pertinent to the identified population;
2. A description of how staff will be trained and supervised;
3. A description of the quality control measures used to insure the provision of high quality, person centered services to the identified population; and
4. Special or unique characteristics of the organization which make it especially qualified to perform the related work activities.

4.2.5 **Experience and Capability**

1. **Necessary Skills and Experience**

The provider shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed service and ability to comply with contract requirements as outlined above. The prospective provider shall also provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to providing services to the identified population.

5 **PROPOSAL EVALUATION**

5.1 **Introduction**

Each proposal will be evaluated based on the prospective service provider's ability to meet the performance requirements of the RFP. This section provides a description of the evaluation criteria that will be used to evaluate the proposals. To be deemed responsive, it is important for the prospective service provider to provide appropriate detail to demonstrate satisfaction of each criteria and compliance with the performance provisions outlined in this RFP. The prospective service provider's proposal will be the source of information used in the evaluation process. Proposals must contain information specifically related to the service described and requested herein.

5.2 **Evaluation Team**

Proposals will be reviewed by a (3) member evaluation team composed of:

Cassia Jt School District #151, Director, Special Services

Cassia Jt School District #151, Business Manager

Cassia Jt School District #151, Medicaid Billing Clerk

5.3 **Evaluation Criteria**

Each proposal will be read and evaluated based on the following categories:

CRITERIA 1 – PROVIDER QUALIFICATIONS: The proposal includes information specific to organizational structure and staffing patterns that demonstrate the capacity to provide the volume of services requested.

CRITERIA 2 – PRICING: The proposal describes services, costs, and timelines for delivery of services.

CRITERIA 3 – MANAGEMENT: The proposal describes how training and supervision will be provided. The proposal describes the experience and fiscal capacity to manage the volume of payroll and tax payments.

CRITERIA 4 – REFERENCES: The Proposal lists verifiable experience with projects or contracts (most recent ten years) that exemplify direct provision of services for the population to be served.

CRITERIA 5 – ENGAGEMENT: The proposal demonstrates a commitment to building and developing relationships with relevant stakeholders through coordination and collaboration with the District.

QUESTIONS Please direct any questions or comments on the bidding process to Chris James.

WEIGHTED EVALUATIONS: The School District will evaluate responses to this RFP that conform to the proposal instructions outlined in this RFP and will assign scores of zero (0) to five (5) with

5 - Excellent

4 - Good

3 - Satisfactory

2 - Marginal

0 – Unsatisfactory

And will weigh the criteria as follows:

Criteria Rating Weighted Score:

CRITERIA 1 – PROVIDER QUALIFICATIONS: _____ x 4.0 = _____

CRITERIA 2 – PRICING _____ x 5.0 = _____

CRITERIA 3 -- MANAGEMENT _____ x 4.0 = _____

CRITERIA 4 – REFERENCES _____ x 4.0 = _____

CRITERIA 5 – ENGAGEMENT _____ x 3.0 = _____

TOTAL POSSIBLE SCORE –100

6 APPLICATION FORM

6.1 Prospective Service provider's Application

Contact Information

Prospective Service provider's Name: _____

Prospective Service provider's Address: (Street) _____

City _____ State _____ ZIP _____ - _____ County _____

Telephone: Office: _____ Office Hours: _____

Fax: _____ Office Manager: _____

Mobile: _____ Pager: _____

Recommended Primary Contact: _____

Primary Contact E-mail Address: _____

Executive Director/: (Name) _____ (Title) _____

1. Authority: List name of person(s) in Provider who has authority to negotiate a contract with Cassia Jt School District. _____

2. Provider Legal Entity Type:

C-Corporation General Partnership Cooperative

S-Corporation Sole Proprietorship Not for Profit

Limited Liability Corporation Limited Liability Partnership

3. Federal Tax ID #: _____

4. Are you interested in providing services to individual clients and if so, what is your capacity to provide services at your facility?

5. Are you interested in and willing to provide other consultation regarding Medicaid related services?

6. How many providers are you willing to provide and to supervise? This Contract will require from 10 to 25 providers.

7. Insurance coverage and Professional Liability

	Yes	No
A. Have you ever had a claim against you? If "Yes", please list the name and amounts of the insurance and disposition.	<input type="checkbox"/>	<input type="checkbox"/>
B. Are there any current, unsettled claims?	<input type="checkbox"/>	<input type="checkbox"/>
C. Have you ever had a policy cancelled?	<input type="checkbox"/>	<input type="checkbox"/>

- D. Has there ever been any action or investigation against you or any owner or qualified professional in your Provider relating to:
 - 1. license?
 - 2. certification?
 - 3. registration?
 - 4. privileges?
 - 5. billing practices?
- E. Have you or any owners ever been convicted of a crime, including, but not limited to, crimes involving children, fraud, or narcotics other than minor traffic violations?
 If "Yes", please list charge, disposition and dates.
- F. Have any adverse actions been filed against you by
 - 1. Medicaid?
 - 2. Medicare?
 - 3. Other Insurance?
- G. Have you or has anyone in your company who has an ownership, managerial or clinical role ever been sanctioned by any professional organization or government Provider?
- H. Have you ever had a contract discontinues in Idaho or similar entity in another state?

If you answered "yes" to any of the above questions, please explain in an attachment.

- 8. Please list all relevant contracts your Provider currently has or has had for the past ten (10) years other than contracts with Cassia Jt School District #151. (If you have not had relevant contracts, please list agencies that are familiar with your organization's business and professional practices.)

Please include for each:

- A. Provider Name
- B. Contact name
- C. Phone number
- D. Email address
- E. What services are provided?
- F. Beginning and ending dates.
- G. Dollar amount of contract.

Section III: Supporting Information Required

Item 1: Include a copy of the Provider's Quality Management plan.

Professional or clinical supervision plan.
Review of staff qualifications including assessment of required competencies.

Item 2: Individual Service Cost Proposals.

Proposed Service Description:

Hourly Cost:

CBRS

BI

BI Consultation

Psychiatric Evaluation

Psychotherapy

Family Psychotherapy

Group Psychotherapy

Nursing Services
