

REQUEST FOR PROPOSALS

for

PROCUREMENT CONSULTANT SERVICES

issued by

COMMUNITY BEHAVIORAL HEALTH

Date of Issue

July 1 , 2015

Proposals must be received no later than 5:00 P.M., Philadelphia, PA, local time, on July 15, 2015

Questions related to this RFP should be submitted via E-mail to:

Hans Leach at Hans.Leach@phila.gov

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION EMPLOYER – WOMEN, MINORITY INDIVIDUALS AND PEOPLE WITH DISABILITIES ARE ENCOURAGED TO RESPOND

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I. Project Overview

A. Introduction / Statement of Purpose

Community Behavioral Health (CBH) is soliciting proposals for consultation services to assist in development of procurements for the establishment of new and/or reconfigured behavioral health services. Specifically, CBH is seeking proposals from individuals, not-for-profit or for-profit organizations with the background, experience, skills and capability to work as part of an in-house team that produces high quality procurements and other behavioral health related documents in a timely way.

B. Organizational Overview

The City of Philadelphia contracts with the Commonwealth of Pennsylvania Department of Human Services (PA DHS) for the provision of behavioral health services to Philadelphia's Medicaid recipients under Pennsylvania's HealthChoices behavioral health mandatory managed care program. Services are funded on a capitated basis through this contractual agreement. The City of Philadelphia, through the Department of Behavioral Health and Intellectual disAbility Services (DBHIDS), contracts with Community Behavioral Health (CBH) to administer the HealthChoices program.

CBH was established as a non-profit organization by the City in 1997 to administer behavioral health care services for the City's approximately 470,000 Medicaid recipients. As a result, CBH manages a full continuum of medically necessary and clinically appropriate behavioral health services. CBH employs more than 350 people and has an annual budget of approximately \$900 million.

DBHIDS has been actively transforming Philadelphia's behavioral health system for the last ten years. This system transformation is rooted in approaches that promote recovery, resilience and self-determination and builds on the strengths and resilience of individuals, family members and other allies in communities that take responsibility for their sustained health, wellness, and recovery from behavioral health challenges. System transformation takes place in an environment where services and supports are individualized, comprehensive, flexible, person-first (culturally responsive), and designed to promote health and wellness across the lifespan. In administering behavioral health services for Philadelphia's Medicaid recipients, CBH has been actively involved in the support and implementation of this system transformation.

C. Project Background

With the establishment of CBH in 1997, Philadelphia became the first city in the nation to launch its own non-profit corporation to manage the behavioral health care of the city's Medicaid recipients. By creating this new organization, the city was able to realize a long-standing vision: the creation of a comprehensive behavioral health system that would integrate mental health and addiction services for its neediest citizens in ways that had not been possible before.

For the past 10 years, DBHIDS and CBH have engaged in system transformation to change service delivery for people who live with behavioral health challenges. The system transformation is an inclusive process involving service recipients, their families and communities. The goal is to embrace and implement fully the vision of resilience and recovery. Additional information about the system and its transformation is included in Section II.E. These changes have been accomplished, in part, through an array of procurements that identify services that are being sought and providers that are best qualified to provide them. CBH uses Requests For Proposals (RFPs), Requests For Applications (RFAs), Requests For Qualifications (RFQs) and Requests For Information (RFIs) to solicit new services, new providers and new information from the field

to help inform how services can most effectively be delivered. The expectation is that in the coming years, more procurements will be developed and issued.

D. Request for Proposals

For this RFP, CBH is seeking to identify an experienced professional with the expertise to support grant and procurement activities. Specifically, CBH is looking for an individual who may be a consultant, sole practitioner or staff member employed by not-for-profit or for-profit organizations who can work as part of an in-house team to develop procurement documents and other written material as needed. This individual will have at a minimum the following:

- Excellent writing and oral communication skills;
- Experience in developing procurements;
- Ability to synthesize information concisely;
- Working knowledge of and experience with behavioral health programming; and
- Familiarity with the goals and values of the system transformation in Philadelphia.

This RFP is seeking to identify one individual to provide these consultant services on an approximately three-day-a-week basis. Depending upon ongoing needs, this commitment may increase or decrease over time.

E. General Disclaimer

This RFP does not commit CBH to award a contract. This RFP and the process it describes are proprietary and are for the sole and exclusive benefit of CBH. No other party, including any Applicant, is intended to be granted any rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP, shall become the property of CBH and may be subject to public disclosure by CBH.

II. Scope of Work

A. Project Details

1. Objective/Purpose

The purpose of this RFP is to identify a qualified professional who can work as part of an in-house team to develop procurements and other documents for CBH.

2. Timetable

As this procurement is for services to be provided on an ongoing basis, there is no specific timetable for the completion of project tasks. It is anticipated that over the course of the contract, there will be several procurements and/or other documents that must be completed in a timely way. The timetable for completion of any of these tasks will be determined by the supervisor to whom the selected applicant will report.

3. Reporting Requirements

The selected applicant will be required to provide activity reports on a monthly basis throughout the term of the contract. Reports will include updates on projects for which the selected applicant has primary or secondary responsibility. Reporting requirements may be modified prior to or during the grant award period.

4. Performance Standards

The selected applicant will be expected to perform in a manner consistent with the highest professional standards in terms of his/her ability to complete assigned tasks in a thorough, comprehensive and timely way with attention to detail that the activities being sought require.

5. Monitoring

The selected applicant will be assigned to a supervisor who will be responsible for oversight of the consultant's work. If the consultant is an individual or sole practitioner, the supervisor will provide oversight directly to the consultant. If the consultant is identified through a contract with a not-for-profit or for-profit organization, the supervisor will provide feedback to both the consultant and to the identified organizational liaison.

6. Compensation

Compensation through this RFP will be made on a per hour or per diem basis. Applicants will be responsible for indicating compensation requirements in the response to this RFP.

B. Organizational and Personnel Requirements

Individual or organizational applicants must be residents of or have offices within the City of Philadelphia. Organizational applicants must provide sufficient background information to demonstrate that they have the requisite experience to perform the services being sought through this RFP. They must also provide the resume(s) of individual staff that would perform those services. Similarly, individual applicants must provide background information to demonstrate that they have the requisite experience to perform the requested services, along with a resume.

Whether the applicant is an organization or an individual, the minimum requirements for this consultancy are a Bachelor's degree and five years of experience working in a senior position within the behavioral health system in Philadelphia. This experience requirement has been established because understanding both the behavioral health system in Philadelphia and the system transformation values are critical to being able to perform the required tasks. The education and experience requirements are in addition to the skills and abilities outlined in section I.D. above.

The consultant services being sought through this RFP require working closely with information of a sensitive nature. This is particularly true with regard to procurements for which many provider agencies may be competing. As such, the successful respondent to this RFP, whether an organization or an individual, must be prepared to sign a strict confidentiality agreement not to disclose any information related to any of the activities that fall under the purview of this RFP. For organizations that respond to this RFP and propose to provide staff to serve in the consultant role, the staff member must sign the confidentiality agreement and the organization CEO must also sign an agreement that no employee of that organization may, under any circumstance, ask or otherwise seek to gain information from its employee regarding any of the activities in which its staff person participates as part of the scope of services of this RFP. Furthermore, organizational applicants to this RFP will be ineligible from applying for procurements on which their employee has worked, and the CEO of the organization must sign an acknowledgement to that effect.

C. Technology Capabilities

Applicants must have the technology capabilities required to perform the proposed activities in this RFP. At a minimum, applicants must be proficient in word processing and have the ability to utilize Excel or another spreadsheet program.

D. Required Tasks

The tasks required for this consultancy are outlined below.

For development of procurements:

- Consult with internal administrative and program staff to understand the nature of the solicitation and the scope of services being sought;
- Develop a timetable that includes procurement development, procurement issuance, response deadline, review timeline, award date and program start date;
- Work with clinical and program staff to develop the scope of services and service requirements;
- Work with fiscal staff to develop budget requirements;
- Work with research and information technology staff to develop outcome and reporting requirements;
- Work with internal and external staff to assure that all procurement requirements are met and that the procurement is posted in a timely way;
- Establish a process to respond to questions once a procurement has been issued;
- Develop a scoring tool for the procurement;
- Manage the procurement review process;
- Solicit staff and community individuals to participate in the procurement review;
- Organize and participate, as necessary, in training sessions for procurement reviewers;
- Summarize the outcome of the review discussions and organize the applicant selection process; and
- Present review committee recommendations to executive management staff.

For development of other documents, the successful applicant will be expected to work closely with CBH staff to learn the material for which a document is needed and develop a cogent and appropriate document which meets the requirements set by the supervisor.

E. Available Information

In 2005, DBHIDS and CBH initiated a system transformation to change service delivery for people who live with behavioral health challenges. Transformation in Philadelphia moves beyond the field's historical focus on pathology and disease processes to a model directed by the person in recovery's needs, wants and desires and that emphasize the individuals' culture, resilience and unique recovery processes. A recovery/resilience-oriented system attends to the issues of symptom reduction but ultimately provides access to services, supports, environments and opportunities that help individuals restore a positive sense of self and rebuild a meaningful and fulfilling life in their community. Through the implementation of recovery/resilience-oriented innovative, evidence-based, evidence-informed and promising practices, the system transformation holds the potential to improve quality of care and the lives of service recipients and their families. As the primary mechanism for implementing the system transformation, DBHIDS issued The Practice Guidelines for Recovery and Resilience-Oriented Treatment in 2011, and these guidelines can be found at <http://www.dbhids.org/practice-guidelines/>.

III. Proposal Format, Content and Submission Requirements; Selection Process

A. Required Proposal Format

1. Format Structure

1.a. Proposal Cover Sheet

The cover sheet (see Appendix A) must be completed with the applicant's information and included as the first page of the proposal.

1.b. Table of Contents

A table of contents must be included as the second page of the proposal with each section of the proposal included and with a page number for the first page of each section.

1.c. Format Requirements

Proposals must be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFP. Each proposal must provide all the information detailed in this RFP using the format described below. The narrative portion of the proposal must be presented in print size of 12, using a Times New Roman font, single spaced on 8.5" by 11" sheets of paper with minimum margins of 1". For each section where it is required, the applicant must fully answer all of the listed questions in the outline form in which they are presented in the RFP. Answers to each question must be numbered/lettered and correspond to the numbered/lettered questions in this RFP. Failure to number and letter the questions or to respond to all questions may result in the proposal's being considered non-responsive. Each attachment, appendix or addendum must reference the corresponding section or subsection number.

Applicants are required to limit their narrative responses to 6 single spaced pages. This page limit includes sections 2.a. – 2.e. below. If you have responded to a requirement in another part of your proposal, make reference to that section and do not repeat your response. Applicants whose narrative exceeds 6 single spaced pages may have their proposals considered non-responsive and be disqualified.

2. Proposal Content

2.a. Introductory Information and Threshold Requirements

In order for each applicant's proposal to be considered, the following information must be provided and criteria must be met. This section should not be detailed; responses may simply be one sentence indicating that the applicant meets the particular criterion. More detailed information is to be provided in later sections. If the resume to be submitted contains the information to meet one or more of these requirements, in your response, please simply refer to the resume as containing the relevant information to meet the requirement.

- 1) Applicant status – all applicants must indicate if they are applying as individuals (sole practitioners), not-for profit organizations or for-profit organizations.

- 2) Residency requirement – all individual or organizational applicants must provide a current address to demonstrate a residence (for individuals) or an office (for organizational applicants) within the city limits of Philadelphia.
- 3) Education requirement – individual applicants or staff being designated by organizational applicants must indicate that they meet the minimum education requirement of a Bachelor’s degree from an accredited institution of higher education.
- 4) Experience requirement - individual applicants or staff being designated by organizational applicants must indicate that they meet the minimum requirement of five (5) years of experience working in a senior position within the behavioral health system in Philadelphia. A senior position is defined as a responsible administrative position or a supervisory position in a clinical/programmatic setting.
- 5) Technology requirement - individual applicants or staff being designated by organizational applicants must indicate that they meet the minimum technology requirement regarding word processing skills and ability to work with spreadsheets.
- 6) Confidentiality requirement – the successful applicant will be required to sign the CBH Confidentiality Statement, as well as indicate a willingness to sign a confidentiality agreement for the work covered by this RFP if selected to provide services through this RFP.
- 7) Resume requirement - individual applicants or staff being designated by organizational applicants must provide a current resume as an addendum to the proposal in support of the above requirements, as well as to help address the experience and capability criteria.

2.b. Relevant Experience Statement

In this section applicants should detail their relevant work experience. This description should include:

- 1) Experience working in a senior position or positions in the behavioral health system in Philadelphia. Please provide some specific detail regarding this experience and how it supports or provides a foundation for the procurement and other work being solicited through this RFP.
- 2) Experience in developing procurements. Please give 2 or 3 examples of specific procurements, including the services that were being proposed or procured, your role in the procurement process, and any other information that will help a reviewer to understand the nature and scope of the procurement.
- 3) As part of this section, please provide 2 references who are able to attest to your ability to do the work being solicited through this RFP. One of the references must be from an individual who is able to discuss your experience in the behavioral health system in Philadelphia; the other reference must be from an individual who is able to discuss your experience developing procurements. Letters of reference may be included as an addendum to your proposal if you so choose, but including the names and contact information for each of the two references is all that is required in this section.

2.c. Capability Statement

The capability statement is designed for applicants to discuss the specific skills they possess in order to accomplish the work being solicited through this RFP. Applicants may want to approach this section as if they have been asked to take lead responsibility for the development of a procurement with primary responsibility for the writing. The discussion should include

their approach, their ability to organize and prioritize tasks and their ability to work both independently and as part of a team.

2.d. Understanding of Transformation System Goals and Values

Provide a statement of your understanding and experience regarding the goals and values that have been part of the transformation of the behavioral health system in Philadelphia for the past 10 years. Rather than a reiteration of the guiding values outlined previously in this RFP, this is an opportunity for applicants to present their perspective on the intent of the transformation and their observations regarding its impact.

2.e. Budget/Compensation Requirements

This RFP is seeking to identify one individual to provide grant and procurement services on a consultant basis three days per week. Applicants must indicate in this section their compensation requirements for these services. These requirements may be either on a per hour or per diem basis. The work day is typically 7.5 hours per day.

B. Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract issued pursuant to this RFP may be subject to the federal Health Insurance Portability and Accountability Act (HIPAA), as amended, and/or other state or federal laws or regulations governing the confidentiality and security of health information. The selected Applicant(s) will be required to comply with CBH confidentiality standards identified in any contractual agreement between the selected applicant and CBH.

C. Minority/Women/People with Disabilities Owned Business Enterprises

CBH is a city-related agency and as such its contracted providers must cooperate with the intent of the local municipality regarding minority/women/disabled-owned business enterprises. It is the expectation of CBH that the selected Applicants will employ a “Best and Good Faith Efforts” approach to include certified minority, women and disabled businesses (M/W/DSBE) in the services provided through this RFP where applicable and meet the intent of M/W/DSBE legislation.

The purpose of M/W/DSBE state legislation is to provide equal opportunity for all businesses and to assure that CBH funds are not used, directly or indirectly, to promote, reinforce or perpetuate discriminatory practices. CBH is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all CBH contracts on an equitable basis.

- For-profit Applicants should indicate if their organization is a Minority (MBE), Woman (WBE), and/or Disabled (DSBE) Owned Business Enterprise and certified as such by an approved certifying agency and/or identified in the City of Philadelphia Office of Economic Opportunity (OEO) Certification Registry. If the Applicant is M/W/DSBE certified by an approved certifying agency, a copy of certifications should be included with the proposal. Any certifications should be submitted as an attachment to the original proposal and copies that are submitted to CBH.
- Not-for-profit Applicants cannot be formally M/W/DSBE certified. CBH does utilize adapted state definitions to determine the M/W/DSBE status. Criteria are applied to not-for-profit entities to determine M/W/DSBE status in the CBH provider network, as follows (all criteria must be satisfied):

- At least 51% of the board of directors must be qualified minority individuals and/or women and/or people with disabilities.
 - A woman or minority individual or person with a disability must hold the highest position in the company.
 - Minority groups eligible for certification include African Americans, Hispanic Americans, Native Americans, and Asian Americans.
 - Citizenship and legitimate minority group membership must be established through birth certificates, military records, passports, or tribal cards.
- Not-for-profit organizations may have sub-contracting relationships with certified M/W/DSBE for-profit organizations. Not-for-profits should include a listing of their M/W/DSBE certified sub-contractors, along with their certification information.
 - For additional information regarding the Commonwealth of Pennsylvania’s M/W/DSBE certification process, go to the following website:
www.dgs.state.pa.us/portal/server.pt/community/bureau_of_minority_and_women_business_opportunities/1358

D. The Philadelphia Tax and Regulatory Status and Clearance Statement

As CBH is considered a quasi-governmental, city-related agency, prospective Applicants must meet certain City of Philadelphia requirements. It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation of other regulatory provisions contained in The Philadelphia Code. To assist the City, through its Department of Revenue and Department of Licenses and Inspections, in determining this status, each Applicant is required to complete and return, as an attachment to its proposal, a City of Philadelphia Tax and Regulatory Status and Clearance Statement Form (see Appendix B).

If the Applicant is not in compliance with the City’s tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City. If satisfactory arrangements cannot be made within a week of being notified of their non-compliance, Applicants will not be eligible for award of the contract contemplated by this RFP.

All selected Applicants will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFP and the selected Applicant may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Applicants are advised to take these City policies into consideration when entering into their contractual relationships with proposed subcontractors.

Applicants need not have a City of Philadelphia Business Privilege Tax Account Number and Business Privilege License Number to respond to this RFP, but will, in most circumstances, be required to obtain one or both if selected for award of the contract contemplated by the RFP. Proposals for a Business Privilege Tax Account Number or a Business Privilege License may be made on line by visiting the City of Philadelphia Business Service site-<http://business.phila.gov/Pages/Home.aspx> and clicking on “Register Your Business.” If you have specific questions, call the Department of Revenue at 215-686-6600 for

questions related to City of Philadelphia Business Privilege Tax Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Business Privilege License.

E. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance

Applicants are advised that any contract awarded pursuant to this RFP is a “Service Contract,” and the successful Applicant under such contract is a “Service Contractor,” as those terms are defined in Chapter 17-1300 of the Philadelphia Code (“Philadelphia 21st Century Minimum Wage and Benefits Standard Ordinance”). Any Subcontractor and any sub-subcontractor at any tier proposed to perform services sought by this RFP, is also a “Service Contractor” for purposes of Chapter 17-1300. If any such Service Contractor (i.e. Applicant and subcontractors at any tier) is also an “Employer,” as that term is defined in Section 17-1302 (more than five employees), and is among the Employers listed in Section 17-1303 of the Code, then during the term of any resulting contract, it is subject to the minimum wage and benefits provisions set forth in Chapter 17-1300 unless it is granted a waiver or partial waiver under Section 17-1304. Absent a waiver, these minimum wage and benefits provisions, which include a minimum hourly wage that is adjusted annually based on the CPI, health care and sick leave benefits, are mandatory and must be provided to Applicant’s employees or the employees of any subcontractor at any tier who perform services related to the City contract resulting from this RFP. Applicants and any subcontractors at any tier proposed by Applicants are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code,¹ the General Provisions, and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page for further details concerning the applicability of this Chapter to, and obligations it imposes on certain City contractors and subcontractors at any tier. In addition to the enforcement provisions contained in Chapter 17-1300, the successful Applicant’s failure or the failure of any subcontractor at any tier to comply (absent an approved waiver) with the provisions of Chapter 17-1300, or any discrimination or retaliation by the successful Applicant or Applicant’s subcontractors at any tier against any of their employees on account of having claimed a violation of Chapter 17-1300, shall be a material breach of any Service Contract resulting from this RFP. By submitting a proposal in response to this RFP, Applicants acknowledge that they understand, and will comply with the requirements of Chapter 17-1300, and will require the compliance of their subcontractors at any tier if awarded a contract pursuant to this RFP. Applicants further acknowledge that they will notify any subcontractors at any tier proposed to perform services related to this RFP of the requirements of Chapter 17-1300.

F. Certification of Compliance with Equal Benefits Ordinance

If this RFP is a solicitation for a “Service Contract” as that term is defined in Philadelphia Code Section 17-1901(4) (“A contract for the furnishing of services to or for the City, except where services are incidental to the delivery of goods. The term does not include any contract with a governmental agency.”), and will result in a Service Contract in an amount in excess of \$250,000, pursuant to Chapter 17-1900 of the Philadelphia Code (*see* footnote 1 for online access to the Philadelphia Code), the successful Applicant shall, for any of its employees who reside in the City, or any of its employees who are non-residents subject to City wage tax under Philadelphia Code Section 19-1502(1)(b), be required to extend the same employment benefits the successful Applicant extends to spouses of its employees to life partners of such employees, absent a waiver by the City under Section 17-1904. By submission of their Proposals in response to this RFP, all Applicants so acknowledge and certify that, if awarded a Service Contract pursuant to this RFP, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code and will notify their employees of the employment benefits available to life partners pursuant to Chapter 17-1900.

¹ A link to the Philadelphia Code is available on the City’s official web site, www.phila.gov. Click on “City Code and Charter,” located to the bottom right of the Welcome page under the box “Transparency.”

Following the award of a Service Contract subject to Chapter 17-1900 and prior to execution of the Service Contract by the City, the successful Applicant shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will actually be available, or that the successful Applicant does not provide employment benefits to the spouses of married employees. The successful Applicant's failure to comply with the provisions of Chapter 17-1900 or any discrimination or retaliation by the successful Applicant against any employee on account of having claimed a violation of Chapter 17-1900 shall be a material breach of the any Service Contract resulting from this RFP. Further information concerning the applicability of the Equal Benefits Ordinance, and the obligations it imposes on certain City contractors is contained in the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page.

G. City of Philadelphia Disclosure Forms

Applicants and subcontractors are required to complete the City of Philadelphia Disclosure Forms (see Appendix C and separate website Attachment) to report campaign contributions to local and state political candidates and incumbents; any consultants used in responding to the RFP and contributions those consultants have made; prospective subcontractors; and whether Applicant or any representative of Applicant has received any requests for money or other items of value or advice on particular firms to satisfy minority-, woman- or disabled-owned business participation goals. These forms must be completed and returned as an attachment to the proposal.

H. CBH Disclosure of Litigation Form

The Applicant shall describe any pending, threatened, or contemplated administrative or judicial proceedings that are material to the Applicant's business or finances including, but not limited to, any litigation, consent orders or agreements between any local, state, or federal regulatory agency and the Applicant or any subcontractor the Applicant intends to use to perform any of the services described in this RFP. Failure to disclose any of the proceedings described above may be grounds for disqualification of the Applicant's submission. Complete and submit as an attachment the CBH Disclosure of Litigation Form (see Appendix D).

I. Selection Process

A CBH proposal review committee will review all responses to this RFP. Based on the criteria detailed below, the committee will make recommendations to the Director of CBH and the Commissioner of DBHIDS concerning the proposal that is best able to meet the goals of the RFP.

Proposals will be reviewed based upon the merits of the written proposal.

The general criteria upon which a selection will be made include, but are not limited to:

1. Superior ability or capacity to meet particular requirements of contract
2. Superior prior experience of applicant and/or staff
3. Superior skill and reputation, including timeliness and demonstrable results
4. Anticipated long-term effectiveness
5. Meets prequalification requirements

For this RFP, specific scoring criteria upon which the review will be based include:

1. Threshold Requirements

The threshold requirements provide a baseline for all proposals, which means they provide basic information that all applicants must meet. This includes all requirements listed in Section III. Failure to meet all of these requirements will disqualify an applicant from consideration through this RFP.

2. Experience (30 Points)

Description of the applicant's history and experience working in the behavioral health system in Philadelphia and how that experience supports the work sought through this RFP; experience in writing procurements; and references to support the proposal will all be considered in the section.

3. Capability (40 points)

The applicant's ability to describe the skills and abilities they have in order to accomplish the tasks being sought through this RFP will be evaluated in this section.

3. System Goals and Values (20 points)

Applicants will be evaluated based on demonstration of their understanding of the system transformation goals and values that have been taking place in the Philadelphia behavioral health system over the past ten years.

4. Budget (10 Points)

Compensation requirements that are submitted by applicants will be evaluated based upon reasonableness and availability of funds.

IV. Proposal Administration

A. Procurement Schedule

The anticipated procurement schedule is as follows:

RFP Event	Deadline Date
RFP Issued	July 1, 2015
Deadline to Submit Questions	July 7, 2015 at 5:00 PM
Answers to Questions on Website	July 10, 2015
Submission Deadline	July 15, 2015, at 5:00 PM
Applicant Notified of Right to Negotiate	July 22, 2015
Start Date	August 3, 2015

In order to be considered for selection, all proposals must be delivered to the address below no later than 5:00 PM on July 15, 2015.

Community Behavioral Health
801 Market Street
7th Floor
Philadelphia, PA 19107

ATTN: Hans Leach

- Proposals should be marked “Procurement Consultant Services.” Proposals submitted by any means other than mailing, courier, or hand delivery will not be accepted.
- Applicants must submit an electronic version of the proposal prepared as a PDF document placed onto a compact disc or flash drive with one clearly marked signed original proposal and five (5) copies of the proposal.
- Proposals submitted after the deadline date and time will be returned unopened.
- The individual applicant or an official of the submitting agency authorized to bind the agency to all provisions noted in the proposal must sign the cover sheet of the proposal.

B. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing via email to Hans Leach at hans.leach@phila.gov by July 7, 2015. Responses will be posted on the DBHIDS website by July 10, 2015, after which no questions will be accepted. Contact with other CBH, DBHIDS, or other related staff regarding this RFP is not permitted and failure to comply with this restriction could result in disqualification.

C. Term of Contract

CBH reserves the right to set the rates for this service, budgets and rates notwithstanding. The initial contract resulting from this RFP will run for a period of five months. Continuation of funding is contingent upon the availability of funds, quality of service being provided and contract compliance. CBH reserves the right to continue subsequent yearly contracts. All contracts become binding on the date of signature by the provider agency’s chief executive officer and Community Behavioral Health’s chief executive officer. CBH

reserves the right to re-issue all or part of the RFP if it is not able to establish acceptable providers for any or all services. CBH also reserves the right to amend contracts throughout the contract period and to renegotiate the contract length as needed.

V. General Rules Governing RFPs / Proposals; Reservation of Rights; Confidentiality and Public Disclosure

A. Revisions to RFP

CBH reserves the right to change, modify or revise the RFP at any time. Any revision to this RFP will be posted on the DBHIDS website with the original RFP. It is the Applicant's responsibility to check the website frequently to determine whether additional information has been released or requested.

B. City/CBH Employee Conflict Provision

City of Philadelphia or CBH employees and officials are prohibited from submitting a proposal in response to this RFP. No proposal will be considered in which a City or CBH employee or official has a direct or indirect interest. Any proposal may be rejected that, in CBH's sole judgment, violates these conditions.

C. Proposal Binding

By signing and submitting its proposal, each Applicant agrees that the contents of its proposal are available for establishment of final contractual obligations for a minimum of 180 calendar days from the proposal deadline for this RFP. An Applicant's refusal to enter into a contract which reflects the terms and conditions of this RFP or the Applicant's proposal may, in the sole discretion of CBH, result in rejection of Applicant's proposal.

D. Reservation of Rights

By submitting its response to this notice of Request for Proposals as posted on the DBHIDS website, the Applicant accepts and agrees to this Reservation of Rights. The term "notice of request for proposals," as used herein, shall mean this RFP and include all information posted on the DBHIDS website in relation to this RFP.

1. Notice of Request For Proposals (RFP)

CBH reserves the right, and may, in its sole discretion, exercise any one or more of the following rights and options with respect to this notice of contract opportunity:

- (a) to reject any and all proposals and to reissue this RFP at any time;
- (b) to issue a new RFP with terms and conditions substantially different from those set forth in this or a previous RFP;
- (c) to issue a new RFP with terms and conditions that are the same or similar as those set forth in this or a previous RFP in order to obtain additional proposals or for any other reason CBH determines to be in their best interest;
- (d) to extend this RFP in order to allow for time to obtain additional proposals prior to the RFP proposal deadline or for any other reason CBH determines to be in its best interest;
- (e) to supplement, amend, substitute or otherwise modify this RFP at any time prior to issuing a notice of intent to develop a provider agreement or consultant contract to one or more Applicants;

- (f) to cancel this RFP at any time prior to the execution of a final provider agreement whether or not a notice of intent to develop a provider agreement has been issued, with or without issuing, in CBH's sole discretion, a new RFP for the same or similar services;
- (g) to do any of the foregoing without notice to Applicants or others, except such notice as CBH, in its sole discretion, elects to post on the DBHIDS website.

2. Proposal Selection and Contract Negotiation

CBH may, in its sole discretion, exercise any one or more of the following rights and options with respect to proposal selection:

- (a) to reject any proposal if CBH, in its sole discretion, determines the proposal is incomplete, deviates from or is not responsive to the requirements of this RFP, does not comply with applicable law, is conditioned in any way, or contains ambiguities, alterations or items of work not called for by this RFP, or if CBH determines it is otherwise in its best interest to reject the proposal;
- (b) to reject any proposal if, in CBH's sole judgment, the Applicant has been delinquent or unfaithful in the performance of any contract with CBH or with others; is delinquent, and has not made arrangements satisfactory to CBH, with respect to the payment of City taxes or taxes collected by the City, or other indebtedness owed to the City; is not in compliance with regulatory codes applicable to Applicant; is financially or technically incapable; or is otherwise not a responsible Applicant;
- (c) to waive any defect or deficiency in any proposal, including, without limitation, those identified in subsections 1) and 2) preceding, if, in CBH's sole judgment, the defect or deficiency is not material to the proposal;
- (d) to require, permit or reject, in CBH's sole discretion, amendments (including, without limitation, information omitted), modifications, clarifying information, and/or corrections to their proposals by some or all of the Applicants at any time following proposal submission and before the execution of a final provider agreement or consultant contract;
- (e) to issue a notice of intent to develop a provider agreement or consultant contract and/or execute a provider agreement and/or consultant contract for any or all of the items in any proposal, in whole or in part, as CBH, in its sole discretion, determine to be in CBH's best interest;
- (f) to enter into negotiations with any one or more Applicants regarding price, scope of services, or any other term of their proposals, and such other agreement or contractual terms as CBH may require, at any time prior to execution of a provider agreement or consultant contract, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued to any Applicant and without reissuing this RFP; and
- (g) to enter into simultaneous, competitive negotiations with multiple Applicants or to negotiate with individual Applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted proposals, without informing other Applicants of the changes or affording them the opportunity to revise their proposals in light thereof, unless CBH, in its sole discretion, determine that doing so is in and CBH's best interest;
- (h) to discontinue negotiations with any Applicant at any time prior to the execution of a provider agreement or consultant contract, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued to the Applicant, and to enter into negotiations with any other Applicant, if CBH, in its sole discretion, determine it is in the best interest of CBH to do so;
- (i) to rescind, at any time prior to the execution of a provider agreement or consultant contract, any notice of intent to develop a provider agreement or consultant contract to an Applicant, and to issue or not issue a notice of intent to develop a provider agreement or consultant contract to the

same or a different Applicant and enter into negotiations with that Applicant, if CBH, in its sole discretion, determine it is in the best interest of CBH to do so;

- (j) to elect not to enter into any provider agreement or consultant contract with any Applicant, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued and with or without the reissuing this RFP, if CBH determines that it is in CBH's best interest to do so;
- (k) to require any one or more Applicants to make one or more presentations to CBH at CBH's offices or other location as determined by CBH, at the Applicant's sole cost and expense, addressing the Applicant's proposal and its ability to achieve the objectives of this RFP;
- (l) to conduct on-site investigations of the facilities of any one or more Applicants (or the facilities where the Applicant performs its services);
- (m) to inspect and otherwise investigate projects performed by the Applicant, whether or not referenced in the proposal, with or without consent of or notice to the Applicant;
- (n) to conduct such investigations with respect to the financial, technical, and other qualifications of each Applicant as CBH, in its sole discretion, deem necessary or appropriate;
- (o) to permit, at CBH's sole discretion, adjustments to any of the timelines associated with this RFP, including, but not limited to, extension of the period of internal review, extension of the date of provider agreement or consultant contract award and/or provider agreement or consultant contract execution, and extensions of deadlines for implementation of the proposed project; and
- (p) to do any of the foregoing without notice to Applicants or others, except such notice as CBH, in its sole discretion, elects to post on the DBHIDS website.

3. Miscellaneous

(a) Interpretation; Order of Precedence. In the event of conflict, inconsistency or variance between the terms of this Reservation of Rights and any term, condition or provision contained in any RFP, the terms of this Reservation of Rights shall govern.

(b) Headings. The headings used in this Reservation of Rights do not in any way define, limit, describe or amplify the provisions of this Reservation of Rights or the scope or intent of the provisions, and are not part of this Reservation of Rights.

E. Confidentiality and Public Disclosure

The successful Applicant(s) shall treat all information obtained from CBH that is not generally available to the public as confidential and/or proprietary to CBH. The successful Applicant(s) shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful Applicant(s) agree(s) to indemnify and hold harmless CBH, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful Applicant or any person acquiring such information, directly or indirectly, from the successful Applicant.

By preparation of a response to this RFP, Applicants acknowledge and agree that CBH, as a quasi-public corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required hereunder. Without limiting the foregoing sentence, CBH's legal obligations shall not be limited or expanded in any way by an Applicant's assertion of confidentiality and/or proprietary data.

F. Incurring Costs

CBH is not liable for any costs incurred by Applicants for work performed in preparation of a response to this RFP.

G. Prime Contractor Responsibility

The selected contractors will be required to assume responsibility for all services described in their proposals whether or not they provide the services directly. CBH will consider the selected contractor as sole point of contact with regard to contractual matters.

H. Disclosure of Proposal Contents

Information provided in proposals will be held in confidence and will not be revealed or discussed with competitors. All material submitted as part of the RFP process becomes the property of CBH and will only be returned at CBH's option. Proposals submitted to CBH may be reviewed and evaluated by any person other than competing Applicants. CBH retains the right to use any/all ideas presented in any reply to this RFP. Selection or rejection of a proposal does not affect this right.

I. Selection/Rejection Procedures

The Applicant(s) whose submission is selected by CBH will be notified in writing as to the selection, and their selection will also be posted on the DBHIDS website. Information will be provided in this letter as to any issues within the proposal that will require further discussion or negotiation with CBH. This letter should not be considered as a letter of award. A formal letter of award will be forthcoming at such time when mutual agreement has been reached by the parties on all issues pertaining to the proposal. Applicants whose submissions are not selected will also be notified in writing by CBH.

J. Life of Proposals

DBHIDS and CBH expect to select the successful Applicants as a result of this RFP within approximately 45 days of the submission deadline. However, proposals that are submitted may be considered for selection up to and including December 31, 2015. By submission of a proposal, respondents agree to hold the terms of their proposal open to CBH for negotiation until December 31, 2015.

K. Non-Discrimination

The successful Applicant(s), as a condition of accepting and executing a contract with CBH through this RFP, agree(s) to comply with all relevant sections of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act, hereby assuring that:

The contractor does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, handicap or disability in providing services, programs or employment or in its relationship with other contractors.

APPENDIX A

RFP PROPOSAL COVER SHEET

COMMUNITY BEHAVIORAL HEALTH

PROCUREMENT CONSULTANT SERVICES

CORPORATE NAME OF
APPLICANT ORGANIZATION _____

CORPORATE ADDRESS _____

CITY _____ STATE _____ ZIP _____

MAIN CONTACT PERSON _____

TITLE _____ TELEPHONE # _____

E-MAIL ADDRESS _____ FAX # _____

SIGNATURE OF OFFICIAL AUTHORIZED TITLE
TO BIND APPLICANT TO A PROVIDER AGREEMENT

TYPED NAME OF AUTHORIZED OFFICIAL IDENTIFIED ABOVE

DATE SUBMITTED _____

APPENDIX B

**CITY OF PHILADELPHIA TAX AND REGULATORY
STATUS AND CLEARANCE STATEMENT
FOR APPLICANTS**

THIS IS A CONFIDENTIAL TAX DOCUMENT NOT FOR PUBLIC DISCLOSURE

This form must be completed and returned with Applicant’s proposal in order for Applicant to be eligible for award of a contract with the City. Failure to return this form will disqualify Applicant’s proposal from further consideration by the contracting department. Please provide the information requested in the table, check the appropriate certification option and sign below:

Applicant Name	
Contact Name and Title	
Street Address	
City, State, Zip Code	
Phone Number	
Federal Employer Identification Number or Social Security Number:	
Philadelphia Business Income and Receipts Tax Account Number (f/k/a Business Privilege Tax) (if none, state “none”)*	
Commercial Activity License Number (f/k/a Business Privilege License) (if none, state “none”)*	

___ I certify that the Applicant named above has all required licenses and permits and is current, or has made satisfactory arrangements with the City to become current with respect to the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation, or has made satisfactory arrangements to cure any violation, or other regulatory provisions applicable to Applicant contained in The Philadelphia Code.

___ I certify that the Applicant named above does not currently do business, or otherwise have an economic presence in Philadelphia. If Applicant is awarded a contract with the City, it promptly will take all steps necessary to bring it into compliance with the City’s tax and other regulatory requirements.

Authorized Signature

Date

Print Name and Title

* You can apply for a City of Philadelphia Business Income and Receipts Tax Account Number or a Commercial Activity License on line after you have registered your business on the City’s Business Services website located at <http://business.phila.gov/Pages/Home.aspx>. Click on “Register” or “Register Now” to register your business.

APPENDIX C

CITY OF PHILADELPHIA DISCLOSURE FORMS

The City of Philadelphia Disclosure Forms may be found on the DBHIDS Website along with this posted RFP.

APPENDIX D

CBH Disclosure of Litigation Form

The Applicant shall describe in the space below any pending, threatened, or contemplated administrative or judicial proceedings that are material to the Applicant's business or finances including, but not limited to, any litigation, consent orders or agreements between any local, state, or federal regulatory agency and the Applicant or any subcontractor the Applicant intends to use to perform any of the services described in this RFP.

Not Applicable

Signature

Print Name

Date

Company or Agency Name