



# **Behavioral Health Agency Pre-Qualification**

## **Request for Applications RFA #16001**

**July 2016**

**Begin Date:** July 13, 2016  
**Closing Date:** August 8, 2016

## **I. Introduction**

The Broward Behavioral Health Coalition, Inc. (BBHC) invites applications from not-for-profit behavioral health service agencies to apply to become part of its provider network. Successful applicants will be pre-qualified, and eligible to respond to future contract solicitations for the provision of behavioral health (mental health and substance abuse) services to consumers who reside within Broward County, Florida. Successful applicants for pre-qualification receive no guarantee of award of future contracts and must comply with additional requirements contained in future solicitations and both the applicant's contract with BBHC as well as relevant provisions of BBHC's contract with the Florida Department of Children and Families ("DCF") (such contract to be referenced as the "Prime Contract"), as may be amended from time to time.

**Only agencies determined "Pre-Qualified" will be eligible for participation in BBHCs procurement announcements. New applicants are advised they must successfully complete this process to become eligible for any future contract awarded.**

BBHC is the contracted Managing Entity (ME) of the Florida Department of Children and Families (DCF) as defined by §394.9082, Florida Statutes, responsible for the delivery of behavioral health services to behavioral health clients as the payer of last resort. BBHC has subcontracted with not-for-profit, for profit, and government entities to provide direct service delivery on its behalf pursuant to a subcontract.

## **II. Background**

The Pre-Qualification of agencies to provide behavioral health services will allow BBHC to negotiate with entities most suitable to deliver the services it funds through an efficient and effective process, and meet the needs of the community served through BBHC. Through Pre-Qualification, BBHC identifies direct service agencies that possess the administrative and programmatic infrastructure that present reasonable likelihood of an Applicant's ability to successfully comply with BBHC's contractual requirements. The current BBHC Provider Network includes 31 agencies delivering an array of services. The criteria are indicative of an entity's viability, competencies, and capabilities and, when present, result in a reasonable likelihood the successful applicant will achieve or exceed BBHC's standardized contract requirements; quality service delivery expectations; appropriately utilize public funds; and protect vulnerable clients funded by BBHC. A Network Management Development Committee (the "Committee") will independently review each application in three (3) key areas: 1) program services; 2) administrative capacity; and 3) financial viability. Applicants are advised additional documents and/or revisions to documents submitted in response to this RFA may be requested by BBHC.

### **III. Eligible Applicants**

BBHC is accepting applications for Pre-Qualification from entities for the delivery of behavioral health services to clients who meet the eligibility criteria defined in the Florida Department of Children and Families (DCF) Pamphlet (PAM) 155-2 (most current edition). A copy may be reviewed at [www.bbhcflorida.org](http://www.bbhcflorida.org). Applications are sought to provide direct substance abuse and mental health services to youth and/or adults in Broward County, Florida. Such not-for-profit, and government entities shall possess a minimum of three (3) years of experience delivering the following behavioral health services to youth and/or adults:

- **Mental Health Treatment**
- **Substance Abuse Treatment**
- **Mental Health Prevention**
- **Substance Abuse Prevention**

Pre-Qualification by BBHC does not guarantee a contract or funding and the list of Pre-Qualified agencies is not exclusive of BBHC contracting with any other provider for the same or similar services which are similarly procured consistently with BBHC's procurement process. The effective term for Pre-Qualification status is three (3) years from the date of determination of Pre-Qualification and is contingent on the successful applicant continuing to meet the applicable qualification standards as required herein or which may hereafter be required.

### **IV. Major Program Goals and Activities**

BBHC requires all of its contracted providers to utilize evidence-based practices (EBP); implement continuous quality assurance/improvement plans; utilize an Electronic Healthcare Record (EHR); and deliver a wide array of behavioral health prevention, treatment, and recovery services in Broward County.

BBHC will establish a network of Pre-Qualified entities that may be eligible to respond to solicitations consistent with the BBHC procurement process. Further eligibility requirements may be contained in future solicitations issued to such Pre-Qualified entities. Through the Pre-Qualification process, BBHC identifies network members which are able to provide community-based Substance Abuse and Mental Health (SAMH) services for a consumer-centered and family-focused coordinated system by qualified, direct service, community-based professionals as authorized by §394.9082, Florida Statutes, consistent with Chapters 394, 397, 916, §985.03, Florida Statutes, as applicable, the State Behavioral Health Services Plan dated January 2011, or the latest version thereof, and in the Prime Contract .

The primary goal is to promote the reduction of substance use, abuse, and dependence and improve the mental health and lives of the people of Broward County by making substance

abuse and mental health treatment and support services available through a comprehensive, integrated community-based System of Care and to engage and encourage persons with or at risk of substance abuse and/or mental illness to live, work, learn, and participate fully in their community. BBHC's Pre-Qualification process enables BBHC to provide service delivery throughout its network of providers and across systems resulting in systematic access to a full continuum of care for all children, adolescents and adults who enter the publicly-funded behavioral health services systems, improve co-occurring capability, trauma informed care, and expertise in all programs, as well as promote and improve the behavioral health of Broward County by strategically applying substance abuse prevention programs, and environmental strategies relevant to the community's needs.

## **V. General Description**

BBHC will only contract with agencies it determines Pre-Qualified through a successful response to this RFA and future RFAs. Furthermore, BBHC seeks to contract with agencies and professionals that utilize innovative and evidence-based approaches that address the needs of youth and/or adults who reside in Broward County, Florida which may seek to address the needs of an underserved population and which possesses highly skilled, trained, and credentialed staff.

Applicants will have a history of delivering services in the community. In addition to the implementation of evidence-based practices, BBHC seeks applications from entities with expertise and training utilizing well developed, integrated, and appropriate design/methods consistent with the mission, goals, and vision of BBHC. Services to meet the needs of consumers with mental health and substance abuse diagnoses, which also address grief and the impact of trauma are strongly desired.

Quality of services is assessed by BBHC through annual monitoring of contractual requirements, quality improvement reviews, and ongoing analysis of data. Successful applicants shall maintain quality assurance/improvement practices as part of its Quality Assurance/Improvement Plan, to ensure the successful and sustained delivery of prevention, treatment, and other services, for which the successful applicant is qualified, will result in achieving the minimum Performance Measures and Outcomes established by BBHC, which may be reviewed at: <http://www.myflfamilies.com/service-programs/substance-abuse/publications>. BBHC also seeks applicants with comprehensive training programs of highly educated staff that enhance the delivery of evidence-based and innovative treatment approaches; employ self-monitoring of adherence to its policies, procedures, program models, and contracts; fidelity monitoring practices; reporting and analysis; procedures for receipt of an investigation of critical incidents that have the potential to impact the safety, security, health, and welfare of consumers, employees, or the public; effective grievances and compliance programs. Applicants may review the minimum requirements of BBHC's Credentialing Program at [www.bbhcflorida.org](http://www.bbhcflorida.org).

Applicants shall demonstrate in its Application its ability and methods to deliver behavioral health services led by a Board of Directors that includes client representation and has a clear mission, vision, and value statement that is supported by a Strategic Plan. This will be evidenced through

a Table of Organization that includes professionals with documented experience and credentials (education, licensure, certification); comprehensive policies and procedures; current applicable licenses and certifications; accounting procedures consistent with Generally Accepted Accounting Principles (GAAP); documentation of sound accounting and finance systems; development and implementation of Sliding Fee Scale; Client Trust Fund, Incident Reporting, Grievance, Financial Eligibility Screening, Informed Consent, and Emergency Planning procedures; and ensure services recognize cultural, linguistic differences, and sensitive to the unique needs of persons with disabilities. To be eligible for consideration, the Applicant must utilize, or provide assurances that it will utilize, an Electronic Healthcare Record (EHR) system compatible with BBHC requirements contained in PAM 155-2 by the start date of any future contract award.

BBHC contract awards are divided into five (5) types: 1) state general revenue (GR); 2) Temporary Assistance to Needy Families (TANF); 3) Federal Community Mental Health Block Grant; 4) Substance Abuse Prevention and Treatment Block Grant (SAPTBG); and 5) other grants, contracts, or awards. Each of the funding sources possesses special conditions to which all applicants must agree to comply. In addition, some subcontracts are subject to Local Match requirements (see, Chapter 65E-14, Florida Administrative Code). Applicants are advised, unless otherwise negotiated, BBHC contracts are paid on a units of services basis at a contracted, fixed rate. See Appendix #5 in the following link:

<http://www.myflfamilies.com/service-programs/substance-abuse/pamphlet-155-2-v11>, for a list of specific covered services. **Any contract award to a successful Applicant is subject to compliance with all federal and state laws, rules, and regulations, and therefore the Applicant shall be knowledgeable of these requirements.** BBHC requires its contracted providers to fully comply with all applicable state and federal laws, rules, and regulations contained in BBHC's Prime Contract with the Department of Children and Families, as amended. Applicants may review applicable federal and state requirements in the following link: [www.bbhcflorida.org](http://www.bbhcflorida.org).

## **VI. Response Requirements**

Responses to this RFA must include the below listed elements. Failure to submit any of the following will result in the Application being determined non-responsive and, therefore, will not be reviewed. Incomplete documents will result in the application being considered non-responsive and will not be reviewed. It is the sole responsibility of the applicant to ensure its response includes the required forms and each form is complete and accurate. The applicant's response to items VI., B through D shall not exceed ten (10) single-sided double-spaced pages using one (1) inch margins.

- A. Application for Pre-Qualification (Form PR003-01) (Attachment #1) – contains contact information; general organizational items; and brief summary of the Applicant's structure, vision, services, and resources; and a list of required documents. The Application must be completed and returned by all interested parties to be considered.
- B. Services: The Applicant shall submit a description of the services it provides that includes

all services delivered by the Applicant with emphasis on behavioral health services that support prevention, treatment, and/or recovery; and addresses the needs of special populations (e.g., children at-risk for residential placement or involvement in the delinquency system; pregnant/post-partum women; individuals involved with the forensic/criminal justice system). If the Applicant is a subdivision of an umbrella organization, the Applicant shall only include a description of the services delivered by the subdivision/department able to deliver behavioral health services.

- C. Population Served: The Applicant shall describe the target population(s) it currently serves. If the Applicant plans to expand services, clearly indicate current population(s) and services and expanded service(s) and population(s). Describe service recipients in terms of total number of unduplicated clients the Applicant is able to serve; age; gender; ethnicity; language; disabilities; any relevant state, such as “homeless” or “living in single parent household”; and other special populations including persons with Severe and Persistent Mental Illness (SPMI); serious and acute episodes of mental illness; involved with the criminal justice (forensic) system; children with serious emotional disturbance; emotional disturbance or at-risk for emotional disturbance; or any other unique behavioral health population.
- D. Service Model: The Applicant shall describe the Continuous Quality Improvement Program it utilizes to include the name and a description of each of the evidence-based practices/treatment modalities in its delivery of behavioral health services and the applicable target population; fidelity monitoring activities; its data reporting and analysis related to assessment of the quality of services; and its methods of measuring achievement of outcomes achieved through service delivery.
- E. Administrative and Fiscal Self-Evaluation Form (Form PR003-03) (**Attachment #2**) – submission by the Applicant provides BBHC with reasonable assurance related to the Applicant’s fiscal and organizational structure.
- F. Certification of Debarment, Suspension, Ineligibility, and Voluntary Exclusion (Form PR003-05) (**Attachment #3**)
- G. Working Agreement for SSI/SSDI Outreach, Access, and Recovery (SOAR) (**Attachment #4**)
- H. Certification Regarding Lobbying (Form PR003-06) (**Attachment #5**)
- I. Civil Rights Compliance Form (CF 946-PR003-07) (**Attachment #6**)
- J. Mandatory Assurances (Form PR003-04) (**Attachment #7**)
- K. Organization’s Culturally and Linguistically Appropriate Services (CLAS) Standard Plan (Information regarding the CLAS Plan can be found in **Attachment #8**)

BBHC distinguishes *pre-qualified* applicants by provider type, purpose, target population, service, total contract amount, and capacity. The applicability of requirements may vary based on these or other relevant distinctions.

Interested parties may respond to this Request following the requirements detailed herein by **4:30pm (Eastern Daylight Time) on August 8, 2016.**

## **VII. Submission Procedures**

Applications must be received by the date as set forth in Section IX., Calendar of Events. Late applications will not be accepted or reviewed. The Applicant is responsible for delivery to BBHC. Facsimile and email transmissions will not be accepted.

- a. Applications will be accepted via U.S. Mail or hand delivery only and **MUST** be addressed as follows:

**BBHC  
Provider Relations Department  
Attention: Application for Pre-Qualification  
1717 Southeast Fourth Avenue  
Fort Lauderdale, Florida 33316  
305-514-5214**

- b. The Applicant shall submit one (1) original and four (4) copies of the complete application and one (1) USB Drive with each complete, required application. Deliveries will be accepted between 8:00am and 5:00pm, Monday through Friday at the address listed in section VII.a. A complete application includes all of the required elements listed in this RFA.
- c. Within the applicant's submittal packet, the **ORIGINAL** must be sealed separately from the four (4) copies and clearly marked as the **ORIGINAL** on the envelope and the Cover Page. The four (4) copies must be the same as the **ORIGINAL** and marked **COPY** on the front of each Cover Page.

All documents required pursuant to this RFA are **MANDATORY**. Failure to submit these documents will result in the application being considered non-responsive and returned to the Applicant.

During the application period, questions must be submitted in writing to [providers.bbhc@concordiabh.com](mailto:providers.bbhc@concordiabh.com). Responses will be posted as detailed in section IX, Calendar of Events.

This RFA may have addenda documents issued while the application period is still open. These may describe application updates; include question and answer documents generated by inquiries from other interested parties; and/or revisions to the RFA. If addenda documents have been issued for the RFA, they will be posted as detailed in section IX, Calendar of Events.

## **VIII. EVALUATION PROCESS**

BBHC's procurement committee will review each application independently and offer written recommendations to the BBHC Chief Executive Officer (CEO). The evaluation process

consists of two (2) components: 1) Review of Required documents; and 2) the Site Visit.

### **Review of Required Documents**

Applications will be reviewed to assess the Applicant's administrative, fiscal, and programmatic policies and procedures, determine financial stability, current certification status, licenses, corporate status, outcomes, and recipient satisfaction.

### **Incomplete responses will not be reviewed or considered.**

### **The Site Visit**

A Site Visit will be conducted for each Applicant. BBHC, at its sole discretion, reserves the right to waive this requirement for any or all of the applicants. The Review will include: (a) interviews with administrative, data, clinical staff, and clients; (b) validation of the Administrative and Fiscal Self-Evaluation Form (Form PR003-03); (c) a walk-through of the facility; (d) review of relevant policies and personnel and client files including, but not limited to, treatment and service plans, psycho-social evaluation, eligibility determination, assessment, intake information, and case notes; (e) verification of the information in the Application for Pre-Qualification; and, (f) determination of compliance with rules and regulations applicable to the services, which the organization is requesting to be pre-qualified. BBHC reserves the right to review additional information it determines relevant to the application and its ability to render a recommendation.

If at any time during the review a finding is identified that may result in an applicant not being pre-qualified, the review may be immediately suspended and/or terminated at the discretion of the BBHC. The Application will be determined to be not responsive.

Applications will be categorized as 1. *Pre- Qualified*; or 2. *Declined*. Applicants who are Pre-Qualified must assure its administrative and programmatic capabilities, facilities and services are substantially in compliance with state and federal regulations or have the ability to be in compliance within 30 days of the start of any future awarded contract. Applications which are *Declined* fail to demonstrate the ability to meet each of the requirements contained in the RFA Pre-Qualification process. If an applicant fails to become pre-qualified after three (3) continuous attempts, they must wait a minimum of three (3) years to request to become pre-qualified.

BBHC will post a notice of award of Pre-Qualification within three (3) business days of its decision on the BBHC website ([www.bbhcflorida.org](http://www.bbhcflorida.org)). Notification by U.S. Mail will be sent to applicants for whom Pre-Qualification is declined or the application is determined non-responsive.

## IX. Calendar of Events

Only applications received by the posted close date will be considered. All applications received after the posted close date will be returned unopened to the applicant. **There are no exceptions to this requirement.**

Activity	Deadline
1. Posting of Request for Pre-Qualifications posted on the BBHC website ( <a href="http://www.bbhcflorida.org">www.bbhcflorida.org</a> ).	July 13, 2016
2. Bidders Conference, Held at the United Way of Broward County, 1300 S Andrews Ave, Fort Lauderdale, FL 33316	10:00am EDT on July 20, 2016
3. Submission due date for Questions (via email to <a href="mailto:providers.bbhc@concordiabh.com">providers.bbhc@concordiabh.com</a> )	5:00pm EDT on July 21, 2016
4. Response to the Questions submitted will be posted on the BBHC website ( <a href="http://www.bbhcflorida.org">www.bbhcflorida.org</a> ).	5:00pm EDT on July 25, 2016
5. Deadline for submission of Application materials	4:30pm EDT on August 8, 2016
6. Review of applications by the Network Management Development Committee	4:30pm on August 15, 2016
7. Recommendation to BBHC CEO	August 16, 2016
8. Notification of Award of Pre-Qualification ( <a href="http://www.bbhcflorida.org">www.bbhcflorida.org</a> )	August 19, 2016

The award of Pre-Qualification is valid for three (3) years. All pre-qualified agencies are required to submit an annual Statement of Status Changes by April 30, detailing any changes to its organization, or stating that no changes have occurred.

Definitions that may be referred to are contained in the State of Florida Department of Children and Families Pamphlet (PAM) 155-2 and 65 E-14 F.A.C., available at:

<http://www.myflfamilies.com/service-programs/substance-abuse/pamphlet-155-2-v11>

&

<https://www.flrules.org/gateway/ChapterHome.asp?Chapter=65E-14>