

GENESEE HEALTH SYSTEM

**REQUEST FOR PROPOSAL
FOR
GUARDIANSHIP SERVICES**

ISSUED: NOVEMBER 11, 2018

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I. PURPOSE AND SPECIFICATIONS

Genesee Health System (hereinafter referred to as the “Board”) is seeking sealed proposals from interested and qualified parties experienced in providing **GUARDIANSHIP SERVICES**. These services will be provided to consumers residing in Genesee County at locations as requested by the consumer/Board.

Proposals must be clear, concise, typewritten, and must be signed in ink by the official authorized to bind the submitter to its provisions. The contents of this Request for Proposal (RFP) will become incorporated within any contract signed by the Board and the provider of service. Do not retype this RFP, instead, respond on a separate page and cite the section number for each response. All areas of the proposal must be addressed in the same sequence cited in the RFP instructions in order that proper consideration is given to the proposal. Proposals submitted without information or incomplete content will result in the proposal being removed from consideration. The Offeror must complete an **Offeror Cover Sheet** and attach to the proposal.

Bidders are to use their expertise to meet or exceed the Board’s needs and earn its trust. Questions from qualified parties may be submitted via email sent to RFPreplies@genhs.org. No phone calls will be accepted. Questions will be accepted until **noon on 11/16/2018**. Continue to check the GHS website www.genhs.org and follow the link to RFP Opportunities for updated information regarding this RFP release.

Any change to this RFP subsequent to its release will be confirmed in writing by the Board. **One (1) original and six (6) copies; plus one (1) electronic version on flash drive** of each proposal must be submitted in a sealed envelope/package. **Proposals will be accepted until 2:00 PM on 11/26/2018. Proposals must be received by this date and time in order for the proposal to be considered.** The following should be noted on the outside of the envelope:

**CONFIDENTIAL
GUARDIANSHIP SERVICES
RFP MATERIALS ENCLOSED
[INSERT YOUR COMPANY NAME HERE]**

Proposals may be mailed or hand delivered to the following address:

**Genesee Health System
Attn: Contract Management
420 W. Fifth Ave., 2nd Floor Annex
Flint, MI 48503**

Proposals will be publicly opened **11/26/2018 at 2:15 PM** at 420 W. Fifth Ave.-2nd Floor Annex, Flint, MI 48503. The proposal shall cover services beginning on or about **December 1, 2018** or as agreed upon by the Offeror and the Board.

The Board reserves the right to accept or reject any/all proposals received pursuant to this RFP, in whole or in part; and/or to waive any/all irregularities therein; and/or to delete/reduce the

units of service; and/or to negotiate proposal terms in any way whatsoever to obtain a proposal as deemed in its best interest. The Board reserves the right to re-solicit/re-advertise as deemed necessary.

INTRODUCTION AND OVERVIEW

The Board received Authority status as of January 1, 2013, effectively becoming a distinct non-profit separate from the County of Genesee. Funding for the service(s) described herein is enabled by a cost reimbursement contract with Region 10 Prepaid Inpatient Health Plan to manage the Concurrent 1915(b)(c) Programs, the Healthy Michigan Plan and relevant I waivers in Genesee County, Michigan and to provide a comprehensive array of specialty mental health services and supports as indicated therein. The Board also operates Genesee Community Health Center, which offers a holistic approach to physical health care for those who may otherwise go without.

The Board intends to enter into a contract with a for-profit or non-profit entity or entities to provide **GUARDIANSHIP SERVICES**. It is expected that the proposal to provide these services will be in compliance with all applicable State and Federal standards and guidelines.

The Board has chosen to meet the challenge of managed care by managing its mental health care service delivery through evaluation and monitoring, and expecting its service providers to be solely responsible for managing its operations consistent with terms of the accepted contract. Consequently, the Offeror should be aware that providers from whom the Board purchases services are expected to operate in the marketplace and be able to effectively meet the requirements for establishing and maintaining a contractual relationship with the Board. This RFP establishes criteria and requirements that have been designed to cover important aspects of the services to be provided.

COST LIABILITY

The Board assumes no responsibility or liability for costs by the Offeror, or any Offeror prior to the execution of a contract between the organization and the Board.

OFFEROR RESPONSIBILITIES

All inquiries concerning the content of the RFP shall be submitted to the address cited on page three of the RFP.

It is the responsibility of the Offeror to understand all details of the RFP. The Offeror, by submitting a response indicates a full understanding of all details and specifications of the RFP. Offerors are expected to present narrative statements/summaries in a clear, concise and organized manner for review.

The Offeror is solely responsible for delivery of **one (1) original proposal and six (6) copies; plus one (1) electronic copy on a flash drive** to the specified address on or before the date

and time specified on page three of the RFP. The Contract Management Office will be the single point of contact throughout the RFP process.

RFPs submitted after the deadline will not be considered and will be discarded.

All RFPs submitted by the deadline will become the property of the Board.

OTHER MATERIALS

Offerors may attach other materials believed to be relevant to illustrating the Offeror's ability to successfully provide these services.

AWARD OF CONTRACT

It is the intent of the Board to enter into a contract with provider(s) that will emphasize administrative efficiencies, and possess the capacity, infrastructure and organizational competence to provide the requirements under this proposal.

Award recommendations are contingent upon an initial evaluation of the Offeror's qualifications to determine if the Offeror is a quality provider.

There are three types of evaluation that **may be used** to determine if an Offeror meets quality standards. The first is an evaluation of the written response to the RFP. The second involves interviewing Offeror's staff and/or regulators. The third involves interviews with Offeror's customers and/or consumers. The latter may involve interviews with a random sampling of the Offeror's current and previous customers. "Customers" include direct recipients of service, recipients' representatives (e.g., parents, guardians, family members, etc.), and payers.

In addition to access to customers, the evaluation process must be assured of unimpeded access to employees (current and former), regulators, and other stakeholders of the Offeror. Requests for additional information, to assist the evaluators, may be submitted to the prospective Offeror in order to facilitate sampling satisfaction.

Offerors who are awarded contracts shall not assign or delegate any of their duties or obligations under the contract to any other party without written permission of the Board. Specific requests for information to assist the Board's evaluators will be submitted to the Offeror as needed.

DISCLOSURE

All information in an Offeror's proposal is subject under the provisions of Public Act No. 442 of 1976 known as the Freedom of Information Act.

CONFLICT OF INTEREST

Offerors awarded a contract will affirm that no principal, representative, agent, or other acting on behalf of or legally capable of acting on the behalf of the Offeror, is currently an employee of the Board; nor will any such person connected to the Offeror currently be using or privy to any information regarding the Board which may constitute a conflict of interest.

At the time of the proposal, all Offerors shall disclose any known direct or indirect financial interests (including but not limited to ownership, investment interests, or any other form of remuneration) that may be present between the Offeror or its potential subcontractors, and Board personnel. This disclosure shall be made to the Boards' VP of Administrative Services who will forward the information to the CEO.

As part of the proposal, include a list of any known potential subcontractors, including the portion of work being contracted out to other licensed contractors. This listing of potential subcontractors shall be limited to the name of the company, name of the company's owner(s), and business address. If any other subcontractor is selected after a contract is awarded, the successful Offeror shall provide the Board with the name of the company, its owner(s), and address. This requirement is not intended to apply to minimal relationships such as the purchase of a small dollar amount of supplies to complete a project.

RELATIONSHIP OF THE PARTIES (INDEPENDENT CONTRACTOR)

The relationship between the Board and any Offerors successful in obtaining a contract is that of client and independent contractor. No agent, employee, or servant of the contractor shall be deemed to be an employee, agent, or servant of the Board for any reason. The independent contractor will be solely and entirely responsible for its acts and the acts of its agents, employees, and servants during the performance of a contract resulting from the RFP.

NO WAIVER OF DEFAULT

The failure of the Board to insist upon strict adherence to any term of a contract resulting from this RFP shall not be considered a waiver or deprive the Board of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract.

DISCLAIMER

All the information contained within this RFP reflects the best and most accurate information available to the Board at the time of the RFP preparation. No inaccuracies in such information shall constitute a basis for legal recovery of damages, either real or punitive. If it becomes necessary to revise any part of this RFP, a supplement will be issued to all potential Offerors who obtained the original RFP.

SERVICE DESCRIPTION

Guardianship Services

The contracted provider is to provide a full range of guardianship services as directed by the various Probate Courts as appointed guardian for approximately 63 Genesee Health System clients (consumers) with mental illness and/or IDDT.

Guardianship services will include participation in each consumer's annual individual person centered planning (PCP) meeting(s). Additional guardianship duties included: review and approval of appropriate living arrangements; provision of advocacy services for consumers; and Contractor will physically visit each consumer at least 4 times a year in addition to their individual PCP meeting(s).

The Contractor agrees to ensure that appropriate back-up guardian services are in place, in case of emergency, wherein the guardian cannot fulfill his/her obligations to the consumers and/or courts. Contractor is required to make arrangements and gain agreement/approval from the courts for a back-up secondary guardian. Contractor may choose to consider the advantages of establishing a corporate entity, LLC, or other legal entity which may allow for flexibility when formulating your plan for back-up support from one or several alternate individuals should you be unable to perform your duties during an emergency situation. Otherwise, Contractor would be required to name an individual to service as the back-up secondary guardian, should you be incapacitated, or otherwise unavailable due to extenuating circumstances. Contractor must seek approval from the courts, on the front end, during the transition process from the current Guardian Service Contractor and over to your Contracting entity.

Contractor will visit all proposed living arrangements prior to the consumer's movement, for the purpose of evaluating the same.

Contractor will make any major medical and/or surgical decisions for the assigned consumers, after a consultation with the medical personnel involved in the case.

Contractor will perform duties as required by the courts; and provide a summary to GHS of all visitations, meetings attended, home evaluations, and other duties as were performed as assigned guardian.

Upon execution of a contract with the selected contractor, contractor must be prepared to obtain and maintain the required insurances identified under *Section D. Legal Structure and Financial Viability*, and provide evidence of such coverage annually.

II. OFFEROR CRITERIA AND RESPONSE REQUIREMENTS

A. Service Description Context

1. The Offeror shall provide their biography which details their qualifications, education and training which support their proposal to provide guardianship services to consumers of Genesee Health System within Genesee County.
2. The Offeror shall describe their past/current experience in providing a full range of guardianship services as directed by multiple/various Probate Courts as an appointed guardian of a person.

B. Service Delivery System and Consumer Care Management

1. Offeror shall describe their current capacity to accept and provide guardianship services for approximately 63 consumers requiring expedited transitioning on an emergency basis over to your guardianship services coverage.
2. Offeror shall describe their experience with, and the steps which need to be taken, regarding the transitioning the 63 cases from the currently contracted court appointed guardian, across potentially multiple Probate Courts; and, over to your guardianship services coverage.
3. Offeror shall provide a description of prior experience providing services to consumers with challenging physical health issues, diagnosis of IDD, MI, SPMI, dually diagnosed individuals, and consumers exhibiting challenging behaviors.

C. Legal Structure and Financial Viability

1. Offeror shall submit documentation and proof of entity (e.g. IRS 501(c) 3 determination, LLC, etc.); copy of Articles of Incorporation or document under which the organization is constituted/organized from its inception; if applicable. If not currently held, please describe the steps needed to obtain such.
2. Offeror shall include the names, addresses, and title or representation of all owners or controlling parties of the organization, whether they are individuals, partnerships, corporate bodies, or subdivisions of the bodies, if applicable.
3. Offeror may be required to provide audited financial statements for the previous two (2) years of operation, to be reviewed prior to award of any contract, if applicable.

Prior to the award of any contract, Offeror will be required to provide a certificate of insurance to include: general and professional liability coverage in a sum of not less than One Million Dollars per claim and One Million Dollars annual aggregate; and vehicle liability insurance coverage and Michigan No-Fault coverage with limits of not less than One Million Dollars per occurrence and One Million Dollars annual aggregate (if transporting clients).

D. Documentation

1. Offeror shall submit the following information under separate cover at the time of bid submission:
 - a. List of references including: company names, contact names, email addresses and phone numbers for follow-up. Letters of testimonial are desired, but not required.

E. Rate Submission for Services

Monthly	To Be Invoiced Monthly	Approx. Annual Calculation
Avg. # of Clients < 35	Renegotiate	
Avg. # of Clients ≥ 36 but <46	\$1,666.67	\$18,954.00
Avg. # of Clients ≥ 46 but <56	\$2,041.67	\$24,240.00
Avg. # of Clients ≥ 56 but <66	\$2,480.50	\$29,766.00

Contractor will bill on a monthly basis, following the conclusion of each month.

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III. OFFEROR COVER SHEET

Offeror Information

Name of Organization:

Address:

Authorized Representative:

Title:

Telephone Number:

Fax Number:

E-mail:

Person(s) to Contact:

1. For Board representative to ask questions regarding the contents of the packet:

Name:

Title:

Telephone Number:

E-Mail Address:

Program Services Included in the Proposal:

GUARDIANSHIP SERVICES

IV. TIMELINE REQUIREMENTS

The following is the calendar of events related to this RFP:

<u>EVENT</u>	<u>FIRM DATES</u>
Issue RFP	November 11, 2018
Deadline for Questions	November 16, 2018, Noon
<i>Deadline</i> for Final Submission of Proposals to Board (1 sealed original & 6 copies; plus 1 flash drive)	November 26, 2018 – by 2:00 PM
Opening	November 26, 2018 @ 2:15 PM
Award (Tentatively)	December 1, 2018

V. ATTACHMENTS