REQUEST FOR PROPOSALS
MHSD Substance Use Treatment for Women

Proposal Due Date: June 22, 2018
Proposal Opening Time: 4:00 p.m. CST

Metropolitan Human Services District

Date of Issuance: June 7, 2018
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Glossary

Must: Denotes a mandatory requirement

Redacted Proposal: The removal of confidential and/or proprietary information from one copy of the proposal for public records purposes

Shall: Denotes a mandatory requirement

Should: Denotes a preference, but not a mandatory requirement

Will: Denotes a mandatory requirement

MHSD: Metropolitan Human Services District
I. GENERAL INFORMATION ABOUT RFP

A. Background
Metropolitan Human Services District (MHSD) is a public agency committed to enhancing the quality of life for individuals, youth and families faced with the challenges of behavioral health disorders, addictive disorders and Intellectual and developmental disabilities. MHSD offers a comprehensive and dynamic system of services that effectively influences the direction and quality of community-based human services through patient-centered care. To this end, the continuum of care provides evidence and research based prevention, early intervention, treatment and recovery support services both directly and through community collaborations.

B. Purpose of RFP
The purpose of this RFP is to solicit proposals from qualified providers to secure services for Women with Substance Use Disorders who may or may not be pregnant, intravenous drug abusing (IVDA) or both.

C. Applicant Organization Eligibility
Applicant organization/agencies must be for profit, non-profit or faith-based organizations that can document a minimum of five years successful experience in operating an array of community based behavioral health services. Documentation must be provided that both the applicant organization and the lead management staff for the proposed program have expertise in the design, implementation and operation of the specified program.

Any applicant organization that cannot demonstrate its ability to meet these eligibility criteria will not be considered for review.

D. Geographic Area to be Served
Applicant will provide services in Orleans, Plaquemines and/or St. Bernard parishes.

E. Target Population
The purpose of this RFP is to solicit proposals from qualified providers to secure services for Women with Substance Use Disorders who may or may not be pregnant, intravenous drug abusing (IVDA) or both, residing in Orleans, Plaquemines or St. Bernard parishes.

F. RFP Coordinator
Requests for copies of the RFP and written inquiries must be directed to the RFP Coordinator listed below:

Steven Farber
Deputy Director of Administration/General Counsel
A copy of the RFP will be published for review and downloading on the MHSD website under the “Public Notices” section of the website, http://www.mhsdla.org. All communications between Proposers and other MHSD staff members concerning this RFP are strictly prohibited and not binding. Failure to comply with these requirements may result in proposal disqualification.

G. Schedule of Events (MHSD reserves the right to deviate from this Schedule of Events)

<table>
<thead>
<tr>
<th>Schedule of Events</th>
<th>Tentative Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Notice of RFP</td>
<td>June 7, 2018</td>
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<tr>
<td>Inquiry Deadline</td>
<td>June 14, 2018</td>
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<tr>
<td>Response to Written Inquiries</td>
<td>June 18, 2018</td>
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<td>Deadline for Receipt of Proposals</td>
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<tr>
<td>Contract Award(s) Announced</td>
<td>July 6, 2018</td>
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<td>Contract Negotiations Begin</td>
<td>July 8, 2018</td>
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<tr>
<td>Contract Begins</td>
<td>July 16, 2018</td>
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</tbody>
</table>

NOTE: MHSD reserves the right to revise this schedule. Any such revision will be formalized by the issuance of an addendum, supplement and/or amendment to the RFP. These will be posted at the following web address: www.mhsdla.org. It is the responsibility of the Proposer to regularly monitor any changes to the RFP on the website referenced above.

H. Proposer Inquiries

An initial inquiry period is hereby firmly set for all interested Proposers to perform a detailed review of the request for proposal and to submit any written questions relative thereto. Without exception, all questions MUST be in writing to the RFP Coordinator and received by the close of business on the Inquiry Deadline date set forth in the Schedule of Events. Initial inquiries shall not be entertained thereafter.

No negotiations, decisions, or actions shall be executed by any bidder as a result of any oral discussions with any MHSD employee, board member or consultant. Inquiries shall be submitted in writing by an authorized representative of the Proposer, clearly cross-referenced to the relevant solicitation section. Answers to all questions and any other changes or clarifications to the solicitation will be posted on the MHSD website, and it is the responsibility of the Proposer to check the website regularly.
Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to the RFP Coordinator listed in Section F. above.

I. Errors and Omissions in Proposal
MHSD will not be liable for any error in the proposal. Proposer will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: MHSD reserves the right to make corrections or clarifications due to patent errors identified in proposals by MHSD or the Proposer. MHSD, at its option, has the right to request clarification or additional information from the Proposer.

J. Changes, Addenda, Withdrawals
MHSD reserves the right to change the calendar of events or issue Addenda to the RFP at any time. MHSD also reserves the right to cancel or reissue the RFP.

In the event it becomes necessary to revise any portion of the RFP for any reason, MHSD shall post changes, addenda, supplements, and/or amendments to the following web address: http://www.mhsdla.org. MHSD is not responsible for a Proposer’s failure to download any addenda or documents required to complete the RFP.

If the Proposer needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized representative of the Proposer, cross-referenced clearly to the relevant proposal section, prior to the proposal submission deadline, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

K. Withdrawal of Proposal
A Proposer may withdraw a proposal that has been submitted at any time up to the proposal submission deadline. To accomplish this, a written request signed by the authorized representative of the Proposer must be submitted to MHSD.

L. Proposal Submission
All proposals shall be received by MHSD no later than the date and time shown in the Schedule of Events.

1. Mailed or Hand Delivered Proposal
Proposer is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. MHSD is not responsible for any delays caused by the Proposer’s chosen means of proposal delivery.

Important: clearly mark the outside of the envelope, box or package with the following information and format and deliver to:

RFP for SAPT Block Grant
Steven Farber
Proposer is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

2. **Electronic Proposals**
   The proposal must be received by the RFP Coordinator no later than 4:00 pm, Central Standard Time, in New Orleans, Louisiana on the due date specified in the Schedule of Events.

   Proposals must be submitted electronically as an attachment to an e-mail to Steven.Farber2@la.gov, the RFP Coordinator. Attachments to the e-mail shall be in Microsoft Word format or PDF. Zipped files cannot be received by MHSD and cannot be used for submissions of proposals. The cover submittal letter must have a scanned signature of the individual within the organization authorized to bind the Contractor to the offer. MHSD does not assume responsibility for problems with Contractor’s e-mail. If MHSD’s e-mail is not working, appropriate allowances will be made. Failure to meet the proposal deadline date and time shall result in rejection of the proposal.

   Proposals shall be opened publicly and only Proposers submitting proposals shall be identified aloud. Prices shall not be read.

   Proposals may not be transmitted using facsimile transmission. Any proposal transmitted via facsimile shall be rejected.

3. **Number of Response Copies**
   Each Proposer shall submit one (1) signed original response. Three (3) additional copies of the proposal must also be provided to MHSD. If three additional copies are not provided, the proposal will be considered non-responsive and will not be reviewed. Proposals should be on standard 8 ½” X 11” paper, one-side only, double spaced with one inch margins. Applications in binders, spiral notebooks, folders or covers will NOT be accepted. Please secure all applications using a binder clip, rubber band or paper clip only.

4. **Legibility/Clarity**
   Responses to the requirements of this RFP in the formats requested are required. The Proposer’s response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the
Proposer’s ability to meet the requirements of the RFP are also desired. Each Proposer is solely responsible for the accuracy and completeness of its proposal.

5. Public Records Act

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. MHSD is a political subdivision of the State of Louisiana, and thereby bound by the Public Records Act. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this request for proposals shall be open to public inspection. Proposers are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer at the time of submission of its Proposal. Proposers should refer to the Louisiana Public Records Act for further clarification.

The Proposer must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The Proposer shall mark the cover sheet of the proposal with the following paragraph, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

“The data contained in the pages of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer as a result of or in connection with the submission of this proposal, MHSD shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit MHSD’s right to use or disclose data obtained from any source, including the Proposer, without restrictions.”

Further, to protect such data, each page containing such data, shall be specifically identified and marked “CONFIDENTIAL”.

Proposers must be prepared to defend the reasons why the material should be held confidential. If a competing Proposer or other person seeks review or copies of another Proposer’s confidential data, MHSD will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify MHSD and hold MHSD harmless against all actions or court proceedings that may ensue (including attorney’s fees), which seek to order MHSD to disclose the information. If the owner of the asserted data refuses to indemnify and hold MHSD harmless, MHSD may disclose the information.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. When submitting your redacted copy, you should clearly mark the cover as such - “REDACTED COPY” - to avoid having this copy reviewed by an
evaluation committee member. The redacted copy should also state which sections or information has been removed.”

II. STANDARD PROVISIONS

A. Fraud and Abuse
The Contractor shall have internal controls and policies and procedures in place that are designed to prevent, detect, and report known or suspected fraud and abuse activities.

Such policies and procedures must be in accordance with state and federal regulations. Contractor shall have adequate staffing and resources to investigate unusual incidents and develop and implement corrective action plans to assist the Contractor in preventing and detecting potential fraud and abuse activities.

B. Subcontracting
The Contractor shall not contract with any other party for furnishing any of the work and professional services required by the contract without the express prior written approval of MHSD. The Contractor shall not substitute any subcontractor without the prior written approval of MHSD. For subcontractor(s), before commencing work, the Contractor will provide letters of agreement, contracts or other forms of commitment which demonstrates that all requirements pertaining to the Contractor will be satisfied by all subcontractors through the following:

1. The subcontractor(s) will provide a written commitment to accept all contract provisions.
2. The subcontractor(s) will provide a written commitment to adhere to an established system of accounting and financial controls adequate to permit the effective administration of the contract.

C. Insurance Requirements
Contractor shall furnish MHSD with certificates of insurance effecting coverage(s) required by the contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by MHSD before work commences. MHSD reserves the right to require complete certified copies of all required policies, at any time.

Insurance shall be placed with insurers with an A.M. Best's rating of no less than A-:VI. This rating requirement shall be waived for Worker's Compensation coverage only.

1. Contractor's Insurance
The Contractor shall not commence work under this contract until it has obtained all insurance required herein. Certificates of Insurance, fully executed by officers of the Insurance Company shall be filed with MHSD for approval. The Contractor shall not allow any subcontractor to commence work on subcontract until all similar insurance required
for the subcontractor has been obtained and approved. If so requested, the Contractor shall also submit copies of insurance policies for inspection and approval of MHSD before work is commenced. Said policies shall not be canceled, permitted to expire, or be changed without thirty (30) days notice in advance to MHSD and consented to by MHSD in writing and the policies shall so provide.

2. **Compensation Insurance**
   Before any work is commenced, the Contractor shall obtain and maintain during the life of the contract, Workers’ Compensation Insurance for all of the Contractor’s employees employed to provide services under the contract, with coverage of $500,000 minimum limit per accident/per person/per disease. In case any work is sublet, the Contractor shall require the subcontractor similarly to provide Workers’ Compensation Insurance for all the latter’s employees, unless such employees are covered by the protection afforded by the Contractor. In case any class of employees engaged in work under the contract at the site of the project is not protected under the Workers’ Compensation Statute, the Contractor shall provide for any such employees, and shall further provide or cause any and all subcontractors to provide Employer’s Liability Insurance for the protection of such employees not protected by the Workers’ Compensation Statute.

3. **Commercial General Liability Insurance**
   The Contractor shall maintain during the life of the contract such Commercial General Liability Insurance which shall protect Contractor, MHSD, and any subcontractor during the performance of work covered by the contract from claims for damages for personal injury, including accidental death, as well as for claims for property damages, which may arise from operations under the contract, whether such operations be by the Contractor or by a subcontractor, or by anyone directly or indirectly employed by either of them, or in such a manner as to impose liability to MHSD. Such insurance shall name MHSD as additional insured for claims arising from or as the result of the operations of the Contractor or its subcontractors. In the absence of specific regulations, the amount of coverage shall be as follows: Commercial General Liability Insurance, including bodily injury, property damage and contractual liability, with combined single limits of $1,000,000.

4. **Insurance Covering Special Hazards**
   Special hazards as determined by MHSD shall be covered by rider or riders in the Commercial General Liability Insurance Policy or policies herein elsewhere required to be furnished by the Contractor, or by separate policies of insurance in the amounts as defined in any Special Conditions of the contract included therewith.

5. **Licensed and Non-Licensed Motor Vehicles**
   The Contractor shall maintain during the life of the contract, Automobile Liability Insurance in an amount not less than combined single limits of $1,000,000 per occurrence for bodily injury/property damage. Such insurance shall cover the use of any non-licensed
motor vehicles engaged in operations within the terms of the contract on the site of the work to be performed hereunder, unless such coverage is included in insurance elsewhere specified.

6. Subcontractor's Insurance

The Contractor shall include all subcontractors as insureds under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated in the contract for the Contractor.

D. Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under the contract.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless MHSD from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors in the performance of the contract, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of MHSD.

1. Liquidated Damages

In the event the Contractor fails to meet the performance standards specified within the contract, the liquidated damages defined below may be assessed. If assessed, the liquidated damages will be used to reduce MHSD’s payments to the Contractor or if the liquidated damages exceed amounts due from MHSD, the Contractor will be required to make cash payments for the amount in excess.

   a. Failure to fill vacant contractually required key staff positions within 90 days - $500 per working day from 91st day of vacancy until filled with an employee approved by MHSD.
   b. Failure to maintain all consumer files and perform all file updates according to the requirements in the contract, as evidenced in consumer files when reviewed during monitoring site visit - $100 per consumer.
   c. Failure to maintain all employee files and complete all required training according to the requirements in the contract, as evidenced in employee files and/or training records when reviewed during monitoring site visit - $100 per employee.
   d. Late submission of invoices beginning 10 business days after the stated due date - $50 per working day per invoice.
The decision to impose liquidated damages may include consideration of some or all of the following factors:

- **a.** The duration of the violation;
- **b.** Whether the violation (or one that is substantially similar) has previously occurred;
- **c.** The Contractor’s history of compliance;
- **d.** The severity of the violation and whether it imposes an immediate threat to the health or safety of the consumers;
- **e.** The “good faith” exercised by the Contractor in attempting to stay in compliance.

**E. Term of Contract**
The contract shall commence on or near July 1, 2018. The term of this contract is for a period of 12 months, with the option to renew for an additional 12 months. Specific contract terms will be defined during the contract negotiation process and written into the contract. The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract and upon the Contractor’s performance.

**F. Payment**
The Contractor shall submit deliverables in accordance with established timelines and shall submit itemized invoices monthly or as defined in the contract terms. Payment of invoices is subject to approval of the MHSD Executive Director.

**G. Contract Termination**

1. **Termination of the Contract for Cause**
   MHSD may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that MHSD shall give the Contractor written notice specifying the Contractor’s failure.

2. **Termination of the Contract for Convenience**
   MHSD may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

3. **Termination for Non-Appropriation of Funds**
   The continuance of the contract is contingent upon the appropriation of funds to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 38 or Title 39 of the Louisiana Revised Statutes of 1950 to
prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated. If MHSD receives mid-year or other budget cuts, or cuts mandated by the Governor, MHSD may terminate the contract by giving thirty (30) days written notice to the Contractor.

H. Non-negotiable MHSD Contract Terms
Non-negotiable MHSD contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

I. Taxes
Any taxes, other than state and local sales and use taxes, from which MHSD is exempt, shall be assumed to be included within the Proposer’s cost.

J. Proposal Validity
All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, MHSD reserves the right to reject a proposal if the Proposer’s acceptance period is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

K. Prime Contractor Responsibilities
The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. MHSD shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

L. Assignment
Assignment of contract, or any payment under the contract, requires the advanced written approval of MHSD. The Contractor shall not contract with any other party for furnishing any of the work and professional services required by the contract without the express prior written approval of MHSD. The contract shall not substitute any subcontractor without the prior written approval of MHSD. For subcontractors, before commencing work, the Contractor will provide a letter of agreement, contracts of other forms of commitment which demonstrate that all requirements pertaining to the Contractor will be satisfied by all subcontractors through the following:
- The subcontractor will provide a written commitment to accept all contract provisions.
• The subcontractor will provide a written commitment to adhere to an established system of accounting and financial controls adequate to permit the effective administration of the contract.

M. Civil Rights Compliance
The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran’s Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under the contract and any contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

N. Proposer’s Certification of OMB A-133 Compliance
Certification of no suspension or debarment: By signing and submitting any proposal for $100,000 or more, the Proposer certifies that their company, any subcontractors, or principals are not suspended or debarred by the General Services Administration (GSA) in accordance with the requirements in OMB Circular A-133.

O. Audit of Records
MHSD, the State legislative auditor, federal auditors or others so designated by MHSD shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable State and Federal law (whichever is longer). Records shall be made available during normal working hours for this purpose.

P. Record Retention
The Contractor shall maintain all records in relation to the contract for a period of at least five (5) years after final payment.

Q. Record Ownership
All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of MHSD and shall, upon request, be returned by Contractor to MHSD, at Contractor’s expense, at termination or expiration of the contract.

R. Content of Contract/ Order of Precedence
In the event of an inconsistency between the contract, the RFP and/or the Contractor’s Proposal, the inconsistency shall be resolved by giving precedence first to the final contract, then to the RFP and subsequent addenda (if any) and finally, the Contractor’s
S. Substitution of Personnel
MHSD intends to include in any contract resulting from this RFP the following condition: Substitution of Personnel: If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to MHSD for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor’s proposal.

T. Governing Law
All activities associated with this RFP process shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana. Any claims or controversies shall be resolved in accordance with the Louisiana Public Bid Law, Louisiana RS 38:2234, et seq.

III. PROPOSALS
A. General Information
This section outlines the provisions which govern determination of compliance of each Proposer's response to the RFP. MHSD shall determine, at its sole discretion, whether or not the requirements have been reasonably met. Omissions of required information shall be grounds for rejection of the proposal by MHSD.

1. Contact After Solicitation Deadline
   After the date for receipt of proposals, no Proposer-initiated contact relative to the solicitation will be allowed between the Proposers and MHSD until an award is made.

2. Rejection and Cancellation
   Issuance of this solicitation does not constitute a commitment by MHSD to award a contract or contracts. MHSD reserves the right to reject any or all proposals received in response to this solicitation.

3. Award Without Discussion
   MHSD reserves the right to make an award without presentations by Proposers or further discussion of proposals received.

4. Proposal Cost
The Proposer assumes sole responsibility for any and all costs associated with the preparation and reproduction of any proposal submitted in response to this RFP, and shall not include this cost or any portion thereof in the proposed contract price.

5. **Ownership of Proposal**

All proposals become the property of MHSD and will not be returned to the Proposer. MHSD retains the right to use any and all ideas or adaptations of ideas contained in any proposal received in response to this solicitation. Selection or rejection of the offer will not affect this right. Once a contract is awarded, all proposals will become subject to the Louisiana Public Records Act.

6. **Proposal Validity**

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer provides for a different time period within its proposal response. However, MHSD reserves the right to reject a proposal if the Proposer’s acceptance period is unacceptable and the Proposer is unwilling to extend the validity of its proposal.

7. **Prime Contractor Responsibilities**

The selected Proposer shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. MHSD shall consider the selected Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

8. **Written or Oral Discussions/Presentations**

Written or oral discussions may be conducted with Proposers who submit proposals determined to be reasonably susceptible of being selected for award; however, MHSD reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

Written or oral discussions/presentations for clarification may be conducted to enhance MHSD’s understanding of any or all of the proposals submitted. Proposals may be accepted without such discussions.

9. **Acceptance of Proposal Content**

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposer to accept these obligations shall result in the rejection of the proposal.
B. Project Overview

Purpose of RFP
The purpose of this RFP is to solicit proposals from qualified providers to secure services for Women with Substance Use Disorders who may or may not be pregnant, intravenous drug using (IVDA) or both.

Scope of Work
The Substance Abuse Prevention and Treatment Block Grant (SAPT) represents a significant Federal contribution to the state of Louisiana’s substance use prevention and treatment service budgets. The Public Health Service Act [42 USC 300x-21 through 300x-66] authorizes the SAPT Block Grant and specifies requirements attached to the use of these funds. The SAPT Block Grant funds are annually authorized under separate appropriation by Congress. The Public Health Service Act designates the Center for Substance Abuse Treatment (CSAT) and the Center for Substance Abuse Prevention (CSAP) as the entities responsible for administering the SAPT Block Grant program. These funds may be used by the Contractor only for the required services as outlined by the SAPT Block Grant.

All contractors receiving SAPT BG funds are required to participate annually in an MHSD sponsored SAPT BG compliance information training to remain current with the requirements of the grant.

MHSD reserves the right to request information regarding all funding sources of the CONTRACTOR related to this contract. If the CONTRACTOR is a subrecipient or becomes a subrecipient of federal awards during the contract period, the CONTRACTOR shall maintain records that identify all federal funds received and expended. Such funds shall be identified by the appropriate OMB Catalog of Federal Domestic Assistance Numbers.

To be considered a Subrecipient, the CONTRACTOR must meet all four of the following conditions:

i. CONTRACTOR receives $500,000 or more in federal funds via one or more contracts from any party, and

ii. Client eligibility determination, or admission to the program, is a function of the CONTRACTOR, and

iii. The contractual agreement requires the CONTRACTOR to comply with laws and regulations which are part of any federal grant requirements, and

iv. The CONTRACTOR is either a corporation (non-profit or for-profit), a state
or local government agency, or a Native American Tribe.

C. Deliverables

I. OBJECTIVE ONE
CONTRACTOR shall input admission, services, and discharge data into the prescribed MHSD database. CONTRACTOR will also input HIV/AIDS, STD, TB and pregnancy testing into the LADDS data system or other MHSD approved data system, as outlined in the manual and as required by agency guidelines. CONTRACTOR further agrees to maintain documentation supporting the continuous operations of the program, to include but not be limited to time sheets of all personnel and expenses incurred in the operation of the program, including dietary expenses. CONTRACTOR will also maintain comprehensive person served records, requirements which are outlined in the licensing standards.

A. PERFORMANCE INDICATORS
a. PROGRAMMATIC SERVICES
i. CONTRACTOR agrees to administer/review and update an Addiction Severity Index (ASI), and/or other instruments approved by MHSD, to each person served admitted to the program within 72 hours of admission. **The ASI must be updated or a new one must be completed if it dated past one year.** Based on the results of the assessment, CONTRACTOR shall develop an individualized, comprehensive treatment plan for each person served within 72 hours of admission.

ii. CONTRACTOR further agrees to update such treatment plan on an as needed basis and whenever there is a major change in the status, **but no less than every 90 days.** CONTRACTOR agrees to provide those services identified on the treatment plan and in accordance with treatment models that are research-based and outcome-oriented and approved by MHSD for women. Such services shall include, but are not limited to the following:

1. Adult Services:
   a. General group therapy a minimum of two times per week. These groups must be facilitated by clinical staff, i.e., Licensed Professional Counselors, Licensed Social Workers, Licensed Addictions Counselors, or Counselors in Training supervised by licensed or certified clinicians approved by their respective boards and
masters/bachelors level interns supervised by licensed staff. Substance use education groups at least twice weekly which may include but not be limited to the following topics:


ii. Effects of Trauma on the Individual, dependent children and the family unit.

iii. Child focused services to include age appropriate therapeutic interventions for children in custody of women in treatment, addressing their developmental needs, and any exposures to sexual abuse, physical or emotional abuse and neglect.

b. Care coordination and linkages with community based agencies as per those needs identified on the Addiction Severity Index (or other approved assessment) and the treatment plan. These linkages may include but are not limited to job training and/or placement services, mental health, transportation services, education or GED services, children services, trauma services, Head Start, and parenting classes.

c. Documentation of all services must be reflected in the clinical record. Documentation of these collaborations and partnerships are required in the form of a MOU or a MOA.

d. The information and means necessary to assure an individual’s access to support groups such as Alcoholics Anonymous and Narcotics Anonymous, Big Book Study, and/or Step Study.
e. CONTRACTOR must show evidence of implementation of evidence-based practices such as motivational interviewing, gender specific and/or person centered treatment approaches, trauma informed services, culturally appropriate services, etc. Staff should also be able to demonstrate how best practices are utilized and integrated into the treatment program for adults.

f. CONTRACTOR shall provide the following services, consistent with SAMHSA – SAPT/BG requirements; free mandatory TB testing to all persons served, voluntary STD and HIV/AIDS testing, to include pre and post testing, to all persons served, and voluntary pregnancy testing to women upon admission. Contractor may refer individuals to other agencies if the contractor cannot provide these services on site.

2. Special Provisions for Women
   a. It is further stipulated that persons served who are in the transitional phase of treatment, and are employed or enrolled in school, shall receive a minimum of three therapy/educational groups a week. These groups must be facilitated by clinical staff as indicated above in the Adult Service section.

   b. CONTRACTOR shall provide a minimum of one individual session per week when individual sessions are prescribed as a component of treatment, and shall be included on the treatment plan. Relapse prevention and reintegration may be addressed during individual sessions, but content is dependent on individual need.

3. Trauma Based Services
   a. CONTRACTOR is required to provide screening and triage for trauma on all women and children receiving services.

   b. CONTRACTOR shall coordinate intensive treatment for trauma services with an MHSD approved provider.
b. PERFORMANCE INDICATORS
   i. Each person served record contains:
      1. An assessment performed within 72 hours of admission
      2. Progress notes that document participation in group, individual counseling, and attendance at educational lectures, and all services on the plan of care.
      3. Person served records document attendance at self-help groups, when available in the community.
      4. Evidence of trauma screening for all program participants and trauma treatment services by approved provider.
      5. Documentation of requirements of testing for TB, STD, HIV/AIDS, and pregnancy.

c. MONITORING PLAN
   i. The contract monitor shall:
      1. Review a sample of records for newly admitted persons served quarterly to verify that assessments were performed within 72 hours of admission.
      2. Review a sample of person served records quarterly to determine whether treatment plans are comprehensive, based on person served need, and updated as required.
      3. Review a sample of person served records quarterly to determine whether persons served are participating in group and individualized counseling, and whether they are attending educational lectures and self-help groups and other services as prescribed on the plan of care.

II. OBJECTIVE TWO
   A. HEALTH SCREENING, SERVICES AND COUNSELING
      i. CONTRACTOR agrees to conduct on site and/or arrange for medical history, physical examinations and other identified medical services at community medical facilities.
      ii. CONTRACTOR shall arrange for the and document following:
         1. Review all medical histories and refer persons served for further medical screening and/or examination according to individual need.
         2. Perform baseline and random (no less than every 45 days) urine drug testing on every person served upon admission and on an as needed basis throughout the treatment stay using an MHSD approved toxicology provider.
         3. Provide pre-test counseling to individuals who will be tested for HIV/AIDS, TB, STD and pregnancy
4. Provide post-test counseling to individuals upon receipt of HIV, TB, STD and positive pregnancy test results and document in LADDS or other required MHSD required database system.

5. Nicotine screening survey and referral to the Tobacco Quit Line should be made available by the contractor.

B. PERFORMANCE INDICATORS
   i. Each record shall contain a medical history.
   ii. Each record shall contain the results of urine testing and other lab tests and shall document the occurrence of pre- and post-counseling.
   iii. For each person who volunteers to have HIV and/or pregnancy testing, the occurrence of pre- and post-counseling shall be documented as appropriate.
   iv. Each record shall contain the results of a nicotine screening survey. The record shall also contain documentation of referral to the Tobacco Quit Line if the individual chooses to participate in tobacco cessation.

C. MONITORING PLAN
   i. The contract monitor shall:
      1. Review a sample of person served records quarterly to assure that urine, TB tests are completed and documented in the record.
      2. Review a sample of records to assure that AIDS, STD, and pregnancy tests are provided/offered and the results of pre- and post-test counseling as applicable are recorded.
      3. Interview tested person served quarterly to verify that counseling has occurred.
      4. Verify that tobacco screens are being administered at admission.

III. OBJECTIVE THREE
   A. DISCHARGE PLANNING
      i. CONTRACTOR agrees to work with each individual prior to completion of treatment to create a discharge plan that addresses, at a minimum, the following areas:
         1. Maintenance of a lifestyle that is consistent with behaviors that significantly reduce harmful activities.
         2. Become gainfully employed, has enrolled in educational institution or has some means of financial support.
         3. Recommendation for continuing care and documentation of referrals made and/or attempted as well as linkage to the next level of care.
      ii. CONTRACTOR shall provide a copy of the discharge plan to each individual at completion of treatment which includes specifics of contact made linking to the next level of care. For those individuals who exit the program prior to completion, the
CONTRACTOR shall make recommendations for continuing care and document efforts to refer for continuing care in the clinical record.

B. PERFORMANCE INDICATORS
   i. Records of former individuals contain a discharge plan and a discharge summary for all individuals completing treatment.
   ii. REFERRAL RECOMMENDATIONS, CARE TRANSFER COORDINATION, AND EVIDENCE OF SUCH EFFORTS ARE DOCUMENTED IN ALL INDIVIDUAL’S RECORDS

C. MONITORING PLAN
   i. The contract monitor shall review a sample of records for discharged persons served on a quarterly basis to assure that person served discharge plans have been completed or that attempts to locate persons served are documented. These visits shall be announced and unannounced.

IV. OBJECTIVE FOUR:
   A. CUSTOMER SATISFACTION
      i. CONTRACTOR agrees to administer a satisfaction survey to each person at the time of discharge in order to solicit feedback on his/her treatment experiences, and shall provide such surveys to MHSD.
      ii. CONTRACTOR further agrees to participate in any additional evaluations required by MHSD in pursuit of quality assurance, licensure and/or compliance with any applicable federal and state requirements.

   B. PERFORMANCE INDICATORS
      i. All satisfaction surveys conducted are provided to MHSD.

   C. MONITORING PLAN
      i. The contract monitor shall review person served records and surveys quarterly to ascertain that surveys have been completed for discharged persons served.

V. OBJECTIVE FIVE
   A. DAILY CENSUS REPORTING - The contractor shall compile with daily census reporting requirements as determined by MHSD.

VI. OBJECTIVE SIX
CONTRACTOR agrees to uphold the following federal regulations when conducting services:

   A. Related to § 96.131 Treatment Services for Pregnant Women
The Contractor shall adhere to the following requirements, and shall require all MHSD Funded treatment programs to:

1. Give preference in admission to pregnant women who seek or are referred for and would benefit from Block Grant funded treatment services;
2. Give preference to treatment as follows in MHSD funded programs that serve an injecting drug abusing population:
   a. Pregnant injecting drug users,
   b. Other pregnant substance abusers,
   c. Other injecting drug users,
   d. All others;
3. Refer pregnant women to the State when programs have insufficient capacity to provide services to any such pregnant women who seek the services of the program;
4. Make interim services available within 48 hours of initial contact to pregnant women who cannot be admitted because of lack of capacity;
5. Offer interim services, when appropriate, that include, at a minimum, the following:
   a. Counseling and education about HIV and TB, the risks of needle sharing, the risks of transmission to sexual partners and infants, and steps that can be taken to ensure that HIV and TB transmission does not occur,
   b. Referral for HIV or TB treatment services, if necessary,
   c. Counseling pregnant women on the effects of alcohol and other drug use on the fetus,
   d. Refer pregnant women for prenatal care.

B. Related to § 96.132 Additional Requirements
The Contractor shall adhere to the following requirements, and shall require all MHSD funded programs to:

1. Make continuing education in substance use treatment and prevention available to employees who provide the services.
2. Have in effect a system to protect patient records from inappropriate disclosure, and the system must:
   a. Comply with all applicable State and Federal laws and regulations, including 42 CFR Part 2; and
   b. Include provisions for employee education on confidentiality requirements and the fact that disciplinary action may occur upon
inappropriate disclosure.

C. Related to § 96.137 Payment Schedule

The Contractor must ensure and shall require all MHSD funded programs that MHSD funds for special services for pregnant women and women with dependent children, TB services, and HIV early intervention services are the “payment of last resort.”

The Contractor shall require all MHSD funded programs make every reasonable effort to:

1. Collect reimbursement for the costs of providing such services to persons entitled to insurance benefits under the Social Security Act, including programs under title XVIII and title XIX, any State compensation program, any other public assistance program for medical expenses, any grant program, any private health insurance, or any other benefit program; and
2. Secure from patients or persons served payments for services in accordance with their ability to pay.

D. Related to § 96.124 Certain Allocations: (Required Services for Programs Receiving Block Grant Funds Set Aside for Pregnant Women and Women with Dependent Children)

The Contractor shall require all programs that receive MHSD funds set aside for special services for pregnant women and women with dependent children (including women attempting to regain custody of their children) to provide or arrange for the following:

1. Primary medical care, including prenatal care, for women who are receiving substance abuse services;
2. Childcare while the women are receiving services;
3. Primary pediatric care for the women's children, including immunizations;
4. Gender-specific substance use treatment and other therapeutic interventions for women that may address issues of relationships, sexual abuse, physical abuse, and parenting;
5. Therapeutic interventions for children in custody of women in treatment which may, among other things, address the children's developmental needs and their issues of sexual abuse, physical abuse, and neglect;
6. Sufficient case management and transportation services to ensure that the women and their children have access to the services provided by (1) through (5) above.

The Contractor shall also require programs that receive MHSD funds set aside for special services for pregnant women and women with dependent children to treat the family as a unit and, therefore, admit both women and their children into treatment services, if appropriate.
The Contractor shall require MHSD Funded programs to provide pregnant women, women with dependent children, and their children, either directly or through linkages with community-based organizations, a comprehensive range of services to include:

1. Case management to assist in establishing eligibility for public assistance programs provided by Federal, State, or local governments;
2. Employment and training programs;
3. Education and special education programs;
4. Drug-free housing for women and their children;
5. Prenatal care and other health care services;
6. Therapeutic day care for children;
7. Head Start;
8. Other early childhood programs.

E. Related to § 96.126 Capacity of Treatment for Intravenous Drug Abusers

The Contractor shall require all programs that treat injecting drug users to:

1. Within 7 days, notify the MHSD whenever the program has reached 90 percent of its treatment capacity;
2. Admit each individual who requests and is in need of treatment for intravenous drug abuse:
   a. Not later than 14 days after making the request or;
   b. Within 120 days of the request if the program has no capacity to admit the individual, the program makes interim services available within 48 hours, and the program offers the interim services until the individual is admitted to a substance abuse treatment program.
3. Offer interim services, when appropriate, that include, at a minimum the following:
   a. Counseling and education about HIV and tuberculosis (TB), the risks of needle-sharing, the risks of transmission to sexual partners and infants, and steps that can be taken to ensure that HIV and TB transmission does not occur;
   b. Referral for HIV or TB treatment services, if necessary;
   c. Counseling pregnant women on the effects of alcohol and other drug use on the fetus and referrals for prenatal care for pregnant women.
4. Maintain a waiting list that includes a unique patient identifier for each injecting drug abuser seeking treatment, including patients receiving interim services while awaiting admission.
5. Maintain a mechanism that enables the program to:
   a. Maintain contact with individuals awaiting admission;
   b. Consult with the State's capacity management system to ensure that
      waiting list person served are admitted or transferred to an
      appropriate treatment program within a reasonable geographic area
      at the earliest possible time.

6. Take persons served awaiting treatment for intravenous substance abuse off
   the waiting list only when such persons:
   a. Cannot be located for admission into treatment or;

7. Carry out activities to encourage individuals in need of treatment services for
   intravenous drug abuse to undergo such treatment by using scientifically
   sound outreach models such as those outlined below or, if no such models are
   applicable to the local situation, another approach which can reasonably be
   expected to be an effective outreach method:
   a. The standard intervention model as described in The NIDA Standard
      Intervention Model for Injection Drug Users: Intervention Manual,
      National AIDS Demonstration Research (NADR) Program, National
      Institute on Drug Abuse, (Feb. 1992);
   b. The health education model as described in Rhodes, F., Humfleet, G.L.
      et al., AIDS Intervention Program for Injection Drug Users: Intervention
   c. The indigenous leader model as described in Wiebel, W., Levin, L.B.,

8. Ensure that outreach efforts (have procedures for):
   a. Selecting, training, and supervising outreach workers;
   b. Contacting, communicating, and following up with high-risk substance
      abusers, their associates, and neighborhood residents within the
      constraints of Federal and State confidentiality requirements
   c. Promoting awareness among injecting drug abusers about the
      relationship between injecting drug abuse and communicable diseases
      such as HIV;
   d. Recommending steps that can be taken to ensure that HIV
      transmission does not occur.

D. Proposal Format
1. An Item-by-Item response to the Request for Proposals is requested.
There is no intent to limit the content of the proposals, and Proposers may include any additional information deemed pertinent. Emphasis should be on simple, straightforward and concise statements of the Proposer's ability to satisfy the requirements of the RFP.

2. **Requested Proposal Outline:**
   a. Introduction/Administrative Data
   b. Work Plan/Project Execution
   c. Relevant Corporate Experience
   d. Personnel Qualifications
   e. Additional Information
   f. Corporate Financial Condition

E. Proposal Content

Proposals shall be based only on the material contained in this RFP.

1. Proposals should include information that will assist MHSD in determining the level of quality and timeliness that may be expected. MHSD shall determine, at its sole discretion, whether or not the RFP provisions have been reasonably met. The proposal should describe the background and capabilities of the Proposer, give details on how the services will be provided, and shall include a breakdown of proposed costs. It should also include information that will assist MHSD in determining the level of quality and timeliness that may be expected. Work samples may be included as part of the proposal.

2. Proposals should address how the Proposer intends to assume complete responsibility for timely performance of all contractual responsibilities in accordance with federal and state laws, regulations, policies, and procedures.

3. Proposals should define Proposer’s functional approach in providing services and identify the tasks necessary to meet the RFP requirements.

4. Introduction/Administrative Data
   a. The introductory section should contain summary information about the Proposer’s organization. This section should state Proposer’s knowledge and understanding of the needs and objectives of MHSD and the overall service delivery system – both private and public - in New Orleans and the surrounding area. It should further cite its ability to satisfy provisions of the RFP.

   b. The Proposer should relate this knowledge and understanding to the overall scope of services as requested in this RFP. This introductory section should also include a description of how the organizational components communicate and work together. This section should contain a brief summary setting out the Proposer's management philosophy including, but not limited to, the role of Quality Control,
Professional Practices, Supervision, Distribution of Work and Communication Systems. This section should include an organizational chart displaying the Proposer’s overall structure.

c. This section should also include the following information:
   i. Location of Active Office with Full Time Personnel, include all office locations (address) with full time personnel;
   ii. Name and address of principal officer;
   iii. Name and address for purpose of issuing checks and/or drafts;
   iv. For corporations, a statement listing name(s) and address(es) of principal owners who hold five percent interest or more in the corporation.
   v. If out-of-state Proposer, give name and address of local representative; if none, so state;
   vi. If any of the Proposer's personnel named is a current or former Louisiana state employee, indicate the Agency where employed, position, title, termination date;
      ii. If the Proposer was engaged by MHSD within the past twenty-four (24) months, indicate the contract number and/or any other information available to identify the engagement; if not, so state; and,
      iii. Proposer's state and federal tax identification numbers.

d. The following information must be included in the proposal:
   i. Proposer shall guarantee that there will be no conflict or violation of the Ethics Code if it is awarded the contract. Ethics issues are interpreted by the Louisiana Board of Ethics.
   ii. Proposer shall guarantee that the entire proposal will be valid for a period of 120 days after the submission date.
   iii. Proposer shall guarantee that the proposal submitted shall become a contractual obligation and valid if a contract is awarded.

5. Work Plan/Project Execution
The Proposer should articulate an understanding of, and ability to effectively implement substance use treatment services for pregnant women and intravenous users in an evidence-based manner as outlined within the RFP. All evidence-based research about the model should be cited, so that reviewers may review the research in their evaluation of the proposal. In this section the Proposer should state the approach it intends to use in achieving each objective of the project as outlined, including a project work plan and schedule for implementation. In particular, the Proposer should:

   a. Provide a written explanation of the organizational structures, and how those structures will support service implementation. Break down into logical tasks and time frames all work to be performed, accompanied by an assessment of relative difficulty for each task. Identify critical tasks; identify who is responsible for
completion of each task; estimate time involved in completion of tasks; identify all assumptions or constraints on tasks; refer to specific documents and reports that are to be produced as a result of completing tasks; include a summary, at the activity level, to show completion schedules relative to deliverables; include charts and graphs which reflect the work plan in detail if necessary.

b. Demonstrate an ability to hire staff with the necessary experience and skill set that will enable them to effectively meet the needs of consumers served.

c. Provide a strategic overview including all elements to be provided in evidence based services, citing research.

d. Demonstrate knowledge of working with pregnant women who are intravenous drug users, pregnant women, and intravenous drug users, their needs & effective intervention strategies; also included in this segment is the ability to provide services which are sensitive to the specific cultural needs of the consumer.

e. Demonstrate an understanding of community dynamic as it relates to effective service delivery.

f. Demonstrate the ability to organize staffing patterns and training to ensure staff meet the needs of pregnant women who are intravenous drug users, pregnant women, and intravenous drug users and consistently implement services with fidelity to the model.

g. Articulate the need for, and the ability to implement, a plan for continuous quality improvement; this includes (but is not limited to) reviewing the quality of services provided, staff productivity, consumer outcomes and consumer satisfaction.

h. Articulate the ability to develop and implement an Emergency/All Hazards Response plan in the event of an emergency event.

i. Discuss what flexibility exists within the work plan to address unanticipated problems which might develop during the contract period.

j. If the Proposer intends to subcontract for portions of the work, the Proposer should include specific designations of the tasks to be performed by the subcontractor.

6. Relevant Corporate Experience
   a. The proposal should indicate the Proposer has a record of prior successful experience in the design and implementation of services for pregnant women who are intravenous drug users, pregnant women, and intravenous drug users sought
through this RFP. If Proposer does not have previous experience with specific services, describe other successful implementations and/or how Proposer will overcome lack of experience (i.e. hiring experienced staff). Proposers should include statements specifying the extent of responsibility on prior projects and a description of the projects scope and similarity to the projects outlined in this RFP. All experience under this section should be in sufficient detail to allow an adequate evaluation by MHSD.

b. Proposers should give at least two references from schools where they have provided prevention services in the last 24 months. References should include the name and telephone number of each contact person.

c. In this section, a statement of the Proposer’s involvement in litigation that could affect this work should be included. If no such litigation exists, Proposer should so state.

7. **Personnel Qualifications**

a. The purpose of this section is to evaluate the relevant experience, resources, and qualifications of the proposed staff to be assigned to this project. The experience of Proposer’s personnel in implementing similar services to those to be provided under this RFP will be evaluated.

b. Proposers should state job responsibilities, workload and lines of supervision. An organizational chart identifying individuals and their job titles and major job duties should be included. The organizational chart should show lines of responsibility and authority.

c. Job descriptions, including the percentage of time allocated to the project and the number of personnel should be included and should indicate minimum education, training, experience, special skills and other qualifications for each staff position as well as specific job duties identified in the proposal. Job descriptions should indicate if the position will be filled by a sub-contractor.

d. Key personnel and the percentage of time directly assigned to the project should be identified.

e. Resumes of all known personnel should be included. Resumes of proposed personnel should include, but not be limited to:

i. Experience with Proposer

ii. Previous experience in projects of similar scope and size

iii. Where personnel have previously worked providing similar services, résumé data should include responsibility and position

iv. Educational background, certifications, licenses, special skills, etc.
f. If subcontractor personnel will be used, the Proposer should clearly identify these persons, if known, and provide the same information requested for the Proposer’s personnel.

8. Corporate Financial Condition
   a. The organization’s financial solvency will be evaluated. The Proposer’s ability to demonstrate adequate financial resources for performance of the contract or the ability to obtain such resources as required during performance under this contract will be given special emphasis.
   b. Proposal should include for each of the last three (3) years, copies of financial statements, preferably audited, including at least a balance sheet and profit and loss statement, or other appropriate documentation which would demonstrate to MHSD the Proposer’s financial resources sufficient to conduct the project.
   c. Organization must show ability to have sufficient cash flow to finance up to three (3) months of the contract period if reimbursement is delayed.

9. Cost and Pricing Analysis
   a. The services provided will be paid through fee-for-service using the rate approved by the state of Louisiana. Proposer should describe capacity for delivering services including number of schools/students.

IV. Evaluation Process and Contracting

A. Review Committee
   Evaluations will be conducted by a Proposal Review Committee.

B. Scoring
   Scoring will be based on a possible total of 100 and the proposal with the highest total score will be recommended for award.

C. Evaluation Criteria
   The criteria and assigned weights are:

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<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Point Total</th>
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<tbody>
<tr>
<td>Introduction/Understanding of Scope of Work</td>
<td>15</td>
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<tr>
<td>Work Plan</td>
<td>30</td>
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<tr>
<td>Corporate Experience</td>
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<td>Qualifications of Personnel</td>
<td>20</td>
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<tr>
<td>Financial Condition</td>
<td>15</td>
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<tr>
<td><strong>Total Points</strong></td>
<td><strong>100</strong></td>
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</tbody>
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D. Announcement of Award
   MHSD will award the contract to the Proposer with the highest graded proposal and deemed to be in the best interest of MHSD.
Upon review and approval of the award, MHSD will issue a “Notice of Intent to Award” letter to the apparent successful Proposer. A contract shall be completed and signed by all parties concerned on or before the date indicated in the “Schedule of Events.” If this date is not met, through no fault of MHSD, the District may elect to cancel the “Notice of Intent to Award” letter and make the award to the next most advantageous Proposer.

E. Contract Award and Execution
MHSD reserves the right to enter into a contract without further discussion of the proposal submitted based on the initial offers received.

The RFP, including any addenda and the proposal of the selected Contractor(s) will become part of any contract initiated by MHSD.

Proposers should address the specific language in the RFP and submit any exceptions or deviations the Proposer wishes to negotiate. The proposed terms will be negotiated before a final contract is entered. Mandatory terms and conditions are not negotiable.

If the contract negotiation period exceeds 30 days or if the selected Proposer fails to sign the contract within seven calendar days of delivery of it, MHSD may elect to cancel the award and award the contract to the next-highest-ranked Proposer. MHSD may award to a single Proposer or to multiple Proposers.

F. Contract Negotiations
If for any reason, the Proposer(s) whose proposal(s) are most responsive to MHSD’s needs, evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and MHSD may negotiate with the next most responsive Proposer. Negotiation may include revision of non-mandatory terms, conditions, and requirements.
ATTACHMENTS

I. Transmittal Statement

The undersigned hereby acknowledges she/he has read and understands all requirements and specifications of the Request for Proposals (RFP), including attachments.

OFFICIAL CONTACT. MHSD requests that the Proposer designate one person to receive all documents. Identify the Contact name and fill in the information below:

Date
Official Contact Name
Email Address
Fax Number with Area Code
Telephone Number
Street Address
City, State, and Zip

Proposer certifies that the above information is true and grants permission to MHSD to contact the above named person or otherwise verify the information I have provided.

By its submission of this proposal and authorized signature below, Proposer certifies that:

1. The information contained in its response to this RFP is accurate;
2. Proposer accepts the procedures, evaluation criteria, contract terms and conditions, and all other administrative requirements set forth in this RFP.

Authorized Signature:
Typed or Printed Name:
Title:
Company Name: