

METROPOLITAN HUMAN SERVICES DISTRICT

REQUEST FOR PROPOSALS (RFP)

PROPOSAL DUE:

Monday, August 15, 2022

4:00PM CENTRAL STANDARD TIME

REQUEST FOR PROPOSAL

Projects for Assistance in Transition from Homelessness(PATH)



July 11, 2022

GENERAL INFORMATION

Purpose

This Request for Proposals (RFP) is issued by Metropolitan Human Services District (herein referred to as MHSD) for the purpose of conducting a fair and impartial competitive procurement process to solicit proposals from qualified contractors who are interested in developing and implementing the Projects for Assistance in Transition from Homelessness (PATH). PATH was created as part of the Stewart B. McKinney Homeless Assistance Amendments Act of 1990 (P.L. 101.645) and these federal funds are distributed by the Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Mental Health Services (CMHS) to all 50 states, the District of Columbia, and U.S. Territories, so that they may award funds to local public and non-profit organizations to provide street outreach, case management, and linkage to housing programs as well as behavioral health services for adults with serious mental illnesses, who may have co-occurring substance use disorders, and are either homeless or at imminent risk of becoming homeless. Although the local program is headquartered in New Orleans, Louisiana, services are extended to participants throughout all Metropolitan Human Services District's (MHSD) designated parishes of Orleans, Plaquemine, St. Bernard.

Background

MHSD was legislatively established in 1996, as a political subdivision of the State of Louisiana, to direct the operation and management of community-based programs and services relative to mental health, developmental disabilities, and addictive disorders for the parishes of Orleans, Plaquemine, St. Bernard. The mission of MHSD is to maximize the full potential and enhance the quality of life of individuals, children, youth, and families faced with the challenges of mental health, addictive disorders, developmental disabilities, and their related behaviors. MHSD provides community-based behavioral health treatment services in the greater New Orleans area serving approximately 10,000 clients annually. MHSD is nationally recognized and accredited by the Commission on Accreditation of Rehabilitation Facilities (CARF) for its outpatient adult programs, child treatment programs, and residential program.

The Metropolitan Recovery-Oriented System of Care includes linkages with primary care providers and recovery supports including academic education, employment, STD/HIV testing, housing, school-based services, prenatal screening and brief intervention services, fitness/wellness, family counseling, life skills, parenting, and peer-led groups. These linkages improve the comprehensiveness of services currently being provided to clients served at MHSD clinics and add a key element of engaging clients over time with care coordination and support that are individualized based on need and choice. MHSD also provides services for individuals with developmental disabilities, operates a women's specific treatment group, and delivers post-incarceration service coordination. The MHSD Board of Directors is composed of citizens representing consumers of our services in all the parishes served. Outreach to improve knowledge among the public about MHSD services is conducted in the form of distribution of posters, flyers, brochures at public places, agency website, and social media pages, newspaper, and bus stop billboards.

Requested Scope of Services

MHSD requests the following services to be addressed in the submitted proposals:

1. Outreach services to those with serious mental illness who are experiencing homelessness or in danger of becoming homeless.
2. Case management services including preparing and implementing a plan for the provision of community mental health services to eligible homeless individuals and reviewing such plan no less than once every three months.
3. Assistance in obtaining and coordinating social and maintenance services for eligible individuals who experience homelessness, including services related to daily living activities, peer support, personal financial planning, transportation, habilitation and rehabilitation, prevocational and vocational training, and housing.
4. Assistance to eligible individuals who experience homelessness in obtaining income support services, including housing assistance, food stamps, and supplemental security income benefits, using the SSI/SSDI Outreach Access and Recovery (SOAR) model.
5. Referral services to eligible individuals who experience homelessness for other services as appropriate.
6. Referrals for primary health services, job training, educational services, and relevant housing services including use of peer providers to help to assure that these services are successfully accessed by homeless individuals with serious mental illness(s) and/or co-occurring disorders.

POPULATION SERVED AND REFERRAL PROCESS

A. Population Served

The program serves homeless individuals with serious mental illness who because of the severity of their illness or transient existence do not avail themselves of traditional mental health treatment services. They are often seen living on the street or in places not ordinarily used as sleeping accommodations for human beings. Service criteria include Adults 18 years of age or older who are within MHSD's seven-parish service area; Are known to have or who by their behavior would appear to have a serious mental illness with or without co-occurring substance use; and are homeless or living in places not typically used for housing or who are at imminent risk of becoming homeless.

B. Referral Process

Potential service recipients, also known as participants or consumers, may be identified, and referred to the contractor by MHSD staff, local public authorities or service organizations, and the contractor may identify potential consumers through the outreach services on streets, to shelters, soup kitchens, police departments, mental health programs, local emergency rooms, group homes and other locations that are congregate sites for homeless individuals.

PROGRAM GOALS AND SERVICE REQUIREMENTS

A. Program Goals:

The goal of the PATH program is to obtain housing, along with mental health or co-occurring mental health and substance use treatment services, for adults who are homeless or at risk of homelessness.

B. Program Services:

1. PATH Local Provider Intended Use Plan (IUP) - Contractor provides services according to the approved IUP (see Attachments A and B of this Statement of Work) for the current federal fiscal year and operates according to applicable local, state, and federal laws. The contractor utilizes current information on MHSD facility and program names, addresses, phone numbers, fax numbers, hours of operation, and descriptions of services in order to provide information and referral services to program participants (<http://www.mhsdla.org/>). Contractor utilizes a comprehensive database of current resources, such as <https://www.louisiana211.org/>, that provide assistance (e.g., food, clothing, shelter, and financial help) to individuals residing in the MHSD geographical service area in order to provide information and referral services to program participants. The contractor needs to attend all required meetings including the quarterly statewide PATH meeting/ conference call held by the Louisiana Department of Health-Office of Behavioral Health (LDH-OBH) and the quarterly regional contract providers meeting/ conference call held by MHSD. Contractor acknowledges and responds to emails from MHSD within one business day.
2. PATH Eligibility Determination and Enrollment - PATH staff observe and talk with potential participants and individuals are determined to be PATH-eligible when they report criteria that meet the Public Health Service Act definitions of experiencing literal homeless or imminent risk of homelessness AND report or display symptoms that meet the definition of Serious Mental Illness with or without co-occurring substance use. Individuals experiencing only substance use disorders are not eligible for PATH services. PATH Enrollment occurs when an individual is determined to be PATH-eligible, agrees to receive services, and PATH staff have opened a case file, that includes at a minimum: basic demographic information for reporting; documentation of the determination of PATH eligibility; documentation of the mutual agreement for the provision of services, and documentation of services provided.
3. Environmental Support Services - Contractor assists PATH eligible consumers in accessing and/or maintaining services available in the community to the public or services identified for mentally ill consumers. Contractor will access available funds to assist consumers with payments for emergency shelter, short term rent subsidies, security, and service deposits, and rent to avoid eviction.

4. Case Management - Contractor assists PATH enrolled consumers in identifying service needs to reduce or prevent homelessness and accessing the appropriate services and supports. Contractor shall maintain appropriate documentation to substantiate consumer service needs, consumer self-determination regarding service acceptance, action taken by the contractor's staff to address the same, and disposition of service referral. Contractor shall develop mechanisms and procedures to assure the physical and emotional support needed for the consumer to access community services. Contractor will assist the consumer in establishing or re-establishing self-sufficiency, interdependence, and self-determination. As appropriate, staff will: Assist in networking with family members and significant others; Educate consumers on practical approaches to coping with daily living demands, including personal financial planning, transportation services, habilitation and rehabilitation services, prevocational and vocational services, and housing services; Provide support to the consumer in developing skills in decision-making and self-determination; Assist consumers in obtaining income support services, including housing assistance, food stamps, and supplemental security income benefits; Refer consumers to primary health services, mental health, and substance use treatment services, job training, educational services, and relevant housing services.

5. Continuity of Operations – Contractor shall Provide a written Business Continuity & Disaster Preparedness Plan that describes continued staffing and service delivery to consumers during disasters(<https://www.ready.gov/business>).

RECORD KEEPING

A. Programmatic Records

1. Participant Files and Data - Contractor is required to enter all required data into the HUD Homeless Management Information System (HMIS) administered by the designated Continuum of Care Program, the PATH Data Exchange (PDX), and/or other data collection system as required by Louisiana's PATH Primary State Contact for outcomes evaluation purposes. Contractor shall maintain a policy and procedure manual to ensure standardization of work and fidelity to the applicable certification requirements; set clear expectations for staff and volunteers; protect consumers' rights; and outline ethical standards for the service.

2. Personnel - Contractor shall maintain staff and volunteer records that include and are not limited to: Written job descriptions including minimum qualifications; Validation of references and credentials; Background checks; Signed confidentiality acknowledgment statements; Annual performance evaluation; Documented orientation and in-service training; Personnel actions/employee response.

B. Fiscal Records

1. Contractor shall employ timekeeping, record-keeping, and receipt procedures that will provide an audit trail. Appropriate financial documentation for invoices must be submitted monthly to MHSD. MHSD is responsible for the technical direction of the contract which includes receiving and accepting all reports relative to services, financial documentation and verification, and other reports as requested. Notwithstanding any other terms of this contract, failure of the contractor to submit required reports when due, or failure to perform or deliver required work or services will result in the withholding of payments under the contract.
2. **COST SHARING and MATCH REQUIREMENTS**
SAMHSA requires that all recipients meet matching requirements within the timeframe specified in for grant period. The recipient must match directly or through donations from public or private entities, non-federal contributions toward such costs in an amount that is not less than \$1 for each \$3 of federal PATH funds. Non-federal contributions required: (a) may be in cash or in-kind, fairly evaluated, including plant, equipment, or services.
3. Non-Federal source for matching
 - a. Must meet the same types of project cost as allowable under the program.
 - b. Must be allowable, necessary, and reasonable for accomplishment of the grant project objectives.
 - c. Cannot come from recipient matching costs that are being used to match other federal awards.
 - d. Other federal funds cannot be used as a non-federal match for SAMHSA's grant project.
4. Contractor shall have an annual audit conducted by an independent certified public accountant, and it must be submitted within six months of the end of the contractor's business year. Two copies of the audit should be sent to LDH-Fiscal Management (P.O. Box 91117, Baton Rouge, LA 70821-3797) and two copies to MHSD-Administration (3100 General de Gaulle., New Orleans, LA 70114). By law, seven copies (six bound and one unbound) of the audit must also be submitted to the Office of the Legislative Auditor (P.O. Box 94397, Baton Rouge, LA 70804). All audit copies must be submitted prior to the renewal of the contract and/or provision of any services for the contract period. The cost of the audit is the responsibility of the contractor.

QUALITY ASSURANCE

Contractor agrees to establish a Quality Improvement Program in a format to be approved by MHSD within thirty (30) days of the implementation of this contract. The Contractor shall establish a Quality Improvement Committee which shall meet every six (6) months at a minimum, to review results of monitoring and to plan indicated corrective actions. Summary results of program evaluation will be reviewed annually by the Contractor's Governing Body.

OUTCOMES

Contractor shall submit the following data and documentation of services provided along with the corresponding monthly invoice for reimbursement.

- A. Process Outcomes: Number of outreach contacts made; Number of persons determined to be PATH eligible; Number of persons enrolled in the PATH program.

- B. Programmatic and Consumer Outcomes: The projected number of adult clients to be contacted during FY 2022-2023 is 350. 30% of those contacted will be enrolled in PATH funded services. 60% of clients served with PATH funds are projected to be literally homeless.

CORPORATE COMPLIANCE

Metropolitan Human Services District (MHSD) is committed to conducting itself as a good organizational citizen by promoting an organizational culture that emphasizes commitment to compliance with the law. As an organization, MHSD is committed to preventing fraud, abuse, and waste while furthering its mission. This commitment extends to every aspect of business as well as every work-related activity of staff, employees, contractors, and individuals with responsibility pertaining to the ordering, provision, marketing, documentation, and billing of services reimbursable by federal, state, or private health care programs.

The commitment further extends to the preparation of claims, reports, or other documentation for reimbursement for items or services according to the statutes, regulations, and written directives of Medicare, Medicaid, private health insurance, and all other federal health care programs (as defined in 42 U.S.C. x 132017b (f), hereinafter collectively referred to as "Federal Health Care Programs"). MHSD is also committed to ensuring that it complies with the requirements of all federal and state programs from which it receives funding above and beyond the Federal Health Care Programs. And MHSD is committed to compliance with the Federal False Claims Act (31 USCS 37293734, 1994).

The Corporate Compliance Policy provides standards of conduct and internal control systems that are reasonably capable of preventing violations of any law, whether criminal or noncriminal, for which MHSD is, or would be, liable.

MONITORING/EVALUATION PROCESS

Contractor agrees that all work performed under this contract shall be monitored by MHSD, LDH-OBH, and SAMHSA. Onsite review of contractual performances shall be conducted monthly by designated Program Monitor, quarterly by MHSD Program Manager, every six (6) months by the State PATH Coordinator, or more frequently as necessary. Reviews of submitted invoices and documentation of services (i.e., contractual performance) shall be conducted quarterly, or more frequently as necessary. Contractor shall respond to corrective actions indicated as necessary within time frames stipulated by MHSD. Should an identified corrective action not be resolved within ninety (90) days, this contract shall be terminated with thirty (30) days-notice and services transitioned to a contractor selected by MHSD.

The proposer is expected to carry out program research, design, and implementation in consultation with MHSD. Program deliverables are expected to conform to standard technical requirements to ensure successful implementation.

Proposers are required to be or become a member of the Continuum of Care (CoC). If already, a member of CoC then submit a Letter of Certification from the CoC and a Letter of Compliance from HIMS Lead.

If proposer is not a member and gets selected for the contract, letters should be obtained before executing:

CoC – letter indicating that provider has made acceptable arrangements to become a full participant in the CoC.

HMIS – letter indicating that provider has made acceptable arrangements with HMIS Lead to become fully compliant.

Contract Award Amount

Awards in the form of a contract will not exceed \$176,525 with a cash match requirement of \$58,842.00 for the project period of September 1, 2022 – June 30, 2023 (33% in-kind/cash match of the total contract budget is a federal requirement).

Term of Contract

The period of any contract resulting from this RFP is tentatively scheduled to begin on or about September 01, 2022, and to continue through June 30, 2023.

Proposer Inquiries

Potential proposers should submit all questions in writing by email to the RFP Coordinator. Questions will be researched, and the official response will be distributed in writing and/or posted on the Internet. Written questions regarding RFP requirements or Scope of Services must be submitted to the RFP Coordinator as listed below.

This RFP is available at www.mhsdla.org in the public announcements section

Brittany Howard, RFP Coordinator
Email: brittany.howard@mhsdla.org
Phone: 504-535-2933

Mailing Address:
Metropolitan Human Services District
3100 General de Gaulle
New Orleans, Louisiana 70114

MHSD will consider written inquiries and requests for clarification of the content of this RFP received from potential proposers via email to the RFP Coordinator. Written inquiries must be received by the time and date specified in the Schedule of Events. MHSD reserves the right to modify the RFP should a change be identified that is in the best interest of MHSD. Official responses to all questions submitted by potential proposers will be posted on the MHSD website beginning 07/30/2022 at www.mhsdla.org

Only the MHSD Executive Director and MHSD Deputy Director have the authority to officially respond to proposers' questions on behalf of MHSD. Any communications from any other individuals are not binding to MHSD.

Definitions

Contractor: The successful proposer who is awarded a contract.

Proposer: An individual or organization submitting a proposal in response to an RFP. Shall,

Must, Will: Words used to denote a mandatory requirement.

Should, May, Can: Words used to denote an advisory or permissible action.

Schedule of Events

<u>Event</u>	<u>Time/Date</u>
Advertise RFP public announcements.	07/11/2022
Advertise 2 consecutive weeks in the New Orleans <i>Advocate</i> newspaper and MHSD website	Weeks of 7/11/2022 through 7/22/2022
Deadline for receipt of written inquiries.	7/25/2022
Issue responses to written inquiries.	Beginning 7/30/2022

Deadline for receipt of proposals.	08/15/2022, 4pm CST
Announce award of contractor selection.	08/19/2022
Contract execution.	09/01/2022
Estimated Contract start date.	09/012022

NOTE: MHSD reserves the right to change this schedule of RFP events, as it deems necessary.

PROPOSAL INFORMATION

Qualifications of Proposer

Proposer is required to summarize expertise and experience in the marketing and prevention science field. Cite previous clients and projects.

MHSD must find that the selected proposer:

- Has adequate financial resources for performance or can obtain such resources as required during performance.
- Has the necessary experience, organization, technical qualifications, skills, and facilities, or has the ability to obtain them.
- Can comply with the proposed or required time of delivery or performance schedule.
- Has a satisfactory record of integrity, judgment, and performance; and
- Is otherwise qualified and eligible to receive an award under applicable laws and regulations.
- Has expertise using evidence-based prevention strategies.

Proposers should ensure that their proposals contain sufficient information for MHSD to make its determination by presenting acceptable evidence of the above to perform the contracted services.

RFP Addenda

MHSD reserves the right to change the schedule of events or revise any part of the RFP by issuing an addendum to the RFP at any time. Addenda, if any, will be posted at www.mhsdla.org. It is the responsibility of the proposer to check the website for addenda to the RFP.

Proposal Rejection/RFP Cancellation

Issuance of this RFP in no way constitutes a commitment by MHSD to award a contract. MHSD reserves the right to accept or reject, in whole or part, all proposals submitted and/or cancel this announcement if it is determined to be in MHSD's best interest.

Withdrawal of Proposal

A proposer may withdraw a proposal that has been submitted at any time up to the date and time the proposal is due. To accomplish this, a written request signed by the authorized representative of the proposer must be submitted to the RFP Coordinator.

Subcontracting Information

MHSD shall have a single prime contractor as the result of any contract negotiation, and that prime contractor shall be responsible for all deliverables specified in the RFP and proposal. This general requirement notwithstanding, proposers may enter subcontractor arrangements, however, should acknowledge in their proposal's total responsibility for the entire contract.

If the proposer intends to subcontract for portions of the work, the proposer should identify any subcontractor relationships and include specific designations of the tasks to be performed by the subcontractor. Information required of the proposer under the terms of this RFP shall also be required for each subcontractor. The prime contractor shall be the single point of contact for all subcontract work. Unless provided for in the contract with MHSD, the prime contractor shall not contract with any other party for any of the services herein contracted without the express prior written approval of MHSD.

Ownership of Proposal and Products Produced

All materials submitted in response to this request and all products produced while under contract with MHSD shall become the property of MHSD. Selection or rejection of a proposal does not affect this right.

Cost of Preparing Proposals

MHSD shall not be liable for any costs incurred by proposers prior to issuance of or entering a contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer in responding to this RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by MHSD.

Contract Award and Execution

MHSD reserves the right to enter a contract without further discussion of the proposal submitted based on the initial offers received. MHSD reserves the right to contract for all or a partial list of services offered in the proposal. The RFP and proposal of the selected Proposer shall become part of any contract initiated by MHSD.

The selected Proposer shall be expected to enter a contract with MHSD. In no event shall a Proposer submit its own standard contract terms and conditions as a response to this RFP. The Proposer should submit with its proposal any exceptions or exact contract deviations that its firm

wishes to negotiate. Negotiations may begin with the announcement of the selected Proposer. If the contract negotiation period exceeds five (5) business days or if the selected Proposer fails to sign the final contract within five (5) business days of delivery, MHSD may elect to cancel the award and award the contract to the next-highest-ranked Proposer.

Code of Ethics

Proposers are responsible for determining that there will be no conflict or violation of the Louisiana Ethics Code if their company is awarded the contract. The Louisiana Board of Ethics is the only entity which can officially rule on ethics issues.

RESPONSE INSTRUCTIONS

Proposal Submission

Firms/individuals who are interested in providing services requested under this RFP must submit a proposal containing the mandatory information specified in this section. The proposal must be received in hard copy (printed) version by the RFP Coordinator on or before the time and the date specified in the Schedule of Events. Fax or E-mail submissions are not acceptable.

Proposers mailing their proposals should allow sufficient mail delivery time to ensure receipt of their proposal by the time specified. The proposal package must be delivered at the proposer's expense to:

Brittany Howard, Program Manager
Metropolitan Human Services District
3100 General de Gaulle
New Orleans, Louisiana 70114

It is solely the responsibility of each Proposer to ensure that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

MHSD requires that six (6) copies of the proposal be submitted to the RFP Coordinator at the address specified. At least one copy of the proposal shall contain original signatures of those company officials or agents duly authorized to sign proposals or contracts on behalf of the organization. A certified copy of a board resolution granting such authority must be dated within three years and must name the current individual authorized by the board to act on its behalf regarding the contract should be submitted if proposer is a corporation. The copy of the proposal with original signatures will be retained for incorporation in any contract resulting from this RFP.

Proposal Format

Proposal paper must be white paper and 8.5 inches by 11.0 inches in size. Pages must be single-sided and typed in black ink, single-spaced, using 12-point Times New Roman font, with all margins (i.e., left, right, top, bottom) at least one inch each. Pages should be typed with one column per page and should be numbered consecutively from beginning to end so that information can be located easily during review. Page limit is not to exceed 15 pages, not including attachments.

Cover Letter

A cover letter should be submitted on the Proposer's official business letterhead explaining the intent of the Proposer.

Certification Statement

The Proposer must sign and submit the Certification Statement shown in Attachment 1.

PROPOSAL CONTENT

Executive Summary

This section serves to introduce the scope of the proposal. It should include administrative information including, at a minimum, Proposer contact name and phone number, and the stipulation that the proposal is valid for a time of at least 90 days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet MHSD's overall requirements in the timeframes set by the agency. It should include a positive statement of compliance with the RFP terms. If the Proposer cannot comply with any of the terms, an explanation of each exception should be supplied.

Corporate Background and Experience

The Proposer shall give a brief description of their company including a brief history, corporate structure and organization, number of years in business, and copies of its latest financial statement, preferably audited. This section should provide a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the proposed contract. Proposers should describe their experience in other states or in corporate/governmental entities of comparable size and diversity with references from previous clients including names and telephone numbers. Proposers should clearly describe their ability to meet or exceed the qualifications in this RFP.

Proposed Project Staff

The Proposer shall provide detailed information about the experience and qualifications of the Proposer's assigned personnel considered key to the success of the project. This information should include education, training, technical experience, functional experience, specific dates and names of employers, relevant and related experience, past and present projects with dates and responsibilities and any applicable certifications. This should also specifically include the role and responsibilities of each person on this project, their planned level of effort, their anticipated duration of involvement, and their on-site availability. Customer references (name, title, company name, address, and telephone number) should be provided for the cited projects in the individual resumes. Proposers should clearly describe their ability to meet or exceed the qualifications in this RFP.

Staffing Requirements will include: *(Annual salary/benefits for each full-time position should not exceed \$50,000.00 for any one position.)*

1. Case Manager (FTE)- Duties include: Conduct street outreach as scheduled by Program Director; Make face-to-face contacts with individuals living on the streets; Establish rapport

to engage participants with services; Contact/link participants with providers for homeless services; Review referrals and assess program eligibility through Coordinated Entry; Complete intake and initial assessment of services needed; Develop and monitor housing plans through HMIS entries/ utilization; Assure participant assistance is provided within budget guidelines; Maintain contact with participants; Assist with developing monthly budgets, where applicable, for participants; and assist participants in obtaining community support, resources, and services.

2. Outreach Worker (FTE) - Duties include Conduct Street outreach as scheduled by Program Director; Document outreach contacts; Notify Case Manager of needed participant assessments; Establish rapport to engage participants with services; and Contact/link participants with providers for homeless services.
3. SOAR Benefits Specialist (FTE) - PATH local provider staff must include at least one SSI/SSDI Outreach, Access, and Recovery (SOAR) Benefits Specialist who is responsible for assisting PATH participants with SSI/SSDI applications. Additional information is available at <https://soarworks.prainc.com/>. Duties include: Complete interviews with individuals to gather information to complete SSI/SSDI applications; Gather medical records and other information to complete SSI/SSDI applications; Write SOAR Medical Summary Reports for individual applications; Accompany individuals to appointments at the Social Security Administration; Coordinate visits to medical doctors, psychiatrists, and other specialists to obtain evidence for the application; Conduct follow up until benefits are approved and received.
4. Program Director (Match Requirement) - Provides administrative oversight for the PATH program and is responsible for supervising and monitoring all aspects of the program including ensuring correct staffing, providing quality assurance, responding to concerns and feedback from program participants, compiling and reporting program outcomes.
5. Intake Coordinator (PTE) - Completes Coordinated Entry intakes and data entry to assist with identifying participants' housing needs. (20% Match Requirement)

Staff Orientation and Training - Orientation and annual training shall be provided by the contractor to all contract staff. Training must include client rights, professional boundaries, abuse/neglect policy and reporting procedures, crisis intervention, accessing community resources, First Aid & CPR, management of aggressive behavior, street outreach guidelines, the contract statement of work, the program's policies and procedures, cultural competency, and multicultural sensitivity, as well as signs and symptoms of serious mental illnesses and substance use disorders. The contractor must train all contract personnel in the principles and service delivery techniques associated with the Recovery Oriented System of Care model which is a priority of SAMHSA. Contract staff shall be responsible for knowing the information provided through the following links:

<http://www.samhsa.gov/homelessness-programs-resources>

<http://www.samhsa.gov/homelessness-programs-resources/grant-programs-services/path>

<https://www.samhsa.gov/homelessness-programs-resources/grant-programs-services/soar>

Approach and Methodology

The Proposer should:

- Provide Proposer's understanding of the nature of the project/scope of services and how its proposal will best meet the needs of MHSD.
- Define its functional approach in identifying the tasks necessary to meet requirements.
- Define its functional approach in providing the services.
- Describe the approach to project management and quality assurance.
- Summarize methodology to track results.
- Provide a proposed project work plan that reflects the approach and methodology, tasks, and services to be performed, deliverables, timetables, and staffing.

Cost Information

The Proposer shall provide a 12-month budget (July 1, 2022 – June 30, 2023) detailing all project expenses for providing all proposed services. For information purposes, the Proposer shall provide the total estimated number of hours, by classification, for the Proposer's project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by a subcontractor (if applicable).

EVALUATION AND SELECTION

Evaluation Team

The evaluation of proposals will be accomplished by an evaluation team, to be designated by MHSD, which will determine the proposal most advantageous to MHSD, taking into consideration price and the other criteria factors set forth in the RFP.

Administrative and Mandatory Screening

All proposals will be reviewed to determine compliance with administrative and mandatory requirements as specified in the RFP. Proposals that are not in compliance will be rejected from further consideration.

Clarification of Proposals

MHSD reserves the right to seek clarification of any proposal to identify and eliminate minor irregularities or informalities.

Evaluation and Review

Proposals will be evaluated based on information provided in the proposal. The Evaluation Team will evaluate and score the proposals using the criteria and scoring as follows:

Criteria	Maximum Score
UNDERSTANDING OF THE PROJECT <ul style="list-style-type: none"> • Documented understanding of the purpose for which the proposal or offer is being made • Thoroughness of proposal 	20
PROJECT REQUIREMENTS <ul style="list-style-type: none"> • Organizational experience and work previously done in this area • Reference to job descriptions of key personnel 	15
FUNCTIONAL APPROACH & METHODOLOGY <ul style="list-style-type: none"> • Detailed description of work to be done • Detailed schedule or target dates for completion of each task 	20
ORGANIZATIONAL STRUCTURE <ul style="list-style-type: none"> • Appropriate number of qualified personnel allocated for project • Clearly depicted lines of authority 	15
BUDGET COST <ul style="list-style-type: none"> • Reasonable cost 	15
PROJECT EVALUATION <ul style="list-style-type: none"> • Description of project management and quality assurance plan • Description of tracking of results 	15
Total Score	100

Cost Evaluation

The Proposer with the lowest total cost shall receive 15 points. Other proposers shall receive cost points based upon the following formula.

$$BCS = (LPC/PC \times 15)$$

Where: BCS = Computed cost score (points) for proposer being evaluated
 LPC = Lowest proposed cost of all proposers
 PC = Total cost of proposer being evaluated

Announcement of Contractor

The Evaluation Team will compile the scores and make a recommendation to the Executive Director of MHSD based on the proposer with the highest score. MHSD will notify the successful Proposer and proceed to negotiate terms for final contract. Unsuccessful proposers will be notified in writing accordingly.

SUCCESSFUL CONTRACTOR REQUIREMENTS

Corporation Requirements

If the contractor is a corporation not incorporated under the laws of MHSD of Louisiana or resides from out of the State of Louisiana, the contractor shall have obtained a certificate of authority under R. S. 12:301-302 from the Secretary of State of Louisiana. If the contractor is a for-profit corporation whose stock is not publicly traded, the contractor shall ensure that a disclosure of ownership form has been properly filed with the Secretary of State of Louisiana.

Billing and Payment

Payment will be made upon receipt of approved cost reimbursement invoices and documentation to support the deliverables defined in this statement of work. Contractor shall not bill more than one-twelfth of the total contract amount per month unless prior approval to do so is granted by MHSD. All monthly invoices are due by the fifth (10th) day of the following month. Services must be billed on a typed invoice form completed by Contractor; original documents must be signed and dated in blue ink. Contractor shall not bill for work times and dates during which Contractor is receiving compensation from another private, state, or federal funding source. Supporting documentation shall include the unduplicated number of ~~persons~~ persons served during the month, the cumulative unduplicated number of persons served from the start of the contract, the proof of match requirement for the month of service on the invoice, and timesheet of hours worked by staff employed through this contract, and copies of paystubs. Contractor is obligated to submit a final invoice to MHSD within five (5) days after the termination date of contract.

Confidentiality

All financial, statistical, personal, technical, and other data and information relating to MHSD's operation which are designated confidential by MHSD and made available to the contractor to carry out this contract, or which become available to the contractor in carrying out this contract, shall be protected by the contractor from unauthorized use and disclosure through the observance of the same or more effective procedural requirements that are applicable to MHSD. The identification of all such confidential data and information as well as MHSD's procedural requirements for the protection of such data and information from unauthorized use and disclosure shall be provided by MHSD in writing to the contractor. If the methods and procedures employed by the contractor for the protection of the contractor's data and information are deemed by MHSD to be adequate for the protection of MHSD's confidential information, such methods and procedures may be used, with the written consent of MHSD, to carry out the intent of this paragraph. The contractor shall not be required under the provisions of the paragraph to keep confidential any data or information which is or becomes publicly available, is already rightfully in the contractor's possession, is independently developed by the contractor outside the scope of the contract or is rightfully obtained from third parties.

Under no circumstance shall the contractor discuss and/or release information to the media concerning this project without prior express written approval of MHSD.

ATTACHMENT 1: CERTIFICATION 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 and the method in which the documents are best delivered. Identify the Contact name and fill in the information below: (Print Clearly)

Date: _____

Official Contact Name: _____

Email Address: _____

Fax Number and Area Code: _____

Telephone Number and Area Code: _____

Street Address: _____

City, State, and Zip Code: _____

Proposer certifies that the above information is true and grants permission to MHSD to contact the above-named person or otherwise verify the information 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 complies with each of the mandatory requirements listed in the RFP and will meet or exceed the functional and technical requirements specified therein.
3. Proposer accepts the procedures, evaluation criteria, mandatory contract terms and conditions, and all other administrative requirements set forth in this RFP.
4. Proposer's quote is valid for at least 90 days from the date of proposal's signature below.
5. Proposer understands that if selected as the successful Proposer, he/she will have five (5) business days from the date of delivery of final contract in which to complete contract negotiations, if any, and execute the final contract document.
6. Proposer certifies, by signing and submitting a proposal for \$25,000 or more, 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. (A list of parties who have been suspended or debarred can be viewed via the internet at <https://www.sam.gov>).

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

1. The information contain in this 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: _____