

# Request for Proposal

DAY TREATMENT TO SERVE MEMBERS IN BRUNSWICK

COUNTY SCHOOLS- BOLIVIA ELEMENTARY SCHOOL

JUNE 26, 2020

This solicitation should not be interpreted as a contract (implicit, explicit, or implied), nor does it imply any form of agreement to any potential candidate. In addition, no inference should be made that Trillium will purchase and/or implement in the future any of the programs or services proposed by the respondents.



**Trillium**  
HEALTH RESOURCES

Transforming Lives. Building Community Well-Being.

201 W. First Street

Greenville, NC 27858-1132

## Contents

EXECUTIVE SUMMARY.....	3
GENERAL/BACKGROUND INFORMATION.....	3
SCOPE OF WORK.....	3
COMPLIANCE.....	4
ELIGIBILITY REQUIREMENTS.....	5
FORMATTING REQUIREMENTS.....	6
REQUIRED PROPOSAL COMPONENTS.....	6
PROPOSAL EVALUATION INFORMATION.....	8
ADMINISTRATIVE INFORMATION.....	8
TRILLIUM CONTACT INFORMATION.....	9
ATTACHMENTS.....	9



**ACCREDITED**

Health Network  
Expires 03/01/2022



**ACCREDITED**

Health  
Utilization  
Management  
Expires 03/01/2022



**ACCREDITED**

Health Call Center  
Expires 03/01/2022

## EXECUTIVE SUMMARY

Trillium Health Resources is a Local Management Entity (LME)/Managed Care Organization that oversees publicly funded mental health, substance use, and intellectual/developmental disability (I/DD) services for 26 counties in eastern North Carolina. The mission of Trillium is “transforming lives and building community well-being through partnership and proven solutions.”

The primary purpose of this RFP is to meet a need for Day Treatment services in **Brunswick County, specifically Bolivia Elementary School.**

## GENERAL/BACKGROUND INFORMATION

Trillium Health Resources has identified a need for a Day Treatment program in the Brunswick County school system located at Bolivia Elementary School.

Trillium will work closely with the selected provider(s) to ensure the services are being provided as clinically indicated. The provider must participate in routine monitoring by Trillium’s Network staff and additional reviews as needed to ensure compliance with State and Medicaid Standards.

Day Treatment is a structured treatment service in a licensed facility, for children or adolescents and their families, that builds on strengths and addresses identified needs. This medically necessary service directly addresses the beneficiary’s diagnostic and clinical needs, which are evidenced by the presence of a diagnosable mental, behavioral, or emotional disturbance (as defined by the DSM-5, or any subsequent editions of this reference material), with symptoms and effects documented in a comprehensive clinical assessment and the Person Centered Plan.

This service is designed to serve children who, as a result of their mental health or substance use disorder treatment needs, are unable to benefit from participation in academic or vocational services at a developmentally appropriate level in a traditional school or work setting. The provider(s) will implement therapeutic interventions that are coordinated with the beneficiary’s academic or vocational services available through enrollment in an educational setting. Day Treatment will be provided in a licensed program that shall be licensed under 10A NCAC 27G.140 or 10A NCAC 27G.3700.

## SCOPE OF WORK

The goal of this RFP is the successful recruitment of a Day Treatment Provider in the following county school system: **Brunswick County-Bolivia Elementary School.**

Trillium Health Resources will provide Medicaid funding for this service. There are no start-up funds available.

Applicants must be a current fully contracted in-network provider with Trillium Health Resources and meet all requirements of the Day Treatment Program Service Definition.

Applicants who are providing School-Based Therapy in the same county are also eligible to apply for Day Treatment services in the same county.

## COMPLIANCE

The selected provider MUST agree to:

1. Complete steps to demonstrate readiness to provide these services effective **with a start date August 17, 2020 for the upcoming 2020-2021 school year:**
  - a. Hire and train:
    - i. Director- must meet Qualified Professional (QP) status with a minimum of two years' experience in child and adolescent mental health or substance abuse treatment services, and must be actively involved in program development, implementation, and service delivery. This individual may serve as one of the QPs in the Day Treatment program staffing ratio.
    - ii. A minimum of one (1) Full Time Eligible (FTE) Qualified Professional (QP), per six children with the following qualifications: the knowledge, skills, and abilities required by the population and age to be served, and must be actively involved in service delivery (for example, a program with four beneficiaries needs one FTE QP, a program with seven beneficiaries needs two FTE QPs, and a program with 19 beneficiaries needs 4 FTE QPs).
    - iii. A minimum of one (1) additional FTE (QP, Associate Professional, or Paraprofessional) for every 18 enrolled members beginning with the 18th enrolled member (for example, a program with 17 members does not need the additional FTE; a program with 21 members needs one additional FTE; and a program with 36 members needs two additional FTEs).
    - iv. A minimum of a .5 of a full time dedicated licensed professional for every 18 enrolled beneficiaries. This individual must be actively involved in service delivery. An associate level licensed professional who fills this position must be fully licensed within 30 months from the effective date of this policy. For associate level licensed professionals hired after the effective date of this policy, the 30-month timeline begins at date of hire. For substance use disorder focused programs, the licensed professional must be a Licensed Clinical Addiction Specialist (LCAS) (For example, a program with 10 beneficiaries needs one .5 LP; a program with 19 beneficiaries needs one full time LP).
  - b. Obtain required licensure with DHSR.
  - c. Obtain all equipment needed for provision of services.
  - d. Show proof of all trainings outlined in Clinical Coverage Policy 8-A.

2. Provide weekly updates on progress to the Trillium Project Coordinator until the project is complete and service provision has been implemented. Updates are to be provided via email to the Project Coordinator.
3. Comply fully with the following:
  - a. Clinical Coverage Policy 8-A
  - b. 10A NCAC 27G
  - c. APSM 45-2: "Records Management and Documentation Manual"
  - d. APSM 95-2: "Clients Rights Rules in Community Mental Health, Developmental Disabilities and Substance Abuse Services"
  - e. 42 CFR, Part 2
  - f. HIPAA
  - g. Maintaining Accreditation
  - h. Any applicable local, state, and federal regulations
  - i. Trillium Health Resources Benefit Plan
  - j. Submission of Treatment Authorization Requests (TARs) and claims in accordance with the Medicaid Benefit Plan
  - k. Person Centered Plan Instruction Manual
  - l. The Trillium Health Resources Provider Manual
4. Be established as a legally constituted entity capable of meeting all the requirements of the Provider Certification, Communication Bulletins, and Service Implementation Standards;
5. Comply with all applicable federal and state requirements. This includes the North Carolina Department of Health and Human Services Statutes, Rules, Policies, Communication Bulletins, and other published instructions.
6. Comply with the North Carolina Health Information Exchange Authority (NC HIEA) Healthcare provider information exchange guidelines and implementation timelines documented here <https://hiea.nc.gov/>

## ELIGIBILITY REQUIREMENTS

- 🌱 Applicant must be a current, fully contracted Trillium in-network provider.
- 🌱 Applicant must be directly enrolled with Medicaid and have their own Medicaid Provider Number (MPN) and National Provider Identifier (NPI). This includes enrollment in NC Tracks.
- 🌱 Applicant has not had any sanction(s) issued including but not limited to the following:
  1. MCO/LME: Contract Termination or Suspension, Referral Freeze, Unresolved Plan of Correction, Outstanding Overpayment, Prepayment Review, Payment Suspension.

2. DHB: Contract Termination or Suspension, Payment Suspension, Prepayment review, Outstanding Final Overpayment.
  3. DMH/DD/SAS: Revocation, Unresolved Plan of Correction.
  4. DHSR: Unresolved Type A or B penalty under Article 3, Active Suspension of Admissions, Active Summary Suspension, Active Notice of Revocation or Revocation in Effect.
  5. U.S. Internal Revenue Service/NC Department of Revenue: Unresolved tax or payroll liabilities.
  6. NC Secretary of State: Administrative Dissolution, Revocation of Authority, Notice of Grounds for other reason, Revenue Suspension. Providers organized as a corporate entity must have a "Current – Active" registration with the NC Secretary of State.
  7. Boards of Licensure or Certification for the applicable Scope of Practice.
- 🌱 Selected provider must adhere to all program, staffing, and training requirements set forth in 10A NCAC 27G.
  - 🌱 Selected provider must adhere to all regulatory requirements listed in the above "Compliance" section.

## FORMATTING REQUIREMENTS



















Trillium's goal is to review all proposals. However, this goal must be balanced against Trillium's obligation to ensure equitable treatment of the received proposals. **For this reason, Trillium has established the following formatting requirements. If the applicant does not adhere to these requirements, the proposal will be rejected and returned to the agency without review.**

- 🌱 All proposals must be submitted electronically through the [Application Link](#)
- 🌱 Any attachment pages must be typed in black, double-spaced, using a font of Times New Roman 12, with 1" margins.
- 🌱 Any specified page limits cannot be exceeded.
- 🌱 Applicants must use the sections/headings listed under Required Proposal and place the required information in the correct section.
- 🌱 Black print should be used throughout your application, including any charts and graphs.
- 🌱 Materials with printing on both sides will be excluded from review.
- 🌱 Attached pages should be clearly labeled and numbered consecutively from beginning to end, so that information can be located easily.

## REQUIRED PROPOSAL COMPONENTS

Please complete the online application to provide responses to the following questions.

- 🌱 Introduction

-  Describe why you believe that your agency, from a business, professional, clinical, administrative, financial, and technical prospective should be awarded a contract for the service requested?
-  Applicant must disclose any sanctions, past, or pending, under the Medicare and/or Medicaid Programs, including paybacks, lawsuits, insurance claims or payouts, and disciplinary actions of the applicable licensure boards, or adverse actions by regulatory agencies within the past five years.
-  Project Plan
-  Provide a project plan which includes how Day Treatment services will be implemented.
-  Provide a timeline for the services proposed, with an effective date of August 17, 2020. This timeline should include the following:
-  All activities required to accomplish the key objectives of the project.
-  Target dates for the proposed activities, where applicable.
-  Information on the proposed start and completion dates of the key objectives and activities.
-  Technical Specifications including any equipment, software, facility impact etc., if applicable.
-  Installation and Maintenance Plans, if applicable.
-  Project Management, including Performance Management and Security/Fault Management, if applicable.
-  Education/Training and Supervision of Staff
-  Discuss any curricula that will be used to enhance the Day Treatment program, including any evidenced-based or best practices.
-  Describe how the agency will measure outcomes for members who participate in Day Treatment services.
-  Attachments Required
  -  1. Cover Letter (attachment )-Letter must be signed by an officer of the company- There is a one (1)-page limit for this document
  -  2. Three external references from members and/or families who have received similar services within the past five years. Offers proposing to use subcontractors for significant portions of the scope of work must also include three external references for each subcontractor.
  -  3. Complete copies of the organization's last fiscal year's financials including: the audit opinion, the balance sheet, statements of income, retained earnings, cash flows, management letters, and the notes to the financial statements OR If independently audited financial statements do not exist, the provider/vendor should state the reason and submit sufficient information to be evaluated.

4. Organizational Flow Chart up to the ultimate owner of the holding company shall be provided; list of all parent, sister, and subsidiary entities in the entire chain of ownership. Must also include key personnel who will provide Day Treatment.
5. Provide a Budget that outlines all available revenue streams.
6. Copy of Accreditation certification (if applicable)

## PROPOSAL EVALUATION INFORMATION

- 🌱 All proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further review.
- 🌱 Trillium staff may contact the provider/vendor for clarification on any response.
- 🌱 Responsive proposals will be evaluated on the factors that have been assigned a point value. The responsible provider(s)/vendor(s) with the highest score(s) will be selected as a finalist or the finalist based upon the proposals submitted.
- 🌱 It is Trillium's intent to award this service to the most qualified applicant(s), though Trillium reserves the unlimited right to not make an award based upon this RFP.
- 🌱 Finalist providers/vendors may be asked to submit revised proposals or make a presentation for the purpose of obtaining best and final offers. If so, points will be recalculated accordingly, and points awarded will be added to the previously assigned points to attain final scores.
- 🌱 The responsible provider/vendor whose proposal is most advantageous to Trillium, taking into consideration the evaluation factors, will be recommended for contract award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of overall score.
- 🌱 Recommendations will then be made to Executive Management who has the final decision-making authority.

## ADMINISTRATIVE INFORMATION

### Timeline

Questions & Answer (Q&A) Submission Deadline Please use the link to submit <a href="#">Questions</a>	July 1, 2020
Q&A results posted on Trillium website	July 7, 2020
<b>Proposal Submission Deadline</b>	July 13, 2020
RFP Award Notification	July 17, 2020
Date work to begin (projected)	August 17, 2020

\*\*\*All timelines are tentative and subject to change



Written questions concerning this RFP will be received via the [Questions](#) link and must be received by **July 1, 2020** at 11:59 PM Eastern Daylight Time.

It is important that all interested applicants for this application periodically check Trillium's website, [www.trilliumhealthresources.org](http://www.trilliumhealthresources.org), for any updates that may be issued prior to the application closing date.

### **Award Notices**

- 🌱 All applicants will receive notification from Trillium when awards are determined via posting all awards to the Trillium Health Resources webpage.

### **Administrative Requirements**

- 🌱 The providers awarded the RFP must comply with all terms and conditions of the awarded contract. These terms and conditions will be provided in the award contract for signature.
- 🌱 The awardee will be held accountable for the information provided in the proposal relating to performance targets. Trillium will consider the provider's progress in meeting goals, objectives and schedules based on the contracted criteria. Failure to meet stated goals, objectives and schedules may result in suspension or termination of the contract, or in reduction, withholding and/or repayment of funding.

## **TRILLIUM CONTACT INFORMATION**

**For technical questions related to submission of the electronic application contact:**

Department: Network Services Support  
Address: 201 W First St, Greenville NC 27858  
Phone Number: 866-998-2597  
Email Address: [NetworkServicesSupport@TrilliumNC.org](mailto:NetworkServicesSupport@TrilliumNC.org)

## **ATTACHMENTS**

All attachments are to be labeled and all pages should be consecutively numbered in order to avoid confusion.