

Request For Proposal

OUTPATIENT OPIOID TREATMENT PROGRAM

DECEMBER 2022

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.



Transforming Lives. Building Community Well-Being.

201 West First Street

Greenville, NC 27858-1132

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EXECUTIVE SUMMARY

Trillium Health Resources is a Local Management Entity (LME)/Managed Care Organization (MCO) that oversees publicly funded behavioral health, substance use, and intellectual/developmental disability services for 28 counties in eastern NC. The mission of Trillium Health Resources is “Transforming lives and building community well-being through partnership and proven solutions.”

The primary purpose of this RFP is to invite service providers to submit a proposal for the implementation of an Opioid Treatment Program in Onslow County. Proposals will be scored based on required components listed in this RFP, and the highest scoring provider will be considered for a full Medicaid contract for Opioid Treatment Program in Onslow County.

GENERAL/BACKGROUND INFORMATION

Trillium has identified a need for an Opioid Treatment Program in Onslow. Trillium will support the expansion of services in this county with Medicaid funding and work closely with the selected provider to ensure that the service is being provided as clinically indicated.

This RFP opportunity is open to providers with experience in operating Opioid Treatment Programs.

SCOPE OF WORK

The goal of the RFP is to recruit and develop an Outpatient Opioid Treatment Program in Onslow County; no other counties may be targeted for this selected RFP. The Opioid Treatment Program will specifically target the adult population as specified in Clinical Coverage Policy 8A and is required to be licensed under 10A NCAC 27G .3600. Trillium will provide Medicaid funding. There are no startup funds available.

COMPLIANCE

The selected provider MUST agree to:

1. Comply fully with the following:
 - a. Clinical Coverage Policy 8A: “Outpatient Opioid Treatment”
 - b. APSM 45-2: “Records Management and Documentation Manual”
 - c. APSM 95-2: “Clients Rights Rules in Community Mental Health, Developmental Disabilities and Substance Abuse Services”
 - d. 42 CFR, PART 2

- e. HIPAA
- f. Maintain Accreditation
- g. Any applicable local, state and federal regulations
- h. Trillium Health Resources Benefit Plan
- i. Submissions of TARs and claims in accordance with the Medicaid Benefit Plan
- j. PCP Instructional Manual
- k. The Trillium Health Resources Provider Manual
- l. The North Carolina Information Exchange Authority (NCHIEA) Healthcare provider information exchange guidelines and implementation timelines documented here <https://hiea.nc.gov/>.

2. Complete steps to demonstrate readiness to provide these services:

- a. Obtain licensure from Division of Health Service Regulation.
- b. Hire and/or train required staff.
- c. Obtain equipment needed for provision of services.
- d. Develop protocols/procedures in your agency's standard format to ensure that the Outpatient Opioid Treatment service is provided in compliance with Clinical Coverage Policy 8A.

3. Provide weekly updates on progress to the Trillium Network Development Coordinator until the project is complete and the service has been implemented.


ADMINISTRATIVE REQUIREMENTS

- 🌱 The organization awarded the RFP must comply with all terms and conditions of the awarded contract.
- 🌱 The awardee will be held accountable for the information provided in the proposal relating to performance targets. Trillium will consider the organization'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 award/contract, or in reduction, withholding and/or repayment of funding.


TIMELINE/SCHEDULE REQUIREMENTS

TIMELINE

Question & Answer (Q&A) Submission Deadline (Submit using Questions link)	January 6, 2023
Q&A Results Posted on Trillium's Website	January 20, 2023
Proposed Submission Deadline	February 1, 2023
RFP Award Notification	March 6, 2023







-  It is important that all interested agencies on this proposal periodically check Trillium website, www.trilliumhealthresources.org, for any update that may be issued prior to the proposal closing date.

AWARD NOTICES

-  Notification of award will be posted on the Trillium Health Resources webpage once a decision is made.

ELIGIBILITY REQUIREMENTS

Applicants must meet the following requirements:

-  Be enrolled in NC Tracks;
-  Have current national accreditation;
-  Demonstrate experience in operating successful Opioid Treatment Programs and provide data related to outcomes;
-  Adhere to all program, staffing and training requirements set forth in Clinical Coverage Policy 8A: "Outpatient Opioid Treatment";
-  Adhere to DHR licensure requirements set forth in 10A NCAC 27G .3600.
-  Be without sanction(s), including but not limited to the following:
 - 1.** LME/MCO: Contract termination or suspension, referral freeze, unresolved Plan of Correction, outstanding overpayment, prepayment review, and/or payment suspension;
 - 2.** DHB: Contract termination or suspension, prepayment review, and/or outstanding final overpayment;
 - 3.** DMH/DD/SAS: Revocation and/or 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. US Internal Revenue Service or 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, and/or Revenue Suspension. Providers organized as a Corporate entity must have a "Current – Active" registration with the NC Secretary of State;
- 🌱 Adhere to all programming, staffing, and training requirements set forth in 10A NCAC 27G.

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. Applicants must adhere to these requirements or the proposal will be screened out and returned without review.**

- 🌱 All proposals must be submitted electronically through [Onslow Co OTP RFP Application](#), Trillium's Solicitation Portal.
- 🌱 Applicants must use the sections/headings listed under Required Proposal and place the required information in the correct section.
- 🌱 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

Complete the online application found at the following application link: [Onslow Co OTP RFP Application](#). The following must be included as attachments in order of list:

- 🌱 Cover Letter
 - Summary of proposed project and intent to submit proposal
 - Summary description of strategy/plan and how it meets project goals and measurable objectives
 - Letter must be signed by an **officer** of the company

- ▲ **Three (3) external references** – each should describe the quality of services provided by your agency in OTP or other similar programs within the last 5 years.

- ▲ **Project Plan**

- Description of what is being proposed and how it will be accomplished, as related to the intent of the RFP and performance measures identified.
- Schedule/timeline for the service or project, which will serve as the basis for monitoring progress and adjusting activities as necessary, including:
 - All activities required to accomplish the key objectives of the project.
 - Target dates for the proposed activities, where appropriate.
 - Information on the proposed start and completion dates of the key objectives and activities.
- Technical Specification: Include 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.

- ▲ **Personnel Information**

- Provide comprehensive chart of personnel positions for the project/service, including the CEO any other executive/leadership positions, to reflect the role of each position, their level of effort and qualifications.
- Personnel charts for any subcontractors used, if applicable.

- ▲ **Licensing and/or bonding information**

- ▲ **Financial Information**

- 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 (Attachment C) OR
- If independently audited financial statements do not exist, the provider/vendor should state the reason and submit sufficient information to be evaluated.

- ▲ **Budget**

- Line Item Budget
 - The budget should be complete and include all the costs of any personnel, supplies, and activities required by the service or project.
 - Ensure that the service or project is feasible within the budget created.
 - Make sure the budget is reasonable and is based on actual costs.

Detailed Budget Narrative






- The budget narrative must describe each budget item and relate it to the appropriate service/project activity.
- It must closely follow the content of the budget, provide justification for all proposed costs (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable.
- The narrative must explain how any fringe benefits were calculated, how any travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs, if applicable, were calculated.

Data Collection and Performance Measurement

- Documentation of the provider's/vendor's ability to collect and report on the required performance measures as specified in this RFP.
- Description of the plan for any required data collection, management, analysis and reporting, if applicable.
- Description of the plan for conducting the performance assessment as specified in this RFP.

Copy of Accreditation Certificate

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 may contact the Provider/Vendor for clarification of any response.
-  Responsive proposals will be evaluated on the factors that have been assigned a point value. The proposal will be reviewed and scored according to the quality of your response to the requirements. 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.
-  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 are made to Executive Management who has the final decision-making authority.

ADMINISTRATIVE INFORMATION

AWARD NOTICES

All organizations will receive notification from Trillium when awards are determined.

ADMINISTRATIVE REQUIREMENTS

The organization 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 organization'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

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