

# Request for Proposal

FOR OUTPATIENT OPIOID TREATMENT PROGRAM

SEPTEMBER 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 West First Street  
Greenville, NC 27858-5872

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**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 (MCO) that oversees publicly funded behavioral health, substance use, and intellectual/developmental disability services for 26 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 into the provider network for Pitt County.

## GENERAL/BACKGROUND INFORMATION

We have identified a need for an Opioid Treatment Program in Pitt County within the Central Region of the Trillium Catchment for the adult population. Trillium Health Resources will support the expansion of services in this county with Medicaid and State funding. Trillium Health Resources will work closely with the selected provider to ensure that the service is being provided as clinically indicated.

This RFP opportunity is open to In-Network 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 Pitt County; no other counties may be targeted for this selected RFP. Trillium Health Resources will provide Medicaid and State funding. There are no startup funds available.

## ELIGIBILITY REQUIREMENTS

Applicants must meet the following requirements:

- ▲ Be a fully contracted, in-network provider and 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”;

- ▲ 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.

## 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. The 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 Project Coordinator until the project is complete and the service has been implemented.
- ▲ If the selected provider is unable to comply with the award/contract requirements, Trillium Health Resources has the right to terminate the contract for Opioid Treatment Program site or service and recoup funds, if applicable.

## 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 you do not adhere to these requirements, your proposal will be screened out and returned to you without review.**

- ▲ All proposals must be submitted electronically through Trillium's Solicitation Portal, found at: [Application Link](#).
- ▲ Any attachments must be typed in black, double-spaced, with a font of Times New Roman 12, with 1" margins.
- ▲ Any specified page limits cannot be exceeded.
- ▲ Materials with printing on both sides will be excluded from review.
- ▲ Attached pages should be clearly labeled and numbered consecutively so the information can be located easily.

## REQUIRED PROPOSAL COMPONENTS

The following questions will require answers pertaining to your agency's RFP response in the completed online application:

- ▲ **Introduction**
  - ▲ Cover Letter signed by an officer of the company
  - ▲ Justification for Award
  - ▲ Sanction Disclosure

## 🌱 Project Narrative

### ○ Section A: Company/Organizational Information

- 📈 Description of the company and professional history
- 📈 Outcome Data to demonstrate success of Opioid Treatment Programs in current operation
- 📈 Three external references describing the quality of services provided by your agency in OTP or other similar programs

### ○ Section B: Project Plan

- 📈 Project Plan Description
- 📈 Project Timeline

### ○ Section C: Personnel

- 📈 Organizational Chart
- 📈 Job Descriptions for Key Personnel

### ○ Section D: Financial

- 📈 Organization's last fiscal year's financials
- 📈 Line Item Budget
- 📈 Detailed Budget Narrative

### ○ Section E: Verification of Accreditation

- 📈 Copy of Accreditation Certificate

## PROPOSAL EVALUATION INFORMATION

- 🌱 All proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. If all requirements are not met, the proposal will not be considered for further review or award.
- 🌱 The Trillium point of contact may contact the Provider for clarification of any response.
- 🌱 Complete 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 the response to the requirements in Sections A-E. The responsible Provider with the highest score(s) will be selected as a finalist or the finalist based upon the proposals submitted.
- 🌱 Finalist providers 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 obtain final scores.
- 🌱 The responsible provider 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

### Timeline

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

|  |                    |
|--|--------------------|
| Question & Answer (Q&A) Submission Deadline<br>(Submit using <a href="#">Questions</a> link) | September 21, 2020 |
| Q&A Results Posted on Trillium's Website   | September 28, 2020 |
| Proposed Submission Deadline   | October 5, 2020    |
| RFP Award Notification   | November 11, 2020  |

- It is important that all interested agencies on this proposal periodically check Trillium website, [www.trilliumhealthresources.org](http://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.

### 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 offer.
- 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.

## TRILLIUM CONTACT INFORMATION

For technical questions about RFP submission related to use of the online application can be submitted to [NetworkServicesSupport@TrilliumNC.org](mailto:NetworkServicesSupport@TrilliumNC.org).