

**ARMSTRONG-INDIANA COUNTIES BEHAVIORAL HEALTH AND  
DEVELOPMENTAL PROGRAM  
IN PARTNERSHIP WITH SOUTHWEST BEHAVIORAL HEALTH MANAGEMENT  
AND CARELON HEALTH OF PA**

**ISSUE THIS REQUEST FOR PROPOSALS (RFP)**

**FOR PARTIES INTERESTED IN WORKING WITH ARMSTRONG AND INDIANA  
COUNTIES TO DEVELOP ONE-TO-ONE CENTER BASED INTENSIVE  
BEHAVIORAL HEALTH SERVICES (#242024)**

***INSTRUCTIONS FOR SUBMISSION:***

***All completed RFPs must be submitted as follows:***

Electronic Delivery
Email a PDF copy of the signed RFP to: <a href="mailto:RFPResponse@swsix.com">RFPResponse@swsix.com</a>
Please type the title of the RFP and your organization's name in the subject line.

***All pages of the proposal must be numbered.***

***THIS IS A STANDING RFP – THERE IS NO CURRENT END DATE. THE MH ADMINISTRATION WILL REMOVE THIS RFP FROM THE SBHM WEBSITE WHEN THE NEED HAS BEEN MET.***

Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Submitted by: *(Please Print Name & Title)*

\_\_\_\_\_

*(Signature)* \_\_\_\_\_ Date: \_\_\_\_\_

## **BACKGROUND**

Intensive Behavioral Health Services (IBHS) are an array of therapeutic behavioral health interventions and supports provided to children, youth or young adults (up to the age of 21 years) in the home, school or other community setting. IBHS were developed in response to an identified statewide need for services that better meet the treatment needs of children, youth and young adults struggling with mental health disorders.

IBH services include Individual services, Group services and Applied Behavioral Analysis (ABA) services, and any of the Evidence Based Practice models listed by the state that can be provided within those services. IBHS are used to support the behavioral health needs of children, youth and young adults in the natural environments where they live, learn and play. The environment where individual services, ABA services, or group services are delivered should be the least restrictive environment where a child, youth or young adult can reasonably be expected to achieve success.

The regulations specify that IBHS may be delivered in home or community-based, clinically appropriate settings as identified in the written order and individual treatment plan and that group services may also be delivered in a community like setting. In some instances, the provision of one-to-one individual services or ABA services in a youth's, or young adult's natural environment may not best address their behavioral health needs. In such instances it may be clinically appropriate to provide medically necessary individual services or ABA services at a provider's licensed location.

These one-to-one individual and ABA services at a center, or Center-Based services are able to be provided under the June 24, 2022 *Bulletin OMHSAS-22-03* UPDATED: *Provision of One-to-One Intensive Behavioral Health Services in a Licensed Location*. In some instances, the provision of one-to-one individual services or ABA services in a child's, youth's, or young adult's natural environment may not meet the child's, youth's or young adult's behavioral health needs. In such instances it may be clinically appropriate to provide medically necessary individual services or ABA services at a provider's licensed location. Because these are services that are being provided to children, youth or young adults, the areas in the provider location where services are being provided should be age and developmentally appropriate and community like. A community like setting is a setting that simulates a natural and normal setting for a child, youth or young adult. Services provided at a provider's location are sometimes referred to as center-based services. These Center-Based services should only be provided for the amount of time required to enable the individual to acquire skills that will allow them to transition to services in the home or community.

Armstrong and Indiana Counties are seeking responses to this RFP from licensed IBHS providers who are interested in working directly with their staff and Carelon Health of PA (Carelon) representatives, to develop or expand a Center-Based service to meet the unique needs of their youth. Because this will be a program that is designed specifically to meet the needs of Armstrong and Indiana Counties Medical Assistance eligible youth, **it is expected that providers work with the Counties and Carelon to develop this unique program prior to submitting the required Attachment A to OMHSAS for approval.**

In order to respond to this RFP, the responding provider agency must have a licensed IBHS facility geographically located in the Commonwealth of Pennsylvania.

**The award resulting from this RFP does not ensure that the need is sufficient to support the development and/or sustainability of this service.**

Armstrong and Indiana Counties are committed to ensuring that all children, youth, and young adults have the opportunity to receive high quality, strengths-based treatment services that best meet their individual treatment needs. This commitment is the foundation of their desire to identify a qualified and experienced provider willing to work closely with the Counties to develop a program that will meet the unique needs of their children and youth.

**TARGET POPULATION**

The target population for the 1:1 Center-Based program is children and adolescents up to 21 who may display behaviors and/or skill deficits that interfere with the ability to function in their natural environment. Behaviors can include self-injurious behaviors, tantrum behaviors, aggression, and poor emotional regulation. Skill deficits include delayed language, play and social skills. Children will have a mental health diagnosis that may include but is not limited to Autism Spectrum Disorder, ADHD, Anxiety disorders, Oppositional Defiant Disorders, Conduct disorders.

The target population is individuals with behavioral health disorder diagnoses listed in the most recent version of the DSM, made by a licensed physician, licensed psychologist, certified nurse practitioner or other licensed professionals whose scope of practice includes the diagnosis of behavioral health disorders.

**All services provided for these levels of care must adhere to all applicable and relevant federal, state and local standards, bulletins and regulations.**

**MINIMUM QUALIFICATIONS**

All applicants **must** meet the following minimum qualifications to be considered for this procurement process:

1. Must currently be an agency eligible to provide Medical Assistance covered IBH services to Pennsylvania residents.
2. Must have a current physical facility location within the Commonwealth of Pennsylvania and be willing to establish a licensed location within Armstrong or Indiana Counties.
3. Must be willing to work directly with the Counties and Carelon staff to develop a Center Based program that will meet the unique needs of residents.

## **PREFERRED QUALIFICATIONS:**

1. Have a minimum of five (5) years' experience in providing child and adolescent mental health services to the target population identified in this RFP.
2. Possess a solid knowledge of the mental health services, as well as other treatment and community services and supports available for youth and their families in Armstrong and Indiana Counties.
3. Have experience building collaborative relationships to ensure open and willing communication with schools and other human service agencies.

## **INTENT**

It is the intent of Armstrong and Indiana Counties, Carelon and SBHM (hereinafter referred to as the Partners) to solicit proposals with the intention of developing a program. This notwithstanding, any proposal shall be submitted with the following expressed understanding:

- This Request for Proposals is not subject to the competitive bidding process and any contract entered into as a result of any proposal will not be based on the concept of the "lowest cost applicant";
- The Partners have the right to reject any and all proposals at any time during the process;
- The Partners reserve the right to reject any applicant that does not sufficiently document that they meet the minimum qualifications to respond to this RFP;
- The Partners may modify the selection process or the scope of the project or the required responses at any time;
- All costs of developing proposals and any subsequent expenses relating to contract negotiations and/or issuance of a contract are entirely the responsibility of the applicant and may not be charged to any of the Partners.

## **INCURRING COSTS**

The Partners are not liable for any costs incurred by applicants for work performed in preparation of a response to this RFP.

## **PROPOSAL REVIEW**

The Partners reserve the right to reject any and all proposals received as a result of this RFP and to negotiate separately with competing applicants. If proposals are unacceptable, the Partners reserve the right to reject the proposal. The Partners also reserve the right to reject a proposal at any time during the process. The proposal and all the materials submitted with the proposal will become the property of Carelon Health of PA, upon submission.

All proposals will be reviewed and scored by a selection committee. Individual committee member scores for each proposal will be combined to create a total overall score for the provider's response. Total scores earned by each proposal are required to meet the minimum threshold for points achieved in order to be considered for program awards. For this RFP, all proposals must score a minimum of 65% of the total available points available in order to be

considered for the program award. Proposals who do not score at or above the required 65% will not be considered.

***Ex: 190 points \* 5 scoring committee members = 950 total available points. 950 \* .65 = 617 points minimum score to be considered.***

## **SELECTION/REJECTION PROCEDURE**

Applicants whose proposals are selected will be notified in writing regarding their selection. Applicants whose proposals are not selected will also be notified in writing by Carelon. Applicants responding to this RFP will not receive any information on the quality of their responses or the selection process.

## **RFP AWARD CONDITIONS**

Following award of the RFP, in order to secure a contract with Carelon for payment of any part of this service, the provider must be able to complete the following steps. If the chosen provider cannot complete any of these steps, they will be determined ineligible to continue the process:

- Provide documentation of a current PA license for IBHS from the Office of Mental Health and Substance Abuse Services (OMHSAS).
- Provide documentation of MA enrollment and the appropriate PROMISE numbers for IBH services;
- Work with the Counties and Carelon staff to develop a program that will meet the unique mental health treatment needs of Armstrong and Indiana Counties children and youth.
- Upon completion of the development of the program, receive County and Carelon support for the agency's Clinical Program Description of the proposed program;
- Receive approval from OMHSAS on their Center-Based Attachment A, found at this link; [Attachment A: Additional Information for Service Descriptions for IBHS Agencies that Intend to Provide One-to-One Service in a Center - Updated 6/28/22](#)
- Secure a Center-Based contract from Carelon for these services.

***The award resulting from this RFP does not ensure that the need is sufficient to support the development and/or sustainability of this service.***

## **UPON AWARD**

- The provider will be afforded the opportunity to work with the Counties and Carelon to develop a unique Center-Based IBHS program for Armstrong and Indiana Counties.

***There is no commitment by the Partners beyond what is directly stated in this RFP.***

Questions pertaining strictly to information contained in the RFP may be submitted in writing via email to:

[RFPQuestions@swsix.com](mailto:RFPQuestions@swsix.com)

Responses to all questions received in writing will be posted on the SBHM RFP website the following week. Continue to check the website daily at:

[Home - Southwest Behavioral Health Management](#)

## **DIRECTIONS**

1. Be sure your agency meets all the minimum qualifications prior to completing your response;
2. Respond to the questions in the sequence that they appear in the RFP and as completely as possible;
3. All questions must be answered in full. Providers who fail to adequately respond to the question or those which direct the reader to refer to other answers in the proposal or attached documents, with no other content, will receive a ZERO for that response.
4. There is no page limit to responses;
5. All responses must be typed using 12-point font;
6. Additional supporting or requested documentation should be attached as Appendices.

## **REQUEST FOR PROPOSALS**

Please respond to the following questions:

1. Please describe in detail your agency's background and experience in serving children, youth and young adults and their families struggling with mental health issues. Explain how this experience will enable your agency to work with the Counties and Carelon to design and develop a successful Center-Based Pilot program. Please include experience specific to the target population. (30 pts)
2. Please briefly describe your current thoughts on the necessary clinical/treatment components your agency feels should be included in a Center-Based IBHS program. Briefly describe these components and how they could be utilized to achieve treatment benefits for the target population. Explain how you will ensure family engagement in the center-based services. We are NOT seeking a complete program description – this will be developed in conjunction with the Counties and Carelon. Simply describe the key clinical components your agency feels would be needed in serving this target population for this level of care. (40 pts total)

3. At this time, Armstrong and Indiana Counties have not identified an unmet need within their service system supporting the development of this service. As a responding provider agency, your agency bears the burden to ensure the community's need is sufficient to sustain your proposed program. Please outline how your agency has determined and documented an unmet need in Armstrong and Indiana Counties for this program and describe your agency's sustainability plan for this service. (20 pts)
4. As you are aware, there is a current workforce shortage within the human services field in this region. Please describe in detail how your organization has achieved success with staff recruitment and retention over the past three (3) years, with particular attention to the previous year. Include data and outcomes to support your narrative. Outline your agency's short- and long-term plans for recruitment and retention of the type of staff that would be needed in this level of care. (30 pts)
5. Describe your experience in collaborating and coordinating with other community service agencies, schools, collateral organizations and counties. Describe how you will collaborate with these types of agencies/services to ensure the needs of the children and youth are fully met. Describe your level of commitment to participation in Armstrong or Indiana Counties Provider Meetings and working with these counties to develop an effective referral process for services. (15 pts)
6. Describe your agency's commitment to the concepts of recovery and resiliency. Explain how you intend to ensure an ongoing focus on the concepts of recovery and resiliency vs. program/treatment dependence. (10 pts)

**END OF RFP**

**Total points: 145**