

**WASHINGTON COUNTY, IN PARTNERSHIP WITH SOUTHWEST BEHAVIORAL
HEALTH MANAGEMENT, INC. (SBHM)
AND CARELON HEALTH OF PA (CARELON)**

HAVE ISSUED THIS REQUEST FOR PROPOSAL (RFP)

FOR THE DEVELOPMENT OF

SUBSTANCE USE DISORDER OUTPATIENT CLINIC SERVICES FOR ADULTS AND

ADOLESCENTS, TO INCLUDE INTENSIVE OUTPATIENT SERVICES AND

SERVICES FOR ADOLESCENTS IN AN ALTERNATIVE SETTING

ASAM Levels 1 and 2.1 (#032026)

INSTRUCTIONS FOR SUBMISSION:

All completed RFPs must be submitted through the following means.

Electronic Delivery
Email a PDF copy of the signed RFP to: RFPresponse@swsix.com
Please type the title of the RFP and your organization's name in the subject line.

Proposals must be received by 4:00 p.m., on July 31, 2026.

All pages of the proposal must be numbered.

Please submit the following information:

Agency Name: _____

Address: _____

Telephone: _____ Fax: _____

Email: _____ Contact Person: _____

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

(Signature) _____ Date: _____

PLEASE READ THIS DOCUMENT IN ITS ENTIRETY BEFORE RESPONDING. ANY APPLICANT'S FAILURE TO FOLLOW THE DETAILED INSTRUCTIONS OR PROVIDE ALL REQUIRED ATTACHMENTS WILL AUTOMATICALLY EXCLUDE THAT APPLICATION FROM COMMITTEE REVIEW AND SCORING. THERE WILL BE NO EXCEPTIONS.

BACKGROUND

The Washington County Single County Authority (Washington Drug Alcohol Commission, Inc., WDAC) and SBHM, Inc, in partnership with Carelon Health of PA (Carelon), hereafter referred to as the “Partners,” have a wide array of in-network agencies providing substance use disorder treatment and support services. Through an ongoing assessment process, WDAC has identified a need to increase access to outpatient substance use disorder (SUD) services with co-occurring capabilities for HealthChoices eligible adolescents that also includes available services for adolescents in alternative settings beyond the clinic boundaries. These alternative settings will include ideally all Washington County school district buildings that request services, but no less than seven buildings making requests. Access into school buildings is provided under the PA Medicaid Health Choices program through approvals for Drug and Alcohol Outpatient Services based in a clinic location but provided on site in the school buildings. The ability to provide services awarded under this RFP in specific schools will be subject to the written support and approval of the appropriate Washington County school district and the respective school building administration. This increase in access can be supported by the development of one (1) new SUD Outpatient Clinic that will serve both the adolescent and adult target populations and be located within the geographic boundaries of Washington County, Pennsylvania.

This treatment program will be licensed through the Pennsylvania Department of Drug and Alcohol Programs (DDAP) as a substance use disorder outpatient treatment facility and meet all local, state, federal and related laws, standards and requirements for the identified levels of care. All aspects of this program must be in compliance with and be able to document alignment with the ASAM standards, requirements and overall philosophy. Participants of these programs will receive individualized treatment and care from clinical staff specifically trained in providing treatment through the ASAM Service Planning Model. All clinical supervisory staff will be required to complete the ASAM Service Planning Training, as well as to encourage all other clinical staff to attend this one (1) day training. These services will accept individuals with a primary substance use diagnosis, as well as those who may have a secondary co-occurring psychiatric diagnosis. The awarded provider will also accept, provide access and continue to support individuals choosing to utilize medication assisted treatment options (MAUD/MOUD) within their recovery plan, including, but not limited to suboxone, buprenorphine, Vivitrol, etc. This outpatient level of care will provide all the necessary treatment services, including a prescriber, to promote the individual's ongoing stable, recovery-based lifestyle.

The following are required expectations of any agency interested in providing these services for their members:

1. With the assistance of SBHM and Carelon, Provider will complete all PA DDAP licensing and all PA OMHSAS paperwork to provide SUD Outpatient services in alternative settings including school buildings.
2. Provider will offer SUD outpatient treatment in alternative setting service in at least seven Washington County School Buildings IF requested by the building administration.
3. Provider will have medication management and psychiatric services available on site, within 24 hours via telehealth, or in-person within 14 days based upon the individual's clinical need.
4. Provider will have access to laboratory and toxicology services available through consultation or referral.
5. Provider will have reciprocal agreements and close coordination with more intensive levels of care.
6. Provider will have emergency services available by telephone 24 hours a day, 7 days a week, or by a letter of agreement or memorandum of understanding (MOU) with a local behavioral health crisis services provider.
7. These outpatient clinic services will be fully aligned with the ASAM standards, requirements and overall philosophy.
8. Provider will establish and observe Qualified Service Organization Agreements with WDAC to support referrals to D&A Case Management and coordination of services.
9. In addition to payments from Carelon of PA, Provider will serve and bill the PA State Medicaid "Fee For Service" Program for eligible children and services on site in the Clinic, as well as seek agreements with other major private insurers in the Washington County area.

The intent of this RFP is to identify one (1) provider with the skills and experience to work directly with the Washington Drug and Alcohol Commission, Carelon and SBHM to develop the clinical details of these services.

There is a possibility that funding support may be available to assist the awarded provider with the necessary costs to onboard qualified staffing for these services, as well as to support operational costs during the first year of program implementation. These funds will be limited and are one-time only start-up costs. The final contract/award of the funding support will be linked to an approved budget and financial plan that shows the provider's ability to sustain these levels of care through insurance billing for the services provided. The awarded provider should have and will be asked to submit a plan for financial sustainability of the program after the initial startup period. This program must be financially self-sustainable.

SERVICE OBJECTIVES

The expected service objectives for this program will include:

- Increase the availability and access to community-based, outpatient substance use disorder treatment services for youth and adults.

- Meet the treatment needs and assist eligible county residents with recovery goals as they move toward long-term success.
- Through ongoing professional collaboration, the program will develop strong alliances with other service agencies, community supports, case management services, and collateral organizations throughout the region to support individuals in continuing their recovery journey while maintaining community tenure.

TARGET POPULATION

The target population is HealthChoices-eligible adolescents and adults who will benefit from outpatient substance use disorder treatment services to address their needs via outpatient (ASAM level 1), intensive outpatient services for adults (ASAM level 2.1), and especially outpatient treatment (ASAM level 1) in alternative settings for adolescents.

All services provided for this level of care must adhere to all respective federal, state, and local laws, standards and regulations.

Agencies interested in responding to this RFP must meet the below minimum qualifications to be considered for this procurement process:

REQUIRED MINIMUM QUALIFICATIONS

- The agency must be currently licensed to provide substance use disorder treatment services in Pennsylvania.
- The agency must be able to document experience providing SUD treatment services within Pennsylvania.
- Must be willing to provide or secure any necessary psychiatric evaluation and medication management services as needed.
- Applicants with existing, non-hospital residential facility(ies) must be able to show documentation of that facility(ies) full alignment with the ASAM standards based on the statewide DHS ASAM alignment review process.
- If the Legal entity applying or its Directors or Officers while serving at a different entity or its affiliated entities has or had prior contracting actions with any PA HC BHMCO the application may be rejected.
- Provider must agree to offer access to all forms of MAUD/MOUD, with the exception of methadone.

ADDITIONAL PREFERRED QUALIFICATIONS

1. Have experience in providing treatment services to individuals with complex needs and/or those with co-occurring diagnoses (i.e., SUD/MH, SUD/PH, etc.).
2. Have experience providing outpatient substance use treatment services to children/adolescents.
3. Have previous or current involvement or experience providing outpatient treatment in a school or alternative setting.
4. Have experience building collaborative relationships with treatment providers and other human service agencies, as well as knowledge of other community support resources for this target population.
5. The agency's mission and culture are recovery focused, embracing the spirit and philosophy of ASAM. This is seen through the agency's commitment to offering substance use disorder treatment and support to enhance pre-recovery engagement, recovery initiation, long-term maintenance and quality of personal/family life in long-term success.

INTENT

It is the intent of the Partners to solicit proposals with the intention of executing a contract. 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 are entirely the responsibility of the applicant and may not be charged to any of the Partners.
- The proposal and all the materials submitted with the proposal will become the property of the Partners upon submission.
- Submission of a proposal by a provider constitutes express acceptance by the provider to be bound by all the terms, conditions, and provisions of the RFP, including but not limited to, all exhibits and/or appendices to the RFP.

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 all proposals are unacceptable, the Partners reserve the right to reject the proposals and to issue a new RFP. 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 SBHM 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 to be considered for program awards. For this RFP, all proposals must score a minimum of 65% of the total points available to be considered for the program award. Proposals which 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 as to 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 feedback 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:

- Secure and demonstrate a current PA license to provide SUD services at a location geographically located within Washington County, within six (6) months of the award.
- Document the provision or access to psychiatric evaluation and medication management services as needed.
- Secure all necessary approvals to provide SUD Outpatient and IOP services.

- Successfully complete the Carelon credentialing process to become a provider within the Carelon network.

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 can expect to be reimbursed at a reasonable rate to support this service.
- The provider can expect to be offered contractual agreements with Carelon Health of PA and the Washington County Drug and Alcohol Commission, Inc.

There is no commitment by the Partners on anything 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

up to **close of business, Wednesday, July 15, 2026**. All questions and answers will be posted on the Southwest Behavioral Health Management RFP website the following week. Continue to check the website daily at:

[Home - Southwest Behavioral Health Management](#)

DIRECTIONS

Responses that do not follow these directions may not be approved for committee review. Please be sure that your response follows each of these directives prior to submitting.

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. Each response should be numbered to correspond with the RFP prompt that relates to the response.

4. 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.
5. There is no page limit to responses and all pages must be sequentially numbered.
6. All responses must be typed using 12-point font.
7. Additional supporting or requested documentation should be attached as Appendices.

REQUEST FOR PROPOSALS

Please provide the following information regarding your interest in and ability to provide substance use disorder outpatient clinic services for adolescents, adolescents in an alternative setting, and outpatient treatment for adults, to include intensive outpatient services. (ASAM levels 1 and 2.1) for this population within the geographic area that is defined above.

REQUIRED ATTACHMENTS (Up to Fifteen (15) BONUS Points Available)

IF THE FOLLOWING REQUIRED ATTACHMENTS ARE NOT PROVIDED, THE SUBMISSION WILL NOT BE CONSIDERED COMPLETE AND WILL BE EXCLUDED FROM THE REVIEW PROCESS.

1. Attach all the necessary documentation to demonstrate that your agency meets each of the below listed Minimum Qualifications to respond to this RFP. Please ensure that the documentation is current and reflective of the appropriate minimum standard.
 - a. Must be currently licensed in Pennsylvania to provide substance use disorder treatment services **(Agencies which attach their current license to this RFP submission are eligible for 5 bonus points)**
 - b. Applicants with existing, non-hospital residential facility(ies) must submit documentation of that facility(ies) full alignment with the ASAM standards based on the statewide DHS ASAM alignment review process. IF there are none, please offer attestation that none exist. (required - 0 pts)
2. Upon opening, the provider must be able to induct and continue to provide and/or coordinate access to all federally approved medication assisted treatment (MOUD/MAUD) services, including but not limited to the induction of Suboxone, Subutex and other buprenorphine-based products, Vivitrol, etc. for individuals seeking to benefit from these medications while participating in this level of care. (Attach a detailed plan with action steps and timeframes for achieving this requirement for the MOUD/MAUD services listed above. **(required attachment - 0 pts)**)
3. Attach an estimated timeline with action steps for securing a facility and operationalizing this new program, to include the appointment of an appropriately

trained medical director, within Washington County. **(Attach a detailed plan with action steps and timeframes for operationalizing the program– required attachment -- 0 points)**

4. Please describe in detail any circumstance where the Legal entity applying or its Directors or Officers while serving at a different entity or its affiliated entities has or had prior contracting actions with any PA HC BHMCO. If there are none to report, please submit an attestation that none exists. **(Required attachment – 0 points)**
5. **BONUS (10 Points Available):** Providers who obtain and submit letters of support for these treatment services from Washington County School Districts are eligible for up to 10 bonus points to be added to their final score.

Administrative (total 40 pts)

1. Describe the agency's goals and objectives in providing these ASAM Level 1 and 2.1 services to HealthChoices members. (10 pts)
2. Please describe in detail the agency's background, experience and present activity, as well as the philosophy of the organization, which will enable your agency to successfully provide the proposed services. Include and detail any experience your agency has in providing outpatient substance use disorder treatment services for adolescents within a school or alternative setting. (20 points)
3. As a part of ASAM alignment, coordination and collaboration with other agencies and providers is important for addressing the six (6) dimensions of the ASAM assessment. Please describe your agency's experience in collaborating and coordinating with school administration and faculty, referral sources, other community service agencies, support and collateral organizations. Describe how the agency will collaborate with agencies within the Washington County area to best serve the targeted population. (10 pts)

Programmatic Information (total 210 pts)

4. Please describe any experience your agency has in providing outpatient substance use disorder treatment services for adolescents within a school or alternative setting. Describe the proposed program staffing structure for these levels of care with the target population(s) (e.g., number of administrative staff, direct treatment/clinical staff, physicians/physician extenders, clerical support staff and all other staff related to the delivery of this service), the job responsibilities and percent FTE of each program staff member. Describe your hiring strategy to attract qualified and experienced talent to fill each role. Attach an organizational chart depicting the proposed structure of this program as well as an organizational chart depicting where these programs fit into the agency's overall organizational structure. (20 pts)

5. Briefly describe the program components for these outpatient levels of care (e.g., outreach efforts, referral sources, criteria for admission, assessment and treatment planning processes, direct treatment service modalities, family treatment component, any specialty groups, estimated length of service, discharge planning process, etc. (40 pts))
6. Describe in detail some of the primary characteristics of the population(s) to be served and how these characteristics would impact and be addressed in their treatment. (10 pts).
7. If the agency considers itself to be a specialist in treating certain diagnostic categories or disorders, please describe and provide any relevant supporting documentation. Also, if the agency considers itself a specialist in serving other special populations, please provide specific information and any relevant supporting documentation. (10 pts)
8. Describe how the agency will address the treatment needs of individuals with co-occurring disorders (i.e. mental health and/or intellectual disabilities). These should include individualized treatment planning, specialty groups, matching individuals with ancillary and community supports or services, accommodations offered, etc. (25 pts)
9. Describe how the agency will work closely with a youth's family to both address clinical issues and build upon specific strengths within the family, as a part of treatment planning. Outline how the program will engage and utilize the family in developing and implementing a youth's treatment plan. (10 pts)
10. Please outline your agency's plan to deliver uninterrupted care for youth who receive these outpatient treatment services within the school setting, during the summer months or at other times when school is not in session. (10 pts)
11. Describe your understanding of the ASAM treatment philosophy and approach and outline the steps that your agency will take in ensuring these are embedded into the clinical approach and culture of this program. Also, please outline how the agency will monitor on-going agency-wide and clinical treatment adherence to these approaches. (20 pts)
12. Describe the agency's proposed plan to obtaining any relevant or required training of the school-based outpatient treatment staff and for ensuring that other staff development and training opportunities will be ongoing. (10 pts)
13. Describe your agency's commitment to the concepts of recovery and resiliency. Explain how you intend to ensure ongoing program focus on the concepts of recovery and resiliency. (10 pts)
14. Describe the role cultural competency plays in the delivery of the proposed services and throughout the agency. Explain how cultural differences will be integrated into

the programming and in what capacity cultural competency can serve as the mechanism for addressing behavioral health disparities. (10 pts)

15. Describe what measures will be in place to identify discharge indicators. Be sure to fully explain how the agency will identify and address treatment progress, quality of life indicators and individual feedback in the evaluation process. (20 pts)
16. Describe the agency's plan for continuous quality monitoring and improvement for this program. Outline what outcomes measures will be in place which demonstrate the effectiveness of this proposed program, to include documentation of low readmission rates within 90 days of discharge. (15 pts)

Outcome measures should be based on resiliency-oriented principles such as:

- Improving quality of life
- Individual and family/support system satisfaction
- Participation in meaningful activities and social relationships
- Discharge choice
- Peer and community supports
- Achieving positive clinical outcomes

Total points = 250 + 15 Bonus Points

END OF RFP