

REQUEST FOR PROPOSAL (RFP)

DISABILITY AWARENESS WORKSHOPS

FOR

LENAWEE COMMUNITY MENTAL HEALTH AUTHORITY (LCMHA)

DATE OF REQUEST:	June 11, 2024
PROPOSAL DUE DATE:	August 9, 2024 by 5pm
CONTRACT AWARD:	September 6, 2024

SUBMISSION REQUIREMENTS

The proposal documents shall be submitted electronically via email to address below. A confirmation email will be sent. If you do not receive confirmation email proposal was not received.

Send documents to:

Beth Wood, Provider Contract Manager
bwood@lcmha.org

Proposal received after the above cited date and time will be considered a late quote and will not be acceptable. LCMHA reserves the right to accept or reject any or all bids and to waive any irregularities

AWARD OF CONTRACT/REJECTION OF PROPOSAL

The contract will be awarded to the contractor who provide a proposal that is most responsive to meeting LCMHA's needs.

LCMHA reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process and /or the program which is outlined within this RFP at any time, and notice shall be given in a timely manner thereafter. LCMHA reserves the right to reject any and all proposals that it deems to not be in the best interest of LCMHA.

TERMS

The initial award of this contract shall be for a period of two year(s). Renewal shall be contingent upon funding.

Any responses, materials, correspondence, or documents provided to LCMHA under this solicitation are subject to the State of Michigan Freedom of Information Act and may be released to third parties in compliance with that Act.

Bidders warrants that to the best of Bidder's knowledge, there exists no actual or potential conflict between Bidder and LCMHA, and its services under this request, and in the event of change in either Bidder's private interests or services under this request, Bidder will inform the LCMHA regarding possible conflict of interest which may arise as a result of the change.

Proposals must be signed by an official authorized to bind the Bidder to its provisions for at least a period of 90 days. Failure of the successful bidder to accept the obligation of the contract may result in the cancellation of any award.

The bidder shall be responsible for all costs incurred in the development and submission of this response. LCMHA assumes no contractual obligation as a result of the issuance of this RFP, the preparation or submission of a response by a bidder, the evaluation of an accepted response, or the selection of finalists. All proposals, including attachments, supplementary materials, addenda, etc. shall become the property of LCMHA and will not be returned to the bidder.

LCMHA reserves the right to rebid all or some components of this Request for Proposal (RFP) in the event of significant changes to Medicaid Policy or other future federal, state, or locally applicable laws, regulations or policies.

Bidder must acknowledge that they agree to comply with Federal regulation 45 CFR Part 76. CONTRACTOR certifies to the best of its knowledge and belief that CONTRACTOR and its subcontractors:

- i. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
- ii. Have not within a three (3) year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- iii. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated above and;
- iv. Have not within a three (3) year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

The winning bidders will be able to:

Comply with all applicable provisions of the revised Michigan Mental Health Code, Public Act 258 of 1974, as amended MCL 330.1100 et seq; the Michigan Public Health Code, Public Act 368 of 1978, as amended; all applicable Administrative Rules; and related Recipient Rights and policies of LCMHA.

Comply with HIPAA including the Standards for Privacy of Individually Identifiable Health Information (42 C.F.R., Part 160 and 164) the Standards for Electronic Transactions (45 C.F.R., Part 160 and 162) and the Security Standards (45 C.F.R., Parts 160, 162, and 164) (collectively, the “Standards”) promulgated or to be promulgated by the Secretary of Health and Human Services (the “Secretary”).

Comply with HIPAA and the Health Information Technology for Economic and Clinical Health Act (“HITECH”), Division A: Title XIII—Health Information Technology and Division B: Title IV—Medicare and Medicaid Health Information Technology; Miscellaneous Medicare Provisions which was incorporated into the American Recovery and Reinvestment Act of 2009 (“ARRA”) Public Law 111-5.

SCOPE OF WORK

Lenawee Community Mental Health Authority is seeking proposals for Disability Awareness Workshops. The workshops are designed to provide anti-stigma education and disability awareness for our community. The workshops should include activities and simulations of a disability. They should be interactive, informative and give participants a brief visit into a world of disabilities. .

Contractor will schedule and provide up to twenty-five (25) Disability Awareness Workshops within the Lenawee County community per year. Contractor will provide a quarterly report of workshops given, including number of workshops, sites and description of audience, and number of persons in the audience and a summary of the evaluation received at the conclusion of each workshop.

CONTENT OF PROPOSAL

The proposal shall include **all** of the following information in the order listed. Failure to include all of the required information may result in disqualification of a bidder.

1. Cover page which includes RFP subject, Bidder’s name and address, and contact information.
2. The proposal should include qualification and experience related to the service outlined in this RFP. The bidder should include an overview of their organization including years in business under your present company name.
3. The proposal should include a work plan describing how the bidder will provide the services outlined in the scope of work section.

4. Proposal of cost
5. List two (2) references from previous corporate, government, or other customers purchasing similar services. Include business name, contact name and phone number. Include length/dates of business relationship.
6. Complete signature page

In addition to this RFP response potential providers may be required to participate in face-to-face interviews with staff from the LCMHA after qualified RFP submission. This requirement may be waived at the determination of the LCMHA.

EVALUATION OF PROPOSAL

All proposals received shall be subject to an evaluation by representatives of Lenawee Community Mental health Authority. The following factors will be considered in making the final selection:

1. The bidder's level of experience and/or qualifications working with individuals with disabilities.
2. Cost
3. Quality/thoroughness of the work plan

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City, County, St. Zip
_____ Office Telephone #	_____ Cell Phone #
_____ Federal Tax ID #	_____ Email Address for Purchase Orders

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days. Signature page must be signed, boxes checked below, and returned as part of vendor proposal.

By signing this bid submission, I certify that I and/or my corporation, company, limited liability company, business association, partnership, society, trust or any other non-governmental entity, organization or group is not an "Iran linked business" as defined by P.A. 517 of 2012 (MCLA 129.311 et seq)("Act").

I understand that under the Act, an "Iran linked business means an individual or one of the above-listed groups who engages in investment activities in the energy sector of Iran, including, but not limited to, providing oil or liquefied natural gas tankers or products used to construct or maintain pipelines used to transport oil or liquefied gas for Iran's energy sector or a financial institution extending credit to another person to engage in investment activities in Iran's energy sector.

I further understand that "investment activity" is defined by the Act as an individual or one of the above listed groups that invests \$20,000,000.00 or more in Iran's energy sector or a financial institution that extends credit to another person, if that person uses the credit to engage in "investment activity" in Iran's energy sector.