

Request for Proposals for Capitol Expenditure Projects

Issued February 8, 2010

SECTION I – INTRODUCTION

Region 6 Behavioral Healthcare

Region 6 Behavioral Healthcare, a political subdivision of the State of Nebraska, has the statutory responsibility for organizing and supervising comprehensive mental health and substance abuse services in the Region 6 service area which includes Cass, Dodge, Douglas, Sarpy and Washington counties in eastern Nebraska.

Region 6, one of six mental health regions in Nebraska, along with the state's regional centers, make up the state's public mental health and substance abuse system, also known as the Nebraska Behavioral Health System (NBHS). Region 6 is governed by a board of county commissioners, who are elected officials from each of the counties represented in the Regional geographic area. The Regional Governing Board (RGB) is under contract with the Nebraska Department of Health and Human Services System (DHHS), the designed authority for administration of mental health and substance abuse programs for the state.

Each RGB appoints a Regional Program Administrator (RPA) to be the chief executive officer responsible to the RGB. The RGB also appoints an advisory committee for the purpose of advising the Board regarding the provision of coordinated and comprehensive behavioral health services within the Region to best meet the needs of the general public. In Region 6, the Behavioral Health Advisory Committee (BHAC) is comprised of 10 members including consumers, concerned citizens, and representatives from other community systems in the Region.

The purpose of Region 6 Behavioral Healthcare is to provide coordination, program planning, financial and contract management and evaluation of mental health and substance abuse services funded through a network of providers.

Region 6 is responsible for the development and management of a provider network that serves the behavioral health needs of eastern Nebraska. Currently, Region 6 has 15 providers in its network to deliver a variety of behavioral health services.

Population Served

Region 6 Behavioral Health Services, as a payer of last resort, primarily serves financially eligible adults and youth with or at-risk of serious mental illness, substance abuse and/or substance dependence.

SECTION II – REQUEST FOR QUALIFICATIONS

Purpose/Summary of Funding Available

Region 6 Behavioral Healthcare is requesting proposals from qualified, interested parties for capital expenditure projects that will benefit the behavioral health system.

Region 6 Behavioral Healthcare has a total of \$953,503 has been dedicated to assist the community with capital expenditure projects. These projects may be new construction, building/land acquisition, or renovation. All projects considered with these dollars **must** directly enhance the current behavioral health system.

It is not the intent of Region 6 Behavioral Healthcare to completely fund any one project in its entirety. Priority will be given to projects that are able to use the funds requested through this RFQ to leverage additional dollars for the project's completion.

SECTION III – ELIGIBILITY CRITERIA

The applicant and/or facility:

Must be able to demonstrate that they or their corporation are in good standing within the community and they must be fiscally viable.

Must be free of disciplinary action from Public Health/Regulation and Licensure for a period of one year and currently do not have adverse findings from Child/Adult Protective Services for a period of five years.

SECTION IV – FUNDING CRITERIA

The Regional Governing Board (RGB) will conduct a fair and comprehensive evaluation of all proposals in accordance with the criteria set forth in this document.

Applicants must comply with all instructions and conditions and meet all the requirements included in this document to be eligible for funding. Proposals that do not conform to the items provided in this document will not be considered.

Funds available through this RFP will not fund:

- Financial contributions to individuals
- Fund-raising events
- Lobbying
- Projects which do not serve the Region 6 geographical area
- Services to support the proposed project

The following priorities will be given to proposals:

- 1) Over half of the funds in this RFP (\$518,503 of the total \$953,503) **must** to be used by June 30, 2010. Therefore, priority will be given to projects that can be implemented by June 2010. Being able to assure implementation by this deadline will be necessary.
- 2) Priority will be given to projects which will increase access to services.
- 3) Priority will be given to projects that are able to use the funds requested through this RFQ to leverage additional dollars for the project's completion.

Non-Transfer of Funding Award

The contract awarded to the successful applicant may not be transferred or assigned by the applicant to any other individual/organization or property.

SECTION V – RFP CHANGES OR TERMINATIONS

In the event that anticipated funds for the programs/services described in this RFP are not approved by DHHS or the RGB, Region 6 Behavioral Healthcare may add to, limit, reduce, or withdraw any part(s) in this RFP.

We will post any additional information that we feel may be helpful on the Region 6 website, which is regionsix.com. **It will be the responsibility of the applicant to check the website to obtain additional information. Information may be added at any time up to the due date (March 12, 2010).**

SECTION VI – APPLICATION PROCESS

Schedule of Events

Notice of Request for Letters of Intent and Release of RFP	February 8, 2010
Letters of Intent due to Region 6 office by 5:00 p.m.	February 22, 2010
Proposals Due to Region 6 by 5:00 p.m.	March 12, 2010
RFP Review Committee Meets and Oral Interviews and/or Site Visits Conducted (if applicable)	March 15 – 26, 2010
Review and Recommendations of Proposals By Behavioral Health Advisory Committee	April 7, 2010
Approval of Selected Proposals by Region 6 Governing Board	April 21, 2010
Written Allocation Announcements of Funding Disseminated by Regional Governing Board and Contract Negotiations Begin	April 22, 2010

The RGB retains the right to seek additional proposals or not allocate funding for any particular project.

Limits on Communication

After the February 8, 2010 release of the RFP, no verbal statements made by individual members of the RGB, Region 6 Behavioral Healthcare personnel, or members of the Review Committee shall be binding by the RGB. Questions regarding this RFP must be presented in writing in order to be answered. Applicants may submit written questions to the Director of Network Services at tpetersen@regionsix.com. Response to all written questions will be posted on the Region 6 website www.regionsix.com.

With the exception of written communication as outlined above, prospective applicants are prohibited from contacting Region 6 Behavioral Healthcare personnel, DHHS' personnel, BHAC members, or RGB members regarding this RFP solicitation during the period following the release of this RFP, during the proposal evaluation period, and until a determination is made and announced regarding the selection of a contractor(s).

Letter of Intent

Region 6 Behavioral Healthcare must have received a Letter of Intent by 5:00 p.m., February 22, 2010 from applicants interested in completing a proposal. Applicants **must** submit a Letter of Intent to be eligible for funding; however, submitting a Letter of Intent does not bind the organization to submit an application. If there are changes or important interpretations to be communicated to prospective applicants prior to the proposal due date, those will be communicated via the Region 6 webpage at regionsix.com. It is the responsibility of the applicant to check the webpage for additional information throughout the submission period.

Rejection of Proposals

Prior to the evaluation of the proposals by the Review Committee, a specific review of each proposal will be completed to determine if the submission has followed the basic standards for the bid. Reasons for rejection at this stage include:

- Letter of Intent was not received by the deadline posted or at the location specified.
- Proposal was not received by the deadline posted or at the location specified.
- The proposal was not submitted on 8 ½" x 11" paper, was smaller than 10-point font, was not numbered consecutively, or not stapled or clipped in the upper left-hand corner.
- One original and 10 copies, in the format specified, were not received.
- The cover page was incomplete.
- All sections required in the Program Narrative were not addressed.
- Program Narrative exceeded the 10-page limit.

The Region 6 Governing Board retains the right to reject any and all proposals. The RGB shall provide written notice to the applicant whose proposal is rejected during this stage of review at the time of notification of funding allocation.

The RGB also reserves the right to void its intent to select and negotiate with an applicant if the applicant's proposal is not approved by DHHS.

Cost Liability

Region 6 Behavioral Healthcare assumes no responsibility or liability for costs by the Bidder, or any Bidder prior to the execution of an agreement between the organization and Region 6 Behavioral Healthcare.

Disclaimer

All the information contained within this RFP and its attachments reflect the best and most accurate information available to Region 6 Behavioral Healthcare at the time of the RFP preparation. No inaccuracies in such information shall constitute a basis for legal recovery of damages, either real or punitive. If it becomes necessary to revise any part of this RFP, a supplement will be issued on the Region 6 webpage at regionsix.com.

Evaluation of Proposals

Each proposal will be independently evaluated by members of the Review Committee, established by the RGB. This committee may include, but is not limited to: consumers, representatives of the BHAC, the RGB, DHHS, and Region 6 Behavioral Health Services. Review Committee names and any working documents, including applicant's proposal scores, will not become public information nor will be released to individual applicants. Recommendations from the Review Committee will be forwarded to the RGB for final determination. Applicants may be invited to appear before the RGB and/or Review Committee to respond to questions regarding their proposal(s), if needed.

The following identifies point values for each section of the proposal

- Program Narrative – 60 points
- General Developmental Performance – 40 points

Oral Interviews and/or Presentations

The Review Committee **may** conclude, after the completion of the evaluation process, that oral interviews, and/or tours are required in order to make final determinations.

INTERVIEWS – The RGB/Review Committee **may** request that the applicant participate in a structured interview to provide information.

TOUR – The Review Committee **may** request to tour the facility or property presented in the proposal. This will be scheduled with the contact person listed on the cover page of the proposal.

NOTE: Only representatives of the RGB, Review Committee, and designated Region 6 personnel, and the presenting applicant will be permitted to attend the interviews, and/or tours.

Once the oral interviews and/or tours have been completed, the RGB reserves the right to make a final determination without any further discussion with the applicant regarding the proposal received.

Any cost incidental to the oral interviews and/or tours shall be borne entirely by the applicant and will not be compensated by the RGB.

Announcement of Funding Allocations

Applicants will be notified by mail of the final funding decisions. All decisions regarding funding allocations will be made on April 22, 2010 by the Regional Governing Board.

Withdrawal of Application

The applicant may withdraw its proposal, with written notification, at any time in the process. In such an instance, a typewritten letter of withdrawal with an original signature by an authorized officer/executive must be received at Region 6 Behavioral Healthcare, 3801 Harney Street, Omaha, NE 68131, Attention: Taren Petersen, either by hand delivery or by certified mail.

Region 6 Behavioral Healthcare will not accept a verbal communication or a faxed letter of withdrawal.

Indemnification

The applicant shall assume all risk of loss in the performance of the contract and shall indemnify and hold harmless Region 6 Behavioral Health Services, its Governing Board, advisory committee members, and employees from all liabilities, demands, claims, suits, losses, damages, causes of action, fines or judgments and all expenses incident thereto, for injuries to persons and for loss of, damage to, or destruction of property caused by the negligent or intentional acts or omissions of the applicant, its officers, employees or agents; for any losses caused by failure of the applicant to comply with the terms and conditions of the contract; and for any losses caused by other parties which have entered into agreements with the applicant in connection with the performance of the contract.

SECTION VII – GENERAL INSTRUCTIONS ON SUBMISSION OF PROPOSALS

All instructions, conditions, and requirements included in this document are considered mandatory unless otherwise stated. Proposals that do not conform to the items provided in this document will not be considered.

All applicants must adhere to the following guidelines for submission of proposals.

1. All proposals must be received in Region 6 Behavioral Health Services office by 5:00 p.m., March 12, 2010.

Proposals must be sent or delivered in person to:

Region 6 Behavioral Health Services
3801 Harney Street
Omaha, NE 68131
Attention: Taren Petersen

- Applicants shall not be allowed to alter or amend their proposals.
 - FAX copies will not be accepted.
 - No requests for extensions of the due date will be approved.
 - The RGB accepts no responsibility for mislabeled/missent mail.
 - Proposals received late will not be accepted and will be returned to the sender unopened.
1. Applicants must submit one (1) original and ten (10) copies of each proposal.
 2. Proposals must be typed in 10-point font or larger, submitted on standard 8 ½” by 11” paper, numbered consecutively on the bottom right-hand corner of each page, starting with the “Cover Page” through the last document, including required appendices and attachments.

3. Originals and each copy must be stapled or clipped at the upper left-hand corner. Do not use covers or add unsolicited attachments to your proposal.
4. All information must be provided on the actual Region 6 Behavioral Healthcare forms. An electronic version of the forms will be available via the Region 6 website: regionsix.com. The forms may be retyped by the applicant; however, the form must look EXACTLY the same, including, but not limited to, headings, appendix number, required information categories, number of pages, and font size.

SECTION VIII – PROPOSAL FORMAT

Proposals must be organized in the following sections in the following order:

1. **Cover Page** (no points) See Attachment 1
Complete a cover page which provides the following information:
 - Name, address, telephone number and e-mail address and signature of the Chief Executive Officer, Board Chairperson, or other individual with the authority to commit the applicant to a contract.
 - Indicate the profit or nonprofit status of the individual or organization
 - Total dollar amount being requested from these funds
2. **Project Development Plan** (60 points)
 - A. Narrative
The Narrative is a written plan that describes, in detail, the project to be funded. If the proposal is being submitted by more than one individual or organization, describe the arrangement between these parties. Using a 10-point font or larger, the Program Narrative should not exceed ten (10) typed pages. The Program Narrative shall cover the following points in a clear and concise manner, prepared in the following order using headings as listed below:
 - 1) **Individual/Organizational Capability:** Describe the individual/organization's capability to successfully complete the project, including:
 - Brief history and experience with similar projects
 - Address of the provider and geographic location of the project
 - Explain any factors or conditions that may interfere with completion of the project (i.e. additional funds not secured yet, waiting for Board approval, etc.)
 - 2) **Purpose:** Explain the purpose of the project in terms of how the project will benefit the current behavioral health system.
 - 3) **Need:** Demonstrate the need for such a project.

- 4) **Target Population and Geographic Area:** Describe the target population and geographic area that will benefit from this project, which will include:
- Relevant information about the persons to be served as a result of this project
 - Explain how this project would improve access to services

- 5) **General Overview:** Provide a general overview of how the project will be organized. State the services that will be provided as the result of this project. **There are no funds available in this RFP for service provision.** If the proposed project will require service dollars, explain how the funds will be acquired for the service need.

Explain how this project will meet ADA Guidelines

- 6) **Ensurance:** Ensure that the project will be implemented as described and how long the project will remain dedicated to serving those with behavioral health needs. State the long-term goals (15-20 years) of the completed project. The applicant should be prepared to sign a formal agreement on the length and terms of the businesses operations.

If the funds requested are for renovation, there must be a plan as to how the building will stay in compliance following the required renovations. For example, perhaps there would be a maintenance fund to ensure items stay in compliance.

- 7) **Timeline:** Provide a schedule for completing the proposed project. Preference will be given to an application that can have the proposed project completed by June 30, 2010.
- 8) **Communication:** How will the project leader communicate with Region 6 Behavioral Healthcare on the project (start-up, updates through development, completion, on-going contribution to the community over the next several years)?
- 9) **Legal Actions/Penalties/Suspensions:** The applicant must answer each of the following questions and provide an explanation if the answer is affirmative. An affirmative response does not necessarily result in disapproval of the request.
- a) Does your organization have pending or recently adjudicated malpractice suits?
 - b) Does your organization have pending or recently adjudicated legal actions?
 - c) Has your organization had professional liability insurance refused, revoked, denied, or accepted on special terms?
 - d) Has any governmental agency suspended, revoked or taken other action against your license to conduct business?

- B. **General Development Performa** (40 points)
Using a 10-point font or larger, the Performa and narrative should not exceed five (5) typed pages.
- 1) Provide a 'general' development performa for the proposed project for which funds are being requested. This would include an itemized list of development, acquisition and/or renovation costs, both hard and soft costs. Include a list of all funds, both public and private that are contributing toward this project, the amount of each fund and the total funds being requested for the project. Describe the intended, specific use of the funds being requested, i.e. land acquisition, building improvements, bricks and mortar, etc.
 - 2) Describe the financial importance of the funds being requested, in that the proposed project could not be completed or would not be affordable to individuals without receiving these funds.
- C. **Documents** (no points)
In addition to the sections above, the following documents should be attached to the application:
- 1) Federal Tax Returns for the corporation and/or business entity for the past 3 years.
 - 2) If the building is being renovated, any independent audits of Corporation that owns the building and the occupying business
 - 3) Property tax records for the address
 - 4) Title records for the property – who owns it and are there any liens
 - 5) Pending lawsuits against the corporation and the owners
 - 6) Proof of adequate insurance records and up to date general liability, property, professional and workman's comp.

SECTION IX – RFP EVALUATION

Selection Process

The RGB shall conduct a fair and comprehensive evaluation of all applications received in accordance with criteria set forth below.

All proposals will be scored as part of the evaluation process. Each proposal will initially be reviewed to ensure it meets the basic standards for the application.

Proposals that meet all the requirements of this initial review will be forwarded to the Review Committee for an evaluation of the proposal.