

# REQUEST FOR PROPOSALS

## ADDENDUM # 1

**ISSUED: 04/13/2015**

**RFP NUMBER: CSP900616  
INDEX NUMBER: DMH001**

The State of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Mental Health and Addiction Services is requesting proposals for:

### Pre-Admission Screening Resident Review (PASRR) Level II Assessments

Attached are page(s) to this Request for Proposal (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached pages 1, 4, 13, 17, 20, 21, 23 and 28.

Reason for Addendum. This addendum is issued to extend the inquiry period end to April 24, 2015 and the Proposal Due Date to May 6, 2015. Add an estimated Contract Start Date on page 4, change language for Project Manager "must have" to "it is preferred" on page 13, add new language to page 17, B.1.a, add new language to page 20, 6.c, add new language, page 21, item numbers 9 and 10 and delete what was 9.b. now 11 on page 21. Add number 20 on page 23 for MBE documentation and add page 28 to show and define items 19 and 20.

<b>PROPOSAL DUE DATE:</b>	<b>May, 6, 2015</b>
<b>OPENING LOCATION:</b>	<b>Department of Administrative Services General Services Bid Desk 4200 Surface Road Columbus, Ohio 43228-1395</b>

\*See asterisks for changes.

## REQUEST FOR PROPOSALS

**RFP NUMBER: CSP900616**  
**INDEX NUMBER: DMH001**  
**UNSPSC CATEGORY: 85100000**

The state of Ohio, through the Department of Administrative Services, Office of Procurement Services, for the Ohio Department of Mental Health & Addiction Services is requesting proposals for:

### Pre-Admission Screening Resident Review (PASRR) Level II Assessments

**RFP ISSUED: March 17, 2015**  
**INQUIRY PERIOD BEGINS: March 17, 2015**  
**\*INQUIRY PERIOD ENDS: April 24, 2015 at 8:00 a.m.**  
**\*PROPOSAL DUE DATE: May 6, 2015 by 1:00 p.m.**

**Proposals received after the due date and time will not be evaluated.**

**OPENING LOCATION: Department of Administrative Services**  
**Office of Procurement Services**  
**ATTN: Bid Desk**  
**4200 Surface Rd.**  
**Columbus, OH 43228-1395**

Offerors must note that all proposals and other material submitted will become the property of the state and may be returned only at the state's option. Proprietary information should not be included in a proposal or supporting materials because the state will have the right to use any materials or ideas submitted in any proposal without compensation to the Offeror. Additionally, all proposals will be open to the public after the award of the contract has been posted on the State Procurement Web site. Refer to the Ohio Administrative Code, Section 123:5-1-08 (E).

**This RFP consists of five (5) parts and ten (10) attachments and two (2) supplements totaling 63 consecutively numbered pages. Please verify that you have a complete copy.**

CALENDAR OF EVENTS. The schedule for the Project is given below, and is subject to change. DAS may change this schedule at any time. If DAS changes the schedule before the Proposal due date, it will do so through an announcement on the State Procurement Web site area for this RFP. The Web site announcement will be followed by an addendum to this RFP, also available through the State Procurement Web site. After the Proposal due date and before the award of the Contract, DAS will make scheduled changes through the RFP addendum process. DAS will make changes in the Project schedule after the Contract award through the change order provisions located in the general terms and conditions of the Contract. It is each prospective Offeror's responsibility to check the Web site question and answer area for this RFP for current information regarding this RFP and its calendar of events through award of the Contract. No contact shall be made with agency/program staff until contract award is announced.

DATES:

Firm Dates

RFP Issued:	March 17, 2015
Inquiry Period Begins:	March 17, 2015
Inquiry Period Ends:	*April 24, 2015, at 8:00 a.m.
Proposal Due Date:	*May 6, 2015, by 1:00 p.m.

Estimated Dates

Contract Award Notification:	May 29, 2015
Contract Start Date:	*July 1, 2015

NOTE: These dates are subject to change.

There are references in this RFP to the Proposal due date. Prospective Offerors must assume, unless it is clearly stated to the contrary, that any such reference means the date and time (Columbus, OH local time) that the Proposals are due.

Proposals received after 1:00 p.m. on the due date will not be evaluated.

The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DAS will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror's Total Technical Score in Table 3. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

TABLE 3 - TECHNICAL PROPOSAL EVALUATION

Criterion	Weight	Rating (0=Does not Meet to 5=Strong)	Extended Score
<b>Offeror Profile</b>			
1. Company Profile. Number of years doing business. Number of total employees and number of employees to be dedicated to this Project. Capacity of the Offeror to provide the deliverables for these projects. Offeror must complete all areas of Attachment Five A.	10		
2. *It is preferred the Offeror's Project Manager have at least a Master's Degree in one of the following fields: social work, psychology, nursing, public health, with specific experience with administering programs and coordinating services for PASRR Level II Evaluation process, or experience of a similar nature.	15		
3. Detail a history of experience with administering programs and coordinating services for PASRR Level II evaluations. (Attachments 5B, C and D).	20		
<b>Offeror References</b>			
The Offeror demonstrates a minimum of three (3) references (not to include the Ohio Department of Mental Health and Addition Services) from previous jobs similar to the Projects and provide details of similarities. Offeror must complete all areas of Attachment Six for each of the three (3) references provided. These references must relate to work that was completed within the past five (5) years. If fewer than three (3) references are provided, the Offeror must include information as to why fewer than three (3) references were provided. (Attachment Six)	15		

ATTACHMENT ONE: WORK REQUIREMENTS AND SPECIAL PROVISIONS  
PART ONE: WORK REQUIREMENTS

This attachment describes the Project and what the Contractor must do to complete the Project satisfactorily. It also describes what the Offeror must deliver as part of the completed Project (the "Deliverables"), and it gives a detailed description of the Project's schedule.

- I. **SCOPE OF WORK.** The State is seeking to identify and select a single qualified contractor, able to perform statewide individual Level II Pre-Admission Screening and Resident Review (PASRR) assessments of individuals with indications of Serious Mental Illness (SMI), as mandated by the federal government to allow Ohio MHAS to determine the need for nursing facility (NF) services and specialized services for mental illness of applicants who are residents of, or seeking admission into NFs. In the state of Ohio the need for specialized services is defined as any services requiring a hospital level of care that must be provided in a psychiatric unit licensed or operated by the OHIO MHAS. This definition of specialized services for mental illness is under review to allow access to needed services in a NF.

As the single, state Medicaid agency, Ohio Department of Medicaid (ODM) retains administrative oversight of Ohio's PASRR system. The Ohio MHAS serves as the state mental health authority; therefore, all NF applicants and residents, with indications of SMI are referred to the Ohio MHAS for Level II PASRR determinations. Such determinations are made in collaboration with other state authorities on dually diagnosed cases.

A. The agency's major responsibilities as they relate to PASRR are:

1. Serve as the State's mental health authority. Clinicians who are contracted by the State assess whether an individual requires the level of services that are provided at a NF and whether the individual requires SS for mental illness. In the state of Ohio the need for specialized services is currently defined as any services requiring a hospital level of care that must be provided in a psychiatric unit licensed or operated by the OHIO MHAS. This definition of specialized services for mental illness is under review to allow access to needed services in a NF.
2. Oversight of the completion of all Level II PASRR assessments for individuals with indications of SMI. Ohio has a complex system for the local planning, delivery, and oversight of community behavioral health services. The state's 88 counties have 53 single or multi-county community boards. Those boards have the responsibility for funding, planning, oversight, and evaluation, but do not deliver services. The boards contract with approximately 450 community provider agencies, certified by the State to deliver services. The state currently contracts with a single Contractor to complete the statewide level II PASRR assessments for individuals with indications of SMI.
3. Data management and analysis. The selected Contractor will be responsible for the development and maintenance of a data management system capable of tracking and analyzing key aspects of the Level II PASRR assessments for individuals with indications of SMI. This includes tracking such individuals admitted to NFs under the expedited hospital discharge exemption (hospital exemption), comparing average time to complete a PASRR determination to the national standard, trending and tracking by diagnoses and by demographics, for the purposes of quality assurance and quality improvement.
4. Quality Assurance/Quality Improvement. The State must ensure compliance with all federal and state laws and regulations related to the implementation of PASRR. Also, the State seeks to engage in continuous quality improvement in the delivery of all of its services.
5. Policy development and analysis. The State is responsible for the establishment of policies and regulations related to the implementation of Level II PASRR evaluation for individuals with indications of SMI. In addition, the State contributes to the establishment of policies which govern the implementation of the state's multiagency PASRR system. As such, representatives of the State sit on inter-agency and stakeholder's PASRR committees.
6. Money Follows the Person (MFP) (referred to as Home Choice in Ohio) Demonstration. The State has agreed to participate in the MFP pilot to allocate funding to transition individuals with mental illness out of NFs.

B. The successful Offeror's major responsibilities as they relate to PASRR are:

1. Data Management System. The successful Offeror will develop or provide a comprehensive data management system capable of the following:
  - \*a. Developing and maintaining a comprehensive data management system that supports a web-based workflow and summary application that allows the state to review and finalize summary reports, issue determinations, manage general workflow, analyze data, and produce reports.
  - b. Compatibility with the data base(s) utilized by the State, currently Microsoft SQL Server, and other agencies involved in long-term care.
  - c. Supporting quality assurance of the PASRR program.
  - d. Providing periodic and ad hoc reporting, for example:
    - 1) Pre-admission Screening (PAS) Recommendations.
    - 2) Resident Review (RR) Recommendations.
    - 3) Evaluators Performance Measures.
    - 4) Final Disposition of applicants issued a determination requiring Special Services (SS).

4. Assessment Report – form and structure. The successful Offeror must complete all required forms in their entirety. The report should be self-supporting, and documentation/information should be included or clearly referenced. All reports must be type-written and detailed as follows:
  - a. Assessor must be identified by name and professional title and the date on each portion of the evaluation as administered.
  - b. Objective.
  - c. History provides a summary of the medical and social history, including the positive traits or developmental strengths, weaknesses or developmental needs of the applicant.
  - d. Assessor's Recommendations.
    - 1) If NF services are recommended, identify the specific services which are required to meet the applicant's individual needs.
    - 2) If NF services are not recommended, identify any mental health services that are required to meet the evaluated applicant's needs.
    - 3) If Specialized Services are recommended, identify the specific mental health services required to meet the assessed applicant's needs.
  - e. Basis of report's conclusion.
5. Supporting Documents for PASRR Applications. The following is a list of documentation that may be useful in the determination of the PASRR applications. The list is not all-inclusive; however, a package which succinctly supports an applicant's current functional level is preferred.
  - a. Minimum Data Set (MDS) 2.0 (for RR),
  - b. Health status and physical exam (within last 6 months prior to application),
  - c. Psychiatric evaluation (within last 6 months),
  - d. Current physician's progress notes,
  - e. Discharge summary/continuity of care documentation,
  - f. Recent RN notes that apply to this applicant's condition,
  - g. Current documentation that supports the need for 24-hour supervision, if requested,
  - h. Physicians' orders (medications, procedures, and prescribed therapies),
  - i. Consumer reports; Ohio Department of Job and Family Services (ODJFS) form 3697/1028, when available,
  - j. Completed mental status examination (MMSE),
  - k. Global assessment of functioning (GAF),
  - l. Copies of all neurological exams (MRIs, etc.).
6. PASRR Assessment Timeline Requirement. The following timelines ensures that the Ohio MHAS meets or betters the national standards, as stated in the CFR, related to the completion of the PASRR evaluations.
  - a. All PASRR evaluations must be completed within three (3) to five (5) calendar days from the date of referral.
  - b. Applications received from a patient awaiting discharge from a psychiatric hospital or unit and seeking a PAS into a NF will be completed within 24-hours of reception. This assessment category will be referred to as expedited Psych PAS
  - \*c. The successful Offeror provides evidence that administrative support is available between 8:00 AM and 5:00 PM Eastern Time.
7. Building and Maintenance of Infrastructure. The successful Offeror must build and maintain an infrastructure to support the effective completion of statewide PASRR assessments for individuals with indications of SMI. It must employ a multi-disciplinary staff to complete assessments effectively and efficiently, to include the following:

Assessments must be completed within the timelines as stated in Item 2 subsection (I. iii) and provide a Transition Plan that outlines a seamless acquisition of responsibility from the current system should the successful Offeror be different than the current Contractor.
8. Monthly Reports. The successful Offeror will submit monthly reports as defined by the State. An example of the State's current monthly PASRR report is included as Supplement Two. The successful Offeror must provide the State unrestricted access to its data management system, for the purpose of utilization review.

- \*9. Processing letters. The successful Offeror will be required to process (collate) and send level II notifications and other related letters, such as categorical determinations, administrative actions, and case closures to all recipients indicated in federal regulations. All administrative cost to process letters are to be included in the fee-for-service rate to complete an assessment. In the cost narrative, the proposed fee-for-service rate should be broken-out to transparently show what percentage of the rate is required to cover the cost of processing letters.
- \*10. Administrative support. The successful Offeror will be expected to provide administrative support, to include providing technical assistance to stakeholders on the PASRR program. This cost should be included in the fee-for-service rate. In the cost narrative, the fee-for-service rate should be broken-out to transparently show what percentage of the rate covers administrative support
- 11. Miscellaneous Notes:
  - a. The successful Offeror must provide an alert to the State for each application received.
  - C. The State will work with the successful Offeror to analyze the data collected, to assure quality and to identify opportunities for improvements to the system, which will support targeted training locally, regionally, and statewide as needed. In addition, the data will allow the State to provide compliance oversight of the system.

CONTRACTOR RESPONSIBILITIES. The Contractor must meet all RFP requirements and perform Work as defined in the Scope of Work.

ATTACHMENT TWO: REQUIREMENTS FOR PROPOSALS

**PROPOSAL FORMAT.** Each Proposal must include sufficient data to allow the State to verify the total cost for the Project and all of the Offeror's claims of meeting the RFP's requirements. Each Proposal must respond to every request for information in this attachment whether the request requires a simple "yes" or "no" or requires a detailed explanation. Simply repeating the RFP's requirement and agreeing to comply will be an unacceptable response and may cause the Proposal to be rejected.

These instructions describe the required format for a responsive Proposal. The Offeror may include any additional information it believes is relevant. An identifiable tab sheet must precede each section of a Proposal, and each Proposal must follow the format outlined below. All pages, except pre-printed technical inserts, must be sequentially numbered. Any material deviation from the format outlined below may result in a rejection of the non-conforming Proposal.

Each Proposal must contain the following information, chronologically in order, with tabbed sections as listed below:

1. Cover Letter and Mandatory Requirements
2. Certification
3. Signed Contracts
4. Offeror Profile and Prior Projects
5. Offeror References
6. Staffing Plan
7. Personnel Profile Summary
8. Work Plan
9. Support Requirements
10. Conflict of Interest Statement
11. Assumptions
12. Proof of Insurance
13. Payment Address
14. Contract Performance
15. W-9 Form and Additional Vendor Information Form
16. Affirmative Action Plan
17. Banning the Expenditure of Public Funds on Offshore Services
18. Cost Summary Form – In a sealed envelope
19. Attachment Ten – BAA Signed and Dated by Offeror
- \*20. MBE Documentation

**REQUIREMENTS:**

1. **Cover Letter.** The cover letter must be in the form of a standard business letter and must be signed by an individual authorized to legally bind the Offeror. The cover letter will provide an executive summary of the solution the Offeror plans to provide. The letter must also have the following:
  - a. A statement regarding the Offeror's legal structure (e.g., an Ohio corporation), Federal tax identification number, DUNS number and principal place of business.
  - b. A list of the people who prepared the Proposal, including their titles.
  - c. The name, phone number, fax number, e-mail address, and mailing address of a contact person who has authority to answer questions regarding the Proposal.
  - d. A list of all subcontractors, if any, that the Offeror will use on the Project if the Offeror is selected to do the Work.
  - e. For each proposed subcontractor, the Offeror must attach a letter from the subcontractor, signed by someone authorized to legally bind the subcontractor, with the following included in the letter:
    - 1) The subcontractor's legal status, tax identification number, and principal place of business address.
    - 2) The name, phone number, fax number, e-mail address, and mailing address of a person who is authorized to legally bind the subcontractor to contractual obligations.
    - 3) A description of the work the subcontractor will do.
    - 4) A commitment to do the work if the Offeror is selected.
    - 5) A statement that the subcontractor has read and understood the RFP and will comply with the requirements of the RFP.
    - 6) A statement that the Subcontractor will maintain any permits, licenses, and certifications required to perform work.
  - f. A statement that the Offeror's proposed solution for the Project meets all the requirements of this RFP.
  - g. A statement that the Offeror has not taken any exception to the Terms and Conditions.
  - h. A statement that the Offeror does not assume there will be an opportunity to negotiate any aspect of the proposal.

14. Contract Performance. The Offeror must complete Attachment Eight, Offeror Performance Form.
15. W-9 Form and Vendor Information Form. The Offeror must complete Federal Form W-9, Request for Taxpayer Identification Number and Certification form and the Vendor Information Form (OBM-5657) in their entirety. At least one (1) original of each form (signed in blue ink) must be submitted in the "original" copy of the Proposal. All other copies of the Proposal may contain duplicates of these completed forms. If a subsidiary company is involved, Offerors must have an original W-9 and OBM-5657 for both the parent and subsidiary companies. These documents and directions can be found on the OBM Web site under the heading "Vendor Forms" at <http://www.ohiosharedservices.ohio.gov/Vendors.aspx>
16. Affirmative Action. Before a contract can be awarded or renewed, an Affirmative Action Program Verification Form must be completed using:

<http://das.ohio.gov/Divisions/EqualOpportunity/AffirmativeActionProgramVerification/tabid/133/Default.aspx>.

Approved Affirmative Action Plans can be found by going to the Equal Opportunity Department's Web site:

<http://eodreporting.oit.ohio.gov/searchAffirmativeAction.aspx>

Copies of approved Affirmative Action plans shall be supplied by the Offeror as part of its Proposal or inclusion of an attestation to the fact that the Offeror has completed the process and is pending approval by the EOD office.

17. Governing The Expenditure Of Public Funds For Offshore Services. The Contractor affirms to have read and understands Executive Order 2011-12K and shall abide by those requirements in the performance of this Contract. Notwithstanding any other terms of this Contract, the State reserves the right to recover any funds paid for services the Contractor performs outside of the United States for which it did not receive a waiver. The State does not waive any other rights and remedies provided the State in this Contract.

The Offeror must complete the attached Contractor/Subcontractor [Affirmation and Disclosure](#) to abide with Executive Order 2011-12K affirming no services of the Contractor or its subcontractors under this Contract will be performed outside the United States. During the performance of this Contract, the Contractor must not change the location(s) of the country where the services are performed, change the location(s) of the country where the data are maintained, or made available unless a duly signed waiver from the State has been attained to perform the services outside the United States.

18. Cost Summary Form. The Cost Summary Form (Attachment Nine) must be submitted with the Offeror's Proposal. The Offeror's total cost for the entire Project must be represented as the firm fixed price, for a not-to-exceed fiscal year cost. Offerors shall provide a comprehensive cost analysis; this cost must include all ancillary costs. All costs for furnishing the services must be included in the Cost Proposals as requested. No mention of or reference to, the Cost Proposals may be made in responses to the general, technical, performance, or support requirements of this RFP.

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for 120 days, starting on the due date for proposals. The awarded contractor must hold the accepted prices and/or costs for the entire contract period. No price change shall be effective without prior written consent from DAS, OPS.

NOTE: Offeror's should ensure Cost Proposals are submitted separately from the Technical Proposals, as indicated the Proposal Submittal paragraph of this RFP (see Part Three). This information should not be included in the Technical Proposal.

The Offer must submit a budget narrative with its offer to detail the cost amounts.

The State shall not be liable for any costs the Offeror does not identify in its Proposal.

- \*19. Business Associate Agreement. The Business Associate Agreement, Attachment Ten, is to be signed, dated and returned with the RFP submission.
- \*20. MBE Documentation. Identification of Ohio certified MBE subcontractors and agency required minimum percentage information is to be submitted.