



COMMUNITY SERVICES, HOUSING, AND COMMUNITY DEVELOPMENT DEPARTMENT
Kathleen Torella, Director

**Spokane County Regional Behavioral Health Administrative Service Organization (BHASO)
Request for Proposal (RFP) Regarding Substance Abuse Block Grant (SABG) Services**

Effective July 1, 2018, the Spokane County Regional BHASO, a division of the Spokane County Community Services, Housing and Community Development Department (CSHCD), is releasing a Solicitation to fund SABG Services for youth and adults in the six (6) county Spokane Regional Service Area (RSA) beginning January 1, 2019.

Purpose: Voluntary behavioral health (BH) admissions will be provided for youth and adults who are at or below the two hundred twenty percent (220%) of the Federal Poverty Level (FPL), not eligible for Medicaid, and/or do not have third party insurance. This includes substance use disorder (SUD) inpatient, SUD outpatient, and adult sobering services for the American Society of Addiction Medicine (ASAM) continuum of care levels for adults and youth within available funding resources. Services will be provided within the six (6) county RSA which includes Adams, Ferry, Lincoln, Pend Oreille, Spokane, and Stevens counties.

Individual Eligibility for Services: To be eligible for any non-crisis BH service under the Spokane County Regional BHASO contract, an individual must meet the financial eligibility criteria and the clinical or program eligibility requirements for the General Fund State (GFS)/Federal Block Grant (FBG) services including:

- Individuals who do not qualify for Medicaid and have income at or below 220% of the FPL;
- Services that meet medically necessary;
- Priority populations who have precedence to receive non-crisis BH services including by priority order:
 - Pregnant injecting drug users;
 - Pregnant substance abusers;
 - Women with dependent children; and
 - Injecting drug users.
- Additional priority populations, in no particular order:



- Postpartum women (up to one (1) year, regardless of pregnancy outcome);
- Patients transitioning from residential care to outpatient care;
- Youth; and
- Offenders as defined in Revised Code of Washington (RCW) 70.96.350.

Meeting the eligibility requirements under the Spokane County Regional BHASO contract does not guarantee individuals will receive a non-crisis BH service. Services other than Mental Health Crisis Service and Involuntary Treatment Act (ITA)-related services are contingent upon available non-Medicaid funding resources as managed by the Spokane County Regional BHASO. Individuals are not guaranteed a choice of BH providers for contracted BH services.

Provider Eligibility: Applicants will be considered if they meet the following requirements:

1. The provider must be currently licensed with the Washington State Department of Health (DOH) to provide SUD treatment services;
2. The provider will have demonstrated experience with managed care organizations (MCOs) and medical necessity criteria;
3. The provider must have experience submitting service encounters and client demographic data into the Raintree System;
4. Treatment facilities must be located within the Spokane RSA; and
5. Proposals must follow all guidelines and be received no later than August 15, 2018.

Funding: The Spokane County Regional BHASO has discretion on the use of SABG funds for the provision of non-crisis BH services. The contract award's targeted start date is January 1, 2019 and is renewed at the start of each contract period. The Spokane County Regional BHASO will fund treatment services with SABG on a fee-for-service schedule developed by the Spokane County Regional BHASO. Please refer to the attached document titled "Substance Use Disorder Enhanced Fee for Service Rates."

Scope of Services: Contracted providers shall use ASAM Level of Care Guidelines to make placement decisions for all SUD services. Medical necessity criteria must be utilized for the authorization or denial of all clinical services offered. Services shall comply with the Spokane RSA's SABG plan approved by the State and the Contractor will adhere to all Spokane County Regional BHASO contract and data reporting requirements. Priority services will include the following:

1. SUD treatment for individuals on a Less Restrictive Alternative (LRA) Court Order as a result of an involuntary detention to Secure Detox;
2. Interim Services shall be made available for pregnant and parenting women and intravenous drug users within forty-eight (48) hours of seeking treatment for RSA

Medicaid and non-Medicaid individuals who are financially eligible (at or below 220% of the FPL) for SABG funded services and authorized by the Spokane County Regional BHASO;

3. Opioid Use Disorder Outreach services utilizing a scientifically sound outreach model for intravenous drug users;
4. SUD Withdrawal Management and Residential treatment to serve Spokane County RSA's non-Medicaid population who are at or below 220% of the FPL; and
5. Treatment services and interventions for pregnant and parenting women (PPW).

The following services also meet the criteria for funding:

1. Opioid Treatment Program or Office Based Opiate Treatment (OBOT) services to serve the RSA's non-Medicaid individuals who are financially eligible (at or below 220% of the FPL) for Spokane County Regional BHASO-funded services and authorized by the Spokane County Regional BHASO.
2. Voluntary outpatient SUD treatment for individuals within the RSA who are not eligible for Medicaid, at or below 220% of the FPL, and/or do not have third party insurance; and
3. Sobering Services.

Contract Requirements: SUD providers contracted with the Spokane County Regional BHASO will be required to check individuals' Medicaid eligibility in ProviderOne, and any other third party insurance benefit, every time an individual comes in for a service. They will also be required to complete and retain records of financial eligibility screens for individuals who are not currently enrolled in Medicaid to ensure that they are at or below 220% of the FPL. Additionally, contracted providers will be expected to assist individuals who may be Medicaid eligible in applying for Medicaid or refer individuals to Healthcare Navigators who can assist individuals in applying.

The Contractor will be required to submit a Capacity Management Form quarterly to the Spokane County Regional BHASO. The Contractor shall manage a system that offers real time identification and response when the agency is at ninety percent (90%) capacity and work with the Spokane County Regional BHASO and other contracted providers to ensure Individuals have access to services in a timely manner. The Contractor shall notify the Spokane County Regional BHASO in writing, within two (2) business days, when their agency is at ninety percent (90%) capacity. Capacity Management is a continually updated system to identify capacity and match PPW, Women with Dependent Children, and Individuals Using Intravenous Drugs (IUID) with an available treatment program.

SUD Providers contracted with the Spokane County Regional BHASO may be required to participate in state-wide peer reviews and provide Chemical Dependency Professionals (CDPs) as volunteer peer reviewers annually. SABG requires annual peer reviews by individuals with expertise in substance use treatment. The Contractor and Subcontractors shall participate in a peer review process when requested by the Washington State Health Care Authority ((HCA) United States Code (USC) 42 U.S.C. 300x-53 (a) and Code of Federal Regulations (CFR) 45 C.F.R. 96.136).

Proposal Content Requirements: Items in the Proposal Content Requirement section below marked “Mandatory” must be included as part of the proposal to be considered responsive. These items are reviewed by Spokane County Regional BHASO Administration and Finance. Items marked “Scored” are those that are awarded points as part of an evaluative review conducted by a scoring panel of Spokane County Regional BHASO staff and stakeholders who have signed “No Conflict of Interest” statements. Failure to answer each requirement may cause the proposal to be deemed non-responsive and be disqualified from further consideration.

Required Attachments (Mandatory):

1. Declaration Form (ATTACHMENT A) and copy of license

Narrative Response (Scored): Interested agencies are asked to provide a narrative proposal that responds to the following requests (use ATTACHMENT B):

1. Identify which ASAM levels of care you are applying for and the provision of SUD services funded with SABG?
2. Describe your agency’s experience and expertise in providing SUD treatment services (including access to care treatment outcomes, treatment model and staffing pattern).
3. Detail your agency’s experience providing medically necessary treatment services within a managed care system and the related training provided to CDP and Chemical Dependency Professional Trainees (CDPT).
4. Describe your agency’s proficiency in submitting contract required data into the Raintree Data System, including the agency’s timeliness of submissions and error rates.
5. Identify which county/counties services will be located in to serve individuals assigned to the Spokane County RSA.
6. Explain how your agency will screen individuals for financial eligibility for SABG funded treatment services and retain required records.

Scoring Details: The Narrative Response Scoring Worksheet to be utilized by the scoring panel is provided as an attachment with this RFP for informational purposes.

General Information and Application Requirements:

Contact Information: All inquiries shall be directed to the Solicitation Coordinator via email by 4:30 pm (PST) on Wednesday, August 1, 2018. All questions and answers will be posted on the Spokane County Regional BHASO website at the following link:

<https://www.spokanecounty.org/1220/SCRBHO-RFPRFI>

Solicitation Coordinator:

Angela Quadry, Integrated Behavioral Health Project Coordinator
Spokane County Community Services, Housing, and
Community Development Department
312 West 8th Avenue
Spokane, WA 99204
Email: aaquadry@spokanecounty.org

Instructions, Forms, and Other Documents: The application instructions, forms, and other documents are in a combination of Microsoft Word and Excel formats and can be printed from the website. If you are unable to open and/or print any of these documents, you may contact the Solicitation Coordinator listed above under *Contact Information* to make arrangements to receive paper copies of these documents.

Amendments to Solicitation: The Spokane County Regional BHASO reserves the right to issue amendments to this Solicitation for clarification, substitution, addition, or deletion. Applicants are strongly advised to check the website periodically to see if amendments have been posted.

Cancellation: This RFP does not convey a commitment to award a contract. Spokane County reserves the right to accept or reject any or all proposals or to cancel this solicitation at any time if the cancellation is deemed to be in Spokane County's best interest. In no event, shall Spokane County have any liability for the cancellation of this solicitation or for any expenses incurred by any bidder in connection with the selection process.

Proposal Revisions and Review: The Spokane County Regional BHASO may find it necessary to seek clarification from applicants regarding any of the responses submitted. The Spokane County Regional BHASO may, at its discretion, request that applicants submit additional information to permit a more informed evaluation of the application. Oral presentations may be required of those prospective agencies whose proposals are under consideration. If so, prospective agencies may be informed that an oral presentation is desired and will be notified of the date, time, and location of the oral presentation. In addition, the Spokane County Regional BHASO may require site visits to assess physical space for programming, fund accountability, contract compliance, and program performance.

Property of Spokane County: Any application submitted becomes the property of the Spokane County Regional BHASO and will not be returned to the applicant.

Public Record Requests: The Spokane County Regional BHASO is a division under CSHCD, and CSHCD is a department of Spokane County. Spokane County, as a governmental entity, is required by law to respond to all requests for public records. Any bidder to this RFP is on notice that the following documents may be released in the event of a Public Records Request surrounding this RFP: Original RFP documents prepared by a contractor, scoring results, questions submitted to the Spokane County Regional BHASO, email communication, and/or any executed contracts.

Spokane County Regional BHASO encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provision of this Request for Information. Written complaints should be addressed to Tonya M. Stern, Assistant Director, 312 W. 8th Avenue, Spokane, WA 99204.

Beneficial Interest Disclosure Statement: In accordance with RCW 42.23 all bidders must disclose any and all personal relatives, or any relatives of the bidder's employees or subcontractors, who are presently employed by Spokane County, or who stand to realize any financial gain, or beneficial interest, if this contract is awarded to the bidder or any subcontractor of the bidder for the work.

Debarment: The bidder certifies that it is not presently debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12689, Title 48 CFR 9.404 "Debarment and Suspension." Further, the bidder certifies that the agency will not contract with a subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, USC, and CFR's.

TECHNICAL REQUIREMENTS OF THE PROPOSAL:

- Use standard 8.5 x 11 white paper;
- Use 12-point font, black, double-spaced narratives with one-inch margins;
- Print your organization name as a header on all pages of the application response;
- Insert page numbers at the bottom of each page;
- Submit one original and one copy stapled in the upper left-hand corner;
- There is no minimum or maximum number of pages for the entire response;
- Unnecessarily elaborate responses beyond that sufficient to present a complete and effective response are not desired;
- Proposal applications that are incomplete or do not follow the guidelines described in the "Proposal Content Requirements" section will not be considered;
- All questions must be answered;
- And all required attachments must be included (please see page 4).

Delivery of the Proposal: The proposal must be received no later than 4:30 p.m. (PST) on Wednesday, August 15, 2018. Direct the proposal to:

Tonya M. Stern, Assistant Director

Spokane County Community Services, Housing, and
Community Development Department
312 West 8th Avenue
Spokane, WA 99204

Proposals received after 4:30 p.m. (PST) on Wednesday, August 15, 2018 will be disqualified from consideration under this solicitation. The proposal may be hand-delivered, mailed, or delivered by parcel, courier, or other delivery service. A postmark or other mark will not be accepted as receipt of the proposal. The applicant assumes full responsibility for the delivery method chosen.