



July 11, 2016

Re: 16RFP07072016A-MH, Consultant Services for the Design of a New Behavioral Health Model

Dear Proposers:

Attached is one (1) copy of Addendum 1, hereby made a part of the above-referenced Request for Proposal (RFP).

Except as provided herein, all terms and conditions in the RFQ referenced above remain unchanged and in full force and effect.

Sincerely,

Mark Hawks

CAPA, APA

This Addendum forms a part of the contract documents and **modifies** the original RFP documents as noted below:

Section 3, Proposal Requirements is attached and has been replaced in its entirety in the original document.

ACKNOWLEDGEMENT OF ADDENDUM NO. 1

The undersigned Proposer acknowledges receipt of this Addendum by returning one (1) copy of this form with the proposal submittal package to the Department of Purchasing & Contract Compliance, Fulton County Public Safety Building, 130 Peachtree Street, S.W., Suite 1168, Atlanta, Georgia 30303 by the RFP due date and time August 8, 2016@ 11:00A.M.

This is to acknowledge receipt of Addendum No. 1, _____ day of _____, 2016.

Legal Name of Bidder

Signature of Authorized Representative

Title

**SECTION 3
PROPOSAL REQUIREMENTS**

3.1 SUBMISSION REQUIREMENTS

3.1.1 Proposal Submission Date and Submittal Format

All Proposals, including all attachments, must be received by the County in a sealed package no later than **Monday, August 8, 2016 at 11:00 A.M.** and must be addressed to:

**REQUEST FOR PROPOSALS RFP #
Fulton County Department of Purchasing
Public Safety Building
130 Peachtree Street S.W. Suite 1168
Atlanta GA 30303**

The Proposal shall consist of a Technical Proposal, a Cost Proposal and all documents listed on the Required Submittal Checklist (Exhibit 1). The Technical Proposal shall include proposer information, technical information, business-related information, and any Technical Proposal forms requested. The Cost Proposal shall include the Cost Proposal Forms and any information describing the basis for pricing and must be separately, sealed, marked and packaged.

The required content of the Technical Proposal and Cost Proposal is further specified in this section of the RFP. The Proposal must be signed and acknowledged by the Proposer, including certain information to be provided under oath as required under applicable law, in accordance with the instructions herein and the various proposal forms.

THE TECHNICAL PROPOSAL, THE COST PROPOSAL AND CONTRACT COMPLIANCE EXHIBITS SHALL BE SUBMITTED IN SEPARATE, SEALED ENVELOPES OR PACKAGES. THE INCLUSION OF ANY COST INFORMATION IN THE TECHNICAL PROPOSAL MAY RESULT IN SUCH PROPOSAL BEING REJECTED BY THE COUNTY.

Each envelope or package shall be clearly marked as follows:

**REQUEST FOR PROPOSALS (RFP)
16RFP07072016A-MH
[Technical or Cost Proposal]
Proposer's Name and Address**

3.1.2 Number of Copies

Proposers shall submit the following:

Technical Proposal, one (1) marked “Original” and five (5) copies on CD or thumb drive media in PDF format.

Contract Compliance Exhibits, two copies; one (1) marked “Original” and one marked “Copy” in a separate sealed envelope.

Financial Information, two copies; one (1) marked “Original” and one marked “Copy” in a separate sealed envelope.

Cost Proposal, two copies; one (1) marked “Original” and one marked “Copy” in a separate sealed envelope.

All Proposals must be complete with all requested information.

3.2 OVERVIEW OF PROPOSAL REQUIREMENTS

Proposers shall submit Proposals in accordance with the content and format requirements set forth in this RFP. Proposals should be clearly organized and structured in a manner that allows materials included in the document to be located easily.

Each of the instructions set forth in this section must be followed for a Proposal to be deemed responsive to this RFP. In all cases, the County reserves the right to determine, at its sole discretion, whether any aspect of the Proposal meets the requirements set forth in this section. The County reserves the right to reject any Proposal, which in its judgment, does not comply with these Proposal submission requirements.

3.3 SCOPE OF WORK

The primary objective of this project is to select a partner who will work closely with the County to develop a strategic framework and identify and implement initiatives and reforms that will lead to long-term benefits for the County in providing Behavioral Health Services. The scope of work includes:

1. Development of a detailed framework for the service delivery model for Behavioral Health Services which will utilize a provider network within 45 days.

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2. Development of an Request for Proposal to be utilized in the selection process for a network of provider(s) for Behavioral Health Services within 60 days.
 3. Provide technical assistance and recommendations to management and staff during the transition and implementation phases of updated service delivery model during the period of the contract.
 4. Identification of issues/problems within County government and/or the manner in which services are provided, and development of innovative solutions to those problems which can be included as part of a Change Management Plan within 90 days.

3.4 PROJECT DELIVERABLES

The project deliverables shall include:

1. Development of a detailed Project Plan must be delivered within 30 days of award with that at minimum shall include; identify major tasks, when the major tasks will start and finish, staff assigned to tasks, planned reviews of work associated with each major task, task complete date and any other information that will assist in the planning and tracking of this project.
2. Provider network design recommendations that would include capacity, geography, capabilities, reimbursement for services, etc.
3. Process Flow Maps for all areas of the service delivery model that aligns with the proposed organization structure to include: functional areas responsibilities, proposed roles and responsibilities for staff positions.
4. Request for Proposal (RFP) that includes all necessary sections to meet the Fulton County Standards that include but not limited to: demonstration of consumer needs: accessibility of service, quality of services, behavioral health capabilities, ability to provide for a continuity of care, performance measures, etc.)
5. Template for Service Provider Contracts that include a performance matrix for evaluation of vendors to include recommendations for provider adequacy, quality, on defined performance measures. (Must adhere to all County legal standards.)
6. Communications Plan for stakeholders, clients, and citizens.

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7. Change Management Plan that lists policy recommendations and recommendations on implementation.
 8. Plan on providing technical support during the initial transition to the updated service delivery model and support during the first three months following transition to resolve any issues that arise.

3.5 PROJECT TIMELINE

Provide a Project Timeline which includes all major task/milestones to be completed by the projected completion date provided in 3.4. An accelerated Project Timeline maybe submitted which includes all major task/milestones to be completed for the County's consideration.

3.6 TECHNICAL PROPOSAL FORMAT AND CONTENT

The Technical Proposal shall include the appropriate and requested information in sufficient detail to demonstrate the Proposer's knowledge, skills and abilities to provide requested services and will be reviewed and evaluated based on each Proposer's responses to the criteria described below.

The Technical Proposal shall be arranged and include content as described below:

Section 1 - Executive Summary

The executive summary shall include the following information:

1. Provide the legal name of the entity responding to this proposal.
2. Provide the business type of the entity responding to this proposal (i.e. Joint Venture, Partnership, etc.).
3. Include a brief statement of the project approach to perform a Global Level Departmental Assessment, understanding of the project's goals and objectives and demonstrated understanding of the project's potential problems and concerns.
4. Name, address and telephone number of one (1) individual to whom all future correspondence and/or communications will be directed.

Section 2 – Project Plan

1. Demonstrate your firm’s knowledge and ability to provide a service delivery model and framework for behavioral health support services to governmental entities similar in size and scope to Fulton County.
2. Demonstrate your firm’s ability to develop detailed Request for Proposals (RFP) and performance based contracts for behavioral health support services that would utilize multiple locations and multiple lines of business to serve residents.
3. Provide a detailed description on how your firm would propose to develop an implementation plan for Program Management that would include a revised organizational structure and is inclusive of input from leadership.
4. Demonstrate your firm’s ability to design a Communication Plan that would assist in the implementation of the service delivery model that would include internal and external clients as part of the overall Change Management process.
5. Demonstrate your firms experience in providing technical assistance that exhibits your firm’s knowledge of leading practices in provider network design, creating policies and procedures for such models, and ability to identify alternative funding sources that may assist in serving more residents.
6. Provide a detailed description that shows your firms ability to identify leading practices for provider network performance management and monitoring, create strategy and develop policies for provider enrollment development, training, and removal from the network based on performance.
7. The Project Plan must at a minimum, identify major tasks, when the major tasks will start and finish, planned reviews of work associated with each major task, task complete date and any other information that will assist in the planning and tracking of this project.

Section 3 – Qualifications of Key Personnel

1. Provide an organizational chart which includes the key personnel and their role(s) proposed for this project. Identify whether their roles are managerial, technical, support staff, etc. Provide a job description for each position proposed.
2. All proposed key personnel must have at least a minimum of three (3) years

of work experience in designing and implementing a behavioral health service delivery model and/or change management services.

3. The Project Manager should be the Lead Person and must have a minimum of five (5) years of work experience in behavioral health program delivery and/or change management services.
4. Each resume should be limited to no more than three (3) pages per person and be organized according to the following:
 - Name and Title
 - Professional Background
 - Professional Qualifications and Certifications
 - Current and Past Relevant Work Experience
 - Include two (2) references for each key personnel member on similar projects.

Section 4 – Relevant Project Experience

Identify at least three (3) projects where the Proposer has assisted in the implementation of a new Behavioral Health Service Delivery Model for governmental entities similar in size and scope to Fulton County with multiple locations and multiple lines of business within the past seven (7) years. Limit your response to one (1) page per project; please provide the following information for each project:

- The name of the project, the owner, year performed and the project location.
- A description of the project.
- A reference, including a contact name, addresses and phone number. This reference should be the owner's staff member who was in charge of the project for the owner.

Section 5 - Availability of Key Personnel

Based on the project time schedule, state percentage of time key personnel will spend on this project.

Section 6 – Project Schedule

Based on the contract term, provide a schedule that includes major tasks/milestones with time duration for each task/milestone which outlines the total project time.

Section 7 – Local Preference

Local Preference is given to businesses that have a business location within the geographic boundaries of Fulton County. The term business location means that the business has a staffed, fixed, physical place of business located within Fulton County and has had the same for at least one (1) year prior to the date of the business' submission of its proposal or bid, as applicable and has had held a valid business license from Fulton County or a city located within Fulton County for the business at a fixed, physical, place of business, for at least one (1) year prior to the date of the business' submission of its proposal or bid as applicable.

In order to receive the Local Preference points of five (5) points the Proposer must meet one (1) of the following criteria, provide supporting documentation as required and certify under oath that it is eligible to receive the local preference points by signing and submitting Form H, Local Preference Affidavit located in Section 5 of this RFP.

The Proposer must indicate which one (1) of the following criteria they will utilize in order to receive local preference:

1. Business having a business location within the geographic boundaries of Fulton County.

The following supporting documentation must be provided:

- Copy of occupational tax certificate (business license) form Fulton County or a city located within Fulton County, or;
- Copy of a lease or rental agreement, or;
- Proof of ownership interest in a location within the geographical boundaries of Fulton County.

2. Businesses where at least fifty-one percent (51%) of the owners of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide the residential address of the business owner(s).

3. Businesses where at least fifty-one percent (51%) of the employees of the business are residents of Fulton County but the business is located outside of Fulton County.

The following supporting documentation must be provided:

- Provide a list of all employees name and address.

Failure to provide the required supporting documentation with your proposal submittal shall result in your firm receiving a “0” (zero) for Local Preference. In the event the affidavit or other declaration under oath is determined to be false, such business shall be deemed “non-responsive” and shall not be considered for award of the applicable contract.

Section 8 – Service Disabled Veterans Preference

Service Disabled Veterans Business Enterprise Preference is given to businesses that are independent and continuing operations for profit, performing commercially useful functions, and which is 51 percent owned and controlled by one or more individuals who are disabled as a result of military service who have been honorably discharged, designated as such by the United States Department of Veterans Affairs.

In order to receive the SDVBE Preference points the Proposer must complete and submit Form I, Service Disabled Veterans Preference Affidavit located in Section 5 of this RFP certifying under oath that it is eligible to receive the SDVBE preference points. The Service Disabled Veteran Business Enterprise (“SDVBE”) must be certified as such by the County’s Office of Contract Compliance.

Section 9 – Cost

The respondent with the lowest total cost will receive the full 15 points. For respondents with the second, third, fourth, etc., their total costs will be divided into the lowest cost and multiplied by 15, the total points allowed for cost.

The County has established the following formula to evaluate cost proposals for Request for Proposals (RFP):

Lowest cost submitted

Each successive cost \times Points allocated for cost in RFP = Cost proposal score

The County will determine responsibility based on the following criteria for the proposer(s) recommended by the Evaluation Committee:

Section 10 – Proposer Financial Information

It is the policy of the County to conduct a review of a firm's financial responsibility in order to determine the firm's capability to successfully perform the work.

If submitting as a Joint Venture, Partnership, Limited Liability Corporation or Limited Liability Partnership, the financials must be submitted for each entity that comprises the prime contractor.

The following documentation is required in order for the County to evaluate financial responsibility:

- a. Provide your firm's most recent balance sheets.
- b. Provide your firm's most recent Dun & Bradstreet, Value Line Reports or other credit ratings/report.
- c. Identify any evidence of access to a line or letter of credit. The evidence must be provided by a financial institution.
- d. Provide a sworn statement that your firm has not filed petition(s) for federal bankruptcy or state insolvency. The statement must be notarized.

Section 11 – Disclosure Form and Questionnaire

It is the policy of Fulton County to review the history of litigation of each Proposer that includes bankruptcy history, insolvency history, civil and criminal proceedings, judgments and termination for cause in order to determine whether a firm's business practices, legal practices and overall reputation in the industry is one that would be acceptable to perform work for Fulton County. The Disclosure Form and Questionnaire is provided in Section 5, Proposal Forms, Form D.

3.7 COST PROPOSAL FORMAT AND CONTENT

The Cost Proposal shall be provided in a **separate sealed envelope**. The Cost Proposal shall include current information and shall be arranged and include content as described below:

Section 1 - Introduction

The Proposer shall include an introduction which outlines the contents of the Cost Proposal.

Section 2 - Completed Cost Proposal Forms

The Proposer is required to complete **all** of the Cost Proposal Forms provided.

COST PROPOSAL FORM
(SUBMIT IN SEPARATE SEALED ENVELOPE)

Position Title	Hourly Rate	Estimated No. Of Hours	Total Fee

(If additional space is required, include a separate sheet marked as price proposal page 2, etc.)

The County may elect to award one or more of the following Tasks. Provide costs for each Task listed below:

No.	Task	Cost
1	Development of a detailed Project Plan	
2	Provider network design recommendations	
3	Process flow maps and proposed organization structure	
4	Development of the Request for Proposal (RFP)	
5	Development of template for Service Provider Contracts	
6	Development of Communications Plan	
7	Development Change Management Plan and recommendations,	
8	Plan on providing technical support during the transition	
	TOTAL COST	

NOTE: Total cost shall be inclusive of all projected expenses, including but not limited to transportation, meals, lodging, long distance calls, photocopying services, etc.