

2017

Request for Proposal

RFP: RESIDENTIAL HABILITATION

**BEDFORD-SOMERSET DEVELOPMENTAL AND
BEHAVIORAL HEALTH SERVICES (DBHS)**

245 West Race St. Somerset, PA 15501

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Introduction

Bedford-Somerset Developmental and Behavioral Health Services (herein referred to as DBHS) is the county joinder entity formerly named Bedford-Somerset MH/MR. DBHS is also a provider of service doing business as Cornerstone Community Services (herein referred to as CCS) and is a qualified waiver provider through the Department of Human Services, Office of Developmental Programs to provide Home and Community Based Services to individuals with an intellectual disability. CCS is currently providing residential habilitation services.

DBHS is in the process of divesting their provider system and is currently seeking a qualified waiver provider to acquire the DBHS Community Homes that provide residential habilitation services. The plan is for the residential habilitation program to be fully divested by December 2017. This divestiture is transpiring so that DBHS is compliant with conflict free requirements since DBHS is also a SCO (Supports Coordination Organization) provider.

Specifically the services are operated as Adult Licensed Residential Habilitation – Community Homes as defined: *A licensed Community Home is a home licensed under 55 Pa. Code Chapter 6400 where services are provided to individuals with an intellectual disability. A community home is defined in regulations as, “A building or separate dwelling unit in which residential care is provided to one or more individuals with intellectual disability”.*

Project Purpose and Description

The purpose of this RFP is to solicit proposals from various candidate organizations, (herein referred to as the Respondents) conduct a fair and extensive evaluation based on criteria listed herein, and select the Respondent(s) who best demonstrate the ability to meet the expressed needs and choice (with the least amount of disruption) for the individuals currently being supported.

The plan is for DBHS to identify and select a qualified waiver provider to successfully divest the current DBHS operated residential services, no later than December 31, 2017. The original divestiture goal set by DBHS remains the same and that is to complete this transition with the least amount of disruption to the individuals being supported in the community homes, as well as for the current DBHS residential workforce.

To summarize the project description; DBHS is seeking a provider who can successfully acquire the current DBHS residential habilitation service being offered in the two county area. Acquisition is to include remaining at the same sites, as well as hiring the current DBHS workforce.

Preference will be placed on Respondents who can demonstrate (through this RFP process):

1. Thorough understanding and support of the Everyday Lives philosophy;
2. Vision and Mission that supports self-directed supports and services;
3. Ability and desire to acquire all homes in both Counties;
4. Sound financial condition and practices;
5. Strong references;
6. Currently fully licensed in all programs operated by the Respondent with no provisional licenses within the last three years;
7. Effective collaborative efforts and demonstrated ability to effectively work with the individuals, family members, other support members, SCO, County representatives, ODP, as well as other stakeholders;
8. Ability to meet individual needs and choices by providing service at the current site locations;
9. Ability to hire and thus retain current DBHS workforce within your organization;
10. Demonstrated ability to be flexible to adjust to changing residential habilitation requirements;
11. Established history of having strong working relationships with the County entity.

Project Scope

The scope of this project includes the complete acquisition of the eight (8) DBHS community homes; five (5) in Somerset County and three (3) in Bedford County. This includes:

1. Engage the individuals currently being supported (and their support system) in the transition process;
2. Thorough review of the current individual support plans and demonstrated knowledge of the expressed and planned needs of each individual;
3. Thorough review of the current community home sites with a clear plan on securing full licensure of each site; (See Potential Residential Site Limitations)
4. Develop and execute a clear, effective and seamless transition plan for acquiring the DBHS community homes;
5. Hire and retain the available current workforce (As applicable: Residential Program Workers/Trainees, Caseworkers, Supervisor and Program Director);
6. Demonstrate the ability to successfully collaborate with all stakeholders including the individuals, family members, other support members, SCO, County representatives, ODP, as well as other stakeholders;
7. Develop a clear and realistic timeline to have full acquisition completed.

DBHS Operated Residential Habilitation Overview

DBHS has a long standing history of not only being the County Agency, but also being a provider of both ID (Intellectual Disability) and BH (Behavioral Health) services since its inception in the 1960's. DBHS at one time served and supported over forty (40) individuals in community home settings in both counties. Over time DBHS has successfully divested community homes to other qualified providers.

DBHS is currently serving twenty (20) individuals; twelve (12) individuals in five (5) different homes in Somerset County and eight (8) individuals in three (3) different homes in Bedford County. (See **Attachment A** for Profile of Current Individuals in Residential Habilitation)

DBHS' current workforce includes approximately thirty-seven (37) employees. (See **Attachment B** for Current Workforce)

DBHS serves the Bedford and Somerset community in a variety of roles. For additional information about DBHS please visit the website at www.dbhs.co.

Proposal Guidelines

This RFP represents the requirements for an open and competitive process. **Proposals will be accepted until Close of Business (4:00 p.m.) on April 28, 2017.** Any proposal received after this date and time will be disqualified and will not be considered. All proposals must be signed by an official agent or representative of the organization submitting the proposal.

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly written in the proposal.

Financial Administration: Chapter 4300 Regulations (relating to the County and MH/ID fiscal manual) applies to the DBHS program for purposes of identifying allowable costs and for the general financial administration. (Authority: The provisions of this § 4300. Amended under sections 201(2) and (8) and 202 of the Mental Health and Intellectual Disability Act of 1966 (50 P.S. §§ 4201(2) and (8) and 4202). Source: The provisions of this § 4300.1 amended June 17, 2016, effective June 18, 2016, 46 Pa. B. 3177.)

Project Timelines

March 1, 2017	RFP Distributed by DBHS
April 1, 2017 (Up to 4:00 p.m.)	Respondent questions submitted to the DBHS Sole Point of Contact
April 5, 2017 (Up to 4:00 p.m.)	Written responses to Respondent questions by the DBHS Sole Point of Contact
April 7, 2017 (Up to 4:00 p.m.)	DBHS may approve and conduct site visits as requested by the Respondent(s)*
April 28, 2017 (Up to 4:00 p.m.)	Deadline to return submission requirements to DBHS' Sole Point of Contact
June 15, 2017	DBHS selection committee completes thorough review and selects top candidate(s)
July 14, 2017 (Up to 4:00 p.m.)	DBHS may meet with top candidate(s) for Q and A sessions
July 28, 2017	SCO verifies and confirms individual choice of provider/where to live
July 31, 2017 (Up to 4:00 p.m.)	Provider selected**
August 31, 2017	SCO verifies again, individual choice of where to live. Continues to monitor transition process
August 31, 2017	Selected provider meets with DBHS employees
October 18, 2017	Site visits and interviews with individuals/supports completed
December 1, 2017	Transition Plan implemented by selected provider and all tasks completed
December 31, 2017 (Up to 4:00 p.m.)	Full divestiture completed, new provider fully licensed and operational ***

*Site visits prior to the submission date will only be conducted with the permission of the individuals living at each site. And only by written request to the DBHS Sole Point of Contact (Mary Piatt-Bruner, see Required Proposal Elements for contact information). DBHS reserves the right to limit site visits.

**DBHS may select a provider earlier than 7/31/17.

***DBHS recognizes that the completion date may transpire before 12/31/17.

Required Proposal Elements

The following material must be received by 4:00 p.m. on April 28, 2017 in order to be considered in the selection process:

The Sole Point of Contact for this RFP is: Mary Piatt-Bruner, DBHS Administrator. The Respondent shall submit written questions to the Sole Point of Contact via email @ mpb@dbhs.co Please include “Residential RFP” in the subject line for all correspondences. **No phone calls will be accepted.**

Contact with any other DBHS officials, employees, agents or representatives of Bedford or Somerset Counties concerning this RFP, unless authorized in advance by the Sole Point of Contact in writing, is grounds for disqualification. Questions received by 4:00 p.m. on April 1, 2017 will receive a response. Written Response will be distributed by 4:00 p.m. on April 5, 2017.

Return **ten (10)** hard bound copies of [Required Proposal Elements](#) by mail to:

Mary Piatt-Bruner, Administrator
Bedford-Somerset DBHS
245 West Race Street, Somerset, PA 15501

RETURN, Post Marked on or before: Close of Business, 4:00 p.m. on April 28, 2017

In addition, submit an electronic version to mpb@dbhs.co (Mary Piatt-Bruner).

SUBMIT, Time/Date Stamped on or before: Close of Business, 4:00 p.m. on April 28, 2017

Each section is to be clearly tabbed and identified; in Microsoft Office Word 2010 compatible, Arial 12 Font, to include:

1. **Front Cover** of each bound section of the Response must be clearly marked “Residential RFP” and identified with the Respondent’s name, address, contact person and the contact person’s email address and telephone number.
2. **Title Page** – The title page must contain the subject (Residential RFP) of the Request for Proposal; the name of the responding organization, the name, address, telephone number and e-mail address for the contact person, contain the signature of an official agent or representative of the organization submitting the proposal, and the date of the proposal.
3. **Table of Contents**
4. **Cover Letter** – A signed letter of intent addressed to Mary Piatt-Bruner, DBHS Administrator, briefly stating the Respondent’s understanding of the work to be completed, the commitment to perform the work within the time period, a statement why the organization believes itself to be qualified to perform the engagement, and a statement that the proposal is a firm and a “good-faith” offer.

5. **A signed certification statement** that neither the Respondent nor any entity with which it is affiliated or related is under suspension or debarment by the Commonwealth of Pennsylvania, any other state, or the federal government. This shall not limit the Respondent's duty to disclose any disputes or litigation as required below.

6. **A narrative**, in the order below and clearly identified, addressing the following components: *Each component should be no longer than one page and components can be addressed on the same page.*
 - a. Brief narrative on how your organization understands and supports the Everyday Lives philosophy.
 - b. Brief narrative on how self-direction and community inclusion/involvement is supported and implemented by your organization.
 - c. Brief overview of your organization; length of time as a residential habilitation provider, how many counties you are currently working in and how many (approximately) individuals are you currently supporting through residential habilitation.
 - d. If services are also provided in other states, please identify the location of your organization's cooperate office.
 - e. Identify whether or not your organization completed any acquisitions within the past ten (10) years. Provide a brief overview of the process and transition to completion.
 - f. Identify whether or not your organization would outsource or contract any work to meet the requirements of this RFP. If so, provide a brief explanation.
 - g. Brief summary of your experience providing residential habilitation in rural communities; highlighting successes.
 - h. Your organization's vision and mission statements.
 - i. Ability and desire to provide Rep-Payee services to some individuals within the community homes.
 - j. Website (if applicable).
 - k. Three (3) references.

7. **An outline** which details the steps, strategies and timelines of acquiring the residential habilitation community homes that, at a minimum, addresses the following components:
 - a. Review of current community home sites in both Bedford and Somerset County. Cleary outline specific strategies on securing a full license at each site taking into consideration the possible site limitations. (See Potential Residential Site Limitations)

- b. Outline process in working with the individuals residing in the community homes, their family members, and/or other supports, the SCO, and DBHS during the transition period.
- c. Describe the processes to retain the DBHS current residential workforce.
- d. Document steps and strategies specific to assuring a smooth transition before, during and after the acquisition.
- e. Outline the steps for building and sustaining strong working relationships with all stakeholders in Bedford-Somerset Counties once your organization becomes the selected provider.

8. Completed audit.

- a. Include a copy of the Respondent's most recent completed audit report.

9. Respondent Qualifications

- a. Verify your organization is a qualified waiver provider of service(s) in the state of Pennsylvania, and if your organization is currently qualified to provide residential habilitation.

The Response, and all materials submitted with the Response, will become the property of DBHS. The Response of the selected Respondent will be incorporated into the contract at the sole discretion of DBHS.

Fixed Assets

DBHS will discuss and finalize the need to transfer and/or rent/lease/sale options of fixed assets including county owned real-estate with the selected provider.

Proposal Evaluation Criteria

1. DBHS will evaluate each Response competitively for programmatic content, innovative practices, past project performance, collaborative efforts, organization structure, legal compliance and review, fiscal stability, reputation and evidence of the ability to deliver quality service and performance.
2. DBHS may ask the Respondent to clarify in writing portions of the Response any time prior to selection. Request for clarification will be issued in writing to the Respondent's identified contact by the Sole Point of Contact. Written responses from the Respondent's identified contact must be received within three (3) business days of the date of the clarification request.

3. After reviewing Responses submitted by Respondents that meet the minimum eligibility criteria, DBHS may select top candidates for further review and consideration. The top candidates may be required to participate in an interview process with DBHS. Interviews may be held up to July 14, 2017 by 4:00 p.m. if selected for an interview.
4. If additional clarification is needed or if any of the Responses would include proprietary information, the Respondent is encouraged to contact the Sole Point of Contact in writing and identify the specific proprietary information. However be advised that other than specially identified proprietary information, DBHS may share all communications from prospective Respondents and DBHS' response with all potential Respondents.
5. The Responses to the RFP will also be subject to disclosure as required by law. Furthermore, all information will be handled in compliance with the terms of the following: the Freedom of Information Act (5 U.S.C. Section 552 et seq.), the Privacy Act of 1974 (5 U.S.C. § 552a), the Right-to-Know Law (65 P.S. § 67.101-3104)(collectively, the "Acts") and all rules, regulations, and interpretations of these Acts, including those from the offices of the Attorney General of the United States, the United States Health and Human Services, and the United States Centers for Medicare and Medicaid Services. DBHS' determinations as to the application of these Acts are dispositive and by submitting a Response, the Respondent agrees not to challenge DBHS' determinations.
6. See **Attachment C** for Proposal Evaluation Criteria.

Potential Residential Site Limitations

Currently each individual living in the community homes and their support system have expressed the desire to continue to live in the same home. Therefore when the divestiture is complete and a qualified waiver provider has finalized the acquisition process the individuals will be still living in their same home.

As written previously in this document, the goal of the DBHS divestiture process is to successfully divest all county operated ID services with the least amount of disruption to the individuals currently being supported. This transition will also result in the same or higher quality services and supports being offered.

DBHS has a concern about the current community home sites and their locations and proximity to each other; as the specific locations could be considered 'clustered' or "campus like". This concern was expressed to ODP last year and DBHS requested a waiver so that the new provider would be able to seamlessly acquire the program

without any delays in licensing each site. ODP conveyed that DBHS cannot retain a waiver for a separate provider and it would be the new provider's responsibility to retain a waiver (if necessary). Although DBHS has successfully retained a full license each year of its operation at these current sites; a new program may have this issue to address. DBHS remains hopeful that the new provider will successfully obtain full licensure of the current sites, thus meeting individual choice. DBHS stands ready to assist the selected provider in this transition process.

Additional RFP Terms and Conditions

1. DBHS Information. The information contained in the RFP is intended for information purposes to assist interested parties in assessing whether to respond to such request. No representation or warranty expressed or implied, is made by DBHS or any of its agents, as to the accuracy or completeness of such information. Neither DBHS nor its agents will be responsible for, and hereby expressly disclaim, any and all liability for any errors, omissions, or inaccuracies in connection therewith.
2. DBHS Confidential Information. All information provided by or obtained at any time from DBHS or its agents in any form in connection with this RFP that is not publicly available
 - a. must be treated in a highly confidential manner;
 - b. is not to be used for any purpose other than responding to this RFP;
 - c. must not be disclosed to any entity or person without the prior written authorization of DBHS; and
 - d. shall be returned to DBHS immediately upon the request of DBHS.
3. Conflicts of Interest and Financial Interests.
 - a. In its Response, the Respondent must disclose to DBHS any potential conflict of interest that might compromise this process. If such a conflict of interest does exist, DBHS may, in its sole discretion, refuse to consider the Response in question.
 - b. The Respondent must also disclose whether it is aware if any DBHS employee or member of the DBHS Board of Directors has a financial interest in the Respondent and the nature of that interest. If such an interest exists or arises at any point leading to the selection of the

successful Respondent, DBHS may, in its sole discretion, refuse to consider the Response or proceed with the Respondent any further in this process unless and until the matter is resolved to DBHS' sole satisfaction.

4. Expressed Understanding by the Respondent. It is the policy of DBHS to solicit Responses with a bona fide intention to award a contract. This policy notwithstanding, any Response submitted in response to this RFP is done so with the following expressed understanding by the Respondent:
- a. This RFP is not subject to the competitive bidding process, and any contract entered into as a result of any Response submitted will not be based on the concept of the "lowest responsible bidder." Furthermore, DBHS has the right, in its sole discretion, to reject any and all Responses.
 - b. DBHS, in its sole discretion, may choose to withdraw this RFP at any point in time following its release.
 - c. DBHS may procure any services by any other means.
 - d. DBHS may modify this document, the selection process, the scope of the project, or the required Responses to the RFP without notice and without or without cause.
 - e. Solicitations of Responses and granting of exclusive negotiation rights does NOT commit DBHS to accept any terms of any Response.
 - f. The final terms of any agreement will be determined by direct negotiation, and all agreements are subject to the approval of the Bedford and Somerset Counties' Commissioners.
 - g. DBHS may carry out discussions with one or more prospective Respondents at any time, or from time to time, for the purpose of attempting to finalize an acceptable agreement and DBHS may suspend or terminate negotiations at any time that it determines additional negotiations would be unproductive. There shall be no recourse against DBHS and its agents should no such agreement be concluded.
 - h. Acceptance of a Response from a Respondent does not guarantee that DBHS will enter into a contract with the Respondent.
 - i. DBHS reserves the right, in its sole discretion, to:

- i. Reject any and/or all or a portion thereof Responses received as a result of this RFP and/or to negotiate separately with competing Respondents;
 - ii. if all Responses submitted are unacceptable to DBHS, as determined in its sole discretion, reject the Responses and re-issue the RFP;
 - iii. renegotiate any financial offers submitted by Respondents in their Responses and to condition any selection of a Respondent on such negotiations; and
 - iv. reject a Response at any time during the review process.
 - j. DBHS will not be responsible for any losses or costs incurred by any Respondent as a result of any DBHS actions or omissions under the RFP.
 - k. In addition to the requirements set forth in this RFP, the contract will also include all of DBHS' mandatory required contract provisions.
5. Incurring Costs. All costs of developing a Response and any subsequent expenses relating to contract negotiations and transition is entirely the responsibility of the Respondent and may not be charged to DBHS.
6. Amendment to the RFP. If it becomes necessary to revise any part of the RFP, DBHS will issue an amendment to all Respondents that received the original RFP.
7. Distribution. Other than submission to DBHS, no other distribution of the Response may be made by Respondents.
8. Life of Response. The Response must remain valid for at least one (1) year from July 1, 2017.
9. No Challenge or Objection. All potential Respondents participating in this RFP process agree that they will not challenge or object to any aspect of the RFP process including, but not limited to, the decision-making process, information requested, time-frames specified and criteria, and means for evaluating Responses.
10. Lobbying. Lobbying disclosures and certification forms must be completed by the successful Respondent and appended to the Response.

11. Acceptance. Submission of a Response by a Respondent to DBHS constitutes expressed acceptance by the Respondent to be bound by all of the terms, conditions, and provisions of the RFP, including, but not limited to, all attachments to the RFP.

12. Referrals. DBHS reserves the right to contact other counties, vendors, and/or providers of services under contract with the Respondent for confidential referrals with respect to the Respondent's performance.

ATTACHMENT A

Profile of Current Individuals in Residential Habilitation

Name	Age	Gender	DBHS Rep-payee	POA/ Legal Guardian	CCS Resident	County	Needs Level	Service(s)
CH	34	F	No	Yes	07/01/2004	Bedford	2	Behavioral Support Comm. Home 2 Ind. Comm. Habilitation
CL	27	M	No	No	05/31/2012	Bedford	4	Comm. Habilitation Comm. Home 3 Ind.
FP	56	M	No	No	05/04/2007	Bedford	2	Comm. Home 3 Ind. Comm. Habilitation
LF	48	F	No	No	07/01/2007	Bedford	4	Comm. Home 2 Ind. Comm. Habilitation
MM	36	M	No	No	06/01/2007	Bedford	2	Supported Employment Comm. Home 3 Ind.
SL	42	F	No	No	03/10/2004	Bedford	2	Comm. Home 3 Ind. Comm. Habilitation
TR	56	F	No	No	04/05/2008	Bedford	1	Comm. Home 3 Ind. Prevocational
TMcD	58	F	No	No	02/29/2004	Bedford	7	Prevocational Comm. Habilitation Comm. Home 3 Ind.
AS	46	F	Yes	No	08/01/2006	Somerset	4	Comm. Home 3 Ind. Prevocational
BW	45	F	No	Yes	03/01/2006	Somerset	4	Comm. Home 3 Ind. Prevocational
CP	53	M	Yes	No	11/15/2013	Somerset	2	Comm. Home 3 Ind. Prevocational
DH	67	M	No	No	07/01/2004	Somerset	4	Comm. Home 3 Ind. Licen. Day Habilitation
GHe	72	M	Yes	No	09/01/2003	Somerset	4	Comm. Home 3 Ind.
GHa	49	M	No	Yes	07/15/2003	Somerset	4	Comm. Home 2 Ind.
JM	44	F	No	No	10/01/2003	Somerset	7	Comm. Home 3 Ind. Comm. Habilitation
JB	35	F	No	Yes	03/01/2006	Somerset	4	Comm. Home 3 Ind. Prevocational
MaS	44	M	Yes	No	08/01/2003	Somerset	2	Comm. Home 2 Ind.
MeS	39	F	Yes	No	12/15/2003	Somerset	4	Comm. Habilitation Comm. Home 3 Ind.
RS	40	M	No	Yes	03/18/2016	Somerset	4	Comm. Home 2 Ind.
RT	52	M	Yes	No	08/06/2010	Somerset	2	Licen. Day Habilitation Comm. Home 2 Ind. Behavioral Support

ATTACHMENT B

Current Workforce (as of 2/1/17)

Bedford County

Position	Type	Years of Service
Co. Caseworker 1	full-time	14.5
Res. Prog. Director 1	full-time	20.5
Res. Prog. Supervisor	full-time	15.5
Res. Prog. Worker	full-time	26
Res. Prog. Worker	full-time	18
Res. Prog. Worker	full-time	5.5
Res. Prog. Worker	full-time	10 months
Res. Prog. Worker	full-time	9 months
Res. Prog. Worker	full-time	2 months
Res. Prog. Trainee	full-time	2 months
Res. Prog. Trainee	full-time	6 weeks
Res. Prog. Worker	part-time	3
Res. Prog. Worker	part-time	1
Res. Prog. Worker	part-time	7 months

Somerset County

Position	Type	Years of Service
Co. Caseworker 2	full-time	8 months
Co. Caseworker 1	full-time	4 months
Res. Prog. Worker	full-time	28.5
Res. Prog. Worker	full-time	25
Res. Prog. Worker	full-time	24
Res. Prog. Worker	full-time	21.5
Res. Prog. Worker	full-time	20
Res. Prog. Worker	full-time	19.5
Res. Prog. Worker	full-time	18.5
Res. Prog. Worker	full-time	18.5
Res. Prog. Worker	full-time	17.5
Res. Prog. Worker	full-time	16.5
Res. Prog. Worker	full-time	15
Res. Prog. Worker	full-time	14.5
Res. Prog. Worker	full-time	10.5
Res. Prog. Worker	full-time	9.5
Res. Prog. Worker	full-time	8
Res. Prog. Worker	full-time	5
Res. Prog. Worker	full-time	3
Res. Prog. Worker	full-time	2
Res. Prog. Worker	full-time	2
Res. Prog. Worker	part-time	18.5
Res. Prog. Worker	part-time	6.5

ATTACHMENT C

Proposal Evaluation Criteria

Name of Provider: _____

CRITERIA	Yes	No
RFP submitted on time. (hard copies and e-copy)		
Signed by official agent.		
10 hard bound proposals; Arial 12 Font		
Clearly identified if outsourcing.		
Understanding and Support of Everyday Lives.		
Vision and Mission statement Included.		
Vision and Mission Statement supports self-directed supports and services.		
Expressed ability/desire to acquire all homes in both Bedford and Somerset Counties.		
Most recent completed Audit report. No issues/concerns noted.		
Sound financial condition.		
Strong References (3)		
Fully licensed/no provisional in past three years.		
Identified Proprietary information correctly.		
Additional information requests were provided and met timelines.		
Effective collaborative efforts and demonstrated ability to work with all stakeholders.		
Expressed ability to meet individual needs and choices by providing services at current sites.		
Expressed desire/ability to retain current DBHS workforce.		
Demonstrated ability to remain flexible to adjust to changing community habilitation requirements.		
Established strong working relationships with county entities.		
Website		
Title Page		
Table of Contents		
Cover Letter		
Signed Certification Letter pertaining to Debarment.		
Cover Letter contains: understanding of work to be completed; commitment to perform work, statement why organization believes itself to be qualified; a statement that the proposal is firm and a good-faith offer.		
Verification of Respondent qualification.		
Overview of Organization: length of time as a residential provider, how many counties working in and how many individuals currently supporting through residential rehabilitation.		
Identify corporate office location if providing services in multiple states.		
Thorough description of any acquisitions completed in past 10 years. (Overview of process and transition to completion).		
Summary of providing residential services in rural communities; successes highlighted.		
Expressed ability/desire to provide rep-payee services.		
Clearly outlined specific strategies on securing full license at each home site.		
Describe the process in working with the individuals and all stakeholders during transition period.		
Clearly outlined the process to retain the DBHS current workforce.		
Outline steps for building and sustaining strong working relationships with all stakeholders.		
Followed/Complied with all other RFP "Terms and Conditions".		