



DANE COUNTY
DEPARTMENT OF ADMINISTRATION
PURCHASING DIVISION

REQUEST FOR PROPOSAL (RFP)

Revised 06/2021

RFP NUMBER: 122071

**RFP TITLE: Psychiatric Services for Residents of
Badger Prairie Health Care Center**

**RFP DEADLINE: Tuesday, November 1, 2022
2:00 p.m. (CST)**

**PROPOSALS
MUST BE
UPLOADED TO: Purchasing Bid Dropbox
www.danepurchasing.com**

Late, faxed, mailed, hand-delivered or unsigned proposals will be rejected

**DIRECT
ALL INQUIRES TO:**

Megan Rogan
Purchasing Officer
(608)283-1487
rogan.megan@countyofdane.com
www.danepurchasing.com

PROPOSAL SUBMISSION CHECKLIST

- | | | |
|---|--|--|
| <input type="checkbox"/> Update Vendor Registration | <input type="checkbox"/> RFP Response
(Separate from Cost Proposal) | <input type="checkbox"/> Upload RFP Response and Cost Proposal to Purchasing Bid Dropbox |
| <input type="checkbox"/> Read Entire RFP Document | <input type="checkbox"/> Cost Proposal
(Separate from RFP Response) | |

DATE ISSUED | September 22, 2022

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1.0 RFP OVERVIEW

1.1 Introduction

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal according to the specifications set forth within this document.

The County intends to use the results of this process to award a contract or issue of purchase order for the product(s) and or services(s) stated.

The Dane County Purchasing Division is the sole point of contact for questions and issues that may arise during the RFP process.

1.2 Clarification of the Specifications

All inquiries concerning this RFP must be **emailed** to the **person indicated on the cover page** of the RFP Document.

Any questions concerning this RFP must be submitted in writing by e-mail on or before the stated date on the **Calendar of Events** (Section 1.4).

Proposers are expected to raise any questions, exceptions, or additions they have concerning the RFP document at this point in the RFP process. If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the proposer should immediately notify the contact person of such error and request modification or clarification of the RFP document.

Proposers are prohibited from communicating directly with any employee of Dane County, except as described herein. No County employee or representative other than those individuals listed as County contacts in this RFP is authorized to provide any information or respond to any question or inquiry concerning this RFP.

1.3 Vendor Conference

There will not be a vendor conference.

1.4 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to this RFP and posting such addendum on the Dane County [website](#). There may or may not be a formal notification issued for changes in the estimated dates and times.

DATE	EVENT
September 22, 2022	RFP Issued
October 20, 2022	Last day to submit written inquiries (2:00 p.m. CST)
October 25, 2022	Addendums or supplements to the RFP posted on the Purchasing Division website
November 1, 2022	Proposals due (2:00 p.m. CST)
November, 2022	Interviews (if needed)

November, 2022	Vendor Selection/Award
January 1, 2023	Contract Start Date

1.5 Evaluation Criteria

The proposals will be scored using the following criteria:

Proposal Requirements	Percent
Program Description (Section 3.3)	15%
Program Strategies and Activities (Section 3.4)	30%
Experience and Qualifications (Section 3.5)	25%
Quality Improvement (Section 3.6)	10%
Cost	Percent
Cost (Section 4)	20%
Total	100%

1.6 Submittal Instructions

Proposals must be received in the Purchasing – Bid Dropbox located on the www.danepurchasing.com website no later than the date and time indicated within the RFP Deadline field on the RFP Cover Page or addenda. Late, faxed, mailed, hand-delivered, or unsigned proposals will be rejected unless otherwise specified. Dane County is not liable for any cost incurred by proposers in replying to this RFP.

All proposals must be saved in PDF format unless otherwise specified within the RFP document and the file name shall include the RFP# and name of business submitting proposal.

Example of how to name the files:

120012 – Vendor Name – RFP Response

120012 – Vendor Name – Cost Proposal

To Submit a Proposal:

1. Go to www.danepurchasing.com and click on Purchasing – Bid Dropbox or click on the Open RFP’s and Bids page link.
2. Click on the Submit a Bid button within the green Purchasing Bid Dropbox.
3. Type in the Email, First Name, Last Name and Company information and click Continue.
4. Drag and drop the RFP files one at a time into the “Drag files here” box.
5. After all files have been placed into the “Drag files here” box, click on the blue Upload button.
 - a. The file upload status can be seen for each document uploaded.
 - b. After each document reaches 100%, it will say “Uploaded”.
6. Confirm all files have been uploaded and then close out of the window.

2.0 PROJECT OVERVIEW AND SCOPE OF SERVICES

2.1 **Definitions and Links**

The following definitions and links are used throughout the RFP.

County: Dane County

County Agency: Department/Division utilizing the service or product.

Dane County Purchasing website: www.danepurchasing.com

Fair Labor Practices websites: www.nlrb.gov and <http://werc.wi.gov>

Purchasing

Proposer/Vendor/Firm/Contractor: a company submitting a proposal in response to this RFP.

2.2 **Scope of Services/Specification Overview**

1. **Program Description:**

Badger Prairie Health Care Center is seeking a vendor to provide consultation for behavior management support and techniques as well as medication recommendation/adjustments for psychiatric treatment and related administrative services to assigned residents at the facility (Currently around 100 residents). The facility is seeking a provider with significant training and experience providing these services in a long-term or acute care environment.

2. **Goals:**

The awarded Provider shall:

- a. Supply licensed professional behavioral health provider to provide necessary psychiatric services for all residents of Badger Prairie Health Care Center, which includes assigning staff with minimum coverage of 1 day per week.
- b. Complete an initial psychiatric assessment within fourteen (14) days of admission and when requested by Nursing staff.
- c. Directly assess and observe residents, either in person or through tele-health, as agreed with Nursing Administration.
- d. Work with treatment staff and allied professional staff to monitor and adjust the treatment plans as needed. The Provider will offer a second psychiatric opinion for residents on other clinical units when requested by Nursing Administration.
- e. Be required to participate as a member of the facility's interdisciplinary treatment team. This will include idea sharing, providing input to the team process, providing leadership and direction for the development of a therapeutic milieu.
- f. Participate in staffing meetings as needed of assigned residents to develop and review interdisciplinary treatment plans, and provide appropriate documentation.

3. **Needs/Expectations:**

The awarded Provider shall:

- a. Enter information into the electronic medical record including the signing of interdisciplinary progress notes and other required documentation. All such documentation will be completed within the time period specified by federal and state statute as well as facility policy and protocols.
- b. Follow the facility's policy for obtaining informed consent for psychotropic medications.
- c. Implement and monitor gradual dose reduction for assigned resident psychotropic medications.

SECTION 2 – PROJECT OVERVIEW AND SCOPE OF SERVICES

- d. Arrange for additional medical workup, tests and assessments as needed, including helping to arrange for transfer to psychiatric hospital units or state facilities when necessary.
- e. Consult with clients, their family members, resident guardians and treatment team staff as needed.
- f. Complete documentation required for reimbursement for services provided to facility residents in a timely manner.
- g. Communicate and participate in joint discussions with internal medicine physician and the pharmacy consultant as required to meet the needs of the resident.
- h. Be available for staff consultation and training.
- i. Ensure that problems meeting any of the technical requirements are addressed and resolved promptly. This will require ongoing communication between Provider Senior Staff and the senior administrative staff of Badger Prairie Health Care Center. It will be the responsibility of Badger Prairie staff to bring any problems to the attention of the Provider Staff who will then be responsible for development of an appropriate response.
- j. Sign in and sign out at the reception desk each day they are in the facility as well as complete a wellness screen.
- k. Complete all Medicaid and Medicare Part D Prior Authorization Requests and documentation for prescribed medications, and/or appeals, as necessary.
- l. Be required to provide criminal background check documents for all staff assigned to facility, as required by State statutes, prior to service commencing.
- m. Supply results of TB skin tests for all staff assigned to the facility. This must be done prior to service commencing. After initial results are received, facility staff may provide a TB screening form, which is required on an annual basis.
- n. Must be registered with Clozaril REM's registry.
- o. Must maintain status on NPI registry.
- p. Must report COVID vaccination status prior to services being provided. Fully vaccinated status is preferred. If not, negative test results must be provided per governing regulation.

The Primary Schedule of hours will be approved by the Administrator every six (6) months. This will include approval of days and hours per week. Requests for adjustments to the schedule will be mutually agreed upon by the Provider and the Administrator.

4. Current Operations:

Facility currently contracts with a provider for psychiatric services. Current funding level is \$57,500. Average service hours per year ~500 hours.

5. Maximum funding available for this program is \$60,000.

SECTION 3 – PROPOSAL PREPARATION REQUIREMENTS

3.0 RFP RESPONSE PREPARATION REQUIREMENTS

Proposals shall be organized to comply with the section numbers and names as shown below. Each section heading should be clearly marked. Graphics may be included. The RFP sections which should be submitted/responded to are:

3.1 Attachment A – Vendor Information

3.2 Table of Contents

Provide a table of contents that, at a minimum, includes all of the sections as identified below. Listings of sub-sections and graphics/tables also may be included. Section dividers are encouraged.

3.3 Program Description

- a. Describe your proposed program and how it is going to meet the needs described in the RFP. This should be an overview.
- b. Describe the staffing that will be used to meet the needs and expectations described in the RFP.
- c. Provide résumés of key staff and copies of licenses, if applicable. These may be separate attachments and not included in the page count.

3.4 Program Strategies and Activities

Describe the specific strategies and activities to be used to achieve the stated objectives, expectations, and desired outcome in the RFP.

3.5 Experience and Qualifications for the Proposed Program

- a. Include your agency's mission statement and discuss how this proposed program aligns with that mission.
- b. Describe the experience and qualification of your agency to provide the proposed program.
- c. Submit 2 - 3 letters of reference. References should be specific to the service offered. References should be from agencies you have done business with or those with whom you have collaborated. [Reference checks may be conducted with these agencies and others in the community.]

3.6 Quality Improvement

- a. Describe any programmatic or administrative improvements that have improved your agency's ability to deliver services. Also describe any ongoing quality assurance procedures and practices your agency has in place.
- b. Describe how program data is or will be used to drive quality improvement efforts, including the measurement of and performance on client outcomes.