

**Request for Proposals (RFP)**

RFP – 01-2019

Community Psychiatric Hospital Beds July 17, 2019

Pecan Valley Centers Attn: Wayne Vaughn

 P.O. Box 729

Granbury, TX 76049

wvaughn@pecanvalley.org

Issue Date: July 24, 2019

Due Date: August 23, 2019 – 5:00pm

# INVITATION

**Pecan Valley Centers is accepting Proposals from Providers experienced in providing Community Psychiatric Hospital Beds from one or more locations throughout the North Texas area.**

Pecan Valley Centers invites your organization to submit a Proposal. If you are interested in submitting a Proposal, please adhere to the Instructions and Requirements as outlined throughout the enclosed Request for Proposal.

A copy of the Request for Proposal (RFP) may be obtained from Pecan Valley Centers website at <https://www.pecanvalley.org/> or by contacting Pecan Valley at contracts@pecanvalley.org.

Vendors wishing to submit proposals are requested to submit a written letter of intent to propose by August 2, 2019 - 5:00 p.m. CDT. An email attachment sent to contracts@pecanvalley.org will be accepted. Letters being faxed should be sent Attn: Wayne Vaughn at (817) 579-4410. The letter must identify the name, address, phone, fax number and email address of the person who will serve as the key contact for all correspondence regarding this RFP. Subject line for an email or fax should be “Letter of Intent for – RFP 01-2019”. Vendor’s who submit an intent to propose will receive notification of all questions received and Pecan Valley Centers answers to those questions in addition to any addenda that are issued. If a letter of intent is not submitted, it will be the Vendor’s responsibility to monitor Pecan Valley Centers’ website to view answers to submitted questions and for any addenda issued for the RFP.

Vendors shall pay particular attention to all **INSTRUCTIONS, REQUIREMENTS, ATTACHMENTS and DEADLINES** indicated in the attached Proposal and should govern themselves accordingly.

In accepting proposals, Pecan Valley Centers reserves the right to reject any and all proposals, to waive formalities and reasonable irregularities in submitted documents, and to waive any requirements in order to take the action, which it deems to be in the best interest of Pecan Valley Centers and is not obligated to accept the lowest Proposal. This RFP does not obligate Pecan Valley Centers to pay for any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate Pecan Valley Centers to accept or contract for any expressed or implied services. Contract funding and length is contingent on HHSC funding.

Pecan Valley Centers will only release names of the Vendors that have responded to this solicitation after Pecan Valley Centers’ Evaluation Team has evaluated the Proposals and an award has been made and approved by the Pecan Valley Centers’ Board of Trustees.

We greatly appreciate your efforts and look forward to reviewing your submission. Wayne Vaughn, Chief of Regulatory and Compliance*,* Pecan Valley Centers

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# INTRODUCTION

Pecan Valley MHMR Region (dba Pecan Valley Centers) is the Health and Human Services Commission (“HHSC”) designated Local Authority. The Local Authority is established to plan, coordinate, develop policy, develop and allocate resources, supervise, and ensure the provision of community based mental health and intellectual and developmental disabilities services for the residents of Erath, Hood, Johnson, Palo Pinto, Parker and Somervell Counties, Texas.

# Pecan Valley Centers Mission is:

Our mission is to provide help and hope to all who strive to overcome challenges associated with mental illness, alcohol and chemical dependency, intellectual and developmental disabilities within our community.

Pecan Valley Centers invites qualified Provider(s) to submit proposals for adult/child/adolescent psychiatric inpatient beds. Vendors must provide the following services 24 hours a day, 365 days a year: inpatient bed day cost to include food; psychiatric medications; appropriate labs; psychiatric physician and nursing follow-up; therapeutic interventions; and coordination of services. Services will be procured for a contracted period of twelve (12) months beginning September 1, 2019 and ending August 31, 2020, with additional contract renewals at the sole option of Pecan Valley Centers.

Services Sought:

1.) Adult and Child & Adolescent Psychiatric Inpatient Beds

# SCHEDULE

RFP Distribution/Opening: July 24, 2019

Deadline for Letter of Intent: August 5, 2019

Deadline for Questions: August 9, 2019

Deadline for Final Response to Questions: August 14, 2019

Sealed Proposal Due: August 23, 2019

# PROPOSAL SPECIFICATIONS

Pecan Valley Centers, a community MHMR center and a governmental unit of the State of Texas under the provisions of Vernon’s Texas Codes Annotated, Health and Safety Code, Section 534 et seq., is seeking to contract with experienced providers for the purpose of providing Community Psychiatric Hospital Beds to eligible residents of Erath, Hood, Johnson, Palo Pinto, Parker and Somervell Counties in an effective, cost-efficient, and quality manner in accordance with state requirements and community standards.

Notice is hereby given that Pecan Valley Centers will receive proposals from providers interested in offering Community Psychiatric Hospital Beds. All Proposals must be submitted with an **original and four (4) copies** to Pecan Valley Centers, ATTN: Wayne Vaughn, P.O. Box 729, Granbury, TX 76049 no later than **August 23, 2019 at 5:00p.m.** *All Proposals must be submitted in a sealed envelope marked:*

# REQUEST FOR PROPOSAL RFP# 01-2019

**Community Psychiatric Hospital Beds DO NOT OPEN IN MAILROOM**

Proposals will not be opened until after the deadline.

# LATE PROPOSAL OR MODIFICATIONS:

Proposal and modifications received after the time set for submission will not be considered.

# SCOPE OF SERVICES

**Community Psychiatric Hospital Beds**

1.) Hospital must be a licensed psychiatric hospital.

2.) Hospital shall advise Pecan Valley Centers of availability of beds under this contract daily or within two (2) hours of initial request.

3.) Hospital shall be staffed with medical and nursing professionals who provide 24-hour professional monitoring, supervision, and assistance in an environment designed to provide safety and security during acute psychiatric crisis.

4.) Hospital shall serve patients who present either voluntarily or through the civil commitment process.

5.) Hospital shall work with HHSC on the capacity management program for State Mental Health Facilities (SMHF). As part of the capacity management program, HHSC may request access to beds purchased under this Scope of Work to assist with SMHF diversion activities. If capacity is available within the Hospital, then HHSC may attempt to divert admissions from SMHFs to the Hospital. Individuals diverted may be from outside of the Local Behavioral Health Authority’s (LBHA’s) primary local service area. Hospital shall evaluate these individuals for admission and serve them with funds allocated as part of this Scope of Work.

6.) Hospital shall initiate triage and screening of all psychiatric emergencies brought in by local law enforcement within 30 minutes of arrival. Local law enforcement must be dismissed immediately after the initiation of the triage and screening. If unable to initiate the triage and screening within 30 minutes of arrival, hospital will provide its own security personnel/law enforcement to assume responsibility for the Emergency Detention and release local law enforcement to return to duty.

7.) Hospital shall obtain written prior authorization from Pecan Valley Centers for services. A patient is not eligible for admission to the Hospital if the patient is adjudicated incompetent to stand trial pursuant to Texas Code of Criminal Procedure, Article 46B.073(d), Article 46B.080, or Article 46B.102, or if pending charges make the patient eligible for maximum security admission pursuant to Texas Code of Criminal Procedure, Article 46B.073(c) or Article 46B.104.

8.) Hospital shall provide all demographic information (name/social security number/date of birth/etc.) about admission to Pecan Valley Centers Continuity of Care (COC) Specialist within 24 hours of admission including all diagnosis ICD-10 with 5 Axis so beds can be reported to HHSC daily. HHSC allows list of only certain ICD-10 codes that can be found at: <http://www.dshs.texas.gov/mhcontracts/ContractDocuments.shtm>.

9.) Hospital shall cover the cost of all medical care and treatment including the cost of psychiatric and physician services and all non-prescription and prescription medications incurred by or on behalf of patients admitted. This includes all on-site medical care and treatment, as well as all outside medical care and treatment, emergency room and hospitalization costs, as well as any and all charges by specialists, consultants, and laboratories, incurred by or on behalf of patients admitted. No additional funds will be made available for this purpose.

10.) Hospital agrees to a standard initial authorization of three (3) days. Any exception or extension to the three (3) day standard must be authorized in writing by Pecan Valley Centers.

11.) Only individuals assessed and authorized for admission by Pecan Valley Centers will be reimbursed under this contract.

12.) Hospital shall submit written reauthorization requests during normal business hours (not after hours, holidays or weekends) to Pecan Valley Centers Utilization Management (UM) Department within twenty-four (24) hours of prior authorization’s expiration. Documentation will be required demonstrating why the reauthorization is clinically required.

13.) Hospital shall provide services in accordance with community standards, Pecan Valley Centers Utilization Management/Quality Management guidelines, and the Statement of Work.

14.) Hospital shall submit incident reports to Pecan Valley Centers UM Specialist within twenty-four (24) hours of the incident.

15.) Hospital shall cooperate and work closely with Pecan Valley Centers COC Specialist in regards to utilization management of beds under this agreement.

16.) Hospital shall ensure maximal continuity of care of hospital providers for patients utilizing this contract, especially for readmits within ninety (90) days of discharge.

17.) Hospital shall provide discharge prescription of psychotropic medications of at least two (2) weeks or until physician appointment can be arranged with Pecan Valley Centers outpatient clinic or contracted provider. This prescription must follow the Pecan Valley Centers approved drug formulary (will be provided at the time of award or can be requested by the responder) and be consistent with accepted standards of polypharmacy practices.

18.) Hospital shall provide transportation to North Texas State Hospital for patients transferring to a higher level of care and transportation to Pecan Valley Centers’ sites for patients discharging to a lower level of care.

19.) Hospital shall provide discharge summary upon scheduling of discharge appointment with Pecan Valley Centers’ COC Specialist. All residents of Erath, Hood, Johnson, Palo Pinto, Parker or Somervell Counties must have a discharge appointment with Pecan Valley Centers’ or contracted Pecan Valley Centers’ provider prior to discharge. Discharge planning between the hospital and Pecan Valley Centers’ COC staff must occur prior to discharge for any individual with a minimum stay of 48 hours.

20.) Hospital shall provide Pecan Valley Centers with evidence that it maintains, throughout the term of the Contract, a license as a private psychiatric hospital in accordance with Chapter 577 of the Texas Health and Safety Code and with 25 Texas Administrative Code Chapter 134, concerning Private Psychiatric Hospitals and Crisis Stabilization Units, or a General or Special Hospital in accordance with Chapter 241 of the Texas Health and Safety Code and with 25 Texas Administrative Code Chapter 133, concerning Hospital Licensing.

21.) Hospital shall provide Pecan Valley Centers with evidence that it maintains its accreditation with The Joint Commission (TJC), or other accrediting body granted deeming authority by the Centers for Medicare and Medicaid Services (CMS), as a hospital throughout the term of the Contract.

22.) Hospital shall notify Pecan Valley Centers of regulatory reviews/audits and make those findings available to Pecan Valley Centers.

23.) Hospital shall notify Pecan Valley Centers of Immediate Jeopardy investigations by the next business day, but no later than 48 hours form the occurrence or receipt of notification of investigation.

24.) Hospital shall provide Disaster Services as specified in the Performance Contract between HHSC and Pecan Valley Centers in the event of an emergency.

25.) Hospital shall notify Pecan Valley Centers no later than ninety (90) days prior to discontinuing the provision of inpatient mental health services at the Hospital.

26.) Invoices must be submitted to accountspayable@pecanvalley.org on a monthly basis by the eighth (8th) calendar day following the month of service.

HHSC CONTRACT REQUIREMENTS: SECTION I. STATEMENT OF WORK:

COMPLIANCE WITH APPLICABLE LAW:

Pecan Valley Centers shall require the Hospital to comply with all applicable state and federal laws and regulations related to:

* 1. The provision of inpatient mental health services, including, but not limited to:
		1. Emergency Medical Treatment and Labor Act of 1986;
		2. Texas Health and Safety Code Chapters 241, 571, 575, 576, and 577; and
		3. Title 25 Texas Administrative Code:
			1. Chapter 133 (relating to Hospital Licensing)
			2. Chapter 134 (relating to Private Psychiatric Hospitals and Crisis Stabilization Units);
			3. Chapter 404, Subchapter E (relating to Rights of Persons Receiving Mental Health Services);
			4. Chapter 405, Subchapter E (relating to Electroconvulsive Therapy);
			5. Chapter 411, Subchapter J (relating to Standards of Care and Treatment in Psychiatric Hospitals);
			6. Chapter 414, Subchapter I (relating to Consent to Treatment with Psychoactive Medication – Mental Health Services); and
			7. Chapter 415, Subchapter F (relating to Interventions in Mental Health Programs).
	2. Medications and medication-related services provided to patients served under this Scope of Work as specified in Title 25 Texas Administrative Code, Chapter 415 C (relating to Use and Maintenance of TDMHMR Drug Formulary)
	3. In addition to the reporting requirements outlined in Title 25 Texas Administrative Code Chapter 134 (relating to Private Psychiatric Hospitals and Crisis Stabilization Units), Pecan Valley Centers shall report the investigation disposition of all reports of death, abuse, neglect, exploitation, or illegal, unethical or unprofessional conduct using Report of Outcome of Investigation of Death, Abuse, Neglect, Exploitation, or Illegal, Unethical or Unprofessional Conduct Form.

OVERSIGHT REQUIREMENTS:

Pecan Valley Centers shall:

1. Develop written oversight policies and procedures, by which Pecan Valley Centers and the Hospital will manage the admission, service delivery, continuity of care and discharge requirements outlined in this Scope of Work, coordinate with other local mental health authorities (LMHAs) affected by this Scope of Work, and report to System Agency in accordance with the terms and conditions of this Contract.

DATA COLLECTION AND REPORTING:

1. Hospital shall collect data and other information that is sufficient to report on the

indicators identified in Performance Indicators in accordance with the schedule outlined in Performance Indicators.

ADMISSION, CONTINUITY OF CARE, AND DISCHARGE REQUIREMENTS:

1. Hospital shall provide a full array of services that comply with the following principles for treatment:
	1. Apply the Appropriate-Use and Medical Clearance criteria outlined below:
		1. Individuals under consideration for referral to the Hospital must meet the criteria in the Texas Health and Safety Code Chapters 571-576 applicable to voluntary admission or the civil commitment process;
		2. Acute and Chronic Medical Condition Criteria: The presence of any of the following represent acute or chronic medical conditions that the Hospital does not have the capability to treat and so, in accordance with the Emergency Medical Treatment & Labor Act (EMTALA) and state law, the Hospital will provide evaluation and treatment within its capability to stabilize the person and will arrange for the person to be transferred to a hospital that has the capability to treat the condition:
			1. Medical Emergency Indicators, including:
				1. Overdose;
				2. Chest pain;
				3. Fluctuating consciousness;
				4. Stab wound, bleeding, or serious injury;
				5. Seizure activity;
				6. Complications from Diabetes;
				7. Injured in assault or flight;
				8. Victim of as sexual assault; or
				9. Resident of a nursing home or assisted living facility.
			2. Acute Medical Conditions, including:
				1. Acute overdose resulting in any vital sign instability in the prior 24 hours;
				2. Acute drug intoxication (blood alcohol level over 0.1);
				3. Unconscious or fluctuating consciousness;
				4. Delirium, including substance induced syndromes;
				5. Uncontrolled seizure activity;
				6. Recent trauma that has not received medical evaluation, including fractures, lacerations, burns, head trauma, and bleeding;
				7. Recent assault or fight that has not received medical evaluation;
				8. Recent sexual assault that has not received medical evaluation;
				9. Blood pressure greater than 160/110;
				10. Pulse less than 50, or any symptomatic bradycardia, in the prior 24 hours;
				11. Pulse greater than 120 in the prior 24 hours;
				12. Temperature above 101o F;
				13. White blood count (WBC) greater than 15,000;
				14. Hemoglobin (HGB) less than 10;
				15. Hematocrit (HCT) less than 30;
				16. Any abnormal electrolytes;
				17. Creatinine phosphokinase (CPK) greater than 1500; or, CPK greater than 1000 with elevated temperature and muscular rigidity;
				18. Serum glucose below 70 or over 400 during the prior 48 hours;
				19. Acute O2 saturation below 90%;
				20. Chest pain;
				21. Shortness of breath;
				22. Unstable arrhythmia;
				23. Pulmonary edema;
				24. Acute congestive heart failure;
				25. Acute respiratory distress syndrome;
				26. Acute asthma;
				27. Acute cardiovascular accident;
				28. Acute CNS trauma;
				29. Gastrointestinal (GI) bleeding during the prior 48 hours;
				30. Requires indwelling tubing (for example, a nasogastric tube);
				31. Post-op instability, demonstrated as any instability in vital signs or laboratory values in the prior 48 hours; or
				32. Open wounds and/or wounds requiring sterile equipment to manage.
			3. Chronic Medical Conditions, including individuals who:
				1. Require specialized cancer care, including radiation or chemotherapy;
				2. Required medical care from a nursing home prior to admission;
				3. Require care for decubiti – Stage 3-4;
				4. Require blood or blood product transfusions;
				5. Require continuous oxygen, oximetry, or support equipment (CPCPs, BiPAPs, O2 concentrators);
				6. Are being treated for active tuberculosis (TB);
				7. Require isolation for the purpose of infection control;
				8. Require on-going intravenous (IV) therapy;
				9. Have a subclavian line, arterial line, or require hyperalimentation or total parenteral nutrition (TPN);
				10. Require suctioning;
				11. Require peritoneal or hemodialysis treatments;
				12. Require complex care or sterile equipment for managing the care of wounds;
				13. Require tracheotomy care and have a chronic condition that causes non-ambulation to an extent to preclude the engagement in treatment programming;
				14. Are considered a high-risk pregnancy;
				15. Have a multiparous pregnancy; or
				16. Are pregnant and at 38-weeks gestation or later.
	2. Effective, responsive, individualized, and least restrictive treatment;
	3. Treatment and care through the development and implementation of a Comprehensive Treatment Plan and corresponding intervention(s) including but not

limited to:

1. A reasonable and appropriate discharge plan that is jointly developed by Pecan Valley Centers and the Hospital; and
2. Communication that will facilitate the exchange of information needed to accomplish common Utilization Management activities.
	1. Promotion of recovery, independence, and self-sufficiency;
	2. Health Insurance Portability and Accountability Act of 1996 (HIPAA) privacy rules;
	3. Comprehensive client/patient rights consistent with regulatory and TJC requirements;
	4. Interdisciplinary, goal-directed and evidence-based treatment;
	5. Behavior management program;
	6. Culturally competent treatment; and
	7. Telemedicine provided in accordance with applicable rules and regulations.
3. Hospital shall demonstrate efforts to reduce restraint and seclusion by adopting and implementing the following restraint/seclusion reduction tools:
	1. Using assessment tools to identify risk factors for violence and seclusion and restraint history;
	2. Using a trauma assessment;
	3. Using tools to identify persons with risk factors for death and injury;
	4. Using de-escalating or safety surveys; and
	5. Making environmental changes to include comfort and sensory rooms and other meaningful clinical interventions that assist people in emotional self-management.
4. Hospital shall comply with the following standards regarding Admission, Continuity of Care and Discharge:
	1. The Hospital must not allow admissions without Pecan Valley Centers approval;
	2. When the Hospital admits a patient, a physician must issue and sign a written order admitting the patient;
	3. The Hospital must conduct an intake process as soon as possible, but not later than 24 hours after the patient is admitted;
	4. When the Hospital admits a patient, the Hospital must promptly notify Pecan Valley Centers of the admission and the admission status;
	5. Upon admission of a patient to the Hospital, the Hospital and Pecan Valley Centers must begin discharge planning for the patient;
	6. Discharge planning must involve the Hospital treatment team, Pecan Valley Centers liaison staff or other Pecan Valley Centers designated staff, the designated mental retardation authority (MRA) liaison staff, if appropriate, the patient, the patient's legally authorized representative (LAR), if any, and any other individual authorized by the patient;
	7. Discharge planning must include, at a minimum, the following activities and elements:
		1. A determination of the following:
			1. The amount of medication that will be provided upon discharge or transfer, and the amount of medication the patient will need after discharge or transfer until the patient is evaluated by a physician; and
			2. The name of the individual or entity responsible for providing and paying for the medication needed after discharge or transfer until the patient is evaluated by a physician; and
		2. Development of a transportation plan.
		3. Initial evaluation completed by the hospital, to include diagnosis rendered.
		4. Nursing notes and progress notes
		5. If LAIs are prescribed, this must be explicated stated along with a coordinated plan for continuation after discharge

# REQUIRED DOCUMENTATION AND PROCEDURES FOR SUBMITTING PROPOSAL

All required documentation must be submitted with the proposal. **The bidder is cautioned to read the entire RFP to determine all requirements.** Pecan Valley Centers RESERVES THE RIGHT TO REJECT A PROPOSAL WHICH DOES NOT CONTAIN ALL INFORMATION REQUIRED BY THE RFP.

1. **Number of Copies** - To achieve a uniform review process and to obtain a maximum degree of comparability, Pecan Valley Centers requires that Proposal be submitted with a **one (1) master** (marked original) and **four (4) copies**. Each must include the following items:
2. **Title Page** - Title page must show the RFP subject; the Vendor’s name; the name address, and telephone number of a contact person; and the date of the proposal.
3. **Transmittal Letter** - Submit a signed letter briefly addressing the Vendor’s understanding of the work to be done, the commitment to do the work detailed within this RFP and a statement explaining why the Vendor believes itself to be best qualified to do the required work.
4. **Vendor Representative** - Include the name of the designated individual(s), along with respective telephone number(s), email address(es), who will be responsible for answering technical and contractual questions with respect to the proposal.
5. **Vendor Application** - must be filled out in its entirety.

# Response format as follows:

**State the question or item exactly as appears; then provide your detailed response.**

Questions fall under the following sections:

* 1. Business Demographics
	2. Staffing Plans
	3. Services
	4. Facility
	5. Quality Assurance Processes and Monitoring
	6. Certificate of Insurance
	7. Financial Information
	8. Cost Proposal
	9. Risk Profile
	10. Implementation Plan
	11. Client Reference
* ***All application response attachments must be labeled to reference the appropriate section and letter (i.e. “VI. a.”)***
1. Vendor will submit a copy of their standard contract along with proposal. Label this (**Attachment A.)**

**Assurances, Certifications, Exhibits and Attachments** – Vendor must submit the Assurance and Certifications and all Attachments requested, to include:

# Signature Page (Attachment B)

1. **Resident/Non-Resident Certification (Attachment C)**
2. **Assurances Document (Attachment D)**
3. **Conflict of Interest Questionnaire (Attachment E)**
4. Vendor shall review **Texas Administrative Code §412.54(c)** and provide a written response signed by Authorized Individual **(Attachment F)**
5. Vendor shall review **Texas Health and Safety Code §250.006** and provide a written response signed by Authorized Individual **(Attachment G)**

# Lobbying Certification (Attachment H)

1. **Form W-9 (Attachment I)**
2. **Deviation Form (Attachment J)**

**APPLICATION**

1. **Business Demographic**

Organization Name: Organization dba Name: Federal Tax ID Number: Business Address: Contact/Title:

Email Address: Address: Phone/Fax:

Executive Director-Owner/Title: Email Address: Address: Phone/Fax:

Billing Contact/Title: Email Address: Address: Phone/Fax:

Other Owners/Partners – Name/%Ownership/If corporate, list organization:

1.

2.

3.

4. \_ Type of Organization (i.e. Non-Profit Corporation, Limited Liability, General Partnership, etc.):

Years in operation: Hours of operation: Certification Number if a Historically Underutilized Business: Qualifications if HUB eligible, but not certified: List all licenses, credentials, certifications, and/or accreditations currently held by organization:

(Provide copies as applicable):

1. **Staffing Plans**
	1. For Hospitals with more than 100 employees, the RFP submission must include the Hospital’s status regarding equal employment opportunity. Please submit verification of status using the Employer Information Report EEO-1 or the State and Local Government Report EEO-4.
2. **Services**

Provide a brief description of your materials and/or services for Inpatient Psychiatric Services as defined in this proposal:

* 1. Describe how you currently provide services or a similar service model.
	2. Describe how you will maximize the expertise of staff, such as through collaboration with addition services or innovative plans to manage staff time and workload to accommodate high and low census periods?
	3. Describe your staffing pattern including utilization of Peers, QMHPs, RNs and Medical Personnel (MD) to provide for 24-hour availability, on a per shift basis.
	4. Describe core staff.
	5. Describe what value-added services you will provide, through methods such as enhanced staffing, expanding service array, additional service capacity, etc.
	6. Describe the activities you will provide to ensure coordination of services as well as continuity.
	7. Describe how you will meet the cultural and linguistic needs of the consumers in Pecan Valley Centers local service area (Erath, Hood, Johnson, Parker, Palo Pinto, and Somervell Counties, Texas).
	8. Provide your process for performing triage for clients that present to your facility.
	9. Provide your policy and procedures for referring an individual to another healthcare provider for lower level of care.
	10. Provide your policy and procedures concerning restraint and seclusion.
	11. Provide your policy and procedure for ensuring that those who require a physical health assessment more immediately can be seen and assessed within five (5) minutes of initial presentation.
	12. Provide your policy and procedure that specifies your approach to common behavioral health emergencies in the service and is approved by the medical director.
	13. Provide your policy and procedure ensuring continuity of care and successful linkage with the referring provider.
	14. Provide your process for accepting individuals brought in by law enforcement on an emergency detention warrant. Include maximum wait times for enforcement prior to their release by the hospital personnel.
1. **Facility**

Provide a brief description of your facility for Inpatient Psychiatric Services as defined in this proposal***.***

* 1. Describe the physical type of facility you plan to operate and its location.
	2. Explain how you will make this facility welcoming to individuals experiencing a mental health crisis?
1. **Quality Assurance Processes and Monitoring**

Provide information regarding Hospital’s capacity for compliance with Pecan Valley Centers’ quality assurance processes, to include:

* 1. Ability to participate in clinical staffing/case reviews with Pecan Valley Centers staff; and
	2. Describe the Quality Management and Improvement system currently in place in your program.
	3. Submit a copy of the most recent Quality Improvement Plan.
	4. Describe in detail, performance indicators used in measuring and monitoring service performance and goals.
	5. Submit copies of all external reviews from all regulatory/accrediting bodies from the previous two years: include any plans of improvement required as a result of the reviews.
	6. Lawsuits – Indicate any lawsuits or litigation involving clinical Services to Mental Health patients to which you have been a party during the past three years. Provide details on any judgments.
1. **Certificate of Insurance**

Provide a Certificate of Insurance secured and maintained with an insurance company, or companies, licensed to do business in Texas for the following coverage in the following amounts:

* 1. Comprehensive general liability, professional liability, and employee misconduct insurance with limits of at least $1,000,000 per occurrence, $3,000,000 aggregate.
		+ Include directors’ and officers’ professional liability, errors and omissions, breaches of privacy, and medical malpractice insurance.
	2. Sufficient coverage to meet the requirement of State law for Workers' Compensation on its employees providing services under this Contract.
1. **Financial Information**
	1. Provide a copy of a Certified External Audit for the past three (3) years.
	2. Provide a copy of the most recent Tax Statement (IRS Form 1120, Form 990 as applicable).
	3. Provide a current Financial Statement including Cash Flow.
	4. Submit the most current Annual Report available.
	5. Provide evidence of continued financial viability to ensure your capabilities to support this project.
2. Provide the budget detail for the proposed program.
	* Identify salaries and fringe benefits.
	* Identify all other operating and administrative expenses that will be related to the program.
	* Identify Medicaid/Third Party Revenue Projections.
3. **Cost Proposal**
	1. Describe your proposal fee structure.
	2. Describe your current capacity under current contracts.
	3. Describe how you will maximize other payor sources to ensure Pecan Valley Centers is the payor of last resort.
4. **Risk Profile**
	1. Have you had any validated/confirmed client abuse, client neglect, or rights violations claims in the last three (3) years? If so, explain in detail.
	2. Identify whether Hospital, as an entity, or anyone employed by the Hospital is currently under investigation or has had a license or accreditation revoked by any state, federal, or local authority or licensing agency within the last five (5) years. If “yes”, provide a detailed explanation.
	3. Identify whether Hospital, as an entity, or anyone employed by the Hospital providing direct care or employed in a management position has had any felony convictions. If “yes”, provide a detailed explanation.
	4. Provide any company policies that outline your procedures in dealing with current or future employees who are convicted felons.
	5. Identify whether Hospital has ever been placed on vendor hold by an agency or company. If “yes”, provide a detailed explanation.
	6. Identify any lawsuits or litigation involving clinical services to which Hospital has been a party during the past five (5) years. Provide details on any judgments.
	7. Provide a list of clinical services contracts for which Hospital has been terminated for cause in the last five (5) years.
	8. Identify whether Hospital, as an entity, or any of Hospital’s employees Medicaid Provider number(s) have ever been suspended or revoked. If “yes”, explain.
5. **Implementation Plan**
	1. Briefly describe the project management approach you will use to implement and operate the Inpatient Psychiatric Services within the contracted timeframe.
6. **Client References**

Provide a minimum of three client references. For each client listed, include the following:

* Agency name and address
* Name or Point of Contact (POC)
* POC email address and telephone number
* Dates of services provided to client
* Type of services provided to client

# ATTACHMENT B SIGNATURE PAGE

**The attached proposal application is being submitted in response to the Community Psychiatric Hospital Beds RFP # 01-2020. The proposal is a firm offer and shall remain an open offer, valid for one hundred and twenty (120) days from the date of this document.**

**Pecan Valley Centers in its sole and absolute discretion shall have the right to award contracts for any or all materials listed in each proposal, shall have the right to reject any and all proposals and shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor. I understand that this proposal will be reviewed and evaluated according to the procedures indicated in this RFP.**

Authorized Signature Company Name

Typed or Printed Name Street Address

Title City, State, Zip Code

Telephone Number Fax Number

Email Address

# ATTACHMENT C RESIDENT/NON-RESIDENT CERTIFICATION

Contractor must answer the following questions in accordance with the Texas Government Code

§2252.002, as amended:

1. Is the Contractor that is making and submitting this bid a “resident Contractor” or a “non- resident Contractor”?

Answer: Resident Contractor Non-resident Contractor

* 1. Texas Resident Contractor - A Contractor whose principal place of business is in Texas and includes a Contractor whose ultimate parent company or majority owner has its principal place of business in Texas.
	2. Nonresident Contractor - A Contractor who is not a Texas Resident Contractor.
1. If the Contractor is a “Non-resident Contractor”, does the state in which the Nonresident Contractor’s principal place of business is located have a law requiring a Nonresident Contractor of that state to bid a certain amount or percentage under the bid of a Resident Contractor of that state in order for the nonresident Contractor of that state to be awarded a contract on his bid in such state?

Answer: Yes No Which state?

1. If the answer to Question B is “yes”, then what amount or percentage must a Texas Resident Contractor bid under the bid price of a Resident Contractor of that state in order to be awarded a contract on such bid in said state?

Answer:

# ATTACHMENT D ASSURANCES DOCUMENT

Proposer assures the following:

1. All addenda and attachments to the RFP as distributed by the Local Authority and designated by the checklist have been received.
2. No attempt has been or will be made by the Proposer to induce any person or firm to submit or not to submit a Proposal, unless so described in its Proposal.
3. The Proposer does not discriminate in its services or employment practices on the basis of race, color, genetic information, religion, sex, national origin, disability, veteran status, or age.
4. All cost and pricing information is reflected in the RFP response documents or attachments.
5. Proposer accepts the terms, conditions, criteria, and requirements set forth in the RFP.
6. Proposer accepts the Local Authority's right to cancel the RFP at any time prior to Contract award.
7. Proposer accepts the Local Authority's right to alter the timetables for procurement that are set forth in the RFP.
8. The Proposal submitted by the Proposer has been arrived at independently without consultation, communication, or agreement for the purpose of restricting competition.
9. Unless otherwise required by law, the information in the Proposal submitted by the Proposer has not been knowingly disclosed by the Proposer to any other Proposer prior to the notice of intent to award.
10. No claim will be made for payment to cover costs incurred in the preparation of the submission of the Proposal or any other associated costs.
11. Local Authority has the right to complete background checks and verify information.
12. The individual(s) signing this document and any Contract awarded to Proposer is authorized to legally bind the Proposer.
13. No employee of the Local Authority or HHSC, and no member of the Local Authority's Board will directly or indirectly receive any pecuniary interest from an award of the proposed Contract to Proposer. If the Proposer is unable to make the affirmation, then the Proposer must disclose any knowledge of such interests. See Attachment F.
14. Proposer is not currently held in abeyance or barred from the award of a federal or state contract.
15. Proposer is not currently delinquent in its payments of any franchise tax or state tax owed to the state of Texas, pursuant to Texas Business Corporation Act, Texas Civil Statutes) Article 2.45.
16. Proposer shall disclose whether any of the directors or personnel of Proposer has either been an employee or a trustee of Local Authority within the past two (2) years preceding the date of submission of the Proposal. If such employment has existed, or at term of office served, the Proposal shall state in an attached writing the nature and time of the affiliations as defined. See Attachment F.
17. Proposer shall identify in an attached writing any trustee or employee of Local Authority who has a financial interest in Proposer or who is related within the second degree by consanguinity or affinity to a person having such financial interest. Such disclosure shall include a complete statement of the nature of such financial interest and the relationship, if applicable. See Attachment F.
18. No former employee or officer of HHSC and/or Local Authority directly or indirectly aided or attempted to aid in procurement of Proposer's service.
19. Proposer shall disclose in an attached writing the name of every Local Authority employee and/or member of Local Authority's board with whom Proposer is doing business or has done business during the 365 day period immediately prior to the date on which the Proposal is due;

failure to include such a disclosure will be a binding representation by Proposer that the natural person executing the Proposal has no knowledge of any key persons with whom Proposer is doing business or has done business during the 365 day period prior to the immediate date on which the Proposal is due. See Attachment F.

1. Under Section 231.006, Family Code, the vendor or applicant certifies that the individual or business entity named in this contract, bid, or application is not ineligible to receive the specified grant, loan, or payment and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate. For purposes of the foregoing sentence, "vendor or applicant" shall mean Proposer; contract, bid or application shall mean the Proposal; and 'this contract" shall mean any Contract awarded to the Successful Proposer(s).

Signature of Applicant or Applicant’s Authorized Representative Date

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Printed Name

Title (if applicable)

Organization/ Program Name (if applicable)

# PECAN VALLEY CENTERS KEY PERSONS LIST

July 2019

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **TITLE** | **BUSINESS ADDRESS** | **BUSINESS PHONE#** |
| Coke Beatty | Executive Director | 2101 W Pearl Street.Granbury, TX 76048 | (817) 579-4400 |
| Ruben DeHoyos | Associate Executive Director / Chief Operating Officer | 2101 W Pearl StreetGranbury, TX 76048 | (817) 579-4439 |
| Carol Nati, MD | Medical Director / Psychiatrist | 1715 Santa Fe DriveWeatherford, TX 76086 |  N/A |
| Wayne Vaughn | Chief of Regulatory and Compliance | 2101 W Pearl StreetGranbury, TX 76048 | (817) 579-4414 |
| Frankie Jefferson | Chief Financial Officer | 2101 W Pearl StreetGranbury, TX 76048 | (817) 579-4419 |
| Ashley Womack, Ph.D. | Chief of Behavioral Health Services | 2101 W Pearl StreetGranbury, TX 76048 | (817) 594-3093 |
| Mark Chavez | Chief of IDD Services | 1601 N AnglinCleburne, TX 76031 | (817) 579-4392 |
| Arran Spoede | Manager of IT | 650 W. Green StreetStephenville, TX 76401 | (817) 579-4429 |
| Cortney Brown | Director of Nursing & Medical Operations | 2101 W Pearl StreetGranbury, TX 76048 | (817) 579-4495 |
| Diana Thompson | Director of MH Child & Adolescent Services | 1715 Santa Fe DriveWeatherford, TX 76086 | (817) 579-4477 |
| Rhea Sullivan | MCOT Program Manager / Law Enforcement Liaison | 1715 Santa Fe DriveWeatherford, TX 76086 | (817) 594-3087 |
| Jessica Grimm-Callaway | UM Manager | 2101 W Pearl StreetGranbury, TX 76048 | (817) 579-4464 |
|  |  |  |  |
| Elizabeth Lawrence | Chair | N/A | N/A |
| Edwin J. (Ed) Seilheimer | Vice Chair | N/A | N/A |
| Carolyn Myres | Secretary | N/A | N/A |
| Robert (Bob) Newby | Board Member | N/A | N/A |
| Christy Massey | Board Member | N/A | N/A |
| Jerry Blaisdell | Board Member | N/A | N/A |
| Ed Dittfurth | Board Member | N/A | N/A |
| Hank Jones | Board Member | N/A | N/A |
| Lynn Waddy  | Board Member | N/A | N/A |
| Keith Scarbrough | Board Member | N/A | N/A |
| Rita Wade  | Board Member | N/A | N/A |

# ATTACHMENT E

**CONFLICT OF INTEREST QUESTIONNAIRE**

**Please retrieve CIQ Form from the following website:** [**http://www.ethics.state.tx.us/forms/CIQ.pdf**](http://www.ethics.state.tx.us/forms/CIQ.pdf)(Attach completed CIQ Form as part of your proposal)

***A signature is required in Box 7 regardless of any other entry on the form.***

# ATTACHMENT F DISCLOSURE OF KINSHIP

Pursuant to the [Texas Administrative Code §412.54(c)](https://texreg.sos.state.tx.us/public/readtac%24ext.TacPage?sl=R&amp;app=9&amp;p_dir&amp;p_rloc&amp;p_tloc&amp;p_ploc&amp;pg=1&amp;p_tac&amp;ti=25&amp;pt=1&amp;ch=412&amp;rl=54)

# ATTACHMENT G

**NOTICE OF FELONY CONVICTION**

Pursuant to the [Texas Health and Safety Code §250.006](https://statutes.capitol.texas.gov/Docs/HS/htm/HS.250.htm)

# ATTACHMENT H LOBBYING CERTIFICATION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or an employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress an officer or employee of Congress or an employee of a member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form LLL, “Disclosure Form to Report Lobbying,” in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub awards at all tiers (including subcontracts, sub grants, and contracts under grants, loans and cooperative agreements) and that all sub recipients shall certify and disclose accordingly.

**This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.**

Signature Date

Print Name of Authorized Individual

Title of Authorized Individual

Organization Name

# ATTACHMENT I FORM W-9

**REQUEST FOR TAXPAYER IDENTIFICATION NUMBER AND CERTIFICATION**

Vendors are to complete a W-9 Form and submit with Proposal Documents. <http://www.irs.gov/pub/irs-pdf/fw9.pdf>

# ATTACHMENT J DEVIATION FORM

All deviations to this RFP must be noted on this sheet. In the absence of any entry on this Deviation Form, the prospective Vendor assures Pecan Valley Centers of their full agreement and compliance with the Specifications and Terms and Conditions.

Each response to this RFP shall contain a Deviation Form, which states the prospective Vendor’s commitment to the provisions of the RFP. An individual authorized to execute contracts must sign the Deviation Form. Any exceptions taken to the terms and conditions identified in this Proposal must be expressly stated in the Deviation Form. Use an additional copy or page if needed.

**THIS DEVIATION FORM MUST BE SIGNED AND SUBMITTED WITH THE RFP BY EACH PROSPECTIVE VENDOR/CONTRACTOR WHETHER THERE ARE DEVIATIONS LISTED OR NOT. IF NO DEVIATIONS, NOTE: NONE**

|  |  |
| --- | --- |
| **Reference Specifications, Terms and Conditions and Page Number** | **Deviation** |
|  |  |
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Company Name

Authorized Signature Date

# NOTICE “NOT TO PARTICIPATE” FORM

Dear Vendor:

Please check the appropriate box below, complete the remainder of this form and return it PRIOR to the scheduled due date and time on the Proposal.

 Our Company cannot provide the products, supplies and/or services listed in this request. Please MOVE our name and address to the following services so that we may submit bids/proposal at a later date:

Services:

 Our Company has chosen NOT to submit a Proposal at this time, but would like to remain on your list for this Proposal category. We did not submit a Proposal because:

Reason:

 Please REMOVE our Company name from all Pecan Valley Centers MHMR lists until further notice.

Reason:

Company Name:

Representative (printed): Title:

Address: Phone:

Email: Fax Other:

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Authorized Signature:

Title: Date:

**VENDORS WHO RESPOND TO THIS INVITATION WITH A COMPLETED PROPOSAL FORM WILL REMAIN ON OUR MAILING LIST. VENDORS MAKING NO RESPONSE MAY BE REMOVED FROM THE MAILING LIST.**

**PLEASE RETURN THIS FORM ONLY TO:**

Pecan Valley Centers Attn: Wayne Vaughn

P.O. Box 729

Granbury, TX 76049

**Notice “Not to Participate” RFP 01-2020 Community Psychiatric Hospital Beds**