

Request for Proposal

FOR SCHOOL BASED THERAPY

AUGUST 2, 2024

This solicitation should not be interpreted as a contract (implicit, explicit, or implied), nor does it imply any form of agreement to any potential candidate. In addition, no inference should be made that Trillium will purchase and/or implement in the future any of the programs or services proposed by the respondents.



Transforming Lives. Building Community Well-Being.

201 West First Street




Greenville, NC 27858-1132

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EXECUTIVE SUMMARY

-  Trillium Health Resources oversees publicly funded behavioral health, substance use, and intellectual/developmental disability services for 46 counties in North Carolina. Our mission is “Transforming lives and building community well-being through partnership and proven solutions.”
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-  The primary purpose of this Request for Proposal (RFP) is to invite service providers to submit proposals for implementing School-Based Therapy in specified counties. Trillium will score proposals based on the required components listed in this RFP, and the highest-scoring provider will be considered for a full Medicaid contract for School-Based Therapy in the county or counties awarded.

GENERAL/BACKGROUND INFORMATION

-  Trillium has identified a need for school-based Therapy in specified counties. With Medicaid funding, Trillium will support the expansion of services in each of these counties and work closely with the selected provider and Local Education Agency (LEA) to ensure all parties are aligned and that the service is being provided as clinically indicated.
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-  This RFP opportunity is open to agencies with experience in child and adolescent behavioral health. The applicant can select one or more of the following counties to apply:
 - Greene
 - Hoke
 - Lee
 - Lenoir
 - Moore
 - Randolph
 - Robeson
 - Sampson
 - Scotland
 - Warren

SCOPE OF WORK

-  The goal of the RFP is to recruit and develop a School-Based Therapy program in the specified counties; no other counties may be targeted for this selected RFP. Agencies must demonstrate that they utilize evidence-based practices.
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-  Trillium will provide Medicaid funding only. There are no startup funds available.

COMPLIANCE

- ▲ The selected provider MUST agree to:
 1. Comply fully with the following:
 - a. Clinical Coverage Policy 8-I: "Psychological Services in Health Departments and School-Based Health Centers Sponsored by Health Departments to the under-21 Population"
 - b. APSM 45-2: "Records Management and Documentation Manual"
 - c. APSM 95-2: "Clients Rights Rules in Community Mental Health, Developmental Disabilities and Substance Abuse Services"
 - d. 42 CFR, PART 2
 - e. HIPAA
 - f. Accreditation requirements/maintenance
 - g. Any applicable local, state and federal regulations
 - h. Trillium Health Resources Benefit Plan
 - i. Submissions of TARs and claims in accordance with the Medicaid Benefit Plan
 - j. PCP Instructional Manual
 - k. The Trillium Health Resources Provider Manual
 - l. The North Carolina Information Exchange Authority (NCHIEA) Healthcare provider information exchange guidelines and implementation timelines documented here <https://hiea.nc.gov/>.
 2. Complete steps to demonstrate readiness to provide these services:
 - a. Hire and/or train required staff.
 - b. Obtain equipment needed for provision of services.
 - c. Develop protocols/procedures in your agency's standard format to ensure that the School Based therapy services is provided in compliance with Clinical Coverage Policy 8I: "Psychological Services in Health Departments and School-Based Health Centers Sponsored by Health Departments to the under-21 Population"
 3. Provide weekly updates on progress to the assigned Trillium Network Development Coordinator overseeing the project until the project is complete and the service has been implemented.

- ▲ **Administrative Requirements**
 - The organization awarded the RFP must comply with all terms and conditions of the awarded contract.
 - The awardee will be held accountable for the information provided in the proposal regarding performance targets. Trillium will consider the

organization's progress in meeting goals, objectives, and schedules based on the contracted criteria.

- Failure to meet stated goals, objectives and schedules may result in suspension or termination of the award/contract, or in reduction, withholding and/or repayment of funding.

TIMELINE/SCHEDULE REQUIREMENTS

🌱 Timeline

***All timelines are tentative and subject to change

Question & Answer (Q&A) Submission Deadline (Submit using Questions link)	August 2, 2024
Q&A Results Posted on Trillium's Website	August 8, 2024
Proposed Submission Deadline	August 16, 2024
RFP Award Notification	August 30, 2024

- 🌱 It is important that all interested agencies periodically check Trillium's Recruitment Opportunities webpage (<https://www.trilliumhealthresources.org/for-providers/request-opportunities>) for any updates that may be issued prior to the proposal closing date.

🌱 Award Notices

- 🌱 Notification of award will be posted on the Trillium Health Resources webpage once a decision is made. Additionally, applicants will receive letters via email to notify them of whether they were or were not awarded.

ELIGIBILITY REQUIREMENTS

Applicants must meet the following requirements:

- 🌱 Be enrolled in NC Tracks;
- 🌱 Demonstrate experience in providing clinical outpatient behavioral health services to children and adolescents;
- 🌱 Adhere to all program, staffing and training requirements set forth in Clinical Coverage Policy 8I: "Psychological Services in Health Departments and School-Based Health Centers Sponsored by Health Departments to the under-21 Population"

- ▲ Be without sanction(s), including but not limited to the following:
 1. LME/MCO: Contract termination or suspension, referral freeze, unresolved Plan of Correction, outstanding overpayment, prepayment review, and/or payment suspension;
 2. DHB: Contract termination or suspension, prepayment review, and/or outstanding final overpayment;
 3. DMH/DD/SAS: Revocation and/or unresolved Plan of Correction;
 4. DHSR: Unresolved Type A or B Penalty under Article 3, Active Suspension of Admissions, Active Summary Suspension, Active Notice of Revocation or Revocation in Effect;
 5. US Internal Revenue Service or NC Department of Revenue: Unresolved tax or payroll liabilities;
 6. NC Secretary of State: Administrative Dissolution, Revocation of Authority, Notice of Grounds for other reason, and/or Revenue Suspension. Providers organized as a Corporate entity must have a “Current – Active” registration with the NC Secretary of State;
- ▲ Adhere to all programming, staffing, and training requirements outlined in 10A NCAC 27G.

FORMATTING REQUIREMENTS

Trillium’s goal is to review all proposals. However, this goal must be balanced against Trillium’s obligation to ensure equitable treatment of the received proposals. **For this reason Trillium has established the following formatting requirements. If you do not adhere to these requirements, your proposal will be screened out without review.**

- ▲ All proposals must be submitted electronically through the application link on the Provider Network Participation Opportunities page (<https://www.trilliumhealthresources.org/for-providers/request-opportunities>) on Trillium’s website.
- ▲ Any attachment pages must be typed in black, double-spaced, using a font of Times New Roman 12, with 1” margins.
- ▲ Any specified page limits cannot be exceeded.
- ▲ Applicants must use the sections/headings listed under Required Proposal and place the required information in the correct section.
- ▲ Black print should be used throughout your application.
- ▲ Materials with printing on both sides will be excluded from review.
- ▲ Attachments should be clearly labeled and numbered consecutively from beginning to end so that information can be located easily.

REQUIRED PROPOSAL COMPONENTS

- ▲ Complete the online application found at the following application link: SBT Application. Separate application is required for each county of interest.

The following must be included as attachments in order of list:

- ▲ **(Attachment A) Cover Letter**

- ▲ Summary of proposed project and intent to submit a proposal
- ▲ Summary description of strategy/plan and how it meets project goals and measurable objectives
- ▲ Letter must be signed by an **officer** of the company

- ▲ **(Attachment B) Three (3) external references** – each should describe the quality of services provided by your agency within the last 5 years.

- ▲ **(Attachment C) Project Plan**

Description of what is being proposed and how it will be accomplished, as related to the intent of the RFP and performance measures identified.

Schedule/timeline for the service or project, which will serve as the basis for monitoring progress and adjusting activities as necessary, including:

- ▲ All activities required to accomplish the key objectives of the project.
- ▲ Target dates for the proposed activities, where appropriate.
- ▲ Information on the proposed start and completion dates of the key objectives and activities.
- ▲ Technical Specification: Include any equipment, software, facility impact, etc., if applicable.
- ▲ Installation and Maintenance plans, if applicable.
- ▲ Project Management, including Performance Management and Security/Fault Management, if applicable.
- ▲ Education/Training and Supervision.

- ▲ **(Attachment D) Personnel Information**

- ▲ Provide comprehensive chart of personnel positions for the project/service, including the CEO any other executive/leadership positions, to reflect the role of each position, their level of effort and qualifications.
- ▲ Personnel charts for any subcontractors used, if applicable.

- ▲ **(Attachment E) Letter of Support from Local Education Authority for each county included in the application**

- ▲ Obtain a letter of support from the local education authority.

- ▲ Must submit separate letters for each county included.

PROPOSAL EVALUATION INFORMATION

All proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive will be eliminated from further review. Trillium may contact the Provider/Vendor for clarification on any response.

Responsive proposals will be evaluated on the factors assigned a point value. The proposal will be reviewed and scored according to the quality of your response to the requirements in Attachments A-G. The responsible Provider(s)/Vendor(s) with the highest score(s) will be selected as a finalist or the finalist based upon the proposals submitted.

Finalist Providers/Vendors may be asked to submit revised proposals or make a presentation to obtain the best and final offers. If so, points will be recalculated accordingly, and the points awarded will be added to the previously assigned points to attain final scores.

Considering the evaluation factors, the responsible Provider/Vendor whose proposal is most advantageous to Trillium will be recommended for contract award. Please note, however, that a serious deficiency in the response to any one factor may be grounds for rejection regardless of the overall score.

Recommendations are made to Executive Management, who has the final decision-making authority.

ADMINISTRATIVE INFORMATION

Award Notices

- ▲ All organizations will receive notification from Trillium when awards are determined.

Administrative Requirements

- ▲ The organization awarded the RFP must comply with all terms and conditions of the awarded contract. These terms and conditions will be provided in the award contract for signature.
- ▲ The awardee will be held accountable for the information provided in the proposal regarding performance targets. Trillium will consider the organization's progress in meeting goals, objectives, and schedules based on the contracted criteria. Failure to meet stated goals, objectives, and schedules may result in suspension or termination of the contract or reduction, withholding, and/or repayment of funding.

TRILLIUM CONTACT INFORMATION

Please send any questions about this RFP through the [Questions](#) link prior to the deadline.

If you are having technological issues with the application, please send you request for assistance to NetworkServicesSupport@TrilliumNC.org.

ATTACHMENTS

All attachments should be labeled to correspond with each required component listed above and all pages should be consecutively numbered in order to avoid confusion.