

**WASHINGTON COUNTY  
COMMUNITY SERVICES DEPARTMENT**

**AUGUST 23, 2010**  
**UPDATED JANUARY 28, 2011**

**REQUEST FOR PROPOSALS (RFP) FOR  
BASE RATE GROUP RESIDENTIAL HOUSING (GRH) FOR  
ADULTS WITH CHEMICAL DEPENDENCY**

Washington County  
Community Services Department  
14949 62<sup>nd</sup> Street North  
PO Box 30  
Stillwater, MN 55082  
[www.co.washington.mn.us](http://www.co.washington.mn.us)

## **OVERVIEW**

Washington County's Community Services Department (CSD) has identified a need for Group Residential Housing (GRH) for adult men or adult women with histories of chemical dependency. GRH sites/beds developed in accordance with this RFP will be reimbursed at the current GRH base rate only.

## **SCHEDULE**

August 23, 2010 - RFP Release

The RFP will be available to all interested parties via the Washington County website at: [http://www.co.washington.mn.us/info\\_for\\_business/bidsrequests\\_for\\_proposals/](http://www.co.washington.mn.us/info_for_business/bidsrequests_for_proposals/)  
Paper copies are available upon request.

### **ONGOING – Open Office Hours for Mandatory Pre-Proposal Meetings**

All applicants must meet with CSD staff prior to submitting a proposal. Meetings must be scheduled in advance and will be scheduled for 60 minutes. Applicants must come prepared with questions and project ideas to discuss with staff. Please contact the individual listed below for scheduling.

### **October 1, 2010 to ONGOING – RFP Submissions Accepted**

Proposals will be accepted on an ongoing basis throughout the date range cited above. Please submit four (4) collated copies of the proposal. The County may close this RFP at anytime and without any advance notification. Proposals will be accepted up to two weeks after its close, and only for those who have previously met with the County in accordance with the Mandatory Pre-Proposal Meeting outlined above.

### **ONGOING– Contract Award Announcements**

Decisions will be announced on an on-going basis as proposals are received. CSD will issue letters of intent to those parties that it is interested in developing a site with and entering into a contract with. Decision letters will be sent to applicants within 30 days of CSD's receipt of the proposal.

## **CONTACT INFORMATION**

All inquires related to this RFP should be submitted to:

Julia Wallis  
Washington County Community Services  
14949 62nd Street North  
PO Box 30  
Stillwater, MN 55082-0030  
651.430.8331 or [julia.wallis@co.washington.mn.us](mailto:julia.wallis@co.washington.mn.us)

## **CONDITIONS**

1. The issuance of this RFP constitutes an invitation to submit proposals. It is not to be considered a request for bids or as an offer to contract, but only a means by which the County can facilitate the acquisition of information related to the purchase of services. Any proposal submitted constitutes a suggestion to negotiate and not a bid.
2. All costs of the proposal preparation and submittal shall be borne by the organization submitting a response. Proposals should be prepared as economically as possible to meet the requirements set forth in this RFP. Washington County (County) has made best efforts to limit the burden on contracted providers.

3. The County reserves the right to reject any or all responses and/or issue another RFP for this proposed service. The County further reserves the right to select more than one provider based upon this RFP. The contents of all proposals will be managed pursuant to Minnesota Statute section 13.591 subd. 4 and will be nonpublic information until completion of the evaluation process.
4. Each applicant must be in compliance with all applicable federal, state, and local laws and regulations.
5. Proposer(s) selected by this RFP process will be provider(s) who have the potential to become a service provider in Washington County. More than one provider may be selected with the recommendation of delayed contracting, contingent on the need for additional development. Washington County will retain the authority to authorize the expansion of services based on consumer and capacity need. Washington County will also retain the authority to approve and manage placement and/or service authorizations. If selected for a contract, providers are assured no minimum number of clients by the County.
6. The contents of the proposal of the successful provider may become contractual obligations, if a contract ensues. Failure of the provider to accept these obligations will result in rejection of the proposal.
7. All proposals, once submitted, become the property of the County. They will not be returned to the provider.
8. If a proposal contains any “security information”, “trade secret information” or “labor relations” information as describe in Minnesota Statutes 13.37, Subd 1 that the applicant does not want disclosed to the public or used for any purpose other than the evaluation of its offer, all sections containing such information must be indicated with the following statement: “The following information contained in section \_\_\_\_\_ is non-public trade secret information.” The County will make best efforts to maintain the confidentiality of these sections.
9. The applicant will be required to assume responsibility for all services offered in the proposal whether or not produced. Further, the applicant will be the sole point of contact with the County with regard to the contractual matters, including payment of any and all charges resulting from the contract.
10. The County reserves the right to cancel this RFP at any time and shall not be liable for any expenses incurred by any entity irrespective of whether a proposal was submitted or not.
11. The provider affirms that, to the best of their knowledge, this proposal does not present a conflict of interest with any party or entity, which may be affected by the terms of a forthcoming contract. The provider agrees that, should any conflict or potential conflict of interest become known, they will immediately notify the County of the conflict or potential conflict, and will advise the County whether they will or will not resign from the other engagement or representation.
12. Upon review of proposals, the County will send each applicant a letter of denial and/or letter of intent to further negotiate. A letter of intent to contract does not guarantee that a final contract will be entered into. The County and applicant receiving a letter of intent to negotiate will begin formal negotiations at that time, with the mutual goal of finalizing

a contract. All final contract decisions are made by the Washington County Board of Commissioners.

## **GENERAL CONTRACT CONDITIONS**

1. Washington County will contract only with providers that comply with Title VI and VII of the Civil Rights Act of 1964, as amended, Section 504 of the Rehabilitation Act of 1973, as amended, and all other federal, state and local laws, ordinances, rules, regulations and executive orders pertaining to unlawful discrimination. The provider and any subcontractor must agree to the following: No person shall on the grounds of race, color, religion, age, sex, sexual preference and orientation, disability, marital status, public assistance status, criminal record, creed to national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable federal and state laws against discrimination.
2. Washington County will contract only with a provider that agrees it will defend, indemnify, and hold harmless the County, its officers and employees against any and all liability, loss, costs, damages, and expenses with the County its officers, or employees may sustain, incur, or be required to pay arising out of the negligent or intentional acts or omissions of the Provider.
3. No Washington County contracted provider, including but not limited to employees, agents or subcontractors shall carry or possess a firearm on county premises or while acting on behalf of Washington County. Violation of this shall be considered a substantial breach of a contract; and, in addition to any other remedy available to the county under law or equity. Violation of this provision is grounds for immediate suspension or termination of a contract.
4. All data collected, created, received, maintained, or disseminated for any purposes by the activities of the contracted provider is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as federal regulations on data privacy.
5. Washington County contracted providers must agree to implement and comply with applicable provisions of the Health Insurance and Portability and Accountability Act of 1996 (HIPAA, public law 104-191).
6. If selected for a contract, providers agree that in order to protect itself, as well as the County under the indemnification provisions set forth above, at all times providers must maintain tort liability limits as set forth in Minnesota Statute 466.04. Please note that Washington County shall be named as a certificate holder on the certificates of insurance and policies shall provide that they will not be canceled, materially changed, or not renewed without thirty days prior notice. Proof of coverage must be provided prior to the execution of the contract.
7. Providers may not enter into any subcontract for the performance of any contract-related services without the written authorization of Washington County.
8. Contracted providers shall agree to abide by all federal, state, or local laws, statutes, ordinances, rules, and regulations now in effect or hereinafter adopted, insofar as they relate to the contracted provider's performance of the provisions of a contract.
9. Pursuant to Minnesota Statute 16C.05, Subd. 5, the books, records, documents, and

accounting procedures and practices of all County contracted providers relevant to a contract are subject to examination by the County, and either the legislative auditor or the state auditor, as appropriate. Contracted providers shall agree to maintain these records for a period of six years from the date of termination of a contract.

10. Contracted providers must submit an itemized billing statement to the County department requesting the service. They must also provide the Community Services Department with data or materials requested for evaluation purposes.

### **GROUP RESIDENTIAL HOUSING (GRH) INFORMATION**

All GRH beds developed under this RFP must be in accordance with state laws and rules of the Minnesota Department of Human Services (DHS). The information in this section contains introductory information regarding GRH. Applicants should reference Minnesota Statute and DHS bulletins for additional detailed GRH information.

1. This project is subject to the provisions set forth in Minnesota Statutes Chapters 256I.01 to 256I.06.
2. GRH beds developed in accordance with this RFP will to be reimbursed at the GRH base rate only. The current GRH base rate on August 23, 2010 is \$846 per month or \$27.81 per day / per bed / per client. This rate of reimbursement will be determined by statutory restrictions for GRH as administered by the Minnesota Department of Human Services. The per diem rate and/or monthly rate will be limited by those set forth in Minnesota statutes.
3. The GRH base rate is designed to pay for monthly food and housing needs only. A minimum of \$200 per person, per month must be budgeted for food in GRH facilities. This amount will change in accordance with the monthly allotment amounts for the supplemental nutritional assistance program (i.e. food stamps).
4. The amount of funding per client will be based on a per diem rate and a monthly rate established by a negotiated rate setting agreement between the service provider and CSD. Funding for the services in this project will be authorized by CSD on the basis of an individual's eligibility in applicable Minnesota Statutes, Rules, General Assistance (GA) and/or Minnesota Supplemental Aid (MSA).
5. In addition to the base GRH rate for room and board paid to the facility, each client will receive approximately \$100 per month per person for all personal needs expenses (clothing, medications, transportation, etc.). Applicants should keep this low level of client income in mind when developing a site and drafting a proposal.
6. GRH beds can be implemented in many types of configurations, facilities, and sites. The number of beds in an individual facility is not specified in law. However, for the purpose of this RFP, CSD is only interested in developing and contracting for sites with no less than four beds and no more than nine beds. Also, each site must be gender specific.
7. CSD will require GRH sites developed under this RFP obtain a Board and Lodging license from Washington County Public Health & Environment Department and register for the provision of Special Services with the Minnesota Department of Health. Information on these can be found at:  
[http://www.co.washington.mn.us/info\\_for\\_residents/environment/lodging/](http://www.co.washington.mn.us/info_for_residents/environment/lodging/)  
<http://www.health.state.mn.us/divs/eh/lodging/blss.html>
8. Additional licensures, registrations, etc. may be required by the DHS, Minnesota

Department of Health, and or local municipalities. Each municipality located within the County may have additional requirements or restrictions that must be met and are set forth in local zoning regulations or codes (e.g. certificate of occupancy, conditional use permit, etc.). Applicants should have a clear understanding of these requirements prior to submitting a proposal to ensure that it will be able to meet these obligations.

9. When seeking a site for GRH developments under this RFP, please note that CSD must pre-approve the property. CSD will determine if the site is feasible based on, but not limited to the following: proximity to other licensed group housing facilities, neighborhood amenities, accessibility, and floor plan.

## **PROJECT DESCRIPTION & SCOPE OF SERVICES**

Washington County's Community Services Department (CSD) has identified an unmet need for Group Residential Housing (GRH) for adult men and women with histories of chemical dependency. CSD intends to use chemical free GRH facilities developed in accordance with this RFP to house individuals attending outpatient treatment. This model has proven effective in providing needed treatment services and stable transitional housing, while conserving limited treatment funds.

Some likely characteristics of the targeted population are:

- A history of chemical dependency, including recent inpatient residential treatment placements.
- Currently attending outpatient treatment.
- In need of a sober, transitional housing environment.
- Accessing other services in the community, including CSD case management, workforce assistance, mental health care, assistance for disabilities, etc.
- Has a very low income or no income.
- Has a CSD approved plan for transition to independent living.

Clients must be assessed by the CSD as being appropriate for this housing model. CSD will issue a placement authorization. The provider must coordinate with the client and CSD's Economic Support Division to determine client eligibility and/or client financial responsibility. Authorizing chemical health treatment and other services is not the responsibility of the GRH provider and remains the responsibility of CSD or private health insurer.

The provider will cooperate with CSD to aide in the transition of individuals into independent living. The length of stay will vary, but is expected to range from two to twelve months. The provider will maintain good communication with CSD and involve its staff in placement and discharge decisions. Because individuals residing in these sites have a chronic illness and may experience relapses, CSD will consider a harm reduction model that tolerates limited chemical use.

Site(s) must meet all applicable federal, state, and local licensure, registration, codes, etc. CSD will also require a Board and Lodging License and Special Services Registration. Sites will need to be pre-approved by CSD. Applicants are strongly discouraged from legally obligating themselves to a specific site early on. Each site developed under this RFP must meet, at minimum, the following additional criteria:

- Located within one mile of fixed route bus service.
- Be gender specific (i.e. serve only males or only females).
- Provide on-call supervision 24 hours per day, seven days per week, including holidays.
- Provide a limited amount of on site supervision.

- Provide medication monitoring.
- Provide individual bedrooms or semi-private two person bedrooms.
- Have at least four beds and no more than nine beds.

**SELECTION CRITERIA**

Washington County reserves the right to reject any and all proposals and to accept other than the lowest cost proposal. If clarifications are needed, the County shall notify the provider in writing. Upon completion of the review of the written proposal, the County shall interview any or all providers at its discretion. County staff and/or community members will review the received proposals. The selection criteria shall be:

1. Proposal shows a clear understanding of the needed service.
2. Evaluation of services previously delivered by the provider, including experience working with the target population outlined in this RFP and the management of other GRH facilities.
3. The applicant’s ability to demonstrate current financial stability and future solvency.
4. The applicant’s ability to meet or exceed the County’s minimum specifications for sites outlined in this RFP.
5. Cost.

**PROPOSAL CONENTNS**

No facsimile or email copies will be accepted. Four (4) paper copies must be mailed or delivered to the County on or before 5pm on January 31, 2011. One of these must contain original signatures. Only a completed proposal will be considered a valid proposal. A complete proposal will contain the following information and/or documentation in the specific order listed below.

1. Cover Letter: One of the four copies of this letter should contain an original signature.
2. Provider Fact Sheet: See page 9 of this RFP.
3. Narrative: See page 8 of this RFP.
4. Budget: An annual operating budget for the first year of this program/service/site. See page 10 of this RFP. This template must be utilized.
5. An organizational chart.
6. An audited financial statement for the organization’s most recently completed fiscal year. If the organization does not conduct an independent audit, please contact the County to discuss other suitable financial statements.
7. Proof of Insurance: Include a copy of the certificates of insurance for General Liability coverage and other applicable coverage (e.g. Professional Liability, Automobile, Employee Dishonesty, Workers’ Compensation, etc.).
8. A working draft of a Policies and Procedures Manual: This Manual should include, at minimum:
  - Intake procedure
  - Discharge procedure
  - Vulnerable Adult (VA) maltreatment reporting policy
  - Grievance policy

- Resident code of conduct (i.e. House Rules)
- Confidentiality/HIPAA policy

Although this document will be considered a “working draft” to which CSD may require changes or additions, applicants are encouraged to make this document as comprehensive as possible prior to RFP submission.

## **NARRATIVE**

Please respond to the following questions in this section in five single sided pages or less.

1. Briefly describe the history of your business/organization and its service philosophy. Please attach any brochures, newsletters or other informational materials (these attachments will not be counted towards the page limit).
2. Service related experience
  - a. Describe your experience working with the target population outlined in this RFP.
  - b. List currently held contracts for the provision of human services to individuals with similar barriers as the target population outlined in this RFP. The list should include the following items: Contracting agency/county, service, length of contractual relationship.
3. GRH related experience
  - a. Describe your experience working with publicly funded services, particularly your knowledge of and ability to adhere to GRH requirements, statues, licensing requirements, etc.
  - b. List currently held agreements with any Minnesota counties for GRH beds. The list should include the following items: County, GRH site’s target population, number of beds, years in existence.
4. Will any services be provided? If so, please outline which and how often social services, health care services, classes, or activities will be available to residents of the GRH.
5. A description of how the benefits of this service will be measured. Please note CSD will approve and/or establish final evaluation standards.
6. Describe the site(s) you wish to develop. Please include, at minimum:
  - a. Number of individuals it will serve.
  - b. Gender of individuals.
  - c. Preferred site location and characteristics. Please note that CSD must approve the site prior to a contract being awarded. A specific site need not be known at the time of proposal submission. However, the applicant should describe characteristics it will require for a site.
  - d. Staffing pattern and brief narrative clearly outlining how many hours of supervision will be provided (both on-site and on-call supervision).
  - e. A timeline for site development and project implementation.

**PROVIDER FACT SHEET**

**Legal Name: (As registered with Secretary of State)**

**Doing Business As (if applicable):**

**Corporate Headquarters Address:**

**Service Site(s) (if other than Corporate Headquarters):**

**Telephone:**

**Fax:**

**Contract Contact Person:**

**Email:**

**Program Contact Person:**

**Email:**

**Billing Contact Person:**

**Email:**

**Corporation type:**

**For Profit**     **Non-Profit**     **Public**     **Partnership**     **Proprietorship**

**Federal Tax ID#:**

**Please list all applicable licenses:**

**BUDGET**

Complete the budget related items below.

1. Complete the annual budget form below. This template may be copied into a different software program, but the template or categories must remain. This budget is an estimated annual operating budget showing revenues and expenditures for one full year of your proposed GRH site(s). Add “Other” items as needed and complete the “Notes” as needed.

<u>Item</u>	<u>Annual Amount</u>	<u>Notes</u>
Revenue:		
GRH Payments	\$	
Other: _____	\$	
Other: _____	\$	
Total Revenue	\$	
Expenditures		
Mortgage/Lease	\$	
Utilities	\$	
Property Maintenance	\$	
Food	\$	
Staff Benefits & Taxes	\$	
Direct Care Staff	\$	
Administrative Staff	\$	
Household/Office Supplies	\$	
Insurance	\$	
Uncollected Revenue	\$	
Other: _____	\$	
Other: _____	\$	
Other: _____	\$	
Total Expenditures:	\$	
Net Profit/Loss	\$	

2. Provide an itemized list of start up costs relating to your proposed GRH site(s). Please list how these expenditures will be funded.