



ERIE COUNTY

REQUEST FOR PROPOSAL (RFP)
TO PROVIDE: Care Management Services in the
City of Buffalo Mental Health Court

RFP #1438VF

Date: December 22, 2014

**Deborah Goldman, Interim Commissioner
DEPARTMENT OF MENTAL HEALTH
EDWARD A. RATH COUNTY OFFICE BUILDING
95 FRANKLIN STREET
BUFFALO, NEW YORK 14202**

COUNTY OF ERIE, NEW YORK
REQUEST FOR PROPOSALS (“RFP”)

RFP #1438VF

TO PROVIDE: Care Management Services in the City of Buffalo Mental Health Court

I. INTRODUCTION

The County of Erie, New York (the “County”) is currently seeking Proposals in response to this Request for Proposals (RFP) for an initiative providing Care Management services in the City of Buffalo Mental Health Court and other related service activities to adults, defined as age eighteen (18) and over. These adults will have a serious mental illness and meet high need eligibility criteria as defined by the New York State Office of Mental Health and New York State Department of Health and, are directly involved in the criminal justice system.

Mental Health Court activities have been essential to the stability of the severely mentally ill with criminal justice involvement for residence residing in Erie County for several years. This process functions as a diversionary practice and can prevent such individuals from engaging in further criminal justice involved activities. Care Management activities in Mental Health Court would serve as a bridge between the justice world and community based services. The City of Buffalo Mental Health Court services all of Erie County and is the only specialty mental health court functioning in this region. Referrals are often received from outlying court systems to be serviced in the City of Buffalo Mental Health Court process.

Health Home involvement with this population has been challenging. Mental Health Court case management has historically been fully embedded into the court and has had a primary focus on court related services and has not been fully integrated into a community based case management model. Services that have historically been provided have had a primary focus on the day to day functions of the court and have included but are not limited to: assessing consumer’s court needs, referrals to various services, completion of court reports related to treatment services, addressing other specialty court room needs where and when appropriate, and providing assessments to clients who may be in crisis while in the court room. Other current court support activities might include assisting the Mental Health Court by completing supervised toxicology screens as ordered by the court and providing various other supports the court may have while in session. These described duties and activities are included in the anticipated

model to be proposed in response to this RFP as well as other duties and activities that can be fiscally supported by the funding described herein.

Due to the anticipated changes with the legacy case management rates; April 1, 2015, case load ratios will need to increase in order to meet the expected changes in the Health Home funding structure. The Department realizes potential challenges these changes may represent to the agency and how this may affect services provided. Therefore, changes to the City of Buffalo Mental Health Court case management model are necessary. Health Home care management and other related services are essential in moving this process forward and in expanding on necessary services designed to meet physical health, mental health, and any community based needs such as housing, financial, treatment, education and employment activities while continuing to support the historical efforts of the City of Buffalo Mental Health Court. This model is unique in that although Care Management is a community based model and will continue to be in this process, this practice provides for regularly scheduled interaction points in the court room to measure success and to provide changes to the dosage of service and opportunity to admit additional eligible individuals into Health Home services. The City of Buffalo Mental Health Court is in session approximately 11 hours per week.

Peer Advisement and Support Services

This RFP includes close involvement throughout the entire Mental Health Court process with peer advisement and support. This will provide the court additional insight into a participant's needs and perspective while providing continuous support to court members. The peer will provide direct service to persons who are Health Home participants and, to those who are not Health Home participants, regardless of insurance status. The peer can provide direct service to individuals while in the holding center prior to full court involvement to increase the likelihood of engagement and participation. The peer can provide community based assessment of need and service engagement, educate to other self help services and main stream resources in the community to increase self sufficiency. These peer services are funded as a full time position in addition to the dollars associated with this RFP and are provided through WNY Independent Living Inc. as a contracted service with the Department of Mental Health.

ELIGIBILITY

Qualified providers eligible to respond to this Request for Proposals are currently contracted providers with the Erie County Department of Mental Health that are currently providing Mental Health Court services or are contracted providers that are currently providing Health Home direct Care Management in Erie County, New York.

PLEASE NOTE: APPLICATIONS THAT ARE NOT 100% COMPLETE AS SPECIFIED WITHIN THIS RFP, EXCEED THE SPECIFIED PAGE LIMITS OR, ARE NOT RECEIVED BY THE SPECIFIED DUE DATE AND TIME WILL NOT BE REVIEWED. ACCORDINGLY, PLEASE READ INSTRUCTIONS CAREFULLY SINCE CRITICAL INFORMATION IN THESE REGARDS MIGHT ONLY BE PRESENTED ONE TIME.

The County reserves the right to amend this RFP. The County reserves the right to reject any or all of the proposals, or any part thereof, submitted in response to this RFP, and reserves the right to waive formalities, if such action is deemed to be in the best interest of the County. The County reserves the right to request additional information from any proposer. The County reserves the right to award negotiated contracts to one or more proposers. Proposals received shall be considered to remain in effect for no less than 6 months and for no more than 18 months from date of receipt.

This RFP is not intended and shall not be construed to commit the County to pay any costs incurred in connection with any proposal or to procure or contract with any firm.

II. PROPOSAL PROCEDURES

A. ANTICIPATED SCHEDULE OF PROPOSAL

The following schedule is for informational purpose only. The County reserves the right to amend this schedule at any time.

Issue RFP: December 22nd, 2014

- The RFP and related attachments can be found and downloaded at the Erie County Website: www.erie.gov under purchasing department “BIDS”.

Emailed Questions Due: January 8th, 2015

- All questions should be emailed to weigele@erie.gov by 5:00 p.m. January 8th 2015. Be sure to include “RFP” and the RFP number as the subject line in your email. Only emailed questions received on or before stated date will be provided with a response. No individual

responses will be sent in response to emailed questions. Rather, responses to these questions will be addressed and posted on the Department of Mental Health website at:

<http://www.erie.gov/health/mentalhealth/>.

Responses to questions posted on the
Erie County Department of Mental Health website: January 14th 2015

Proposals Due: January 20th at 3 p.m.

- We recognize that the response timeframe may be a short turn around, but respondents are encouraged to begin RFP development prior to the submission of any questions and all questions being answered.

Selection Made: February 17th 2015

Initiation of RFP Services: No later than April 1st, 2015

B. APPLICATION REQUIREMENTS

1. Each proposal shall be prepared simply and economically avoiding the use of elaborate promotional materials beyond what is sufficient to provide a complete, accurate and reliable presentation. A ten point Font or larger, standard 8.5 inch by 11 inch paper and, margins no smaller than 0.75 inches are to be used for all materials (excepting for the Fonts, margins and paper size used on County provided forms). All documents are to include page numbers.

Proposals are to be packaged and ordered in the following manner:

- a) One page transmittal letter or memo on agency letterhead.
- b) ECDMH RFP Submission Package Checklist (Appendix A) on the top of entire submission package (after agency transmittal letter).

- c) Signed Agency Cover Sheet form .The original must have the original signature of the applicant organization's chief executive. Unsigned proposals will be rejected
 - d) Proposal Narratives. These are to be limited to no more than ten (10) pages.
 - e) NOTE: The ten (10) page limit on the Proposal Narratives does not apply to the additional pages comprised by the required Submission Package Checklist, Agency Cover Sheet, Performance Measures Worksheets, and other required application materials which may have their own page limit specifications.
 - f) Performance Measures Worksheet for each Performance Measure.
 - g) Budget: Applicants are allowed to attach to the Budget an optional budget narrative, such narrative not to exceed one (1) page.
 - h) Signed Schedule A (attached to this RFP)
 - i) Signed and notarized Erie County Equal Pay Certification (form attached to this RFP)
2. One (1) original and five (5) copies shall be submitted in a SEALED package:
- Submission of the proposals shall be directed to:
Deborah Goldman, Interim Commissioner
Erie County Department of Mental Health
Erie County Edward A. Rath Building
95 Franklin Street Room 1237
Buffalo, New York, 14202

All proposals must be delivered to the above office on or before January 19th, 2015 at 3:00 p.m. Proposals received after the above date and time will not be considered. The County is under no obligation to return proposals.

4. NO COMMUNICATIONS OF ANY KIND WILL BE BINDING AGAINST THE COUNTY, EXCEPT FOR THE DEPARTMENT OF MENTAL HEALTH FORMAL RESPONSES TO QUESTIONS, IF ANY, ADDRESSED ON THE WEB.

5. Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal. Those proposers will be notified to arrange specific times.

6. No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

7. Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE) proposers should include the Erie County certification letter with the proposal. Such a letter will not be considered against the page limitation in 1.d. above.

8. If proposer is a Veteran Owned Business, proposer should include letter indicating company is 51% or more Veteran-owned. Such a letter will not be considered against the page limitation in 1.d. above.

9. In addition to the above, Eligibility Requirements:

The County of Erie, New York (the "County") is currently seeking Proposal Statements Requests for Proposals (RFP) for an initiative from qualified providers with an existing Erie County Department of Mental Health (ECDMH) contract interested in providing Care Management Services to The City of Buffalo Mental Health Court clients, defined as age eighteen (18) and over. These persons will have a serious mental illness and meet high need eligibility criteria as defined by the New York State Office of Mental Health and the New York State Department of Health and are involved in the criminal justice service system. Applicants are required to currently function as a Health Home or directly collaborate with a specified Health Home and provide Care Management services.

10. Required with Submission (in addition to items previously described):

- Signed attestation from Board to participate in, receive reports related to Quality Improvement (QI) planning efforts for the proposed services (a form is not provided).
- Attestation that the agency will participate in and cooperate with the Erie County Department of Mental Health in ongoing System Reform efforts, including but not necessarily limited to intensive data review and analysis, provide system learning community meetings, and trainings where required (form is not provided).

- Disclosure of employees or officers who are currently a county employee or officer, or have been within one year prior to the date of response to this RFP (form is not provided).
- Proposer Certification (Schedule A)

Funding Availability and Requirements

Funding available

Total annual funding available for this program is **\$158,967**. Of this total, \$59,532 must be used toward three care managers. These care managers will provide direct service to persons who are Health Home participants and, to those who are not Health Home participants, regardless of insurance status. This deficit funding of \$59,532 is tied directly to services for those who are not enrolled in a Health Home. Moreover, \$23,987 of the annual total is reserved as service dollars for these non-Health Home or uninsured persons. The balance of these funds, \$75,448., must be used for program oversight, supportive services for consumers and, support services to the Court.

Please note that the funding model requires that services to Medicaid recipients will be billed under the billing mechanism for Health Homes established by NYS OMH and DOH as of April 1, 2015. It is anticipated that this will be the date of transition from the old legacy rate for Supported Case Management Services to the established Health Home Care Management rate.

Target Population

The target population is defined as individuals, age eighteen (18) and over, residing in Erie County, who have a serious mental illness as defined by the New York State Office of Mental Health and The New York State Office of Health and are involved in the criminal justice system with low level pending charges. These individuals may originate from out lining court systems in Erie County or be directly involved in Buffalo City Court. This population will include new and current participants receiving services by the City of Buffalo Mental Health Court who are determined eligible and representing need of services.

Accountability and Evaluation

It is the expectation that all applicants will have the ability to conduct **Quality Improvement/ Performance Management** to closely monitor all desired outcomes either in collaboration with Health Homes or as a function of Health Home activities.

The applicant should include clear and concise detail that describes the program's ability to utilize data informed practice, and Quality Improvement/ Performance Management, to continually assess and where necessary, intervene to achieve critical metrics. **A greater weight will be placed on applications that clearly articulate and demonstrate a successful history of doing so.**

It is the expectation that all RFP recipients will have the ability, commitment and contractual obligation to rigorously evaluate their performance against the performance measures delineated within this RFP. Proposals must clearly demonstrate the applicant's capacity to perform such evaluation in a manner that optimizes data accuracy and validity. Evaluation specific to a component should be detailed within the proposal for that component. Evaluation tools, activities and, processes that all components have in common and, those that integrate data driven management for all components proposed should be described within the Program Narrative.

Quarterly reporting against the agreed upon performance measures and other data will be required. Performance measure attainment data with additional standard data elements must be reported quarterly. Additional data to be kept/tracked by agency but not routinely reported may also be specified. Successful applicants should expect site visits by the Department to review such efforts.

Data Records and Reporting

In addition to the specific data to be reported that is unique to each Component, the following common data set must also be kept by the successful applicants and therefore clearly described within proposals. As indicated, some but not all of these will be routinely reported to the Department:

- All measures are reported by gender and ethnicity;
- All performance measures will be reported on a quarterly basis for the total customer population, which includes a running year-to-date total and the number served in each specific quarter;
- Records will need to be clearly accessible and discernible to the department in the likely event of a site visit/audit;
- All data will be transparent to the Department and other related service providers as part of an overall strategy to support learning and a system shift that is adaptive to the larger system needs under Behavioral Health Reform; and
- The successful applicant(s) will meet with the Department and other service providers as a learning community to routinely discuss lessons learned and intervention strategies to improve system and consumer outcomes.

Overall Performance Guidelines

The Department of Mental Health identified the following overarching considerations and requirements for developing this RFP. Applicants are expected to clearly articulate adherence to and implementation of these whether or not separately requested within the remainder of this RFP.

- Agency and program operations and quality improvement/performance management efforts are to be attentive and focused on reducing existing disparities in behavioral healthcare outcomes across diverse populations;
- All service activity is to be characterized by and consistent with the values and qualities of person centeredness in support of recovery;
- Ensure that **all measures are tracked by gender and ethnicity** (facilitates oversight to ensure equal access and outcomes); and

All performance measures will be reported on a quarterly basis, and be available on a monthly basis, unless otherwise requested.

The following presents the components of **Care Management Services in the City of Buffalo Mental Health Court** to be supported under this RFP and, their associated required performance measures. **Due to the unique role and function that this Care Management model represents, it is strongly recommended that as a part of your agencies process in responding to this RFP that an appointment be made to attend at least one session of Mental Health Court to establish a base line understanding and to create a more formal recognition as to the role and function of this court system and the service provision therein. In addition to this visit, a senior court room member will meet with members to address any further questions or concerns. If respondents are interested in attending said sessions, request should be made to weigele@erie.gov to set up an appointment with Mental Health Court before 1/6/2015. Court is currently scheduled for Wednesday's 9:00am-4:00pm and Friday's 12:00pm-4:00pm.**

For each component included in a submission, all of the associated performance measures MUST be addressed. Additional measures may be submitted which are specific to program design.

1. Assessment and Engagement

- a. # enrolled in the service/# referred (# and %)
- b. Of those enrolled # remain for >= 90 days / # (# and %)

2. Access:

- a. Of those enrolled # and % admitted into health home services either directly out from Erie County holding center or referred to mental health court from an out lining judicial jurisdiction in Erie County
- b. Of those enrolled # and % that are referred and enrolled in community based services within 30 days

3. Successful & Sustained Transition:

- a. Of those enrolled # and % that transition from the mental health court program successfully (defined as consumers who have successfully met all of the Mental Health Court requirements and are considered a successful graduate by the court.)

Additionally, the successful applicant will be expected to establish and report on the standard PCMS measures for “Care Management – Health Home.”

HOW TO APPLY

Applicants must complete the documents requested. Applicants may download the RFP and any related materials by going to the Erie County Purchasing website: <http://www2.erie.gov/purchasing/index.php?q=line-bid-retrieval> Please note that ECDMH will not review material beyond the specified page limits.

For the Narrative section, please use the following heading bars in the document, as listed in the application below:

- Program Design & Implementation (30 Points)
- Performance Measures (30 Points)
- Quality Improvement/Performance Management (10 Points)
- Budget and Budget Narrative (10 Points)

Exhibits, appendices, attachments and other documents that are not specified as required are not allowed and will be discarded without acknowledgement. Please do not include copies of research, annual reports, or other unrequested supporting material.

ERIE COUNTY DEPARTMENT OF MENTAL HEALTH
Care Management Services in The City of Buffalo Mental Health Court RFP #1438VF
AGENCY COVER SHEET FORM - APPLICANT INFORMATION

(This is to be the top sheet for the entire application package.)

Organization Name	Please list the official name of your organization.
Mailing Address	Please list the official address of your organization for mailing purposes; include city and ZIP code information.
Primary RFP Contact	Please provide name, telephone number, FAX number, email address and, complete mailing address if different than organization mailing address above, for the primary contact for this proposal. Should you have a change in this information after submitting your application, please be sure to provide the updated information to weigele@erie.gov
Alternate RFP Contact	Please provide name, telephone number, FAX number, email address and, complete mailing address if different than organization mailing address above, for an alternate contact for this proposal. Should you have a change in this information after submitting your application, please be sure to provide the updated information to weigele@erie.gov
Leadership	Please list the name of your organization's Executive Director, President or Chief Executive Officer. If your organization has interim leadership, please list "Interim" in parentheses.

 Chief Executive Officer Signature (as identified above)

 Date

 Title

PROGRAM DESIGN and IMPLMENTATION. The services described throughout your narrative should reflect a unique Care Management model that provides a clear plan for an effective and timely transition with start up activities that will meet RFP time limits, continues to support the efforts of transitioning individuals from court arraignment/holding center, and direct Mental Health Court services with Care Management involvement, that produce independence with natural supports.

<p>Program Design and Implementation: 1a</p>	<p>Describe your plan for quickly engaging individuals from the court system/ holding center into care management services, health home services and mental health court services. Description should include the process of interface between: initial court involvements at arraignment, health home care management, forensic mental health at the holding center, and peer support services that are included in this RFP.</p>
<p>1a Score</p>	<p>0 = No response.</p> <p>1 = The description shows little evidence of rapid involvement and engagement with consumer at early stages of legal system participation. The description does not provide a clear sense that the applicant has an understanding of the Mental Health Court process. Description of services are vague and do not provide support for continuity and collaboration. Does not demonstrate a clear plan of health home service involvement in initial case finding and service planning process. Peer support services are minimally addressed and do not describe a clear process of collaboration with peer agency providing peer service.</p> <p>5= The description provides some evidence of timely consumer involvement in the early stages of legal system participation. The description provides some understanding of the current process in Mental Health Court. Description of services is still vague but does indicate some level of providing continuity in service planning and collaboration with court, jail, and peer services. Health home involvement is included but is not part of initial case finding or care planning process. Does not provide a clear plan to collaborate with peer agency providing peer services.</p> <p>10= The description clearly indicates rapid and early association with the consumer at the initial court system involvement. The description provides a very clear understanding of the current functions in Mental Health Court. Provides clear evidence that would indicate additional value to this process by providing services that directly interface with the court system at arraignment. Clearly demonstrates a plan that includes the jail system, Forensic Mental Health services and health home care management process. Clearing illustrates a specific plan for embedding peer services into mental health court delivery system and provides a history of collaboration with peer agency providing peer services. In addition the plan demonstrates a process to address the needs of mental health court participants who have been court involved for some length of time but are not fully linked into community based services necessary to sustain community stability.</p>

PROGRAM NARRATIVE

Most of the information described in this section is to be presented within the Program Narrative. The rest may be presented using designated forms. When required forms are used the information presented thereon may be incorporated in the scoring of that aspect of the narrative. If the following guidance is unclear as to whether requested information should be on a form or within the Narrative, please exercise care in completing the applicable form in order to assure that it is properly completed. If the applicant chooses to present the same or expanded information in both a form and the narrative, such as with the Performance Measures form, there would be no scoring penalty for duplicative information, subject to forms being fully completed and, subject to applicable page count limits.

It is recommended that responses to each of the items below be clearly labeled within the narrative. This will help to assure that the reviewer/s will be able to readily identify the material responsive to each of these items for scoring purposes. The Department's actual experience with the applicant's performance will be weighed.

Program Design and Implementation: 1b	Describe how individuals will be assessed using a person centered approach in a time sensitive manner. Describe how the SPOA referral process will be used to address community based needs.
1b Score	<p>0 = No response.</p> <p>1 = Assessment of services does not provide clear evidence of providing a person centered assessment approach in a time sensitive manner. The description does not clearly articulate a community based care management process in the assessment of service needs. The description does not accurately provide for a timely referral process to address community based service needs. There is a vague understanding of the SPOA referral process.</p> <p>5= Assessment of services does provide some evidence of providing a person centered assessment approach. The description articulates a community based care management process in the assessment of service needs but lacks a clear plan as to how this would be fully integrated into the Mental Health Court system. The description indicates time frames for assessment but do not represent a timely response to service needs. There is an understanding of the SPOA referral process.</p> <p>10=There is a clear understanding that the agency provides person centered planning in the entire delivery system of care management. There is very clear evidence and historical practice of a timely assessment and referral process designed to meet community based needs as well as court related activities. The agency has a well demonstrated history of using the SPOA referral process and shows clear evidence of providing referrals in a time sensitive fashion.</p>
Program Design and Implementation: 1c	Describe how services provided by Health Home agencies will be fully integrated into the service delivery within the Mental Health Court system and with outside community resources. Specify specific case load structure and related time frames associated with potentially long length of stay in mental health court. Specify how your agency will provide services to the mental health court with anticipated larger caseloads necessitated by the reduced rate of payment in legacy case management.

<p>1c Score</p>	<p>0 = No response.</p> <p>1 =Description provides a vague understanding of the health home structure and the services provided within the health home network of care. Description does not provide a clear plan as to how health home related services are integrated into mental health court services and other outside community resources. Does not address specific case load issues related to mental health court time frames. Does not provide a plan for providing support to the full efforts of the court. Plan does not provide a clear understanding or description of how larger case loads will be managed to meet the needs of the court and community based services.</p> <p>5=Description provides an understanding of health home structure and services provided within the health home network of care. Description does provide a plan as to how health home related services are integrated into Mental Health Court services but lacks a timely course of action for collaboration with other outside community resources. Description does address mental health court case load size but does not represent a model that would support the full efforts of the court. Plan does provide an understanding and description of how larger case loads will be managed but does not present a model that would realistically meet the needs of the court given the changes in funding structure.</p> <p>10= Description provides an understanding of health home structure and services provided within the health home network of care and historical evidence of close collaboration. Agency provides clear evidence of how outside community based services will be incorporated into services and a history of community collaboration with other agency providers. Provides further evidence of the utilization of health home services in current agency function. Description does address mental health court case load and represent a clear model that would support the full efforts of the ongoing functions of the Mental Health Court. Agency provides a clear understanding of the changes in legacy case management rates and health home rates and provides a clear plan as to how to address court related functions and community based needs with a case load level that is financially viable and sound.</p>
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Total Score for Program Design and Implementation=

PERFORMANCE MEASURES	
<p>Performance Measures 2a Assessment and engagement</p>	<p>Applicants are expected to provide early assessment and engagement at the first opportunity of the identification of eligible candidates for Mental Health Court services and health home related services.</p> <p>Engagement is expected to take place at the point of arraignment in Buffalo City Court if possible or in the holding center. Assessment and Engagement services should include coordinating activities with Forensic Mental Health services to gain additional insight into current service needs while in the holding center and to provide additional clinical information necessary for comprehensive transition back into the community. If a referral is made from other outlying court, assessment and engagement activities should be provided as early as possible given the structure of that court system.</p> <p>Engagement activities should be fluid in nature and be much more frequent and service focused in the first 3 months of service delivery in the Buffalo Mental Health Court.</p>
<p>2a Score</p>	<p>0 = Did not answer, did not include all required performance measures and/or, included non-required performance measures. Use of data not evident.</p> <p>1= Applicants response did not include an early intervention plan to assess and engage consumer into Mental Health Court and health home related services. Response does not include a clear plan to involve Forensic Mental Health Services in the initial assessment and engagement process or how services would be coordinated from outlying court systems. Service description does not provide a high frequency delivery process in the first 3 months of service.</p> <p>5= Applicants response does provide for a plan to assess and engage with Mental Health court and health home related services at early intervention points but lacks a clear plan to coordinate services with Forensic Mental Health or outlying court system. Discharge planning from holding center does not appear to be comprehensive but does reflect a plan to provide services more frequently in the community and in Mental Health court for the first 3 months of involvement.</p> <p>10= Applicants response clearly shows a comprehensive plan that provides early identification of eligible clients. Provides a very clear plan to engage consumer into Mental Health court and health home related services from both Buffalo City Court and those referred from outlying court system. Plan includes comprehensive discharge planning that provides clear and seamless transition into the community from jail and provides for clearly measurable, high frequency of contact process in the first 3 months in Mental Health Court.</p>
<p>Performance Measures 2b Access</p>	<p>Applicants should provide a clear and precise plan as to how the consumer will be referred into Mental Health court and health homes services and how assessed needs will be referred for and provided within the community. Responses should focus on a community based care management model that provides for frequent interactions with consumers outside from the court room to assure referrals/ linkages are made and maintained. Plan should clearly demonstrate coordination with health home to assure continuity. Plan should also include access to activities specific to the court room and how possible interactions with all court room consumers will be formulated.</p>

2b Score	<p>0 = Did not answer</p> <p>1 = The description does not provide a clear plan as to how consumers will be referred into mental health court and the health home service network. Plan does not provide for a community based care management model rather services are provided only in the court room and are not community based. Plan does not demonstrate clear coordination with health home services. Plan does not specifically address court room needs.</p> <p>5=The description provides for a plan as to how consumers will be referred into mental health and health home services. Plan is somewhat community based but does not provide clear description of how services will be followed up on in the community. Plan does include health home involvement be it is unclear how services will be coordinated. Possible court room activities are addressed but are limited and do not represent a model that will meet the ongoing needs of the court.</p> <p>10= The description provides a clear and precise plan as to how consumers will be referred into mental health court and health home services. Plan shows a clear process for collaboration with health home services. Plan provides for services to be provided both within the court system and within the community with measurable and frequent interactions. Court room activities are addressed in a realist fashion so as to meet the ongoing functions of the court.</p>
Measures 2c Successful and Sustained Transition	<p>Applicants are expected to provide measureable outcomes that will identify individual progress while in mental health court. Describe how consumer progress is defined, monitored and tracked on an individual basis. Describe how consumers will be transitioned from mental health court in collaboration with health home related services.</p>
2c Score	<p>0 = Did not answer</p> <p>1 = The description does not address how individual progress will be defined, measured and tracked. Transition plan is vague and does not include health home related services.</p> <p>5= The description does address how progress will be defined, measured and tracked but not does provide for a comprehensive plan for health related services to be included in discharge planning from mental health court .</p> <p>10= The description provides a clear methodology for defining progress in the court system, provides a plan that supports the consumer with changes in assessed need and incorporates this into a transition plan in collaboration with the health home agency. Plan provides for additional process for feedback to the court system with recommendations for unsuccessful discharged cases.</p>

Total score for Performance Measures=

QUALITY IMPROVEMENT/PROFORMANCE MANAGMENT	
Quality Improvement/Performance Management 3a	Applicants are expected to regularly perform a Quality Improvement/Performance Management (QI/PM) function that supports the desired outcomes and practice elements. Describe your experience using data with Quality Improvement/Performance Management and how it has affected practice and outcomes. Provide specific data. Describe your organizational capacity to conduct Quality Improvement/Performance Management. Describe how you envision the use of Quality Improvement/Performance Management for this initiative to achieve the desired outcomes.
3a Score	<p>0 = Did not answer. Did not include all required performance measures and/or, included non-required performance measures. Use of data not evident.</p> <p>1 = Vague description of QI/PM capacity. Little supportive data provided. No historical experience presented.</p> <p>5 = QI/PM capacity from a historical perspective as well as plan for implementation within this initiative is clearly articulated. Actual QI/PM activity and data are clearly described as a function.</p> <p>10 = Same as five plus, conveys a sense that achievement of specified performance is highly likely as supported by historical data supporting an intervention related to effective QI/PM practice. Description conveys a clear sense that QI/PM in collaboration with the Mental Health Court and Health Home related services will effectively manage the desired outcomes.</p>

Total Score for Quality Improvement/ Performance Management=

Budget Narrative

Provide a budget narrative and supporting spreadsheet indicating your funding request. This should indicate and justify your request for funding and specifically address the billing revenue changes from legacy rate to Health Home rates. Provide a budget description that would demonstrate number of cases billed divided by monthly average rate against total revenue

provided in this RFP. All expenditures should be in support of the achievement of the stated outcomes within this RFP. Where you are able to provide in kind staffing, support or services please indicate the same.

PERFORMANCE COMPONENT BUDGET (Appendix D)	
Budget 4a	Provide a budget narrative and spreadsheet that outlines and clearly justifies your request for funding up to \$158,967. This should include a budget that shows the billing revenue and how your agency plans to achieve fiscal viability. This funding is to be utilized for individualized transitional supports from the holding center or outlying judicial jurisdictions and provide sustainable independent community based resources necessary to maintain stability and provide support to the ongoing Buffalo Mental Health Court functions (describe staffing salary and related fringe, be sure to state the number of staff funded thru this RFP), reasonable administrative, and other non-direct costs.
Budget Score 4a	<p>0 = Missing or incomplete</p> <p>1 = Complete, but reflects inconsistencies with component's program narrative, especially in regard to staffing.</p> <p>5 = Complete, clear and appears realistic with minor inconsistencies. Additional information where requested is provided and is clear.</p> <p>10 = In addition to reference for a "5", it is without any notable inconsistencies. Appears viable and provides realistic staffing and revenue balance. Funding utilization is clear in its detail of support of the practice and the achievement of desired outcomes. Budget may contain sources of funding for transitional supports and/or staffing that are obtained beyond the funding provided within this RFP.</p> <p>(Budget Narrative and spreadsheet are considered in this scoring)</p>
Total Score for Budget =	
TOTAL SCORE ALL AREAS: _____	

The results of possible agency interviews may be factored into such a qualitative evaluation.

STATEMENT OF RIGHTS

UNDERSTANDINGS

Please take notice, by submission of a proposal in response to this request for proposals, the proposer agrees to and understands:

- that any proposal, attachments, additional information, etc., submitted pursuant to this Request for Proposals constitute merely a suggestion to negotiate with the County of Erie and is not a bid under Section 103 of the New York State General Municipal Law;
- submission of a proposal, attachments, and additional information shall not entitle the proposer to enter into an agreement with the County of Erie for the required services;
- by submitting a proposal, the proposer agrees and understands that the County of Erie is not obligated to respond to the proposal, nor is it legally bound in any manner whatsoever by submission of same;
- that any and all counter-proposals, negotiations or any communications received by a proposing entity, its officers, employees or agents from the County, its elected officials, officers, employees or agents, shall not be binding against the County of Erie, its elected officials, officers, employees or agents unless and until a formal written agreement for the services sought by this RFP is duly executed by both parties and approved by the Erie County Legislature, the Erie County Fiscal Stability Authority, and the Office of the Erie County Attorney.

In addition to the foregoing, by submitting a proposal, the proposer also understands and agrees that the County of Erie reserves the right, and may at its sole discretion exercise, the following rights and options with respect to this Request for Proposals:

- To reject any or all proposals;
- To issue amendments to this RFP;
- To issue additional solicitations for proposals

- To waive any irregularities in proposals received after notification to proposers affected;
- To select any proposal as the basis for negotiations of a contract, and to negotiate with one or more of the proposers for amendments or other modifications to their proposals;
- To conduct investigations with respect to the qualifications of each proposer;
- To exercise its discretion and apply its judgment with respect to any aspect of this RFP, the evaluation of proposals, and the negotiations and award of any contract;
- To enter into an agreement for only portions (or not to enter into an agreement for any) of the services contemplated by the proposals with one or more of the proposers;
- To select the proposal that best satisfies the interests of the County and not necessarily on the basis of price or any other single factor;
- To interview the proposer(s);
- To request or obtain additional information the County deems necessary to determine the ability of the proposer;
- To modify dates;
- All proposals prepared in response to this RFP are at the sole expense of the proposer, and with the express understanding that there will be no claim, whatsoever, for reimbursement from the County for the expenses of preparation. The County assumes no responsibility or liability of any kind for costs incurred in the preparation or submission of any proposal;
- While this is a RFP and not a bid, the County reserves the right to apply the case law under General Municipal Law § 103 regarding bidder responsibility in determining whether a proposer is a responsible vendor for the purpose of this RFP process;
- The County is not responsible for any internal or external delivery delays which may cause any proposal to arrive beyond the stated deadline. To be considered, proposals MUST arrive at the place specified herein and be time stamped prior to the deadline

EVALUATION

The following criteria, not necessarily listed in order of importance, will be used to review the proposals. The County reserves the right to weigh its evaluation criteria in any manner it deems appropriate:

- Proposer's demonstrated capability to provide the services.
- Evaluation of the professional qualifications, background and resume(s) of individuals involved in providing services.
- Proposer's experience to perform the proposed services.
- Proposer's financial ability to provide the services.
- Evaluation of the proposed cost/s. It should be noted that while cost is not the only consideration, it is an important one.
- A determination that the proposer has submitted a complete and responsive proposal as required by this RFP.
- An evaluation of the proposer's projected approach and plans to meet the requirements of this RFP.
- The proposer's presentation at and the overall results of any interview conducted with the proposer.
- Proposers **MUST** sign the Proposal Certification attached hereto as Schedule "A". Unsigned proposals will be rejected.
- Proposers may be required to give an oral presentation to the County to clarify or elaborate on the written proposal.

- No proposal will be accepted from nor any agreement awarded to any proposer that is in arrears upon any debt or in default of any obligation owed to the County. Additionally, no agreement will be awarded to any proposer that has failed to satisfactorily perform pursuant to any prior agreement with the County.

CONTRACT

After selection of the successful proposer, a formal written contract will be prepared by the County of Erie and will not be binding until signed by both parties and, if necessary, approved by the Erie County Legislature, the Erie County Fiscal Stability Authority and the Office of the County Attorney. **NO RIGHTS SHALL ACCRUE TO ANY PROPOSER BY THE FACT THAT A PROPOSAL HAS BEEN SELECTED BY THE COUNTY FOR SUBMISSION TO THE ERIE COUNTY LEGISLATURE AND/OR THE ERIE COUNTY FISCAL STABILITY AUTHORITY FOR APPROVAL. THE APPROVAL OF SAID LEGISLATURE AND/OR AUTHORITY MAY BE NECESSARY BEFORE A VALID AND BINDING CONTRACT MAY BE EXECUTED BY THE COUNTY.**

The term of the contract shall be for a one (1) year period commencing January 1, 2015 (or less than one year commencing after January 1, 2015 if necessitated by an delays associated with the RFP and contracting processes), and terminating December 31, 2015, The County, in its sole discretion may extend the agreement beyond its initial term for up to an additional year at one-year periods at the same prices and conditions.

INDEMNIFICATION AND INSURANCE

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

“In addition to, and not in limitation of the insurance requirements contained herein the Consultant agrees:

- (a) that except for the amount, if any, of damage contributed to, caused by or resulting from the negligence of the County, the Consultant shall indemnify and hold harmless the County, its officers, employees and agents from and against any and all liability, damage,

claims, demands, costs, judgments, fees, attorneys' fees or loss arising directly or indirectly out of the acts or omissions hereunder by the Consultant or third parties under the direction or control of the Consultant; and

(b) to provide defense for and defend, at its sole expense, any and all claims, demands or causes of action directly or indirectly arising out of this Agreement and to bear all other costs and expenses related thereto.

Upon execution of any contract between the proposer and the County, the proposer will be required to provide proof of the insurance coverage described in Schedule "B".

Insurance coverage in amount and form shall not be deemed acceptable until approved by the County Attorney.

INTELLECTUAL PROPERTY RIGHTS

The proposer accepts and agrees that language in substantially the following form will be included in the contract between the proposer and the County:

All deliverables created under this Agreement are to be considered "works made for hire". If any of the deliverables do not qualify as "works made for hire", the Consultant hereby assigns to the County all right, title and interest (including ownership of copyright) in such deliverables and such assignment allows the County to obtain in its name copyrights, registrations and similar protections which may be available. The Consultant agrees to assist the County, if required, in perfecting these rights. The Consultant shall provide the County with at least one copy of each deliverable.

The Consultant agrees to indemnify and hold harmless the County for all damages, liabilities, losses and expenses arising out of any claim that a deliverable infringes upon an intellectual property right of a third party. If such a claim is made, or appears likely to be made, the Consultant agrees to enable the County's continued use of the deliverable,

or to modify or replace it. If the County determines that none of these alternatives is reasonably available, the deliverable will be returned.

All records compiled by the Consultant in completing the work described in this Agreement, including but not limited to written reports, source codes, studies, drawings, blueprints, negatives of photographs, computer printouts, graphs, charts, plans, specifications and all other similar recorded data, shall become and remain the property of the County. The Consultant may retain copies of such records for its own use.]

NON-COLLUSION

The proposer, by signing the proposal, does hereby warrant and represent that any ensuing agreement has not been solicited, secured or prepared directly or indirectly, in a manner contrary to the laws of the State of New York and the County of Erie, and that said laws have not been violated and shall not be violated as they relate to the procurement or the performance of the agreement by any conduct, including the paying or the giving of any fee, commission, compensation, gift, gratuity or consideration of any kind, directly or indirectly, to any County employee, officer or official.

CONFLICT OF INTEREST

All proposers must disclose with their proposals the name of any officer, director or agent who is also an employee of the County of Erie. Further, all proposers must disclose the name of any County employee who owns, directly or indirectly, an interest of ten percent or more in the firm or any of its subsidiaries or affiliates.

There shall be no conflicts in existence during the term of any contract with the County. The existence of a conflict shall be grounds for termination of a contract.

COMPLIANCE WITH LAWS

By submitting a proposal, the proposer represents and warrants that it is familiar with all federal, state and local laws and regulations and will conform to said laws and regulations. The preparation of

proposals, selection of proposers and the award of contracts are subject to provisions of all Federal, State and County laws, rules and regulations.

During the term of the resultant Contract, the Agency shall comply with County Executive Order 13 (2014), and the Agency shall make such records available, upon request, to the County's Division of Equal Employment Opportunity for review. The County shall have the right, upon reasonable notice and at reasonable times, to inspect the books and records of the Agency, its offices and facilities, for the purpose of verifying information supplied in the Erie County Equal Pay Certification and for any other purpose reasonably related to confirming the Agency's compliance with Erie County Executive Order No. 13 (2014). Violation of the provisions of Executive Order 13 (2014), which is attached hereto and made a part hereto and made a part hereof, can constitute grounds for the immediate termination of the contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

CONTENTS OF PROPOSAL

The New York State Freedom of Information Law as set forth in Public Officers Law, Article 6, Sections 84 et seq., mandates public access to government records. However, proposals submitted in response to this RFP may contain technical, financial background or other data, public disclosure of which could cause substantial injury to the proposer's competitive position or constitute a trade secret. Proposers who have a good faith belief that information submitted in their proposals is protected from disclosure under the New York Freedom of Information Law shall:

- a) Insert the following notice in the front of its proposal:

"NOTICE

The data on pages ___ of this proposal identified by an asterisk (*) contains technical or financial information constituting trade secrets or information the disclosure of which would result in substantial injury to the proposer's competitive position.

The proposer requests that such information be used only for the evaluation of the proposal, but understands that any disclosure will be limited to the extent that the County considers proper under the law. If

the County enters into an agreement with this proposer, the County shall have the right to use or disclose such information as provided in the agreement, unless otherwise obligated by law."

and

b) clearly identify the pages of the proposals containing such information by typing in bold face on the top of each page " *** THE PROPOSER BELIEVES THAT THIS INFORMATION IS PROTECTED FROM DISCLOSURE UNDER THE STATE FREEDOM OF INFORMATION LAW.**"

The County assumes no liability for disclosure of information so identified, provided that the County has made a good faith legal determination that the information is not protected from disclosure under applicable law or where disclosure is required to comply with an order or judgment of a court of competent jurisdiction.

The contents of the proposal which is accepted by the County, except portions "Protected from Disclosure", may become part of any agreement resulting from this RFP.



COUNTY OF ERIE

MARK C. POLONCARZ

COUNTY EXECUTIVE

Executive Order #13 Pay Equity Certification on County Contracts

WHEREAS, federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964 and Federal Executive Order 11246 of September 24, 1965 (Equal Employment Opportunity) (together "Federal Equal Pay Law"), requires that men and women in the same workplace be given equal pay for equal work; and

WHEREAS, Section 194 of New York State Labor Law ("NYS Equal Pay Law") prohibits compensating men and women differently for the same work; and

WHEREAS, on average, a full-time working woman in New York State earns just 85 cents for every dollar that a man earns and the pay gap is even greater for African-American and Latina women; and

WHEREAS, females make up nearly fifty-two percent of Erie County's population; and

WHEREAS, women make up nearly half of the U.S. labor force and are a growing number of breadwinners in their families; and

WHEREAS, this pay differential shortchanges women and their families by thousands of dollars a year, and potentially hundreds of thousands of dollars over a lifetime, presenting a lifelong threat to those families' economic security and reducing their earnings through Social Security and other post retirement plans; and

WHEREAS, poverty is recognized as a leading cause of or contributing factor to many social problems, including but not limited to substance abuse, domestic violence, child abuse, improper nutrition, obesity, improper health care and criminal conduct; and

WHEREAS, the impact of pay differentials is exacerbated as workers age, causing underpaid workers to disproportionately rely upon various forms of public support in their retirement years; and

WHEREAS, pay inequity can significantly impact the County, necessitating the provision of various public subsidies for low income residents and leading to the lack of receipt of income by women residents which would be spent in our local economy; and

WHEREAS, through the enforcement of current state and federal laws that ban unequal pay for equal work, Erie County can help ameliorate the many negative consequences of pay inequality, thereby improving the lives of those who might otherwise be underpaid, strengthening families and protecting children, and reducing the demand for public services, all positively impacting county, state and federal budgets.

NOW, THEREFORE, I MARK C. POLONCARZ, Erie County Executive, by virtue of the authority vested in me by the Erie County Charter § 302, do hereby order as follows:

1. It is ordered that on and after January 1, 2015, all Erie County offices, departments and administrative units, including but not limited to the Division of Purchase, fully implement a requirement in all bids, requests for proposals and other contract solicitations that the contractor submit an Erie County Equal Pay Certification which certifies the contractor's compliance with Federal Equal Pay Law and New York State Equal Pay Law (together, the "Equal Pay Laws"). Such certification shall be required prior to execution of the contract; and it is,

2. Further ordered that such certification shall include a representation by the contractor that it has not been the subject of an adverse finding under the Equal Pay Laws within the previous five years and shall include disclosure of any currently pending claims against the contractor; and it is,

3. Further ordered that violation of any provision of the Equal Pay Laws during the effective period of such a contract or the filing of a false or misleading Erie County Equal Pay Certificate may constitute grounds for immediate termination of such a contract; and it is,

4. Further ordered that violation of any provision of the Equal Pay Laws during the effective period of such a contract or the filing of a false or misleading Erie County Equal Pay Certificate may constitute grounds for determining a bidder or responder is not qualified to participate in future County contracts; and it is,

5. Further ordered that the Law Department prepare an Erie County Equal Pay Certification for use by Erie County offices, departments and administrative units and assure compliance with this Executive Order in the contract approval process; and it is,

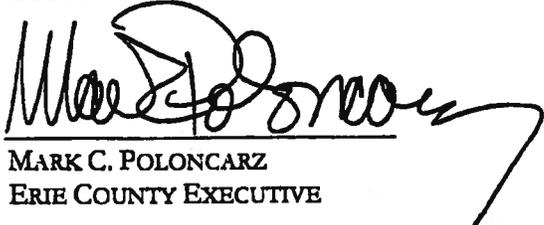
6. Further ordered that the County Division of Equal Employment Opportunity ("EEO") establish a procedure for compliance monitoring and periodic auditing of certification records; and it is,

GIVEN, under my hand and the Privy Seal of the County of Erie in the City of Buffalo this 6th day of November, in the year two thousand fourteen.



COUNTY OF ERIE

BY:


MARK C. POLONCARZ
ERIE COUNTY EXECUTIVE

SCHEDULE "A"
PROPOSER CERTIFICATION

The undersigned agrees and understands that this proposal and all attachments, additional information, etc. submitted herewith constitute merely an offer to negotiate with the County of Erie and is NOT A BID. Submission of this proposal, attachments, and additional information shall not obligate or entitle the proposing entity to enter into a service agreement with the County of Erie for the required services. The undersigned agrees and understands that the County of Erie is not obligated to respond to this proposal nor is it legally bound in any manner whatsoever by the submission of same. Further, the undersigned agrees and understands that any and all proposals and negotiations shall not be binding or valid against the County of Erie, its directors, officers, employees or agents unless an agreement is signed by a duly authorized officer of the County of Erie and, if necessary, approved by the Erie County Legislature and Erie County Fiscal Stability Authority and the Office of the County Attorney.

It is understood and agreed that the County of Erie reserves the right to reject consideration of any and all proposals including, but not limited to, proposals which are conditional or incomplete. It is further understood and agreed that the County of Erie reserves all rights specified in the Request for Proposals.

It is represented and warranted by those submitting this proposal that except as disclosed in the proposal, no officer or employee of the County of Erie is directly or indirectly a party to or in any other manner interested in this proposal or any subsequent service agreement that may be entered into.

Proposer Name

By: _____
Name and Title

Appendix A

**Erie County Department of Mental Health
Submission Completeness Checklist**

Care Management Services in the City of Buffalo Mental Health Court

RFP#: 1438VF	Agency:
Item:	Proposer Check to Verify Inclusion:
One (1) original and five (5) copies Submitted by deadline of	
ECDMH RFP Submission Package Checklist	
One page transmittal letter or memo	
Signed Agency Cover Sheet form	
Proposal Narratives limited to 10 pages.	
Budget narrative no more than 1 page and the attached related budget.	
Performance Outcomes.	
If Applicable, Certification letter indicating Certified Minority Business Enterprise/Women's Business Enterprise (MBE/WBE)	
If Applicable, proposer company is 51% or more Veteran owned.	
Copy of the Board resolution authorizing submission of this proposal	
Attestation to participate in/cooperate w.ECDMH/ MH SRVCS system reform efforts	
Disclosures of any employees/officers who are currently or where a cnty employee w/n 1yr of response to RFP	
Standard Erie County Insurance Certificate	
Proposer Certification A	

Erie County Equal Pay Certification

In order to comply with Executive Order 13 dated November 6, 2014, we hereby certify that we are in compliance with federal law, including the Equal Pay Act of 1963, Title VII of the Civil Rights Act of 1964, Federal Executive Order 11246 of September 24, 1965 and New York State Labor Law Section 194 (together " Equal Pay Law"). The average compensation for female employees is not consistently below the average compensation for male employees, taking into account mitigating factors. We understand that this certification is a material component of this contract. Violation of the provisions of Executive Order 13, which is attached hereto and made a part hereof, can constitute grounds for the immediate termination of this contract and may constitute grounds for determining that a bidder is not qualified to participate in future county contracts.

We have evaluated wages and benefits to ensure compliance with the Federal Equal Pay Law.

Signature

Verification

STATE OF _____)
COUNTY OF _____) SS:

A)

_____, being duly sworn, states he or she is the owner of (or a partner in) _____, and is making the foregoing Certification and that the statements and representations made in the Certification are true to his or her own knowledge.

B)

_____, being duly sworn, states that he or she is the Name of Corporate Officer _____, of _____, Title of Corporate Officer Name of Corporation the enterprise making the foregoing Certification, that he or she has read the Certification and knows its contents, that the statements and representations made in the Certification are true to his or her own knowledge, and that the Certification is made at the direction of the Board of Directors of the Corporation.

Sworn to before me this _____
Day of _____, 20__
