



*Delaware Health
And Social Services*

DIVISION OF MANAGEMENT SERVICES

PROCUREMENT

DATE November 28, 2006

PSC#0725

PATH PROGRAM

FOR

DIVISION OF SUBSTANCE ABUSE AND MENTAL HEALTH

Date Due: January 17, 2007
11:00 AM

ADDENDUM # 1

PLEASE NOTE THE CHANGE IN DUE DATE - REMINDER THE
STATE WILL BE CLOSED FOR BUSINESS ON MONDAY, JANUARY 15, 2007.

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE
MENTIONED BID.

SANDRA S. SKELLEY, CPPO, CPPB
PROCUREMENT ADMINISTRATOR
(302) 255-9291

DARLENE PLUMMER (302) 255-9430



OFFICE OF MINORITY AND WOMEN BUSINESS ENTERPRISE SELF-CERTIFICATION TRACKING FORM

IF YOUR FIRM WISHES TO BE CONSIDERED FOR ONE OF THE CLASSIFICATIONS LISTED BELOW, THIS PAGE MUST BE SIGNED, NOTARIZED AND RETURNED WITH YOUR PROPOSAL.

COMPANY NAME _____
NAME OF AUTHORIZED REPRESENTATIVE (Please print) _____

SIGNATURE _____
COMPANY ADDRESS _____
TELEPHONE # _____
FAX # _____
EMAIL ADDRESS _____
FEDERAL EI# _____
STATE OF DE BUSINESS LIC# _____

Note: Signature of the authorized representative must be of an individual who legally may enter his/her organization into a formal contract with the State of Delaware, Delaware Health and Social Services.

Organization Classifications (Please circle)
Women Business Enterprise (WBE) Yes/No
Minority Business Enterprise (MBE) Yes/No
Please check one---Corporation _____
Partnership _____ Individual _____

For appropriate certification (WBE), (MBE), (DBE) please apply to Office of Minority and Women Business Enterprise Phone # (302) 739-4206 Sandy Stump

Fax# (302) 739-5661 Certification # _____ Certifying Agency _____

<http://www.state.de.us/omwbe>

SWORN TO AND SUBSCRIBED BEFORE ME THIS _____ DAY OF _____ 20____

NOTARY PUBLIC _____ MY COMMISSION EXPIRES _____

CITY OF _____ COUNTY OF _____ STATE OF _____

Definitions

The following definitions are from the State Office of Minority and Women Business Enterprise.

Women Owned Business Enterprise (WBE) :

At least 51% is owned by women, or in the case of a publicly owned enterprise, a business enterprise in which at least 51% of the voting stock is owned by women; or any business enterprise that is approved or certified as such for purposes of participation in contracts subject to women-owned business enterprise requirements involving federal programs and federal funds.

Minority Business Enterprise (MBE) :

At least 51% is owned by minority group members; or in the case of a publicly owned enterprise, a business enterprise in which at least 51% of the voting stock is owned by minority group members; or any business enterprise that is approved or certified as such for purposes of participation in contracts subjects to minority business enterprises requirements involving federal programs and federal funds.

Disadvantaged Business Enterprise (DBE) :

Any corporation, partnership, sole proprietorship, individual or other business enterprise, operating a business for profit with 100 employees or fewer, including employees employed in any subsidiary or affiliated corporation which otherwise meets the requirements of the federal small business innovation research program, except for the limitation on regarding a maximum number of company employees.

Corporation:

An artificial legal entity treated as an individual, having rights and liabilities distinct from those of the persons of its members, and vested with the capacity to transact business, within the limits of the powers granted by law to the entity.

Partnership:

An agreement under which two or more persons agree to carry on a business, sharing in the profit or losses, but each liable for losses to the extent of his or her personal assets.

Individual:

Self-explanatory

For certification in one of above, the bidder must contract:

Sandy Stump

Office of Minority and Women Business Enterprise

(302) 739-74206

Fax (302) 739-5561

AVAILABLE FUNDING

The total available funding for the PATH Program is \$350,000 annually and is expected to be allocated between the two geographic regions as follows: 55% in the Northern Region (New Castle County) and 45% in the Southern Region (Kent and Sussex Counties).

Reimbursement for the PATH Program will be done on a cost-reimbursement basis.

Specification of Services:

The program will use proven methods to provide treatment/access to treatment, leading to high levels of engagement and success in overcoming homelessness. Services will include, at a minimum:

- **Aggressive outreach** to shelters, free-standing supportive service programs, transitional housing programs, Hospital emergency departments and inpatient settings, detox facilities, Probation and Parole, other supportive housing programs and community organizations.
- **Training** - provide training to staff who work in shelters, behavioral health programs and other sites where homeless individuals require services. The goal of training is to familiarize the staff on the PATH program, the referral process and the scope of resources available for assisting individuals in the PATH program.
- **Service Linkage and Case management:** The goal of outreach activities is identifying and linking homeless/at risk for homelessness individuals to assessment and community based treatment services for mental health and/or substance abuse disorders.
 - **Case Management will include:**
 - Developing a person centered plan for the provision of community mental health services.
 - Providing assistance in obtaining and coordinating social and support services including those relating to daily living, personal finance planning and management, transportation services, habilitation and rehabilitation services, prevocational and vocational services, and housing.
 - Providing representative payee services where appropriate and applicable.
- **Supports:** the program will assist individuals in accessing entitlements, emergency food, educational supports such as GED programs, and relevant vocational programs, supports and employment.

REVISED PAGE 13

V. Homeless Transitional Housing Program

The contracted service provider will establish a transitional housing program that provides a safe, therapeutic and supportive environment within which to transition homeless to Community Living.

The goal for the program is to assist individuals in their transition to the community, where due to a lack of connectedness and resources, are difficult to place in the community.

The provider will submit required information to EEU for admission approval. Eligibility criteria will include:

- The individual does not have access to community based residential services and would otherwise be considered homeless or at risk for homelessness
- The individual either lacks entitlements or is in the process of acquiring entitlements.
- The individual is not affiliated with a community provider such as a group home or CCCP.
- The individual has a SMI or SMI with a co-occurring substance abuse disorder

The program must provide, at a minimum, the following services:

- Stable and appropriate residential resources. This resource must be "homelike" with suitable furnishings, appropriate Kitchen and Bathroom amenities;
- Supported Housing supports to include, at a minimum, assistance in moving into the residence, assistance in paying bills, obtaining groceries, cleaning the residence, cooking and general housekeeping responsibilities.
- Assist the individual in obtaining all appropriate entitlements
- Assist the individual in connecting to Community based psychiatric supports.
- Assist the individual in locating and moving to permanent housing, including assistance in acquiring basic furnishing.
- Ensure that the individual is connected to the appropriate resources to provide adequate supports in the permanent home.
- Assist the individual in accessing primary and psychiatric health care.
- Assist the individual in developing appropriate social/leisure/employment activities.
- Provide 24 hour crisis response services

The expected outcome of the program is to expeditiously transition individuals from DPC to the residential component of the contracted program to permanent housing. The applicant must submit a plan that presents the number of individuals that can be served at a time, the expected duration of individuals in the program and the number of individuals the program expects to serve over the course of a year.

There are to be a minimum of 2 beds to serve New Castle County and a minimum of 2 beds to serve Kent/Sussex Counties.

Funding:

Funding for Homeless Transitional Housing Program will be state funds and will be calculated towards the PATH grant match requirement. Reimbursement will be done on a cost reimbursement basis.

REVISED PAGE 14

VI. Geographic Area

The PATH program will serve all Delaware Residents. Proposals will be accepted for Kent/Sussex Counties, New Castle County and statewide. Providers are to submit proposals for the area(s) they wish to provide services.

VII. PROPOSED SCHEDULE OF EVENTS

EVENT	DATE
Publish Request For Proposals	November 13, 2006
Pre-Submission Meeting (Mandatory)	10:00am November 28, 2006
Deadline for Questions	4:30pm December 8, 2006
Answers to Questions Published	4:30pm December 11, 2006
Deadline for Proposal Submission	11:00am January 17, 2007
Notification of Awards (estimate)	January 25, 2007
Sign contract (estimate)	February 1, 2007
Begin Services	February 19, 2007

VIII . MANDATORY PRE-SUBMISSION MEETING

All parties interested in submitting proposals MUST ATTEND the pre-submission meeting, which will be held on November 28, 2006 at 10:00am local time. The meeting will be held in Room 198, Main Administration Building, Herman Holloway Campus, 1901 N Dupont Highway, New Castle, DE 19720. The purpose of the MANDATORY meeting will be to answer questions regarding solicitation procedures and programmatic issues. Individuals having questions about the meeting should contact Ms. Darlene Plummer, at the Division of Substance Abuse and Mental Health, at (302) 255-9430. No proposals will be accepted by parties other than those attending the mandatory pre-submission meeting.

IX SELECTION PROCESS

All proposals submitted, by organizations meeting Applicant Organization Eligibility criteria (Section III), in response to this RFP will be reviewed by a Proposal Review Team. The Proposal Review Team will evaluate and rate proposals using proposal scoring criteria (Section XIII). Organizations that have submitted proposals receiving a proposal score of 60 or above will be considered qualified to provide the services required by DSAMH. Qualified organizations/proposals will be submitted to the DSAMH Executive Committee and Division Director for final selection. The Division will interview at least one of the qualified firms. The Division may negotiate with one firm without terminating negotiations with another firm and may negotiate with one or more firms during the same period. At any point in the negotiation process, the Division may, at its discretion, terminate negotiations with any or all firms.

X PROPOSAL EVALUATION/ RATING

Detailed evaluation/rating criteria will be developed for the review process for this Request for Proposal. Proposals will be rated according to the following general weighted criteria. Questions listed within the criteria are illustrative only. Points will be awarded in each category as indicated. Proposals receiving a score of 60 or above will be considered to meet the minimum qualifications and eligible for final selection as detailed above. Proposals receiving a score less than 60 will not be considered.

Evaluation Criteria

- 1. Applicant's Experience and Expertise 0-10 Points**
 - Has the applicant documented successful experience in delivering services to homeless individuals?

- 2. Understanding of Homeless Mentally Ill Population 0-20 Points**
 - How clearly does the applicant demonstrate an understanding of the service needs and service gaps in the selected geographic area in providing services to homeless individuals?
 - How clearly does the applicant respond to the required elements in the design of the service model?

- 3. Proposed Program Design 0-50 Points**
 - Has the applicant demonstrated an understanding of Best Practices in serving the homeless mentally ill?
 - How well does the applicant incorporate the philosophy and principles of the PATH/Homeless Transitional Housing program in their program design?
 - Has the applicant's program design effectively incorporated Best Practices into the design of their proposed PATH/Homeless Transitional Housing program?
 - Has the applicant demonstrated an effective approach to serving homeless veterans?
 - Has the applicant integrated the hiring of consumers in the PATH program design?
 - Will all of the Core Services be provided directly by the applicant?

- 5. Qualifications of Personnel 0-10 Points**
 - Do the qualifications of the proposed program's personnel meet the needs of the PATH/Homeless Transitional Housing program goals?

Upon receipt of no less than thirty (30) days written notice, OR in accordance with contract provisions, the contract may be terminated on a date prior to the end of the contract period without penalty to either party.

1. Fees – It is a State policy that clients should pay all or part of the costs of Services received if they are financially able to do so. The contractor would be expected to continue this policy.
2. Debriefing - If a proposing firm wishes to request a debriefing for technical assistance purposes, the proposing firm shall submit a formal letter to the Contracts Manager, Division of Substance Abuse and Mental Health, First Floor, Main Administration Building,, 1901 N. DuPont Highway, Herman M. Holloway Sr. Health and Social Services Campus, New Castle, DE 19720, within 10 days after receipt of a letter informing the proposing firm of the outcome of the review and evaluation process. This letter shall specify reason(s) for the request.

XV. PROPOSAL ORGANIZATION

The Proposal submitted in response to this request must conform to the format described in these instructions. The application should contain a cover letter that includes names and titles of key personnel to contact for additional application information. The cover letter will be considered an integral part of the proposal.

The cover letter must be followed by the completed Checklist (Form A). All pages must be numbered consecutively.

Each proposer is required to submit the Technical Proposal and Business Proposal as separate sections. The Business Proposal should address the cost of performing the work described in the Technical Proposal. The proposer shall not make any reference to costs in the Technical Proposal. In preparing a response, the proposer should follow the format as outlined in the checklist (Form A) and include the checklist with the proposal, as specified. Failure to follow the format could result in disqualification of the proposal.

A separate proposal (both Technical and Business) must be submitted for each geographic area being proposed. Applicants may propose to provide PATH services in Kent/Sussex counties only, PATH Services and Homeless Transitional Housing Program in New Castle County, or Path Services statewide and Homeless Transitional Housing Program in New Castle County.

The proposer may be requested to submit a complete independent audit and analysis of financial condition, covering the most recent fiscal year, during the review process, and, if selected, will be required to submit this material.

g. On-call/Back-up Staffing

The proposer must describe its provisions for on-call or back-up staffing (including minimum qualifications of on-call or back-up staff if different from minimum qualifications of regular program staff).

Subcontractor List

If subcontractors will be used, the following must be provided: 1) identification of the subcontractor; 2) purpose; 3) tasks to be performed; 4) FTE comparison; and 5) method of compensation.

h. Shared Staff

If the proposed program will utilize staff that will be shared with, or co-assigned to, other programs, the proposer must describe this arrangement and address the effect such staff-sharing or co-assignment will have on the operation of the proposed program.

i. Volunteer Staffing

If volunteer staff are to be used to provide staff coverage for the proposed program, the proposer must clearly describe the role of volunteers and clearly indicate volunteer positions in the staffing chart required in RFP Section XVIII; A. Volunteer staff are subject to the same requirements for qualifications, training, and screening/hiring procedures as paid staff.

5. Implementation Plan –Applicants must submit an Implementation Plan in chart format with timelines for each activity. The plan must cover start up through full program implementation activities. It must describe how this process will be altered/enhanced if the applicant is selected and required to absorb a significant number of clients within a very short period of time.

6. Transition Plan – Describe the transition process by which consumers, current and future, are incorporated into the proposed program. This plan should describe the transition of individuals (within 60 days) who are currently served within the PATH program.

REVISED CHECKLIST

REVISE AS NECESSARY

Checklist

This checklist is provided to aid both the proposer and the reviewer in determining that all necessary information is included in the proposal package. In the blanks next to each item, please denote the page number(s) in the proposal where that information can be found. The completed checklist should be submitted as the first item in the proposal.

<u>Item</u>	<i>Page</i>
REQUIRED SIGNATURE FORMS:	
Bidder's Signature Form (Form G)	
Contractor Certification Sheet (Form C)	
Statement of Compliance (Form E)	
Non-Collusion Statement (Form H)	
TECHNICAL PROPOSAL	
A. Path Program	
1. Program Abstract	
2. Geographic Area(s)	
3. Scope of Services	
• Specific evidence/research based documentation	
• Core Program Elements	
4. Staffing and Staff Qualifications	
• Personnel Policies	
• Job Descriptions	
• Resumes of Key Staff	
• Screening and Hiring Procedures	
• Staff Training	
• Staff Schedule	
• On-Call/Back-up Staffing	
• Shared Staff	
• Volunteer Staffing	
B. Transitional Homeless Housing Program	
1. Program Abstract	
2. Geographic Area(s)	
3. Scope of Services	
• Specific evidence/research based documentation	
• Core Program Elements	
4. Staffing and Staff Qualifications	
• Personnel Policies	
• Job Descriptions	
• Resumes of Key Staff	
• Screening and Hiring Procedures	
• Staff Training	
• Staff Schedule	
• On-Call/Back-up Staffing	

<u>Fringe Benefits/OEC</u>	
Payroll Tax	
Health Benefits	
Other Fringe Benefits	
Total Fringe/OEC	
TOTAL DIRECT STAFF & FRINGE BENEFIT COSTS	
<u>Staff Travel & Training</u>	
Staff Training	
Staff Mileage	
Staff Public Trans.	
Staff Meals/Clothing	
TOTAL STAFF TRAVEL & TRAINING	
<u>Occupancy Costs</u>	
Real Estate Tax	
License, Permits, Fees	
Utilities	
Repairs/Maintenance	
Rent	
Custodial Supplies	
Insurance	
Other Occupancy Costs	
TOTAL OCCUPANCY COSTS	
<u>Transportation Costs</u>	
Gas & Oil	
Vehicle Repair/Maintenance	
Vehicle Insurance & Taxes	
Vehicle Lease	
Contractual Transportation	
Public Transportation	
Other Transportation Costs	
TOTAL TRANSPORTATION COSTS	
<u>Operating Costs</u>	
Consultant Costs	
Telephone	
Postage	
Advertising/Recruiting	
Printing/Reproduction	
Office Supplies	
Equipment Rental	
Equipment Repair/Maint	
Educational Supplies	
Other Operating Costs	
Capital Expenses (attach detail listing)	
TOTAL OPERATING COSTS	
TOTAL DIRECT PROGRAM COSTS	

INDIRECT/ADMINISTRATIVE COSTS	
TOTAL COST	

The anticipated cost for HMIS is \$450 per year for 1 license