

COASTAL PLAINS COMMUNITY CENTER

REQUEST FOR PROPOSALS (RFP #2019-004)

This RFP is issued by COASTAL PLAINS COMMUNITY CENTER (CPCC), an agency, authorized by Article 5547-203 of the Texas Revised Civil Statutes Annotated (1965), as amended, establishes the duties and authority of the Community Centers of Mental Health and Intellectual & Developmental Disorder (IDD) services. This RFP contains the requirement that all proposals must meet to be considered by CPCC for selection. Failure to conform to requirements of the RFP will result in rejection of the proposal without any further consideration. The applicant is solely responsible for the preparation and submission of an proposal in accordance with instructions contained in this RFP.

Contracted Services:

Coastal Plains Community Center seeks to contract with service providers to deliver Counseling services. Providers selected will not be employees of CPCC. CPCC will not withhold any income tax, unemployment insurance, social security or any other withholdings or make available to the provider any benefits (sick leave, vacation).

Covered Services to be Purchased:

Counseling –

Individual CBT, minimum 45 minutes, 90806

Family CBT, minimum 45 minutes, 90847

Group CBT, minimum 45 minutes, 90853

Individual CBT, 20-30 minutes, 90804, by a Licensed Psychologist

Face to Face contact with the consumer and/or parent of a consumer who is a child
Therapist and consumer collaborate and concentrate on key areas of personal or interpersonal concern.
Therapist uses approved curriculum throughout counseling sessions.
Therapist takes an active role in prompting consumer in treatment engagement and functioning.
Therapist works within a time-limited context, emphasizing the need for change.
Tasks are given for the consumer to work on outside the session
A minimum of 2 hours of CBT counseling services per month per consumer.

CBT Training-

Will provide CBT training for the purpose of credentialing LPHA staff employed by the Center

Approximately 25 hours per week. Counselor will be provided office space at our Kingsville location, but will see children in Kleberg and Jim Wells ISD schools. Mileage, to and from schools, will be paid at \$0.55 per mile.

Requirements:

LPHA or licensed practitioner of the healing arts:

- (A) a physician;
- (B) a licensed professional counselor (LPC);
- (C) a licensed clinical social worker (LCSW);
- (D) a psychologist;
- (E) an advanced practice registered nurse (APRN);
- (F) a physician assistant (PA); or
- (G) a licensed marriage and family therapist (LMFT).
- (H) must be a certified trainer by Dr. Monica Basco, Academy of Cognitive therapy, the Reach Institute, or the Beck Institute.

Must have reliable transportation
Must have a VALID and current Texas Driver's License and
Must have a favorable driving record
Must have professional liability insurance coverage in the amount of \$1,000,000.00 per claim and \$2,000,000.00 annual aggregate,

Contact Person: All inquiries about this RFP should be directed to:

Micheline Hodge, Authority Functions Dept.
200 Marriott
Portland TX 78374
(361) 777-3991

Submission of Completed Proposal:

All proposals must be returned to the following address by Friday, March 15th, 2019:

Micheline Hodge, Authority Functions
200 Marriott, Portland TX 78374
CONFIDENTIAL: RFP# 2019-010
DO NOT OPEN IN MAILROOM!

Incomplete proposals will not be considered.

Electronically submitted proposals will not be considered; however, proposals may be modified by electronically submitted notice, provided such notice is received prior to the time and date set for the proposal opening.

SPECIFIC PROPOSAL REQUIREMENTS

To achieve a uniform review process CPCC requires that applicants submit the following:

- 1) A completed proposal to provide (attachment 1)
- 2) Copy of driver's license
- 3) Copy of proof of automobile insurance
- 4) Copy of professional license
- 5) Copy of CBT training certificate
- 6) Proof of professional liability insurance
- 7) References - Provide at least 2 professional references with phone numbers
- 8) Signed "Assurances and Certifications" form (attachment 2)

AWARD CRITERIA

In addition to the above elements, the following qualifications are required.

- 1) Have no history of felony conviction
- 2) Have no history of confirmed client abuse or neglect
- 3) Have no history of sanctions by Medicaid or Medicare
- 4) Have a favorable driving record

The follow criteria will be weighed to determine the best value

- 30% - Proposed fee
- 30% - Experience in providing Counseling / CBT
- 15% - Experience working with people with Serious Mental Illness
- 15% - Experience working with youth / adolescents
- 5% - References
- 5% - Languages spoken

ATTACHMENT 1

APPLICATION

Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ SSN#/TIN: _____

Driver's License Number: _____ State: _____

Date of Birth: _____

Please, attach copy of driver's license

Please, attach copy of motor vehicle insurance

Please, attach copy of professional license

Please, attach copy of professional insurance

Please, attach copy of CBT trainer certificate

List any driving offenses in the past five (5) years: _____

Please, list all DWI's: _____

Are you at least 18 years of age? _____

Do you have access to a motor vehicle to provide this service? Yes No

Experience:

Please, describe your experience advocating for people with special needs.

Describe your experience providing Counseling

Describe your training and experience in CBT

Describe your experience providing CBT training

What experience do you have working with youth/adolescents with severe emotional disturbance?

Languages spoken, please, describe fluency

Attach a plan to deliver Counseling Services to Coastal Plains Community Center's consumers in Kleberg and Jim Wells counties including:

- A description of how services will be provided
- A proposed fee for counseling services
- Any ancillary or additional services that you will provide at no cost, if any

Risk Profile

- 1) Do you or anyone working in your organization who are providing services have any felony convictions?
 Yes No
- 2) Have you or any of your employees had any validated client abuse, client neglect, or client rights violation claims in the past five years. Yes No
- 3) Have you or any of your employees had Medicaid or Medicare sanctions? Yes No
- 4) Have you or any of your employees had a professional license suspended or revoked? Yes No
- 5) Have you or any of your employees appeared on the Texas or U.S. Office of the Inspector General's exclusion lists? Yes No
- 6) Has the organization/partnership/business been placed on vender hold within the past five (5) years by any funding agency Yes No
- 7) For any answers "yes" to questions 1 through 6, please, attach a detailed explanation.
- 8) Attach proof of liability insurance, minimum \$1,000,000 per claim and \$3,000,000 annual aggregate.
- 9) Are you mentally and physically able to perform the covered services? Yes No
If No – please, explain _____

- 10) List any lawsuits or litigation involving you or your organization during the past five years. Provide details.

Coastal Plains Community Center completes a criminal history check, driver's license check and a review of any confirmed abuse or neglect allegations, as well as a search on the employee misconduct database. Your signature below indicates consent to these investigations.

Applicant Signature

Date

ATTACHMENT 2

ASSURANCES AND CERTIFICATIONS

I understand that I, or my organization, known collectively as “Offeror”, must comply with each of the assurances listed below if awarded a contract in response to this solicitation. I am legally authorized to bind my organization to the following assurances, as signified by my signature at the end of this section. I understand that my failure to sign this section and certify all of these assurances may result in disqualification of this proposal.

- 1) Offeror has made no attempt nor will make any attempt to induce any person or firm to submit or not submit an proposal.
- 2) Offeror will comply with the requirements of the Immigration Reform and Control Act of 1986 and Immigration Act of 1990 regarding employment verification and retention of verification forms for any individual(s) hired on or after November 6, 1986, described in this proposal who will perform any labor or services.
- 3) Offeror will comply with all federal statutes relating to nondiscrimination. These include but are not limited to Title VI of the Civil Rights Act of 1964 (Public Law 88-352) which prohibits discrimination on the basis of race, color or national origin; Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973 (Public Law 93-112), which prohibits discrimination on the basis of handicaps; the American with Disabilities Act of 1990 (Public Law 101-336); and all amendment to each, and all requirements imposed by the regulations issues pursuant to these acts, especially 45 CFR Part 80 (relating to race, color and national origin), 45 CFR Part 84 (relating to handicap), 45 CFR Part 86 (relating to sex), and 45 CFR Part 91 (relating to age).
- 4) Offeror certifies that neither it nor its officers or employees is involved in other activities or relationships with other persons that cause Offeror to be unable or potentially unable to render impartial assistance or advice to CPCC, or that impair or might impair the Offeror's objectivity in performing work under the contract or that cause Offeror to have an unfair competitive advantage.
- 5) Offeror accepts the terms, conditions, criteria and requirements set forth in the RFP.
- 6) Offeror accepts CPCC's sole right to cancel the RFP at any time CPMHMR so desires.
- 7) Offeror accepts CPCC's sole right to alter the timetables for procurement as set forth in the RFP.
- 8) Offeror agrees that no claim will be made for payment to cover costs incurred in the preparation of the submission of the proposal or any other associated costs.
- 9) Offeror owes no funds to CPCC or the State of Texas for unresolved audit exceptions. An unresolved audit exception is an exception for which the Offeror has exhausted all administrative and/or judicial remedies and has failed to comply with any resulting demand for payment. Offeror agrees that all processes and products resulting from this contract award will be the property of the State of Texas.
- 10) Offeror agrees to ensure that information about individuals served by CPMHMR will be kept confidential according to federal and state laws and regulations.
- 11) Offeror certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this contract by any federal or state Agency or agency.
- 12) Offeror, if it is a corporation, is either not delinquent in its franchise tax payments to the State of Texas, or is not otherwise subject to payment of franchise taxes to the State of Texas.
- 13) Neither Offeror nor any member of Offeror's staff or governing authority has participated in the development of specific evaluation criteria for award of this contract, nor will participate in the selection of the successful Offeror awarded this contract.
- 14) No principal of Offeror's has worked as an employee for CPMHMR in the past year.
- 15) Offeror has not retained or promised to retain an entity or used or promised to use a consultant that has participated in the development of the specific criteria for the award of this contract or that will participate in the selection of the successful Offeror awarded this contract.
- 16) Offeror agrees to provide CPCC with information necessary to validate any statements made in this proposal, as requested by CPCC, including but not limited to, allowing access for on-site observation, granting permission for CPCC to verify information with third parties, and allowing inspection of Offeror's records. Offeror understands that failure to substantiate any statements made in the

proposal as requested by CPCC may result in disqualification of the offer.

- 17) As provided by Texas Family Code, Section 231.006, a child support obligor who is more than 30-days delinquent in paying child support and a business entity in which the obligor is a sole proprietor, partner, shareholder, or owner with an ownership interest of at least 25% is not eligible to receive payments from state funds under a contract to provide property, materials, or services or receive a state-funded grant or loan. Offeror certifies that it is not ineligible to receive the payments under this contract and acknowledges that this contract may be terminated and payment may be withheld if this certification is inaccurate.
- 18) Offeror certifies that any Health and Human Services agency or Public Safety and Criminal Justice agency has not revoked its license, permit, or certificate.
- 19) Neither Offeror nor its officers and employees have given, offered to give, or intend to give any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public employee in connection with the submitted offer.
- 20) Offeror certifies that none of the funds paid by CPCC pursuant to any contract resulting from this RFP will be used to pay any person for influencing or attempting to influence an officer or employee of any agency, a member, officer or employee of Congress or the state legislature or for obtaining any federal or state contract.
- 21) Offeror certifies that it has not filed for protection under any state or federal bankruptcy law.
- 22) Offeror certifies that none of Offeror's property, plant or equipment has been subject to foreclosure or repossession within the preceding 10-year period.
- 23) Offeror certifies that it has not had any debt declared in default and accelerated to maturity within the preceding 10-year period.

Signature of Applicant

Date

Address: _____

