

# REQUEST FOR PROPOSAL

## PSYCHIATRIC SERVICES

For

Cayuga Addiction Recovery Services

Residential Rehabilitation Unit



RFP – 2016 – 001

Dated: October 20, 2016

# INSTRUCTIONS TO BIDDERS

## IMPORTANT NOTICE – BID/RFP DISTRIBUTION

1. **Invitation** – Cayuga Addiction Recovery Services is inviting sealed proposals from qualified agencies/individuals for PSYCHIATRIC SERVICES detailed in the accompanying Request for Proposal. Proposals will be *received* until **12:00 p.m.** local time on **FRIDAY, NOVEMBER 4, 2016**. Any proposal received after the time and date specified will not be considered.
2. **Submittal of Proposals** – **ONE (1) ORIGINAL AND THREE (3) COPIES** of the proposal shall be delivered or mailed, with any required data, in a **SEALED ENVELOPE**, which shall be properly identified with the following required information:
  1. **BIDDER'S FULL NAME & ADDRESS**
  2. **THE BID TITLE (SEE ABOVE)**
  3. **BID NUMBER (COVER SHEET)**

Submit proposals to: **CAYUGA ADDICTION RECOVERY SERVICES  
334 WEST STATE STREET  
P.O. BOX 789  
ITHACA, NY 14851  
ATTENTION: BILL RUSEN**

3. **Inquires** – Any inquires or requests for explanation regarding this Request for Proposal must be *received* by **12:00 p.m.** local time **FRIDAY, OCTOBER 28, 2016**. **No oral interpretation or clarifications will be given. Prospective proposers desiring further information or interpretations must make requests in writing by letter, fax or e-mail.** All inquiries together with Cayuga Addiction Recovery Services will be issued to all prospective proposers well in advance of the date for proposal submission. Requests for information should be addressed to:

**Bill Rusen**  
**Cayuga Addiction Recovery Services**  
**334 West State Street**  
**P.O. Box 789**  
**Ithaca, NY 14851**  
**Fax: (607) 273 – 1277**  
**E-mail: [brusen@carsny.org](mailto:brusen@carsny.org)**

- 4. Form of Proposals** – Proposals should be prepared in the format set forth in the accompanying documents, including qualifications and resumes of key personnel. A non-responsive or incomplete proposal may be removed from consideration.
- 5. Cayuga Addiction Recovery Services Prerogatives** – Cayuga Addiction Recovery Services reserves the right to negotiate with any or all proposers; to reject any or all proposals, in whole or any part thereof; to re-solicit for proposals; and to waive any minor non-conformity in accordance with Cayuga Addiction Recovery Services determination of its own best interests.
- 6. Proposal Longevity** - A proposal may be withdrawn at any time prior to the date specified as the closing date for acceptance; however, no proposer may withdraw or cancel a proposal for a period of ninety (90) days following the closing date for acceptance, nor shall the successful proposer withdraw, cancel or modify the proposal, after having been notified that the proposal has been accepted by Cayuga Addiction Recovery Services, except at the request of Cayuga Addiction Recovery Services or with Cayuga Addiction Recovery Service’s written consent.
- 7. Evaluation of Proposals** - Proposals will be judged upon the proposer’s ability to provide services, which meet the requirements set forth in the accompanying documents. Cayuga Addiction Recovery Services reserves the right to make such investigations as it deems necessary to determine the ability of the proposer to provide services meeting a satisfactory level of performance in accordance with Cayuga Addiction Recovery Service requirements.
- 8. Interviews** – Interviews or presentations by one, several or all of the proposers may be requested by evaluators if deemed necessary to fully understand and compare the proposers' capabilities.
- 9. Contract Terms** - At the time of the award by Cayuga Addiction Recovery Services, the apparent successful proposer(s) must agree to a contract memorializing the terms and conditions which will govern the relationship and establish the obligations of each party. All proposers shall be aware that the contents of a successful proposal will be construed in favor of Cayuga Addiction Recovery Services and that the final contract between the successful proposer and Cayuga Addiction Recovery Services may incorporate by reference Cayuga Addiction Recovery Service’s Request for Proposal documents and the successful proposals and supporting submittals.
- 10. Proposer’s Conditions** - Any conditions or expectations on the part of the proposer for performance by Cayuga Addiction Recovery Services must be set forth in the proposal. Cayuga Addiction Recovery Services is not obliged to consider the proposer’s post submittal terms and conditions.

- 11. Proposer's Preparation Costs** - Any costs incurred by the proposer in responding to the Request for Proposal is at the proposer's own risk and expense as a cost of doing business. All materials submitted with a proposal shall become property of Cayuga Addiction Recovery Services and will not be returned to the proposer.
- 12. Deliverables** – Although the specific deliverables are subject to negotiation the successful proposer will be expected to provide the required services as outlined in this proposal.
- 13. Ex parte contact** – Proposer shall not contact any other Cayuga Addiction Recovery Service's staff other than those referenced in this RFP or in accordance with the procedure outlined herein. Any proposer that violates the foregoing provision may be disqualified from consideration. Proposals shall be based solely on information provided in the RFP and any addenda thereto.
- 14. Minimum Qualifications** – Cayuga Addiction Recovery Services will not consider any proposals that do not meet the minimum qualifications defined in the specifications.
- 15. Term of Contract** – The term of contract shall commence upon approval by Cayuga Addiction Recovery Services, notification of award, and mutual execution of an agreement.
- 16. Legal Compliance** – Each proposer is responsible for full and complete compliance with all applicable laws, rules, regulations and licensing requirements imposed by any public authority having jurisdiction.
- 17. Auditable Records** – The successful contractor shall maintain such accounts and records in connection with its performance of services for Cayuga Addiction Recovery Services through utilization of MyEvolv EMR. All records must be completed in a timely manner and be auditable ready.
- 18. Non-Discrimination** – The contractor shall not discriminate or permit discrimination in its operations or employment practices against any person or group on the grounds of race, color, creed, national origin, gender or handicaps and shall furnish evidence of compliance with provision when so requested by the Cayuga Addiction Recovery Services.

CAYUGA ADDICTION RECOVERY SERVICES  
RESIDENTIAL REHABILITATION UNIT  
REQUEST FOR PROPOSAL (RFP)  
FOR  
**PSYCHIATRIC SERVICES**

## **I. INTRODUCTION**

Cayuga Addiction Recovery Services is seeking proposals from *Eligible agencies/individuals* for the weekly delivery of Psychiatric Services to clients admitted to the Residential Rehabilitation Unit in Trumansburg, New York. The amount of service hours needed per week will average between two (2) and (4) four hours, depending on facility needs.

Objective:

- To provide initial diagnostic assessments, medication management for mental health diagnoses, individualized person centered treatment, crisis intervention, complex care coordination, and referrals for other services as appropriate.
- Such services shall occur in person at the Residential Rehabilitation Unit in Trumansburg, New York or via a HIPAA compliant secure video conferencing link.

## **II. CONTRACT AND CONTRACT PERIOD**

- The bid specifications herein delineated and the terms of the contract shall constitute the contract referenced herein.
- The initial contract period will be for one (1) year with an option for annual renewal terms.
- The expected starting date will be January 1<sup>st</sup> 2017.

## **III. SCOPE OF SERVICES AND DESIRED OUTCOMES**

1. Meet with a high volume of clients per site visit (or via a HIPAA compliant secure video conferencing link) individually, providing caring and integrated psychiatric services in the development and implementation of individual treatment plans.

2. Review and approve psychiatric assessments completed by the facilities Psychiatric Social Worker, conduct mental status exams, confirm and/or assign psychiatric diagnosis.
3. Prescribe psychiatric medication; coordinate treatment decisions with the designated Medical Director, and Psychiatric Social Worker, and offer medication education and crisis intervention as necessary.
4. Maintain regular communication with Psychiatric Social Worker, Medical Director to ensure proper coordination of service.
5. Document all assessments and clinical visit summaries in MyEvolv EMR as required by regulatory, government and funding bodies, and maintain case records and statistical data required for management information, billing and treatment evaluation.
6. Assist the Psychiatric Social Worker in the development of comprehensive treatment plans related to management of psychiatric issues and co-morbidity with chemical dependency diagnoses.
7. Assist the Psychiatric Social Worker in the development of aftercare plans for clients with co-morbidity.
8. Comply with Title 42 of the Code of Federal Regulations (C.F.R.) Part 2, governing the confidentiality of alcohol and drug abuse patient records, as well as the Health Insurance Portability and Accountability Act of 1996 (HIPAA) 45 C.F.R. §§ 160 & 164.

*Desired Outcomes:*

1. Effective coordination of care for clients admitted to the Residential Rehabilitation Unit.
2. Remove barriers for successful program completion.
3. Improve access and linkage to care upon discharge for the rehabilitation program.

## IV. QUALIFICATIONS

### *Minimum qualifications:*

A Psychiatrist or a Psychiatric Nurse Practitioner under the supervision of a Psychiatrist licensed in New York State with a minimum of one year nursing practice or equivalent experience employed with an OASAS certified facility, hospital ER, ICU, detox or related experience treating mental health issues in a behavioral health setting.

### *Desired qualifications:*

A Psychiatrist or Psychiatric Nurse Practitioner under the supervision of a Psychiatrist A Nurse Practitioner or Psychiatrist with 4 or more years of experience working in a hospital-based mental health setting, private practice or non-profit organization and has experience working in a detox setting and/or SUD treatment center. Has proficiency in the use of eMAR and EMR.

## V. PROPOSAL FORMAT

Please attach general information **Cover Page** which includes: Agency/individuals name, and address, phone number and e-mail for the contact person. The cover page should also include the name, title and signature of the individual authorizing the submission of the application.

Proposals should be single-spaced and prepared in Time New Roman type with 12 point font. The proposal should be no longer that 15 pages, including resume attachments.

The Application Narrative should be a brief narrative statement of the agency/individual's qualifications and capacity to providing this service.

*The Application Narrative should address each of the following areas:*

1. **Agency/individuals experience serving the dually diagnosed (mental illness and SUDs) population:** Describe your experience in providing services to the population of focus referenced above (including number of years' experience).
2. **Agency/individuals service approach:** Describe your service delivery approach.
3. **Agency/individuals experience with the delivery of person-centered care for dually diagnosed (mental illness and SUDs) individuals:** Describe your experience with person-centered care for dually diagnosed individuals.

**4. Staffing (please attach resume/s):**

**A.** If you are submitting the proposal as an agency; describe your agency's staff qualifications (including education and years' of experience working with the population of focus) and how your agency will ensure services are provided weekly and as needed.

***OR***

**B.** If you are submitting the proposal as a qualified individual; describe how you will ensure services are provided weekly and as needed.

**5. Cultural and Linguistic Competence:** Describe how you will ensure that services are culturally and linguistically competent, including how services will be structured to ensure such competence.

**6. Agency/individual experience with Individualized Services Contracts:** Describe your experience in providing individualized services under a purchase of service and on-demand basis, including administrative practices for ensuring demand can be met.

**7. Delivery of Services:** Describe how you plan to deliver services to the population of focus (i.e., in person, video), etc.



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