

## REQUEST FOR PROPOSAL (RFP)

Allegan County Community Mental Health Services  
3283 122<sup>nd</sup> Avenue, P.O. Box 130, Allegan MI 49010  
November 7<sup>th</sup> 2018

Introduction: Allegan County Community Mental Health Services (ACCMHS) is investigating the feasibility to partner with a consulting firm to provide technical assistance for a grant specific project that relates to the overall vision and mission of ACCMHS. It is desired for ACCMHS to seek proposals from qualified consulting companies to assist in a project scope and needs assessment related to integrated care delivery models. Once the project needs and preliminary cost estimates are defined by the consulting firm in conjunction with the ACCMHS staff the proposal will then be taken to the ACCMHS Board for the approval to move forward. The selected consulting firm will then assist in any future scoping of project needs.

Selection of a Qualified Consulting Firm: ACCMHS will make a selection and enter into an agreement with a qualified consulting firm that best suits the needs of ACCMHS. The process for selecting a consulting firm is described in the “Description of Information to be submitted” section below. ACCMHS reserves the right to select or reject any or all proposals that might be submitted in relation to this solicitation.

Description of Work: ACCMHS would like to explore new delivery care model designs for moving integrated care forward. ACCMHS provides traditional behavioral health services, substance use disorder services and integrated health care services. Initially, ACCMHS is seeking to determine through project scoping the current and future needs of ACCMHS. The evaluation process will provide guidance on cultural shifts, workflow analysis, system change processes and efficiencies that will assist ACCMHS to move towards its future state. The firm selected will meet with ACCMHS staff to evaluate the needs and to establish a project scope and budget that meets the requirements of the grant and of the organization.

Description of Information to be submitted: Please provide in writing to ACCMHS a proposal for a total fee (or fee range) for all services either as a percentage or as a fixed price flat fee, and how the fee would be distributed over the following project scope:

- Integrated Care Delivery Model Design Concept Development
- Cultural Change Strategies
- System Change Processes
- Organizational Workflow Efficiencies

Please include:

- A list of the team members that the firm will assign to the project with the individual project responsibilities and resumes.
- A list of similar projects both in purpose and price range that the firm has completed in the last five (5) years.
- An explanation of how the firm will develop budget/cost estimates through the various stages of engagement.
- Hourly rates (for the various level of employees in the firm) for “additional services” beyond those listed in the RFP.
- Information on the firms’ current/future workloads and how the firm would accommodate this project.
- An estimated time line for start to finish of this project.
- Please submit three (3) references from organizations where you have provided similar work to that which is described above.

Once this information is received, ACCMHS administrative personnel will review the information and select the potential candidates for further conversation/interviews. Once the interview process is completed, a decision will be made, and a vendor will be notified.

Declaration of Interest and Intent to Submit Information: Qualified parties are required to submit the information requested in the above document no later than 5:00 pm EST on Tuesday November 13<sup>th</sup> to the address listed at the top of the RFP.

Questions and Inquiries: Qualified parties interested in submitting the information requested may make inquiries to Leanne Kellogg at (269) 673-6617 ext. 4868 or by email to [lkellogg@accmhs.org](mailto:lkellogg@accmhs.org)