



## **REQUEST FOR PROPOSAL (RFP)**

### **CABARRUS COUNTY REGIONAL BEHAVIORAL HEALTH CENTER**

**Proposal Submission Deadline: March 17, 2023 at 5:00 p.m. EST**

Cabarrus County will receive proposals as described herein. The County reserves the right to reject any or all proposals. All changes to the terms, conditions or specifications stated in this Request for Proposal (RFP) will be documented in a written addendum posted to the County's website.

Questions regarding the RFP may be emailed to Deputy County Manager Rodney Harris at [rdharris@cabarruscounty.us](mailto:rdharris@cabarruscounty.us).

## 1. Project Description

Cabarrus County (“County”) is requesting proposals from for-profit and not-for-profit providers in good standing with the Partners LME/MCO, the Department of Health and Human Services, and all applicable oversight entities, to operate a newly constructed regional behavioral health facility in Kannapolis, North Carolina (see Exhibit A). The facility is expected to begin operations in early 2025. The County is seeking to enhance existing psychiatric crisis response service systems in the community and to divert members from hospitalization and emergency departments when appropriate. Facility staff must be able to perform routine medical clearance of members presenting at the facility, to the extent reasonable and appropriate.

The aspects of the facility and required services are as follows:

### A. Behavioral Health Urgent Care (BHUC)

- i. 16 Adult chairs
- ii. 16 Child & Adolescent chairs

### B. Child & Adolescent Psychiatric Residential Treatment Facility (PRTF)

- i. 24 beds

### C. Adult Facility-Based Crisis

- i. 10 beds

### D. Adult Substance Use Disorder

- i. 10 beds

Proposals must meet all applicable federal and state regulatory and accreditation standards including required interdisciplinary staffing levels.

## 2. RFP Submission Requirements

Proposals will be received, in electronic format only, by Rodney Harris at [rdharris@cabarruscounty.us](mailto:rdharris@cabarruscounty.us). **All proposals must be delivered by 5:00 pm local time on Friday, March 17, 2023.** Providers accept all risk of late delivery regardless of fault.

At a minimum, the submission must consist of the following:

### A. Letter of Transmittal.

The proposal must include a letter of transmittal attesting to its accuracy, signed by an individual authorized to execute a binding legal document on behalf of the organization.

### B. Executive Summary.

A summary describing the overall proposal including background on the organization, a description of the organization’s service delivery philosophy, and the proposed cost model.

### C. Scope of Work.

A detailed description covering all operational details for the facility including proposed staffing, leadership structure and financial management capabilities, among others. Details should be provided separately for each aspect of the facility.

**D. Funding Facility Operations.**

The County’s goal is for the provider to operate the facility without local funding. Provide a detailed description of the anticipated expenses for operations (e.g., staffing, security, food service, laundry service, etc.) and anticipated revenues (e.g., Medicaid, Medicare, Private Insurance, etc.) for each service type. A detailed description of how revenues will be maximized must be provided.

The County will be solely responsible for building capital expenditures such as major systems (e.g., HVAC, electrical, etc.). Medical equipment and standard furnishings will be provided by the County; however, the Provider will be responsible for future replacements.

If local funds are being requested to support operations, Providers must explain the rationale and provide an estimate of the requested financial support.

**E. References.**

Provide at least three (3) references for comparable facilities.

**F. Results/Evaluation.**

Describe how facility impact will be measured including clinical outcome measures and key financial indicators to be tracked and reported to the County. Describe your internal processes for data collection, analysis, and quality assurance.

**3. Schedule of Events**

The table below shows the intended schedule for this RFP. The County will make every effort to adhere to this schedule.

<b>Event</b>	<b>Date</b>
Request for Proposal (RFP) issued	Wednesday, January 18, 2023
Written questions deadline	Friday, February 3, 2023 by 5:00 p.m.
Proposal deadline	Friday, March 17, 2023 by 5:00 p.m.

**4. Schedule of Events Details**

**A. Vendor Questions.**

Upon review of the RFP document, organizations may submit questions for additional clarity. Questions shall be emailed to [rdharris@cabarruscounty.us](mailto:rdharris@cabarruscounty.us) by Friday, February 3, 2023 at 5:00 p.m. Organizations should use “Cabarrus Regional Behavioral Health Center” as the subject for any emails. Responses to questions received by the deadline will be posted as an addendum to the RFP on the County’s website.

**B. Submission of Responses.**

Responses may be submitted as electronically to Rodney Harris at [rdharris@cabarruscounty.us](mailto:rdharris@cabarruscounty.us). Responses sent by any other means will not be accepted.

**C. Proposal Opening.**

Staff will open proposals received after the due date. Proposals will not be read aloud or made available to inspect or copy until any trade secret issues/proprietary and/or confidential information has been resolved and a contract has been awarded.

**5. Proposal Evaluation Criteria**

Proposals will be evaluated on the ability to meet the requirements of this RFP. Special emphasis will be placed on the proposed team's experience and qualifications operating comparable facilities. Evaluation criteria include:

- A. **Qualifications, experience, and approach.** Understanding, experience, and qualifications in performing the same or substantially similar services.
- B. **Financial capability.** Ability to meet the financial requirements of performing the same or substantially similar services.
- C. **Cost.** Ability to minimize the financial impact on the County for facility operations.
- D. **Ability to comply with County/State/Federal requirements.** Ability to comply with all legal requirements of operating a BHUC, FBC, PRTF, and SUD services including financial and performance reporting, as well as appropriate expenditure of funds.
- E. **Ability to comply with County contracting requirements.** Organizations will be required to sign a contract agreement with the County and register through the PaymentWorks platform.

**6. Terms and Conditions**

The County reserves the following rights and options, which may be exercised at the County's sole discretion:

- A. To, at its sole discretion, reject any or all proposals submitted in response to the RFP. The County shall not be liable for any costs incurred in connection with the preparation and submission of any bid.
- B. To supplement, amend, substitute, or otherwise modify this RFP at any time.
- C. To cancel the RFP.
- D. To conduct investigations with respect to the evaluation criteria for one or more potential contractors.
- E. To require potential contractors to supplement, clarify or provide additional information for the County to evaluate the proposals submitted.
- F. To discuss or meet with one or more potential contractors to facilitate arriving at a Contract that will be satisfactory to the County, including but not limited to financial terms.
- G. To award all, none, or any part of the Services that is in the best interest of the County, to one or more of the potential contractors responding, which may be done without re-solicitation.

- H. To reject any or all proposals, waive any defect or irregularity, and to award a contract based upon the proposal(s) that are determined to be in the best interest of the County.
- I. All bid submissions become the property of the County once submitted.

**EXHIBIT A – SITE LOCATION**

Corner of Kannapolis Pkwy and Solutions St in Kannapolis, NC

