

Gulf Bend Mental Health Mental Retardation Center – DBA Gulf Bend Center Request for Proposal –Psychiatrist Services

Gulf Bend Center (GBC or the Center) is requesting a proposal from a Psychiatrist Clinic with experience in client-based Psychiatrist services for GBC.

I. BACKGROUND INFORMATION

GBC is a community center in the State of Texas formed as the result of legislation passed in 1965. GBC is a 501(c)(3) non-profit agency governed by a nine-member Board of Trustees. It has grown from a small organization offering limited services to a major behavioral health provider, serving over 8000 individuals annually in a comprehensive array of mental health, and intellectual developmental disabilities services. GBC provides services in a seven-county region that includes: Victoria, Jackson, Calhoun, Refugio, Goliad, Dewitt, and Lavaca Counties.

A. Purpose of Psychiatrist Services

The purpose of this Request for Proposal is to obtain the services of a Psychiatrist who will provide various Psychiatrist services for the starting date, which will be negotiated and determined in the contract. The services to be provided by the Psychiatrist will be discussed in the next section.

B. Scope of Services Requested by Independent Contractor.

- Provider agrees to provide outpatient psychiatric services to Individuals as scheduled and authorized by the Authority at an agreed upon payment rate of the services listed below:
 - Telemedicine - Pharmacological Management (psychiatric evaluations and follow-ups)
 - Onsite (Face to Face located at GBC Clinic) - Pharmacological Management (psychiatric evaluations and follow-ups)
- Prior to providing services, Provider is required and agrees to attend appropriate trainings for indicated contract services as required by Authority. If Provider can demonstrate attendance at a previous training covering the necessary and same topics/abilities/competency(s) to complete the outcomes and perform documentation as required by Authority, then this requirement is waived if approved by the Chief Clinical Officer.
- Provider will be not be subject to the general personnel rules, regulations, and policies which affect the activities of Authority employees except required annual training; specifically, HIPAA/Privacy/Security; Corporate Compliance and Client Rights. Provider will be allowed 60 days upon signing of this contract to show evidence of completion of these trainings or be subject to withholding of payment and/or termination of contract. It is, however, understood that Provider will perform services with decorum and in a manner designed to assist in the efficient operation of the Authority. Provider will also interact with Authority staff and other consultants in a cooperative manner. The determination of whether Provider is performing services and interacting with others appropriately pursuant to the paragraph will be at the discretion of the Authority's Executive Director or Associate Executive Director based on a written assessment and recommendation by the Authority staff responsible for monitoring at the six month point of the contract.
- Contractor will provide documentation completed in collaboration with patients during visits that meets Current Procedural Terminology (CPT) Codes and the Texas Administrative Code (TAC) billing requirements.
- Initial psychiatric evaluations are scheduled based on an average of forty to sixty (40-60) minutes of face-to-face time.

- Psychiatric follow-ups are scheduled based on an average of twenty to thirty (20-30) minutes of face-to-face time
- All business and practice management support decisions are the sole responsibility of Gulf Bend Center. These responsibilities include:
 - Scheduling
 - No show/cancellation management
 - Billing
 - Custodian of records

C. Terms of the Contract

The contract for Psychiatrist services, based upon the Board of Trustees' approval of the proposal, will be for the following term:

- The period will cover GBC's fiscal year FY20. The beginning date will be negotiated and provided on the contract and will end August 31, 2020.
- The agreement can be terminated for cause.

D. Dispute Resolution

Disputes concerning the terms of contracted services that cannot be resolved will be brought before an independent mediation center, whose decision will be binding upon both parties.

II. TECHNICAL PROPOSAL CONTENT

NOTE: There should be no dollar units or total costs included in the Technical Proposal of the document.

A. Cover Letter

See Conditions for Submission of Proposal in Section IV.

B. Technical Component

To describe clearly the clinic's understanding of the work to be done, the proposer will:

- Provide evidence that the proposer has experience in performing Psychiatrist Services for community Mental Health (MH) – Intellectual Developmental Disabilities (IDD) centers and include current and past client contact information;
- Explain the proposer's approaches to performing Psychiatrist Services, including the methodology, nature and extent of Psychiatrist procedures to be performed;
- Specify a timeline and the sequence of work segments, as well as hours, for each level of staff;
- Describe the proposed staff in terms of job positions in the Psychiatrist clinic;
- List names of staff member(s) who will work throughout the duration of the contract, as well as those staff members who will be responsible for planning, directing and conducting work throughout the contract.
- Include the educational background of all staff members named and if applicable, professional licenses held;
- Describe any continuing education if required for the last two years;
- Provide the names and qualifications of any needed outside specialists and consultants that will assist the proposer's staff members;
- Describe the level of assistance that will be expected from GBC personnel; and
- Make a statement concerning the independence of the proposer, including direct and indirect financial interest, and the relationship, if any, of any employee of GBC and/or any members of the Board.

C. Management Component

The proposer will furnish satisfactory evidence of capability to provide in a professional and timely manner the services stated in the Request for Proposal. To meet this requirement, the proposer will:

- If applicable, provide the name of the external quality control review organization of which the proposer is a member and the proposer's length of membership. Also, state the review organizations planned frequency of reviews;
- If applicable, also state whether the clinic has received a review and whether in the most recent review an unqualified report was issued (a copy of the review report must be provided to GBC);
- State whether the proposer is a national, regional or local Psychiatrist clinic.
- State whether the proposer is currently under the terms of a public or private reprimand by any Texas licensing boards or agencies of other states;
- Provide evidence of the ability to comply with the requirements in Sections II and VII of the Request for Proposal.

D. Evaluation

Criteria used to evaluate the proposer's methodologies, products and services are included as Attachment A.

III. DOLLAR COST PROPOSAL

A. Total Maximum Price

The dollar cost bid should contain all pricing information relative to performing the services as described in this request for proposal. GBC will not be responsible for expenses incurred in preparing and submitting the technical proposal or the sealed dollar cost bid. Such costs should not be included in the proposal. The first page of the dollar cost bid should include the following information:

- Name of clinic,
- Certification that the person signing the proposal is entitled to represent the clinic, empowered to submit the proposal and authorized to sign a contract with GBC, and
- Based on the number of customers GBC serves for Psychiatric Services, provide the following:
 - Hourly Service Rate should include both:
 - Telemed Hourly Rate
 - Face to Face Hourly Rate at GBC Clinic
 - Weekly Number of Hours available to provide Psychiatric Services.
 - Weekly Hours provided may be a Range of Hours.
- Effective GBC FY20, beginning date (to be determined) to August 31, 2020, term period as described in this Request for Proposal.
- DISCLAIMER: GBC reserves the right to make final determination. The number of hours available are not guaranteed if not worked.

B. Manner of Payment

Payments will be made in accordance with the contract.

IV. CONDITIONS FOR SUBMISSIONS OF PROPOSAL

A. Proposals must include:

- A cover letter clearly stating the name of the clinic and the name, address and telephone number of the

proposer's representative.

- Proposal must address each of the requirements as stated in this Request for Proposal;

B. Acceptance/Rejection of Submittal

GBC may reject any and/or all proposals, and to negotiate portions thereof, including the following:

- Proposals that address only part of the requirements contained in this Request for Proposal with not be considered.
- Select any proposal, considering the quoted estimated fee and other factors.
- Request any additional information from the proposer that GBC may reasonably require.
- Reject proposals that have been modified.

C. Preparation Costs

- GBC shall not be responsible for proposal preparation costs, nor for the cost, including attorney fees associated with any administrative, judicial or other type of challenge to the determination of the selected proposer and/or award of the contract and/or rejection of the proposal.
- By submitting a proposal, each respondent agrees to be bound in the respect and waives all claims to such costs and fees.

D. Oral Interviews and Other Communications Prior to Submission

- GBC may ask proposers to send a representative for an oral interview prior to approval of a proposal.
- GBC is aware of the time and effort you expend in preparing and submitting bids.
 - Let us know of any bid requirements, which are causing you difficulty in responding to the Center's RFP.
 - We encourage you to meet with the Center's Selection Committee to address any questions and/or concerns.
 - We want to make this process as smooth and easy as possible so that all vendors can compete for Gulf Bend Center's business.
- GBC will not be liable for the costs incurred by the proposer for such interview.

E. Late Submissions

- Proposals not received prior to the date and time specified will not be considered and will be returned to the proposer unopened.

F. Confidentiality – Open Records Act

- The content of all proposals will be kept confidential throughout the selection process.
- Once the selection process has ended and a selection has been made, copies of any proposal will be available for other respondents to review.

G. Disposition of Proposals

- All materials submitted in response to the RFP shall become the property of the Center.

H. Non-Participation

- If you do not wish to participate in the current proposal process, but wish to participate in the future, all procurement 'Request for Proposals' will be provided on the public website for Gulf Bend Center at

<https://www.gulfbend.org/>. The link will be found on the home page by clicking on the green tab that says 'RFP/Contracts'.

- If you will to provide your clinics future interest in bidding for products and/or services, please submit a "No Bid" by the same time that the proposal is due and at the same location as stated for bidding.

I. Awarded Proposal Withdrawal

- An awarded proposal that has been accepted by GBC, may not be withdrawn or canceled by the proposer without permission of GBC.

J. GBC Provisions

- **FUNDING:** Funds for payment have been provided through GBC budget approved by the Board of Trustees annually for each fiscal year. State of Texas statues prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or obligations that may arise past the end of the current GBC fiscal year shall be subject to budget approval.
- **SALES TAX:** GBC is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
- **EXCEPTIONS/SUBSTITUTIONS:** All bids meeting the intent of this request for proposal will be considered for award. Bidders taking exception to the specifications, or offering substitutions, shall state these exceptions in the 'Exceptions/Comments' section provided below, 'Attachment E', or by attachment as part of the proposal. The absence of such a list shall indicate that the bidder has not taken exceptions and that GBC shall hold the bidder responsible to perform in strict accordance with the specifications of the proposal. See ATTACHMENT A. GBC reserves the right to accept all or none of the exception(s)/substitutions(s) deemed to be in the best interest of GBC.
- **PROPOSAL MUST COMPLY** with all federal, state, county and local laws concerning these types of service.
- **INVOICES:** When applicable, invoices will show all information as stated above and will provide a monthly invoice. Invoicing will be mailed directly to Gulf Bend Center Accounts Payable Department, 6502 Nursery Dr., Ste 100, Victoria, Texas 77904, or emailed to payables@gulfbend.org.
- **REMEDIES:** The successful bidder and GBC agree that both parties have all rights, duties and remedies available as stated in the Uniform Commercial Code.
- **VENUE:** This agreement will be governed and construed according to the laws of the State of Texas. This agreement is performable in Victoria, Texas.
- **ASSIGNMENT:** The successful proposer will not sell, assign, transfer or convey this contract, in whole or part, without the prior written consent of GBC.
- **SILENCE OF SPECIFICATION:** The apparent silence of these specifications as to any detail or to the apparent omission from it of a detailed description concerning any point will be regarded as meaning that only the best commercial practices are to prevail. All interpretations of these specifications will be made based on this statement.

V. PROCEDURES FOR SUBMITTING PROPOSALS

A. Delivery of responses to the Request for Proposal, whether email, mail or hand-delivery, should be addressed to:

Anna Arage, CFO
Gulf Bend Center
6502 Nursery Drive, Ste 100
Victoria, TX 77904
anna1685@gulfbend.org
361-582-2339

(Hand Deliver to CFO Office on Second Floor)

- ***Proposal must be received up to but no later than noon (12 pm) September 17, 2019.***

B. Number of Copies of Proposal

- Submit one copy of the Technical Proposal and one copy of the Dollar Cost Bid. Each copy must be clearly marked as "Technical Proposal" or "Dollar Cost Bid."

VI. ASSISTANCE TO PROPOSERS

Any person wishing to obtain additional information about the Request for Proposal or about the operations of GBC:

- May contact Anna Arage, CFO, by phone at 361-582-2339. If there is no answer, please leave a message.
- You may also contact the Center by emailing the CFO at anna1685@gulfbend.org. Please put 'Request for Proposal –Psychiatrist Services' in the subject line of email.

VII. STATEMENT OF REQUIREMENTS

A. Minimum Qualifications

All Psychiatrist clinics submitting a proposal must:

- Be licensed to do business in the State of Texas.
- Licensed to practice medicine in the State of Texas.
- Provide any other current certifications applicable.
- Maintain policies of general and professional liability insurance coverage.
- Consistently maintain and allocate enough staffing resources to provide timely service for GBC's Psychiatrist service needs.
- Maintain staff that are qualified and available to provide specialized technical expertise in various disciplines as necessary.
- The Contractor will adhere to current State Authority rules, regulations and standards applicable to the provision of Psychiatric outpatient services for children, adolescents and adults.
- Maintain all standards related to confidentiality and releases of information.

B. Proposal Guidelines

Please respond as outlined in this request for proposal and observe the following guidelines:

- Respond to questions as directly as possible along with any supporting information you feel will be

pertinent to these questions.

- Written proposals must be received at our offices no later than **noon September 17th** – Electronic proposal must be emailed to anna1685@gulfbend.org or kasie5278@gulfbend.org **no later than noon (12 pm) on 09/17/2019.**
- Our final Psychiatrist selection will be made based on our evaluation of the criteria outlined in Attachment A of this Request for Proposal.

Submission of a proposal will be construed to imply agreement in advance to the services outlined in the enclosed materials. Brochures, photos, annual reports or any other appropriate printed material may be included in your proposal. The proposal package should be kept as brief as possible, however, with the subject areas clearly defined.

C. Questions

- Clinic History and Experience
 - Provide a brief history of your clinic including size, volume of business, locations, number of years in business and business philosophy.
 - Describe the visibility and influence of your clinic in the Psychiatrist field.
- Account Team Qualifications
 - Provide an overview of the team that would be assigned to Gulf Bend Center. For each member of the team, provide highlights outlining qualifications and experience. Provide a summary of roles and distribution of responsibilities.
 - Describe your approach to the ongoing training of your staff.
- Clients
 - Describe at least two innovative strategic solutions you have implemented for clients like Gulf Bend Center that highlight your expertise.
 - Describe your internal mechanism for ensuring customer satisfaction with your services.
 - Provide contact names and phone numbers of 3 references.
- Services
 - Provide an overview of your approach to strategic planning.
 - Provide an overview of your account support and ongoing support for Gulf Bend Center employees.
 - Describe your capabilities in employee communications.
 - Describe any additional service options that may be of interest to GBC.
- Describe attributes that make you a valuable strategic partner to GBC.
- Compensation
 - Describe how you expect to be compensated for the services outlined in this proposal.
 - State your philosophy of compensation disclosure.
 - The dollar cost bid (Attachment B) should contain all pricing information relative to performing the services as described in this request for proposal. See III. A. above.

D. Confidentiality of Records of Individuals Served by this Agreement.

- Contractor agrees to keep all protected health information (PHI) of employees confidential in accordance with all applicable state and federal laws, statutes, and regulations protecting the confidentiality of such information, including the following: Code of Federal Regulations, Title 45, Parts 160 and 164, Federal Standards for Privacy of Individually Identifiable Health Information (e.g. Federal Privacy Rule); 42 C.F.R. Part 2; Code of Federal Regulations, Title 42, Part 2, Confidentiality of Alcohol and Drug Abuse Patient Records; and the Texas Health and Safety Code, Chapter 81, Chapter F (confidentiality of information related to HIV/AIDS test results).

E. Key Dates Required for the RFP

The following table outlines Gulf Bend Center's key dates and events for RFP process.

09/3/2019	RFP is available at https://www.gulfbend.org
09/04/2019-09/13/2019	Initial Meetings for questions, etc. Oral Interviews
09/17/2019	Deadline for receipt of Proposals to Our Company's office noon.
09/17-18/2019	Center's Selection Committee review period of proposals submitted.
09/18/2019	Notification of Awarded Proposal
09/24/2019	Board approved.

- Proposals shall be received no later than **Tuesday, Sept 17, 2019 NOON (12pm)**.
- Proposers must sign and date the proposal on the appropriate page provided below.
- Proposals which are not signed and dated in this manner may be rejected.
- Initial meetings may be scheduled with the Center's Selection Committee to go over questions and/or concerns.
- The Committee will be available to meet with interested financial institutions as to clarification of needs during the initial open RFP period from **Sept 4, 2019 through Sept 13, 2019**.
- To schedule meeting(s) during the initial open ITB period, please call Anna Arage, Chief Financial Officer, at 361-582-2339 or email anna1685@gulfbend.org.
- Bids received after the deadline, **Tuesday, Sept 17, 2019, NOON (12pm)**, will not be considered for the award of the contract and will be considered void and unacceptable.
- Accepted bids will be reviewed **Sept 17-18, 2019**.
- A decision will be made, and notification of the awarded proposal will be made by **Wednesday, Sept 18, 2019 EOB**.
- We will contact all Psychiatrist clinics-vendors who turned in proposals following the reviewing.
- GBC reserves the right to extend the submission deadline or any other deadline or date indicated in the RFP if an extension would be in the best interest of Gulf Bend Center.
- The recommended proposed clinic **MUST** provide GBC with the signed agreement/contract and all required documentation (if applicable) prior to the service start date which will be negotiated and provided in the contract.
- The signed RFP will act as a bidding contract which must include all other necessary agreements.

ATTACHMENT A EVALUATION WORKSHEET

This worksheet is to be used to document GBC's evaluation of the proposers' qualifications. Points within the ranges specified are to be assigned to the below-listed criteria as a means for quantifying the relative strengths and weaknesses of the various proposals. If oral interviews are necessary to break a tie or for making final clarification in the evaluation process, additional points may be awarded. While the total score is a significant factor, the requester of the services reserves the right to consider other factors in making a final selection.

PROFESSIONAL QUALIFICATIONS

The evaluation of professional qualifications of the proposers will be based on the following criteria:

I. MANDATORY CRITERIA

Proposals will not be considered for further evaluation unless there is compliance with the following criteria. The proposer:

- A. Must have proper credentials to perform required services.**
- B. Must adhere to Gulf Bend Center's policies and procedures.**
- C. Must not have a record of substandard work.**
- D. Must submit a proposal meeting all the requirements of the Request for Proposal.**

II. TECHNICAL CRITERIA

Proposals which have met each of the criteria in Section I above will be evaluated on the following criteria:

A. Technical experience of the clinic:

- Experience in Psychiatry
- Experience in government entities

B. Characteristics of the staff, including consultants to be assigned to the services:

- Size and structure of the clinic, including staff positions
- Qualifications of supervisory personnel, consultants and any other team individuals.
 - Education, including continuing education courses during the past two years
 - Years and types of experience
 - General direction and supervision to be exercised over the staff assigned by the clinic's management personnel

C. Clear understanding of the work to be performed:

- Client-based Psychiatrist services for GBC.

**ATTACHMENT B
RFP –PSYCHIATRIST SERVICES
ACKNOWLEDGEMENT
TO BE COMPLETED BY BIDDER**

GULF BEND CENTER IN ITS SOLE AND ABSOLUTE DISCRETION SHALL HAVE THE RIGHT TO AWARD CONTRACTS FOR ANY OR ALL MATERIALS LISTED IN EACH PROPOSAL, SHALL HAVE THE RIGHT TO REJECT ANY AND ALL PROPOSALS, AND SHALL NOT BE BOUND TO ACCEPT THE LOWEST PROPOSAL AND SHALL BE ALLOWED TO ACCEPT THE TOTAL PROPOSAL OF ANY ONE VENDOR, OR AS OTHERWISE STATED IN THIS PROPOSAL.

THIS SUBMISSION IS GUARANTEED AS AN IRREVOCABLE OFFER VALID THROUGH SEPTEMBER 17, 2019 AFTER THE PROPOSAL OPENING DATE.

BY RETURNING THIS BID PROPOSAL COMPLETED, THE BIDDER CERTIFIES THAT THE PROPOSAL SPECIFICATIONS ARE UNDERSTOOD AND COMPLIED WITH. PROPOSAL MAY BE CONSIDERED INVALID IF NOT RETURNED.

Name and Address of Company:

Authorized Representative:

Company Name

Authorized Signature

Number/Street Address

Typed or Printed Name

City, State, Zip Code

Title

Telephone Number

Fax Number

Email address

BID AMOUNT FOR SERVICES TO BE RENDERED WITHIN ALL ASPECTS OF THIS RFP – FY20 PSYCHIATRIST SERVICES TOTAL:

\$ _____ (Tele-med Hourly Rate)

\$ _____ (Face to Face Hourly Rate at GBC Clinic)

_____ (Number of Hours Available to Work per Week)

BIDDER MAY ATTACH SUPPORTING DOCUMENTATION AS DEEMED NECESSARY. PLEASE REFERENCE DETAILS ON ‘ATTACHMENT D’.

**ATTACHMENT C
NOTICE 'NO BID' FORM**

Dear Vendor,

Please check the appropriate box below, complete the remainder of this form and return it **BY THE SCHEDULE DUE DATE OF THE BID**:

- Our Company cannot provide the services requested.
- We have chosen **NOT** to submit a Proposal at this time. We did not submit a Proposal because:

Reason(s) _____

- Please REMOVE our name from future requests until further notice.

Reason(s) _____

Company Name: _____

Representative (Print Name): _____

Address: _____

Email: _____

Phone Number: (_____) _____ Fax Number: (_____) _____

PLEASE RETURN THIS FORM ONLY TO:

**ANNA ARAGE, CFO
GULF BEND CENTER
NOTICE 'NO BID' RFP – PSYCHIATRIST SERVICES
6502 NURSERY DRIVE STE 100
VICTORIA TEXAS 77904
OR EMAIL AT: anna1685@gulfbend.org**

Authorized Signature: _____

Title: _____ Date _____

**ATTACHMENT E
EXCEPTIONS/COMMENTS**

EXCEPTIONS/COMMENTS:

Bidder's exceptions and or comments provided: _____

a) _____

b) _____

c) _____

d) _____

e) _____

f) _____

g) _____

h) _____

i) _____