

Health Management Systems of America, Inc. (HMSA)
2023 Offender Success Program – Reentry Services

REQUEST FOR PROPOSAL (RFP)

REFERENCE NO.:	RFP-2299
ISSUE DATE:	August 8, 2022
PROJECT:	2023 Offenders Success Program - Reentry Services
DESCRIPTION:	HMSA is seeking qualified organizations to provide employment readiness, job development, health and behavioral health and transportation services .
PROPOSAL QUESTION DEADLINE:	Friday, August 12, 2022, by 3:00pm deadline Email questions to OSprocurement@hmsanet.com Answers will be provided via email by 5:00 pm, Tuesday, August 16, 2022
PROPOSAL DEADLINE:	Wednesday, August 31, 2022, by 5pm est
PROPOSAL DELIVERY ADDRESS:	All submittals must be emailed to OSprocurement@hmsanet.com Subject line: RFP-2299 response
ISSUING OFFICE:	Health Management Systems of America, Inc.-MDOC
CONTACT NAME:	Shawn Burch shawn.burch@hmsanet.com
ANTICIPATED CONTRACT BEGIN DATE:	Friday, October 1, 2022 Award announcement via email by Friday, September 23, 2022

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A. Overview and Goals

Health Management Systems of America, Inc., (HMSA) is seeking qualified Service Providers to provide: Employment Readiness & Job Development, Health and Behavioral Health and Transportation services to eligible State of Michigan parolees.

Goal

The goal of the Offender Success Program is to provide quality services to individuals returning from incarceration as they integrate back into the community and seek life changing experiences. A successful program will meet the identified needs of returning offenders, thereby reducing their risk of recidivism, enhance employment opportunities and improve self-sufficiency.

B. Background and Introduction

Health Management Systems of America, Inc., (HMSA), is the Administrative Agency for the Michigan Department of Corrections (MDOC) Offender Success Program. HMSA is directly responsible and accountable to the State of Michigan, Michigan Department of Corrections (MDOC) for the program administration of the Offender Success Program. Designated by the MDOC, HMSA serves as the fiscal and administrative entity that provides reentry services to returning citizens paroled to Macomb, Oakland and Wayne Counties.

HMSA oversees contracts with qualified entities to provide the following reentry services to Michigan parolees:

- Residential Stability
- Employment & Job Readiness
- Health and Behavioral Health
- Social Support
- Transportation

Health Management Systems of America (HMSA) is seeking qualified Service Providers to provide Employment Readiness & Job Development, Health and Behavioral Health and Transportation services to State of Michigan parolees.

HMSA plans to award multiple one-year contracts for requested services as detailed in this RFP.

C. Anticipated Term of Contract and Funding Source

Contracts awarded as a result of this RFP, will be a one (1) year service-based contract. The period of performance will be twelve (12) months or eighteen (18) months with an anticipated start date of October 1, 2022.

Award amounts will be determined at HMSA's discretion after review and evaluation of the proposals. If more than one contract is awarded, the applicant acknowledges and understands that contract award amounts may differ between subcontractors and that the determination is made at HMSA's discretion.

Service contracts may be extended based on performance during the initial contract period and contingent upon the availability of funds. Any renewal options exercised under this contract are effective only after approval by the Michigan Department of Corrections.

HMSA's primary funding streams for the Offender Success Program include the Michigan Department of Corrections (MDOC) and other public and private funding.

D. Description of Services to Be Provided

SCOPE OF WORK

Health Management Systems of America contracts reentry services to a network of providers and institutions. HMSA is seeking qualified organizations to provide reentry services to Michigan parolees in the following areas:

Employment Readiness & Job Placement

Offender Success service providers contracted to provide Employment Readiness & Job Placement services will:

- Provide employment readiness services that will facilitate and enhance the success of obtaining employment for offenders referred for employment assistance.
- Provide case coordination activities necessary in achieving the employment measurements including: enrollment into training programs, assessing needs and providing supportive services, collaborating with others to address situational barriers, and using other community agencies for additional necessary services.
- Due to the changing nature of the employment environment, incorporate innovative approaches and services to prepare and match participants to market demand jobs based on their interests, acquired skills and motivation to seek and obtain lawful employment.
- Provide job development services to recruit and retain employers to promote successful job placement and retention efforts.
- Provide monthly updates, identifying those employers they've successfully worked with in job placement and retention efforts.

Contracted service providers will be held to the following Key Performance Measures set forth by the Michigan Department of Corrections:

Key Performance Measures	Minimum Required Percentage
Job Placement Rate	45%
Job Retention Rate	67%

Health and Behavioral Health

Offender Success service providers contracted to provide Health and Behavioral Health services will:

- Provide Mental Health Services including:
 - Assessments
 - Batterer Intervention Services
 - Cognitive Behavioral Programming,
 - Individual and Group Counseling and
 - Prescription Medication Management
- Deliver services for MDOC parolees, male and female
- Provide monthly updates and correspondence involving attendance, participation and completion to Parole Agents and HMSA.

Offender Success Service Providers will be held to the following Key Performance Measures set forth by the Michigan Department of Corrections:

Key Performance Measures	Minimum Required Percentage
Program Completion Rate	80%

Transportation

Offender Success service providers contracted to provide Transportation services will:

- Provide safe, reliable and efficient transportation solutions for participants in Macomb, Oakland and Wayne Counties.
- Establish transportation hubs throughout the region to assist with appointments and travel to and from work.
- Provide monthly updates and correspondence involving attendance, participation and completion to Parole Agents and HMSA.

E. Billing Standards

INVOICE AND PAYMENT

The Service Provider must submit a complete and accurate Data Collection Spreadsheet and Job Retention Log with the Monthly Billing Packet **no later than the 8th calendar day following the reporting period.** Late invoices are subject to a \$50 fine. The Data Collection Spreadsheet, provided by the MDOC, shall contain the following information:

1. Month
2. Site
3. County
4. Parolee's MDOC identification number
5. Parolee last name
6. Parolee first name
7. Service category – Employment Readiness
8. Service type – A description of the actual service provided
9. Subcontractor name
10. CFJ-140 referral date
11. Enrollment date
12. Number of days' that services were provided
13. Cost of service(s) provided
14. Discharge and Open Status Codes
15. Discharge Date

The Service Provider will verify in advance of any services, the eligibility of participants. This eligibility will include the possession of necessary documents to proceed.

F. Staffing

The Service Provider is to provide pertinent contract activities according to their operating schedule. The Service Provider is to provide contract activities during their business hours of operation.

The Service Provider must maintain enough staff to provide the contract activities. The Service Provider should have a Staffing Plan stating the job titles, roles, and functions of all employees providing services during work hours.

G. Role of Health Management Systems of America

Health Management Systems of America will provide oversight and support to the selected Service Provider to help ensure that the organization is able to achieve the stated goals throughout the contract period.

H. Communication and Monitoring

Health Management Systems of America will actively and regularly work with Service Providers to track progress, flag challenges, and design course corrections to achieve the goals of this contract. During the regular meetings that occur throughout the term of the contract, it is anticipated that the following topics will be regularly discussed:

- Current status of performance metrics
- Topics of interest or concern to the Service Provider
- Discussion and troubleshooting of challenges

- Update of work planned and area of focus for next 30 days
- Review of activities on the horizon
- Review of budget and spending year-to-date

I. Proposal Content and Submission

RFP Questions and Responses to Questions

Prospective Service Providers are advised to submit written questions about this RFP via email by 3:00 p.m. by Friday, August 12, 2022, to OSprocurement@hmsanet.com. Responses to questions will be available by 5:00 p.m., Friday, August 16, 2022.

To ensure responses, the email subject line must include Questions for RFP-2299.

HMSA does not guarantee responses to questions submitted after the question deadline.

Proposals must be submitted electronically. Prospective Service Providers shall submit their proposals in the following order and must contain the elements listed below 1-5. Please include Contractor Company Name and page number on your response. Failure to do so may result in the proposal being declared non-responsive and rejected.

RFP Submittal Information:

1. Cover Letter:

Include a one-page cover letter that contains a general statement of the purpose for submission, and the following detailed company information:

- a. Business Organization: State the full name and address of your organization, and if applicable, any branch office or other subordinate element that will perform or assist in performing the work. Indicate whether you operate as an individual, partnership or corporation; if a corporation, indicate the state in which you are incorporated. If appropriate, state whether you are licensed to operate in the State of Michigan.
- b. Authorized Negotiations: Include the names and phone numbers of personnel of your organization authorized to negotiate the proposed contract with the Issuing Office.

2. Summary:

Provide a two-page summary of the proposal that outlines background and history of experience providing Employment Readiness & Job Placement and/or Health and Behavioral Health services.

3. Qualifications/Performance History:

Provide the following information that describes qualifications to successfully carry out activities described in the RFP.

- a. Describe and provide examples of the Scope of Work elements.
- b. Provide examples and descriptions of similar completed projects.
- c. List how many years of experience.

4. Financial Fit/Capacity:

Applicants shall provide one of the following to determine financial fit and capacity necessary to support HMSA throughout the term of the contract, if awarded as a result of this RFP.

- a) Income Statement for the most recent year completed and prior year
or
- b) Tax Returns for the most recent year completed and prior year
or if not available
- c) Provide a summary explanation

5. Cost Proposal:

Applicants are requested to submit a firm cost proposal to HMSA. If a contract is entered into as a result of this RFP, HMSA will not provide reimbursement for any activities outside of the agreed terms and conditions.

HMSA reserves the right to select proposals from the most responsible Service Provider with the most reasonable costs.

J. Evaluation and Selection Process

All proposals received shall be subject to an evaluation by HMSA upon receipt.

HMSA will designate an evaluation committee to evaluate, score, and rank all proposals received on the criteria outlined below.

Category	Maximum Points Possible
1. Cover Letter	5
2. Summary	10
3. Qualifications/Performance History	20
4. Financial Fit/Capacity	5
5. Cost Proposal	10
TOTAL Maximum Points Possible	50

Based upon these evaluations, HMSA shall select the most qualified applicants. Following the selection, the award of the contract is subject to successful negotiation of the terms and conditions of an agreement.

HMSA will notify all applicants in writing about evaluation results and recommendation of contract award.

Pre-Award Termination of RFP Process

HMSA in conjunction with MDOC reserves the right to cancel this RFP in part or in its entirety, to accept or reject any or all proposals received.

HMSA reserves the right to negotiate with all qualified entities. This RFP does not commit HMSA to award a contract, to pay any costs incurred in the preparation of a proposal under the request, or to procure or contract for services.

Negotiations/Stipulations

This RFP is competitive. Each proposal should be submitted in the most favorable terms that the prospective Service Provider can submit. The offers are subject to negotiation.

All prospective Service Providers must accept HMSA's contract boilerplate language or have a negotiated revision to said language on file with HMSA.

HMSA has the right to terminate the negotiation process, at any time for default, or for convenience, at the sole discretion of HMSA.