



**HAMILTON COUNTY, TENNESSEE
PROCUREMENT DEPARTMENT**

REQUEST FOR PROPOSAL

FOR

PROGRAM FOR ASSERTIVE COMMUNITY TREATMENT

RFP # 0919-040

RFP Issue Date: October 15, 2019

Responses Open: 2:30 PM (Eastern) on November 21, 2019

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I. OVERVIEW OF THE RFP AND THE OPPORTUNITY

A. Statement of Intent

Hamilton County, Tennessee hereinafter referred to as “the County” is soliciting proposals from licensed and qualified behavioral health organizations (BHOs) in Tennessee to establish an Assertive Community Treatment (ACT) Team. The ACT Team will be responsible for providing permanent housing, treatment and support services to fifty (50) justice involved adults with severe and persistent mental illness (SMI) experiencing homelessness. The adults who qualify for ACT services during this two-year pilot will be “frequent users” of local jails and hospitals, including local psychiatric facilities.

Throughout this document the terms Proposer, Contractor, Company, Vendor, Firm, Service Provider, Organization, and Bidder are used interchangeably and refer to any organization submitting a response to this RFP. The purpose of this request for proposal (RFP) is to define the County’s minimum requirements and to gain adequate information from which the County can evaluate your company and your response to Hamilton County’s requirements.

B. Project Overview

FUSE, Hamilton County’s frequent user pilot initiative, will provide permanent supportive housing to fifty (50) frequent users of local jails and hospitals who have severe and persistent mental illness (SMI) and are experiencing homelessness. For more information about program eligibility, see Appendix C, FUSE Eligibility.

FUSE is the *Corporation for Supportive Housing’s* signature initiative to help communities break the cycle of homelessness and crisis among individuals with complex medical and behavioral health challenges—individuals who are the highest users of emergency rooms, jails, shelters, clinics and other costly services. The program has been implemented successfully in more than thirty (30) communities nationwide. For more information about FUSE, visit www.csh.org.

The affordable housing units will be subsidized through HUD Housing Choice vouchers located in scattered site units throughout the County. A special landlord recruitment campaign conducted by the FUSE team will engage property owners to participate in the pilot.

For more information about supportive housing practices, visit [SAMHSA’s Permanent Supportive Housing Evidence-Based Practices Toolkit](#) and/or the [Corporation for Supportive Housing](#) website.

Services will be delivered via a forensic Assertive Community Treatment Team, an evidence-based model designed to provide treatment, rehabilitation and support services to individuals who are diagnosed with a severe mental illness and whose needs have not been met by more traditional mental health services. Priority is given to people with schizophrenia, other psychotic disorders, bipolar disorder, and co-occurring disorders including substance use disorders. ACT, or PACT as the model is known in Tennessee, is covered by TennCare. For purposes of this RFP, we will refer to the model as “ACT” throughout.

For more information about the ACT model, visit the [List of ACT Resources](#) on the Case Western Reserve University’s Center for Evidence-based Practices website.

An independent evaluation (entity has yet to be selected) will be conducted to measure pilot outcomes which will include but not be limited to: reductions in hospital utilization, crisis systems, homeless services and incarcerations, cost-benefit analysis, and improvements in the health and well-being of FUSE participants.

C. Project Background

Hamilton County Sheriff Jim Hammond launched the FUSE initiative in January of 2017 as part of on-going efforts to reduce the number of people with mental illness in the Hamilton County jail. From the beginning, Hamilton County's FUSE initiative has been a collaborative partnership among a number of organizations with a vested interest in reducing costly and avoidable overuse of their services. The strength of this partnership has enabled the FUSE Team to raise more than \$860,000 to date from public, private and nonprofit sources to support the pilot.

Senior level executives from the organizations listed below meet every two weeks to oversee the FUSE planning and implementation. They will continue to provide guidance and support to the project throughout the pilot period.

Executive Committee		
Gino Bennett	Hamilton County Sheriff's Office	Chief of Staff
Janna Jahn	Hamilton County	FUSE Project Director
Cheryl McClatchey	BlueCross BlueShield of Tennessee	Vice President Behavioral Health Programs
Betsy McCright	Chattanooga Housing Authority	Executive Director
Dan Saieed	Hamilton County	Director of Development
Bob Scheri	CHI Memorial Health Care System	Vice President of Mission Integration
Carol Newton	CHI Memorial Health Care System	Director of Integration
Cheyenne Wright	Peer Community Board	Chairperson & Peer Representative
Tyler Yount	City of Chattanooga	Director of Special Projects
Molly Cooper	Erlanger Health Systems	Director, Veterans and Corporate Affairs
Mary Young	Moccasin Bend Mental Health Institute	Chief Executive Officer

The members of the FUSE Executive Committee are assisted by an ever-growing number of local subject matter specialists, people from the frontlines of the justice, healthcare/mental health and housing organizations engaged in working with the target population. These individuals, along with members of the Executive Committee, serve on implementation committees to oversee various aspects of the project.

Subject Matter Experts		
Barb Bowen	Bowen & Bowen	Development Consultant
Joe Fowler	Hamilton County Sheriff's Office	Deputy Chief of Corrections
Ron Bernard	Hamilton County Sheriff's Office	Director of IT/Finance
Karen Guinn	Homeless Healthcare Clinic	Executive Director
Sam Wolfe	City of Chattanooga	Homeless Program Coordinator
Susan Greene	TN Dept of Mental Health	Regional Housing Facilitator

Three (3) technical assistance organizations have been engaged by the FUSE Executive Committee to provide support during the pilot. They each bring unique experience that when combined with the perspective of local practitioners will enhance project implementation.

Technical Advisors		
Elliot Pinsly	Pinpoint Consulting	Consultant - Behavioral Health in Tennessee
Carol Sainthilaire	Corporation for Supportive Housing	Consultant - Supportive Housing & FUSE
Ric Kruszynski	Case Western Reserve University CEBP	Consultant - ACT Teams

D. Description of Services Requested

As previously stated, this pilot is intended to provide core services to fifty (50) FUSE participants who meet the eligibility requirements for FUSE (see Exhibit C, FUSE Eligibility) based on the goals outlined below:

1. Our intent is for services to be provided in accordance with the ACT model (see Attachment D, DACTS Fidelity Scale), including all of the following:
 - Flexible treatment, including 7-day and evening treatment availability as clinically indicated
 - 24/7 on-call crisis availability
 - Integrated stage-wise mental health and substance use assessment, planning, and treatment (both group and individual modalities)
 - Nursing (RN) services
 - Embedded team psychiatrist
 - Assertive outreach, in-reach and engagement
 - Housing support and landlord liaison services
 - Benefits consultation and enhancement, including SOAR (SSI/SSDI Outreach, Access, and Recovery) applications
 - Peer support services
 - Addiction treatment consistent with ASAM Level 1 provisions
 - Vocational services consistent with the Supported Employment/IPS model, either provided or made readily available
 - Physical health care access and coordination
 - Illness management, medication reconciliation
 - Multidisciplinary, self-contained treatment team framework with low staff to client ratios as prescribed by the DACTS
 - Psycho-education and psycho-social rehabilitation
2. Our goal is for the selected Provider to:
 - deliver at least 70% of all face-to-face services and 30% of nursing services in the community (non-office settings);
 - provide office space for the ACT Team;

- independently contract with each of the TennCare Managed Care Organizations to ensure ACT Team operations are adequately funded and financially sustainable;
 - operate the ACT Team as a system-wide resource, prioritizing the admission of currently-served, FUSE-identified “Highest Risk” population; and
 - collaborate with FUSE and other key partners to establish and implement system-wide eligibility, outreach, screening, admission, utilization management and continuity of care/discharge protocols.
3. The selected Provider agrees to adopt a Housing First policy and practice for FUSE participants, including the mandatory supportive housing elements:
- Tenants have a lease in their name, and, therefore, they have full rights of tenancy under landlord-tenant law, including control over living space and protection against eviction.
 - Leases do not have any provisions that would not be found in leases held by someone who does not have a psychiatric disability.
 - Participation in services is voluntary and tenants cannot be evicted for rejecting services.
 - House rules, if any, are similar to those found in housing for people who do not have psychiatric disabilities and do not restrict visitors or otherwise interfere with a life in the community.
 - Housing is not time-limited, and the lease is renewable at tenants’ and owners’ option.
 - Before moving into Permanent Supportive Housing, tenants are asked about their housing preferences and are offered the same range of choices as are available to others at their income level in the same housing market.
 - Housing is affordable, with tenants paying no more than 30% of their income toward rent and utilities, with the balance available for discretionary spending.
 - Housing is integrated. Tenants have the opportunity to interact with neighbors who do not have psychiatric disabilities.
 - Tenants have choices in the support services that they receive. They are asked about their choices and can choose from a range of services, and different tenants receive different types of services based on their needs and preferences.
 - As needs change over time, tenants can receive more intensive or less intensive support services without losing their homes.
 - Support services promote recovery and are designed to help tenants choose, get, and keep housing.
 - The provision of housing and the provision of support services are distinct. (Property management and support service functions should be provided either by separate entities or by staff members whose roles do not overlap.)
4. Additionally, our desire is that the selected Provider will commit to work toward full implementation of ACT including, but not limited to:
- Dedicating leadership and direct service staff resources to actively participate in FUSE-funded training and consultation with FUSE Technical Assistance providers.
 - Participating in fidelity reviews and sharing results with FUSE Executive Committee.
 - Participating in at least one (1) site visit funded by FUSE to a high-performing Forensic ACT Team.

- Ensuring the Clinical Director and Team Leader actively participate in a county-wide ACT Advisory Committee.
 - Ensuring that the appropriate agency executive participate in FUSE Executive Committee meetings.
 - Convening an internal ACT work team to assist and guide implementation.
 - Ensuring the core structure of ACT team will be in place and functional no later than ninety (90) days post award.
 - Begin providing services within one (1) week of acceptance for all participants.
5. The selected Provider is expected to work collaboratively with FUSE Technical Assistance Team and Executive Committee to finalize project outcomes and performance indicators to be tracked throughout the two-year pilot. In addition, the Provider will collaborate with an independent third-party evaluator to provide and report data (including baseline data) to support the pilot evaluation. Data may include but is not limited to:
- # referred, referral source and date
 - # accepted, and program admission date
 - # referred to other services, date of referral, and reason why
 - Demographics of participants
 - TennCare eligibility
 - SOAR applications submitted, in progress, approved, appealed, rejected
 - Days homeless after program admission
 - Days in temporary housing
 - Days in permanent housing placement
 - Housing evictions
 - Incarcerations
 - Arrests and charges
 - Days incarcerated
 - Use of crisis center and services
 - Use of jail diversion center and services
 - Healthcare usage data
 - Primary care visits
 - Emergency room visits
 - Inpatient hospitalizations
 - Outpatient visits
 - Employment and income by source; education and/or training
 - Stage of change
6. To further expand service capacity beyond the initial FUSE pilot, the selected Provider will be key in pursuing grant and co-funding opportunities, along with FUSE leadership.

To be considered for this contract, please address the items above throughout your proposal response as required in the Proposal Response Forms in Appendix B.2 and in Section IV.E which follow.

E. Implementation Support

The behavioral health organization (BHO) selected to partner on the Hamilton County FUSE pilot will receive implementation support and funding from the FUSE Team in a number of ways which include the following:

- Financial support for ACT team operational costs. This funding will augment, not supplant, any existing resources available to fund services.
- ACT model technical assistance from Case Western Reserve University's Center for Evidence-based Practices to assist with team implementation and practices in keeping with fidelity to the model. This includes a site visit to a high-performing forensic ACT Team.
- Fifty (50) Housing Choice vouchers for scattered-site units located throughout the community.
- Landlord outreach, recruitment and training to create housing options for FUSE participants.
- Technical assistance in supportive housing operations and management following national best practices.
- Community outreach to engage organizations, non-profits and private citizens in providing a variety of ancillary supports to assist FUSE participants, e.g., pet care, recreational and social opportunities, household goods and furnishings, spiritual support.

F. Vendor Qualifications

Hamilton County is contacting prospective organizations who have an interest in or are known to do business relevant to this Request for Proposal meeting the following minimum requirements:

- Organization (also referred to as "Provider") must be currently licensed by the Tennessee Department of Mental Health and Substance Abuse Services and in good standing to provide behavioral health services in Tennessee.
- Organization must already provide a range of clinical mental health care and supportive services to adults with SMI, including treatment for co-occurring substance use disorders. Service delivery experience with ACT and supportive housing will be positively considered but not required for an applicant.
- Organization must actively serve adults with SMI who are homeless and justice-involved.
- Organization agrees to adopt a Housing First policy and practice for FUSE participants (see Section I.D.3 above).
- Organization must be approved to bill TennCare for behavioral health services.
- Organization's Chief Executive must commit in writing to implement the ACT Team and support the FUSE pilot as described in this RFP and to assign oversight for team implementation to an appropriate senior staff member.
- Organization must meet Mandatory Requirements as outlined in Section IV.A – IV.C

G. Contract Terms

It is the County's intent to enter into a two and a half (2 ½) year contract with the successful proposer to satisfy the requirements of this RFP.

The County may at its option, extend the term of the contract in two (2) year terms under the same terms and conditions. In the event that Hamilton County exercises such renewal rights, all terms, conditions and provisions of the original contract shall remain the same and apply during the renewal period with the possible exception of minor scope additions and/or deletions which may be agreed upon in accordance with provisions set forth in Sections III - VI and any other applicable parts of this document.

Note that renewals are not automatic. It will be the responsibility of both parties to notify the other party in writing no less than one hundred eighty (180) days before the expiration of the contract period if the contract is not to be extended for each additional term.

H. Evaluation and Award of Contract

Hamilton County will initially evaluate proposals on their compliance with and responsiveness to the requirements described herein to determine whether:

- The proposal is complete, in the required format, and in compliance with all the requirements of the RFP.
- Proposers meet the Vendor Qualifications and Mandatory Requirements as outlined in Sections I.F, IV.A - IV.C of this RFP.

After the initial review, the FUSE RFP selection committee will review proposals and conduct finalist interviews before making a recommendation for award.

The organization selected will not rely solely on price, but will also consider adherence to specifications, qualifications, service experience, flexibility, cost effectiveness, services and implementation approach. The following point system will be used to evaluate proposals:

- General Business Qualifications: 10 points
- Experience Service the Target Population: 40 points
- Experience with ACT or other Evidence-based Practices: 50 points

In order to receive full consideration, each proposal must offer comprehensive and thorough responses to all requests included in this RFP. Please pay particular attention to all instructions provided in Sections III – VI as well as the questions you are required to answer to receive consideration.

II. ANTICIPATED PROCUREMENT SCHEDULE

The following is an anticipated timetable for the procurement process. The County reserves the right to adjust the schedule, as it deems necessary. In the event significant adjustments are necessary, all affected parties will be notified. All times are for the Eastern Time Zone (ET).

EVENT	DATE	TIME (ET)
A. County issues RFP	10/15/2019	9:00 a.m.
B. Deadline for registration for pre-proposal conference	10/28/2019	Noon
C. Deadline for initial questions regarding FUSE and the RFP for discussion at the pre-proposal conference	10/28/2019	Noon
D. Pre-proposal conference : NON-MANDATORY	11/04/2019	1 p.m. – 4 p.m.
E. Deadline for final questions and clarification requests	11/07/2019	1:00 p.m.
F. County issues written response to questions	11/11/2019	4:00 p.m.
G. Deadline for submitting proposals	11/21/2019	1:59 p.m.
H. Proposals opened	11/21/2019	2:00 p.m.
I. Finalist interviews	12/05/2019	TBD

III. PROPOSAL RESPONSE INSTRUCTIONS

All proposal responses must be submitted in accordance with the instructions provided in this RFP and in the standard format described below in order to facilitate comparison and evaluation. **Failure to follow the format or to address an area adequately may cause the proposal to be deemed unresponsive and hence, removed from consideration at the County’s discretion.** Any proposed deviations from the requested scope of services must be noted and fully explained. The information shall be prepared in a manner that is self-explanatory, complete and responsive to the request.

- The proposer must complete and deliver an original and three (3) hard copies of your proposal documents, including pricing. Additionally two (2) copies of your entire proposal package on CD-RW or a flash drive in a PDF format must be included (two separate devices required). Note: Each digital file (i.e., CD, flash drive, etc.) must contain a single PDF file organized in the same order as the proposal binder – the CD-RW must not contain separate PDF files for sections or pages. Large, audited financial statements however may be provided in a separate file from the proposal itself on the same CD-RW or flash drive. Any required Excel files must be returned with your bid on a CD in **Excel (not PDF) form** for ease of analysis. In the event of discrepancy between the original proposal documents and the digital copy, the original signed document will take precedence.
- All RFP responses should be provided in three-ring binders with all attachments separated by marked tabs. Insert attachments directly behind the related section, not under separate cover.
- Proposers must respond to every subsection under Section IV. The proposal response must include a point-by-point response to the RFP in the order in which is it requested. Each question and its associated number, from Section IV, should be repeated and referenced in your typed response. Responses should be typed in **bold**, immediately following each question. If no specific information is required from the provider, “Understand and Comply” will be an acceptable response.

- The proposal must include an explanation of any exceptions to the stated requirements. Failure to indicate any exception will be interpreted as the proposer's intent to comply with the requirements as written in the proposal documents.
- The proposal must include a copy of the contract(s) the vendor will submit to Hamilton County to be signed should the contract be awarded to the vendor. Note that any proposed contract will be subject to review and negotiation and will be governed by the requirements of this RFP. If your organization does not have a specific contract format, the County will provide one for review and editing at time of award.
- Failure to follow the specified format to label the responses correctly or to address all of the subsections may, in the County's sole discretion, result in the rejection of the Proposal.
- This RFP document is provided in both PDF and in MS Word/Excel for ease in providing your response. *Note however that responses must be received in hard copy in appropriately labeled and sealed envelopes (see Section V.D).*

IV. PROPOSAL RESPONSE REQUIREMENTS

All proposals must include information in the order as specified below. ***If a proposal fails to detail and address each of these required topics, the County may determine the proposal to be nonresponsive and reject it.*** Use separate tabs for each section indicated below and incorporate question numbers and the actual requirement questions/statement in your response. All RFP submissions should follow the format outlined below.

A. Proposal Transmittal Letter

The Proposer must provide a written transmittal and offer of the proposal in the form of a standard business letter signed by an individual having the authority to bind your organization. The Proposal Transmittal Letter shall reference and respond to the following subsections in sequence and attach corresponding documentation as required.

The requirements of the Proposal Transmittal Letter section of the proposal are mandatory. Any proposal which does not meet the requirements and provide all required documentation may be considered nonresponsive, and the proposal may be rejected.

1. Proposal Validity: The letter shall state that the proposal remains valid for at one hundred and twenty (120) days subsequent to the date of the proposal opening and thereafter in accordance with any resulting contract between the Proposer and the County. *Note: Proposal validity may be extended by mutual agreement of both parties.*
2. Mandatory Requirements: Include an itemized statement indicating whether or not you meet all mandatory requirements as outlined in Sections IV.B and IV.C below, if awarded, and confirm information on Appendix B-1.
3. Intent to Comply with RFP Provisions: The letter shall indicate written confirmation that the Proposer shall comply with all of the provisions in this RFP. *Note: If the Proposal fails to provide said confirmation without exception or qualification, the County, in its sole discretion, may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.*

4. General Provisions: The letter must state your agreement with each item outlined in the general provisions in Section VI. If you do not agree to any specific item, your letter must state the exception at time of proposal. If no exceptions are taken at the time of proposal submission, Hamilton County assumes that you agree to all items. *Note: If the Proposal fails to provide said confirmation without exception or qualification at the time of the initial submission, and at a later time raises objection, the County, in its sole discretion, may determine the proposal to be non-responsive, and the proposal may be rejected.*
5. Certificate of Compliance: The letter must reference and include the completed and signed Certificate of Compliance (see Appendix A).
6. Authorization to Bind: The letter must reference and include the completed and executed copy of the Authorization to Bind form (see Appendix A), signed by the appropriate individual in your organization.

B. Mandatory Requirements -- Insurance

Prior to execution of the contract, the proposer shall procure and maintain at their own expense, the following insurance against claims for injuries or damages to property or other claims which may arise from or in connection with the performance of the work or services provided hereunder by proposer, their sub agents, representatives, employees or subcontractors. *Note however that coverage requirements are subject to change as business needs dictate.* The successful firm shall maintain throughout the contract period the following minimal insurance coverages:

1. *Commercial General Liability / Professional Liability Insurance (Combined Form)*: \$1,000,000 per occurrence/\$3,000,000 aggregate for property damage and bodily injury, including actions/inactions of employees and agents for the contracted operations to include civil rights claims, as well as suicide and sexual molestation claims must be included. The proposer should indicate in its proposal whether the coverage is provided on a claims-made or (preferably) on an occurrence basis. The insurance shall include coverage for the following:
 - a. Premise/Operations
 - b. Explosion, Collapse and Underground Property Damage Hazard (only when applicable to the project)
 - c. Products/Completed Operations
 - d. Contractual
 - e. Independent Contractors
 - f. Broad Form Property Coverage
 - g. Personal Injury
 - h. Professional Liability
2. *Business Auto Liability*: \$1,000,000 limit per accident for property damage and personal injury:
 - a. Owned/Leased Autos
 - b. Non-owned Autos
 - c. Hired Auto
3. *Workers' Compensation and Employers' Liability*: Workers' Compensation statutory limits as required by Tennessee as applicable to the operations of the proposer(s). This policy should include Employers' Liability coverage for \$1,000,000 per incident.

4. *Umbrella Liability*: \$5,000,000 per occurrence over the top of these required underlying coverages.
5. *Network Privacy and Security Liability Insurance* (if applicable for sensitive data) including First-Party coverage and Third-Party Defense and Liability Coverage: \$3,000,000 per occurrence

Hamilton County shall be listed as an additional insured on the above required liability insurance policies. A signed certificate of insurance shall evidence all policies and coverage shall not be cancelled without a minimum of thirty (30) days cancellation notice to the Hamilton County Risk Management Office. All coverage shall be placed with Tennessee admitted insurers rated B+10 or better by A.M. Best's rating service or as approved by Hamilton County's Risk Manager.

Provide a valid Certificate of Insurance that is verified and dated within the last six (6) months.

Updated Proof of Insurance must be provided before a contract is executed with the successful proposer for this RFP and updated as necessary. **For listing purposes after the award, the successful proposer should use the following as to the additional insured:**

Hamilton County, TN
Attn: Procurement Department
455 N. Highland Park Avenue
Chattanooga, TN 37404

C. Mandatory Requirements -- Other

The Proposer must provide written confirmation that they meet the following other specified mandatory requirements, as well as any others designated by the use of the words "shall" or "must" throughout this RFP. This includes all requirements outlined throughout this entire document, not just this section. Please note that the apparent successful proposer may be required to substantiate its claim to meet any/all of these mandatory requirements to Hamilton County's complete satisfaction before a contract for services is awarded.

1. Organization (also referred to as "Provider") must be currently licensed by the Tennessee Department of Mental Health and Substance Abuse Services and in good standing to provide behavioral health services in Tennessee.
2. Organization must already provide a range of clinical mental health care and supportive services to adults with SMI, including treatment for co-occurring substance use disorders. Service delivery experience with ACT and supportive housing will be positively considered but not required for an applicant.
3. Organization must actively serve adults with SMI who are homeless and justice-involved.
4. Organization agrees to adopt a Housing First policy and practice for FUSE participants, including the mandatory supportive housing elements as outlined in Section I.D.3 above.
5. Organization must be approved to bill TennCare for behavioral health services.
6. Organization's Chief Executive must commit in writing to implement the ACT Team and support the FUSE pilot as described in this RFP and to assign oversight for team implementation to an appropriate senior staff member.

7. Proposers must submit a list of all subcontractors proposed for portions of the work fully describing the extent and nature of the work they will perform. Should the proposer subcontract portions of the work to be performed, the proposer shall retain full responsibility for all work and compliance with all General Provisions.
8. Proposers must include a statement indicating whether the Proposer or any people that may perform work under the contract through the Proposer have a possible conflict of interest (e.g., employment by Hamilton County, etc.) and, if so, the nature of that conflict. The County has the right to reject a Proposal in which a conflict is disclosed or cancel the Contract if any interest is later discovered that could give the appearance of a conflict of interest or cause speculation as to the objectivity of the proposer.

D. Executive Summary

The proposal must include a brief overview (maximum of 3 pages) of your proposal, summarizing your capabilities and offering, pointing out how the Hamilton County Sheriff's Office, its FUSE partners, and the participants intended to be served by this program will benefit by selecting your organization to implement the Assertive Community Treatment model in Hamilton County, Tennessee. This should include but not be limited to such things as:

- Strengths, experiences or unique market differentiators of your organization
- Experience implementing evidence-based practices or other innovative programs
- Your work with people experiencing homelessness and with those who are justice-involved
- What lead to your organization's decision to respond to this RFP

This Executive Summary should provide an overview of your plans and approach for accomplishing the work requested which should be detailed as required in each section of this document. The information provided shall be in enough detail to enable the County to ascertain the Proposer's understanding of the effort to be accomplished and should outline the steps in the total service proposed.

E. Behavioral Health Organization (BHO) Proposal

Responses are required for each item in this section in the same order that the questions are asked. Please describe your proposed solution for each requirement. If no specific information is to be provided, a response of "Understand and Comply" should be utilized for each. Answer "NA" if a question is not applicable to your organization or its operations. If you cannot meet or comply with any item, please include an explanation as to your exception or alternative. Any proposal not complying with this requirement may be considered to be non-responsive and disqualified at the sole discretion of the County.

Please be succinct. Include an appropriate level of detail in your response so as to give the County sufficient information to understand your experience in managing a project/service of this type and your proposed approach to this RFP. Use charts and bullet points whenever convenient. Use facts and data to support your answers wherever possible. Add additional information to the end of our required sections/questions as appropriate to fully convey your value proposition.

1. General Information – 10 Points

- a. Identify your form of business (i.e. individual, sole proprietor, corporation, non-profit corporation, partnership, limited-liability company, etc.)
- b. Provide the address (physical location) of the company headquarters. List locations in Hamilton County and throughout Tennessee as well as any other states in which your organization operates either directly or through affiliate organizations. Please identify the services you offer at each of your locations in Tennessee including PACT or similar models.
- c. Please list the name, title and the contact information for the person in the organization who will be accountable for overseeing ACT Team implementation should your proposal be accepted. This person should have decision-making authority and/or report directly to senior management. Ideally, this person should have experience implementing a new line of business.
- d. Please use the chart below to indicate how many children (0-17) and adults (18+) your organization served directly from July 1, 2018 – June 30, 2019. If your organization provided any services in Hamilton County during this timeframe, please provide an additional local breakdown:

	Tennessee (statewide)	Hamilton County
Children (ages 0-17)		
Adults (ages 18+)		

- e. Please use the chart below to indicate the number of individuals served directly by your organization by type of insurance coverage, from July 1, 2018 – June 30, 2019. If your organization provided any services in Hamilton County during this timeframe, please provide an additional local breakdown:

	Tennessee (statewide)	Hamilton County
Uninsured		
TennCare		
Commercial Insurance		
Other		
Total		

- f. Please list the names of all Managed Care Organizations you contract with for outpatient behavioral health services. Also indicate whether you have contracted for ACT Team services (known as PACT in Tennessee) and if so, for how long and with which specific Managed Care Organizations.
- g. Does your organization currently employ any SOAR (SSI/SSDI Outreach, Access, and Recovery) specialist(s)? If yes, how many applications have been submitted in the last 24 months? How many of those were approved? How many FTEs are dedicated specifically to SOAR?

- h. Provider must designate an assigned primary account representative to manage the program for the County. Please provide the name, title, office location, experience, and contact information for your proposed account manager.

Financials

- i. Provide a copy of your most recent IRS form 990 and audited financial statements. *Note: These documents may be sent on the two (2) required flash drives and/or CD-RW devices – hard copies are not required.*
- j. Please include a chart showing your organization's financial profile by revenue source over the last four (4) years. Be sure to distinguish revenue secured through grants as well as fundraising and/or private donors.
- k. Provide a statement indicating if there is any material, pending litigation against the Proposer that the Proposer should reasonably believe could adversely affect its ability to meet contract requirements pursuant to this RFP or is likely to have a material impact on the Proposer's financial condition. If such exists, list each separately, explain the relevant details and attach the opinion of counsel addressing whether and to what extent it would impair the Proposer's performance in a contract pursuant to the RFP.
- l. Provide information regarding any citations or investigations by any Federal, State or Local regulatory body. Identify the regulatory body, specific charge, and disposition of the situation and date of the occurrence.

Performance, Data and Reporting

- m. How does your organization measure performance?
- n. Provide examples of any performance improvement initiatives recently undertaken within your organization and the results.
- o. Describe your organization's recent history working with independent evaluators. Include a list of recent evaluation studies by topic, evaluator and key outcomes.

2. Experience Serving the Target Population – 40 Points

Describe your experience serving people who are homeless. If you provide services in Hamilton County, please limit your answers to local operations. If you don't provide homeless services in Hamilton County, please indicate which communities you are referring to in your answers.

- a. What percentage of your adult clients experience homelessness? How many of those are chronically homeless?
- b. What services does your organization provide to these individuals most often?
- c. Does your organization have staff responsible for helping people secure permanent housing? If so, please list the number of staff members by title and describe the activities they undertake to secure permanent housing for their clients. If you don't have dedicated housing staff, how is this need met for your clients?

- d. What support services does your staff provide to formerly homeless clients once they've been housed? Please be specific to describe the type of service, how it's delivered and the number and frequency of interactions. What is your housing stability rate?
- e. Do you own/manage your own housing units? If so, please provide an inventory by housing type and location (Hamilton County or Other Location)
 - 1 bedroom units
 - Single family home
 - Duplex
 - Group home
- f. Do you have a waiting list for housing? How many people are on it and how long is the average wait?

Experience Serving Justice Involved Individuals

Describe your experience serving people who are justice-involved. If you work with people who are justice-involved in Hamilton County, please limit your answers to local operations. If you don't serve justice-involved people in Hamilton County, please indicate which communities you are referring to in your answers.

- g. What percentage of your adult clients are justice-involved?
- h. What services does your organization provide to these individuals?
- i. Does your organization have staff specifically responsible for working with justice-involved individuals? If so, please list by title and describe the services they provide. If you don't have dedicated forensic staff, how is this need met for your clients?

3. Experience with ACT or other Evidence-based Practices – 50 Points

- a. What evidence-based practices does your organization currently provide? How do you track and report outcomes for those services?
- b. Describe your organization's experience with implementing ACT or intensive community teams with ACT-like components. If your organization is not experienced with these evidence-based practices, please describe other relevant experiences. Provide detailed information including:
 - i. The year the team/program was established and the circumstances that led to its creation
 - ii. Target client population:
 - a) Current number of clients
 - b) Demographic profile
 - c) Diagnostic codes
 - d) Average length of tenure with the team
- c. Services provided directly by the team and/or through other staff members

- d. Staff roster: (if applicable)
 - i. Position
 - ii. Full-time/part-time
 - iii. Client to staff ratio
 - iv. Staff turnover
- e. Funding sources
- f. Fidelity review: (if applicable)
 - i. Process
 - ii. Recent outcomes
 - iii. Components that contribute to or detract from fidelity to the model and why

Plan for Implementing Hamilton County's ACT Team

- g. Complete the Excel file [Attachment E -Tab 1] that shows how your organization will establish the interdisciplinary ACT Team model to provide the services listed below. Enter the total personnel cost on the Project Summary Budget [Attachment E -Tab 2]:
 - i. Team Lead
 - ii. Addiction and mental health treatment
 - iii. Nursing care (RN)
 - iv. Psychiatrist
 - v. Case management
 - vi. Housing services
 - vii. Forensic services
 - viii. SOAR/benefits assistance
 - ix. Peer support
 - x. Vocational/employment services
- h. Indicate which services of the services listed above will be provided directly by the team and which will be provided by employees who are not part of the team and/or external partners.
- i. Describe your plan for client outreach and engagement and for obtaining and responding to referrals to the ACT Team.
- j. Please describe how you will address the culturally specific needs for the target population.
- k. Describe how this program will actively incorporate a recovery/strengths-based model of care.
- l. Describe the involvement that consumers and families will have in the planning, provision and evaluation of these services.
- m. Please submit a copy or copies of your current diagnostic/psychosocial assessment(s).
- n. The team is expected to be available to the participant 24 hours a day, 7 days a week, 365 days a year. Describe your plan for client engagement and interaction outside normal business hours.

- o. The timeline calls for the ACT Team to begin engaging clients on or before June 1, 2020. Please provide a project plan/timeline that details *what* has to be completed by *when* and by *whom* in order to meet that deadline. Please identify potential barriers that could slow or inhibit the project and what assistance you may need from the FUSE team to meet this timeframe.
- p. Hamilton County will require that a single master bill be submitted by the selected BHO for any/all services provided on a monthly basis. Detailed supporting documentation must be included. Please describe your approach to billing on this program and provide samples of what your billing would look like.

F. Financial Proposal

Provide a complete description of your pricing proposal in sufficient detail for the County to fully understand the pricing, the fee structure, and the rationale behind any option proposed.

- 1. Please complete the Project Summary Budget form provided in Attachment E -Tab 2. Identify any funding sources you anticipate using to support the implementation and operation of the ACT Team over the two year pilot. Note that Hamilton County funding is intended to serve as “gap” funding paid on a reimbursement basis once all other sources of funding have been applied.
- 2. Include a brief budget narrative to justify the expenses from each category. Include your underlying assumptions.
- 3. How will your organization fund and provide services for non-Medicaid consumers?
- 4. Describe how your organization will financially sustain the team beyond the two-year pilot considering the currently existing funding mechanisms and the fidelity requirements of the ACT model.
- 5. How will FUSE funds be used to leverage other sources of funding to enhance your ability to potentially increase capacity in this program?

V. RFP PROCEDURES AND GUIDELINES

A. RFP Number

The County has assigned the following identification number and title to this document. This number and title should be referenced in all communications regarding the RFP:

RFP # 0919-040: Program for Assertive Community Treatment

B. Point of Contact

This RFP is issued by the Procurement Department of Hamilton County, Tennessee. The primary point of contact for this RFP shall be:

Lindsey Parrish, RFP Coordinator
Hamilton County Procurement Department
Phone: (423) 209-6350
Email: BidQuestions@HamiltonTN.gov

Important Note: Failure to restrict contact/discussion regarding this RFP to the above named RFP Coordinator or the Director of Procurement prior to the proposal opening will be deemed a serious breach of process and, at the County's sole discretion, may result in disqualifying the violating party's firm from further consideration.

C. Interpretation and Clarification

Proposers should carefully review this RFP and any attachments for comments, questions, or any other matter requiring clarification or correction. No oral interpretation or clarification will be made to any firm or any individual as to the meaning of the RFP document prior to the opening date. Requests for interpretation or clarification shall be made in writing (fax or e-mail will be acceptable) and delivered to the RFP Coordinator as specified in Section II – Anticipated Procurement Schedule. As indicated in Section II, the County will respond in writing to all clarification requests. Any addenda will become a part of these RFP requirements. All parties who have obtained a copy of the RFP document will be on the distribution list for any such written responses and/or addenda issued by the County.

Any information provided by Hamilton County or any vendor prior to the release of this RFP, verbally or in writing, is considered preliminary and is not binding on Hamilton County or the vendor.

Vendors must not make available nor discuss any cost information contained in the proposal to or with any employee of Hamilton County from the date of issuance of this RFP until the contract award has been announced, unless allowed by the issuing office for the purpose of clarification or evaluation.

D. Submission of Proposals

The proposer must complete and deliver the required number of response documents (hard copy and digital) in a sealed envelope before the time specified in Section II above to the Hamilton County Procurement Director at the address specified below. In the event of discrepancy between the original hard copy response document and the digital copy, the original, signed document will take precedence.

Please note that receipt of the bid by the United States Postal Service, common carrier delivery service (e.g., FedEx, UPS, etc.) the County mail system or any other Department other than Procurement does not constitute receipt of a bid by the Procurement Department. All proposals must be received in the Procurement Department by the specified deadline.

DELIVERY ADDRESS FOR ALL PROPOSALS:

Lindsey Parrish, RFP Coordinator
RFP # 0919-040: Program for Assertive Community Treatment from {insert your company name here}
Hamilton County Procurement Department
455 N. Highland Park Avenue
Chattanooga, TN 37404

The proposer shall clearly label its sealed response envelope as specified above. If the response envelope is enclosed in another envelope/package for delivery, the latter should also be clearly labeled with the same identifying information.

It is the sole responsibility of the proposer to ensure that its response is delivered on or before the date, prior to the specified bid opening time, and at the place indicated by this document. All proposals must be "time-stamped" as received prior to the specified opening time. Any proposal submitted at or after the moment designated for the opening will be deemed to be late and will not be accepted or opened. The clock-in time will be determined by a clock maintained by the Hamilton County Procurement Department. No other clock or timepiece will have any bearing on the time of proposal receipt.

Be aware that Requests for Proposals are not opened and read publicly.

E. Pre-Proposal Conference: NON-MANDATORY

Any interested companies are encouraged to attend the NON-MANDATORY pre-proposal meeting either in-person or via Webex. For those attending in-person, the meeting will be held as detailed below at the date and time specified in Section II above:

IN PERSON LOCATION: Hamilton County Government
 McDaniel Building
 455 North Highland Park Avenue
 Chattanooga, TN 37404

WEBEX LOGIN INSTRUCTIONS: Detailed instructions for participation via Webex will be sent to any interested party who registers to attend the pre-proposal conference at the time registration is complete – see further instructions below.

The purpose of the meeting is to present information about our FUSE initiative and the ACT team as well as to answer and questions you have about the opportunity or the request for proposal process.

<u>AGENDA</u>	<u>Start (ET)</u>	<u>End (ET)</u>	<u>FACILITATOR</u>
Welcome and Introductions	1 p.m.	1:15 p.m.	Hamilton County Procurement
Program Overview	1:15 p.m.	2:15 p.m.	Janna Jahn, FUSE Program Director, Hamilton County
RFP Review: Questions and Clarification	2:15 p.m.	4 p.m.	Hamilton County Procurement

Any organization planning to attend/participate in the NON-MANDATORY pre-proposal conference must send an email notifying the County of your intent to attend in the form of a standard business letter along with the following key contact information via email to the RFP Coordinator as identified in Section V.B by the stated deadline as listed in Section II:

- Name, business address, phone and website for your firm
- Name, title, and contact information (address, phone, and email) for each attendee

- Name, title, and contact information (address, phone, and email) for the primary contact for this proposal
- Indicate whether you will attend in person or via the Webex technology

Participants are expected to have read this proposal document prior to the meeting. *Be aware that transcripts of the meeting WILL NOT BE PROVIDED.* Again, any interested party intending to submit a proposal is encouraged to participate either in-person or via Webex.

VI. GENERAL PROVISIONS

The following general provisions shall govern the procurement process for Hamilton County as well as any contract that may result from this procurement process.

A. Proposal Amendment and Rules for Withdrawal

A proposal may be withdrawn prior to the response due date by submitting a written request for its withdrawal to the County, signed by the submitter and delivered to Hamilton County Director of Procurement. A withdrawn proposal may be resubmitted up to the time designated for the receipt of proposals provided that it then fully conforms to the RFP requirements.

The County shall not accept any amendments, revisions, or alterations to proposals *after the deadline for proposal submittal* unless the County requests such in writing.

B. Duty to Inquire

By submitting a proposal, the Proposer represents that it has read and understands the Solicitation and that its proposal is made in compliance with the Solicitation. Proposers are expected to examine the Solicitation thoroughly and should request an explanation of any ambiguities, discrepancies, errors, omissions, or conflicting statements in the Solicitation. Failure to do so will be at the Proposer's risk. Proposer assumes responsibility for any patent ambiguity in the Solicitation that it does not bring to the County's attention, in writing, immediately upon receipt of the Solicitation.

C. Exceptions

If the Proposer cannot accept Hamilton County's requirements then they shall raise their exceptions in writing to the Procurement Official, as specified in Interpretation and Clarifications provision above, and the Procurement Official will attempt to address them in the form of an addendum to the RFP. If the Proposer's concerns are not adequately addressed by the Procurement Official, Proposers shall include any unresolved exceptions in their proposal response. Proposers are cautioned that if Hamilton County is unable to accept the exceptions, as stated, the Proposal may be subject to rejection.

D. Severability

If any provision of this RFP is declared by a court to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected. The rights and obligations of the County and Proposers shall then be construed and enforced as if the RFP did not contain the particular provision held to be invalid.

E. No Liability for Costs

Hamilton County is not responsible for costs or damages incurred by Bidders, Proposers, Teams, Team Members, subcontractors, or other interested parties in connection with the solicitation process, including but not limited to costs associated with preparing responses, qualifications, and proposals and of participating in any conferences, oral presentations, or negotiations.

F. Proposal Errors and Incorrect Information

Proposers are liable for all errors or omissions contained in their proposal. Proposers shall not be allowed to alter proposal documents after the deadline for submitting a proposal.

If the County determines that a Proposer has provided, for consideration in the evaluation process or contract negotiations, incorrect information that the Proposer knew or should have known was materially incorrect, that proposal may, at the County's sole discretion, be determined non-responsive and be rejected.

G. Acceptance of Submissions

All properly submitted proposals shall be accepted for evaluation. However, the County reserves the right, in its sole discretion, to wave any informality, request clarifications or corrections to proposals, reject any or all proposals received, cancel or withdraw this RFP, according to the best interests of the County.

Where the County may waive variances, such waiver shall not modify other RFP requirements or excuse the proposer from full compliance with the remainder of RFP specifications and other contract requirements if the proposer is awarded a contract.

H. Mandatory Requirements

Mandated requirements, if indicated, are those required by law or such that they cannot be waived and are not subject to negotiation. In addition to any sections of the document specifying Mandatory Requirements, any use of the terms "shall" or "must" throughout the document also indicates that items are mandatory. Proposals deemed to be non-responsive to these or other requirements may be disqualified at the sole discretion of the County.

I. Proposal of Alternate and/or Additional Services

In order to receive consideration, Proposers must respond to the specific requirements as stated in this RFP. Proposals that solely offer something different from that requested by the RFP shall be considered non-responsive and rejected.

While Proposers may submit an offer of services in addition to those required by and described in this RFP, evaluation will be done on the requirements specified by the County. Any additional services may be negotiated and added to the contract before contract signing at the sole discretion of the County.

J. Discussions and the Right to Negotiate

After proposals are opened, discussions may be conducted with the service providers which have submitted proposals determined to be reasonably likely of being considered for selection, to assure a full understanding of, and responsiveness to, the RFP requirements. Every effort shall be afforded to

assure fair and equal treatment with respect to the opportunity for discussion of their respective proposals.

The County reserves the right to further negotiate, after proposals are opened, with the apparent best-evaluated proposer(s), if such is deemed necessary in the discretion of the County. This includes, but is not limited to, the right to schedule face-to-face meetings with any and all respondents, both to confirm qualifications and to be introduced to the facilities and personnel that will service the County's account if you are the proposer chosen. The County also reserves the right to request clarification of information submitted from one or more proposers. Vendors may be requested to submit a best and final offer after evaluations, discussions, oral presentations and/or site visits have been completed.

The apparent best-evaluated Proposer(s) shall be prepared to enter into a contract with the County which the proposer shall draft. Notwithstanding, the County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations. Any such terms and conditions shall be within the scope of the RFP and shall not affect the basis of proposal evaluations.

K. Proposer Presentations / Interviews / Site Visits / Demonstrations

Presentations, interviews, demonstrations, and/or site visits may be required as a part of the evaluation process. Providers will receive adequate notification to prepare. Information provided during these events shall be taken into consideration when evaluating the stated criteria.

Vendors may be requested to submit a best and final offer after evaluations, discussions, oral presentations and site visits have been completed.

L. Right of Rejection

Any proposal received that does not meet the requirements of this RFP may be considered to be non-responsive, and the proposal may be rejected. Proposers must comply with all of the terms of this RFP and all applicable state laws and regulations.

Proposers may not restrict the rights of the County or otherwise qualify their proposals. If a Proposer does so, the County may determine the proposal to be a non-responsive counteroffer, and the proposal may be rejected.

M. Disclosure of Proposal Content

All proposals and other materials accepted in response to this RFP become the property of Hamilton County, Tennessee. Selection or rejection of a proposal does not affect this right. All proposal information, including detailed budget information, shall be held in confidence during the evaluation process. Only upon the completion of the evaluation of proposals and the submission of a recommendation to the County Mayor and/or Board of Commissioners shall the proposals and associated materials be open for review.

Be aware that materials submitted by respondents are subject to public inspection under the Tennessee Open Records Act unless exempt. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded. By submitting a proposal, the proposer acknowledges and accepts that the full contents of the proposal and any associated documents shall become open to inspection.

N. Independent Price Determination

A proposal shall be disqualified and rejected by the County if the pricing data in the proposal was not arrived at independently without collusion, consultation, communication, or agreement as to any matter relating to such prices with any other Proposer, a County employee, or any competitor.

Should any such prohibited action stated above or in any other section of this document be detected any time during the term of the negotiation and / or contract, such action shall be considered a material breach and grounds for disqualification or contract termination.

O. Iran Divestment Act

By submission of a bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to T.C.A. §12-12-106.

P. TN Department of Revenue Requirements

Before the Contract resulting from this RFP is signed, the apparent successful Proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax. The County shall not approve a contract unless the Proposer provides proof of such registration. The foregoing is a mandatory requirement of an award of a contract pursuant to this solicitation.

Q. Other Terms and Conditions

- i. Under no circumstances will proposals be accepted if submitted by fax or e-mail.
- ii. All addenda must be acknowledged in writing in the proposal submitted by the submitter.
- iii. No sales, use or federal excise taxes should be included in your pricing.
- iv. The Proposer agrees to provide the County with any additional information it deems necessary to accurately determine their ability to perform the services proposed. Furthermore, submission of this proposal constitutes permission by this vendor for the County to verify all information contained in the proposal. Failure to comply with any request for additional information may disqualify the vendor from further consideration. Such additional information may include evidence of financial ability to perform.
- v. In the event of substantial or material changes in ownership of the company, the contract may not be automatically assigned without prior written approval by the County.

R. Contract for Services

The following general provisions, as well as any others specifically developed and agreed to by the affected parties in subsequent procurement steps, may apply to any contract resulting from this procurement process.

i. Contract Approval

The RFP and the provider selection processes do not obligate the County and does not create rights, interests, or claims of entitlement in the apparent best-evaluated Proposer or any vendor. A legally binding contract shall be established only after the contract is signed by the provider, the head of the procuring County agency and/or the County Mayor or other County officials as authorized by applicable state and local laws and regulations.

ii. RFQ, RFP, and Proposal Incorporated into Final Contract

Any Request for Qualifications and/or Request for Proposal and the provider's response to such, as amended between Hamilton County and the successful provider, will be included as a part of the contract by reference. It should be understood that in the event of a discrepancy or ambiguity regarding the Proposer's duties, responsibilities and performance under this contract, these documents shall govern in the following order of precedence: Request For Qualifications and/or Request for Proposal and associated amendments, the Proposal/Bid Response and any amendments, technical specifications, clarifications and addenda made to the Proposal/Bid response, the Contract and its attachments.

iii. Grant Funded Purchases

For purchases that are grant funded, the Grant Agreement may contain / require special terms and conditions. If there is a conflict between the terms and conditions of the Grant Agreement and the General Terms and Conditions of the Bid or RFP, the Grant Agreement Terms and Conditions shall prevail.

iv. Contract Payments

Contract payments shall be made in accordance with the Payment Terms and Conditions Section of the final contract. No payments shall be made to a Contractor until the contract is established as required by state laws and regulations. Further, the County shall not be liable for work performed, services rendered or materials purchased and/or provided before the contract is established as required by applicable state laws and the Procurement Rules of Hamilton County.

v. Hold Harmless

The Proposer shall indemnify, hold harmless and pay all costs of defense and damages for Hamilton County and the Hamilton County Sheriff's Office, its agents and employees, against any and all liability damage, loss, claims, including Civil Rights Claims, and expenses which may accrue and be sustained by or threatened against the County or its Commissioners, agents and employees on account of any claim, suit or action made or brought against the County, its agents, Commissioners, or employees for the death of or injury to any person or property, and/or for damages to any and all persons or property arising in whole or in part from any and all acts or omissions, whether negligent or otherwise, of the Contractor, the officers, agents, employees, authorized persons of Contractor and those on the premises with Contractor's permission or for whose acts the County may be liable.

It is hereby agreed by the County and Proposer and subcontractors that this provision is intended to and does indemnify and hold harmless the County against any liability caused by or resulting from the acts of the Proposer and subcontractors, its employees, officers, students or anyone for whose acts the Proposer may be liable.

vi. Right to Audit

During all phases of the work and services to be provided hereunder the Provider agrees to permit duly authorized agents and employees of the County to enter the Provider's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Provider will maintain all books, documents, papers, accounting records, and other evidence

pertaining to the fee paid/charged under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for three (3) years from the date of payment under this Contract for inspection by the County or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.

vii. Assignment and Subcontracting

Subcontracting will not be allowed for any services in this RFP without prior written authorization by the County. Proposals are to be submitted with any subcontracted work clearly identified. The County reserves the right to approve each subcontracting party both before and after award of the contract. Proposers are solely responsible for the work of any subcontractors and for their adherence to the terms and conditions of the contract. Proposers shall include each of its subcontractors as insured under the policies of insurance required herein or insure that their subcontractors meet the minimum requirements for insurance specified herein.

Neither the service provider nor Hamilton County may assign any resulting contract without the prior written consent of the other party.

viii. Right to Refuse Personnel

The County reserves the right to refuse, in its sole discretion, any subcontractors or any personnel provided by the prime contractor or its subcontractors at any point throughout the contract.

ix. Nondiscrimination

No person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of a Contract pursuant to this RFP or in the employment practices of the Contractor on the grounds of disability, age, race, color, religion, sex, national origin or any other classification protected by federal, Tennessee state constitution, or statutory law. The Contractor pursuant to the RFP shall, upon request, show proof of such nondiscrimination and shall post in conspicuous places, available to all employees and applicants, notices of nondiscrimination.

x. Contract Open to Other TN Agencies

Any resulting contract shall be open to other Tennessee governmental agencies (including school districts) as a "piggyback contract" based on mutual agreement of the governmental agency and the Proposer. Other agencies, under separate agreement, are allowed to purchase the same items, at the same terms and conditions as this bid, during the period of time that this contract is in effect. Any liability created by Purchase Orders issued against this agreement shall be the sole responsibility of the district or agency placing the order.

xi. Disadvantaged Business Program

Hamilton County has established a Disadvantaged Business Program, which has the responsibility of increasing opportunity for small, minority and women owned businesses. This is being accomplished through community education programs, policy edification, active recruitment of interested businesses and process re-engineering.

Hamilton County is committed to ensuring full and equitable participation for all disadvantaged businesses. Hamilton County welcomes submittals from those disadvantaged businesses that have an interest in providing goods and/or services to Hamilton County. In addition, Hamilton County strongly encourages the inclusion of disadvantaged businesses by non-disadvantaged contractors who may wish to partner or subcontract with disadvantaged businesses in order to accomplish the successful delivery of goods and/or services.

For additional information about our Disadvantaged Business Program please contact:

Ken Jordan, Title VI /EEO Officer
423.209.6146 (office phone) or 423.209.6145 (fax)
Email: TitleVI@HamiltonTN.gov

xii. Code Of Ethics

Hamilton County, through its Procurement Rules, has adopted the National Institute of Government Procurement (NIGP) as well as the Hamilton County Government Code of Ethics. All suppliers are expected to adhere to business ethics and professional behaviors as outlined in these documents.

xiii. Drug-Free Workplace Program

Note: Required for construction services, encouraged for others. Law prohibits state or local governments from contracting for construction services with any private entity having five or more employees who has not furnished a written affidavit by its principal officer at the time of the bid or contract stating that the contractor is in compliance with the provisions of this act. Other organizations are encouraged to ensure that their workplace is Drug-Free.

xiv. Termination

- a) Termination for Cause: In the event of any breach of contract by the successful service provider(s), Hamilton County may serve written notice to the service provider of its default, setting forth with specificity the nature of the default. If the defaulting party fails to cure its default within thirty (30) days after receipt of the notice of default, then Hamilton County shall have the right to terminate the contract upon thirty (30) days written notice and pursue all other remedies available to Hamilton County, either at law or in equity. Notwithstanding the foregoing, the thirty (30) day cure period shall be extended to ninety (90) days if the default is not reasonably susceptible to cure within such thirty (30) day period, but only if the defaulting party has begun to cure the default during the thirty (30) day period and diligently pursues the cure of such default.
- b) Termination for Convenience: This contract may be terminated for convenience by either party by giving written notice to the other, at least ninety (90) days before the effective date of termination. Said termination shall not be deemed a Breach of Contract. Upon such termination, neither Hamilton County nor the Contractor shall have a right to any actual general, special, incidental; consequential or any other damages whatsoever of any description or amount.
- c) Termination Due to Non-Appropriation: Hamilton County shall not be obligated for the Contractor's performance hereunder or by any provision of this Contract during any of the County's future fiscal years unless and until the County appropriates funds for this Contract

in the County's Budget for each such future fiscal year. In the event that funds are not appropriated for this Contract, then this Contract shall terminate as of June 30th of the last fiscal year for which funds were appropriated. The County shall notify the Contractor.

xv. Cooperation with Other Service Providers

If the County undertakes or awards other contracts for additional related work, the Service Provider shall fully cooperate with such other Service Providers and the County employees, and carefully fit its own work to such additional work as may be directed by the County. The Service Provider shall not commit or permit any act which will interfere with the performance of work by any other Service Provider or County employees.

[End of Section]

Appendix A: Certificate of Compliance and Authorization to Bind

Note: Signatures by personnel authorized to bind your company are required on each of the aforementioned documents; both must be submitted with the proposal submission.

CERTIFICATE OF COMPLIANCE

By indication of the authorized signature below, the Proposer/Bidder does hereby make certification and assurance, under penalty of perjury, of the Proposer's/Bidder's compliance with all provisions of this bid/proposal and the following items:

1. the laws of the State of Tennessee and Hamilton County;
2. Title VI of the Civil Rights Act of 1964;
3. the Equal Employment Opportunity Act and the regulations issued thereunder by the federal government;
4. the Americans with Disabilities Act of 1990 and the regulations issued thereunder by the federal government;
5. that to the best of its knowledge and belief that each proposer/bidder is not on the list created pursuant to T.C.A. §12-12-106 regarding the Iran Divestment Act;
6. the apparent successful Proposer must be registered with the Department of Revenue for the collection of Tennessee sales and use tax;
7. Hamilton County's Disadvantaged Business Enterprise guidelines;
8. the Drug Free Workplace statement;
9. the condition that the submitted proposal/bid was independently arrived at, without collusion, under penalty of perjury; and
10. the condition that no amount shall be paid directly or indirectly to an employee or official of Hamilton County as wages, compensation, or gifts in exchange for acting as an officer, agent, employee, subcontractor, or consultant to the Proposer/Bidder in connection with the procurement under this RFP.

Company Name: _____

Authorized Signature: _____

Date: _____

AUTHORIZATION TO BIND

By signing this proposal, I certify and acknowledge that the information contained in this document is true and correct, containing **NO** misrepresentations. The information is **NOT** tainted by any collusion. I certify and acknowledge that I have reviewed and approved the release of this proposal/bid for Hamilton County's consideration. Further, I am authorized to bind my company to the responses and pricing in these proposal/bid documents, and any subsequent negotiations, as well as execute the actual Contract documents, if selected.

Authorized Signature (Officer of the Company)

Name of Authorized Signer (Printed or Typed)

Title of Authorized Signer

Firm Name

Taxpayer Identification Number

Firm Address, City and Zip Code

Telephone Number

Fax Number

Email Address

Date

Appendix B: Proposal Response Summary Forms

APPENDIX B-1: Mandatory Requirements

For each Mandatory Requirement listed below, please check the box which indicates whether your firm “Meets or Exceeds” or “Does Not Meet” this requirement as well as any explanations/comments as appropriate. Attach additional pages and supporting materials as specified.

Mandatory Requirement	Firm’s Compliance with Requirement		
	Meets or Exceeds	Does Not Meet	Explanation/Comments
Organization must be currently licensed by the Tennessee Department of Mental Health and Substance Abuse Services and in good standing to provide behavioral health services in Tennessee.			
Organization must already provide a range of clinical mental health care and supportive services to adults with SMI, including treatment for co-occurring substance use disorders. Service delivery experience with ACT and supportive housing will be positively considered but not required.			
Organization must actively serve adults with SMI who are homeless and justice-involved.			
Organization agrees to adopt a Housing First policy and practice for FUSE participants.			
Organization must be approved to bill TennCare for behavioral health services.			
Organization’s Chief Executive must commit in writing to implement the ACT Team and support the FUSE pilot as described in this RFP and to assign oversight for team implementation to an appropriate senior staff member.			
Proposers must submit a list of all subcontractors proposed for portions of the work fully describing the extent and nature of the work they will perform. Should the proposer subcontract portions of the work to be performed, the proposer shall retain full responsibility for all work and compliance with all General Provisions.			
Proposer understands and is able to meet the Mandatory Insurance requirements as outlined in the RFP. Attach sample copy.			
Any potential conflicts of interest must be disclosed at time of proposal submission. The nature of the conflict should be fully explained in your proposal response.			

APPENDIX B-2: Description of Requested Services

For each of the desired services listed below (from **Section I.D**), please place an “X” in the box “Understand and Comply” to indicate whether your organization understands and has the ability/willingness to comply with the item. If your organization cannot meet any item, please provide any explanations/comments as appropriate. Attach additional pages and supporting materials as specified.

Description of Requested Service	Understand & Comply	Explanation/Comments
Provide core services to fifty (50) FUSE participants who meet the eligibility requirements for FUSE		
Provide ACT services in accordance with the DACTS fidelity scale		
Deliver at least 70% of all face-to-face services and 30% of nursing services in the community (non-office settings)		
Provide office space for the ACT Team		
Independently contract with each of the TennCare Managed Care Organizations to ensure ACT Team operations are adequately funded and financially sustainable		
Operate the ACT Team as a system-wide resource, prioritizing the admission of currently-served, FUSE-identified “Highest Risk” population		
Collaborate with FUSE and other key partners to establish and implement system-wide eligibility, outreach, screening, admission, utilization management and continuity of care/discharge protocols		
Adopt a Housing First policy and practice for FUSE participants as described in Section I.D.3		
Work toward full implementation of ACT as described in Section I.D.4		
Work collaboratively with FUSE Technical Assistance Team and Executive Committee to finalize project outcomes and performance indicators to be tracked throughout the two-year pilot as described in Section I.D.5		
Work collaboratively with the an independent third-party evaluator to collect and report data (including baseline data) to support the pilot evaluation		
Pursue grant and co-funding opportunities, along with FUSE leadership, to further expand service capacity beyond the initial FUSE pilot		

Appendix C: FUSE Eligibility

APPENDIX C: FUSE Eligibility

The Person must be at least eighteen (18) years of age

AND

Must have an Eligible Diagnosis of one of the following:

- Schizophrenia Disorder
- Schizoaffective Disorder
- Bipolar disorders
- Major Depression Disorder with Psychosis

AND

Must have a history of involvement in the criminal justice system within the past two (2) years with at least two (2) or more Hamilton County Jail committals **AND** at least sixty-eight (68) days or more of incarceration **AND** two (2) or more emergency department visits in the last three (3) years **OR** other financial threshold determined by the healthcare provider.

AND

Must have one (1) or more of the following continuous high-service needs:

- High use of acute psychiatric hospital with two (2) or more in the past twelve (12) months, or an extended stay of three (3) months or more
- High use of psychiatric emergency services with two (2) or more in the past twelve (12) months
- Persistent or recurrent severe major symptoms (e.g., psychosis, suicidal)
- Co-existing substance-use disorder of duration greater than six (6) months
- Currently in sub-standard housing, homeless, or at imminent risk of becoming homeless *as defined by U.S. Department of Housing and Urban Development current Homeless Definition*
- Inability to participate in traditional office-based services
- Socially disruptive behavior with high risk of criminal justice involvement

AND

Must have significant impairments in at least one (1) of the following:

- Inability to maintain a safe living situation evidenced by repeat loss of housing and/or eviction
- Consistent inability to maintain employment
- Persistent or recurrent failure to perform daily living tasks without significant support from others
- Inability to perform practical adult daily living task needed to function in the community:
 - Maintaining personal hygiene
 - Meeting nutritional needs
 - Conducting personal business affairs
 - Obtaining medical, legal, and housing services
 - Recognizing and avoiding common dangers and hazards to self and personal possessions

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Attachment D: DACTS Fidelity Scale

For more information on the DACTS Fidelity Scale, please visit the link: [DACTS Protocol](#)

Team: _____

Date: _____

CRITERION	RATINGS / ANCHORS				
	(1)	(2)	(3)	(4)	(5)

HUMAN RESOURCES: STRUCTURE & COMPOSITION

H1	SMALL CASELOAD: client/provider ratio of 10:1.	50 clients/clinician or more.	35 - 49	21 - 34	11 - 20	10 clients/clinician or fewer
H2	TEAM APPROACH: Provider group functions as team rather than as individual practitioners; clinicians know and work with all clients.	Fewer than 10% clients with multiple staff face-to-face contacts in reporting 2-week period.	10 - 36%.	37 - 63%.	64 - 89%.	90% or more clients have face-to-face contact with > 1 staff member in 2 weeks.
H3	ACT TEAM MEETING: ACT Team meets frequently to plan and review services for each client.	ACT Team service-planning for each client usually occurs once/month or less frequently.	At least twice/month but less often than once/week.	At least once/week but less often than twice/week.	At least twice/week but less often than 4 times/week.	ACT Team meets at least 4 days/week and reviews each client each time, even if only briefly.
H4	PRACTICING TEAM LEADER: Supervisor of front line clinicians provides direct services.	Supervisor provides no services.	Supervisor provides services on rare occasions as backup.	Supervisor provides services routinely as backup, or less than 25% of the time.	Supervisor normally provides services between 25% and 50% time.	Supervisor provides services at least 50% time.
H5	CONTINUITY OF STAFFING: ACT Team maintains same staffing over time.	Greater than 80% turnover in 2 years.	60-80% turnover in 2 years.	40-59% turnover in 2 years.	20-39% turnover in 2 years.	Less than 20% turnover in 2 years.
H6	STAFF CAPACITY: ACT Team operates at full staffing.	ACT Team has operated at less than 50% of staffing in past 12 months.	50-64%	65-79%	80-94%	ACT Team has operated at 95% or more of full staffing in past 12 months.
H7	PSYCHIATRIST/ PSYCHIATRIC PRESCRIBER ON STAFF: there is at least one full-time psychiatrist per 100 clients assigned to work with the ACT Team.	ACT Team for 100 clients has less than .10 FTE regular psychiatrist/psychiatric prescriber.	.10-.39 FTE per 100 clients.	.40-.69 FTE per 100 clients.	.70-.99 FTE per 100 clients.	At least one full-time psychiatrist/psychiatric prescriber is assigned directly to a 100-client ACT Team.
H8	NURSE (RN) ON STAFF: there are at least two full-time nurses (RNs) assigned to work with a 100-client ACT Team.	ACT Team for 100 clients has less than .20 FTE regular nurse.	.20-.79 FTE per 100 clients.	.80-1.39 FTE per 100 clients.	1.40-1.99 FTE per 100 clients.	Two full-time nurses or more are members of a 100-client ACT Team.

Team: _____

Date: _____

CRITERION		RATINGS / ANCHORS				
		(1)	(2)	(3)	(4)	(5)
H9	SUBSTANCE ABUSE SPECIALIST ON STAFF: a 100-client ACT Team includes at least two staff members with 1 year of training or clinical experience in substance abuse treatment.	ACT Team has less than .20 FTE S/A expertise per 100 clients.	.20-.79 FTE per 100 clients.	.80-1.39 FTE per 100 clients.	1.40-1.99 FTE per 100 clients.	Two FTEs or more with 1 year S/A training or supervised S/A experience.
H10	VOCATIONAL SPECIALIST ON STAFF: the ACT Team includes at least two staff members with 1 year training/experience in vocational rehabilitation and support.	ACT Team has less than .20 FTE vocational expertise per 100 clients.	.20-.79 FTE per 100 clients.	.80-1.39 FTE per 100 clients.	1.40-1.99 FTE per 100 clients.	Two FTEs or more with 1 year voc. rehab. training or supervised VR experience.
H11	ACT TEAM SIZE: team is of sufficient absolute size to provide consistently the necessary staffing diversity and coverage.	ACT Team has fewer than 2.5 FTE staff.	2.5 - 4.9 FTE	5.0 - 7.4 FTE	7.5 - 9.9	ACT Team has at least 10 FTE staff.

ORGANIZATIONAL BOUNDARIES

O1	EXPLICIT ADMISSION CRITERIA: ACT Team has clearly identified mission to serve a particular population and has and uses measurable and operationally defined criteria to screen out inappropriate referrals.	ACT Team has no set criteria and takes all types of cases as determined outside the ACT Team.	ACT Team has a generally defined mission but the admission process is dominated by organizational convenience.	The ACT Team makes an effort to seek and select a defined set of clients but accepts most referrals.	ACT Team typically actively seeks and screens referrals carefully but occasionally bows to organizational pressure.	The ACT Team actively recruits a defined population and all cases comply with explicit admission criteria.
O2	INTAKE RATE: ACT Team takes clients in at a low rate to maintain a stable service environment.	Highest monthly intake rate in the last 6 months = greater than 15 clients/month.	13 -15	10 - 12	7 - 9	Highest monthly intake rate in the last 6 months no greater than 6 clients/month.

Team: _____

Date: _____

CRITERION		RATINGS / ANCHORS				
		(1)	(2)	(3)	(4)	(5)
O3	FULL RESPONSIBILITY FOR TREATMENT SERVICES: in addition to case management, the ACT team directly provides psychiatric services, counseling / psychotherapy, housing support, substance abuse treatment, employment and rehabilitative services.	ACT Team provides no more than case management services.	ACT Team provides one of five additional services and refers externally for others.	ACT Team provides two of five additional services and refers externally for others.	ACT Team provides three or four of five additional services and refers externally for others.	ACT Team provides all five of these services to clients.
O4	RESPONSIBILITY FOR CRISIS SERVICES: ACT Team has 24-hour responsibility for covering psychiatric crises.	ACT Team has no responsibility for handling crises after hours.	Emergency service has ACT Team-generated protocol for ACT clients.	ACT Team is available by telephone, predominantly in consulting role.	ACT Team provides emergency service backup; e.g., ACT Team is called, makes decision about need for direct ACT Team involvement.	ACT Team provides 24-hour coverage.
O5	RESPONSIBILITY FOR HOSPITAL ADMISSIONS: ACT Team is involved in hospital admissions.	ACT Team has involvement in fewer than 5% decisions to hospitalize.	ACT team is involved in 5% -34% of admissions.	ACT team is involved in 35% - 64% of admissions.	ACT team is involved in 65% - 94% of admissions.	ACT team is involved in 95% or more admissions.
O6	RESPONSIBILITY FOR HOSPITAL DISCHARGE PLANNING: ACT Team is involved in planning for hospital discharges.	ACT Team has involvement in fewer than 5% of hospital discharges.	5% - 34% of ACT Team client discharges are planned jointly with the ACT Team.	35 - 64% of ACT Team client discharges are planned jointly with the ACT Team.	65 - 94% of ACT Team client discharges are planned jointly with the ACT Team.	95% or more discharges are planned jointly with the ACT Team.
O7	TIME-UNLIMITED SERVICES (GRADUATION RATE): ACT Team does not have arbitrary time limits for clients admitted to the team but remains the point of contact for all clients as needed.	More than 90% of clients are discharged within 1 year.	From 38-90% of clients are discharged within 1 year.	From 18-37% of clients are discharged within 1 year.	From 5-17% of clients are discharged within 1 year.	All clients are served on a time-unlimited basis, with fewer than 5% graduating annually.

Team: _____

Date: _____

CRITERION		RATINGS / ANCHORS				
		(1)	(2)	(3)	(4)	(5)
NATURE OF SERVICES						
S1	COMMUNITY-BASED SERVICES: ACT Team works to monitor status and develop skills in the community rather than function as an office-based team.	Less than 20% of face-to-face contacts in community.	20 - 39%.	40 - 59%.	60 - 79%.	80% of total face-to-face contacts in community
S2	NO DROPOUT POLICY: ACT Team engages and retains clients at a mutually satisfactory level (ACT Team high percentage of its clients).	Less than 50% of the caseload is retained over a 12-month period.	50- 64%.	65 - 79%.	80 - 94%.	95% or more of caseload is retained over a 12-month period.
S3	ASSERTIVE ENGAGEMENT MECHANISMS: ACT Team uses street outreach, motivational/ engagement techniques, as well as legal mechanisms (e.g., probation/parole, OP commitment, payeeship, guardianship) or other techniques to ensure ongoing engagement.	ACT Team passive in recruitment and re-engagement; almost never uses street outreach legal mechanisms.	ACT Team makes initial attempts to engage but generally focuses efforts on most motivated clients.	ACT Team attempts outreach and uses legal mechanisms only as convenient.	ACT Team usually has plan for engagement and uses most of the mechanisms that are available.	ACT Team demonstrates consistently well-thought-out strategies and uses street outreach and legal mechanisms whenever appropriate.
S4	INTENSITY OF SERVICE: high amount of face-to-face service time as needed.	Average of less than 15 min/week or less of face-to-face contact per client.	15 - 49 minutes / week.	50 - 84 minutes / week.	85 - 119 minutes / week.	Average of 2 hours/week or more of face-to-face contact per client.
S5	FREQUENCY OF CONTACT: high number of face-to-face service contacts as needed.	Average of less than 1 face-to-face contact / week or fewer per client.	1.00 - 1.99 / week.	2.00 - 2.99 / week.	3.00 - 3.99 / week.	Average of 4.00 or more face-to-face contacts / week per client.
S6	WORK WITH INFORMAL SUPPORT SYSTEM: with or without client present, ACT Team provides support and skills for client's support network: family, landlords, employers.	Less than .50 contact per month per client with support system.	.50-.99 contact per month per client with support system in the community.	1.00-1.99 contact per month per client with support system in the community.	2.00-3.99 contacts per months per client with support system in the community.	4.00 or more contacts per month per client with support system in the community.

Team: _____

Date: _____

CRITERION		RATINGS / ANCHORS				
		(1)	(2)	(3)	(4)	(5)
S7	INDIVIDUALIZED SUBSTANCE ABUSE TREATMENT: one or more members of the ACT Team provide direct treatment and substance abuse treatment for clients with substance use disorders.	No direct, individualized substance abuse treatment is provided by the team.	The team variably addresses SA concerns with clients; no formal, individualized SA treatment provided.	While the team integrates some substance abuse treatment into regular client contact, they provide no formal, individualized SA treatment.	Some formal individualized SA treatment is offered; clients with substance use disorders spend less than 24 minutes/week in such treatment.	Clients with substance use disorders spend, on average, 24 minutes / week or more in formal substance abuse treatment.
S8	DUAL DISORDER TREATMENT GROUPS: ACT Team uses group modalities as a treatment strategy for people with substance use disorders.	Fewer than 5% of the clients with substance use disorders attend at least one substance abuse treatment group meeting during a month.	5 - 19%	20 - 34%	35 - 49%	50% or more of the clients with substance use disorders attend at least one substance abuse treatment group meeting during a month.
S9	DUAL DISORDERS (DD) MODEL: ACT Team uses a stage-wise treatment model that is non-confrontational, follows behavioral principles, considers interactions of mental illness and substance abuse, and has gradual expectations of abstinence.	ACT Team fully based on traditional model: confrontation; mandated abstinence; higher power, etc.	ACT Team uses primarily traditional model: e.g., refers to AA; uses inpatient detox & rehabilitation; recognizes need for motivation of clients in denial or who don't fit AA.	ACT Team uses mixed model: e.g., DD principles in treatment plans; refers clients to motivation groups; uses hospitalization for rehab.; refers to AA, NA.	ACT Team uses primarily DD model: e.g., DD principles in treatment plans; motivation and active treatment groups; rarely hospitalizes for rehab. or detox except for medical necessity; refers out some s/a treatment.	ACT Team fully based in DD treatment principles, with treatment provided by ACT Team staff.
S10	ROLE OF CONSUMERS ON TREATMENT TEAM: Consumers are involved as members of the team providing direct services.	Consumers have no involvement in service provision in relation to the ACT Team.	Consumer(s) fill consumer-specific service roles with respect to ACT Team (e.g., self-help).	Consumer(s) work part-time in case-management roles with reduced responsibilities.	Consumer(s) work full-time in case management roles with reduced responsibilities.	Consumer(s) are employed full-time as clinicians (e.g., case managers) with full professional status.

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TAB 1: Budget Worksheet ACT Team

Complete the chart to show how your organization will establish the interdisciplinary ACT Team model and provide/implement the services as listed in the RFP specifications. Enter the total personnel cost in Category A on the Project Summary Budget:

Position (1)	Name or New Hire (2)	Annual Salary / Rate (3)	Level of Effort / FTE percentage (4)	Total Annual Salary (5)
<i>Example: Team Lead</i>	<i>Jane Doe</i>	<i>\$45,000</i>	<i>100%</i>	<i>\$45,000</i>
<i>Example: Forensic Specialist</i>	<i>John Doe</i>	<i>In-kind</i>	<i>10%</i>	<i>\$0</i>
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total:				\$0

Italicized text is meant to provide an example.

KEY:

(1) Position: Enter position title

(2) Name or New Hire: Enter name if existing, new for new hire

(3) Annual Salary/Rate: Enter \$ amount, or in-kind

(4) Level of Effort/FTE Percentage: Enter % of time committed to ACT Team

(5) Total Annual Salary: Calculation, % level of effort * annual salary. If in-kind enter \$0

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TAB 2 - Project Summary Budget

Please complete the Project Summary Budget form provided below. Identify any funding sources you anticipate using to support the implementation and operation of the ACT Team over the two-year pilot. Note that County funding is intended to serve as “gap” funding paid on a reimbursement basis once all other sources of funding have been applied.

Category	Year 1 Total (1)	Year 1 Funding Sources (2)			Year 2 Total (3)	Year 2 Funding Sources (4)		
		TennCare	Other	Gap/FUSE		TennCare	Other	Gap/FUSE
A. Personnel								
B. Fringe								
C. Travel								
D. Equipment								
E. Supplies								
F. Contractual								
G. Occupancy Expenses								
H. Communications								
I. Staff Development & Training								
J. Consumer housing cost other than cost covered by housing voucher								
K. Other								
L. Total Direct Charges								
M. Indirect Charges								
Total Project Costs	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

KEY:

- (1) Year 1 Total:** Enter year 1 total budget for each category
- (2) Funding Sources:** Specify amount from each funding source to cover cost of category item (in rows 7-20, columns C, D, & E must = column B)
- (3) Year 2 Total:** Enter year 2 total budget for each category
- (4) Funding Sources:** Specify amount from each funding source to cover cost of category item (in rows 7-20, columns G, H, & I must = column F)