



Onondaga County  
Executive Department  
Division of Purchase

*John H. Mulroy Civic Center, 13<sup>th</sup> Floor  
421 Montgomery Street  
Syracuse, NY 13202  
www.ongov.net  
Phone (315) 435-3458*

**JOANNE M. MAHONEY**  
*County Executive*

**ROBERT C. LONG**  
*Commissioner*

August 4, 2014

Subject: Request for Proposal RFP #14-8200-001  
Department of Adult and Long Term Care Services, Residential Step-down Services for  
Substance Use Disorders (SUD).

Dear Potential RFP Respondents:

Enclosed is an Onondaga County Request for Proposal (RFP) seeking a contract to provide SUD residential services with a step down component. The service would commence with Intensive Residential services, followed by Community Residence level supports, and concluding with Supportive Living supports, with corresponding clinical and vocational/educational supports at each level of care.

Please note: As a result of the Onondaga County Departmental reorganization, The Department of Adult and Long Term Care Services is acting in the role formerly conducted by The Department of Mental Health (OCDMH), as the Local Government Unit (LGU) responsible for contracting with providers for the provision of services. This RFP and any subsequent contracting processes will be conducted in the same manner as previous OCDMH RFP and contracting processes.

Please review the attached materials and respond in accordance with the instructions in the RFP. If you have technical questions relating to the scope of services or questions relating to the RFP process, please contact Mathew Roosa, Director of Planning and Quality Improvement, as indicated in the RFP instructions. Otherwise, the only permissible County contacts for vendors regarding this RFP are listed in Sections 4.1 and 4.2, or are otherwise identified in the document.

Onondaga County will host a non-mandatory pre-proposal meeting on Tuesday 8/20/14, 2pm-3:30pm at The Onondaga County Department of Adult and Long Term Care Services, 10th Floor Conference Room A, John H. Mulroy Civic Center, 421 Montgomery Street, Syracuse, New York. One paper copy of the proposal must be received by Mathew Roosa, Director of Planning and Quality Improvement, no later than 2:00 p.m., Monday, 10/3/14.

Thank you for your anticipated interest in this service to Onondaga County.

Sincerely,

Robert C. Long, MPA  
Commissioner of Adult and Long Term Care Services

## 1. INTRODUCTION AND INSTRUCTIONS

- 1.1. RFP Certification: Pursuant to the provisions of New York State General Municipal Law, the Onondaga County Division of Purchase has determined that the services required are not subject to competitive bidding under the professional service exemption. Onondaga County Purchasing rules require selection of services through a Request for Proposal process.
- 1.2. Schedule of Events: The schedule of events set out herein represents the County of Onondaga's best estimate of the schedule that will be followed. However, delays to the procurement process may occur which may necessitate adjustments to the proposed schedule. If a component of this schedule, such as the close date, is delayed, the rest of the schedule may be shifted as appropriate. Any changes to the dates up to the closing date of the RFP will be sent out as an official, written addendum prior to the closing date of this RFP. After the close of the RFP, the County reserves the right to adjust the remainder of the proposed dates, including the dates for evaluation, negotiations, contract award and the contract term on an as-needed basis with or without notice.

Release Date:	8/4/14	Proposal Submission Deadline: 2 PM	10/3/14
Pre-Proposal Meeting: 2 PM	8/20/14	Expected Award Date:	10/24/14
Final Date for Submission of Questions:	8/29/14	Expected Contract Start Date:	1/1/15
Addendum Answering all Questions Issued by County	9/5/14		

### 1.3. Submission of Proposal:

1. Sealed Proposals, (one (1) original paper copy) shall be submitted to the Department of Adult and Long Term Care Services, 10th Floor, John H. Mulroy Civic Center, 421 Montgomery Street, Syracuse, New York 13202 no later than Friday 10/3/2014, 2:00 PM EST.
2. No proposals will be considered which is not accompanied by a budget reflecting all revenues and costs and signed by authorized official of the firm.
3. Proposals must be received on or before the time and date specified. Proposals received after the time specified will not be considered and will be returned unopened.
4. Proposal information is restricted and not publicly available until after the award of the Contract by Onondaga County.

- 1.4. Modifications or Withdrawal of Proposal: A proposal that is in the possession of the Onondaga County Department of Adult and Long Term Care Services hereafter referred to as "the Department" may be altered by a letter bearing the signature or name of the authorized person, provided it is received PRIOR to the date and time of the submission deadline. FAX, telephone or verbal alterations will not be accepted. A proposal that is in the possession of the Department may be withdrawn by the vendor up to the time of the submission deadline. Failure of the successful Vendor

to furnish the service awarded, as a result of this advertisement, shall eliminate the Vendor from the active Vendors list for a period of time as determined by the Purchasing Director.

1.5. Award and Contract Information:

1. Onondaga County makes MWBE and EEO compliance and participation a priority in all RFP evaluations. Onondaga County requires all professional service providers to be a certified MWBE prime contractor or to subcontract a minimum of 20% of the work performed to a MWBE partner. This threshold will guarantee compliance under all federal and state funding streams. In addition the selected vendor is responsible for supporting the County Compliance officer in assuring that all projects to which he or she is assigned stay in compliance with project specific MWBE goals. All proposers must offer a strategy in their proposal to meet these goals and a strategy to ensure these goals on all assigned projects. Notwithstanding other rights reserved in this document Onondaga County reserves the right to reject proposals on the failure to comply with this section. Onondaga County will consider MWBE contractors who have applied for State Certification.
2. The Vendor also agrees that should this firm be awarded a Contract, Vendor will not discriminate against any person who performs work hereunder because of age, race, color, sex, creed, sexual orientation, national origin, or disability.
3. The Vendor expressly warrants to the County that it has the ability and expertise to perform its responsibilities hereunder and in so doing shall use the highest standards of professional workmanship.
4. Onondaga County reserves the right to reject any or all proposals, to waive any informality or technical defect in the proposals, or to award the contract in whole or in part, if deemed to be in the best interest of the County to do so.
5. The successful Vendor will be required to enter into and sign a formal Contract with the County with reasonable adjustments acceptable to the County. This RFP and the response of the successful vendor will become a part of the Contract and will be in effect for the duration of the contract period. The Contract language will control over any language contained within this RFP that conflict with the signed and fully executed Contract.
6. The successful Vendor shall comply with the Americans with Disabilities Act.
7. Onondaga County will make this contract available to all municipalities, subject to eligibility under state law. Contracted vendors can provide substantially the same goods and services under the same terms and conditions detailed in the RFP, provided local law permits and the requesting municipality makes their own payment arrangements. The vendor may not increase the price on the contract but may negotiate a reduction. Onondaga County is not responsible for determining a municipality's ability to piggyback, and that right is reserved exclusively to local counsel. Although extension of the contract to additional municipalities is optional for the vendor, providing this service is a priority for the County.
8. By submission of this 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 as a person engaging in investment activities in Iran in accordance with section 165-a of the state finance law.

9.

1.6. Preparation of Proposal:

1. No proposal will be considered which modifies, in any manner, any of the provisions, specifications or minimum requirements set forth in the Request for Proposal.
2. In case of error in the extension of prices in the proposal, unit prices will govern.
3. Vendors are expected to examine special provisions, specifications, schedules and instructions included in this request. Failure to do so will be at the Vendor's risk.
4. Failure to respond (i.e. submission of a proposal, or notice in writing that you are unable to offer but wish to remain on the active mailing list) to Request for Proposals will be understood by the Onondaga County to indicate a lack of interest and will result in the removal of the firm's name from the applicable mailing list.



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County Executive

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FAX (315) 435-3424

**Robert C. Long**  
Commissioner

**REQUEST FOR PROPOSAL**

**TITLE:** Residential Step-down Services for Substance Use Disorders.

**NUMBER:** 14-8200-001

**CLOSING DATE AND TIME:** 10/3/2014, 2:00 P.M. EST

**DELIVER TO:**

**Department of Adult and Long Term Care Services**  
**421 Montgomery Street, 10th floor**  
**Syracuse, New York 13202**

In compliance with the RFP specifications and the Conditions of Proposing, I, the undersigned, offer and agree to furnish any or all materials and/or services upon, which prices are offered, at the price set opposite each, to the County within the time specified. I further certify that this company has not been debarred, suspended, or otherwise made ineligible for participation in a federal or state competitive purchasing process. I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment, or services and is in all respects fair and without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. I agree to abide by all conditions of the proposal and certify that I am authorized to sign this proposal for the Offeror.

Name and Address of Record \_\_\_\_\_

State of Incorporation \_\_\_\_\_

Telephone number \_\_\_\_\_ Fax number \_\_\_\_\_

Mailing Address \_\_\_\_\_

Federal I.D. number \_\_\_\_\_

Authorized signature \_\_\_\_\_

Typed or Printed Name \_\_\_\_\_ Title of Authorized Person \_\_\_\_\_

Receipt of Addenda Nos. \_\_\_\_\_ is hereby acknowledged. (Where none received, place the figure (0) Zero in this space.)

**NO LATE PROPOSALS WILL BE ACCEPTED**

## 2. ONONDAGA COUNTY GREEN AND SUSTAINABLE PRACTICES

Sustainable Practices: It is the goal of Onondaga County to limit its carbon footprint and the environmental impact of its activities. If contractor participates in any sustainable practices such as but not limited to alternative fuels in contractor vehicles, recyclable materials used in advertising, or sustainable features at any support facilities, please include them here for consideration. County may consider sustainability of the contractor after reviewing full and compliant responses to inquiries made in the RFP.

## 3. PROPOSAL SUBMITTAL

Original Proposal The complete proposal must be submitted in a sealed package with one (1) original paper copy and one electronic copy, submitted via email to Mathew Roosa ([mroosa@ongov.net](mailto:mroosa@ongov.net)) prior to the opening date and time. All proposals shall be marked Residential Step-down services for substance use disorders. RFP # **14-8200-001**

- 3.1. Vendors shall include all documents necessary to support their proposal in the sealed package. Vendors shall be responsible for the delivery of proposals during business hours to the address indicated in the cover letter. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time.
- 3.2. Proposal Format: Proposals must be typed or printed on 8 1/2 x 11 inch paper (larger paper is permissible for charts, spreadsheets, etc.) and placed with tabs delineating each section. Pages must be sequentially numbered within major document sections, which are clearly defined below. Sales materials or brochures, if submitted, must be in a separately bound appendix. The proposal must be organized and indexed in the following format and must contain, at a minimum, all listed items in the sequence indicated.
  - 3.2.1. Cover Page:
    - 3.2.1.1. Full proposal name and number.
    - 3.2.1.2. Submission date and time.
    - 3.2.1.3. Prime Contractor name (Onondaga County/Vendor who is responsible).
  - 3.2.2. Table of Contents:
    - 3.2.2.1. All items listed in Proposal Format in the sequence listed.
  - 3.2.3. Executive Summary:
    - 3.2.3.1. Summarize understanding of the scope of the RFP (project).
    - 3.2.3.2. Explain how your solution or approach addresses the requirements provided in this RFP.
    - 3.2.3.3. Provide a summary or overview of each proposed solution, for each corresponding component of Scope of Work offered in this proposal.

3.2.3.4. State exceptions and omissions to stated requirements.

3.2.3.5. Summarize any assumptions (made by the Vendor) in order to adequately respond to the requirements of this RFP.

3.2.3.6. Summarize all resources, assumed or expected, to be provided by Onondaga County. This summary should clearly identify what the Vendor expects or anticipates by way of County personnel or resources. This is to be summarized by component.

3.2.4. Compliance Statement:

3.2.4.1. State agreement with all General Provisions, Special Provisions, Equipment, Standard of Performance and Reliability.

3.2.5. Project Coordination and Scheduling

3.2.5.1. Provide a work plan with start date, duration and physical requirements. To be provided for each component if proposed separately.

3.2.6. Vendor Responsibilities

3.2.6.1. Proposal Certification, Verification, and Signature. Proposals not signed by authorized officer of the Vendor's organization will be eliminated.

3.2.6.2. It is the sole responsibility of the VENDOR to assure that they have received the entire Request for Proposal. Proposal and any addenda may be secured by contacting the DEPARTMENT

#### 4. QUESTIONS

4.1. During the period between the earliest notice of the RFP to vendors and the contract award, no county employee can accept oral, written, or electronic contact from vendors regarding the procurement, except as authorized in Section 4 of the RFP. All responses to proposals will remain sealed until after the submission deadline.

4.2. All questions regarding the RFP must be submitted in writing to Mathew Roosa, either via hard copy or via email at the address below. All questions must be received by the date listed in Section 1.2 (Schedule of Events) of this RFP.

**Mathew R. Roosa, LCSW, ACSW-R**  
**Director of Planning and Quality Improvement**  
**Onondaga County Department of Adult & Long Term Care Services**  
**John H. Mulroy Civic Center, 10th Floor**  
**421 Montgomery Street**  
**Syracuse, New York 13202**  
**mroosa@ongov.net**

## 5. REIMBURSEMENT/GIFTS

- 5.1 Denial of Reimbursement: The County will not reimburse vendors for any costs associated with the preparation and submittal of any proposal, or for any travel and/or per diem costs that are incurred.
- 5.2 Gratuity Prohibition: Vendors shall not offer any gratuities, favors, or anything of monetary value to any official, employee or agent of the County for the purpose of influencing consideration of this proposal.

## 6 GENERAL PROVISIONS

- 6.1 Hold Harmless, Defense and Indemnification Contractor covenants and agrees to indemnify, defend and hold harmless, to the fullest extent permitted by law, the County of Onondaga, its officers, agents and employees and representatives in connection with this Agreement, from and against any and all loss or expense that may arise by reason of liability for damage, injury or death, or for invasion of personal or property rights, of every name and nature including but not limited to: (i) claims of property damage; (ii) claims of personal injury to Contractor if self employed, Contractor's employees, agents, or subcontractors; (iii) claims of personal injury to third parties; and (iv) reasonable attorneys' fees, whether incurred as the result of a third party claim or to enforce this contract: arising out of or resulting directly or indirectly from the performance, of the work or the enforcement of this Contract, irrespective of whether there is a breach of a statutory obligation or rule of apportioned liability; and whether casual or continuing trespass or nuisance, and any other claim for damages arising at law and equity alleged to have been caused or sustained in whole or in part by or because of misfeasance, omission of duty, negligence or wrongful act on the part of the Contractor, its employees or agents. Contractor further covenants and agrees to obtain the necessary insurance as required by the General Obligations Law of the State of New York and this contract to effectuate this Hold Harmless clause, and shall name the County of Onondaga as an additional insured on all applicable insurance and indemnification. (See also insurance provision).
- 6.2. Insurance Contractor shall purchase and maintain insurance of the types and coverages set forth below, written on an occurrence basis, reasonably acceptable to the County of Onondaga and which will provide primary liability coverage to Contractor **AND WITH THE COUNTY NAMED AS AN ADDITIONAL INSURED ON A PRIMARY AND NON-CONTRIBUTING BASIS** for claims which may arise out of or result from Contractor's operations under the Contract, including without limitation (i) claims because of bodily injury, occupational sickness or disease, or death, whether to compensation or other similar act or law for the benefit of employees; and (ii) claims because of injury to or destruction of tangible property, including loss of use resulting there from.

All policies shall be written so that the County of Onondaga will be notified of cancellation or restrictive amendment at least thirty (30) days prior to the effective date of such cancellation or amendment. Certificates or insurance from the carrier, or their authorized agent, with the appropriate additional insured endorsement attached showing the County of Onondaga as an additional insured and stating the limits of liability, expiration date which are acceptable to the County of Onondaga shall be filed with and accepted by the County of Onondaga before operations are begun. The intent is that this insurance, with the County of Onondaga being named as an additional insured, is to be primary over and above the County of Onondaga's own general liability coverage.

Contractor agrees to obtain and maintain General Liability Insurance including Comprehensive Form, Premises-Operations, Products/Completed Operations, Blanket Broad Form Contractual, Independent



Contractors, and Broad Form Property Damage Coverage with minimum limits of not less than one million dollars (\$1,000,000.00) Combined Single Limit for Bodily Injury and Property Damage.

Contractor also agrees to obtain and maintain Automobile Liability Insurance for owned, hired and non-owned vehicles with minimum limits of not less than one million dollars (\$1,000,000.00) Combined Single Limit for Bodily Injury and Property Damage.

In addition, the Contractor shall obtain and maintain Professional Liability Insurance with minimum limits of not less than one million dollars (\$1,000,000.00).

Also, the Contractor shall obtain and maintain Umbrella Insurance with minimum limits of not less than one million dollars (\$1,000,000.00).

Contractor further agrees to comply with the requirements of the New York State Workers' Compensation Board regarding proof of compliance with the New York State Workers' Compensation Law. The New York State Workers' Compensation Board requires the County to obtain from Contractors proof of Workers' Compensation insurance coverage, Self Insurance or exemption from the requirement of obtaining Workers' Compensation insurance coverage. Proof must be submitted to the County on forms specified by the Workers' Compensation Board and that are stamped as received by the Workers' Compensation Board.

6.3 Assignment Contractor is prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of this agreement, or Contractor's right, title, or interest in this agreement, or Contractor's power to execute this agreement, to any other person or entity without the previous consent in writing of County.

6.4 Independent Contractor Contractor is an independent contractor. Neither Contractor, nor Contractor's officers, employees, agents, or servants shall hold themselves out as, or claim to be, officers, employees, agents, or servants of County.

6.5 Conflict of Interest At the time Contractor submits a bid, or if no bid is submitted, prior to performing any services under this agreement, Contractor shall deliver to County's Department of Law, the attached affidavit certifying that Contractor has no interest and will not acquire any interest, direct or indirect, that would conflict in any manner or degree with the performance of services to County. The affidavit shall further state that in rendering services to County no persons having any such interest shall be employed by Contractor. Contractor assumes full responsibility for knowing whether Contractor's officers, employees, agents, or servants have any such interest and for certifying the absence of such conflict to County.

During the course of performing services for County, Contractor shall disclose immediately to County, by affidavit, every known or apparent conflict of interest and every ostensible or potential conflict of interest of Contractor, Contractor's officers, Contractor's employees, Contractor's agents, and Contractor's servants. The duty to disclose is a continuing duty. Such disclosure is a material obligation of this agreement and Contractor's failure to comply with these provisions affords County the right to pursue any and all remedies for breach of agreement. In the event of an apparent or actual conflict of interest during the course of performance, Contractor shall suspend all work and services, and County's payments to Contractor shall be suspended pending final approval by County or County's Board of Ethics. If the conflict cannot be resolved to the satisfaction of County, County may terminate the agreement by written notice. Nothing herein shall be construed as limiting or waiving County's right to pursue damages or other remedies.

A conflict of interest includes any circumstance which might influence or appear to influence the judgment of Contractor, and Contractor shall disclose the same. Contractor shall disclose further the acceptance of compensation, monetary or otherwise, from more than one (1) payor or party for services on the same project or related project. Contractor shall disclose further the direct or indirect solicitation or acceptance of financial or other consideration from parties other than County for work on the project to which this agreement pertains. If applicable, Contractor shall disclose further the direct or indirect acquisition of any interest in the real estate which is the subject of the project, or in the immediate vicinity thereof. A conflict of interest of Contractor's officers, Contractor's employees, Contractor's agents, or Contractor's servants shall be deemed a conflict of interest of Contractor, giving rise to the duty to disclose.

Contractor shall not disclose any data, facts or information concerning services performed for County or obtained while performing such services, except as authorized by County in writing or as may be required by law.

6.6 Account Representative The successful Vendor shall appoint, by name, a company representative who shall be responsible for servicing this account. The appointed representative shall be responsible to provide the services required to insure that the account would be administered in an organized systematic manner.

6.7 Responsiveness Vendors are expected to examine specifications, schedules and instructions included in the package. Failure to do so will be at the Vendor's risk.

6.8 Effective Dates of Proposal All terms, conditions and costs quoted in the Vendor's response will be binding on the vendor for 180 days from the last date to submit the proposal.

6.9 Advertising Award The successful Vendor must receive written approval from the County before advertising the award of the contract or the services to be provided under the contract. The Vendor agrees not to refer to awards in commercial advertising in such a manner as to state or imply that the firm or its services are endorsed or preferred by the County.

6.10 Beginning Work The successful Vendor will not commence any work, which could be billed, until a valid contract has been executed between the Vendor and the County.

6.11 Statement of Assumptions The Vendor will clearly describe any assumptions made (by them) in order to successfully complete the proposal. These assumptions include, but are not limited to, any assumptions that Onondaga County will provide space, people, materials and other resources, etc.

6.12 Contract The contract between the County and the Vendor shall include:

1. The Request for Proposal (RFP) and any amendments thereto, and the proposal submitted by the contractor in response to the RFP. In the event of a conflict in language between the RFP and the proposal, the provisions and requirements set forth and/or referenced in the RFP shall govern. Onondaga County reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the contractor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.
2. The standard Onondaga County Vendor contract, a copy of which is available upon request.

- 6.13. Extensions and Amendment Contract The initial contract will be for the final 3 quarters of 2014, with annual extensions thereafter requiring mutual consent of the County and the Vendor. In performing the Contract, both parties agree to comply with all applicable state, federal, and local laws, rules and regulations.
- 6.14. Replacement Contract In the event a replacement contract is required but not issued, any contract let and the County reserves the right to unilaterally extend such contract for an additional period of one month, upon notice to the contractor, with the same terms and conditions as the original contract. With the concurrence of the vendor this extension may be for a period of up to three months.
- 6.15. Audit The County or any of their duly authorized representatives shall have access to any books, documents, papers, and records of contractor which are directly pertinent to the Contract for the purpose of making audit, examination, excerpts, and transactions.
- 6.16. Ownership of Documents/Work Product It is agreed that all finished or unfinished documents, data, or reports, prepared by contractor under the Contract shall be considered the property of the County, and upon completion of the services to be performed, or upon termination of the Contract for cause, or for the convenience of the County, will be turned over to the County.
- 6.17. Proprietary Information All RFP materials are subject to a Freedom of Information Request under the New York State Public Officers Law. If any request is received regarding this RFP, you will be afforded the opportunity to submit justification to exempt any section you have identified in your proposal as proprietary. The county will not accept any request by a potential vendor to declare the whole RFP response as proprietary, or to declare any pricing pages as proprietary. The county reserves the right to determine whether the proposal will be released in whole or in part.
- 6.18. Appropriations This agreement is executory only to the extent of the monies appropriated and available for the purpose of this agreement and no liability on account thereof shall be incurred by County beyond monies appropriated and available for the purpose thereof.

## 7. SCOPE OF SERVICE

7.1 Introduction: The Department has contracted for the provision of Intensive Residential Services to include individuals in recovery from substance use disorders who are returning to our community following a period of incarceration, among others. These services have included residential, clinical and educational/vocational services in order to insure a healthy transition back into the community.

There is a significant need for intensive residential services in Onondaga County and the surrounding region for individuals in recovery from substance use conditions, particularly those who have been involved with the criminal justice system. Onondaga County is seeking to develop a step down continuum of residential services for men within a single program that would serve individuals involved with the criminal justice system. This step down approach would include the following three phases: stabilization (Phase 1); rehabilitation (Phase 2); and re-integration (Phase 3). Patients will enter at the phase that is most appropriate based on an individualized assessment and will move through the phases based on the setting that matches the clinical assessment.

**Phase 1: Entry and Acute Stabilization (Intensive Residential Level of Care):** Patients will be evaluated for risks and resources that will place them in the most appropriate phase of care. It is anticipated that the length of stay in Phase 1 will be shorter on average than traditional Intensive Residential programs, and will be based on an assessment of individual need. This phase of care will be to provide stabilization services including the stabilization of acute symptoms of co-occurring medical and psychiatric conditions, urges and cravings to use

substances that put the patient in jeopardy of using in the community and other social or functional issues that prevent the person from managing acute symptoms. All services in this phase are provided on-site. The services include medical, psychiatric and clinic services with the goal of stabilizing the patient. It is anticipated that the length of time in this phase of care is, on average, between 30-45 days but the person is re-assessed frequently for the ability to move to the rehabilitative phase or to an ambulatory program, if appropriate for that level of care.

**Phase 2: Rehabilitation:** Service participants would continue to live on site and receive most clinical services within the program. During this phase of care, patients are learning skills to manage SUD, medical and psychiatric symptoms and addressing social and functional issues. Patients are assessed for the ability to function safely in the community as they gain skills and are ready to move to the re-integrative phase of treatment.

**Phase 3: Community Integration:** Patients appropriate for this phase of care are stable and have the skills to manage SUD and symptoms of co-occurring illness safely in the community and access SUD, mental health and medical care from community providers. The goal of this phase of care is to gain skills of daily living, identify recovery supports, safe housing, employment, social supports and improve functioning to live independently in the community.

The goal of this proposed model is to provide an incremental transition, with service and residential transitions to occur at different times. Maximum engagement and support are maintained as the participants gain more independence. Potentially destabilizing stressors that result from level of care transitions are thereby minimized.

In order to insure continuity and smooth movement through the levels of care, it is the expectation of Onondaga County that this service continuum would be operated by a single provider or by a lead provider with subcontractors. Capital funding from OASAS will be requested to develop a new site, if needed for the appropriate physical space for each component of the program. As such, your proposal should include potential sites and a general estimate of the capital funding required, separate from the operational budget.

While individuals returning to the community following incarceration would be a primary target population, the proposal need not be exclusively for this population. Proposals should describe and justify plans for either an exclusive service for the criminal Justice population, or a more integrated model that includes participants without criminal justice involvement.

A specific number of beds for each level of care has not been specified in this RFP. Applicants are asked to develop a model that addresses the needs of target population, considering such variables as the maximum budget, length of stay at each level of care, and level of care needs. Depending on the siting of the program components, beds may be utilized for more than one component of care. The services provided will be based on the clinical needs of the patient. If this is the model proposed, include a plan to address the need for increased or decreased staffing to accommodate the needs for the patient mix.

Please note the above requirements, as they should be reflected in the Prevalence, Implementation and Quality sections below (7.6, 7.7, 7.8).

The Department is requesting proposals from qualified not-for-profit agencies to commence sponsorship of this service, effective 1/1/15.

**7.2 General Agency Information:** Proposals must provide a brief description of the agency and similar or related services currently provided in Onondaga County or elsewhere. This description of related services should include any experience in the provision of relevant services related to those requested

in the RFP. Proposals should also include information reflecting that the provider is a current OASAS provider in good standing.

- 7.3 References: If not currently contracting with Onondaga County, provide the names of three current or past funders of programs of similar size and configuration. If currently receiving funding from Onondaga County, provide the names of all County Departments with whom you currently have contracts.
- 7.4 Technology and Information Management: The vendor must have sufficient capacity to collect, analyze and submit information as required by the Department's Contract Management System. Information management capacity must also be available to support the technology needs of the proposed service center.
- 7.5 Account Management: The vendor must have sufficient fiscal capacity to comply with State and County budget claiming and submission requirements (e.g. Consolidated Fiscal Reports, etc).
- 7.6 Onondaga County Statistics / prevalence and need data: Proposals must reflect knowledge of the demographics of Onondaga County and the surrounding region and, based on those demographics, the prevalence of individuals in need of the proposed services. Proposals should show an understanding of relevant data related to the population of individuals with addictions and criminal justice involvement, as well as any other subpopulations that would be served by the proposal.
- 7.7 Implementation Plan: The proposed program should provide the treatment, vocational, educational, and residential services as described above using a step-down multi phase model, and should support participants toward an effective transition to ongoing recovery and community integration.

Please describe your implementation plan approach to achieving these deliverables. Include a description of the critical issues, as well as a brief work plan outline that includes the strategies that you will employ. Please include relevant details regarding how the service will be operationalized.

Please include a description of the following:

1. Service approaches would best meet the recovery needs of this population. Specifically address discharge planning and the strategy you will take to ensure that patients have a plan for stable housing.
2. The degree to which you would provide services for individuals returning to the community after incarceration in a manner that integrates them with other participants, or proposes specialized services, across the recommended three phases and service areas (residential service, clinical service, employment/educational services, etc)
3. The plan for the Coordination of Employment/Ed, clinical, and residential services.
4. Plans to utilize evidence based/ best practice models that would be employed in your service delivery approach.
5. Consider the information that has been provided by the NYS Medicaid Redesign Team. Specifically, are there recovery support services, peer or other social supports, that have been encouraged by the MRT that could be incorporated into a proposal to serve the target population?

7.8 Quality Standards:

The plan for implementing the proposed service must be rooted in current best practice models. Please describe the best practices that you will use and any corresponding measures that you will recommend to measure outcomes and to insure fidelity to the practice model. All proposed services must be in compliance with OASAS regulations part 819.

7.9 Personnel:

1. Explain how you will recruit and retain high quality, excellent employees to provide services you have proposed.
2. Describe your new hire training and orientation programs.

7.10 Costing: The budget should not exceed the maximum annual available funding of \$1,132,253. Proposals must include a 12 month budget, including a line item breakdown of all revenues and costs.

**8. EVALUATION METHODOLOGY**

8.1 Onondaga County reserves the right to award this contract in part or as a whole to qualified vendor or vendors. Award will be selected based on evaluation of which vendor is most responsive and responsible, and not solely on the basis of prices.

8.2 Criteria to be evaluated by the Department of Adult & Long Term Care Services and will include the following:

- Compliance with the RFP format requirements**
- Experience**
- Future Contract Costs and Risks**
- Company Statistics**
- Responsiveness to the items in Section 7, Scope of Work**
- References**
- Price**
- Oral Presentations**
- Credibility of Vendor**
- Minority and Women’s Business Enterprises Compliance**
- Sustainability Solutions and Practices**