



REQUEST FOR PROPOSALS

Release Date: January 27, 2021
Proposal Due Date: February 9, 2021

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GENERAL INFORMATION

Notice of Request for Proposal (RFP)

Bluebonnet Trails Community Mental Health and Mental Retardation Center d/b/a Bluebonnet Trails Community Services (BTCS) requests proposals to purchase the license numbers assigned to two intermediate care facilities for individuals with intellectual disabilities (ICF-IID) - Schulenburg

Purpose of Request for Proposal

We are requesting proposals to purchase the license numbers for the facilities only. The homes are currently successfully managed by a contractual agreement with Kenmar Residential Inc. The individuals in the homes have chosen to participate in day habilitation services outside of the home – where the majority participate in the enrichment center program operated by BTCS in Schulenburg. Day habilitation services are selected by choice of the individual and loved ones. Respondents will be asked to demonstrate an ability to achieve or exceed the existing quality of care for the current residents ensuring the lives of the current residents will not be unnecessarily and adversely disrupted by a move from the Schulenburg location. The ICF-IID homes are dedicated to residents of Fayette County recognizing when a bed becomes available, and a Fayette County resident is not in need of the bed, the bed may be offered to a resident of another county.

Background Information

BTCS is a local mental health and mental retardation authority serving residents of eight counties in central Texas with a population density over 1,001,000 persons and a land mass of 6,910 square miles. The primary office is located in Round Rock, Texas. BTCS receives federal and state financial assistance through performance contracts with the Texas Health and Human Service Department and other related grant programs.

Bluebonnet Trails Community Services (BTCS) currently has the Medicaid Provider Agreements with Health and Human Services Commission (HHSC) to operate two ICF-IID six-bed group homes in Schulenburg, Texas. Each Provider Agreement is tied to a unique license to operate the home. BTCS may not transfer or reassign the licenses to operate the homes without the express written approval of HHSC. Both homes are located on leased properties in Schulenburg. The leases for both properties are owned and managed by the Fayette County Commission for Intellectual Disabilities. The Fayette County Commission for Intellectual Disabilities has oversight of all matters identified within the lease agreement for the two properties, which does not include oversight of clinical operations and services.

Procedure for Submitting Proposal

Proposals will be accepted by email to the following address contracts@bbtrails.org. It is the responsibility of the Respondents to submit PDF copies of proposals to the Contracts Management office. The proposal is not considered received until it is in the possession of Contracts Management.

- Questions concerning the proposal process must be submitted in writing to contracts@bbtrails.org by close of business **February 2, 2021**.
- Proposals must be submitted to: contracts@bbtrails.org.
- Proposals should be clearly marked in the email Subject line as: **Response to RFP**.
- Proposals must be received **no later than 3:00 pm on February 9, 2021**. The time on the received email will be considered the time submitted.

ADDITIONAL PROVISIONS

Historically Underutilized Businesses

BTCS is committed to promoting full and equal opportunities for all businesses. In order for BTCS to promote these opportunities and as part of its good faith effort, it is important to identify Historically Underutilized Businesses (HUB). HUBs are defined as for-profit corporation, sole proprietorship, partnership, or joint venture in which 51% of all classes of the shares of stock or other equitable securities are owned by one or more persons have been historically underutilized (socially disadvantaged) because of their identification as members of the following groups; Black American, Hispanic American, Asian American, Pacific American, Native American, and Women. These persons must have a proportionate interest and demonstrate active participation in the control, operation, and management of the business.

Proposal Respondents must include answers to the HUB questionnaire included in this RFP.

Applicable Law and Venue

Action taken under this request for proposal shall be governed, construed and interpreted under the laws of the State of Texas. Venue for any litigation arising from this RFP shall lie in Williamson County, Texas.

Dispute Resolution

The BTCS dispute resolution process must be used to attempt to resolve all disputes arising out of this RFP process.

PROHIBITED CONDITIONS

Prohibition Against Personal Interest

The Respondent must not have a conflict of interest, real or apparent, in responding to the RFP. A conflict of interest arises any time such an employee or Trustee has a financial interest or other interest, e.g. dual employment in the entity selected for an award. The existence of such conflict of interest will disqualify the Respondent.

By submitting the proposal, the Respondent certifies:

- there is no conflict of interest in performing the duties listed in the proposal and;
- is an authorized agent of the Respondent;
- is not currently employed by BTCS;
- has not offered or provided any gifts or gratuities to any employees in the decision-making process of BTCS or a Trustee of BTCS; and
- is not related within the second degree of consanguinity or affinity to an employee in the decision-making process which is currently employed by BTCS or a Trustee of BTCS.

Gratuities

BTCS may, by written notice to the Respondent, if it is determined by BTCS that the Respondent or its agent gave, offered to give or intends to give at any time hereafter any economic opportunity, future employment, gift, gratuity, special discount, trip, favor or service to a public servant in connection with the quote, proposal, or offer.

Collusion

Respondent warrants that no person or selling agency has been employed or retained to solicit or secure an award upon an agreement or understanding for commission percentage, brokerage, or contingent fee except bona fide established commercial or selling agencies maintained by the Respondent for the purpose of securing businesses and disclosed to BTCS prior to the date of submission of a response to this RFP. For breach of this warranty, BTCS may, in addition to other rights it may have, disqualify the Respondent.

PROCESS OVERVIEW

BTCS reserves the right to accept or reject any or all proposals and to waive formalities and select the service Respondent that best meets the needs of BTCS and its employees. BTCS's objective is to select a service Respondent who will provide the best possible service at the best possible cost while meeting Proposal specifications. BTCS is not obligated to award the RFP based on purchase offer alone.

During the evaluation process, BTCS reserves the right, where it may serve its best interest, to request additional information or clarifications from Respondents, or to allow corrections of errors or omissions. At the discretion of BTCS, firms submitting proposals may be requested to make oral presentations or web-based demonstrations as part of the evaluation process.

BTCS reserves the sole right to evaluate the qualifications submitted, waive any irregularities, reject any respondent's proposals and select the firm that, in its judgment, will provide the most satisfactory service.

Timeline

Responses are due by **February 9, 2021**. BTCS expects to make a Respondent recommendation for approval to the BTCS Board **on February 22, 2021**. A mutually agreed upon implementation date will be selected by the Respondent and BTCS. The following table outlines BTCS's anticipated schedule. Dates are subject to change.

RFP Issued	January 27, 2021
RFP Due	February 9, 2021
Review of Proposals	February 10-12, 2021
BTCS Board Consideration of Approval	February 22, 2021
Final Respondent Selection Notices	February 23, 2021

Respondents awarded the purchase of the licenses shall submit payment to BTCS within thirty (30) days of acceptance of the proposal.

Evaluation Criteria

This RFP is not intended to favor any Respondent. It is solely designed to provide the best value to BTCS in meeting organizational and community needs. The evaluation team will make a recommendation to the Executive Director who will, in turn, present the recommendation to the BTCS Board of Trustees. The evaluation team will review each proposal based on the following criteria:

- The Respondent's good standing relationship with HHSC and/or current holder of similar licenses

- The purchase of the licenses for the two ICF-IID homes (offers for only one may not be considered)
- Minimal transition of current residents' services provided including choice of specialized therapy providers, medical and dental and choice of day habilitation services.
- Commitment to keeping license with current residences in Fayette County recognizing the value of access to ICF-IID homes in the County
- Any information the Respondent wishes to provide that speaks to the overall quality of their performance and culture. This may include extraordinary practices, policies and procedures resulting in excellent quality of care, high staff retention rates and/or overall agency performance.

SUPPORT SERVICES

BTCS will continue to serve the individuals residing in the ICF-IID homes as a local provider of IDD services and as the Local Intellectual and Developmental Disability Authority (LIDDA). Specifically, BTCS will remain connected with the persons residing in the ICF-IID homes and their families through ongoing provider services at our Enrichment Center located in Schulenburg – and through authority services including enrollment of individuals in Medicaid programs and any crisis intervention services, as may be needed.

GENERAL CONDITIONS AND STIPULATIONS

Indemnification

The Respondent agrees that if the sale is awarded to their firm, the firm shall defend, indemnify and hold harmless BTCS, its officials, agents, and employees from and against all claims, damages, losses, and expenses, including attorney fees, arising out of or resulting from the Respondent's acts or omission in the performance of the duties.

Proof of Financial Status

The Respondent agrees to present an independent third-party audit of their books, records, documents, and accounting procedures and practices.

Nondiscrimination

The successful Respondent shall not discriminate on the grounds of or because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, sexual orientation, or age against any of its employees, subcontractors or applicants for employment.

Miscellaneous

The Respondent agrees to at all times observe and comply with all relevant laws, ordinances, regulations, and codes of the federal, state, and local government which may in any manner affect the performance of services.

INSTRUCTIONS FOR RESPONSE

Respondents will respond to the RFP by completing the information requested within this section. Responses may be typed directly on the electronic version of the RFP and returned with attachments but must be sent to the designated agency email address no later than the due date and time for the response.

Respondent Information

Name and Address of Business

Number of Years Operating in Texas

Description of Respondent's Organization

Give a brief description of your organization's mission, culture and business model. Indicate whether the business is a parent or a subsidiary in a group of companies.

Where is your company headquartered and where is the company's closest facility to BTCS?

Has your company received any awards, certifications or accreditations?

How do you distinguish yourself in the community?

Has your company received any citations or noncompliance warnings from HHSC or any other oversight agency in the past 5 years?

If you answered "yes" to the above, state how the situation was corrected.

Describe your experience in managing ICF-IID homes in a rural community.

Describe the professional staff or contractors available to provide specialized therapies. Do you have access to a behavior specialist, if needed, etc.?

Overview of Interest in Responding to Proposal

Briefly state your reason for submitting this proposal and what you hope to accomplish. Please confirm you are bidding on the licenses for both ICF-IID homes.

Indicate the reasons for your interest in a long-term commitment to manage two ICF-IID homes in Schulenburg, Texas.

Experience Addressing the Needs of Residents

Describe how you plan to meet the needs of any current or future residents of the two ICF-IID homes.

Describe the current levels of service you offer, your years of experience providing this service.

Describe your staff training and ongoing training programs aimed at quality control.

Describe the quality management oversight to ensure compliance of standards and satisfaction of services by residents to ensure needs for improvement are addressed as it relates to direct care services at the home.

References

List all Texas Community Centers and Key Partners with whom you have worked during the past five years. Please include begin and end dates, as appropriate.

Offer for Purchase of Licenses

Please provide the offer for the licenses for the two ICF-IID homes in Schulenburg, Texas.

Attachments

- Required: Most current independent financial audit
- Optional: Reference Letters, if desired, to support the application

END OF REQUEST FOR PROPOSAL