



Request for Proposal

Sale of Intermediate Care Facility – Mental Retardation Vendor Licenses

Metrocare Services is requesting a proposal (“Request for Proposal”) from interested parties for the purchase of six each six-bed and two each ten-bed Intermediate Care Facilities – Mental Retardation (ICF-MR) vendor licenses.

I. BACKGROUND INFORMATION

Metrocare Services is a community mental health and mental retardation center under the provisions of Chapter 534 of the Texas Health and Safety Code Ann., as amended. Metrocare Services is the Department of Aging and Disability (DAD) designated Local Mental Retardation Authority for Dallas County. Metrocare Services is currently considering the sale of 6 six-bed and 2 ten-bed Intermediate Care Facility – Mental Retardation (ICF-MR) vendor licenses. **Metrocare Services reserves the right to reject any and all proposals and/or to withdraw its request for proposal at any time.**

II. PROGRAM PROPOSAL CONTENT

A. COVER LETTER

See conditions for submission of proposal in Section IV.

B. PROGRAM COMPONENT

The proposer will furnish satisfactory evidence of capability to provide in a professional and timely manner the services required of an ICF-MR. To meet this requirement, the proposer will:

1. Make a statement concerning the independence of the proposer, including direct and indirect financial interest, and the relationship of the proposed purchaser to employees of Metrocare Services and any of the Board of Trustee members.
2. Provide evidence that the proposer is capable of providing ICF-MR services in a manner consistent with Metrocare Services philosophy of outcome-based service delivery. Evidence shall include, but is not limited to: a discussion of health and safety issues; a discussion of the flexibility anticipated in regards to daily routines of individual recipients of services; a discussion of activities to be offered; consumer and family involvement in any and all negotiation processes; and/or, if

relocating, the level of family or guardian involvement in any and all changes to residence, amount of personal space allocated to each recipient of service, and the location of the residence.

3. Provide evidence, if applicable, for addressing the following issues. If not applicable, state a plan for addressing each of the following issues:
 - a. Employee and subcontractor background checks;
 - b. Staff training requirements (above and beyond ICF-MR requirements);
 - c. Process for analysis of Level of Need;
 - d. Evidence of staff stability (may be evidenced by turnover rate);
 - e. Employee benefits;
 - f. History related to most current ICF-MR surveys;
 - g. History related to consumer and family satisfaction;
 - h. Evidence of financial stability;
 - i. Ability to obtain and deliver professional services;
 - j. History of confirmed abuse/neglect cases;
 - k. History of services for people with various Levels of Care; and
 - l. Evidence of experience providing services for people who use wheelchairs and other accommodations for full use of their environments.
4. Provide evidence of ability to comply with “Licensing Standards for ICF-MR Serving Persons with Mental Retardation or a related condition,” “Licensing Standards for Certification of Long Term Care Facilities,” and “Licensing Standards for Medications Aids.”
5. Provide a description of any value added experience such as participation in or with advocacy groups, voluntary accreditations, etc.
6. Discussion of organization’s vision and values as it relates to operating ICF-MR facilities.

C. Evaluation

Criteria used to evaluate the proposer’s program proposal are shown in Attachment A.

III. OPEN BID

A. Total All-Inclusive Maximum Price

1. The open bid should be all-inclusive:
2. The first page of the open bid should include the following information:
 - a. Name of proposer;

- b. Certification that the person signing the proposal is entitled to represent the agency, empowered to submit the bid, and authorized to sign a contract with Metrocare Services; and
- c. An all-inclusive bid (Note: a 2-payment option may be available if both can be made within 90 days - as negotiated).

B. Evaluation

Criteria used to evaluate the proposer's Open Bid are shown in Attachment B.

IV. CONDITIONS FOR SUBMISSIONS OF PROPOSAL

All proposals in response to this request must meet the following conditions to be considered:

- A. Proposals must include a cover letter on company letterhead clearly stating the name of the proposer and the name, address, and telephone number of the proposer's representative;
- B. Proposal must address each of the program requirements as stated in the Request for Proposal;
- C. Metrocare Services reserves the right to reject any and all proposals, and to negotiate portions thereof. Proposals that address only part of the requirements contained in this Request for Proposal may not be considered;
- D. Metrocare Services reserves the right to select any proposal, considering the quote price and other factors;
- E. The proposer shall furnish such additional information that Metrocare Services may reasonably require;
- F. Metrocare Services will not be liable for any cost incurred in the preparation of proposals; and
- G. Metrocare Services may ask proposers to send a representative for an oral interview and/or to grant Metrocare Services or its representatives a site visit if relocation is intended, prior to Metrocare Board of Trustees approval of proposal. Metrocare Services will not be liable for costs incurred by the proposer in connection to such interview and/or site visit.
- H. Manner of Payment: Payments will be made in accordance with a negotiated contract.
- I. All proposals will become the property of Metrocare Services.

V. PROCEDURES FOR SUBMITTING PROPOSALS

A. Delivery

Mail Delivery (via Certified Mail, Return Receipt Requested)

Metrocare Services
1380 River Bend Drive
Dallas, TX 75247-4914
(214) 743-1215
Attn: Susan Charbonneau

Proposals must be received no later than 5:00 p.m. (CDT) May 31, 2007

NO PROPOSAL WILL BE ACCEPTED VIA FAX or E-Mail

A Number of Copies of Proposal

Submit one (1) executed original and nine (9) copies each of the program proposal and open dollar bid cost. The program proposals are to be bound and sealed in a separate envelope from the open dollar cost bids. Each of the two (2) envelopes must be clearly marked as "Program Proposal" or "Open Dollar Cost Bid".

VI. STATEMENT OF REQUIREMENTS

The proposer selected by the Metrocare Services will be required to enter into a contractual agreement with Metrocare Services regarding the sale of the ICF-MR vendor licenses discussed throughout this Request for Proposal. Should contract negotiations not prove desirable (as defined by Metrocare Services), Metrocare Services reserves the right to terminate contract negotiations at any time.

VII. BOARD OF TRUSTEE APPROVAL

A proposal will be selected on or before June 29, 2007, with a closing date no later than August 31, 2007, barring any decision by the Metrocare Board of Trustees to reject all proposals submitted.

Metrocare Services
Request for Proposal

Sale of Intermediate Care Facility – Mental Retardation Vendor License

Attachment A

Metrocare Services
Request for Proposal

Sale of Intermediate Care Facility – Mental Retardation Vendor License

Attachment A

Program Proposal Evaluation Tool / Score Sheet

Proposer: _____

This evaluation tool/score sheet will be used to document Metrocare Services evaluation of proposals related to its Request for Proposals regarding the sale of an Intermediate Care Facility – Mental Retardation vendor license. Points within the ranges specified are to be assigned to the below-listed criteria as a means for quantifying the relative strengths and weaknesses of the various proposals. In the event that oral interviews and/or site visits are necessary to break a tie or for making final clarification in the evaluation process, additional points may be awarded. Please note that while the total score is a factor, Metrocare Services reserves the right to consider other factors in making a final selection.

I. Adherence to submission requirements

Requirement	Met	Not Met
Received by 5:00 p.m. (CDT), May 31, 2007		
1 executed original & 9 copies		

If any of the above requirements are not present, the proposal may not be evaluated further.

II. Cover Letter (on company letterhead)

Component	Present	Not Present
Name of Proposer		
Address of Proposer		
Telephone # of Proposer		

If any of the above requirements are not present, the proposal may not be evaluated further.

III. Program Proposal Criteria

Criteria	Met	Not Met	If Not Met, Why?
Evidence provided that proposer is capable of providing ICF-MR services in a manner consistent with Metrocare Service's philosophy of outcome-based service delivery.	15 points		
Evidence provided (or plan provided) for the following:			
Consumer & Family Satisfaction history	11 points		
Financial Stability	10 points		
Confirmed Abuse/Neglect	10 points		
LOC History	7 points		
Ability to comply with Licensing Standards	7 points		
Staff Stability	7 points		
Survey History	7 points		
Professional Services	7 points		
Staff Training	5 points		
Full Use of the Environment	5 points		
Value Added Experience	3 points		
Analysis of LON process	2 points		
Employee Benefits	2 points		
Statement made concerning Independence of Proposer	2 points		
Total Points Earned (100 Points Possible)			

Are all of the Program Proposal Components Present?

Yes

No

If "No," the proposal may not be evaluated further.

Metrocare Services RFP Committee Representative's Printed Name

Metrocare Services RFP Committee Representative's Signature

Date

Metrocare Services
Request for Proposal

Sale of Intermediate Care Facility – Mental Retardation Vendor License

Attachment B

Metrocare Services
Request for Proposal

Sale of Intermediate Care Facility – Mental Retardation Vendor License

Attachment B
Open Bid Evaluation Tool / Score Sheet

Proposer: _____

This open bid evaluation tool/score sheet will be used to document Metrocare Services evaluation of proposals related to its Request for Proposal regarding the sale of an Intermediate Care Facility – Mental Retardation vendor license. Metrocare Services reserves the right to consider other factors in making a final selection.

I. Adherence to Submission Requirements

Requirement	Met	Not Met
Received by 5:00 p.m. (CDT) May 31, 2007		
1 executed original and 9 copies		

If any of the above requirements are not present, the proposal may not be evaluated further.

II. Mandatory Components in Page 1

Component	Present	Not Present
Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid and authorized to sign a contract with Metrocare Services		
All-Inclusive Bid		

If any of the above components are not present, the proposal may not be evaluated further.

III. Program Proposal Criteria

Total Price Outlined in Sealed Bid	
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Metrocare Services RFP Committee Representative's Printed Name

Metrocare Services RFP Committee Representative's Signature

Date