

Department of Mental Health  
**TRANSMITTAL LETTER**

<b>SUBJECT</b> Review of RFPs for Clinical Services		
<b>NOTICE NUMBER</b> 801	<b>DATE</b> FEB 07 2008	<b>TL#</b> 96

**Purpose.** This notice is established to provide a process for the DMH Office of Accountability to review the status of providers who respond to DMH Request for Proposals (RFPs) for clinical services.

**Applicability.** Applies to providers of mental health services to consumers in the community who have responded to DMH Request for Proposals for clinical services.

**Policy Clearance.** Reviewed by affected responsible staff and cleared through appropriate MHA offices.

**Implementation Plans.** A plan of action to implement or adhere to this notice must be developed by designated responsible staff. If materials and/or training are required to implement this notice, these requirements must be part of the action plan. Specific staff should be designated to carry out the implementation and program managers are responsible for following through to ensure compliance. Action plans and completion dates should be sent to the appropriate authority. Contracting Officer Technical Representatives (COTRs) must also ensure that contractors are informed of this notice if it is applicable or pertinent to their scope of work. *Implementation of this notice shall begin immediately.*

**Policy Dissemination and Filing Instructions.** Managers/supervisors of DMH and DMH contractors must ensure that staff are informed of this notice. Each staff person who maintains policy manuals must file this notice in the DMH Policy and Procedures Manual, and contractors must ensure that this notice is maintained in accordance with their internal procedures.

**ACTION**

**REMOVE AND DESTROY**

None

**INSERT**

DMH Notice 801

  
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Stephen J. Baron  
Director, DMH

**DMH NOTICE 801**

**DATE:** FEB 07 2008

**SUBJECT: Review of RFPs for Clinical Services**

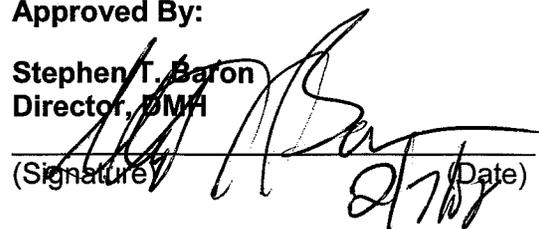
1. **Purpose.** This notice is established to provide a process for the DMH Office of Accountability to review the status of providers who respond to DMH Request for Proposals (RFPs) for clinical services.
2. **Applicability.** Applies to providers of mental health services to consumers in the community who have responded to DMH Request for Proposals for clinical services.
3. **Authority.** Department of Mental Health Establishment Amendment Act of 2001.
4. **Policy.** All mental health providers who respond to RFP's for clinical services shall be reviewed by the DMH Office of Accountability to confirm their status in the areas below prior to the commencement of the Evaluation Committee conducting its review of proposals submitted in response to the RFP solicitation. This review process conducted by DMH Office of Accountability shall be part of the Responsibility Determination required within the RFP process by the DMH Office of Contracts and Procurement, and shall include:
  - 4a. If it is a MHRS provider or Free Standing Mental Health Clinic, whether certification status is active.
  - 4b. Whether there are any outstanding DMH Notices of Infraction or fines related to the provider.
  - 4c. Whether the provider's failure rate for claims audits is less than 15%, OR if the provider has a 15% or greater failure rate, whether there is active remediation taking place through corrective action plan(s).
  - 4d. If the provider was cited by the Office of Accountability for quality improvement measures, whether there is active remediation taking place through corrective action plan(s).
5. **Procedures.**
  - 5a. The Contracts and Procurement Office will inform the Office of Accountability in writing of all responders to the RFP for clinical services.
  - 5b. The Office of Accountability will review the provider's status in the areas identified in Section 4 above, and shall provide the status of the provider, in writing, to the Office of Contracts and Procurement within 24 hours of the request.
  - 5c. The Office of Contracts and Procurement shall utilize this information in making its Responsibility Determination for responses submitted to the RFP solicitation.
6. **Effective Date.** Immediately.
7. **Cancellation.** This notice remains in effect until incorporated into a DMH policy, or otherwise cancelled.

**Approved By:**

**Stephen T. Baron**  
**Director, DMH**

(Signature)

(Date)



2/7/08