



REQUEST FOR PROPOSAL

FOR

Community-Based Substance Use
Prevention Services

RFP NUMBER: 24-008

ISSUED: OCTOBER 25, 2024

Genesee Health System 1040 W. Bristol Road, Flint, MI 48507

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1. SCOPE OF WORK

1.1. PROJECT SUMMARY

According to the Substance Abuse and Mental Health Services Administration (SAMHSA), prevention helps people develop the knowledge, attitudes, and skills they need to make good choices or change harmful behaviors. Prevention is one part of the continuum of behavioral health. The other components are promotion, treatment, and recovery.

Genesee Health System (GHS or Board) is requesting proposals from licensed, in accordance with requirements of Licensing and Regulatory Affairs (LARA), substance use disorder prevention entities interested in building and sustaining community-based prevention efforts, programming and services that addresses the problems that result from the use/misuse of alcohol, tobacco and other drugs in Genesee County, Michigan. These services will be provided to clients residing in Genesee County, Michigan.

1.2. ELIGIBILITY CRITERIA

A successful offeror will present a proposal that aligns with the [Strategic Prevention Framework \(SPF\)](#) model. Offerors must currently be operational with demonstrated success in substance use prevention services in Genesee County. Priority will be given to organizations whose primary purpose is substance use prevention services in Genesee County. Critical to success in substance use community-based prevention is the:

- A. Implementation of high-quality, evidence-based intervention(s) targeted to multiple sectors within a community.
- B. Proposed programming must be data-driven and utilize collaborative community efforts.
- C. Offerors must consider existing services, opportunities for collaboration, health disparities, and social determinants of health.

1.3. SPECIFIC REQUIREMENTS:

The responding organizations will have the expertise and are interested in providing community-based prevention services in Genesee County, under a contract with GHS. Prevention programming is intended to prevent the onset and reduce the progression of substance use and promote positive behavioral health.

GHS is interested in funding community-based prevention best practices, evidence-based and culturally competent programming only. Community-led programs and services must be based on an outcome-focused logic model, i.e., a system that employs clear and useable indicators for program planning, service delivery, accountability, and reporting. As a basis for this request GHS utilizes the Strategic Prevention Framework (SPF) a prevention planning model.

GHS seeks proposals that plan to work through cross-sector collaboration to address substance use prevention. Proposals must employ the community-based prevention strategy and submit demonstrated capability to perform each of these areas as well as any previous work that employs these strategies. This strategy aims to enhance the ability of the community to more effectively provide prevention and treatment services for Substance Use Disorders. Activities in this strategy include organizing, planning, enhancing efficiency and effectiveness of service implementation,

interagency collaboration, coalition building and networking. The five areas of Strategic Prevention Framework where examples are required as part of the proposal include:

- 1) Assessment
- 2) Capacity
- 3) Planning
- 4) Implementation
- 5) Evaluation

Examples of evidence may include:

- Community focus groups/town halls/interviews with key stakeholders to inform assessment of community needs
- Community readiness assessment
- Community awareness campaigns
- Involvement of youth to inform and implement programming
- Community coalition development and collaboration with multiple sectors represented
- Increasing the presence of protective factors against youth substance use in the community
- Social norms campaigning
- Vendor/retailer education and compliance checks (tobacco and/or marijuana)
- Development of recognition for drug-free youth
- Development of culturally competent materials that educate the public about issues related to substance use
- Prescription drug disposal programs

1.4. GENERAL REQUIREMENTS AND STANDARDS

- A. The selected Offeror shall comply with all privacy and security standards as stipulated by the Health Insurance Portability and Accountability Act (HIPAA) of 1996.
- B. The selected Offeror shall comply with all Federal and Michigan Laws, regulations and the Michigan Administrative Code, the Michigan Mental Health Code, 42 CFR and the Michigan Department of Health and Human Services (MDHHS) Contractual obligations.
- C. The selected Offeror to provide these services will be in compliance with all applicable State and Federal standards and guidelines.
- D. The Board reserves the right to accept or reject any/all proposals received pursuant to this RFP, in whole or in part; and/or to waive any/all irregularities therein; and/or to delete/reduce the units of service; and/or to negotiate proposal terms in any way whatsoever to obtain a proposal as deemed in its best interest. The Board reserves the right to re-solicit/re-advertise as deemed necessary.

1.5. TERM

- A. The desired term of the agreement is three (3) years. The awarded contract will be funded by public funds. Termination due to lack of funding if/or when the funds are not appropriated or if the funding is discontinued, GHS may terminated the contract by written notice.

2. CURRENT CONDITIONS

2.1. ABOUT THE OWNER

The Board received Authority status as of January 1, 2013, effectively becoming a distinct non-profit separate from the County of Genesee.

Consequently, the Offeror should be aware that providers from whom the Board purchases services are expected to operate in the marketplace and be able to effectively meet the requirements for establishing and maintaining a contractual relationship with the Board. This RFP establishes criteria and requirements that have been designed to cover important aspects of the services to be provided.

Background

Substance use and misuse pose significant challenges to the health and well-being of our community. Alcohol, tobacco, and drug misuse contribute to various public health issues, including chronic diseases, mental health disorders, and social and economic burdens. GHS is committed to addressing these issues through comprehensive prevention strategies that engage the community, promote healthy behaviors, and reduce substance misuse.

3. PROPOSAL REQUIREMENTS (SCOPE OF WORK)

3.1. DATE AND TIME REQUIREMENTS

The Board will make every effort to adhere to the schedule below. However, the Board reserves the right, at its sole discretion, to adjust the RFP Schedule of Events as it deems necessary. All time is local to Flint, Michigan:

<u>EVENT</u>	<u>TIME and DATES</u>
Issue RFP	Friday, October 25, 2024
Questions accepted until (email to RFPpreplies@genhs.org or BidNet)	Tuesday, November 5, 11:00 am
Response to written questions posted on:	Friday, November 8, 2024
Deadline for Final Submission of Proposals DUE DATE:	Tuesday, November 19, 11:00 am
Award (tentatively)	Thursday, December 19, 2024 GHS Board meeting

Service Date:	January 1, 2025, or other date agreed to by both parties
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3.2. GENERAL FORMAT

A. Preparation and Formatting Requirements [Non-Scored]

The Offeror shall be responsible for preparing and submitting an effective, clear, and concise proposal. Proposals must contain the following information:

- (a) Shall be written in the English language
- (b) Offeror will prepare a comprehensive document incorporating responses to each Section; said responses shall be presented as follows: Font Style “Arial or Calibri” with a minimum Font Size of 11
- (c) Offeror shall prepare a Table of Contents with page numbers. Proposal pages must be numbered.
- (d) All areas of the proposal must be addressed in the same sequence cited in the RFP Submission Requirements in order that proper consideration is given to the proposal. Proposals submitted without information or incomplete content will result in the proposal being removed from consideration.
- (e) Offeror shall respond regarding how they will answer or meet the requirements of each Section, cite the section number for each response with each section corresponding to the Table of Contents.
- (f) The Offeror must complete an **Offeror Background Submittal Form A, Form B - Certifications** and submit with the proposal.
- (g) The only accepted document formats for email submission are .pdf or Microsoft Word .doc, .docx
- (h) Proposal must be signed by the official authorized to bind the submitter to its provisions.

*Please note, Offerors should not submit handbooks and extensive documents as examples, but rather items such as Table of Contents from handbooks previously developed or brief samples to demonstrate competency.

3.3. SUBMISSION REQUIREMENTS

- A. It is the responsibility of the Offeror to understand all details of the RFP. The Offeror, by submitting a response indicates a full understanding of all details and specifications of the RFP. Offerors are expected to present narrative statements/summaries in a clear, concise and organized manner for review.
- B. **The Offeror is solely responsible for delivery of One (1) original submitted by EMAIL to RFPreplies@genhs.org. or at https://www.bidnetdirect.com/mitn.** GHS has partnered with BidNet as part of the Michigan Inter-governmental Trade Network (MITN) to post bid opportunities at the site and receive proposal submissions. Proposals will be accepted until **Tuesday, November 19, 2024, 11:00 am.** Proposals must be received by this date and time in order for the proposal to be considered. All time is local to Flint, Michigan.

The proposal shall cover services beginning on or about January 1, 2025 or as agreed upon by the Offeror and the Board.

- C. Cost Proposal must be submitted in a separate file and clearly named Cost Proposal with company name (Submittal Form G)

3.4. SUBMITTAL FORM TEMPLATES

- A. The offeror must ensure that their response meets all form and content requirements detailed within this RFP. This RFP contains Submittal Forms, which must be used by the Offerors to submit their proposal. It is expected that the proposal will follow the order of the provided forms.

Submittal Form	
FORM A - OFFEROR BACKGROUND	
FORM B – CERTIFICATIONS	
FORM C - EXECUTIVE SUMMARY	
FORM D – AGENCY BACKGROUND	
FORM E – APPROACH AND METHODOLOGY	
FORM F – STAFFING AND QUALIFICATIONS	
FORM G – COST PROPOSAL	
FORM H – REFERENCES	
FORM I – DATA COLLECTION	
FORM J – PROPOSED SCHEDULE	

3.5. Organizational Information

- A. **Offeror Background** (Submittal Form A)
- a. Offeror must disclose any litigation involving the organization during the past five (5) years.
- B. **Certifications:** Complete the certifications form and include the following supporting documentation, (Submittal Form B)
- a. Offeror shall submit documentation and proof of entity (e.g. IRS 501c3 determination); copy of Articles of Incorporation or document under which the organization is constituted/organized from its inception; preference is non-profit.
 - b. Offeror shall attach audited financial statements for the previous two (2) years of operation.
 - c. Liability Insurance, throughout the contract period, the successful offeror must provide the following insurance coverages, attach a certificate(s) of insurance confirming:
 - Certificate of Workers’ Disability Compensation insurance coverage.

- Liability Insurance, throughout the contract period, the successful offeror must provide the following insurance coverages, attach a certificate of insurance confirming:
- Professional liability (errors and omissions) in a sum of not less than \$1,000,000 per claim and \$3,000,000 annual aggregate.
- Offeror shall attach a certificate of general liability insurance with Broad Form General Liability Endorsement or equivalent, if not in policy proper, Provider and Contractual liability coverage with limits of not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate.
- List Abuse / Molestation coverage as being included, this is required when providing direct contact with individuals and cannot be excluded from coverage.
- GHS listed at Additionally Insured under the General and Professional Liability policies.
- AUTO coverage of \$1,000,000 if transporting any consumers/patients
- CYBER coverage \$1,000,000 for FY25 required if maintaining a database with PHI of community members served or if the offeror is subject to the MI Data Breach Notification Law 2024.09.18
- GHS listed as Certificate holder.
New GHS Address: GENESEE HEALTH SYSTEM, 1040 W BRISTOL RD., SUITE 2406
FLINT, MI 48507

C. **Executive Summary:** A brief overview of the agency's qualifications, experience, and understanding of the scope of work include a copy of current State of MI SUD CAIT license (Community Change, Alternatives, Information, Training), (Submittal Form C).

- D. **Agency Background:** A description of the agency, including its mission, history, and relevant experience in substance use prevention services.
- a. Offeror shall describe any qualifications and/or experience and/or demonstrated competency specifically related to providing substance use disorder prevention services with evidence of work in Genesee County.
 - b. As part of the proposal, include a list of any known potential subcontractors, including the portion of work being contracted out to other licensed contractors. This listing of potential subcontractors shall be limited to the name of the company, name of the company's owner(s), and business address. If any other subcontractor is selected after a contract is awarded, the successful Offeror shall provide the Board with the name of the company, its owner(s), and address. This requirement is not intended to apply to minimal relationships such as the purchase of a small dollar amount of supplies to complete a project.
 - c. The offeror shall not enter into subcontracts to the final agreement with additional parties without obtaining prior written approval of the Board. A condition of granting such approval is that such subcontractors shall be subject to all conditions and provisions of the contract. The offeror shall be responsible for the performance of all subcontractors.
 - d. Agency Background: (Submittal Form D)

3.6. APPROACH AND METHODOLOGY

- A. A detailed plan outlining how the agency will achieve the community-based initiatives outlined in the scope of work, including specific strategies, timelines, and anticipated outcomes. Examples of recent or ongoing work are encouraged. The initiatives include but are not limited to:
- **Community Assessment:** Conducting assessments to identify local substance use trends, risk factors, and protective factors. State whether the county assessment will be used or if the offeror's agency has completed an assessment.
 - **Program Development and Implementation:** Designing and implementing evidence-based prevention programs that address the misuse of alcohol, tobacco, and other drugs.
 - **Community Engagement:** Building and sustaining partnerships with community stakeholders, including schools, law enforcement, healthcare providers, and local organizations.
 - **Training and Capacity Building:** Providing training and resources to community members, organizations, and professionals to enhance their ability to prevent substance misuse.
 - **Public Awareness Campaigns:** Developing and disseminating public awareness campaigns to educate the community about the risks associated with substance use and promote healthy behaviors.
 - **Evaluation and Reporting:** Monitoring and evaluating the effectiveness of prevention efforts and providing regular reports to Genesee Health System.
- B. The Project Approach and Methodology should be a brief roadmap that describes the major activities or tasks and how the Offeror will meet the Owner's expectations (i.e. cost, time, resources, quality) as set forth in this RFP. This should include a concise synopsis of the work and approach that will be taken to complete this project. Offeror should describe the philosophy that will be utilized and guide the completion of the project, along with the interest and capacity to meet the needs of the Genesee County community. This should demonstrate to the Board that the Offeror can visualize what they are going to do before they do it.
- C. Offeror shall identify and describe any anticipated or potential problems, the approach to resolving these problems and any special assistance that will be requested from GHS.
- D. Approach and Methodology: (Submittal Form E)

3.7. STAFFING AND QUALIFICATIONS

- A. Information on key personnel who will be involved in the project, including their qualifications and experience. List staff positions, certifications and/or license required (if applicable) and qualifications; supervision and backup supervision.
- B. The successful offeror will describe their efforts to ensure workforce diversity and inclusion in the recruiting, hiring, and retention of staff who are from or have had experience working with target population and other identified individuals served in this initiative. Additionally, the offeror will ensure that there is a training strategy related to diversity, inclusion, cultural competence, and the reduction of disparities in access, quality, and outcomes for the target population. The trainings will include education about implicit bias, diversity, recruitment, creating inclusive work environments, and providing language access services.
- C. Staffing and Qualifications: (Submittal Form F)

3.8. COST PROPOSAL

- A. A detailed budget (individual costs/budget required for each year 1-3) that includes all costs associated with the proposed services, including but not limited to: personnel/staffing, start-up costs, evaluation costs, media campaigns, community meetings, supplies/materials, and overhead.
- B. Submit the cost proposal as a separate file, not included with the technical proposal. The file must be named with the proposer's company name and Cost Proposal.
- C. Cost Proposal: (Submittal Form G)

3.9. REFERENCES

- A. Provide at least three (3) complete references for Community Agencies, Community Mental Health (CMH's) and/or Pre-Paid Inpatient Health Plan (PIHP's) that offeror has provided services. References related to providing substance use disorder prevention services, within the State of Michigan are preferred. **Include:** agency name, contact name, title, phone #, email, type of program service(s) provided, and length of time services provided.
- B. References: (Submittal Form H)

3.10. DATA COLLECTION

- A. Required data collection includes:
 - Number of persons served by zip code in Genesee County, and
 - Any programmatic measures that indicate that the program(s) are working such as disease burden reduction, substance use reduction, clinical data improvement.Required data must be submitted to GHS on a quarterly basis.
- B. Offeror may provide samples of existing reporting or reporting metrics.
- C. Data Collection: (Submittal Form I)

3.11. PROPOSED SCHEDULE

- A. Offeror shall provide a detailed timeline, from the date of award, with benchmarks, to demonstrate the steps necessary to operate community- based substance use prevention services.
- B. Proposed Schedule (Submittal Form J)

4. EVALUATION PROCEDURES

4.1. EVALUATION SUMMARY

A. Organizational Information

- a. Verification of offeror background (including any litigation) information and required certifications
- b. Effectiveness of executive summary and agency background (including qualifications/experience of providing substance use prevention services in Genesee County and any potential subcontractors)

B. Approach and Methodology

- a. Understanding of the scope of work and alignment with community health goals
- b. Knowledge of evidence-based prevention strategies and best practices
- c. Quality and specificity of the proposed approach and methodology (including strategies, goals and outcomes)

C. Staffing and Qualifications

- a. Information on qualifications and experience of staff and training/development efforts
- b. Capacity to manage and implement a comprehensive prevention program

D. Cost Proposal

- a. Cost-effectiveness of the proposed budget
- b. Specificity of costs for each year of implementation (individual budget for years 1-3)

E. References

- a. Verification of 3 offeror references on positive past performance
- b. Experience with similar programmatic work and engaging with diverse stakeholders and communities

F. Data Collection

- a. Strength of evaluation plan and proposed measures to collect
- b. Ability to demonstrate community-level outcomes

G. Proposed Schedule

- a. Specificity of proposed timeline including benchmarks of project implementation

4.2. EVALUATION PROCESS

- A. The contract resulting from this RFP, if any, will be awarded to the responsive and responsible Offeror offering the greatest benefit to GHS, as determined by GHS, when

considering technical suitability for intended GHS purpose, supplier performance potential, and total cost.

Proposals will be examined by a GHS evaluation team and scored. The team is composed of a variety of evaluators. While simplified language is not necessary, it would be beneficial to identify key points or provide a summary with any long narratives. The intent of the evaluation process is to determine, through application of uniform criteria, how effectively the proposed service satisfies GHS requirements. In addition to material provided in the proposal, the evaluation team may request oral presentations, additional information, or references from the Offeror or others. The evaluation team will assign quality point scores to each proposal using the criteria listed above.

- B. Interviews will be as needed with the short-listed firms as determined by the evaluation team.
- C. At the discretion of the evaluation team, discussions may be undertaken with those offerors whose proposal, based on the evaluation criteria stated herein, has been determined to be reasonably susceptible of being selected for award. After discussions are held, and prior to award, offerors may be allowed the opportunity to submit revisions to their proposal for the purpose of obtaining best and final offers. During the aforementioned procedures, neither the names of any of the offeror nor the contents of any proposal will be disclosed until the completion of negotiations and revision of proposal.

5. ADMINISTRATIVE REQUIREMENTS

5.1. PURCHASING CONTACT

- A. The purchasing contact on this project is Cindy Stahmer, Purchasing Manager. All communications, any modifications, clarifications, amendments, questions, responses, or any other matters relating to this RFP, shall be made by and through the purchasing contact via email RFPReplies@genhs.org. No contact regarding this solicitation made with other GHS employees is permitted. Any violation of this condition may result in immediate rejection of the proposal.

5.2. QUESTIONS, INQUIRES, CLARIFICATIONS, REQUESTS FOR INFORMATION

- A. Questions about the RFP must be submitted in writing to RFPReplies@genhs.org. Questions will be responded to in writing and made available to all interested parties via posting on the Board's web page www.genhs.org under the <https://genhs.org/rfp-grant-opportunities/> link.

5.3. ADDENDA

- A. All offerors shall be responsible for routinely checking the GHS website at <https://genhs.org/rfp-grant-opportunities/> for issued addenda and other relevant information. GHS shall not be responsible for failure of an offeror to obtain addenda and other relevant information issued at any time related to this RFP

6. PROPOSAL FORMS

SUBMITTAL FORM A – OFFEROR BACKGROUND

RFP Number: **24-008**

RFP Name: **Community-Based Substance Use Prevention Services**

Offeror Information

Name of Organization:

Address:

Person(s) to Contact, identify an individual that can be contacted for clarification on the proposal:

Name:

Title:

E-Mail Address:

Telephone Number:

STATEMENT OF CERTIFICATIONS AND ASSURANCES

The Offeror has thoroughly reviewed this RFP, contract documents, and all pertinent appendices, exhibits, and attachments included as part thereof, and that we fully understand all elements required for the full completion of the project as defined therein.

The Offeror further certifies that, if selected as the successful firm, we will enter into a contract agreement.

The prices in this Proposal have been arrived at independently without collusion, consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such prices with any other firms or with any other competitor.

By signature below the signatory certifies legal authority to bind the responding entity to the provisions of this RFP and any contract awarded pursuant to it. The Board may, at its sole discretion and at any time, require evidence documenting the signatory’s authority to be personally bound or to legally bind the responding entity.

Authorized Representative Signature

Date

Printed Name & Title

Include the following as attachments with submittal Form A:

- Offeror must disclose any litigation involving the organization during the past five (5) years.
- Offeror confirms no Conflict of Interest exists as defined in section 7.5, if not, attach a statement explaining the conditions.

SUBMITTAL FORM B – CERTIFICATIONS

No.	Criteria	Response*
1	The offeror must demonstrate and leverage an understanding of Michigan’s behavioral health and substance use disorder treatment system and honor the rights and protections afforded to those served in Michigan, per the Mental Health Code.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
2	The offeror must attest to the following; adhering to federal and State accessibility standards, operate utilizing an understanding of cultural humility, intersectionality, and health disparities.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
3	The Offeror must demonstrate how supports and services provided by the offeror demonstrate an ongoing commitment to linguistic and cultural humility that ensures access and meaningful participation for all people in the service area of various diverse populations, in terms of race, culture, gender identity, sexual identity, age, abilities, income level, geography, and religious and spiritual beliefs.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
4	The offeror attests to and will outline how they will ensure translation services are available, as necessary, and at no cost to persons served for their use. This includes taking into consideration the special needs of beneficiaries with disabilities or Limited English Proficiency (LEP).	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree
5	Offeror to attest that Offeror will comply with all applicable laws respecting privacy and maintaining the confidentiality and protecting information of persons served under the conditions specified in HIPAA, the Michigan Mental Health Code (PA 258 of 1974, as amended), the Michigan Public Health Code (PA 368 of 1978 as amended), and 42 CFR Part 2.	<input type="checkbox"/> Agree <input type="checkbox"/> Disagree

***Attach additional information on any subject where the Offeror responded “Disagree” to a question above**

Include the following as attachments with submittal form B:

- Offeror shall submit documentation and proof of entity (e.g. IRS 501(c)3 determination); copy of Articles of Incorporation or document under which the organization is constituted/organized from its inception;
- Offeror shall attach audited financial statements for the previous two (2) years of operation.
- Liability Insurance, throughout the contract period, the successful offeror must provide the following insurance coverages, attach a certificate of insurance confirming:
 - Certificate of Workers’ Disability Compensation insurance coverage.

- Liability Insurance, throughout the contract period, the successful offeror must provide the following insurance coverages, attach a certificate of insurance confirming:
- Professional liability (errors and omissions) in a sum of not less than \$1,000,000 per claim and \$3,000,000 annual aggregate.
- Offeror shall attach a certificate of general liability insurance with Broad Form General Liability Endorsement or equivalent, if not in policy proper, Provider and Contractual liability coverage with limits of not less than \$1,000,000 per occurrence and \$3,000,000 annual aggregate.
- List Abuse / Molestation coverage as being included, this is required when providing direct contact with individuals and cannot be excluded from coverage.
- GHS listed at Additionally Insured under the General and Professional Liability policies.
- AUTO coverage of \$1,000,000 if transporting any consumers/patients
- CYBER coverage \$1,000,000 for FY25 required if maintaining a database with PHI of community members served or if the offeror is subject to the MI Data Breach Notification Law 2024.09.18
- GHS listed as Certificate holder.
New GHS Address: GENESEE HEALTH SYSTEM, 1040 W BRISTOL RD., SUITE 2406 FLINT, MI 48507

SUBMITTAL FORM C – EXECUTIVE SUMMARY

SUBMITTAL FORM D – AGENCY BACKGROUND

SUBMITTAL FORM E – APPROACH AND METHODOLOGY INCLUDING LOGIC MODEL

SUBMITTAL FORM F – STAFFING AND QUALIFICATIONS

SUBMITTAL FORM G – COST PROPOSAL

SUBMITTAL FORM H – REFERENCES

SUBMITTAL FORM I – DATA COLLECTION

SUBMITTAL FORM J – SCHEDULE PROPOSAL

7. STANDARD TERMS & CONDITIONS

7.1. COST LIABILITY

- A. The Board assumes no responsibility or liability for costs by the Offeror, or any Offeror prior to the execution of a contract between the organization and the Board. The Offeror agrees that its proposal will be considered an offer to do business with the Board in accordance with its proposal, and that its proposal will be irrevocable and binding for a period of 180 calendar days from date of submission.

7.2. OTHER MATERIALS

- A. Offerors may attach other materials believed to be relevant to illustrating the Offeror's ability to successfully provide these services. Only material which includes a clearly stated value to GHS will be considered. The offeror must state the relevance and reason for including additional information.

7.3. AWARD OF CONTRACT

- A. It is the intent of the Board to enter into a contract with provider(s) that will emphasize administrative efficiencies, and possess the capacity, infrastructure and organizational competence to provide the requirements under this proposal.
- B. Award recommendations are contingent upon an initial evaluation of the Offeror's qualifications to determine if the Offeror is a quality provider.
- C. Offerors who are awarded contracts shall not assign or delegate any of their duties or obligations under the contract to any other party without written permission of the Board.

7.4. DISCLOSURE

- A. All information in an Offeror's proposal is subject under the provisions of Public Act No. 442 of 1976 known as the Freedom of Information Act.

7.5. CONFLICT OF INTEREST

- A. Offerors awarded a contract will affirm that no principal, representative, agent, or other acting on behalf of or legally capable of acting on the behalf of the Offeror, is currently an employee of the Board; nor will any such person connected to the Offeror currently be using or privy to any information regarding the Board which may constitute a conflict of interest.
- B. At the time of the proposal, all Offerors shall disclose any known direct or indirect financial interests (including but not limited to ownership, investment interests, or any other form of remuneration) that may be present between the Offeror or its potential subcontractors, and Board personnel. This disclosure shall be made to the Boards' Director of Operations who will forward the information to the CEO.

7.6. RELATIONSHIP OF THE PARTIES (INDEPENDENT CONTRACTOR)

- A. The relationship between the Board and any Offerors successful in obtaining a contract is that of client and independent contractor. No agent, employee, or servant of the contractor shall be deemed to be an employee, agent, or servant of the Board for any reason. The independent contractor will be solely and entirely responsible for its

acts and the acts of its agents, employees, and servants during the performance of a contract resulting from the RFP.

7.7. NO WAIVER OF DEFAULT

- A. The failure of the Board to insist upon strict adherence to any term of a contract resulting from this RFP shall not be considered a waiver or deprive the Board of the right thereafter to insist upon strict adherence to that term, or any other term, of the contract.

7.8. DISCLAIMER

- A. All the information contained within this RFP reflects the best and most accurate information available to the Board at the time of the RFP preparation. No inaccuracies in such information shall constitute a basis for legal recovery of damages, either real or punitive. If it becomes necessary to revise any part of this RFP, a supplement will be issued to all potential Offerors who obtained the original RFP.

7.9. REFERRAL PROCESS

- A. Information related to the population to be served will be discussed at the pre-proposal conference. Providers must agree to accept and serve all clients referred and authorized by the Board under the contract as described in the following service description.