



REQUEST FOR PROPOSAL:

RFP #2021-03

CARES ACT

MENTAL HEALTH SERVICES

Request for Proposal (RFP) Cover Page

Solicitation Issue Date: Monday, March 1, 2021			
Solicitation Closing Date: Open & Continuous		Solicitation Closing Time: Open & Continuous	
Issued By: United Planning Organization (UPO)			
Address: 301, Rhode Island Ave, NW, Washington, DC 20001			
Telephone Number: 202-238-4600			
UPO is a non-profit organization in Washington DC, founded in 1962 and is exempt from state and federal taxes.			
Unless otherwise stated, the unit price shall be the net price. Separate unit and total prices must be shown, if applicable.			
For early consideration, please submit your proposal by or before April 1, 2021.			
Electronic Responses: Please submit Proposal to procurement@upo.org referencing “CARES Act Mental Health Services RFP #2021-03” in the subject line.			
For questions/information, please email Rizwanul Haque, Procurement Officer, at rhaque@upo.org referencing “CARES Act Mental Health Services RFP #2021-03” in the subject line. All questions received will be answered within three business days and the Q&A will be posted on the UPO website.			
UPO reserves the right to waive informalities or irregularities, to reject any or all proposals received, to accept the proposal deemed best for the organization, and/or request new proposals if necessary.			
Any objection to the above conditions must be clearly indicated in the proposals.			
In compliance with this RFP and to all the conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed proposal or as mutually agreed			
VENDOR IDENTIFICATION			
Company Name:			
Address:			
Telephone:			
Email:			
Federal ID:			
Print Name	Title	Authorized Signature	Date

Table of Contents

COVER PAGE	2
I. PURPOSE	4
II. CONTRACT PERIOD & RENEWALS	4
III. UNITED PLANNING ORGANIZATION	4
IV. SCOPE OF SERVICES	4
V. DELIVERABLES.....	5
VI. QUALIFICATION REQUIREMENTS	6
VII.PROPOSAL REQUIREMENTS	6
(a) General Requirements	6
(b) Special Requirements.....	7
VIII. EVALUATION CRITERIA	7
IX.GENERAL TERMS AND CONDITIONS	8
APPENDIX A: Vendor Identification Form	12

I. PURPOSE

As a recipient of Coronavirus Aid, Relief, and Economic Security (CARES) Act funding, the United Planning Organization (UPO) is inviting proposals from qualified and licensed mental health professionals to provide mental health services to low-income DC residents who have experienced loss and/or disruption in their personal lives as a result of COVID-19. UPO will cover the cost of eligible mental health services care for qualified community residents. DC residents requiring clinical or long-term mental health services are not eligible under the guidelines of this program.

II. CONTRACT PERIOD AND RENEWALS

The earliest start of the term of any contract resulting from this RFP will be from April 15, 2021 (or from the date the agreement is executed) to September 30, 2022.

III. UNITED PLANNING ORGANIZATION

The United Planning Organization (UPO) is a 501(c) (3) private non-profit corporation and the designated Community Action Agency for the District of Columbia (DC), providing leadership, support and advocacy to empower low-income residents of Washington, DC to become self-sufficient and self-determined. UPO is a major Head Start grantee in the Nation's Capital spanning a period of 50 years.

UPO serves as Washington, DC's premier non-government human service organization that promotes self-sufficiency and brings innovative ideas to the problem of poverty throughout the city. UPO operates a wide array of special activities and offers many supportive and instructional services including:

- Head Start, Early Head Start, and other childcare programs that make measurable differences in the education of our youngest;
- Comprehensive youth services with scholarships for DC residents;
- Homelessness transportation services;
- Training programs designed to prepare participants for skilled employment;
- Weatherization services to make homes more energy efficient;
- Substance abuse treatment programs that assist individuals in overcoming their addictions;
- Tax preparation and e-filing community based tax preparation services;
- Housing Counseling services that help alleviate predatory lending; and
- Job placement and career development services.

IV. SCOPE OF SERVICES

UPO will cover the cost of mental health services for District residents who meet the CARES Act federal poverty guidelines and have experienced loss and/or disruption in their personal lives as a result of COVID-19. The mental health providers chosen will be qualified licensed mental health professionals. Customers screened for clinical or long-term mental health services will be provided the appropriate referrals by the mental health provider. A minimum of 250 DC residents will receive services through the mental health provider(s) chosen. Cost of care will include up to eight one hour sessions per calendar year

for each customer. The maximum funding available is \$300,000

- A. Accept UPO referrals for mental health services to fulfill the minimum 250 DC residents served, with an emphasis on Wards 1,5,6,7 and 8.
- B. Provide additional referrals of qualified individuals to the program.
- C. Develop a unique identifier for each customer served in order to provide necessary eligibility and monitoring documents to UPO while maintaining HIPPA privacy regulations.
- D. Provide up to eight one hour sessions per UPO fiscal year for each customer. The cost of each session shall be billed at no more than \$150 per hour.
- E. Develop a mental health consultation service schedule of sufficient and consistent frequency to ensure a mental health consultant is available to partner with UPO staff and serve customers in a timely and effective manner.
- F. Provide mental health services to low-income DC residents who have experienced loss and/or disruption in their personal lives as a result of COVID-19; provide strategies for supporting customers' emotional and mental health concerns.
- G. Provide timely and appropriate referrals for customers screened for clinical or long-term mental health services.
- H. Be available to meet with UPO monitors on an as needed basis to ensure referral process is producing necessary outcome (s).
- I. Have the ability to provide both in-person and virtual services with a specific plan to address both scenarios given the COVID-19 pandemic.
- J. Have the ability to provide services in English and Spanish.
- K. Self-insured plans and DC Medicaid must be billed first, prior to any invoices submitted to UPO.

V. DELIVERABLES

Contractor shall submit a monthly invoice with documentation to support the services provided. The documentation shall include:

1. A Service Log that outlines the number of direct service hours provided per week to each customer. Customers will be listed by a unique identifier in keeping with HIPPA. Each weekly log will be signed by the mental health provider as evidence of service.
2. A Monthly Report that details the following information:
 - Number of individual customers served
 - Number of families serve
 - Number of individuals/families served from each Ward.

- Time per each session
- Number of referrals provided to each customer
- Other reasonable reports as requested by UPO

VI. MINIMUM QUALIFICATIONS

Following are the minimum qualification requirements for each mental health service consultant:

- A. Mental health services consultants must possess a master's degree in counseling or behavioral health field and at least 4 years of experience in the behavioral health field.
- B. Mental health service consultants must possess a Certification in the District of Columbia as a Licensed Professional Counselor (LPC) or Licensed Independent Clinical Social Worker (LICSW) or Licensed Marriage Family Therapist (LMFT).
- C. Consultants who can serve Spanish speaking customers are highly desired. Multilingual also serving French, Amharic, Chinese, Vietnamese, and Korean is preferred.
- D. Must have a minimum of 3 years' experience with individuals and families.

VII. PROPOSAL REQUIREMENTS

A. GENERAL REQUIREMENTS

In order to be considered for selection, proposers must submit a complete response to this solicitation through email addressed to procurement@upo.org.

NOTE: A proposer may submit no more than one (1) proposal in response to this RFP.

1. Proposals shall include a letter of transmittal signed by an authorized representative of the proposer. All information requested should be submitted. Failure to submit all requested information may result in the organization requiring prompt submission of missing information. Proposals which are substantially incomplete or lack key information may be rejected by UPO.
2. Proposals should be prepared simply, as thorough and detailed as possible providing a straightforward, concise description to satisfy the requirements of the solicitation. Emphasis should be placed on completeness and clarity of content.
3. All responses are to be submitted on standard 8.5" X 11" paper size in 12 point font minimum type. Proposals should not be double-sided. Proposers shall respond to the items in the order they are shown in the solicitation. The responses should describe the most favorable terms and shall remain firm for 120 days from the bid opening date.
4. Each copy of the proposal should be contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.
5. Ownership of all data, materials and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to UPO.

B. SPECIAL REQUIREMENTS

All pages of the proposal should be numbered and the following are typical services and/or items that a successful proposer will be required to provide to UPO, if awarded the contract, and should be addressed in the proposer's response in the following order:

1. Completed and signed Cover Page of this RFP and Vendor Identification Form included as an attachment (Appendix A) to this RFP.
2. Budget/Project Plan to be included as an attachment (as Appendix-B).
3. Copy of current business license.
4. Copy of current certificate of insurance evidencing coverage of the minimum required in this solicitation.
5. Copies of professional licenses for each mental health consultants.
6. Minimum three (3) references including non-profits, along with project and contact details.
7. A written proposal explaining experience and capabilities and a statement that the proposer understands UPO's requirements.
8. Copy of a license verification for each mental health consultant.

VIII. EVALUATION CRITERIA

- A. All proposals will be reviewed to determine if they adhere to the format and instructions of the RFP, meet the criteria indicated below, and conform to the objectives and requirements of the RFP. An evaluation team will evaluate the merit of proposals received in accordance with the criteria outlined in this RFP. Incompleteness, significant inconsistencies or inaccuracies found within a response may result in a reduction of the evaluation rating.

UPO reserves the right to a) waive variances or reject any or all proposals and b) request clarifications from any or all proposers. Proposals shall be rejected if they: 1) contain alterations not initialed by an authorized official, and 2) are not meeting the minimum qualification requirements.

- B. The following criteria will be utilized in the evaluation of the proposals:
1. Adherence to RFP: The Proposer adheres to the instructions in this RFP on preparing and submitting the proposal.
 2. Qualifications and experience: The Proposer's past experience and performance on comparable engagements.
 3. Budget/Project Plan: A total dollar amount for the service requested and a detailed breakdown must be provided with the proposal.

C. Detailed Evaluation Criteria is stated below:

1.	Documentation (Refer to Section VII B of this RFP)	10%
2.	Qualifications (licenses, education, skills, credentials)	10%
3.	Multi-lingual: Spanish (verbal and written fluency), and/or French, Amharic, Chinese, Vietnamese, and Korean.	15%
4.	Experience (over three years)	10%
5.	Expertise working with individuals/families in the District	20%
6.	References (minimum 3, preferably including non-profits)	10%
7.	Staffing plan outlining the number of qualified staff and standard maximum caseload number per staff member.	15%
8.	Budget/Project Plan	10%

IX. GENERAL TERMS AND CONDITIONS

1. Additions and/or Deletions of Service: UPO reserves the right to add and/or delete goods or services to any contract entered into with the contractor. Should a requirement be deleted, payment to the contractor shall be reduced proportionally to the amount of service reduced in accordance with the bid price. Should additional services be required from the contract, prices for such additions will be negotiated between the contractor and UPO.
2. Termination of Contract: The contract may be terminated by either party at any time upon sixty (60) days written notice from the terminating party. Cancellation of the contract by either party shall in no way relieve the contractor of its responsibility to complete any and all work in progress at the time of the notice and for which payment has been received by the contractor.
3. Licenses: By submitting a proposal, proposer certifies that it has procured, and shall maintain in full force, all permits and licenses required to conduct its business lawfully and that it shall remain informed of and in compliance with all federal and local laws, ordinances and regulations that affect in any manner contractor's fulfillment of the contract.
4. Anti-Kickback Provision: This contract is subject to the provisions of the Anti-Kickback Enforcement Act of 1986. By agreeing to this binding agreement, the transacting parties (1) certify that they have not paid kickbacks directly or indirectly to any employee of UPO for the purpose of obtaining this or any other agreement, purchase order or contract from UPO and (2) agree to cooperate fully with any Federal Agency investigating a possible violation of the Act.
5. Non-Collusion/Fraud: By submitting a proposal, proposer warrants and certifies that neither the proposer nor its employees or associates has contacted any unauthorized UPO employee, officer or elected official regarding the contents of this solicitation or the solicitation process. Proposer further warrants and certifies that neither proposer nor its employees or associates has directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in response to this solicitation. If at any time it shall be found that proposer or its employees or

associates has, in the presenting of its proposal, colluded with any other party or parties for the purpose of preventing or restricting free competitive bidding, its proposal shall be immediately rejected. Any contract awarded prior to the UPO's discovery of proposer's collusion shall be terminated and proposer shall be liable for all of its damages sustained by the UPO as a result of proposer's collusion.

6. Equal Opportunity: The proposer agrees not to discriminate against any employee or applicant for employment on account of any services, or activities made possible by or resulting from this RFP on the grounds of actual or perceived sex, race, color, religion, national origin, age, marital status, disability, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, source of income, place of residence or business, veteran status or any other characteristic protected under federal or District law. Any violation of this provision shall be considered a violation of a material provision of this agreement and shall be grounds for cancellation, termination or suspension in whole or in part of the agreement by UPO which may result in ineligibility for further UPO contracts. The proposer shall at all times in the proposal and contract process comply with all applicable UPO, DC, and federal anti-discrimination laws, rules, regulations and requirements thereof.

7. Right to Audit: UPO shall have the right to audit all invoices submitted by the contractor. The organization shall have the right to audit all relevant data upon which the contractor's fees are based.

8. Informal Communications: From the date of receipt of this RFP by each proposer until a binding contract agreement exists with the selected contractor and all other proposers have been notified, or when UPO rejects all proposals, informal communications regarding this procurement shall cease. There shall be no requests from proposers to any Office or Department at UPO with the exception of contact for information, comments, etc., and they shall be emailed.

9. Formal Communications: From the date of receipt of this RFP by each proposer, until a binding contractual agreement exists with the selected contractor, and all other proposers have been notified, or when UPO rejects all proposals, all communications between UPO and the proposers will be formal emails.

10. Costs Incurred: Any costs incurred by proposers in preparing or submitting a proposal or subsequent oral presentation/demonstration shall be the proposer's sole responsibility.

11. Minority/Women-Owned Business Enterprises: Pursuant to Federal Acquisition Regulations and UPO's procurement policy, UPO may offer contracting opportunities to small and minority firms, women's business enterprises and labor surplus area firms to the extent possible.

12. Federal, State and Local Taxes: UPO is exempt from State and federal taxes. Such taxes shall not be included in quoted prices, but if any taxes are known by the contractor to apply, they shall be shown separately. If not so shown, they shall be considered an expense of the proposer and deemed a part of the quoted prices.

13. Payment Terms: Preferred invoice payment terms will be 2% 10, net 30 days from date of invoice. In the event there is a discrepancy between the order and the invoice, payment terms shall be effective starting on the date the discrepancy is resolved. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to

satisfy any outstanding claim which UPO may have against the contractor. At any time or times before final payment and three year thereafter, UPO may have the contractor's invoices or vouchers and statement of cost audited.

14. Indemnification: Contractor shall indemnify, protect, defend and hold harmless UPO, its directors, officers, employees, and representatives from and against any and all claims arising from or connected with: (1) any alleged or actual breach by the contractor or (2) any act or omission by the contractor and only to the extent such claim arises by negligence or intentional misconduct or as may be allowed under applicable law. Monies due or to become due to the contractor under the contract may be retained by UPO as necessary to satisfy any outstanding claim which UPO may have against the contractor.

15. Insurance: Contractor shall, at all times, at its own expense, obtain and carry comprehensive liability insurance including errors and omissions coverage, property damage insurance and workers' compensation insurance in adequate amounts. Contractor shall keep such insurance in force for the duration and term of this agreement. All certificates of insurance or evidence of insurance must contain a thirty (30) day written notice of any cancellation, change, or termination of coverage. The insurance required shall be obtained from insurance company (ies) licensed to do business in the District of Columbia and shall be kept in force for 90 days after the last payment under the contract.

- O Workers' Compensation Insurance providing statutory limits for the District of Columbia.
- O Business Automobile Liability Insurance with a minimum of \$1,000,000 per occurrence.
- O Commercial General Liability Insurance coverage with a minimum of \$1,000,000 per occurrence / \$2,000,000 aggregate limit.

The contractor shall provide immediate notice in the event there is any change of insurance or that it has reached the insurance limits due to claims made.

16. RFP Addendum: In the event that it becomes necessary to revise this RFP, in whole or in part, an addendum will be posted on UPO website <http://www.upo.org/work-with-us/#rfp>

17. Completed Proposals: A proposer may submit no more than one (1) proposal in response to this RFP. The proposal shall be completed and signed by an individual who is authorized to bind the firm submitting the proposal.

18. Withdrawal of Bids: At any time prior to the hour and date set for submitting proposals, a proposer may withdraw the proposal. This will not preclude the submission of another proposal prior to the hour and date set for submitting the bid. After the scheduled time and date for submitting proposals, no proposer will be permitted to withdraw the bid unless the award is delayed for a period exceeding 60 days.

19. Receipt and Opening of Proposals: Proposers are responsible to assure their bid is delivered to UPO by the scheduled date and time. Only those bids which are received in a timely fashion as set forth in this RFP will receive consideration. Proposals received after the date and hour designated are automatically disqualified and will not be considered; late bids will be dated, marked as received late, and placed unopened in the bid file. Proposers must pay particular attention to insure the proposal is properly addressed. UPO is not responsible if the proposal does not reach the destination specified by the appointed date and time.

20. Contract Award Notification: When the evaluation process of the proposals is completed; the selected proposer will be formally notified by mail or email. Other notifications will not be honored and should not be considered as a valid offer of award.
21. Certifications: Any agreement resulting from this RFP shall be subject to but not limited to the following certifications:
 - a. Certification that it nor its principals are not debarred, suspended, proposed debarment, declared ineligible, or voluntarily excluded by any federal department or agency from participation in this transaction by any Federal department or agency in accordance with 45 CFR Part 76.
 - b. Certification Regarding Lobbying under Title 31, US Code, Section 1352.
22. By submitting a proposal, the proposer represents that:
 - a. The proposer has read and understands the RFP and submits the response in accordance therewith.
 - b. The proposer possesses the capabilities, equipment, and personnel necessary to provide an efficient and successful service.
 - c. The proposer has all the required licenses and insurance.
23. No claim will be allowed for additional compensation or time for completion based on a lack of knowledge or lack of understanding of any part of the RFP.



VENDOR IDENTIFICATION (must be completed and returned with proposal)

Appendix A

Company/Individual's Name:			
Doing Business As (DBA):			
Company Federal ID# or Social Security No :			
Address:			
Remit To Address:			
Telephone:			
Fax:			
Email:			
Web address:			
Main Contact Person:			
Person responsible for response (if different):			
Print Name	Title	Authorized Signature	Date