

**Kalamazoo Community Mental Health and Substance Abuse Services
Services and Supports for Adults with a Mental Illness and/or Substance Use Disorder
2030 Portage Street
Kalamazoo MI, 49001**

Request for Information (RFI): Peer Delivered or Operated Support Services (Drop-In Centers, Peer Specialists and Peer Recovery Coach Services)

Solicitation Number: RFI 18-03

Date of Issue: June 4, 2018

Purpose of RFI:

KCMHSAS is requesting information from organizations that are eligible and interested in offering Peer delivered or Operated services (Drop-In Centers, Peer Specialists and Peer Recovery Coach Services), henceforth called Peer Delivered or Operated Support Services, to adult with a serious mental illness and/or co-occurring substance abuse disorder that reside within Kalamazoo County.

The Michigan Department of Health and Human Services (MDHHS) allows Community Mental Health Services Providers (CMHSP's) to offer Peer Delivered or Operated Support Services within the B3 Services section of their contracts with CMHSP's.

Kalamazoo Community Mental Health and Substance Abuse Services (KCMHSAS) are committed to offering these services within Kalamazoo county to assist individuals within a supportive environment to make movement within their own recovery.

KCMHSAS has reassessed the need to fund two Peer Delivered or Operated Support Services. KCMHSAS has a fiscal responsibility to maximize the use of our Medicaid funding to ensure that individuals have access to behavioral health services that best meet their needs. KCMHSAS has determined that, for the size of our county, having one provider who is able to meet the needs for both Peer Delivered or Operated Support Services will provide capacity needed for this service within available resources in the most efficient manner.

**SECTION ONE
INTRODUCTION AND INSTRUCTIONS**

1.01 Purpose of the RFI

KCMHSAS is soliciting information from potential bidders for Peer Delivered or Operated Support Services. KCMHSAS is requesting that the following items are included with all responses:

- A brief summary of why your organization is interested in providing Peer Delivered/Operated Support Services.
- Proof of 501(c)(3) non-profit status.
- A list of active board members.
- Proof of regularly held board meetings.

The information, data, comments, or reactions obtained may be used as research for a future solicitation. This RFI does not constitute an Invitation for Bid, Request for Proposal, or Informal Request for Bid or Proposal and is not to be construed as a commitment by KCMHSAS to take any action.

KCMHSAS will review all responses received. If KCMHSAS decides to issue a solicitation for services, the procurement will be conducted in accordance with KCMHSAS procurement policy 02.01.

1.02 Contact and Response Information

The procurement coordinator is the point of contact for this RFI. Please submit all responses to the procurement officer by the deadline specified in the RFI Schedule. Please reference the Solicitation Number and Title. You may submit your written response in person, by mail, or by email to the procurement officer at:

Address: Charles Thomas
2030 Portage Road
Kalamazoo, MI 49001

Email: cthomas@kazoocmh.org

1.03 Assistance to Individuals with a Disability

Contact the procurement officer, as soon as possible, if an individual with a disability needs assistance with the RFI, including any events in the RFI Schedule, so reasonable accommodations can be made.

1.04 RFI Schedule

EVENT	DATE
RFI issued	June 4, 2018
Deadline for Submission of Questions and Requests for Clarification by	June 18, 2018

4:00pm.	
Amendment with Responses to Questions and Requests for Clarification posted on the KCMHSAS website (www.kazoocmh.org)	June 22, 2018
Deadline for Submission of Responses by 4:00pm	June 29, 2018

1.05 Questions and Requests for Clarification

Please submit any questions or requests for clarifications about this RFI in writing to the procurement coordinator by the deadline for submission of questions noted above. Our preferred method of submission is email.

1.06 Notice Provided – State Procurement Website

This RFI and any related amendment and notices will be posted on the KCMHSAS Procurement Office website at: www.kazoocmh.org

1.07 Respondents Responsible for All Preparation Costs

Respondents are responsible for all costs associated with the preparation, submittal, and presentation of their response to this RFI.

1.08- Response

All Respondents that submit information will be informed of the decision made by KCMHSAS on how to proceed by July 13, 2018.