



PROCUREMENT OF SERVICES:

First Episode Psychosis NAVIGATE Mindfulness Research Project –
Training Interventions and Analysis Services

PROCUREMENT ISSUED BY:

KENT COUNTY CMH AUTHORITY D/B/A NETWORK180
790 Fuller Ave NE, Grand Rapids, Michigan 49503
www.network180.org

PROPOSAL SUBMISSION PERIOD:

October 7, 2024, to October 28, 2024, at 5:00 p.m. ET

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1. Procurement Summary

Kent County CMH Authority d/b/a Network180, the Community Mental Health Authority in Kent County, requests proposals for **First Episode Psychosis NAVIGATE Mindfulness Research Project - Training Interventions and Analysis Services**. Contracts awarded under this procurement will begin by December 1, 2024, and will expire on September 30, 2025.

Network180 is a community mental health authority under the Michigan Mental Health Code and is part of the Lakeshore Regional Entity Pre-Paid Inpatient Health Plan (PIHP). Its programs and services are supported and funded, in part, by the Kent County Board of Commissioners and the Michigan Department of Health and Human Services and are administered by the Kent County Community Mental Health Authority Board.

Network180 is a public behavioral health access and service facility serving the needs of Kent County citizens in the areas of mental health, substance use disorders, and intellectual/developmental disabilities.

Visit <http://www.network180.org/> for additional information about Network180 and its current services and activities.

2. Background of First Episode Psychosis – NAVIGATE program in Michigan

It is estimated that 10 per 100,000 individuals experience their first episode of psychosis annually. Early intervention during an individual's course of their experiences of psychosis can alter the course of the illness, enabling individuals to function more fully and participate in family and the community. In 2008 the National Institute of Mental Health began a research initiative, Recovery After an Initial Schizophrenia Episode (RAISE), to develop, test and implement Coordinated Specialty Care (CSC) for individuals who recently experienced their first episode of psychosis. Initial and subsequent outcomes of the initiative continue to support the efficacy of the model of care.

In 2014, following the conclusion of the RAISE research project, President Obama directed that the Substance Abuse and Mental Health Services Administration (SAMHSA) require that five (5) percent of their Mental Health Block Grant (MHBG) funding be allocated to support "evidence-based programs that address the needs of individuals with early serious mental illness, including psychotic disorders." Funding was first allocated in the state of Michigan beginning July 1, 2014. Funding has continued to be renewed each fiscal year since that time. Additionally, effective in mid-fiscal year 2016, funding was increased to equate to ten (10) percent of the MHBG. SAMHSA has further directed that intervention be focused only on the models of care used in RAISE.

Network180 has received grant funding through the Michigan Department of Health and Human Services since 2014 for implementation of the First Episode Psychosis (FEP) – NAVIGATE program in the state of Michigan. Current NAVIGATE programs are established with partner agencies in the following regions: Kent County (Network180), Lansing/East Lansing (Community Mental Health Authority of Clinton, Eaton, and Ingham Counties), Oakland County (Easter Seals Michigan), Wayne County (Hegira Health) and Kalamazoo County (Integrated Services of Kalamazoo).

Additional Resources on First Episode Psychosis Services:

- National Institute on Mental Health's (NIMH) website on RAISE <https://www.nimh.nih.gov/health/topics/schizophrenia/raise/index.shtml>
- "Evidence-Based Treatments for First Episode Psychosis: Components of Coordinated Specialty Care," Heinssen, Robert K., Golstein, Amy B., Azrin, Susan T. [nimh-white-paper-csc-for-fep.pdf \(nih.gov\)](https://www.nimh.nih.gov/white-paper-csc-for-fep.pdf)
- Psychosis-Risk and Early Psychosis Program Network (PEPPNET) website <https://med.stanford.edu/peppnet.html>
- Michigan Minds Empowered website www.michiganminds.org
- NAVIGATE website <http://navigateconsultants.org/>

3. *Scope of Work*

Network180 seeks a qualified organization (contractor) to conduct Training Interventions and Analysis for its First Episode Psychosis – NAVIGATE Mindfulness Research Project according to the following:

Research project summary:

- The research project will measure the efficacy of mindfulness practices for the NAVIGATE program.
- The research project will be part of a research study led by a higher education institution and will be conducted under an approved Institutional Review Board (IRB) protocol for the protection of human subjects.
- The research project design will be shaped by an advisory group made up of constituents of each NAVIGATE stakeholder group (clients, families, and staff), and will also include former participants in NAVIGATE mindfulness trainings and research team members.

Work to be performed includes:

- The contractor will conduct one customized mindfulness training session for each of the three (3) cohorts of NAVIGATE program stakeholders: Clients, Families and Staff. These training sessions will be conducted virtually.
- The contractor will conduct both qualitative and quantitative analysis of results from the training sessions to assess efficacy of this type of intervention.
- The contractor will submit its analysis, along with accompanying data, in the form of a final report to Network180. The analysis will be reported in the form of a professionally packaged final report.
- All work described in this Scope of Work, including project preparation, conduct of three (3) virtual intervention training sessions, and project analysis will begin on or about December 1, 2024, and will be completed by September 30, 2025.

4. *Mandatory Virtual RFP Workshop*

A **mandatory** Virtual RFP Workshop will be held on Wednesday, October 9, 2024, from 9:00 a.m. to 10:00 a.m. ET for proposers to ask specific questions relating to this procurement.

Proposals will not be accepted from organizations which do not participate in this workshop.

Participants may not utilize meeting recordings or AI-generated note-taking software during the Virtual RFP Workshop.

Proposers must contact Anne Ellermets by email at Anne.ellermets@network180.org no later than Tuesday, October 8, 2024, at 5:00 p.m. ET to register for the Virtual RFP Workshop.

5. Questions and Answers

Proposers may submit questions regarding this RFP to Anne Ellermets by email at Anne.ellermets@network180.org. The deadline to submit questions is Wednesday, October 16, 2024, at 5:00 p.m. ET.

Proposers are encouraged to submit questions prior to the Virtual RFP Workshop. Questions received prior to the Virtual RFP Workshop will be answered during the Virtual RFP Workshop.

Questions received after the conclusion of the Virtual RFP Workshop, or questions which could not be answered during the Virtual RFP Workshop, will be responded to via email no later than 5:00 p.m. ET on Thursday, October 17, 2024. Responses will be shared via email with all proposer participants who have provided their email information at the Virtual RFP Workshop.

6. Proposal Submissions and Deadline

Proposals will be accepted from October 7, 2024, to October 28, 2024, at 5:00 p.m. ET. Proposers will be evaluated based on proposals submitted in the Network180 electronic procurement management system, located at <https://network180.smapply.io/>.

The deadline to submit proposals is Monday, October 28, 2024, at 5:00 p.m. ET. Late proposal submissions will not be considered. Network180 is not responsible for delays caused by any occurrence.

Network180 is committed to selecting contractors which demonstrate the ability to provide high quality treatment to individuals served, as well as organizational competence, administrative efficiency, and sufficient capacity. Consequently, proposals must contain all requested information to be considered by Network180. Network180 reserves the right to request any additional information that it may deem necessary after a proposal has been received.

All information included in the proposals is subject to disclosure under the Michigan Freedom of Information Act, 1976 PA 442 once the procurement process has been concluded.

Network180 is not liable for any costs incurred by proposers in the preparation of a response to this procurement opportunity.

Questions relating to proposal submissions may be directed to procurement@network180.org.

7. *Contents of Proposal*

The proposal must contain the following documents to be considered:

A. Cover Letter

Proposers will submit a cover letter on proposer's letterhead, which includes the name, title, and contact information of the person(s) authorized to answer questions about the proposal on behalf of the proposer.

Proposers must disclose all personal and business relationships with employees of Network180 or members of the Network180 Board of Directors. Any real, potential, or perceived conflicts of interest must be disclosed. **If the proposer has no real, potential, or perceived conflicts of interest, proposer should state this in the cover letter.** Any decision to grant a contract will be dependent on consultation regarding conflict of interest.

An official authorized to bind the proposer to the terms in the proposal must sign the cover letter.

B. Proposer Qualifications

Proposers will submit a document describing proposer's qualifications, which will contain, at a minimum, the following information:

- Years of experience
- Summary of experience in providing similar work such as that described in the Scope of Work
- Other relevant qualifications

C. First Episode Psychosis NAVIGATE Mindfulness Research Project - Training Interventions and Analysis Project Plan

Proposers will submit a document describing proposer's plan for the mindfulness classes and research which will contain, at a minimum, the following information:

- Timeline of plans to accomplish the Scope of Work
- Additional details on how the Scope of Work will be performed

D. Cost Proposal

Proposers will submit a cost proposal for the mindfulness classes and research project which includes all costs relating to the Scope of Work.

As a Mental Health Authority, Network180 is classified as a local government and is exempt from all taxes.

E. References

Proposers will submit a minimum of two letters of reference from clients who have utilized the proposer for video production services.

8. *Evaluation of Proposals*

The evaluation of proposals received in response to this procurement opportunity will be conducted comprehensively, fairly, and impartially. Proposals will not be evaluated according to costs alone. An evaluation of each proposal will be conducted by a team of reviewers from Network180 according to the strength of the responses, experience of proposer, and demonstration of ability to provide services in all required areas.

Network180 reserves the right to accept any and all proposals, and/or to waive irregularities in any submission, in any way whatsoever is deemed in its best interest. Network180 also reserves the right to award multiple contracts or no contracts under this procurement opportunity.

Proposers will be notified in writing of the decision to award/not award a contract for proposals submitted for this procurement opportunity.

9. *Award Information*

Contracts awarded under this procurement will begin by December 1, 2024, and will be completed by September 30, 2025.

The contractual relationship between Network180 and its contractors is that of an independent contractor. No agent, employee, or servant of the independent contractor will be deemed to be an employee, agent, or servant of Network180 for any reason.

Network180's contractors will not assign or delegate any of their duties or obligations under the contract to any other party without the prior written permission of Network180.

Network180's contractors will not discriminate against an applicant for employment because of race, gender expression, religion, disability status, sexual orientation, age, color, sex, national origin, gender identity, or other legally protected characteristics or status. Contractor will observe and comply with all applicable federal, state and local laws, ordinances, rules and regulations.

Network180's contractors are required to procure and pay for Commercial General Liability insurance with minimum limits of \$1,000,000/occurrence, \$2,000,000/aggregate, as well as Worker's Compensation insurance, as required by law.

10. *Appeals*

An appeal process will be in place for proposers objecting to the procurement process. Appeals are limited to alleged violations of the procurement process and may not address the qualitative review by the review teams.

It is the proposer's responsibility to become familiar with and fully informed regarding the terms, requirements, and specifications of this procurement opportunity. Lack of understanding and/or misinterpretation of any part of this procurement opportunity shall not be cause for an appeal.

Appeals must be submitted in writing to procurement@network180.org within ten (10) days of the date on which Network180 sends its decision to award/not award a contract to the contact listed on a proposer's submission, and must contain the following:

- An identification of alleged violation(s) of the procurement process.
- Specific information supporting the alleged violation(s); and
- Indication of whether proposer will be represented by legal counsel during the appeal process, and if so, contact information for legal counsel.

11. *Modifications*

Network180 reserves the right to withdraw the procurement opportunity at any point during the process, and to update and/or modify the requirements of this procurement opportunity at any time.

Updates and/or modifications to this procurement opportunity will be posted at <https://www.network180.org/procurement>.