



Health and Human Services **REQUEST FOR PROPOSAL**

OWNER: MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES
18562 MINOBIMAADIZI LOOP
ONAMIA, MN 56359

DATE ISSUED: 3 September, 2024

BID DATE: 13 September, 2024

PROJECT: Mental Health CTSS Services

TO: Qualified Mental Health Vendors

THIS IS NOT A CHANGE ORDER NOR A DIRECTION TO PROCEED WITH THE WORK DESCRIBED HEREIN.

RFP for Mental Health CTSS Services 2 January 2025 to 30 May 2025

Delivery to the following service locations:

- 1. Nay Ah Shing Schools Oodena Drive Onamia MN 56359**
 - a. Upper School**
 - b. Lower School**
 - c. Wewinabi**
- 2. Onamia Public Schools 35465 125th Ave Onamia MN 56359**
 - a. High School**
 - b. Elementary School**
- 3. Minisinaakwaang Leadership Academy 20930 367th Lane, McGregor, MN 55760**
- 4. McGregor Public Schools 148 S 2nd St, McGregor, MN 55760**
 - a. High School**
 - b. Elementary School**
- 5. Hinckley-Finlayson Public Schools 201 Main St E Hinckley MN 55037**
 - a. High School**
 - b. Elementary School**
- 6. Pine Grove Leadership Academy 63842 Ojibwe Rd, Sandstone, MN 55072**
- 7. East Central Public Schools 61085 MN-23, Finlayson, MN 55735**
 - a. High School**
 - b. Elementary School**

The Mille Lacs Band of Ojibwe, Health and Human Services will be accepting sealed bids for the delivery of Mental Health services. Bids will be due 13 September 2024 at 3:00 PM. Bids received will be opened and qualified by the Mille Lacs Band of Ojibwe on Thursday 19 September at 10:30 AM.

Intent:

The intent of this Request for Proposal (RFP) is to search for qualified vendors who are interested in providing the following Mental Health Children's Therapeutic Services and Supports (CTSS) for Mille Lacs Band of Ojibwe (Band) Health and Human Services:

- One (1) Mental Health Professional to provide on-site services five days a week. Time split between Nay Ah Shing Schools and Onamia Public Schools.
- One (1) Mental Health Professional three days per week at Wewinabi, Mille Lacs Early Education Program. The individual who is assigned to this site must have early childhood experience and credentials. They will work with students, staff and families based on assessments. They will also provide classroom observation and consultation.
- Two (2) Mental Health Professional to provide on-site services five days a week. Time split between Minisinaakwaang Leadership Academy, McGregor Public Schools, Hinckley-Finlayson Public Schools, Pine Grove Leadership Academy, and East Central Schools.
- One (1) Mental Health Practitioner to provide on-site services five days a week. Time split between Nay Ah Shing Schools (Upper and Lower).
- One (1) Mental Health Practitioner four (4) days per week at Wewinabi, Mille Lacs Early Education Program. The practitioner filling this role must have early education experience and/or credentialing in this age group.
- One (1) Mental Health Practitioner to provide on-site services five days a week at Onamia Public Schools.
- One (1) Mental Health Practitioner to provide on-site services five days a week. Time split between Minisinaakwaang Leadership Academy and McGregor Public Schools.
- Two (2) Mental Health Practitioner to provide on-site services five days a week. Time split between Hinckley-Finlayson Public Schools, Pine Grove Leadership Academy and East Central Schools.

*On site and virtual days subject to change at the direction of the contracting officer based on the community needs.

The following Mental Health Professionals can provide CTSS:

- Licensed Psychologist (LP)
- Licensed Professional Clinical Counselor (LPCC)
- Licensed Independent Clinical Social Worker (LICSW)
- Licensed Marriage and Family Therapist (LMFT)
- Psychiatrist or an Osteopathic Physician
- Clinical Nurse Specialist (CNS)
- Psychiatric Nurse Practitioner (NP)

Mental Health Practitioners must meet Minnesota Department of Human Services (DHS) CTSS guidelines.

The Band intends to award a one-time contract to the bidder selected as most capable of meeting the Band's requirements. The contractor will be required to sign a Business Associate Agreement. The Band will be the holder of all data and all documentation will be in the electronic health record provided by the Band.

General Notes:

1. Contractor is responsible for a thorough investigation of the scope of work.

HEALTH AND HUMAN SERVICES WILL, TO THE GREATEST EXTENT FEASIBLE, GIVE PREFERENCE IN THE AWARD OF CONTRACT TO INDIAN ORGANIZATIONS AND INDIAN-OWNED ECONOMIC ENTERPRISES.

Work Scope Description:

The Mille Lacs Band of Ojibwe is interested in contracting with one (1) Mental Health vendor to provide Children's Therapeutic Services and Supports.

CTSS is a flexible package of mental health services for children (includes adolescents and young adults up to age 21) who require varying therapeutic and rehabilitative levels of intervention. CTSS covers services for a diagnosed emotional disturbance or diagnosed mental illness in children that are determined to be medically necessary by a mental health professional. The services are delivered using various treatments and combinations of services designed to reach outcomes identified in the individual treatment plan.

Goals of CTSS are to:

- **Restore a child, adolescent, or young adult to an age and developmentally appropriate level of functioning.**
- **Teach and practice skills which help the child, adolescent, or young adult to cope with mental health symptoms. CTSS is a rehabilitative service which can be used to deliver: psychotherapy or skills training. Psychotherapy treats the underlying mental illness and skills training facilitates psychosocial skill development. (3) windows with blinds**

Specific Requirements:

1. **Staff additions:** Approved by the contracting officer based on supporting operational data. When provider/clinician are added, a ninety-day notice will be given to Mille Lacs Band of Ojibwe in writing.
2. **Staff Schedules:** All clinical staff schedules will be created by the Mille Lacs Band of Ojibwe Client Access team and managed by the Health Services Director at the direction of the contracting officer. Contractor will provide a staff schedule at a minimum of sixty days in advance. Health and Human Services reserves the right to give thirty-day notice to request a work site change.

The contract staff will not be scheduled on the following:

- a. On days clinic closed.
- b. On days the school is closed.
- c. Half days at the clinics/schools will not be staffed.
- d. On days the schools do not have students (virtual days, workshop days) staff will not be scheduled.

A full day is minimally six hours of staff availability for patient care. If less than six hours, schedules will be closed for the day and per diem will not be paid.

Contractor will be responsible for clinical supervision for unlicensed personnel. MLBO will not include clinical supervision in their template build, this will need to be completed outside the MLBO schedule.

Due to space constraints, staff from off-sites will remain at assigned sites to complete their workday unless other arrangements have been made.

If Mille Lacs Band issues a government closure for inclement weather or other emergency, it will be treated as a normal scheduled day and per diem will be paid.

3. **Clinical and Financial Outcomes –** Mille Lacs Band of Ojibwe will trend expense and revenue of services provided and communicate with the selected service provider.
4. **Strategic Planning** will be done by the Mille lacs Band of Ojibwe in collaboration with the selected service provider at the direction of the contracting officer.
5. **Operational Planning-** Operational decisions will be at the direction of the contracting officer for execution by the Mille Lacs Band of Ojibwe in collaboration with the selected service provider. All final operations and program changes must be reviewed and approved by the contracting officer. The direct contact for operations is the Health Services Director, as appointed by the contracting officer.

Contacts:

Interested bidders shall contact Emily Duvan at 320-532-4181 or by email at Emily.Duvan@millelacsband.com to be included on the bidder's list in the event that any addendums are issued for this project.

HEALTH AND HUMAN SERVICES RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS FOR ANY REASON.

Bidding notes:

1. Submit proposal in lump sum, not to exceed amount
2. All Contractors (including subcontractors) must comply with Davis Bacon wage requirements
3. All Contractors must provide the following along with their bid submittal:
 - a. A copy of Current MLB Vendor's License (or a copy of the submitted application)
 - b. A copy of Current Insurance Certificate

All proposals MUST be mailed and labeled as follows:

**Mille Lacs Band of Ojibwe
Office of Solicitor General
Sealed bid: CTSS
43408 Oodena Drive
Onamia, MN 56359**

All bids must be SEALED and must be received at the Office of Solicitor General **BY 3:00 p.m. Friday 13 September 2024. Late and/or unsealed bids cannot be accepted. Please plan accordingly to ensure the timely receipt of your bid submittal. **

PROPOSALS NOT SUBMITTED IN THIS MANNER WILL BE REJECTED.

Licensing:

1. Firms must be licensed with the Mille Lacs Band of Ojibwe. A copy of this license (or the license application) must accompany each bid. Licensing process can take several weeks. If you are not currently licensed with the MLBO, please submit a copy of your license application along with your proposal. Contact Elizabeth Thornbloom at (320)532-8274 or via email at ETHornbloom@grcasinos.com with questions regarding licensing and for the license application.