



## **Request for Quotes**

*Implementation of Personal Support Budgets for the  
Intellectual Disabilities/Developmental Disabilities  
Waiver Program (ID/DD Waiver)*

**Contact: Kris Jones  
MS Department of Mental Health  
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601-359-1288**

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**Date: Friday, October 21, 2016**

## **Introduction**

The Mississippi Department of Mental Health (DMH) certifies, provides and/or financially supports a network of services for people with mental illness, intellectual/developmental disabilities, substance use disorders and/or other dementia. It is DMH's goal to improve the lives of Mississippians by supporting a better tomorrow...today.

The Bureau of Intellectual and Developmental Disabilities (BIDD) is responsible for planning, development and supervision of an array of services for individuals in the state with intellectual and developmental disabilities. This public service delivery system is comprised of five state-operated comprehensive IDD programs for individuals with intellectual and developmental disabilities, the Mississippi Adolescent Center, an adolescent rehabilitation center for youth with intellectual and developmental disabilities whose behavior requires specialized treatment, regional community mental health centers, and other nonprofit community agencies/organizations that provide community services.

## **Project Overview**

DMH seeks to contract with a single vendor to assist the BIDD with the implementation of a personal support budget framework that has been in development since 2012. The intended outcome of the project is to implement the framework to allocate resources to people who participate in the ID/DD Waiver based on an assessment of their individual support needs using the Inventory for Client and Agency Planning (ICAP).

## **Deadlines/Timelines**

Request Issue Date	Friday, October 21, 2016
Quote Submission Deadline	Tuesday, November 8, 2016 by 5:00 p.m. CST
Selection Completed	Thursday, November 17, 2016

## **Quote Submission**

A signed quote must be submitted on letterhead directly to Ms. Ashley Lacoste via email at [ashley.lacoste@dmh.ms.gov](mailto:ashley.lacoste@dmh.ms.gov) by 5:00 P.M. CST on Tuesday, November 8, 2016.

The quote must, at a minimum, contain the following information:

- a) a statement of price;
- b) terms of the agreement (i.e. valid dates of the quote);
- c) a description of the services to be offered by the vendor to the agency; and,
- d) name, address and telephone number of the offeror

### **Scope of Work**

The scope of work for this project is included as Exhibit A.

### **Selection**

In compliance with regulations regarding small purchases, DMH will award the contract to the vendor offering the lowest and best proposal/quote.

### **Pricing**

DMH has allocated a maximum of \$50,000.00 for this project.

### **Contract Dates**

The anticipated start date for this contract is Thursday, December 1, 2016. The end date is June 30, 2017.

### **Special Conditions**

These services are being obtained to support the implementation of personal support budgets for people on the ID/DD Waiver. Should the Center for Medicare and Medicaid Services (CMS) disallow the implementation of personal support budgets for the ID/DD Waiver Program, DMH may exercise its authority to terminate the contract.

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## **Exhibit A – Scope of Work**

This proposed Scope of Work (Scope) describes the tasks to be performed by the Contracted Entity (Contractor) in assisting the Mississippi Department of Mental Health (DMH), Bureau of Intellectual and Developmental Disabilities (BIDD) with implementation of a personal support budget framework that has been in development since 2012. The purpose of the project is to allocate resources to people who participate in the Intellectual Disabilities/Developmental Disabilities Waiver based on an assessment of their individual support needs using the Inventory for Client and Agency Planning (ICAP).

### **Basic Scope of Services**

Individual support needs are being assessed using the Inventory for Client and Agency Planning (ICAP). ICAP scores result in people being assigned to one of five (5) Support Levels that have been developed, each of which has a corresponding support package which takes into account the type of setting in which a person lives. A waiver amendment has been submitted to the Centers for Medicare and Medicaid Services (CMS) for approval outlining this proposed system. The following tasks are the remaining components necessary for personal support budget implementation:

#### **Task 1: Develop electronic budgeting tools and provide training on their use**

Once informed of their budget, people will need to be supported to use the assigned budget to select the ID/DD Waiver supports and services which meet their needs. Calculations must be completed during this planning process to ensure the services selected fit within the assigned budget. People/families must be assisted and shown how to allocate their resources so that they will be available for the entire plan year.

The Contractor will produce electronic budget calculation tools which assist Support Coordinators in planning with families and people receiving services to ensure requested services fit within the assigned allowable budget. The Contractor will also produce and provide three on-site face-to-face trainings for Support Coordinators on how to effectively use tools created, specifically to address how such tools act as part of the person-centered planning process. In addition, training curricula must be provided to DMH in a written and/or electronic format so that Support Coordinators hired after the end date of the contract can be trained consistently in the same methods.

#### **Task 2: Address requests for services beyond the personal support budget**

In some circumstances, the support budget assigned will not be sufficient to meet the needs of the person. The Contractor will assist BIDD in developing policies and procedures around how to address the needs of people who have exceptional needs. The Contractor will assist BIDD in developing policies, procedures, and practices around how to address, track, and manage requests for both short-term and long-term increased service requests.

#### **Task 3: Ensure implementation preparedness**

Implementation of personal support budgets requires a variety of policy and procedures be established to assure a smooth and effective roll out. The Contractor will assist BIDD in ensuring all necessary policies and procedures for implementation have been accounted for and

established, and that BIDD is aware of any potential areas of concern in advance of full implementation. BIDD will require the ability to perform all functions for continuing use of personal support budgets at the conclusion of the contract period. This will require the Contractor to develop a transition plan that ensures all functions to achieve personal support budget development, and implementation can be successfully and seamlessly transferred to BIDD.

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