



## **INVITATION FOR BIDS**

IFB Number: 3160003487

Inventory for Client and Agency Planning (ICAP) Administrative Services for  
the MS Department of Mental Health

Issue Date: February 27, 2020

### **CLOSING LOCATION**

Mississippi Department of Mental Health  
239 North Lamar Street  
Jackson, Mississippi 39201

### **BID COORDINATOR**

Toni Johnson, Director  
Bureau of Human Resources  
Telephone: 601-359-1288  
E-Mail: [toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov)

### **CLOSING DATE AND TIME**

Bids must be received by March 31, 2020 at 9:00 AM (CST)

## SECTION 1

### 1.1 Bid Acceptance Period

The original and 3 copies of the bid form, 4 copies total, shall be signed and submitted in a sealed envelope or package to the MS Department of Mental Health (DMH), 239 North Lamar St., Jackson, MS 39201 no later than the time and date specified for receipt of bids. Timely submission of the bid form is the responsibility of the bidder. Bids received after the specified time shall be rejected and returned to the bidder unopened. The envelope or package shall be marked with the bid opening date and time, and the number of the invitation for bid. The time and date of receipt shall be indicated on the envelope or package by the MS Department of Mental Health. Each page of the bid form and all attachments shall be identified with the name of the bidder. Failure to submit a bid on the bid form provided shall be considered just cause for rejection of the bid. Modifications or additions to any portion of the procurement document may be cause for rejection of the bid. The MS Department of Mental Health reserves the right to decide, on a case-by-case basis, whether to reject a bid with modifications or additions as non-responsive. As a precondition to bid acceptance, the MS Department of Mental Health may request the bidder to withdraw or modify those portions of the bid deemed non-responsive that do not affect quality, quantity, price, or delivery of the service.

#### 1.1.1 Timeline

Invitation for Bid Issue Date:	<b>February 27, 2020</b>
Questions and Requests for Clarification Deadline:	<b>March 5, 2020 @ 4:00 PM CST</b>
Anticipated Posting of Written Answers to Questions:	<b>March 10, 2020 @ 5:00 PM CST</b>
Bid Package Submission Deadline:	<b>March 31, 2020 @ 9:00 AM CST</b>
Bid Opening:	<b>March 31, 2020 @ 10:00 AM CST</b>
Anticipated Date of the Notice of Intent to Award:	<b>April 3, 2020 @ 5:00 PM CST</b>
Anticipated Post-Award Debriefing Request Due Date:	<b>April 10, 2020 @ 4:00 PM CST</b>
Anticipated Post-Award Debriefing Held By Date:	<b>April 15, 2020 @ 4:00 PM CST</b>
Anticipated Protest Deadline Date:	<b>April 15, 2020 @ 4:00 PM CST</b>

#### 1.1.2 Late Submissions

A bid received at the place designated in the solicitation for receipt of bids after the exact time specified for receipt will not be considered unless receipt would have been timely but for the action or inaction of agency personnel directly involved with the procurement activity. It must be determined by the MS Department of Mental Health that the late receipt was due solely to mishandling by the MS Department of Mental Health after receipt at the specified address. Late bids are considered non-responsive and are given no further consideration.

The only acceptable evidence to establish the date of mailing of a late bid is the U.S. Postal Service postmark on the wrapper or on the original receipt from the U.S. Postal Service. If the postmark does not show a legible date, the contents of the envelope or package shall be processed as if mailed late. "Postmark" means a printed, stamped, or otherwise placed impression, exclusive of a postage meter impression, that is readily identifiable without further action as having been supplied and affixed by the U.S. Postal Service on the date of mailing. Bidders should request postal clerks to place a hand cancellation postmark (often called a bull's eye) on both the receipt and the envelope or wrapper.

The only acceptable evidence to establish the time of receipt at the office identified for bid opening is the time and date stamp of that office on the bid wrapper or other documentary evidence of receipt used by that office.

**1.2 Expenses Incurred in Preparing Bid**

The MS Department of Mental Health accepts no responsibility for any expense incurred by the bidder in the preparation and presentation of a bid. Such expenses shall be borne exclusively by the bidder.

**1.3 Bid Form**

All pricing must be submitted on the bid form (**Attachment B**). Failure to complete and/or sign the bid form may result in the bidder being determined nonresponsive.

**1.3.1 Bidder Certification**

The bidder agrees that submission of a signed bid form is certification that the bidder will accept an award made to it as a result of the submission.

**1.4 Registration with Mississippi Secretary of State**

By submitting a bid, the bidder certifies that it is registered to do business in the State of Mississippi as prescribed by the Mississippi Secretary of State or, if not already registered, that it will do so within seven (7) business days of being offered an award. Sole proprietors are not required to register with the Mississippi Secretary of State.

**1.5 Debarment**

By submitting a bid, the bidder certifies that it is not currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi or Federal government and that it is not an agent of a person or entity that is currently debarred from submitting bids for contracts issued by any political subdivision or agency of the State of Mississippi.

**1.6 Additional Information**

Questions about the contract portions of the procurement document or the technical portions of the document must be submitted in writing to Toni Johnson at the MS Department of Mental Health, 239 North Lamar St., Jackson, MS 39201 or [toni.johnson@dmh.ms.gov](mailto:toni.johnson@dmh.ms.gov). Bidders are cautioned that any statements made by contact persons that cause a material change to any portion of the bid document shall not be relied upon unless subsequently ratified by a formal written amendment to the bid document.

**1.7 Type of Contract**

Compensation for services will be in the form of a firm fixed-price agreement.

**1.8 Written Bids**

All bids shall be in writing.

**1.9 Amendments to Invitations for Bids**

Amendments to Invitations for Bids shall be sent to all prospective bidders known to have received an Invitation for Bids. The amendments will also be posted publicly on the Mississippi Contract/Procurement Opportunity Search Portal website and the DMH website. The amendment shall reference the portions of the Invitation for Bids it amends. Amendment acknowledgement forms shall be obtained from the agency via verbal or electronic request. Bidders shall acknowledge

receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by the Department of Mental Health by the time and at the place specified for receipt of bids.

## SECTION 2

### 2.1 Purpose

The MS Department of Mental Health is seeking to establish a contract for Inventory for Client and Agency Planning (ICAP) Administrative Services for the MS Department of Mental Health. The ICAP is used in resource allocation and level of care (LOC) determinations for the Intellectual Disabilities/Developmental Disabilities Waiver (ID/DD Waiver).

The Department of Mental Health (DMH) uses the Inventory for Client and Agency Planning (ICAP) to assess and determine resource allocation and level of care determination (LOC) for people enrolled in and approved for enrollment in the ID/DD Waiver. One-third (1/3) of ID/DD Waiver participants will receive the ICAP for both resource allocation and level of care determination, one-third (1/3) of enrollees in each year will receive the ICAP for resource allocation. People being initially enrolled in the ID/DD Waiver will receive the ICAP for both resource allocation and level of care determination.

The ICAP assessment tool is administered and scored as indicated in the ICAP Examiner's Manual. The service level and service score are based on a combination of responses obtained from two (2) respondent(s) who have known and worked with the person on a routine basis for at least three (3) consecutive months.

It is understood that any contract resulting from IFB: #3160003487: requires approval by the Mississippi Public Procurement Review Board Office of Personal Service Contract Review. If any contract resulting from IFB: #3160003487: is not approved by the Mississippi Public Procurement Review Board Office of Personal Service Contract Review, it is void and no payment shall be made.

### 2.2 Scope of Services

The MS Department of Mental Health is requesting sealed bids for an experienced ICAP Assessment Administrator to use the Inventory for Client and Agency Planning (ICAP) assessment tool to conduct face to face interviews with a specified number of respondents, on a statewide basis, for the purpose of developing a thorough, detailed functional assessment for each person receiving ID/DD Waiver services as well as those who have been previously approved for enrollment. Specifics of the scope of services and expected deliverables are described in **ATTACHMENT I**.

### 2.3 Term

The term of the contract shall be for a period of one year. Upon written agreement of both parties at least 30 days prior to each contract anniversary date, the contract may be renewed by the MS Department of Mental Health for a period of four (4) successive one-year period(s) under the same prices, terms, and conditions as in the original contract subject to approval by the OPSCR. The total number of renewal years permitted shall not exceed one (4).

### **2.3.1 Multi-Term Contracts**

Unless otherwise provided by law, a contract for services may be entered into for a period of time not to exceed four (4) years with an option to renew for one (1) year, provided the term of the contract and conditions of renewal or extension, if any, are included in the solicitation and funds are available for the first fiscal period at the time of contracting. Payment and performance obligations for succeeding fiscal periods shall be subject to the availability and appropriation of funds.

#### **2.3.1.1 Requirements**

- a) Services are based on the number of calls received during the designated hours.
- b) A unit price shall be given for each service, and that unit price shall be the same throughout the contract.
- c) A multi-term contract will be canceled if funds are not appropriated or otherwise made available to support the continuation of performance in any fiscal period succeeding the first; however, this does not affect either the State's right or the Contractor's rights under any termination clause in the contract.
- d) The Procurement Officer must notify the Contractor on a timely basis that the funds are or are not available for the continuation of the contract for each succeeding fiscal period.
- e) A multi-term contract may be awarded. This award will be contingent upon the needs of the agency for continued services.

## **SECTION 3**

### **3.1 Insurance**

The successful vendor shall maintain at least the minimum level of workers' compensation insurance, comprehensive general liability or professional liability insurance, with minimum limits of \$500,000.00 per case. The MS Department of Mental Health reserves the right to request from carriers, certificates of insurance regarding the coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance. The vendor shall be prepared to provide evidence of required insurance upon request by the MS Department of Mental Health at any point during the contract period and should consult with legal counsel regarding its obligations.

## **SECTION 4**

### **4.1 Bid Evaluation**

Bids will be evaluated based on the requirements set forth in IFB: #3160003487 which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and be considered in evaluation for award shall be objectively measurable where possible. This Invitation for Bids sets forth the evaluation criteria to be used. No criteria will be used in an evaluation that is not set forth in this Invitation for Bids. Only bidders who are found responsive and responsible will have their bids considered.

#### **4.1.1 Responsive Bidder**

Bidder must submit bid which conforms in all material respects to this Invitation for Bids, IFB: #3160003487 as determined by MS Department of Mental Health.

#### **4.1.2 Minimum Qualifications to be Deemed Responsive**

In order to be deemed responsive the vendor must answer all questions, show proper insurances and acknowledge all certifications and assurances in Attachment D. The bidder must also document a minimum of three (3) years of prior experience in providing superior quality diagnostic, data management and training services to government entities that manage home and community based waiver services for people with intellectual and/or developmental disabilities (ID/DD) and proven experience administering the Inventory for Client and Agency Planning (ICAP) for the same population of people.

**4.1.3** These minimum qualifications are in addition to a minimum score of eighteen (18) on the Reference Score Sheet (**Attachment E**) from reference interviews by the MS Department of Mental Health with three (3) bidder/contractor references (for a total minimum score of eighteen (18)), as well as all other requirements of this Invitation for Bids. (*See Attachments C and E.*)

#### **4.1.4 Nonconforming Terms and Conditions**

A bid response that includes terms and conditions that do not conform to the terms and conditions in the bid document is subject to rejection as non-responsive. The MS Department of Mental Health reserves the right to permit the bidder to withdraw nonconforming terms and conditions from its bid response prior to a determination by the MS Department of Mental Health of non - responsiveness based on the submission of nonconforming terms and conditions.

#### **4.1.5 Conditioning Bid Upon Other Awards**

Any bid which is conditioned upon receiving award of both the particular contract being solicited and another Mississippi contract shall be deemed non-responsive and not acceptable.

#### **4.1.6 Bid Submission Format**

The bid package must be sealed and must contain the following:

- Bid Cover Sheet (**Attachment A**)
- Bid Form (**Attachment B**)
- References (**Attachment C**)
- Certifications and Assurances (**Attachment D**)

#### **4.1.7 Responsible Bidder**

Bidder must have capability in all respects to perform fully the contract requirements and the integrity and reliability which will assure good faith performance, as determined by MS Department of Mental Health.

#### **4.1.8 References**

Each bidder must furnish a listing of **at least** three (3) trade references along with the contact person, address, and phone number for each. These references must be familiar with the bidder's abilities in the areas involved with this solicitation. The MS Department of Mental Health will use these references to determine the bidder's ability to perform the

services. It is the responsibility of the bidder to ensure that the reference contact information is correct and current. Bidders should verify before submitting their bid that the contact person and phone number are correct for each reference. The bidder may submit as many references as desired. The MS Department of Mental Health will begin contacting references at the top of the list and will continue down the list until three (3) contacts have been reached. References must be listed on **Attachment C**.

#### **4.2 Bid Opening**

Bid opening will be open to the public; however, this will include opening, reading aloud, and listing the bid price on each bid only. No discussions will be entered into with any bidder as to the quality or provisions of the specifications and no award will be made, either stated or implied at the bid opening.

#### **4.3 Award**

The contract will be awarded by written notice to the lowest responsible bidder whose bid meets the requirements and criteria set forth in this Invitation for Bids in Section 1.1.1.

##### **4.3.1 Notification**

All participating vendors will be notified of the MS Department of Mental Health's intent to award a contract. In addition, the MS Department of Mental Health will identify the selected vendor and publish this information on the agency's website at [www.dmh.ms.gov](http://www.dmh.ms.gov). Notice of award is also made available to the public.

##### **4.3.2 Contract Management**

If the Contractor fails to adhere to the services schedule, or if the Contractor fails to satisfactorily provide the prescribed service to all or any service area, the Contracting Agency will inform the Contractor, and the Contractor shall complete corrective action within twenty-four (24) hours. No payment shall be made to the Contractor until all deficiencies have been corrected. If the Contractor exhibits a pattern of non-performance as shown by repeated deficiencies, the Contracting Agency may terminate the contract without further obligation to the Contractor. (Contracting Agency may elect to use the form included as **Attachment H**, Inventory for Client and Agency Planning (ICAP) Administrative Services Discrepancy Report.)

## **SECTION 5**

#### **5.1 Post-Award Vendor Debriefing**

A bidder, successful or unsuccessful, may request a post-award debriefing, in writing, by U.S. mail or electronic submission. The written request must be received by the Director of the MS Department of Mental Health within three (3) business days of notification of the contract award. A post - award debriefing is a meeting and not a hearing; therefore, legal representation is not required. A debriefing typically occurs within three (3) business days of receipt of the request. If a bidder prefers to have legal representation present, the bidder must notify the Director of the MS Department of Mental Health in writing and identify its attorney by name, address, and telephone number. The MS Department of Mental Health will schedule and/or suspend and reschedule the meeting at a time when a Representative of the Office of the Mississippi Attorney General can be present.

For additional information regarding Post-Award Debriefing, as well as the information that may be provided and excluded, please see Section 7-114 through 7-114.07, Post- Award Vendor Debriefing, of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.

**5.2 Protest of Award**

Any actual or prospective bidder or contractor who is aggrieved in connection with this solicitation or the outcome of the Invitation for Bids may file a protest with the Bid Coordinator, Toni Johnson, Director of the Bureau of Human Resources. The protest shall be submitted on or before 4:00 pm, April 15, 2020, in writing after such aggrieved person or entity knows or should have known of the facts giving rise thereto. All protests must be in writing, dated, signed by the bidder or an individual authorized to sign contracts on behalf of the protesting bidder, and contain a statement of the reason(s) for protest, citing the law(s), rule(s) or regulation(s), and/or procedure(s) on which the protest is based. The written protest letter shall contain an explanation of the specific basis for the protest. The protesting bidder must provide facts and evidence to support the protest. A protest is considered filed when received by the Bid Coordinator, Toni Johnson, Director of the Bureau of Human Resources, via either U.S. mail, postage prepaid, or personal delivery. Protests filed after 4:00 pm, April 15, 2020, will not be considered.

**5.3 Required Contract Terms and Conditions**

Any contract entered into between a Contracting Agency and a vendor/bidder shall include the required clauses found in **Attachment F** and those required by the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations* as updated.

**5.4 Optional Contract Terms and Conditions**

Any contract entered into between a Contracting Agency and a vendor/bidder may have, at the discretion of the Contracting Agency, the optional clauses found in **Attachment G** and those within the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations* as updated.

**5.5 Mississippi Contract/Procurement Opportunity Search Portal**

This Invitation for Bids, and the questions and answers concerning this Invitation for Bids, are posted on the Contract/Procurement Opportunity Search Portal.

**5.6 Attachments**

The attachments to this Invitation for Bids are made a part of this Invitation for Bids as if copied herein in words and figures.



## Attachment A

### Bid Cover Sheet

The Department of Mental Health is seeking to establish a contract for Inventory for Client and Agency Planning (ICAP) Administrative Services for the MS Department of Mental Health.

Bids are to be submitted as listed below, on or before March 31, 2020 at 9:00 a.m.

### PLEASE MARK YOUR ENVELOPE:

[IFB: #3160003487:]  
Opening Date: March 31, 2020 at 10:00 a.m.  
MS Department of Mental Health  
Attention: Toni Johnson  
239 North Lamar Street  
Jackson, MS 39201  
**SEALED BID – DO NOT OPEN**

Name of Company: \_\_\_\_\_

Quoted By: \_\_\_\_\_

Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

FEI/FIN # (if company, corporation, or partnership):	
SS# (if individual):	

## Attachment A (page 2)

**In addition to providing the above contact information, please answer the following questions regarding your company:**

What year was your company started? \_\_\_\_\_

How many years and/or months has your company been in the business of performing the services called for in this Invitation for Bids? \_\_\_\_\_

Please provide the physical location and mailing address of your company's home office, principal place of business, and place of incorporation. \_\_\_\_\_

\_\_\_\_\_

If your company is not physically located in the region, how will you provide Inventory for Client and Agency Planning Administrative Services for people with intellectual and developmental disabilities (ID/DD) in the region? \_\_\_\_\_

\_\_\_\_\_

Is your company currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, please discuss the impact both in organizational and directional terms.

\_\_\_\_\_

\_\_\_\_\_

List all licenses or permits your company possesses that are applicable to performing the services required in this Invitation for Bids. \_\_\_\_\_

\_\_\_\_\_

For how many customers has your company provided Inventory for Client and Agency Planning Administrative Services for people with intellectual and developmental disabilities (ID/DD) in the past two (2) years? Please include the dates, the size of the area maintained, and the annual amount of the billing to each customer.

\_\_\_\_\_

What is the largest customer your company has provided Inventory for Client and Agency Planning Administrative Services for people with intellectual and developmental disabilities (ID/DD) for in the past two (2) years? Please include the annual amount of the billing. \_\_\_\_\_

\_\_\_\_\_

Describe any specific services which your company offers along with any specialized experience, certification, and/or education of your current staff. \_\_\_\_\_

\_\_\_\_\_

### Attachment A (page 3)

List all the equipment that your company has available or that is intended to be used to perform the services required in this Invitation for Bids. \_\_\_\_\_

OWNED EQUIPMENT					
Year	Make	Model	ID#	Capacity	Description

RENTED/LEASED EQUIPMENT					
Year	Make	Model	ID#	Capacity	Description

## Attachment B

### Bid Form for Inventory for Client and Agency Planning (ICAP) Administrative Services for the MS Department of Mental Health

Company	Company Representative	Telephone

The pricing quoted must be inclusive of, but not limited to the following:

- All required equipment and materials
- All required insurance
- All required overhead
- All required profit
- All required transportation
- All required labor
- All required business and professional licenses, permits, fees, etc. (if any)
- Any and all other costs associated with performing the services

The pricing must include ALL associated costs with no additional or hidden fees.

BRIEF DESCRIPTION OF SERVICES TO BE CONDUCTED TO PROVIDE INVENTORY FOR CLIENT AND AGENCY PLANNING (ICAP) ADMINISTRATIVE SERVICES FOR THE MS DEPARTMENT OF MENTAL HEALTH.	UNIT PRICE
TOTAL ANNUAL PRICE	

## Attachment B (page 2)

By signing below, the Company Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bids, IFB: #3160003487, and the attachments herein;
2. That the company meets all requirements and acknowledges all certifications contained in this Invitation for Bids, IFB: #3160003487 and the attachments herein;
3. That the company agrees to all provisions of this Invitation for Bids, IFB: #3160003487 and the attachments herein;
4. That the company will perform, without delay, the services required at the prices quoted in this **Attachment B**;
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date; and
6. That the company has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bids.

Printed Name: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

## Attachment C

### References

#### Reference 1

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

#### Reference 2

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

#### Reference 3

Name of Company: \_\_\_\_\_  
Dates of Service: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/State/Zip: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Fax: \_\_\_\_\_

The bidder may submit as many references as desired by submitting as many additional copies of this Attachment C, References, as needed. The Mississippi Department of Mental Health will begin contacting references at the top of the list and will continue down the list until 3 contacts have been reached. See Section 4.1.8 of this Invitation for Bids.

## Attachment D

### Certifications and Assurances

I/We make the following certifications and assurances as a required element of the bid to which it is attached, of the understanding that the truthfulness of the facts affirmed here and the continued compliance with these requirements are conditions precedent to the award or continuation of the related contract(s) by circling the applicable word or words in each paragraph below:

**1. REPRESENTATION REGARDING CONTINGENT FEES**

Contractor represents that it **has/has not** retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid.

**2. REPRESENTATION REGARDING GRATUITIES**

The bidder or Contractor represents that it **has/has not** violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the Mississippi Personal Service Contract Review Board Rules and Regulations.

**3. CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

The bidder certifies that the prices submitted in response to the solicitation **have/have not** been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other bidder or competitor relating to those prices, the intention to submit a bid, or the methods or factors used to calculate price.

**4. PROSPECTIVE CONTRACTOR'S REPRESENTATION REGARDING CONTINGENT FEES**

The prospective Contractor represents as a part of such Contractor's bid that such Contractor **has/has not** retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.

Name/Title: \_\_\_\_\_

Signature/Date: \_\_\_\_\_

*Note: Please be sure to **circle the applicable word or words** provided above. Failure to **circle the applicable word or words** and/or to sign the bid form may result in the bid being rejected as nonresponsive. **Modifications or additions to any portion of this bid document may be cause for rejection of the bid.***

# ATTACHMENT E

## Reference Score Sheet

### TO BE COMPLETED BY THE MS DEPARTMENT OF MENTAL HEALTH ONLY

Bidder Name: \_\_\_\_\_

Reference Name: \_\_\_\_\_

Person Contacted, Title/Position: \_\_\_\_\_

Date/Time Contacted: \_\_\_\_\_

Service From/To Dates: \_\_\_\_\_

Able to administer the Inventory for Client and Agency Planning (ICAP) for people with ID/DD?	Yes	No
Satisfied with the administrative services and level of experience with people with ID/DD? If no, please explain.	Yes	No
Vendor able to provide diagnostic, data management, and training services?	Yes	No
Were the ICAP administrative services completed on time and within budget?	Yes	No
Vendor listened when you had an issue and readily offered a solution? (If never had an issue, please check here_____.)	Yes	No
Would you enter into a contract with them again?	Yes	No
Would you recommend them?	Yes	No

Each "yes" is one (1) point; each "no" is minus one (-1) point. Bidder must have a minimum score of six (6) from three (3) references (total of "eighteen (18) points") to be considered responsible and for its bid to be considered.

Score: \_\_\_\_\_

Do you have any business, professional or personal interest in the bidder's organization? If yes, please explain.	Yes	No
---	-----	----

Called by: \_\_\_\_\_

Notes: \_\_\_\_\_

---

---

---

---

---



## ATTACHMENT F

### Required Clauses for Service Contracts Resulting from this Invitation for Bids

1. Applicable Law. The contract shall be governed by and construed in accordance with the laws of the State of Mississippi, excluding its conflicts of laws, provisions, and any litigation with respect thereto shall be brought in the courts of the State. Contractor shall comply with applicable federal, state, and local laws and regulations.
2. Availability of Funds. It is expressly understood and agreed that the obligation of the Agency to proceed under this agreement is conditioned upon the appropriation of funds by the Mississippi State Legislature and the receipt of state and/or federal funds. If the funds anticipated for the continuing fulfillment of the agreement are, at any time, not forthcoming or insufficient, either through the failure of the federal government to provide funds or of the State of Mississippi to appropriate funds or the discontinuance or material alteration of the program under which funds were provided or if funds are not otherwise available to the Agency, the Agency shall have the right upon ten (10) working days written notice to Contractor, to terminate this agreement without damage, penalty, cost or expenses to the Agency of any kind whatsoever. The effective date of termination shall be as specified in the notice of termination.
3. Compliance with Laws. Contractor understands that the Agency is an equal opportunity employer and therefore, maintains a policy which prohibits unlawful discrimination based on race, color, creed, sex, age, national origin, physical handicap, disability, genetic information, or any other consideration made unlawful by federal, state, or local laws. All such discrimination is unlawful and Contractor agrees during the term of the agreement that Contractor will strictly adhere to this policy in its employment practices and provision of services. Contractor shall comply with, and all activities under this agreement shall be subject to, all applicable federal, State of Mississippi, and local laws and regulations, as now existing and as may be amended or modified.
4. E-Payment. Contractor agrees to accept all payments in United States currency via the State of Mississippi's electronic payment and remittance vehicle. The agency agrees to make payment in accordance with Mississippi law on "Timely Payments for Purchases by Public Bodies," which generally provides for payment of undisputed amounts by the agency within forty-five (45) days of receipt of invoice. Mississippi Code Annotated § 31-7-305.
5. E-Verification. If applicable, Contractor represents and warrants that it will ensure its compliance with the Mississippi Employment Protection Act of 2008 and will register and participate in the status verification system for all newly hired employees. Mississippi Code Annotated §§ 71-11-1 *et seq.* The term "employee" as used herein means any person that is hired to perform work within the State of Mississippi. As used herein, "status verification system" means the Illegal Immigration Reform and Immigration Responsibility Act of 1996 that is operated by the United States Department of Homeland Security, also known as the E-Verify Program, or any other successor electronic verification system replacing the E-Verify Program. Contractor agrees to maintain records of such compliance. Upon request of the State and after approval of the Social Security Administration or Department of

Homeland Security when required, Contractor agrees to provide a copy of each such verification. Contractor further represents and warrants that any person assigned to perform services hereafter meets the employment eligibility requirements of all immigration laws. The breach of this agreement may subject Contractor to the following:

- a. termination of this contract for services and ineligibility for any state or public contract in Mississippi for up to three (3) years with notice of such cancellation/termination being made public; or
- b. the loss of any license, permit, certification or other document granted to Contractor by an agency, department or governmental entity for the right to do business in Mississippi for up to one (1) year; or,
- c. both.

In the event of such cancellation/termination, Contractor would also be liable for any additional costs incurred by the State due to Contract cancellation or loss of license or permit to do business in the State.

6. Paymode. Payments by state agencies using the State's accounting system shall be made and remittance information provided electronically as directed by the State. These payments shall be deposited into the bank account of Contractor's choice. The State may, at its sole discretion, require Contractor to electronically submit invoices and supporting documentation at any time during the term of this Agreement. Contractor understands and agrees that the State is exempt from the payment of taxes. All payments shall be in United States currency.
7. Procurement Regulations. The contract shall be governed by the applicable provisions of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*, a copy of which is available at 501 North West Street, Suite 701E, Jackson, Mississippi 39201 for inspection, or downloadable at <http://www.DFA.ms.gov>.
8. Representation Regarding Contingent Fees. Contractor represents that it has not retained a person to solicit or secure a state contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, except as disclosed in Contractor's bid.
9. Representation Regarding Gratuities. The bidder, offeror, or Contractor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *Mississippi Public Procurement Review Board Office of Personal Service Contract Review Rules and Regulations*.
10. Stop Work Order.

(1) Order to Stop Work: The Chief Procurement Officer, may, by written order to Contractor at any time, and without notice to any surety, require Contractor to stop all or any part of the work called for by this contract. This order shall be for a specified period not exceeding 90 days after the order is delivered to Contractor, unless the parties agree to any further period. Any such order shall be identified specifically as a stop work order issued pursuant to this clause. Upon receipt of such an order, Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the occurrence of costs allocable to the work covered by the order during the period of work stoppage. Before the stop work order expires, or within any further period to which the parties shall have agreed, the Chief Procurement Officer shall either: (a) cancel the

stop work order; or,

(b) terminate the work covered by such order as provided in the Termination for Default clause or the Termination for Convenience clause of this contract.

(2) Cancellation or Expiration of the Order: If a stop work order issued under this clause is canceled at any time during the period specified in the order, or if the period of the order or any extension thereof expires, Contractor shall have the right to resume work. An appropriate adjustment shall be made in the delivery schedule or Contractor price, or both, and the contract shall be modified in writing accordingly, if:

(a) the stop work order results in an increase in the time required for, or in Contractor's properly allocable to, the performance of any part of this contract; and,

(b) Contractor asserts a claim for such an adjustment within 30 days after the end of the period of work stoppage; provided that, if the Chief Procurement Officer decides that the facts justify such action, any such claim asserted may be received and acted upon at any time prior to final payment under this contract.

(3) Termination of Stopped Work: If a stop work order is not canceled and the work covered by such order is terminated for default or convenience, the reasonable costs resulting from the stop work order shall be allowed by adjustment or otherwise.

(4) Adjustments of Price: Any adjustment in contract price made pursuant to this clause shall be determined in accordance with the Price Adjustment clause of this contract.

11. Termination for Convenience.

(1) Termination. The Agency Head or designee may, when the interests of the State so require, terminate this contract in whole or in part, for the convenience of the State. The Agency Head or designee shall give written notice of the termination to Contractor specifying the part of the contract terminated and when termination becomes effective.

(2) Contractor's Obligations. Contractor shall incur no further obligations in connection with the terminated work and on the date set in the notice of termination Contractor will stop work to the extent specified. Contractor shall also terminate outstanding orders and subcontracts as they relate to the terminated work. Contractor shall settle the liabilities and claims arising out of the termination of subcontracts and orders connected with the terminated work. The Agency Head or designee may direct Contractor to assign Contractor's right, title, and interest under terminated orders or subcontracts to the State. Contractor must still complete the work not terminated by the notice of termination and may incur obligations as are necessary to do so.

12. Termination for Default.

(1) Default. If Contractor refuses or fails to perform any of the provisions of this contract with such diligence as will ensure its completion within the time specified in this contract or any extension thereof, or otherwise fails to timely satisfy the contract provisions, or commits any other substantial breach of this contract, the Agency Head or designee may notify Contractor in writing of the delay or nonperformance and if not cured in ten (10) days or any longer time specified in writing by the Agency Head or designee, such officer may terminate Contractor's

right to proceed with the contract or such part of the contract as to which there has been delay or a failure to properly perform. In the event of termination in whole or in part, the Agency Head or designee may procure similar supplies or services in a manner and upon terms deemed appropriate by the Agency Head or designee. Contractor shall continue performance of the contract to the extent it is not terminated and shall be liable for excess costs incurred in procuring similar goods or services.

(2) Contractor's Duties. Notwithstanding termination of the contract and subject to any directions from the Chief Procurement Officer, Contractor shall take timely, reasonable, and necessary action to protect and preserve property in the possession of Contractor in which the State has an interest.

(3) Compensation. Payment for completed services delivered and accepted by the State shall be at the contract price. The State may withhold from amounts due Contractor such sums as the Agency Head or designee deems to be necessary to protect the State against loss because of outstanding liens or claims of former lien holders and to reimburse the State for the excess costs incurred in procuring similar goods and services.

(4) Excuse for Nonperformance or Delayed Performance. Except with respect to defaults of subcontractors, Contractor shall not be in default by reason of any failure in performance of this contract in accordance with its terms (including any failure by Contractor to make progress in the prosecution of the work hereunder which endangers such performance) if Contractor has notified the Agency Head or designee within 15 days after the cause of the delay and the failure arises out of causes such as: acts of God; acts of the public enemy; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. If the failure to perform is caused by the failure of a subcontractor to perform or to make progress, and if such failure arises out of causes similar

PPRB OPSCR Rules and Regulations  
Effective Date 5/6/2018

Page 143

to those set forth above, Contractor shall not be deemed to be in default, unless the services to be furnished by the subcontractor were reasonably obtainable from other sources in sufficient time to permit Contractor to meet the contract requirements. Upon request of Contractor, the Agency Head or designee shall ascertain the facts and extent of such failure, and, if such officer determines that any failure to perform was occasioned by any one or more of the excusable causes, and that, but for the excusable cause, Contractor's progress and performance would have met the terms of the contract, the delivery schedule shall be revised accordingly, subject to the rights of the State under the clause entitled (in fixed-price contracts, "Termination for Convenience," in cost-reimbursement contracts, "Termination"). (As used in this Paragraph of this clause, the term "subcontractor" means subcontractor at any tier).

(5) Erroneous Termination for Default. If, after notice of termination of Contractor's right to proceed under the provisions of this clause, it is determined for any reason that the contract was not in default under the provisions of this clause, or that the delay was excusable under the provisions of Paragraph (4) (Excuse for Nonperformance or Delayed Performance) of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination for convenience of the State, be the same as if the notice of termination had been issued pursuant to such clause.

(6) Additional Rights and Remedies. The rights and remedies provided in this clause are in addition to any other rights and remedies provided by law or under this contract.

13. Termination Upon Bankruptcy. This contract may be terminated in whole or in part by Agency upon written notice to Contractor, if Contractor should become the subject of bankruptcy or receivership proceedings, whether voluntary or involuntary, or upon the execution by Contractor of an assignment for the benefit of its creditors. In the event of such termination, Contractor shall be entitled to recover just and equitable compensation for satisfactory work performed under this contract, but in no case shall said compensation exceed the total contract price.
14. Trade Secrets, Commercial and Financial Information. It is expressly understood that Mississippi law requires that the provisions of this contract which contain the commodities purchased or the personal or professional services provided, the price to be paid, and the term of the contract shall not be deemed to be a trade secret or confidential commercial or financial information and shall be available for examination, copying, or reproduction.
15. Transparency. This contract, including any accompanying exhibits, attachments, and appendices, is subject to the "Mississippi Public Records Act of 1983," and its exceptions. See Mississippi Code Annotated §§ 25-61-1 *et seq.* and Mississippi Code Annotated § 79- 23-1. In addition, this contract is subject to the provisions of the Mississippi Accountability and Transparency Act of 2008. Mississippi Code Annotated §§ 27-104-151 *et seq.* Unless exempted from disclosure due to a court-issued protective order, a copy of this executed contract is required to be posted to the Department of Finance and Administration's independent agency contract website for public access at <http://www.transparency.mississippi.gov>. Information identified by Contractor as trade secrets, or other proprietary information, including confidential vendor information or any other information which is required confidential by state or federal law or outside the applicable freedom of information statutes, will be redacted.
16. Acknowledgement of Amendments.  
Bidders shall acknowledge receipt of any amendment to the solicitation by signing and returning the amendment with the bid, by identifying the amendment number and date in the space provided for this purpose on the bid form, or by letter. The acknowledgment must be received by the Department of Mental Health by the time and at the place specified for receipt of bids.
17. Approval. It is understood that this contract requires approval by the Office of Personal Service Contract Review Board. If this contract is not approved, it is void and no payment shall be made hereunder.

## ATTACHMENT G

### Optional Clauses for Use in Service Contracts Resulting from this Invitation for Bids

1. Anti-assignment/Subcontracting. Contractor acknowledges that it was selected by the State to perform the services required hereunder based, in part, upon Contractor's special skills and expertise. Contractor shall not assign, subcontract, or otherwise transfer this agreement, in whole or in part, without the prior written consent of the State, which the State may, in its sole discretion, approve or deny without reason. Any attempted assignment or transfer of its obligations without such consent shall be null and void. No such approval by the State of any subcontract shall be deemed in any way to provide for the incurrence of any obligation of the State in addition to the total fixed price agreed upon in this agreement. Subcontracts shall be subject to the terms and conditions of this agreement and to any conditions of approval that the State may deem necessary. Subject to the foregoing, this agreement shall be binding upon the respective successors and assigns of the parties.
2. Attorney's Fees and Expenses. Subject to other terms and conditions of this agreement, in the event Contractor defaults in any obligations under this agreement, Contractor shall pay to the State all costs and expenses (including, without limitation, investigative fees, court costs, and attorney's fees) incurred by the State in enforcing this agreement or otherwise reasonably related thereto. Contractor agrees that under no circumstances shall the customer be obligated to pay any attorney's fees or costs of legal action to Contractor.

Any liability resulting from the wrongful disclosure of confidential information on the part of Contractor or its subcontractor shall rest with Contractor. Disclosure of any confidential information by Contractor or its subcontractor without the express written approval of the Agency shall result in the immediate termination of this agreement.

3. Confidentiality. Notwithstanding any provision to the contrary contained herein, it is recognized that Agency is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act. Mississippi Code Annotated §§ 25-61-1 *et seq.* If a public records request is made for any information provided to Agency pursuant to the agreement and designated by the Contractor in writing as trade secrets or other proprietary confidential information, Agency shall follow the provisions of Mississippi Code Annotated §§ 25-61-9 and 79-23-1 before disclosing such information. The Agency shall not be liable to the Contractor for disclosure of information required by court order or required by law.
4. Indemnification. To the fullest extent allowed by law, Contractor shall indemnify, defend, save and hold harmless, protect, and exonerate the agency, its commissioners, board members, officers, employees, agents, and representatives, and the State of Mississippi from and against all claims, demands, liabilities, suits, actions, damages, losses, and costs of every kind and nature whatsoever including, without limitation, court costs, investigative fees and expenses, and attorney's fees, arising out of or caused by Contractor and/or its partners, principals, agents, employees and/or subcontractors in the performance of or failure to perform this agreement. In the State's sole discretion, Contractor may be allowed to control the defense of any such claim, suit, etc. In the event Contractor defends said claim, suit, etc., Contractor shall use legal counsel acceptable to the State. Contractor shall be solely responsible for all costs and/or expenses

associated with such defense, and the State shall be entitled to participate in said defense. Contractor shall not settle any claim, suit, etc. without the State's concurrence, which the State shall not unreasonably withhold.

5. Independent Contractor Status. Contractor shall, at all times, be regarded as and shall be legally considered an independent contractor and shall at no time act as an agent for the State. Nothing contained herein shall be deemed or construed by the State, Contractor, or any third party as creating the relationship of principal and agent, master and servant, partners, joint ventures, employer and employee, or any similar such relationship between the State and Contractor. Neither the method of computation of fees or other charges, nor any other provision contained herein, nor any acts of the State or Contractor hereunder creates, or shall be deemed to create a relationship other than the independent relationship of the State and Contractor. Contractor's personnel shall not be deemed in any way, directly or indirectly, expressly or by implication, to be employees of the State. Neither Contractor nor its employees shall, under any circumstances, be considered servants, agents, or employees of the Agency, and the Agency shall be at no time legally responsible for any negligence or other wrongdoing by Contractor, its servants, agents, or employees. The Agency shall not withhold from the contract payments to Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to Contractor. Further, the Agency shall not provide to Contractor any insurance coverage or other benefits, including Worker's Compensation, normally provided by the State for its employees.
  
6. Modification or Renegotiation. This agreement may be modified only by written agreement signed by the parties hereto. The parties agree to renegotiate the agreement if federal and/or state revisions of any applicable laws or regulations make changes in this agreement necessary.
  
7. Notices. All notices required or permitted to be given under this agreement must be in writing and personally delivered or sent by certified United States mail, postage prepaid, return receipt requested, to the party to whom the notice should be given at the address set forth below. Notice shall be deemed given when actually received or when refused. The parties agree to promptly notify each other in writing of any change of address.

For the Agency:	For Contractor:
Toni Johnson	[Name, Title]
MS Department of Mental Health	[Contractor Name]
239 North Lamar St.	[Address]
Jackson, MS 39201	[City, State, Zip]

8. Ownership of Documents and Work Papers. Agency shall own all documents, files, reports, work papers and working documentation, electronic or otherwise, created in connection with the project which is the subject of this agreement, except for Contractor's internal administrative and quality assurance files and internal project correspondence. Contractor shall deliver such documents and work papers to Agency upon termination or completion of the agreement. The foregoing notwithstanding, Contractor shall be entitled to retain a set of such work papers for its files. Contractor shall be entitled to use such work papers only after receiving written permission from Agency and subject to any copyright protections.

9. Priority. The contract consists of this agreement with exhibits, the procurement Invitation for Bids: #3160003487 (hereinafter referred to as IFB: #3160003487 and attached as Schedule \_\_\_), and the response bid dated by Contractor (hereinafter referred to as Bid and attached as Schedule \_\_\_). Any ambiguities, conflicts or questions of interpretation of this contract shall be resolved by first, reference to this agreement with exhibits and, if still unresolved, by reference to the IFB: #316003244 and, if still unresolved, by reference to the Bid. Omission of any term or obligation from this agreement or attached Schedule \_\_ or \_\_\_ shall not be deemed an omission from this contract if such term or obligation is provided for elsewhere in this contract.
  
10. Record Retention and Access to Records. Provided Contractor is given reasonable advance written notice and such inspection is made during normal business hours of Contractor, the State or any duly authorized representatives shall have unimpeded, prompt access to any of Contractor's books, documents, papers, and/or records which are maintained or produced as a result of the project for the purpose of making audits, examinations, excerpts, and transcriptions. All records related to this agreement shall be retained by Contractor for three (3) years after final payment is made under this agreement and all pending matters are closed; however, if any audit, litigation or other action arising out of or related in any way to this project is commenced before the end of the three-year period, the records shall be retained for one (1) year after all issues arising out of the action are finally resolved or until the end of the three (3) year period, whichever is later.
  
11. Severability. If any part of this agreement is declared to be invalid or unenforceable, such invalidity or unenforceability shall not affect any other provision of the agreement that can be given effect without the invalid or unenforceable provision, and to this end the provisions hereof are severable. In such event, the parties shall amend the agreement as necessary to reflect the original intent of the parties and to bring any invalid or unenforceable provisions in compliance with applicable law.
  
12. Third Party Action Notification. Contractor shall give the customer prompt notice in writing of any action or suit filed, and prompt notice of any claim made against Contractor by any entity that may result in litigation related in any way to this agreement.
  
13. Failure to Enforce. Failure by the DMH, at any time, to enforce the provisions of the Contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the Contract or any part thereof or the right of the DMH to enforce any provision at any time in accordance with its terms.
  
14. Network Security. Contractor agrees that any access to the state network must follow all the guidelines set forth by MS ITS security policy and be responsible for cost for implementation and or any changes or updates of such policy unless agreed upon by both parties including ITS.



15. Waiver. No delay or omission by either party to this agreement in exercising any right, power, or remedy hereunder or otherwise afforded by contract, at law, or in equity shall constitute an acquiescence therein, impair any other right, power or remedy hereunder or otherwise afforded by any means, or operate as a waiver of such right, power, or remedy. No waiver by either party to this agreement shall be valid unless set forth in writing by the party making said waiver. No waiver of or modification to any term or condition of this agreement will void, waive, or change any other term or condition. No waiver by one party to this agreement of a default by the other party will imply, be construed as or require waiver of future or other defaults.
  
16. Insurance. Contractor represents that it will maintain workers' compensation insurance which shall inure to the benefit of all Contractor's personnel provided hereunder, comprehensive general liability or professional liability insurance, with minimum limits of \$500,000 per occurrence. The Mississippi Department of Mental Health reserves the right to request from carriers, certificates of insurance regarding the required coverage. Insurance carriers must be licensed or hold a Certificate of Authority from the Mississippi Department of Insurance.
  
17. Change in Scope of Work. The Mississippi Department of Mental health may order changes in the work consisting of additions, deletions, or other revisions within the general scope of the contract. No claims may be made by Contractor that the scope of the project or of Contractor's services has been changed, requiring changes to the amount of compensation to Contractor or other adjustments to the contract, unless such changes or adjustments have been made by written amendment to the contract signed by the Mississippi Department of Mental Health and Contractor.

If Contractor believes that any particular work is not within the scope of the project, is a material change, or will otherwise require more compensation to Contractor, Contractor must immediately notify the Mississippi Department of Mental Health in writing of this belief. If the Mississippi Department of Mental Health believes that the particular work is within the scope of the contract as written, Contractor will be ordered to and shall continue with the work as changed and at the cost stated for the work within the contract.

## ATTACHMENT H

### Inventory for Client and Agency Planning (ICAP) Administrative Services Administrative Services for the MS Department

**Inventory for Client and Agency Planning (ICAP) Administrative Services provided at:**

\_\_\_\_\_

**Date and Time of Service:** \_\_\_\_\_

**Report Date:** \_\_\_\_\_

**Discrepancy or Problem:** (Describe in detail; attach supporting document; include reference to specification requirement; and attach continuation sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contractor Response as to Cause, Corrective Action, and/or Actions to Prevent Recurrence:**  
(Cite applicable existing or new Quality Control Program or Procedures; and attach continuation sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Contracting Agency Evaluation and Action:** (Partial or full acceptance, rejection, payment deduction, cure notice, show cause, termination, other; attach continuation sheet if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Print Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# ATTACHMENT I

## SCOPE OF SERVICES

- The primary function of the ICAP Assessment Administrator will be to use the ICAP assessment tool to conduct face-to-face assessment interviews with a specified number of respondents, on a statewide basis, for the purpose of developing a thorough, detailed functional assessment for each person receiving ID/DD Waiver services and those who have been approved for enrollment.
- For people currently enrolled in the ID/DD Waiver, the Contractor will be notified of the due date for each person's ICAP and be given 90-120 days to conduct the ICAP to determine his/her annual resource allocation and level of care. The Contractor will assign an evaluator, hired by the Contractor, in the region of the state in which the person enrolled in the ID/DD Waiver resides. The Contractor will be able to access all demographic and diagnostic information through Medicaid's L TSS System. It is the Contractor's responsibility to ensure the evaluator reviews the information in a timely manner so he/she can review, and garner needed information prior to the assessment interviews.
- The Contractor has 15 days from the date of notification to schedule and administer the ICAP face-to-face with two (2) respondents for each person who have known and worked with the person on a continuous basis for the last three (3) months and submit the scores electronically through Medicaid's
- L TSS System.
- Contractor will conduct the ICAP for only resource allocation on one-third of the people enrolled in the ID/DD Waiver for each year, new enrollees and any significant changes in condition. ID/DD Waiver Support Coordinators will conduct the ICAP on people in years they do not receive the ICAP from the Contractor.
- For initial admissions to the ID/DD Waiver, the Contractor is to administer and submit the ICAP data through Medicaid's LTSS System within fifteen (15) days of receipt of notice of the need for an assessment. The Diagnostic and Evaluation Team (D&E Team) will notify the Contractor and the Contractor will assign an evaluator who will schedule the interviews with at least two (2) respondents who have known and worked with the person on a continuous basis for the last three (3) months. The Contractor will be able to access all demographic and diagnostic information through Medicaid's LTSS System. It is the Contractor's responsibility to ensure the evaluator reviews the information in a timely manner so he/she can review, and garner needed information prior to the assessment interview.
- Each respondent will be interviewed privately and asked each of the items in the ICAP, followed by a discussion of problem behaviors. If the evaluator is unable to contact or locate any of the two (2) respondents, they will notify designated DMH staff for prior authorization to interview one (1) respondent.
- Once interviews are complete, the evaluator will enter the results of each item into Medicaid's web based LTSS System using a laptop or another approved device which can ensure protected healthcare information (PHI) is not inadvertently disclosed. Off-line scoring will be available.
- The evaluators must be located strategically in specific regions of the state, their placement based on density of people currently receiving ID/DD Waiver services to minimize travel costs and expedite response time. The Contractor, as supervisor of the evaluators, will be responsible for all quality assurance reviews.
- Each ICAP completed by an evaluator for the Contractor will be reviewed for compliance with the administration protocol and then be entered into Medicaid's web-based L TSS System which will score the

ICAP. The Contractor will perform this function and be responsible for delivery of any information agreed upon by the Contractor and DMH to the designated DMH staff.

- After entry of the completed ICAP data into Medicaid's web based LTSS System, it is possible that the outcome may not be favorable to the individual. The Contractor must develop a method, agreed upon by the DMH, to address instances where a person/their guardian disagrees with the results.
- The Contractor will perform an on-site overview of the ICAP to DMH staff and provider agencies as needed/requested by the DMH.
  - The Contractor and evaluators will not discuss the assessment process and will not reveal the outcome of any assessment to anyone, including the people being assessed, their guardians, or provider agencies. The highest degree of confidentiality must be maintained to protect PHI.
- Regional evaluators will all be hired and trained by the Contractor. The Contractor must ensure that evaluators are able to remain objective with confidential information and are not involved with any initiatives determined by DMH to be a conflict of interest.
- The Contractor will provide Professional Consultation daily on an "as-needed" basis to State of Mississippi staff only but will not include Professional Consultation to provider agencies. Responding Offerors will be required to complete a form attesting that they agree to this requirement.
- The Contractor will not receive any form of funding from provider agencies that serve people receiving ID/DD Waiver services. Responding Offerors will be required to complete a form attesting that they agree to this requirement.

### **Deliverables**

- The Contractor will be required to provide the following deliverables/services:
- Contractor will complete approximately 3000 recertification, initial enrollments and significant changes as face-to-face ICAP assessments over a three (3) year period. (July 1, 2020 - June 30, 2023) for the DMH. Payment will be reflective of only those services rendered for completed ICAPs. The number of ICAPs may vary year-to-year depending on funding and enrollment.
- The Contractor will hire and train evaluators and supervisors in face-to-face training sessions in Mississippi in agreed upon locations. BI DD Staff may be present at these trainings.
- The Contractor will provide overview training for the ICAP to DMH staff and provider agencies as requested.
- The Contractor will administer ICAP assessments and enter the data into Medicaid's web based LTSS System
- The Contractor will perform phone consultation throughout the term of the contract.
- The Contractor will have a state level supervisor, who resided in the state, to supervise and manage coordination of administration of the ICAPs.

- If requested, the Contractor will assist with review and development of materials written and provided on the ICAP as it relates to resource allocation.
- The Contractor and staff must use and be trained in a specific administration protocol established by authors/distributors of the ICAP. This specific protocol must also combine elements of the techniques used in original standardization studies as well as the refinements developed by the ICAP authors.
- The Contractor and DMH will work cooperatively to obtain a licensing agreement from the publishers of the ICAP.
- The Contractor will provide state-specific reports as requested and coordinated by designated DMH staff
  - The Contractor will comply with all established timelines and annual or other agreed upon reporting requirements.
- The Contractor must provide laptops or other approved devices needed to complete the ICAP using a web-based application (Medicaid's LTSS System) and specify provisions for ensuring the security of electronic PHI gathered by or contained within Contractor owned hardware.