

Perinatal Specialty CBT Training

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Applications must be received no later than:	2:00 p.m. October 17, 2024
Submit all RFP-related questions to:	Suzanne Heise cbhclinicalprocurements@phila.gov

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER:
WOMEN, MINORITY INDIVIDUALS AND PEOPLE WITH
DISABILITIES ARE ENCOURAGED TO RESPOND**

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1. PROJECT OVERVIEW

1.1. Introduction/Statement of Purpose

Community Behavioral Health (CBH), a Behavioral Health Managed Care Organization (BH-MCO) for the Pennsylvania HealthChoices and Community HealthChoices programs, is seeking providers to participate in a training and implementation program that aims to build clinical capacity in Philadelphia to provide specialized cognitive behavioral therapy (CBT) for the perinatal population. This program will support providers in obtaining the specialized knowledge that is necessary to tailor treatment to reproductive events such as pregnancy, pregnancy planning, addressing high-risk factors, perinatal mood and anxiety changes, postpartum, and breastfeeding. Participating providers will be identified as specialized providers in CBH's network for treating the perinatal population and are eligible for an enhanced rate.

This training will be provided through a partnership with Massachusetts General Hospital Psychiatry Academy Maternal Mental Health Initiative. The program aims to enhance the current provider network by implementing specialized services for pregnant and postpartum individuals through evidence-based treatment, compassionate and up-to-date care, and consultation. This training will not cost providers, but a significant organizational commitment will be required to successfully implement and sustain the specialized CBT services. CBH is looking to identify and roster providers offering high-quality, sustainable, evidence-based practices to increase the number of perinatal individuals accessing needed treatment.

Preference for participation in this training will be given to applications submitted by mental health and substance use disorder (SUD) outpatient programs. CBH will also be accepting applications from all levels of care that meet the threshold requirements and are servicing pregnant and postpartum individuals. Please note that application responses should be separate for each level of care. CBH expects to support training for up to 10 programs through this RFA. Responses from all applicants who meet RFA qualifications will be considered.

1.2. Organizational Overview

The City of Philadelphia contracts with the Pennsylvania Department of Human Services (PA-DHS) to provide behavioral health services to Philadelphia's Medicaid recipients under Pennsylvania's HealthChoices behavioral health mandatory managed care program. Services are funded on a capitated basis through this contractual agreement. The City, through the Department of Behavioral Health and Intellectual Disability Services (DBHIDS), contracts with CBH to administer the HealthChoices program.

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DBHIDS has a long history of providing innovative and groundbreaking services in Philadelphia for people in recovery, family members, providers, and communities and has become a national model for delivering behavioral health care services in the public sector. The Department envisions a Philadelphia where everyone can achieve health, well-being, and self-determination. The mission of DBHIDS is to educate, strengthen, and serve individuals and community so that all Philadelphians can thrive. This is accomplished using a population health approach with an emphasis on recovery and resilience-focused behavioral health services and self-determination for individuals with intellectual disabilities. Working with an extensive network of providers, DBHIDS provides services to individuals and their families dealing with mental health issues, intellectual disabilities, and SUDs to ensure that they receive high-quality services that are accessible, effective, and appropriate.

DBHIDS is comprised of seven divisions: the Division of Behavioral Health, the Division of Intellectual Disability Services (IDS), the Division of Community Behavioral Health (CBH), the Division of the Chief Medical Officer, the Division of Planning and Innovation, the Behavioral Health and Justice Division (BHJD), and the Division of Administration and Finance. CBH manages a full continuum of medically necessary and clinically appropriate behavioral health care services for the City's approximately 802,000 Medical Assistance/Medicaid recipients under Pennsylvania's HealthChoices behavioral health mandatory managed care program. Approximately 35% (n=277,116) of Philadelphia's Medical Assistance recipients are children under 18.

The mission of CBH is to meet the behavioral health needs of the Philadelphia community by assuring access, quality, and fiscal accountability through being a high-performing and efficient organization driven by quality, performance, and outcomes. We envision CBH as a diverse, innovative, and vibrant organization in which we are empowered to support wellness, resiliency, and recovery for all Philadelphians.

1.3. Project Background

Psychiatric disorders are common among individuals of reproductive age when they are more likely to be pregnant or parenting. According to the [CDC](#), depression is the most common mental health disorder among reproductive-aged individuals, affecting about 10% of these individuals. Additionally, approximately 20% of pregnant individuals experience a mood or anxiety disorder.¹

¹ MGH Center for Women's Mental Health

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Psychiatric disorders among individuals of reproductive age are a significant public health concern. Psychiatric disorders are associated with adverse maternal, infant, and family outcomes. Considering their contribution to maternal morbidity, suicide², and drug-related overdoses, psychiatric disorders are becoming the leading preventable causes of maternal death³ and have exceeded deaths from hemorrhage, emboli, preeclampsia, and sepsis.⁴ Unfortunately, these conditions go undiagnosed or untreated, despite the availability of effective treatments,⁵ particularly among those of economically disadvantaged status and racial and ethnic minorities. Younger individuals, African American, Hispanic, other nonwhite racial and ethnic groups, and uninsured individuals are the least likely to receive a diagnosis. They are at higher risk of poor mental health.⁶

This data points to the importance of recognizing pregnancy and childbirth as health factors in the life cycle of reproductive individuals when they are at an increased risk for complications emerging from psychiatric disorders. Due to these risk factors, CBH has implemented multiple programs into the care management structure to work with members during this period. The Integrated Perinatal Community Care Team at CBH is currently present in three major hospital systems in Philadelphia and is actively engaged in expansion to others. This team has received 223 referrals from January 2024 to June 2024. CBH recognizes a need to provide high-quality, evidence-based treatment to its population of perinatal members who are experiencing these high-risk and complex symptoms. Accordingly, CBH seeks to enhance the provider network by offering the opportunity to participate in CBT training designed for and responsive to the uniqueness of the perinatal population.

1.4. Overview of the Training and Implementation Program

CBH is sponsoring an innovative training, consultation, and implementation program for CBH-contracted providers who support the perinatal population. This training will be provided by Massachusetts General Hospital (MGH). [The MGH Center for Women's Mental Health](#) offers state-of-the-art evaluation and treatment of psychiatric disorders associated with female reproductive function, including premenstrual dysphoric disorder (PMDD), pregnancy-associated

² Luca et al., 2019

³ Smid et al., 2019; Nielsen et al., 2019

⁴ CDC Foundation, 2018

⁵ Ko et al., 2012; Martin, Scialli & Terplan, 2020

⁶ Ammerman et al., 2009

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mood disturbance, postpartum psychiatric illness, and peri- and post-menopausal depression. At MGH, clinical care is complemented by research in each of these areas, ranging from studies of a spectrum of treatments for women who suffer from PMDD, postpartum depression, and depression in menopause to longitudinal observational studies for women who suffer from mood disorders during pregnancy.

CBH collaborated with experts from MGH to develop a course specific to meet the needs of CBH's perinatal members. The curriculum for the course will include modules with lectures on each of the following topics:

- ➔ Overview of perinatal mental health, research on CBT in the perinatal period, and key clinical considerations
- ➔ CBT for perinatal anxiety disorders
- ➔ CBT for perinatal depression
- ➔ Mindfulness-based approaches for perinatal mental health
- ➔ CBT for perinatal trauma concerns
- ➔ Considerations for engaging partners in CBT and serving diverse communities during the perinatal period
- ➔ CBT for perinatal sleep disturbance
- ➔ Perinatal substance use

The course will be open for sixteen weeks, from January 13, 2025, to May 5, 2025, with the expectation that each module will be completed within two weeks. The modules must be completed in sequential order, so each must be completed before moving on to the next section. Participation in the training will also include consultation by an MGH physician for non-urgent inquiries via email through December 31, 2025. All course materials will also be available for reference until December 31, 2025.

1.5. Participating Staff

This section provides an overview of requirements and recommendations for agencies as they identify staff to participate in Perinatal CBT training and implementation. Applicants can propose

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additional staff to participate in the training. Justification for participating staff must be included in the response.

1.5.1. Executive Leader (1)

A salaried or full-time equivalent staff member in a leadership position will oversee the Perinatal CBT Initiative. The executive leader must ensure the implementation and sustained delivery of Perinatal CBT and identify specific roles and responsibilities among all staff to manage Perinatal CBT implementation.

1.5.2. Team Leader (1)

Team Leader is a master's or doctoral level position. The team leader will oversee the clinical team, address implementation issues, ensure fidelity and sound clinical decision-making throughout the training and implementation, maintain access to agency leadership to coordinate Perinatal CBT implementation and address potential challenges, champion Perinatal CBT and assist with integration within the agency, and oversee monitoring and reporting procedures. The team leader will ensure that care is effectively coordinated for individuals receiving this treatment modality, including connection to medication management as needed. The team leader will serve as the point of contact for CBH for the ongoing sharing of referral information.

1.5.3. Clinicians (3-5)*

Clinician is a master's or doctoral level position. Three to five clinicians should be identified and invited to participate in the Perinatal CBT initiative. The participating clinicians must desire to work with the perinatal population and, ideally, have demonstrated potential for longevity within the organization. It is preferred that clinicians will be able to carry individuals from the perinatal population on their caseload during their training when possible.

** Applicants can propose larger team sizes to accommodate more extensive programs and higher numbers of anticipated perinatal referrals. Justification for proposed team sizes must be included in the response.*

1.5.4. Psychiatrist or Nurse Practitioner (preferred)

Preference will be given to providers that identify psychiatrist(s) and nurse practitioner(s) to participate in the program and will be able to offer medication management appointments.

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1.6. Continuing Education Units

Continuing education units (CEUs) will be provided through MGH. Each lecture will be approximately one hour and equal one hour of CEUs. There will be additional opportunities to obtain CEUs throughout the course. See below for the types of credits offered. MGH will provide further information on CEUs to the participating providers.

- ➔ Physician (ACCME)
- ➔ Nursing (ANCC)
- ➔ Pharmacy (ACPE)
- ➔ Physician Assistant (AAPA)
- ➔ Psychology (APA)
- ➔ Social Work (ASWB)

1.7. Sustained Practice

To maintain their status as specialty providers for the perinatal population and receive the enhanced rate, specialty providers must submit an attestation to CBH annually. To maintain this status, each provider must employ at least two clinicians and one team leader trained in perinatal CBT. Specialty providers will be expected to notify CBH if they cannot meet this requirement and alert CBH of staff changes.

1.8. Applicant Eligibility: Threshold Requirements

Threshold requirements provide a baseline for all applications, providing essential information that all applicants must meet. Failure to meet all requirements may disqualify an applicant from consideration through this RFA. Threshold requirements include timely submission of a complete application with responses to all sections and questions outlined in [Section 2](#). In addition, all required attachments must be submitted per Section 2. Threshold requirements include having the requisite experience and licenses to implement the program and being a service provider in good standing with the City of Philadelphia and CBH (as applicable).

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1.8.1. Enrollment in Medicaid and Medicare Licensure Requirements

Applicants must be enrolled in PA Medicaid and an in-network provider in good standing with CBH.

1.8.2. Program Requirements

Participating providers will be expected to collaborate with CBH to be available to receive referrals for members identified by CBH in a timely manner, ensuring that an intake will be scheduled or that the member will be placed on the waitlist if there are no available openings. A system for reporting capacity and availability to CBH on an ongoing basis will be developed with participating providers.

1.8.3. Personnel and Training

Applicants must have established hiring and vetting practices to ensure culturally and clinically competent staff hiring. Staff credentials and training must adhere to the [CBH Manual for Review of Provider Personnel Files](#) (MRPPF) requirements.

1.8.4. Language and Culture

CBH recognizes the [National Culturally and Linguistically Appropriate Services \(CLAS\) Standards](#) to demonstrate cultural competency. These 15 standards create a framework for advancing health equity, improving quality, and helping to eliminate health care disparities.

Applicants should present cultural competency plans that align with the National CLAS Standards. According to the most recent data, CBH members most often requested interpretation services for Arabic, Portuguese, Chinese, Mandarin, Spanish, and Vietnamese (from most to least requested). They also requested interpretation services for Chinese Cantonese, Haitian Creole, Russian, Burmese/Karen, French, Farsi, and Nepali.

1.8.5. Documentation

All service providers must follow federal, state, and CBH requirements for documentation.

1.9. General Disclaimer

This RFA does not commit CBH to award a training opportunity to any program. This RFA and the process it describes are proprietary and are for the sole and exclusive benefit of CBH. No other party, including any respondent, is intended to be granted rights hereunder. Any response, including

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written documents and verbal communication, by any applicant to this RFA shall become the property of and may be subject to public disclosure by CBH.

1.10. Timetable

This course runs for 16 weeks and will include access to eight modules and lectures by MGH experts. The course will open on January 13, 2025, and close on May 5, 2025. There is an expectation that participants will complete one module every two weeks, and all eight modules will be completed within the 16-week timeframe. The course runs in a series; each module must be completed before accessing the next module. Access to the course materials will be available until December 31, 2025. Additionally, participants will have access to non-urgent emailing with MGH physicians for consultation until December 31, 2025.

1.11. Technological Capabilities

The training will be provided virtually via Zoom. Awarded providers must be able to use the DBHIDS virtual platform, if deemed feasible, and have access to Zoom for virtual events. Applicants must have the technological capabilities required to perform the proposed activities in this RFA and be determined by the trainers.

2. APPLICATION FORMAT, CONTENT, AND SUBMISSION REQUIREMENTS; SELECTION PROCESS

2.1. Required Application Format

Please make sure to include completed and signed (where applicable) attachments with your submission:

- ➔ Attachment: [CBH RFP Response Cover Sheet](#)
- ➔ Attachment: [City of Philadelphia Tax and Regulatory Status and Clearance Statement](#)
- ➔ Attachment: [City of Philadelphia Disclosure Forms](#)
- ➔ Attachment: [City of Philadelphia Disclosure of Litigation Form](#)

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- ➔ Attachment: [Participating Staff](#)
- ➔ Attachment: [Potential Participant Questionnaire](#)

Applications must be prepared simply and economically, providing a straightforward, concise description of the applicant's ability to meet the requirements of the RFA. Each application must provide all the information detailed in this RFA using the format described below. The narrative portion of the application must be presented in font size 12, using Times New Roman or Calibri font, and single-spaced on 8.5" by 11" sheets of paper with minimum margins of 1". The applicant must address each item listed below in [Section 2.2](#), to be considered a complete submission.

Applicants are required to limit their general narrative description to seven single-spaced pages. As a general comment, if you have responded to a requirement in another part of your application, refer to that section and do not repeat your response. Applicants whose narrative exceeds the page limits may have their applications considered non-responsive and be disqualified.

2.2. Application Content

2.2.1. Introduction/Executive Summary

Provide a brief, one-paragraph description of your organization, including years in operation, mission, client population, numbers served, ages, and the current range of services and activities provided.

- ➔ Describe why your organization is interested in participating in the Perinatal CBT Training.
- ➔ Describe the role of the staff expected to participate in the training.

2.2.2. Population Served

Describe the population served at your agency. Include the number of individuals served annually. Indicate any unique characteristics of the population you serve (e.g., primarily Spanish-speaking, geographic location, etc.).

- ➔ On average, what percentage of individuals served in your program are CBH members?
- ➔ Share your experience supporting the perinatal population. This may include the number of members served annually, history of diagnoses, care coordination, etc.

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- ➔ Please describe how your agency's population would benefit from Perinatal Specialty CBT.

2.2.3. Treatment Program

Describe the programming in your organization program and the current treatments offered at your agency. Please be sure to include information about each of the following:

- ➔ Primary theoretical model(s) of treatment currently offered
- ➔ How individuals are engaged in the treatment process, including strategies currently used or that will be deployed to engage perinatal individuals in treatment
- ➔ Other services and supports provided to encourage individuals and families to engage in treatment, including support and psychoeducation groups
- ➔ Processes for monitoring symptom changes and treatment progress, including using standardized measures during intake, treatment planning, or program evaluation
- ➔ Describe how Perinatal CBT will be incorporated into your current array of services.
- ➔ Describe how the agency will coordinate care for individuals receiving this treatment modality.
- ➔ Describe how you will support individuals' potential need for psychiatric medication management and the anticipated timeline for connection to these services.
- ➔ Describe current clinical challenges your agency encounters when working with the perinatal population.

2.2.4. Referral Pathways/Identification of Perinatal CBT Recipients

Describe strategies to identify Perinatal CBT recipients and match them with appropriate clinicians, including methods to provide education about the services and screening and intake processes. Providers participating in the training will be expected to receive referrals from CBH's Integrated Perinatal Community Care Team. Please indicate in the proposal which Team Leader (point person) CBH will be in contact with on an ongoing basis about the organization's availability to take referrals. Providers will be expected to update openings and availability biweekly via email or another agreed-upon timeframe/method. Details are to be provided to participating providers.

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2.2.5. Participating Staff

Participating clinicians and Team Leaders will dedicate time to training and implementation of perinatal CBT for the program as outlined above. The participating Team Leader and Executive Leader will provide leadership and oversight of implementation and provide appropriate time to be allocated to CBT implementation. Describe methods that leadership will utilize to support staff in managing these responsibilities and ensuring time to engage in critical activities, including supporting clinicians in accessing and using email consultations with MGH physicians.

2.2.6. Accessibility

Describe how your organization provides accessibility and accommodations for members as needed (e.g., flexible scheduling, virtual sessions, family accommodations, transportation, etc.).

2.2.7. Commitment and Sustainability

Please describe strategies to keep staff engaged and invested in your organization. Describe your organization's commitment to providing high-quality, specialized services to the perinatal population that can be sustained long-term.

2.2.8. License

Indicate if your agency has a current license from the PA-DHS for the levels of care offered at your agency. Copies of your agency's most recent licensure certificates should be included in your submission.

2.2.9. Operational Documentation and Requirements

Applicants must demonstrate the financial capability and fiscal solvency to do the work described in this RFA and as described in their application. At a minimum, applicants must meet the financial threshold requirements described below for their application to be considered for further review. The following documentation is required at the time of submission and should be submitted as an attachment to the application. Please provide:

- ➔ A Tax Identification Number (TIN)
- ➔ An overview of your agency's financial status, including submission of a certified corporate audit report (with management letter where applicable)
 - » If this is not available, please explain and submit a review report by a CPA firm. If neither a certified corporate audit nor a review report is available, please explain and submit a compilation report by a CPA firm. These submissions must

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be for the most recently ended corporate fiscal year. Submit the report for the prior corporate fiscal year if it is unavailable. Please note that the most recent report must be submitted before contract negotiations. Please provide a business plan for a start-up with no financial activity, including a three-year financial projection of cash flow, income statement, and balance sheet.

- ➔ Federal income tax returns for for-profit agencies or IRS Form 990 (Return of Organization Exempt from Income Tax) for non-profit agencies
 - » Either of these submissions must be for the most recently ended corporate fiscal year. If the tax return is not yet available, submit the return for the prior corporate fiscal year. Please note that the most recent tax return must be submitted before contract negotiations. In the case of a start-up, provide proof of corporate charter, corporate tax status, and individual tax return(s) of principal(s)/owner(s).
- ➔ Proof of payment of all required federal, state, and local taxes (including payroll taxes) for the past 12 months
 - » If pre-operational, provide proof of deposits to cover initial operations.
- ➔ Proof of an adequate line of credit demonstrating funds are available to meet operating needs
 - » If not available, please explain.
- ➔ Disclosure of any bankruptcy filings or liens placed on your agency over the past five years
 - » Please include an explanation of either. If no bankruptcy filings or liens were placed on your agency over the past five years, please include an attestation indicating that this is the case, signed by either your chief executive officer or chief financial officer.
- ➔ Certificates of insurance
 - » The named insured entity must have the same name and address as the provider contracting with CBH.

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- » The insurance company providing coverage must be certified to do business in Pennsylvania or be otherwise acceptable to CBH. The insurance certificate must include the following coverage:
 - General Liability with a minimum of \$2,000,000 aggregate and a minimum of \$2,000,000 per occurrence
 - Professional Liability with a minimum of \$1,000,000 aggregate and a minimum of \$3,000,000 per occurrence (professional liability policy may be per occurrence or claims made; a two-year tail is required if claims are made)
 - Automobile Liability with a minimum combined single limit of \$1,000,000
 - Workers Compensation/Employer Liability with a \$100,000 per Accident; \$100,000 Disease-per Employee; \$500,000 Disease Policy Limit
- » Regarding your General Liability Policy, CBH, the City of Philadelphia, and the Commonwealth of Pennsylvania Department of Public Welfare must be named additional insured. The certificate holder must be CBH. Further, for applicants that have passed all threshold review items recommended by the Review Committee to be considered for contract negotiations for this RFA, each applicant will be required to provide a statement from an independent CPA attesting to the financial solvency of the applicant agency.

2.3. Terms of Contract

The contract entered into by CBH as a result of this RFA will be designated as a Provider Agreement. Negotiations will be undertaken only with the successful applicants whose applications, including all appropriate documentation (e.g., audits, letters of credit, past performance evaluations, etc.), show them qualified, responsible, and capable of performing the work required in the RFA. The selected applicants shall maintain total responsibility for maintaining such insurance as may be required by law of employers, including (but not limited to) Worker's Compensation, General Liability, Unemployment Compensation, Employer's Liability Insurance, and Professional Liability and Automobile Insurance.

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2.4. Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract issued under this RFA is subject to the federal Health Insurance Portability and Accountability Act (HIPAA), as amended, and other state or federal laws or regulations governing the confidentiality and security of health information. The selected applicant(s) must comply with CBH confidentiality standards.

2.5. Minority/Women/People with Disabilities Owned Enterprises

CBH is a city-related agency, and as such, its contracted providers must cooperate with the local municipality's intent regarding minority/women/disabled-owned business enterprises (M/W/DSBE). CBH expects that the selected applicants will employ a "Best and Good Faith Efforts" approach to include certified M/W/DSBEs in the services provided through this RFA where applicable and meet the intent of M/W/DSBE legislation.

The purpose of M/W/DSBE state legislation is to provide equal opportunity for all businesses and to assure that CBH funds are not used, directly or indirectly, to promote, reinforce, or perpetuate discriminatory practices. CBH is committed to fostering an environment in which all businesses are free to participate in business opportunities without the impediments of discrimination and participate in all CBH contracts on an equitable basis.

- ➔ For-profit applicants should indicate if their organization is a Minority (MBE), Woman (WBE), and/or Disabled (DSBE) Owned Business Enterprise and certified as such by an approved certifying agency and identified in the [City of Philadelphia Office of Economic Opportunity \(OEO\)](#) certification registry. If the applicant is M/W/DSBE-certified by an approved certifying agency, a copy of the certifications should be included with the application. Any certifications should be submitted as hard copy attachments to the original application, and copies should be forwarded to CBH.
- ➔ Not-for-profit applicants cannot be formally M/W/DSBE-certified. CBH does utilize adapted state definitions to determine M/W/DSBE status. Criteria are applied to not-for-profit entities to determine M/W/DSBE status in the CBH provider network, as follows (all criteria must be satisfied):
 - » At least 51% of the board of directors must be qualified minority individuals, women, and people with disabilities.

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- » A female minority individual or person with a disability must hold the highest position in the company.
 - » Minority groups eligible for certification include African Americans, Hispanic Americans, Native Americans, and Asian Americans.
 - » Citizenship and legitimate minority group membership must be established through birth certificates, military records, passports, or tribal cards.
- ➔ Not-for-profit organizations may have sub-contracting relationships with certified M/W/DSBE for-profit organizations. Not-for-profits should include a listing of their M/W/DSBE-certified sub-contractors and their certification information.
 - ➔ For additional information regarding the Commonwealth of Pennsylvania’s M/W/DSBE certification process, visit the [PA Department of General Services](#).

2.6. City of Philadelphia Tax and Regulatory Status and Clearances Statement

As CBH is a quasi-governmental, city-related agency, prospective applicants must meet specific City of Philadelphia requirements. It is the policy of the City of Philadelphia to ensure that each contractor and subcontractor has all required licenses and permits and is current concerning the payment of City taxes or other indebtedness owed to the City (including, but not limited to, taxes collected by the City on behalf of the School District of Philadelphia), and is not in violation of other regulatory provisions contained in The Philadelphia Code. To assist the City in determining this status, through its Department of Revenue and Licenses and Inspections, each applicant must complete and return with their application a [City of Philadelphia Tax and Regulatory Status and Clearance Statement](#).

If the applicant does not comply with the City’s tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City. Suppose satisfactory arrangements cannot be made within a week of being notified of their non-compliance. In that case, applicants will not be eligible for the contract award contemplated by this RFA. All selected applicants will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). Suppose a proposed subcontractor does not comply with City Codes and fails to make satisfactory arrangements with the City. In that case, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFA, and the selected applicant may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor.

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Applicants are advised to consider these City policies when entering contractual relationships with proposed subcontractors. Applicants need not have a City of Philadelphia Business Privilege Tax Account Number and Business Privilege License Number to respond to this RFA. Still, in most circumstances, they will be required to obtain one or both if selected for the contract award contemplated by the RFA. Applications for a Business Privilege Tax Account Number or a Business Privilege License may be made online by visiting the [City of Philadelphia Business Services website](#). If you have specific questions, call the Department of Revenue at 215-686- 6600 for questions related to the City of Philadelphia Business Privilege Tax Account Number or the Department of Licenses and Inspections at 215-686-2490 for questions related to the Business Privilege License.

2.7. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance

Applicants are advised that any contract awarded under this RFA is a “Service Contract,” and the successful applicant under such contract is a “Service Contractor,” as those terms are defined in [Chapter 17-1300 of the Philadelphia Code](#) (“Philadelphia 21st Century Minimum Wage and Benefits Standard”). Any subcontractor and sub-subcontractor at any tier proposed to perform services sought by this RFA is also a “Service Contractor” for Chapter 17-1300 purposes. If any such Service Contractor (i.e., applicant and subcontractors at any tier) is also an “Employer,” as that term is defined in § 17-1302 (more than five employees), and is among the employers listed in § 17-1303 of the Code, then during the term of any resulting contract, it is subject to the minimum wage and benefits provisions outlined in Chapter 17-1300 unless it is granted a waiver or partial waiver under Section 17- 1304.

Absent a waiver, these minimum wage and benefits provisions, which include a minimum hourly wage that is adjusted annually based on the CPI, health care, and sick leave benefits, are mandatory and must be provided to the applicant’s employees or the employees of any subcontractor at any tier who perform services related to the City contract resulting from this RFA. Applicants and any subcontractors at any tier proposed by applicants are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code and the “General Provisions” and [“About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors”](#) links on the [eContract Philly website](#) for further details concerning the applicability of this chapter to, and obligations it imposes on, certain City contractors and subcontractors at any tier. In addition to the enforcement provisions contained in Chapter 17-1300, the successful applicant’s failure or the failure of any subcontractor at any tier to comply (absent an approved waiver) with the provisions of Chapter 17-1300 or any discrimination or retaliation by the successful applicant or applicant’s subcontractors at any tier

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against any of their employees on account of having claimed a violation of Chapter 17-1300, shall be a material breach of any Service Contract resulting from this RFA.

By applying in response to this RFA, applicants acknowledge that they understand and will comply with the requirements of Chapter 17-1300 and will require the compliance of their subcontractors at any tier if awarded a contract under this RFA. Applicants further acknowledge that they will notify subcontractors at any proposed tier to perform services related to this RFA of Chapter 17-1300 requirements.

2.8. Certification of Compliance with Equal Benefits Ordinance

If this RFA is a solicitation for a “Service Contract” as that term is defined in Philadelphia Code § 17-1901(4) (“a contract for the furnishing of services to or for the City, except where services are incidental to the delivery of goods. The term does not include any contract with a governmental agency.”) and will result in a Service Contract in an amount over \$250,000, under [Chapter 17-1900 of the Philadelphia Code](#), the successful applicant shall, for any of its employees who reside in the City, or any of its employees who are non-residents subject to city wage tax under Philadelphia Code § 19-1502(1)(b), be required to extend the same employment benefits the successful applicant extends to spouses of its employees to life partners of such employees, absent a waiver by the City under § 17-1904.

By submission of their applications in response to this RFA, all applicants so acknowledge and certify that, if awarded a Service Contract under this RFA, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code, including notifying their employees of the employment benefits available to life partners. Following the award of a Service Contract subject to Chapter 17-1900 and before execution of the Service Contract by the City, the successful applicant shall certify that its employees have received the required notification of the employment benefits available to life partners and that such employment benefits will be available, or that the successful applicant does not provide employment benefits to the spouses of married employees. The successful applicant’s failure to comply with the provisions of Chapter 17-1900 or any discrimination or retaliation by the successful applicant against any employee for having claimed a violation of Chapter 17-1900 shall be a material breach of any Service Contract resulting from this RFA.

Further information concerning the applicability of the Equal Benefits Ordinance and the obligations it imposes on certain city contractors is contained in the “[About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors](#)” PDF on the [eContract Philly website](#).

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2.9. City of Philadelphia Disclosure Forms

Applicants and subcontractors are required to complete the [City of Philadelphia Disclosure Forms](#) to report campaign contributions to local and state political candidates and incumbents; any consultants used in responding to the RFA and contributions those consultants have made; prospective subcontractors; and whether the applicant or any representative of the applicant has received any requests for money or other items of value or advice on particular firms to satisfy M/W/DSBE participation goals. These forms must be completed and returned with the application.

2.10. CBH Disclosure of Litigation Form

The applicant shall describe any pending, threatened, or contemplated administrative or judicial proceedings that are material to the applicant's business or finances, including, but not limited to, any litigation, consent orders, or agreements between any local, state, or federal regulatory agency and the applicant or any subcontractor the applicant intends to use to perform any of the services described in this RFA. Failure to disclose any of the proceedings described above may be grounds for disqualification of the applicant's submission. Complete and submit the [City of Philadelphia Disclosure of Litigation Form](#) with your application.

2.11. Selection Process and Responses

An application review committee will review all responses to this RFA. Based on the criteria detailed below, the committee will make recommendations concerning the submissions that best meet the RFA's goals. Submissions will be reviewed based on the merits of the written response to the RFA.

2.12. Threshold Requirements

Threshold requirements provide a baseline for all applications, providing essential information that all applicants must meet. Failure to meet these requirements may disqualify an applicant from consideration through this RFA. Threshold requirements include timely submission of a complete application with responses to all sections and questions outlined herein. In addition, all required attachments must be submitted. Threshold requirements include having the requisite experience and licenses to implement the program and being a service provider in good standing with the City and CBH (as applicable). CBH will determine if a provider is in good standing by reviewing information gathered through various departments across DBHIDS. A determination is based on, but not limited to, the following criteria: re-credentialing status history, compliance error rate

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history, quality improvement plan status, and financial solvency. State licensure status will also be reviewed, considered, and discussed with the PA Department of Human Services when applicable.

Neither the provider nor its staff, contractors, subcontractors, or vendors may be on any of the three Excluded Individuals and Entities lists:

- ➔ [List of Excluded Individuals and Entities \(LEIE\)](#)
- ➔ [System for Award Management \(SAM\) \(formerly EPLS\)](#)
- ➔ [Department of Human Services’ Medichex List](#)

3. APPLICATION ADMINISTRATION

3.1. Procurement Schedule

The anticipated procurement schedule is as follows:

RFA Event	Deadline Date
RFA Issued	September 5, 2024
Information Session	September 16, 2024
Deadline to Submit Questions	September 19, 2024
Answers to Questions on Website	October 3, 2024
Application Submission Deadline	2:00 p.m. ET on October 17, 2024
Applicants Identified for Contract Negotiations	December 12, 2024

CBH reserves the right to modify the schedule as circumstances warrant.

Questions related to this RFA should be submitted to CBHClinicalProcurements@phila.gov by September 19, 2024. Answers to all questions will be posted on the [CBH Clinical Procurements page](#) by October 3, 2024.

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This RFA is issued on August 29, 2024. To be considered for selection, completed applications must be submitted by 2 p.m. on October 17, 2024, to CBHClinicalProcurements@phila.gov. Submissions should include “Perinatal CBT RFA” as the email’s subject. Responses submitted after the deadline will not be considered.

3.2. Information Session

CBH will hold a [Perinatal CBT Training Info Session](#) via Zoom on September 16, 2024, at 1:00 p.m. for all interested providers. All interested parties should register via the above link. After registering, you will receive a confirmation email containing information about joining the webinar. Attendance at the information session is optional.

3.3. Interviews/Presentations

Applicants may be required to make an oral presentation concerning various aspects of their application to CBH. Such presentations allow applicants to clarify their application to ensure a thorough and mutual understanding. CBH will schedule such presentations on an as-needed basis.

3.4. Notification

Applicants will be emailed about their acceptance for training and posted on the [Clinical Procurements page](#). Applicants who have been accepted will be given additional information about the training and expectations via an orientation session.

3.5. Certification

Participants who complete this training are encouraged to work toward obtaining their Perinatal Mental Health Certification through [Postpartum Support International](#).

3.6. Training Costs

There will be no cost to providers for this training.

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4. GENERAL RULES GOVERNING RFAS/APPLICATIONS; RESERVATION OF RIGHTS; CONFIDENTIALITY AND PUBLIC DISCLOSURE

4.1. Revisions to RFA

CBH reserves the right to change, modify, or revise the RFA at any time. Any revision will be posted on the CBH website. The applicant must check the website frequently to determine whether additional information has been released or requested.

4.2. Reservation of Rights

By submitting its response to this Notice of RFA, as posted on the CBH website, the Applicant accepts and agrees to this Reservation of Rights. The term “notice of request for applications,” as used herein, shall mean this RFA and include all information posted on the CBH website about this RFA.

4.2.1. Notice of RFA

CBH reserves and may, in its sole discretion, exercise any one or more of the following rights and options concerning this notice of training opportunity:

- ➔ to reject any applications and to reissue this RFA at any time;
- ➔ to issue a new RFA with terms and conditions substantially different from those outlined in this or a previous RFA;
- ➔ to issue a new RFA with terms and conditions that are the same or similar as those outlined in this or a previous RFA to obtain additional applications or for any other reason CBH determines to be in CBH’s best interest;
- ➔ to extend this RFA to allow for time to obtain additional applications before the RFA deadline or for any other reason CBH determines to be in CBH’s best interest

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- ➔ to supplement, amend, substitute, or otherwise modify this RFA at any time before issuing a notice of intent to develop a provider agreement or consultant contract to one or more Applicants
- ➔ to cancel this RFA at any time before the execution of a final provider agreement, whether or not a notice of intent to develop a provider agreement has been issued, with or without issuing, in CBH's sole discretion, a new RFA for the same or similar services
- ➔ to do any preceding without notice to Applicants or others, except such notice as CBH, in its sole discretion, elects to post on its website.

4.2.2. Miscellaneous Interpretation; Order of Precedence

In the event of conflict, inconsistency, or variance between the terms of this Reservation of Rights and any term, condition, or provision contained in any RFA, the terms of this Reservation of Rights shall govern. Headings: The headings used in this Reservation of Rights do not define, limit, describe, or amplify the provisions of this Reservation of Rights or the scope or intent of the requirements and are not part of this Reservation of Rights.

4.3. Confidentiality and Public Disclosure

The successful applicant shall treat all information obtained from CBH and DBHIDS, which is not generally available to the public, as confidential and proprietary to CBH and DBHIDS. The successful applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant agrees to indemnify and hold harmless CBH and DBHIDS, its officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines, and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and proprietary information by the successful applicant or any person acquiring such information, directly or indirectly, from the successful applicant.

By submission of an application, applicants acknowledge and agree that CBH, as a quasi-public corporation, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including applications, to the extent required thereunder. Without limiting the preceding sentence, CBH'S legal obligations shall not be limited or expanded by an Applicant's assertion of confidentiality and proprietary data.

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4.4. Incurring Costs

CBH is not liable for applicants' costs incurred for work performed in preparation for a response to this RFA.

4.5. Disclosure of Application Contents

Application information will be confidential and not be revealed or discussed with competitors. All material submitted as part of the RFA process becomes the property of CBH and will only be returned at CBH's option. Applications submitted to CBH may be reviewed and evaluated by anyone other than competing applicants. CBH retains the right to use any/all ideas presented in any reply to this RFA. Selection or rejection of an application does not affect this right.

4.6. Selection/Rejection Procedures

Applicants will be notified in writing by CBH as to their selection. This letter will provide information on any issues within the application that will require further discussion or negotiation with CBH. Applicants who are not selected will also be notified in writing by CBH.

4.7. Non-Discrimination

The successful applicant, as a condition of accepting training from CBH through this RFA, agrees to comply with all relevant sections of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act, at this moment assuring that: The provider does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, handicap, or disability in providing services, programs, or employment or in its relationship with other contractors.