

**Clinical Supervision Services**

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<b>Date of Issue:</b>	<b>October 2, 2024</b>
<b>Applications must be received no later than:</b>	<b>2:00 p.m. October 25, 2024</b>
<b>Submit all RFP-related questions to:</b>	<b>Hans Leach <a href="mailto:hans.leach@phila.gov">hans.leach@phila.gov</a></b>

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

## Clinical Supervision Services

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# 1. PROJECT OVERVIEW

## 1.1. Introduction/Statement of Purpose

Community Behavioral Health (CBH) is issuing this Request for Proposals (RFP) to contract with qualified, independent contractors specializing in Clinical Supervision. This RFP aims to solicit proposals from all interested contractors possessing expertise in providing clinical supervision hours to CBH staff who are in the process of obtaining their license (Licensed Professional Counselor/LPC, Licensed Marriage and Family Therapist/LMFT, Licensed Clinical Social Worker/LCSW) within the guidelines established in this RFP. The CBH Clinical Management department will be managing the contract.

## 1.2. Project Background

This CBH RFP solicits proposals from interested contractors with documented expertise in providing clinical supervision hours to individuals obtaining their license (LPC/LMFT/LCSW). Section 2: Scope of Work specifies all the requirements.

## 1.3. Request for Proposals

CBH anticipates selecting multiple contractors to provide all the services specified in this RFP. Due to potential conflicts of interest, current CBH Employees are not eligible to apply. All Applicants will be evaluated to ensure they do not create a dual relationship with CBH Members.

## 1.4. General Disclaimer

This RFP does not commit CBH to award a contract. This RFP and the process it describes are proprietary and are for the sole and exclusive benefit of CBH. No other party, including any Applicant, is intended to be granted rights hereunder. Any response, including written documents and verbal communication, by any Applicant to this RFP shall become the property of CBH and may be subject to public disclosure by CBH.

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## 2. SCOPE OF WORK

### 2.1. Project Details

The overall objective of this RFP is to identify a qualified contractor who can provide clinical supervision hours to CBH staff who are obtaining their license (LPC/LMFT/LCSW).

### 2.2. Services to be Provided/Required Tasks

More specifically, CBH is seeking a contractor familiar with supervision guidelines under clinical licensure to provide the following services/project deliverables:

- ➔ Provide clinical supervision to CBH care management staff who are pursuing licensure (LPC/LMFT/LCSW)
- ➔ LPC: The supervisor shall meet with the candidate for at least two hours for every 40 hours of supervised clinical experience. At least half of the required clinical hours shall be supervised by a supervisor who holds a license as a professional counselor and has five years of experience within the last 10 years as a professional counselor.
- ➔ LMFT: The supervisor shall meet with the candidate for at least two hours for every 40 hours of supervised clinical experience. At least half of the required clinical hours shall be supervised by a supervisor who holds a license as an MFT and has received certification as an approved supervisor or supervisor-in-training by the [American Association for Marriage and Family Therapy](#) (AAMFT).
- ➔ LCSW: The supervisor shall meet with the candidate for at least two hours for every 40 hours of supervised clinical experience.
- ➔ At least half of the required clinical hours shall be supervised by a supervisor who holds a license as a CSW and has five years of experience within the last 10 years as a CSW.

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### **2.3. Monitoring**

The CBH Clinical Management department will manage the contract. An individual from that department will be identified as the point person for the work to be conducted under the contract developed through this RFP, and those activities will be monitored for the duration of the contract.

### **2.4. Reporting Requirements**

Written progress reports will be required on a mutually agreed-upon periodic basis to document the progress of the work to be performed, but they will be no less frequent than bi-monthly. In addition, CBH may request additional reports throughout the contract.

### **2.5. Compensation/Reimbursement**

A cost proposal must be provided based on your understanding of the project's scope and the services to be delivered. This should be presented as the total cost, itemized by each phase of the project (i.e., expected project services and deliverables detailed in Section 2.2.), and further by a detailed list of charges for services, including hourly personnel rates for all staff assigned to this project, subcontractor fees, reimbursable expenses, and other miscellaneous costs and fees. Services for the proposed project will be reimbursed as they are incurred by submitting invoices to CBH.

While CBH may award contracts based on initial offers, an Applicant should make its initial offer on the most favorable terms available. However, CBH reserves the right to discuss potential contractors within a competitive range, request revised pricing offers from them, and make an award or conduct negotiations after that.

### **2.6. Reporting Requirements**

CBH is seeking a contractor with the requisite skills and abilities to perform the work sought through this RFP. The selected contractor must have at least five years of experience providing clinical supervision and related work. Applicants should include any credentials from any certifying organization that attest to the organization's capabilities or any individuals employed by the organization working on the proposed project.

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### 2.7. Technology Capabilities

Applicants must have the technological capabilities required to perform the proposed activities in this RFP.

## 3. PROPOSAL FORMAT, CONTENT, AND SUBMISSION REQUIREMENTS; SELECTION PROCESS

### 3.1. Required Proposal Format

#### 3.1.1. Format Structure

##### *3.1.1.1. Proposal Cover Sheet*

The cover sheet (see Attachment) should be completed with the Applicant's information and included as the first page of the proposal.

##### *3.1.1.2. Table of Contents*

A table of contents should be included on the second page of the proposal, with each section included and a page number for the first page of each section.

##### *3.1.1.3. Format Requirements*

Proposals must be prepared simply and economically, providing a straightforward, concise description of the Applicant's ability to meet the requirements of the RFP. Each proposal must provide all the information detailed in this RFP using the format described below. The narrative portion of the proposal must be presented in print size of 12, using a Times New Roman font, single-spaced on 8.5" by 11" sheets of paper with minimum margins of 1". For each section where it is required, the Applicant must fully answer all of the listed questions in the outline form in which they are presented in the RFP. Answers to each question must be numbered/lettered and correspond to the numbered/lettered questions in this RFP. Failure to number and letter the questions or to respond to all questions may

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result in the proposal's being considered non-responsive. Each attachment, appendix, or addendum must reference the corresponding section or subsection number.

Applicants are required to limit their narrative responses to 10 single-spaced pages. This page limit includes Sections 3.1.2.1.-3.1.2.5. below. There are no cost proposal and operation documentation requirements limitations in Sections 3.1.2.6. and 3.1.2.7. If you have responded to a requirement in another part of your proposal, refer to that section and do not repeat your response. Applicants whose narrative exceeds 10 single-spaced pages may have their proposals considered non-responsive and be disqualified.

### **3.1.2. Proposal Content**

The proposal should follow the format below. Its information should be complete and demonstrate that the consultant can perform the required work professionally.

#### ***3.1.2.1. Applicant Profile/Statement of Qualifications/Relevant Experience***

Provide company contact information, including how long you have been in business and your specific services. Please provide a brief narrative description of the purpose, corporate status (profit or non-profit), and company organizational structure. Organizational charts may be used to support appropriate aspects of this narrative and included as an attachment to your proposal. Identify and briefly describe related work completed in the last three years. Describe only work related to the proposed effort and include examples of similar work in governmental, non-profit, or human services-related organizations. Include evidence of satisfactory and timely completion of similar work for past projects.

#### ***3.1.2.2. Project Understanding and Proposed Scope of Work***

Prepare a brief introduction, including a general demonstration of understanding the scope and complexity of the required work. Describe how the proposed services will be provided. Please include a description of each item identified in Section 2.2: Scope of Work and describe creative solutions and alternative approaches where feasible. Please explain how you would prefer work to be developed, shared, mutually agreed upon, and assessed by CBH.

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### *3.1.2.3. Personnel*

Identify key personnel who will be assigned to this project. Detail their experience in work related to the proposed assignment. Specify the Project Manager who will serve as a contact person. Provide resumes and job descriptions for all individuals proposed to participate in the project. Provide copies of certifications of any individual whose job description requires a certification. In this section, also state the intention, if that is the case, to utilize subcontractors to perform any of the work for this project. For each subcontractor, provide the name and address of the subcontractor, a description of the work the subcontractor will provide, and whether the subcontractor will assist in fulfilling the goals for inclusion of minority, woman, or disabled-owned businesses.

### *3.1.2.4. References*

Please include references with contact information from at least three organizations that have used your organization's services in the past three years and have been customers for at least 12 months.

### *3.1.2.5. Project Plan and Timeline*

Describe the project plan and timeline for providing the services sought through this RFP. Please note that the desired training timeframes are discussed in Section 2.2: Services to be Provided/Required Tasks.

### *3.1.2.6. Cost Proposal*

Please provide a cost proposal based on an understanding of the project's scope and the services to be delivered. This cost proposal should include the total estimated cost for this project, itemized by the expected project deliverables detailed in Section 2.2. This cost proposal should also include a detailed list of services charged. The list of services should include, but not be limited to:

1. Hourly personnel rates for all staff assigned to this project
2. Fees for subcontractors
3. Reimbursable rates for expenses such as printing, copies, etc.



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### 4. Other miscellaneous costs and fees

Final rates will be determined in negotiations with the qualified Applicant after the proposal submissions have been reviewed and contract negotiations have begun. Although CBH may begin contract negotiations based on the submitted proposal, CBH reserves the right to discuss the Applicant(s) falling within a competitive range, request revised pricing offers, and make an award or conduct negotiations after that.

#### *3.1.2.7. Operational Documentation and Requirements*

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](#)
- ➔ Attachment: [CBH Vendor Procurement Terms and Conditions/Acknowledgement Form](#)
- ➔ Attachment: [Attestation That Applicant Meets Minimum Requirements](#)

Additionally, in this section, please include the following information, either within the section itself or by reference to an attachment to your proposal:

- ➔ Tax Identification Number
- ➔ Letter attesting that all required federal, state, and local taxes (including payroll taxes) for the past 12 months have been paid

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- ➡ In the case of for-profit organizations, group or individual practices, disclosure of any person or entity holding any shared ownership or controlling interest of 5% or more
- ➡ M/W/DSBE Status (For-profit Applicants)

### 3.2. Selection Process

An application review committee will review all responses to this RFP. Based on the criteria detailed below, the committee will make recommendations concerning the submissions that best meet the RFP's goals.

Submissions will be reviewed based on the merits of the written response to the RFP.

Specific scoring criteria upon which the review will be based include:

#### 3.2.1. Threshold Requirements

Threshold requirements provide a baseline for all proposals, providing essential information that all Applicants must meet. Failure to meet these requirements may disqualify an Applicant from consideration through this RFP. Threshold requirements include timely submission of a complete application with all sections outlined in Section 3.1.2.7. completed. Threshold requirements include having the requisite experience and qualifications to implement the program and being a contractor in good standing with the City and CBH.

Threshold requirements also include consideration of the Applicant's financial status, including any potential delinquencies to the City and CBH. Proposals may be rejected if, in CBH's judgment, the Applicant has failed to provide all information required by this RFP; has been delinquent or unfaithful in the performance of any contract with CBH or others; is delinquent, and has not made arrangements satisfactory to CBH concerning the payment of City taxes or taxes collected by the City, or other indebtedness owed to the City or other taxing authorities; is not in compliance with regulatory codes applicable to Applicant; is financially or technically incapable; or is otherwise not a responsible Applicant.

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*CBH reserves the right to conduct investigations concerning financial, technical, and other qualifications and references without notice to the Applicant*

### 3.2.2. Scoring by Review Committee

Applicants not meeting all the threshold requirements may have their proposals disqualified. For Applicants meeting the threshold requirements, the scoring criteria for this RFP upon which the review will be based are as follows:

1. Demonstrated qualifications and relevant experience
2. Demonstrated understanding of the project as indicated by a description of each item in the scope of work section
3. Appropriateness of project approach and effectiveness of proposed project plan and timetable
4. As stated in the cost proposal section, the likelihood that the proposal will provide the best value compared to other submitted proposals
5. Appropriateness of staffing to complete the project

### 3.2.3. M/W/DSBE and Local Businesses

Special consideration will be given to the following:

- ➔ Businesses owned and controlled by minorities, women, and disabled persons
- ➔ Philadelphia-based Applicants

## 4. PROPOSAL ADMINISTRATION

### 4.1. Procurement Schedule

The anticipated procurement schedule is as follows:

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RFP Event	Deadline Date
RFP Issued	October 2, 2024
Deadline to Submit Questions	2:00 p.m. ET on October 9, 2024
Answers to Questions on Website	October 18, 2024
Application Submission Deadline	2:00 p.m. ET on October 25, 2024
Applicants Identified for Contract Negotiations	December 4, 2024

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

This RFP is issued on **October 2, 2024**. To be considered for selection, all applications must be delivered to the e-mail address below **no later than 2:00 p.m. EST on December 4, 2024**.

- ➔ Application emails should be titled “**Clinical Supervision Services RFP.**” Applications submitted other than submission to the email below will not be accepted.
- ➔ Applicants must submit an electronic version of the application prepared as a PDF document; please email to [hans.leach@phila.gov](mailto:hans.leach@phila.gov).
- ➔ Applications submitted after the deadline date and time will be returned.
- ➔ The individual Applicant or an official of the submitting agency authorized to bind the agency to all provisions noted in the application must sign the cover sheet (see attachment).

### 4.2. Questions Relating to the RFP

All questions concerning this RFP must be submitted in writing to Hans Leach at [hans.leach@phila.gov](mailto:hans.leach@phila.gov) by **2:00 p.m. on October 9, 2024**. CBH will respond to questions it considers appropriate to the RFP and of interest to all Applicants but reserves the right, at its discretion, not to respond to any question. Responses will be posted on the [CBH](#)

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[Vendor Procurements webpage](#) by **October 18, 2024**. Responses posted on this website become part of the RFP upon posting. CBH reserves the right, in its discretion, to revise responses to questions after posting by posting the modified response. No oral response to any Applicant question by any CBH employee or agent shall be binding on CBH or in any way considered a commitment by CBH. *Contact regarding this RFP with CBH or related staff other than the individual named above is not permitted, and failure to comply with this restriction could result in disqualification.*

### 4.3. Interviews/Presentations

Certain applicants will be invited 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 as needed for the middle two weeks of November 2024.