

**Community Autism Peer Specialist (CAPS)**

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<b>Date of Issue:</b>	<b>June 8, 2023</b>
<b>Applications must be received no later than:</b>	<b>2:00 p.m. July 25, 2023</b>
<b>Submit all RFP-related questions no later than:</b>	<b>To <u>Farrah Sloan</u> 2:00 p.m. June 26, 2023</b>

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

**Community Autism Peer Specialist (CAPS)****TABLE OF CONTENTS**

1. Project Overview .....	4
1.1. Introduction; Statement of Purpose.....	4
1.2. Organizational Overview .....	4
1.3. Project Background and Objective.....	5
1.4. Applicant Eligibility - Threshold Requirements .....	6
1.5. General Disclaimer.....	6
1.6. Location/Site .....	6
2. Scope of Work .....	6
2.1. Overview of Services .....	6
2.2. Personnel and Required Training.....	8
2.3. Timetable.....	8
2.4. Monitoring.....	9
2.5. Reporting Requirements.....	9
2.6. Performance Metrics .....	9
2.7. Compensation/Reimbursement .....	9
2.8. Technological Capabilities.....	9
3. Proposal Format, Content, and Submission Requirements; Selection Process .....	10
3.1. Required Proposal Format.....	10
3.2. Proposal Content .....	11
3.3. Terms of Contract .....	13
3.4. Health Insurance Portability and Accountability Act (HIPAA) .....	13
3.5. Minority/Women/People with Disabilities Owned Business Enterprises.....	14
3.6. City of Philadelphia Tax and Regulatory Status and Clearance Statement .....	15
3.7. Compliance with Philadelphia 21st Century Minimum Wage and Benefits Ordinance.....	16
3.8. Certification of Compliance with Equal Benefits Ordinance .....	16
3.9. City of Philadelphia Disclosure Forms .....	17
3.10. CBH Disclosure of Litigation Form.....	17
3.11. Selection Process and Responses .....	17

**Community Autism Peer Specialist (CAPS)**


---

3.12. Threshold Requirements .....	18
4. Application Administration .....	18
4.1. Procurement Schedule.....	18
4.2. Interviews/Presentations .....	20
4.3. Term of Contract .....	20
5. General Rules Governing RFPs/Applications; Reservation of Rights; Confidentiality and Public Disclosure .....	20
5.1. Revisions to RFP.....	20
5.2. City/CBH Employee Conflict Provision.....	20
5.3. Proposal Binding.....	21
5.4. Reservation of Rights.....	21
5.5. Confidentiality and Public Disclosure .....	24
5.6. Incurring Costs .....	24
5.7. Prime Contractor Responsibility .....	24
5.8. Disclosure of Proposal Contents .....	24
5.9. Selection/Rejection Procedures.....	25
5.10. Non-Discrimination.....	25
5.11. Life of Proposals .....	25
Attachments .....	25

## Community Autism Peer Specialist (CAPS)

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### 1. PROJECT OVERVIEW

#### 1.1. Introduction; Statement of Purpose

Community Behavioral Health (CBH) is seeking providers to deliver Community Autism Peer Specialist (CAPS) services. The Community Autism Peer Specialist (CAPS) program is a community-based peer support behavioral health service focused on providing person-centered supports to individuals on the autism spectrum. CAPS are individuals with lived experience with autism who have completed a 75-hour CAPS training program. They will utilize their lived experience, training, and the Pennsylvania Autism Peer Support Program (PAPSP) Curriculum -Adult<sup>1</sup> and PAPSP Curriculum -Youth and Young Adult<sup>2</sup> to tailor services according to the needs of the individual (both verbally and non-verbally), addressing a multitude of areas likely to arise when defining and working toward one's personal wellness and community participation goals.

All providers with a current CAPS program are required to submit a proposal. Applicants with a behavioral health service continuum for autism spectrum disorder (ASD) will be given preference.

CBH will award contracts based on geographic diversity placement to ensure adequate access for CBH members. Up to four providers will be awarded the right to negotiate in geographically diverse areas of the city. In 2020 and 2021, CBH collected data to illustrate the number of unique members, ages 14 and above, that received Behavioral Health Autism Spectrum Disorder (BH ASD) services in approximately 75 zip codes throughout Philadelphia and surrounding counties. In 2020, CBH observed 1,565 unique members received BH ASD services. In 2021, CBH observed 1,279 unique members received BH ASD services.

#### 1.2. Organizational Overview

The City of Philadelphia contracts with the Commonwealth of Pennsylvania Department of Human Services (PA-DHS) for the provision of 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 of Philadelphia, through the Department of Behavioral Health and Intellectual disAbility Services (DBHIDS), contracts with CBH to administer the HealthChoices program.

DBHIDS has a long history of supporting innovative services in Philadelphia for individuals in recovery, family members, providers, and communities; the Philadelphia Behavioral Health system is recognized nationally and internationally for innovation in the delivery of behavioral health care services in the public sector. DBHIDS envisions a Philadelphia where every individual can achieve health, well-being, and self-determination.

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<sup>1</sup> Valerie Paradiz, *Pennsylvania Autism Peer Support Program Curriculum – Adult*. (2018)

<sup>2</sup> Valerie Paradiz, *Pennsylvania Autism Peer Support Program Curriculum – Youth and Young Adult*. (2018)

## Community Autism Peer Specialist (CAPS)

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The mission of DBHIDS is to educate, strengthen, and serve individuals and the 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 on self-determination for individuals with intellectual disabilities. Working with an extensive network of providers, DBHIDS provides services to persons recovering from mental health and/or substance use, individuals with intellectual disabilities, and families to ensure that they receive high quality services which are accessible, effective, and appropriate.

DBHIDS is comprised of six divisions: Division of Behavioral Health, Division of Intellectual disAbility Services (IDS), Division of Community Behavioral Health (CBH), Division of Planning Innovation, Behavioral Health and Justice Division (BHJD), and Division of Administration, Finance, & Quality. CBH manages a full continuum of medically necessary and clinically appropriate behavioral healthcare services for the City's approximately 718,000 Medicaid recipients under Pennsylvania's HealthChoices behavioral health managed care program. Approximately 43% (n=312,000) of Philadelphia's Medicaid-eligible individuals are children under 21 years of age.

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, efficient, and nimble organization driven by quality, performance, and outcomes. We consistently promote the mission of 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 and Objective

The CAPS program fills a much-needed gap in services for young adults (ages 14-17) and adults with autism. Many of the services available for individuals on the autism spectrum have focused on children with autism or were designed for individuals with mental health or intellectual disabilities. Additionally, there were no peer services available for individuals with autism. While Certified Peer Specialist (CPS) services are accessible to individuals with co-occurring mental health and autism diagnoses, they often lack lived experience with autism as it is not a requirement to become a CPS. The intent of the program is to help persons on the autism spectrum autonomously improve their personal wellness and enhance community integration.

Individuals who are 18 years of age or older with ASD are eligible to become a CAPS. They will use their lived ASD experiences, and skills learned from a 75-hour training course adapted to meet the specific needs of trainees with ASD, to provide peer support to individuals on the spectrum. The training course was developed in partnership with the Policy and Analytics Center, based at the A.J. Drexel Autism Institute, and experts in peer support with representation from both behavioral health and ASD. The CAPS training course was designed to align with the existing state approved CPS course in mental health. Specifically, the training course addresses how to support youth, young adults, and adults with ASD by enhancing their life satisfaction, self-knowledge, and self-advocacy skills, increasing community participation, and helping them move toward personal wellness. CAPS will create an individual support plan (ISP) to document these identified areas.

## Community Autism Peer Specialist (CAPS)

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The objective of this RFP is to expand CAPS services. CAPS will provide support to individuals living with ASD to enhance their personal wellness, increase community participation, and improve life satisfaction as they define it. This may include a range of activities such as navigating public transportation, engaging in volunteer or employment opportunities, and/or increasing engagement in leisure or recreational activities. CAPS will partner with individuals in the process of exploring what life satisfaction means to each unique person and supporting the action steps required to obtain those goals.

### 1.4. Applicant Eligibility - Threshold Requirements

To be eligible to apply for this RFP, applicants must either be currently enrolled or willing to enroll in Pennsylvania Medicaid programs. In addition, applicants must be an:

- ➔ In-network CBH provider
- ➔ Out-of-network provider who would like to enter the network to provide CAPS

Applicants must also meet all threshold requirements (see 3.11 for complete threshold requirements).

### 1.5. 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 respondent, is intended to be granted any 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.

### 1.6. Location/Site

Applicants must be able to deliver services in the community, homes, schools, and do travel trainings.

## 2. SCOPE OF WORK

### 2.1. Overview of Services

ASD is a spectrum experience in which individuals have a range of needs and skills. Therefore, the CAPS program individualizes the support given as the behavioral health needs of the individual served dictates. Services are strength-based, member-driven, and culturally-competent. CAPS work to infuse connections to the individual's natural supports. CAPS will be trained and supervised specifically for this program and will model the self-care and skill building techniques with access to the PAPS curriculum, as a tool to support an array of individuals' needs. This program's goal is to provide support for individuals with ASD to enhance their personal wellness, increase community participation, and improve life satisfaction, as they define it.

## Community Autism Peer Specialist (CAPS)

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CAPS will partner with individuals in the process of exploring wellness and community participation goals and supporting the action steps required to obtain those goals.

CAPS will then pull applicable sections from the appropriate PAPSP curriculum and/or other tools obtained as part of the seventy-five (75) hour training to create an individualized peer support plan. Increasing community participation, including navigation of public transportation, will be encouraged and modeled by CAPS while scaffolding areas of growth for individuals served by the CAPS program. As such, as [a provision to the \*Provider Handbook for Psychiatric and Partial Hospitalization Services\*](#), Section VII-6, VII-7, VII-10; when identified as a need for personal growth by the individual; and when included on an individual's ISP; navigating public transportation with the individual and social, recreational, or leisure activities will be considered billable services that CAPS will provide support through face-to-face communication. CAPS can also provide supplemental support through telephonic contact within the 25% allowable telephonic contact as part of billable services, outlined in the Provider Handbook. Additionally, CAPS can provide support through telehealth as outlined in the Pennsylvania Office of Mental Health and Substance Abuse Services (OMHSAS) telehealth regulations. CAPS will receive face-to-face supervision on a weekly basis.

### 2.1.1. DBHIDS Peer Support

Providers should also consider internal organizational factors to facilitate successful implementation and sustainability of a peer delivered service. The DBHIDS Peer Support Toolkit provides an array of valuable topics and tools to ensure key organizational factors are addressed (<https://dbhids.org/peer-support-toolkit/>). These factors may include, but are not limited to, having agency leadership fully engaged in the implementation and sustainability of a peer delivered service over time, supporting a culture that values professional contributions of individuals with lived experience, and integrating policies and practices to be inclusive of peers as providers.

The awarded providers are required to participate in monthly learning collaboratives which will take place over a six (6) month period of time with the primary goal of providing a forum for ongoing discussion and shared learning. Topics may include supervision and retention of CAPS, adherence to the CAPS service model, role of agency culture in supporting staff with lived experience, and other relevant topics to ensure individuals receive a service that achieves the goals of the RFP while also supporting staff.

Bringing providers and system stakeholders together can offer space to identify key challenges they encounter and deliberate over potential solutions and is an ideal method for ground-up reforms that can guide system-level changes.

### 2.1.2. Concurrent Services

CAPS services will be permitted to occur concurrently with all levels of care, except additional peer services.

**Community Autism Peer Specialist (CAPS)**

**2.2. Personnel and Required Training**

Applicants must have established hiring and vetting practices to ensure hiring of culturally and clinically competent staff.

<i>Staff Position</i>	<i>Qualifications</i>
CAPS	Diagnosed with ASD; completed 75-hour CAPS training; has a high school diploma or GED; and has maintained at least 12 months of successful full or part-time paid or voluntary work experience or obtained at least 24 credit hours of post-secondary education within the past 3 years.
CAPS Supervisor	A CPS that has undergone training on ASD <u>OR</u> completed the CAPS supervisory training (to be developed); <u>AND</u> has a bachelor’s degree and two years of direct care experience <u>OR</u> has a high school diploma or GED and four years of direct care experience.
CAPS Job Coach	Will complete training on ASD <u>OR</u> will have completed the CAPS training; <u>AND</u> has a high school diploma and experience in peer support.

**2.2.1. Language and Culture**

CBH follows the National Culturally and Linguistically Appropriate Services Standards (National 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 (in order of most requested to least requested). CBH members also requested interpretation services for Chinese Cantonese, Haitian Creole, Russian, Burmese/Karen, French, Farsi, and Nepali.

**2.3. Timetable**

It is expected that all services requested through this RFP will be fully operational by the start of January 2024. CBH reserves the right, and may, in its sole discretion, exercise the adjustment of this timetable associated with this RFP.



## Community Autism Peer Specialist (CAPS)

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### 2.4. Monitoring

Awarded providers will be subject to evaluation, program, compliance, and budgetary monitoring by DBHIDS and CBH. On-site reviews, including participation in treatment teams, may occur as deemed necessary by CBH.

### 2.5. Reporting Requirements

By accepting the award under this RFP, the Applicant(s) agree to comply with the evaluation and reporting requirements of CBH. The Awardee(s) agree to supply all the required data necessary for evaluation purposes and to participate in required assessments. The successful Applicant(s) will also be required to meet all data reporting requirements established by CBH. At a minimum, all presently available encounter data gathered from CBH claim forms will be collected. To fulfill the data reporting requirements, the successful Applicant(s) must work with CBH and, where applicable, the CBH Claims, Program Evaluation, and Information Technology Departments to ensure the quality and completeness of data.

### 2.6. Performance Metrics

The Awardee will agree to supply all the requested data necessary for evaluation purposes. At a minimum, all presently available encounter data gathered from CBH claim forms will be collected. To fulfill the data reporting requirements, the successful Applicant must work with CBH and, where applicable, the CBH Claims, Program Evaluation, and Information Technology Departments to ensure the quality and completeness of data. The successful Applicant will agree to participate in Camberwell Assessment of Need, comply with evaluations, any emerging performance standards and reporting requirements of CBH.

The selected Applicant will be required to meet the future performance standards established by CBH during the term of the contract along with meeting CBH credentialing, and compliance standards. The Applicant will be expected to have a compliance plan along with all other required documents for CBH initial credentialing.

### 2.7. Compensation/Reimbursement

The selected Applicants will be reimbursed on a fee-for-service basis.

### 2.8. Technological Capabilities

Applicants must have the technology capabilities required to perform the proposed activities in this RFP. At a minimum, applicants must have electronic claims submission and an electronic health record (EHR) ready for use. Programs must possess appropriate technology to support the ability of staff to deliver services in the community and schools (e.g., cell phones, laptops), including to support the use of telehealth.

## Community Autism Peer Specialist (CAPS)

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

#### 3.1. Required Proposal Format

Proposals should include:

- ➔ [CBH Clinical RFP Response Cover Sheet](#)
- ➔ Proposal Content: Narrative response and any required attachments to 3.2.1-3.2.8
- ➔ Operational documents listed in 3.2.8
- ➔ [City of Philadelphia Tax and Regulatory Status and Clearance Statement](#)
- ➔ [City of Philadelphia Disclosure of Litigation Form](#)
- ➔ [City of Philadelphia Disclosure Forms](#)
- ➔ [CBH Provider Rate Request Certification Statement](#)
- ➔ [CBH Provider Rate Request Supporting Documentation](#) (*xls*)

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

Applicants are required to limit their General Narrative Description to 10-15 single-spaced pages, excluding required attachments. Applications should not exceed 15 pages. As a general comment, if you have responded to a requirement in another part of your proposal, make reference to that section and do not repeat your response. Applicants whose narrative exceeds the page limit may have their proposals considered non-responsive and be disqualified.

## Community Autism Peer Specialist (CAPS)

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### 3.2. Proposal Content

#### 3.2.1. Introduction/ Executive Summary

Provide a brief overview of your agency (not to exceed one page).

Prepare a very brief introduction, including a general description of your understanding of the scope of the proposed project. Briefly indicate how you will implement proposed services.

Describe how your organization will ensure timely intakes and management of waitlists for the CAPS program; include any barriers to this and how barriers will be addressed.

Describe the continuum of services your organization offers, including specific emphasis on service delivery to those living with ASD.

Describe previous work and experience providing autism services similar to and/or aligned with those requested in this RFP. Provide examples where you implemented a new service design in an urban setting.

Describe your experience with delivering peer services or peer support/peer culture at your agency.

Describe established linkages with community partners and how these linkages enhance your practice. Please also describe referral sources and referral protocols you have in place.

#### 3.2.2. Licensure and Location

Applicants should indicate licensure status, in addition to current curriculum vitae.

#### 3.2.3. Corporate Status

Please indicate whether you are a for-profit or not-for-profit organization and provide legal documentation of that status as an attachment to your proposal. Preference will be given to minority/women/disabled-owned businesses (M/W/DSBEs).

#### 3.2.4. Governance Structure

Describe the governing body of your organization. Each Applicant must provide a list of the names, gender, race, and business addresses of all members of its Board of Directors. Please indicate which, if any, board members are self-disclosed service recipients or are family members of individuals who have received services.

#### 3.2.5. Program Philosophy

This section provides the opportunity to describe the vision, values, and beliefs that will be evident in the design and implementation of the proposed services. The applicant should explain how the values of the DBHIDS Practice Guidelines will inform the development and implementation of the service. This section

## Community Autism Peer Specialist (CAPS)

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should also describe implementation and sustainability of the DBHIDS Peer Toolkit (Refer to section 2.1.1). Additionally, this section should include a description of how person-first (culturally and linguistically competent) and trauma-informed practices and approaches are incorporated into the Applicant organization and into the proposed program.

### 3.2.6. Service Requirements

Please describe how you will ensure components of the CAPS service are delivered. Your response should include how you will ensure access to quality services and enhance the sense of competency and self-efficacy of youth and adults in the community.

### 3.2.7. Operational Documentation and Requirements

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

- ➔ Tax Identification Number
- ➔ An overview of your agency's financial status, which will include 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 report nor review report is available, please explain and submit a compilation report by a CPA firm. Any of these submissions must be for the most recently ended corporate fiscal year. If the report is not yet available, submit the report for the prior corporate fiscal year. Please note, the most recent report must be submitted prior to any potential contract negotiations. In the case of a start-up with no financial activity, please provide a business plan, including 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, the most recent tax return must be submitted prior to any potential contract negotiations. In the case of a start-up, provide proof of corporate charter, corporate tax status, and/or 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 twelve (12) months. If pre-operational, provide proof of deposits to cover initial operations.
- ➔ Proof of an adequate Line of Credit demonstrating funds available to meet operating needs. If not available, please explain.

## Community Autism Peer Specialist (CAPS)

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- Disclosure of any Bankruptcy Filings or Liens placed on your agency over the past five years. Please include an explanation of either. If there were no Bankruptcy Filings or Liens 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. Certificates of insurance with the named insured entity being the same name and address as the provider contracting with CBH. 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; if claims made, a two-year tail is required. 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. CBH, the City of Philadelphia, and the Commonwealth of Pennsylvania Department of Public Welfare must be named as an additional insured with respect to your General Liability Policy. The certificate holder must be Community Behavioral Health. Further, for applicants that have passed all threshold review items and are recommended by the Review Committee to be considered for contract negotiations for this RFP, each applicant will be required to provide a statement from an independent CPA attesting to the financial solvency of the applicant agency.

### 3.3. Terms of Contract

The contract entered into by CBH as a result of this RFP 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.) shows them to be qualified, responsible, and capable of performing the work required in the RFP.

The selected applicants shall maintain full responsibility for maintenance of such insurances as may be required by law of employers, including (but not limited to) Worker's Compensation, General Liability, Unemployment Compensation and Employer's Liability Insurance, and Professional Liability and Automobile Insurance.

### 3.4. Health Insurance Portability and Accountability Act (HIPAA)

The work to be provided under any contract issued pursuant to this RFP is subject to the federal Health Insurance Portability and Accountability Act (HIPAA), as amended, and/or other state or federal laws or regulations governing the confidentiality and security of health information. The selected applicant(s) will be required to comply with CBH confidentiality standards identified in any contractual agreement between the selected applicant and CBH.

## Community Autism Peer Specialist (CAPS)

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### 3.5. Minority/Women/People with Disabilities Owned Business Enterprises

CBH is a city-related agency and, as such, its contracted providers must cooperate with the intent of the local municipality regarding minority/women/disabled-owned business enterprises. It is the expectation of CBH that the selected applicants will employ a “Best and Good Faith Efforts” approach to include certified minority, women, and disabled businesses (M/W/DSBE) in the services provided through this RFP 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/or 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 certifications should be included with the proposal. Any certifications should be submitted as hard copy attachments to the original application and copies that are submitted to CBH.
- ➔ **Not-for-profit applicants** cannot be formally M/W/DSBE certified. CBH does utilize adapted state definitions to determine the 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 and/or women and/or people with disabilities.
  - » A woman or 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.

## Community Autism Peer Specialist (CAPS)

---

- ➔ **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, along with their certification information.
- ➔ For additional information regarding the Commonwealth of Pennsylvania’s M/W/DSBE certification process, [visit this website](#).

### 3.6. City of Philadelphia Tax and Regulatory Status and Clearance Statement

As CBH is a quasi-governmental, city-related agency, prospective applicants must meet certain 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 with respect to 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 Department of Licenses and Inspections, each applicant is required to complete and return with its proposal a City of Philadelphia Tax and Regulatory Status and Clearance Statement Form (see Attachments).

If the applicant is not in compliance with the City’s tax and regulatory codes, an opportunity will be provided to enter into satisfactory arrangements with the City. If satisfactory arrangements cannot be made within a week of being notified of their non-compliance, applicants will not be eligible for award of the contract contemplated by this RFP.

All selected applicants will also be required to assist the City in obtaining the above information from its proposed subcontractors (if any). If a proposed subcontractor is not in compliance with City Codes and fails to enter into satisfactory arrangements with the City, the non-compliant subcontractor will be ineligible to participate in the contract contemplated by this RFP and the selected applicant may find it necessary to replace the non-compliant subcontractor with a compliant subcontractor. Applicants are advised to take these City policies into consideration when entering into their 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 RFP, but will, in most circumstances, be required to obtain one or both if selected for award of the contract contemplated by the RFP. Proposals for a Business Privilege Tax Account Number or a Business Privilege License may be made online by visiting the [City of Philadelphia Business Service site](#) and clicking on “Register Your Business.” If you have specific questions, call the Department of Revenue at 215-686-6600 for questions related to 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.

## Community Autism Peer Specialist (CAPS)

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

Applicants are advised that any contract awarded pursuant to this RFP 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 Ordinance”). Any Subcontractor and any sub-subcontractor at any tier proposed to perform services sought by this RFP is also a “Service Contractor” for purposes of Chapter 17-1300. If any such Service Contractor (i.e. applicant and subcontractors at any tier) is also an “Employer,” as that term is defined in Section 17-1302 (more than five employees), and is among the Employers listed in Section 17-1303 of the Code, then during the term of any resulting contract, it is subject to the minimum wage and benefits provisions set forth 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 applicant’s employees or the employees of any subcontractor at any tier who perform services related to the City contract resulting from this RFP. Applicants and any subcontractors at any tier proposed by Applicants are strongly encouraged to consult Chapter 17-1300 of the Philadelphia Code, the General Provisions, and the About/Minimum Wage and Equal Benefits Ordinances Impacting Some City Contractors links on the eContract Philly home page 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 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 RFP. By submitting a proposal in response to this RFP, 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 pursuant to this RFP. Applicants further acknowledge that they will notify any subcontractors at any tier proposed to perform services related to this RFP of the requirements of Chapter 17-1300.

### 3.8. Certification of Compliance with Equal Benefits Ordinance

If this RFP is a solicitation for a “Service Contract” as that term is defined in Philadelphia Code Section 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 in excess of \$250,000, pursuant to Chapter 17-1900 of the Philadelphia Code (A link to the Philadelphia Code is available on the [City’s official website](#). Click on “City Code and Charter,” located to the bottom right of the Welcome page under the box “Transparency.”), 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 Section 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



## Community Autism Peer Specialist (CAPS)

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employees, absent a waiver by the City under Section 17-1904. By submission of their Proposals in response to this RFP, all applicants so acknowledge and certify that, if awarded a Service Contract pursuant to this RFP, they will comply with the provisions of Chapter 17-1900 of the Philadelphia Code and will notify their employees of the employment benefits available to life partners pursuant to Chapter 17-1900. Following the award of a Service Contract subject to Chapter 17-1900 and prior to 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 actually 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 on account of having claimed a violation of Chapter 17-1900 shall be a material breach of the any Service Contract resulting from this RFP. 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 links on the eContract Philly home page.

### 3.9. City of Philadelphia Disclosure Forms

Applicants and subcontractors are required to complete the City of Philadelphia Disclosure Forms (see separate website Attachment) to report campaign contributions to local and state political candidates and incumbents; any consultants used in responding to the RFP and contributions those consultants have made; prospective subcontractors; and whether applicant or any representative of applicant has received any requests for money or other items of value or advice on particular firms to satisfy minority-, woman-, or disabled-owned business participation goals. These forms must be completed and returned with the proposal. The forms are attached as a separate PDF on the website posting.

### 3.10. 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 RFP. Failure to disclose any of the proceedings described above may be grounds for disqualification of the applicant's submission. Complete and submit with your proposal the CBH Disclosure of Litigation Form (see Attachments).

### 3.11. Selection Process and Responses

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 are best able to meet the goals of the RFP.

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

**Community Autism Peer Specialist (CAPS)**

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**3.12. Threshold Requirements**

Threshold requirements provide a baseline for all proposals, which means they provide basic 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 proposal 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 history, quality improvement plan status, and financial solvency. When applicable, state licensure status will also be reviewed and taken into consideration and discussed with PA Department of Human Services.

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’ Medichcek List](#)

For this RFP, the applicant must include an attached statement that the provider and its staff, subcontractors, or vendors have been screened for and are not on any of the three Excluded Individuals and Entities lists. Ongoing, the provider must conduct monthly screening of its own staff, contractors, subcontractors, and vendors for excluded individuals on the three Excluded Individuals and Entities lists.

**4. APPLICATION ADMINISTRATION**

**4.1. Procurement Schedule**

The anticipated procurement schedule is as follows:

<i>RFP Event</i>	<i>Deadline Date</i>
RFP Issued	June 8, 2023
<a href="#"><u>Bidder’s Conference</u></a>	June 15, 2023

**Community Autism Peer Specialist (CAPS)**

<i>RFP Event</i>	<i>Deadline Date</i>
Deadline to Submit Questions	June 26, 2023
Answers to Questions on Website	July 11, 2023
Application Submission Deadline	July 25, 2023
Applicants Identified for Contract Negotiations	August 22, 2023
Project Start Date	September/October 2023

CBH reserves the right to modify the schedule as circumstances warrant. This RFP is issued on Thursday, June 8, 2023. To be considered for selection, all applications must be emailed to the address below no later than 2:00 p.m. on Tuesday, July 25, 2023. CBH encourages Applicants to include a read receipt on all submissions to verify that the email was indeed received. Due to the size of some files, multiple emails may be required to complete a submission; in that case, CBH encourages providers to number their emails in the subject line of the email. All emails related to the submission must be received by the above, due date and time to be considered a complete submission.

The Bidder’s Conference will be hosted virtually via [Zoom Webinar](#). Please note that attendance at this conference is optional; however, encouraged. All updates and documents, including the Q&A and negotiation announcement, will be posted to the CBH [Clinical Procurements webpage](#).

Questions related to this RFP should be submitted via email by Monday, June 26, 2023, at 2:00 p.m. EST to [Farrah.Sloan@phila.gov](mailto:Farrah.Sloan@phila.gov) with the subject line “CAPS RFP Q&A.”

- ➔ Applications should be sent via email to [Farrah Sloan](#) with the subject line “CAPS RFP Submission.” Applications submitted by any means other than electronic files via email will not be considered.
- ➔ Applications submitted via email cannot be resubmitted with edits.
- ➔ Please be sure to save each item listed in Section 2 as separate PDF files and clearly label the electronic files.
- ➔ Applicants are encouraged to check their full application before sending to make sure all signatures, information, and dates are completed on each form. Submission of incomplete forms may result in an application not being considered.
- ➔ Applicants are encouraged to attach read receipts with submissions.

## Community Autism Peer Specialist (CAPS)

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- ➔ Applications submitted after the deadline date and time will not be considered.

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 of the application.

### 4.2. Interviews/Presentations

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

### 4.3. Term of Contract

CBH reserves the right to set the rates for this service, budgets and rates notwithstanding. Continuation of funding is contingent upon the availability of funds, quality of service being provided, and contract compliance. CBH reserves the right to continue subsequent yearly contracts. All contracts become binding on the date of signature by the provider agency's chief executive officer and Community Behavioral Health's chief executive officer. CBH reserves the right to reissue all or part of the RFP if it is not able to establish acceptable providers for any or all services. CBH also reserves the right to amend contracts throughout the contract period and to renegotiate the contract length as needed.

## 5. GENERAL RULES GOVERNING RFPs/APPLICATIONS; RESERVATION OF RIGHTS; CONFIDENTIALITY AND PUBLIC DISCLOSURE

### 5.1. Revisions to RFP

CBH reserves the right to change, modify, or revise the RFP at any time. Any revision to this RFP will be posted on the CBH website with the original RFP. It is the applicant's responsibility to check the website frequently to determine whether additional information has been released or requested.

### 5.2. City/CBH Employee Conflict Provision

City of Philadelphia or CBH employees and officials are prohibited from submitting an application in response to this RFP. No application will be considered in which a City or CBH employee or official has a direct or indirect interest. Any application may be rejected that, in CBH's sole judgment, violates these conditions.

## Community Autism Peer Specialist (CAPS)

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### 5.3. Proposal Binding

By signing and submitting their proposal, each applicant agrees that the contents of the proposal are available for the establishment of final contractual obligations for a minimum of 180 calendar days from the proposal deadline for this RFP. An applicant's refusal to enter into a contract that reflects the terms and conditions of this RFP or the applicant's proposal may, at the sole discretion of CBH, result in the rejection of the applicant's proposal.

### 5.4. Reservation of Rights

By submitting its response to this notice of Request for Proposals as posted on the CBH website, the applicant accepts and agrees to this Reservation of Rights. The term "notice of request for proposals," as used herein, shall mean this RFP and include all information posted on the CBH website in relation to this RFP.

#### 5.4.1. Notice of Request for Proposals (RFP)

CBH reserves the right and may, in its sole discretion, exercise any one or more of the following rights and options with respect to this notice of contract opportunity:

1. to reject any and all applications and to reissue this RFP at any time;
2. to issue a new RFP with terms and conditions substantially different from those set forth in this or a previous RFP;
3. to issue a new RFP with terms and conditions that are the same or similar as those set forth in this or a previous RFP in order to obtain additional applications or for any other reason, CBH determines to be in their best interest;
4. to extend this RFP in order to allow for time to obtain additional applications before the RFP application deadline or for any other reason, CBH determines to be in its best interest;
5. to supplement, amend, substitute, or otherwise modify this RFP at any time before issuing a notice of intent to develop a provider agreement or consultant contract to one or more applicants;
6. to cancel this RFP 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 RFP for the same or similar services; or
7. to do any of the preceding without notice to applicants or others, except such notice as CBH, in its sole discretion, elects to post on the CBH website.

## Community Autism Peer Specialist (CAPS)

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### 5.4.2. Proposal Selection and Contract Negotiation

CBH may, in its sole discretion, exercise any one or more of the following rights and options concerning application selection:

1. to reject any application if CBH, in its sole discretion, determines the application is incomplete, deviates from or is not responsive to the requirements of this RFP, does not comply with applicable law, is conditioned in any way, or contains ambiguities, alterations or items of work not called for by this RFP, or if CBH determines it is otherwise in its best interest to reject the application to reject any application if, in CBH's sole judgment, the applicant has been delinquent or unfaithful in the performance of any contract with CBH or with 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; is not in compliance with regulatory codes applicable to the applicant; is financially or technically incapable; or is otherwise not a responsible applicant;
2. to waive any defect or deficiency in any application, including, without limitation, those identified in subsections 1) and 2) preceding, if, in CBH's sole judgment, the defect or deficiency is not material to the application;
3. to require, permit, or reject, in CBH's sole discretion, amendments (including, without limitation, information omitted), modifications, clarifying information, and corrections to their applications by some or all of the applicants at any time following application submission and before the execution of a final provider agreement or consultant contract;
4. to issue a notice of intent to develop a provider agreement or consultant contract and execute a provider agreement and consultant contract for any or all of the items in any application, in whole or in part, as CBH, in its sole discretion, determines to be in CBH's best interest;
5. to enter into negotiations with any one or more applicants regarding price, the scope of services, or any other term of their applications, and such other agreement or contractual terms as CBH may require, at any time before execution of a provider agreement or consultant contract, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued to any applicant and without reissuing this RFP;
6. to enter into simultaneous, competitive negotiations with multiple applicants or to negotiate with individual applicants, either together or in sequence, and to permit or require, as a result of negotiations, the expansion or reduction of the scope of services or changes in any other terms of the submitted applications, without informing other applicants of the changes or allowing them to revise their applications in light thereof, unless CBH, in its sole discretion, determines that doing so is in and CBH's best interest;

## Community Autism Peer Specialist (CAPS)

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7. to discontinue negotiations with any applicant at any time before the execution of a provider agreement or consultant contract, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued to the applicant, and to enter into negotiations with any other applicant, if CBH, in its sole discretion, determines it is in the best interest of CBH to do so;
8. to rescind, at any time before the execution of a provider agreement or consultant contract, any notice of intent to develop a provider agreement or consultant contract to an applicant, and to issue or not issue a notice of intent to develop a provider agreement or consultant contract to the same or a different applicant and enter into negotiations with that applicant, if CBH, in its sole discretion, determines it is in the best interest of CBH to do so;
9. to elect not to enter into any provider agreement or consultant contract with any applicant, whether or not a notice of intent to develop a provider agreement or consultant contract has been issued and with or without the reissuing of this RFP if CBH determines that it is in CBH's best interest to do so;
10. to require any one or more applicants to make one or more presentations to CBH at CBH's offices or other locations as determined by CBH, at the applicant's sole cost and expense, addressing the applicant's application and its ability to achieve the objectives of this RFP;
11. to conduct on-site investigations of the facilities of any one or more applicants (or the facilities where the applicant performs its services);
12. to inspect and otherwise investigate projects performed by the applicant, whether or not referenced in the application, with or without consent of or notice to the applicant;
13. to conduct such investigations concerning the financial, technical, and other qualifications of each applicant as CBH, in its sole discretion, deem necessary or appropriate;
14. to permit, at CBH's sole discretion, adjustments to any of the timelines associated with this RFP, including, but not limited to, an extension of the period of an internal review, extension of the date of provider agreement or consultant contract award, and provider agreement or consultant contract execution, and extensions of deadlines for implementation of the proposed project; and
15. 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.

### 5.4.3. Miscellaneous

1. **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 RFP, the terms of this Reservation of Rights shall govern.

## Community Autism Peer Specialist (CAPS)

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- 2. 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 provisions and are not part of this Reservation of Rights.

### 5.5. Confidentiality and Public Disclosure

The successful applicant shall treat all information obtained from CBH that is not generally available to the public as confidential and proprietary to CBH. 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, its officials, and its 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 preparation of a response to this RFP, 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 hereunder. CBH's legal obligations shall not be limited or expanded by an applicant's confidentiality and proprietary data assertion without limiting the preceding sentence.

### 5.6. Incurring Costs

CBH is not liable for any costs incurred by applicants for work performed in preparation of a response to this RFP.

### 5.7. Prime Contractor Responsibility

The selected contractor will be required to assume responsibility for all services described in their applications whether or not they provide them directly. CBH will consider the selected contractor as the sole point of contact about contractual matters.

### 5.8. Disclosure of Proposal Contents

Application information will be confidential and not be revealed or discussed with competitors. All material submitted as part of the RFP 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 RFP. Selection or rejection of an application does not affect this right.



## Community Autism Peer Specialist (CAPS)

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### 5.9. Selection/Rejection Procedures

The applicant(s) whose submissions are selected by CBH will be notified in writing as to the selection, and their selection will also be posted on the CBH website. This letter will provide information on any issues within the application that will require further discussion or negotiation with CBH. This letter should not be considered as a letter of award. A formal letter of award will be forthcoming when the parties have reached a mutual agreement on all issues pertaining to the application. Applicants whose submissions are not selected will also be notified in writing by CBH.

### 5.10. Non-Discrimination

The successful applicant, as a condition of accepting and executing a contract with CBH through this RFP, 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, hereby assuring that:

The contractor 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.

### 5.11. Life of Proposals

CBH expects to select the successful applicants as a result of this RFP within approximately 90 days of the submission deadline. However, proposals that are submitted may be considered for selection up to 180 days following the submission deadline of this RFP. By submission of a proposal, respondents agree to hold the terms of their proposal open to CBH for up to 180 days following the submission deadline.

## ATTACHMENTS

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

- ➔ [CBH Clinical RFP Response Cover Sheet](#)
- ➔ [City of Philadelphia Tax and Regulatory Status and Clearance Statement](#)
- ➔ [City of Philadelphia Disclosure of Litigation Form](#)
- ➔ [City of Philadelphia Disclosure Forms](#)
- ➔ [CBH Provider Rate Request Certification Statement](#)
- ➔ [CBH Provider Rate Request Supporting Documentation](#) (*xls*)