Request for Proposal
IDD Community Connections
RFP #2013-107

Proposals Due May 1, 2013 by 5pm

Alliance Behavioral Health
4600 Emperor Boulevard
Durham, NC 27703
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Key Information

Request for Proposal  RFP #2013-107
Title:  IDD Community Connections

Organization:  Alliance Behavioral Healthcare
4600 Emperor Boulevard
Durham, NC 27703

Issue Date:  April 3, 2013
Due Date:  May 1, 2013 by 5 pm local time

Notes:
Indicate the organization or organization name and Request for Proposal (RFP) number on the front of each proposal envelope or package, along with the date for receipt of proposals specified below.

RFPs are due by May 1, 2013 by 5 pm, local time. Late proposals will not be accepted. All proposals are to be sent directly to:

Carrie Baines, Contract Manager
Alliance Behavioral Health
4600 Emperor Boulevard
Durham, NC 27703

Alliance will not be held responsible for the failure of any mail or delivery service to deliver a proposal response prior to the stated proposal due date and time. It is solely the proposer’s responsibility to ensure that all required and necessary information, documents and attachments are included prior to submitting a response and to ensure that the response is received at the correct location and time. Late responses, regardless of delivery means, will not be accepted. No fax or emailed responses will be accepted or considered.

When responding to this RFP be sure to follow all instructions carefully. Submit proposal contents according to the outline specified and submit documents according to the instructions. Failure to follow these instructions will be considered a non-responsive proposal and may result in immediate elimination from further consideration. Bidders are responsible for reviewing the Alliance for additional documentation that is posted after the initial release of the RFP. Copies of all postings will be emailed directly to anyone that registers with Alliance. To register, please send an email to AllianceRFP@alliancebhc.org with your name and contact information.
All questions concerning the specifications in this RFP will be received until 5:00 pm, April 12, 2013. Questions are to be sent via email to AllianceRFP@alliancebhc.org A summary of all questions and answers will be posted by April 22, 2013 on the Alliance Behavioral Healthcare website at: http://www.alliancebhc.org/about-alliance/rfps-rfis-qas

All prospective bidders are requested to submit Appendix A “Intent to Bid/Not Bid” by April 24, 2013 indicating if the organization intends to submit a bid or not. If the organization opts not to submit a bid, it is requested that a reason be provided as to why the decision was made. This “Intent to Bid/Not Bid” should be emailed to AllianceRFP@alliancebhc.org using “Intent to Bid/Not Bid” in the subject line. The form should be signed by an authorized signer of the organization.

A pre-proposal conference for prospective bidders will be held on April 12, 2013 from 2:00 to 3:00. This meeting will be held at Alliance Behavioral Healthcare’s corporate office at 4600 Emperor Blvd., Durham NC 27703. Directions to this location are available at: http://www.alliancebhc.org/contact-us.

The purpose of this conference is to discuss the RFP and provide an opportunity to receive and answer any questions from prospective applicants. Questions asked at the pre-proposal conference will be included in the summary of questions and answers noted above. It is strongly recommended that interested parties attend this conference. Please confirm your interest in attending this meeting by sending an e-mail message to AllianceRFP@alliancebhc.org.

**Key Dates**

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<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>April 3, 2013</td>
<td>RFP issued</td>
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<tr>
<td>April 12, 2013</td>
<td>Questions related to the RFP due no later than 5:00pm</td>
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<tr>
<td>April 12, 2013</td>
<td>Pre-proposal conference at Alliance office <strong>2:00-3:00</strong></td>
</tr>
<tr>
<td>April 22, 2013</td>
<td>Responses to questions posted on website</td>
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<tr>
<td>April 24, 2013</td>
<td>Last day to submit “Intent to Bid/Not Bid”</td>
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<tr>
<td>May 1, 2013</td>
<td>Proposal due by 5:00 pm</td>
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<tr>
<td>May 10, 2103</td>
<td>Finalist interviews</td>
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<tr>
<td>May 15, 2013 (tentative)</td>
<td>Selection and notification of award</td>
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**Introduction**

Alliance Behavioral Healthcare (Alliance) is initiating this Request for Proposal (RFP) to solicit proposals from service providers to render IDD Community Connections for the individuals over the age of 3 with a diagnosed intellectual/developmental disability deemed eligible by Alliance Behavioral Healthcare, and/or individuals with behavioral needs, and individuals with co-occurring disorders. Wake County will discontinue rendering direct services on June 30, 2013 necessitating a transition. The intent of this RFP is to issue an award to one provider for this service.
Effective February 1, 2013, Alliance began operation as a behavioral health managed care organization (MCO) under the Medicaid 1915 (b)/(c) waivers, serving Cumberland, Durham, Johnston and Wake counties. Alliance will still retain responsibilities as the local management entity (LME) within these four counties. As an MCO/LME, Alliance manages the public resources available for mental health, substance abuse, intellectual and other developmental disabilities including state (IPRS) and county funding, federal block grant funds, federal funding for Medicaid and all other public funding sources. Alliance uniformly manages Medicaid and State-funded services and serves as a single point of accountability for all public funding. Alliance manages the authorization and payment of services for citizens of Cumberland and Johnston counties in addition to those in Durham and Wake, totaling over 186,000 Medicaid-eligible individuals and a population of 1.7 million. The focus of the system is to improve access and quality of services, empower consumers and improve outcomes of individuals served.

Alliance is nationally-accredited by URAC, a body that accredits health care and health plan related organizations, to provide utilization management activities. A board of directors with representatives from each of its participating counties governs the organization. Due to the merger of Wake and Durham County LMEs to form Alliance, Wake County cannot provide services and is required to divest all direct provision of services by June 30, 2013.

Alliance understands the importance of treatment in the most inclusive setting with attention to the whole person and concentration on individual strengths. Alliance values a system driven by member and family priorities. The values of recovery, self-determination, resiliency, person-centered planning, and consumer and family driven services are the foundation of the system at Alliance. Working in partnership with members, their families, providers and the community to meet the challenges of mental health, intellectual/developmental disabilities and substance use/addiction service needs is important to Alliance. Alliance believes best outcomes are reached when individuals receive the right level of service in the right amounts at the right time. Alliance efficiently manages resources to ensure system-wide quality for its members.

The mission of Alliance is to support and enhance the quality of life of those citizens affected by mental illness, intellectual/developmental disabilities and substance abuse. This mission is supported by the Alliance vision which is to develop and maintain a network of quality providers whose services are evidence based or best practice and who embrace people with disabilities as equal partners and valued citizens. The entire community benefits when citizens with disabilities reach their full potential.

Alliance Behavioral Healthcare values:

- Discovering ways to nurture community strengths in order to accomplish what none of us can do alone
- Involving stakeholders for the advancement of all citizens in our diverse community
- Partnerships with community organizations that assure that best practices are applied through person-centered planning
- Community resources that offer enduring ways to support people with disabilities
• Community partners that leverage dollars and develop in-kind partnerships to respond to the mental health, developmental disabilities and substance abuse services needs of all citizens
• Advocacy efforts that challenge the MH/DD/SAS delivery system to improve continuously
• Accountability of all parties in the system
• Exemplary practices that lead to meaningful outcomes and are cost effective
• High consumer and family satisfaction
• Collaboration with our community partners and stakeholders
• Building community capacity that includes the identification of existing community resources and gaps
• Services and supports that are consumer and family friendly, age appropriate and culturally competent
• The flexibility of the MH/DD/SAS system to provide programs and supports when needed, at the level needed and in the amount necessary, so people may enter and exit components of the system as their needs change and without fear of re-entry complications
• Ongoing community education that assists in the elimination of stigma and discrimination.

Scope of Work

Intent
The intent of this RFP is to create an integrated team that will carry out the functions indicated below.

• Family consultation, education, and intervention for children and adults with behavioral needs or dual diagnosis.
• Community Connections is for individuals who have been referred for IDD eligibility determination or are eligible for IDD services and who do not have Medicaid.
• Collaboration/consultation with Alliance’s Care Coordination teams.
• Short-term, direct intervention by a Qualified Professional to assist an individual and his/her family avert a crisis and maintain the individual in his/her home.
• Assists with obtaining appropriate evaluations in order to make accurate recommendations and referrals.
• Provide specialized and targeted service to individuals whose needs are not adequately being met. Quickly assess the individual’s needs, identify appropriate natural and community resources, educate the family, and link the individual and his/her family to those supports.

Clinical
Referrals for services will primarily come from the Alliance IDD Access Specialists. It is expected that the provider will receive approximately 150 – 200 referrals per year. Services rendered shall be reimbursed on a fee for service basis and non-UCR expenditures. The current rate for the Community Connections service is $19.35 per 15 minute unit. The authorization period for Community Connections will be based on the Alliance Benefit Plan, 60 units for 90 days. If services outside of the initial authorization are
needed, the provider must follow the normal authorization process and contact Alliance for additional authorizations.

Non-UCR funding will cover services outside the Community Connections definition or for services for individuals in the process of being determined eligible.

Community Connections is a critical element of the IDD Service continuum for persons who are in the process of accessing or waiting for services. It is designed as a short-term engagement service to assist individuals in understanding the IDD System of Care, connecting individuals with non-state-funded community services, supporting the individual and family in accessing entitlement benefits which would facilitate service access. It is expected that this service would be provided over a period of 90 days, preferably in the individual’s home or community. Community Connection is intended to be a brief, interim service to empower families and alleviate initial stressors to consumers who will likely have to wait for services. It is designed to optimize direct client/family services. The service is designed to further empower families to advocate and access services and benefits independent of paid system resources.

**Target Population**
- Individuals over the age of 3 with a diagnosed intellectual/developmental disability, who have been referred for IDD services and/or deemed eligible or in the process of eligibility determination by Alliance Behavioral Healthcare.
- Individuals with behavioral needs, co-occurring disorders or other complicating factors that could lead to a higher level of care as determined by Alliance BHC.

**Staffing Requirements**
This service will be provided by licensed clinicians with IDD expertise and/or other QDDP staff with knowledge and experience in community resources and behavior interventions for persons with Intellectual/Developmental Disabilities. Due to the nature of referrals and the need for immediate skilled intervention staff on the team will be knowledgeable in children, adults, family systems, behavior issues and dually diagnosed.

**Documentation Requirements**
- Minimum standard is a service note completed daily per service being billed that includes the consumer’s name, date of service, purpose of contact, duration of contact and the signature and credentials of the person providing the service.
- A Person-Centered plan will be required for each individual to be served, but this will be negotiated with Alliance after award of the RFP. Each individual plan will clearly delineate outcomes, interventions, and natural and community supports.

**Quality Improvement**
Quality Improvement policies and procedures must be demonstrated. Submission of an annual Quality Improvement Plan that addresses the next fiscal year is required by June 30th. A Quality Improvement Annual Plan should include QA/QI initiative and performance measures.
The Selected Provider must be prepared to provide additional data, reports and data analysis upon request. For this reason, the following additional data must be collected:

- Consumer demographics
- Target population
- Diagnosis/diagnoses
- Face-to-face contacts
- Engagement of family and natural supports
- Discharge disposition to include community referrals and clinical recommendations
- Crisis planning education/consultation efforts
- Utilization/capacity
- Services/Interventions received
- Data analysis reports, including trends

**Financial Plan**
Bidders are required to submit a financial plan that supports the proposal for fiscal year 2014. The financial plan must delineate proposed staffing. Assumptions related to revenue should be defined by payer mix and services. The staffing costs should be clearly defined to allow for a review of the hire dates. Any requests for funding outside of the fee for service model must provide full justification and sufficient detail to evaluate the request.

**Proposal Format**
Proposals must address the following elements and incorporate aspects of the scope of work in the narrative response to be deemed compliant with RFP requirements. Refer to the section Format of Vendor Response for details related to the organization of the response.

**Executive Summary**
Describe why you believe that your organization, from a professional and technical perspective, is the best fit. Describe the distinguishing features the Evaluation Committee should know about your services and company as well as an overview of your proposal.

**Organizational Background**

**Organizational Structure**
- Provide a brief history of your organization, indicating how long your organization has been in business.
- A brief description of the company size and organizational structure.
- Attach a list of all members on the board of directors, indicating term of office and home or business address. Also indicate whether any members are officers, agents, or employees of the organization.
- Describe your key management staff with backgrounds identified.
• Attach a copy of your current organizational chart; indicate number of FTEs per title.
• Identify what if any services your organization currently serves under contract with Alliance. Also identify the types of funding in the contracts (fee for service, non-UCR, IPRS, Medicaid, etc.).

Clinical Program
• Summarize demographic and clinical profiles of individuals currently served and numbers served.
• Describe your service philosophy and models of service delivery for both children and adults with intellectual/developmental disabilities and co-occurring disorders. Identify services currently delivered and any anticipated expansion of service.
• Describe or provide your organization’s protocols for responding to individuals experiencing a crisis.
• Identify how your organization renders services that are culturally and gender responsive.
• Describe your agency’s development or utilization of natural supports.
• Describe your agency’s current relationships with community resources and your efforts to expand relationships.
• Describe the staff and their qualifications/credentials who will be involved in the integrated team.
• Provide evidence that staff have been trained in best-practice services to be offered as part of the proposed service array (e.g., training documentation, certification, CV’s and/or resume).
• Note any other MCO/LMEs with which your organization holds contracts Memoranda of Agreement and the services covered by these agreements.

Information Technology
• Describe the computer and data processes that your organization currently uses. Identify what if any of these functions are outsourced to a third party vendors.
• Identify if any extensive modifications must be made to your current computer systems to accommodate the additional volume of individuals served. Address additional computer/data processing resources, if any, that your organization would require to fulfill the terms of your proposal.
• Describe the internal controls your organization has in place to protect the security and privacy of participants, program data, and electronic and paper records.
• Identify if your organization currently submits authorizations and claims to Alliance and the monthly volume of transactions.
• Provide a description and examples of your organization’s report generation capabilities.
Quality Improvement

- Provide customer satisfaction ratings for the past two years.
- Provide information about your organization’s procedures for promoting and ensuring consumer rights.
- Describe your organization’s procedures regarding routing of telephone, e-mail, FAX, and written inquiries and complaints from consumers.
- Describe how consumer input is included in your program evaluation process.
- Attach a copy of your organization’s quality management plan.
- Give examples of two recent quality improvement projects, including outcomes, and describe how the results have been used in your organization.
- Describe how you evaluate consumer outcomes and how do you determine that your consumers are benefitting from your services.
- Attach a sample of consumer outcome data for the most recent two years that is relevant to the services that your organization provides.
- Confirm that your organization can comply with the requirements of QI under the scope of work.

Financial and Legal Information

- Identify any litigation or governmental or regulatory action pending against your organization. Describe the organization’s corrective actions to address these issues.
- Provide information about whether or not your organization ever defaulted on a contract to provide MH/DD/SA services or had a contract terminated. Document if your organization been involved in litigation regarding such contracts.
- Describe any pending agreements to merge or sell your organization.
- Provide details of any office closures that resulted in the termination of services within the last three (3) years.
- **Submit one electronic copy** of your most recent audited financial statement, include management letter if received.
- **Submit one electronic copy** of your organization’s most recent annual report
- Confirm if your organization is in compliance with all federal and state laws applicable to the services, including HIPAA, EDI, privacy and security regulations. Confirm that you will submit appropriate information for the credentialing process.
- If programmatic audits have been performed on your organization during the past year, provide information about the name of the auditor, dates of audit, findings and corrective actions required, if any.
- Indicate if your organization is current on all tax filings and payments, including all payroll tax returns and annual tax returns.
- Indicate if your organization is compliant with all reporting requirements from all funding sources.
Planning and Performance

Clinical and Capacity
- Discuss your organization’s process and frequency for communicating current capacity and any developing waiting list information to Alliance.
- Specify the maximum or minimum number of individuals you can accept as new referrals. Define the capacity during the transition period on a weekly basis.

Staffing
- Provide the proposed staffing level with the number of FTEs by position.
- Submit a proposed organizational chart.
- Provide information about your strategies for recruitment, retention and support of qualified staffing.
- List and describe any contractual relationships that you anticipate necessary to carry out the services.
- Describe your staff training plan.
- For any positions that are to be recruited, provide a job description of each position.
- Explain how current Wake staff will be informed of open positions within your organization and what outreach efforts will be made to recruit existing staff.
- Describe how you will coordinate with Wake County government to assist with placement of displaced staff. Define your expectations related to transitions of any current Wake County staff.

Planning
- Describe your vision and model of service delivery for this RFP.
- Describe in detail the steps that will be taken to ensure a smooth initiation of the proposed services. Provide a work plan and schedule identifying the tasks and time frames required for start-up and implementation of services.
- Outline the proposed implementation team, specifically identifying the primary point(s) of contact. Describe team members’ roles, level of experience and length of time they will be assigned to the project.
- Describe your experience implementing a project of this scope and size.
- Confirm your ability to participate in meetings with Wake County staff to inform both parties about your organization.

Financial Plan
- Provide a written narrative to support the financial plan with assumptions clearly defined. Identify any requested start-up funds and demonstrate how the program will be financial stable.
- Submit an operating budget by line item for one full year. For staffing, resources must be identified by title with FTE count, salaries and benefits noted.
• Elaborate on plan for maximizing revenue. Comment on any past efforts.
• Provide a revenue schedule by payor mix and detailed assumptions related to the reimbursed services.

Evaluation of Proposals
In accordance with RFP requirements, the award will be made to one provider whose proposal is determined to be the most advantageous and best suited to the needs of the population served. The objective of the RFP is to select one organization that:

• Demonstrate evidence-based approaches to address the diversity and cultures of the population served.
• Identify the preferences of individuals and families in the design of services and supports through development and utilization of person-centered planning.
• Facilitate the development and utilization of natural supports.
• Facilitate the use of self-management and relapse prevention skills, support stable housing, and address the development and maintenance of healthy social networks and skills, employment, school performance or retirement activities.
• Demonstrated capacity to implement the requirements specified in this RFP through a well-designed and detailed transition plan that clearly articulates tasks, time frames, and expected results.
• A well-developed quality management program that monitors and improves access, quality and efficiency of care.
• Human resource and management support necessary to effectively recruit and retain clinical and administrative qualified professional staff.
• A solvent and financially viable organization that has sufficient financial and administrative resources to implement and operate the services specified in this RFP.

Alliance will conduct a comprehensive, confidential, fair and impartial evaluation of the proposals received in response to this request. Alliance reserves the right to reject any and all proposals. An Evaluation Committee will evaluate and numerically score each proposal that Alliance has determined to be responsive to the requirements of this RFP. Alliance reserves the right to determine the composition of the committee and to designate subject matter experts to assist in the process. The award of contract(s) is subject to approval by the Alliance Board.

Prospective bidders should be prepared for an oral presentation and/or interview by the Evaluation Committee. The date for this meeting is anticipated to be May 10, 2013 and this date should be reserved. Selection of vendor will be based upon rating of written materials, feedback from references, and oral presentations.

Any cost incurred by an organization in preparing or submitting a proposal is the bidder’s sole responsibility. The funding organization will not reimburse any bidder for any pre-award costs incurred.
Initial Review
Alliance will review all proposals submitted by the deadline specified in the RFP for format and completeness. If the applicant meets the formatting and minimum requirements of the RFP, Alliance will continue to evaluate the proposal. At its sole discretion, Alliance may request clarification of information throughout the proposal evaluation process.

Minimum Requirements
The following requirements will be evaluated on a pass/fail basis. If the minimum requirements are not met, the proposal will not be reviewed further or considered for evaluation. For consideration as an applicant, the provider must understand and be prepared to comply with the Medicaid and LME Provider Contracts in their entirety, as well as respond to the particular requests of this RFP. Submission of a proposal in response to this RFP indicates agreement to comply with the attached Contracts (see Attachments). For providers currently contracted with Alliance, the existing contract will be amended to reflect the change in the scope of work only.

- Demonstrated financial stability
- Documented budget detail for any non-UCR funding and projections for the next fiscal year
- Acceptance of attached contracts
- Acceptance of Medicare/Medicaid dual eligibles
- Identification of which, if any, County facilities will be utilized

Evaluation Criteria
The Evaluation Committee will evaluate the bidder’s strengths, capabilities, and experience including corporate background, past and current projects, financial soundness, and performance history. Alliance will conduct reference checks of vendors to verify the accuracy of submitted materials and to ascertain the quality of past performance. Alliance reserves the right to pursue any references that may assist in completing the proposal evaluation process. Submission of the proposal establishes the bidder’s agreement for Alliance to make any contacts it deems necessary to confirm the organization’s experience and performance.

The weighting of scoring is based on the following:

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<th>Section</th>
<th>Point Assignment</th>
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<tbody>
<tr>
<td>Executive Summary</td>
<td>5%</td>
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<tr>
<td>Organizational Background</td>
<td>30%</td>
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<tr>
<td>Transition Planning and Performance</td>
<td>35%</td>
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<tr>
<td>Financial Plan</td>
<td>30%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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Format of Vendor Response
The following section identifies the specific criteria that a provider must meet and address in its proposal. The Evaluation Committee will review all documentation to determine if evidence to satisfy the criteria is included. Elaborate proposals in the form of brochures or other presentations beyond that necessary to present a complete and effective proposal are not desired. All submittals are to be printed double sided and use a font of at least 11 point.

Content of the Proposal
The proposal is to be assembled in the following order

1. Transmittal Letter to include the point of contact and signed by an appropriate officer
2. Statement of Intent - a letter signed by the appropriate official certifying the intent of the organization to provide the services as delineated in the proposal
3. Table of Contents
4. Executive Summary
5. Minimum Requirements
6. Locations of Service – complete chart in Attachment D
7. Response to Scope of Work
   A. Organizational Background
   B. Transition Planning and Performance
   C. Financial Plan
8. References - submit contact information for three (3) references, to include, name, title, email address, phone and description of relationship. The results of the reference check will be used in scoring the written proposal and Alliance reserves the right to ask for additional references. Failure to provide this information will result in the proposal being considered non-responsive.
9. Attachments
   A. If not currently credentialed with Alliance, prospective respondents are encouraged to submit a credentialing application as soon as possible, but no later than five (5) working days after the deadline for the “Intent to Bid/Not Bid” statement.
   B. If not currently credentialed with Alliance, provide copy of current certificate of liability insurance
   C. Additional documentation that supports the proposal response.

Proposals should be numbered consecutively beginning with the Statement of Intent. Provide one original and twelve (12) copies of the proposal plus one electronic version of the response on CD or flash drive. Only submit the requested number of copies of specific items (i.e. the financial statements and annual audit) as attachments to the proposal.

Other General Information
The following outlines additional information related to the submission of proposals:
• Titles and headings in this RFP and any subsequent RFP are for convenience only and shall have no binding force or effect.
• All proposals are subject to the terms and conditions outlined herein. All responses will be controlled by such terms and conditions. The attachment of other terms and condition by any organization and organization may be grounds for rejection of that organization or organization's proposal. Funded organizations and organizations specifically agree to the conditions set forth in the attached contracts.
• In submitting its proposal, organizations agree not to use the results therefrom or as part of any news release or commercial advertising without prior written approval of the funding organization.
• All responses, inquiries, or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the organization or organization will become the property of the funding organization when received.
• Pursuant to the provision of G.S. 143-54, and under penalty of perjury, the signer of any proposal submitted in response to this RFP thereby certifies that this proposal has not been arrived at collusively or otherwise in violation of either Federal or North Carolina antitrust laws.
• Each organization or organization shall submit with its proposal the name, address, and telephone number of the person(s) with authority to bind the organization or organization and answer questions or provide clarification concerning the proposal.
• The transmittal letter must be signed and dated by an official authorized to legally bind the organization. The organization shall submit with its proposal the name, USPS address, email address and telephone number of the person(s) with authority to bind the organization and answer questions or provide clarification concerning the proposal.
• Organizations may propose to subcontract portions of work provided that their proposals clearly indicate the scope of the work to be subcontracted, and to whom. All information required about the prime grantee is also required for each proposed subcontractor.
• Trade secrets or similar proprietary data which the organization or organization does not wish disclosed to other than personnel involved in the evaluation will be kept confidential to the extent permitted by NCAC TO1: 05B.1501 and G.S. 132-1.3 if identified as follows: Each page shall be identified in boldface at the top and bottom as "CONFIDENTIAL." Any section of the proposal that is to remain confidential shall also be so marked in boldface on the title page of that section.
• Organizations or organizations receiving Federal funds would be required to execute a certification regarding Lobbying and Debarment, and if applicable a Drug Free Workplace Requirements and/or Environmental Tobacco Smoke assurance.
Appendix A: Intent to Bid/Not Bid

This attachment is to submitted to AllianceRFP@alliancebhc.org by April 24, 2013

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<th>Organization Name</th>
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Our intent is to submit a bid related to this RFP: _____Yes      _____No

If no, please explain the barriers to submitting a proposal:
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Submitted by: ________________________________

Signature

_________________________  ___________________________  _______________
Name  Title  Date
Appendix B: List of Attachments

The following attachments are included with the RFP and are posted as separate documents:

Attachment 1 Medicaid Provider Contract
Attachment 2 LME Provider Contract