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RECEIVED
 OFFICE OF THE PUBLIC AUDITOR
 PROCUREMENT APPEALS

AUG 14 2008

TIME: 4:30pm
 BY: Vance D
 FILE No. OPA-PA 08-008

Attorneys for the Purchasing Agency

**BEFORE THE OFFICE OF THE PUBLIC AUDITOR
 PROCUREMENT APPEAL**

IN THE APPEAL OF

) DOCKET NO.: OPA-PA-08-008
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LATTE TREATMENT CENTER, INC.,

**SECOND PARCEL OF
 SUPPLEMENTAL DOCUMENTS**

Appellant.

The Government submits the following supplemental documents:

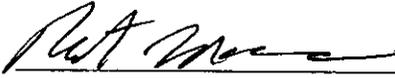
1. Letter dated 12/14/07 to Latte Treatment Center
2. Letter dated 12/14/07 to Associates in Clinical Psychology
3. Documentation provided by bidders
4. Drafts and specifications for RFP/DMHSA 014-08 and RFP/DMHSA 023-07
and 044-07

COPY

- 5. Abstract of Bids
- 6. Two (2) Recordings

RESPECTFULLY SUBMITTED this _____ day of August, 2008.

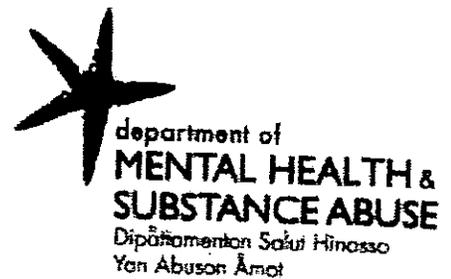
OFFICE OF THE ATTORNEY GENERAL
Alicia G. Limtiaco, Attorney General

By: 
for **DAVID J. HIGHSMITH**
Assistant Attorney General

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DMHSA - 19

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December 14, 2007

Carlos Perez
Latte Treatment Center, LLC
308 Fr. Duenas Drive
Tamuning, Guam 96913

790 Gov. Carlos G. Camacho Rd.
Tamuning, Guam 96913

Phone: 671.647.5330
Fax: 671.649.6948

FELIX PEREZ CAMACHO
Governor

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

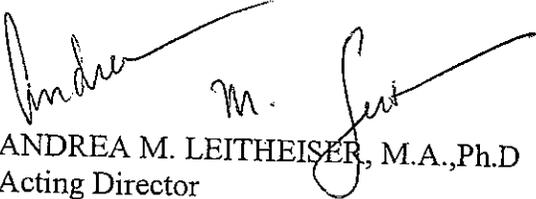
ANDREA M. LEITHEISER, M.A., Ph.D.
Director, *Acting*

Subject: Notice of Intent to Award: Therapeutic Group Home Child/Adolescent Residential Program (RFP/DMHSA-014-08)

Thank you for your submission on the above RFP. The evaluation committee met and made a recommendation to the Acting Director. On December 13, 2007 the approval was to procure the services of Marc Zackheim, Associates in Clinical Psychology, PC.

Should you decide to appeal or protest the awarding of this contract, you have until 5:00 PM on December 24, 2007 to submit your appeal or protest in writing to DMHSA.

Should you require additional information, please contact Rena Borja, ASO at 647-5326 or via fax at 647-5402.


ANDREA M. LEITHEISER, M.A., Ph.D.
Acting Director

DMHSA-18

December 14, 2007

Marc Zackheim, Ph.D
Associates in Clinical Psychology, P.C.
1801 shore Acres Road
Lake Bluff, Illinois 60044

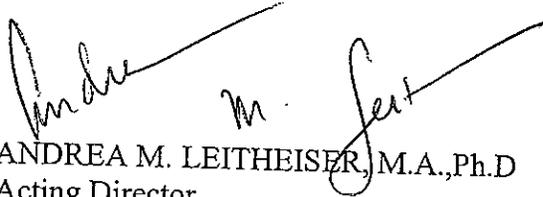
Subject: Notice of Award: Therapeutic Group Home Child/Adolescent Residential Program (RFP/DMHSA-014-08)

Thank you for your submission on the above RFP. The evaluation committee met and made a recommendation to the Acting Director. On December 13, 2007 the approval was made to procure your services.

For your information, the unsuccessful vendor was given until 5:00PM on December 24, 2007 should they wish to appeal or protest the award of this contract.

My staff will be contacting you to complete the process of the award.

Should you require additional information, please contact Rena Borja, ASO at 647-5326 or via fax at 647-5402.


ANDREA M. LEITHEISER, M.A., Ph.D
Acting Director


department of
**MENTAL HEALTH &
SUBSTANCE ABUSE**
Dipartimento Sañu Hinasio
Yan Abuson Amot

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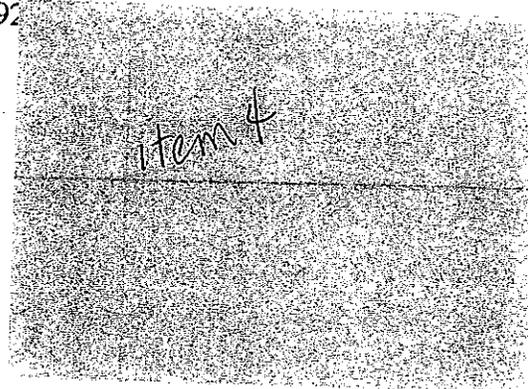
ANDREA M. LEITHEISER, M.A., Ph.D.
Director, Acting

MCA
7-20-07



Latte Treatment Center, LLC
308 Fr. Duenas Drive Tamuning, Guam 96913
Phone 671-475-5390 Fax 671-475-5392

Department of Mental Health and Substance Abuse
Attn: Andrea Leitheiser, PhD, Acting Director
790 Governor Carlos G. Camacho Road
Tamuning, Guam 96911



Re: RFP No: RFP/DMHSA-014-08

Date: 11/20/07

Dear Dr. Leitheiser,

Enclosed is the official response and proposal offering the services of Latte Treatment Center to fulfill the scope of service for the Program Management and Operational Services for the Therapeutic Group Home Child/Adolescent Residential Program. Latte is capable and prepared to begin providing services immediately upon completion of a contract. Please find one original and five copies as requested.

I look forward to serving you and your department and its consumers.

Sincerely,

Carlos Perez, M.Ed., IMFT
Offeror
Latte Treatment Center, LLC

Latte Treatment Center, LLC
RFP No: RFP/DMHSA-014-08

LATTE TREATMENT CENTER, LLC
308 Fr. Duenas Drive Tamuning, Guam 96913

PROPOSAL FOR THE
DEPARTMENT OF MENTAL HEALTH and SUBSTANCE ABUSE

RFP No: RFP/DMHSA-014-08

Program Management and Operational Services

For

Therapeutic Group Home Child/Adolescent Residential Program

SUBMITTED BY: LUIS VALDES, PHD

DATE: 11/20/2007

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Executive Summary

Latte Treatment Center proposes to serve children, adolescents and their families on Guam with Serious Emotional Disturbance (SED) who require residential, group home, day treatment, respite, crisis response and in-home family training. Latte is a local company with successful and ongoing operations on Guam for these services. Latte accomplished bringing and managing this service on the island while successfully ending a 15 year cycle of the government sending youth off island. Latte personnel are well trained and qualified through formal education and experience to serve this population. Latte is capable of continuing a full range of behavioral health care services immediately. Latte's program is designed to effectively transition consumers to the least restrictive level of care possible and as soon as possible. Our unique in-vivo, in-house and in-home training components for youth and parents has greatly enhanced successful transitions of youth back to the community. Latte's integrated programming consisting of intertwined behavioral management and therapy, psychiatric care, academics, psychotherapy and life skills training in a home like environment and live-in staff strengthen the program's effectiveness. Latte proposes to maintain services in the current physical plants of its operations. Latte plans to continue to build the local workforce in this area of service through training opportunities to other agencies and individuals. ✓

Organizational Information & Capacity

1. Background Summary

Latte Treatment Center incorporated locally in 2005 to provide mental health services at the group home, residential, day treatment and respite levels of care. Its mission is to provide quality services and support to the people of Guam with mental health and developmental disabilities. The goal for each individual consumer is to promote maximal independent functioning in the least restrictive environment possible. Latte's directors and professional service providers each have over 15 years experience in evidence-based program development and implementation for those with mental health and developmental disabilities. Supervisory staff have 10 years direct care and supervisory experience.

Latte was developed on Guam from a long standing mainland residential and day treatment center that serves a wide variety of persons with developmental disabilities. The mainland company served consumers from Guam for six years prior to Latte's inception. Latte currently, and has been, serving consumers up to age 22, some with severe emotional disturbance and others with developmental disabilities. Latte currently serves approximately 17 consumers at a time in residential, group home, day treatment and respite levels of care. Latte has been able to transition a number of consumers back to their homes following treatment.

Latte was able to return three consumers to the island that had to be sent to the mainland for treatment at great expense to the people of Guam. Latte has now successfully transitioned two of these consumers to their family homes. The third is in process now. Legal issues related to these three cases have been satisfied since their return. Several consumers slated to go off island have been prevented from doing so due to Latte's treatment and behavior management capacities.

Latte is unique in that it specializes in serving children, youth and families. There are important differences in policies, procedures, program implementation and staff training for serving children versus adults. The quality of service, evidence-base, and outcomes are better and more competent with an organization that is child, youth and family focused such as Latte.

In addition, Latte's policies and procedures were copied and tailored to the local environment from a fully JCAHO accredited program. The Latte Director has helped guided facilities through five JCAHO accreditation site visits and helped operate JCAHO accredited facilities for 17 years. Latte could be JCAHO accredited in short order.

A number of other unique characteristics includes:

- Specially trained child and youth professionals on staff
- In-vivo interventions and home-based parent training
- A four day shift process that increases power, efficiency and effectiveness to programming not possible in standard staffing patterns (see more details below)
- A highly specialized two-minute release procedure for therapeutic holds that has gained national attention on the mainland (Child Welfare League of America; American Association of Children's Residential Centers)

See attached Program Description for detail on the company's organizational philosophy and services.

2. Written plan to accomplish the objectives of this project.

Latte plans to continue its current operations with current staff, who are at this point well trained and operating effectively as a treatment team. The director will continue to stay abreast of changes in standards of care in the residential, group home, day treatment and respite care services. He will continue to provide administrative oversight and program coordination according to his training and experience. The medical director will continue to oversee medical services. The professional psychotherapy staff will continue to provide individual, group and family therapy. The paraprofessionals will continue to provide direct care services according to Latte policies and procedures. Supervisory staff will continue to monitor and train staff to ensure the fidelity of the implementation of the program. Supervisory staff will continue to train promising staff to become supervisors.

Therapeutic Group Home (TGH). Latte plans to continue to operate the TGH under its current policies and procedures that includes a social learning and behavior modification approach in a natural home-style environment that integrates life-skills training, academic education, psychiatric care and psychotherapy. Latte's policies and procedures are extensive and are directly copied and tailored from a long standing JCAHO accredited facility on the mainland.

Latte also plans to continue its unique schedule of direct care staff living with the children for four straight days at a time. This staffing pattern has numerous advantages over standard models, such as consistency of behavior training, deeper relationship development, fewer shift changes (1 shift change every four days versus 12 changes per four days in standard models), no let down in programming on weekends, and a more natural surrogate family experience for the developing child among many others.

Clients with serious emotional disturbance require intensive behavior management and therapy. Latte's integrated service approach and Safe Crisis Management training has proven capable of treating the most difficult clients on Guam for over two years on island

and many more off island. Latte will continue its state-of-the-art two minute release (2MR) system for emergency therapeutic holds.

Latte plans to continue its proven methods and process of transitioning clients back home or to a less restrictive environment as soon as possible. Latte conducts in-home training for parents who are often over-whelmed by the demands and needs of their child with a SED. Latte staff train parents using the same curriculum that employees are trained with; equipping them with specific strategies and techniques to help manage their child. Latte works with other agencies (DMH, GPSS, the courts, DYA and CPS) to find less restrictive placements for its clients and then provides training and strategies to the receiving party to reduce recidivism. Two of three, previously off island children, have been returned home through Latte. The third has been transition ready for a year, but had no other setting to transition to. At this point, a transition to a parent, who has now been approved by CPS for visitations, has begun.

Latte will continue to deliver high quality psychiatric services through its specially trained child psychiatrist. Medical outcomes are significantly better than using a psychiatrist primarily trained in treating adults.

Latte will continue to use its two, on-island, licensed, well trained, youth specialized and credentialed psychotherapists to help children develop cognitive-behavioral strategies to control and cope with the symptoms related to their serious emotional disturbance.

Spiritual development will continue to be provided on a weekly basis by a representative of a local church. This service, while voluntary, has been well attended and provides a much need moral and spiritual guide for the children. It has also given staff another set of adaptive behavioral concepts to reinforce through the week with the children.

Day Treatment. Latte will continue to provide day treatment services using the same treatment program and social learning and behavior management techniques used in the group home program described above. The same multi-modal approach including psychiatric, psychotherapeutic and training opportunities are provided for day treatment clients as for group home ones. The day treatment program operates a full day of structured programming aimed at controlling behavior in settings most important for children to manage. It serves as a key stepping stone to transitioning youth out of group home placement. In addition, staying on task for an entire school day is a key variable to being able to transition students to a less restrictive environment. The day treatment program is integrated with GPSS educational requirements. The close relationship between Latte and GPSS has lead to important transition opportunities for students as they are stabilized and develop self-control capacities.

Crisis Response and Hotline. Latte has provided crisis response services to its clients since

inception. At the request of parents, Latte personnel have gone into the community to help contain out of control youth. Out of control youth have been brought to Latte in crisis as well.

In collaboration with I'Famaguon'ta and Sanctuary, Inc, Latte personnel have developed policies and procedures for the crisis response and crisis hotline services contained in this RFP. These policies and procedures have not been implemented up to this point, pending a contract for services. These policies and procedures would need to be reviewed with DMH administration and key stakeholders prior to implementation. Latte would partner with personnel from Sanctuary to provide the crisis hotline component of the service. Personnel are identified, trained and providing a similar service.

Latte provides evidence-based training for its consumers in all of the areas listed below. Latte maintains a daily schedule of active rehabilitative efforts that includes training consumers throughout the naturally occurring day. Training on personal hygiene occurs at each juncture of the day that requires such activities (i.e., morning, at meals and evening). Training on clothing occurs in the morning, prior to outings and in the evening. Training of basic skills occurs throughout the day. Training on interpersonal skills and home maintenance occurs on a daily scheduled basis. Medication management training occurs on a daily basis at each dosage time. Social learning principles and behavior modification are used to increase learning and compliance.

Latte Treatment Center corporately holds guiding values and principles as follows:

- a. Core Values are:
 1. Child and Family Centered
 2. Strengths Based
 3. Community Based
 4. Culturally Competent

- b. Guiding Principles are:
 1. Access to a comprehensive array of services
 2. Individualized services using a wraparound approach
 3. Least restrictive environment
 4. Full family participation
 5. Integrated services
 6. Care coordination
 7. Early Identification and Intervention
 8. Smooth transitions
 9. Rights of child protected
 10. Non-discriminatory and culturally appropriate

c. Programmatic Services currently and will include assistance in achieving greater self-determination through the following supportive services:

1. Personal Management - Perform appropriate individual grooming/hygiene activities (bathing; dressing up in appropriate and clean clothes) with increasingly reduced supervision.
2. Nutritional Management - Able to identify and prepare nutritional food items with increasingly reduced supervision.
3. Money Management - Able to develop and maintain a personal budget with increasingly reduced supervision.
4. Home Management - Able to clean their bedroom as well as the communal rooms with increasingly reduced supervision. Able to appropriately perform household chores, yard maintenance, and laundry with increasingly reduced supervision.
5. Medication Management - Able to identify prescribed medication(s) and understand the purpose and importance of its use as well as side effects. Able to identify and know the time of medication intake as well as the prescribed dosage.
6. Educational Management – Able to participate in academic educational activities to the extent possible with increasingly reduced supervision. Able to increase academic productivity.
7. Behavioral Management - Able to increasingly control emotional and behavioral functioning so that transition to a less restrictive level of care might be possible.
8. Daily Time Management - Able to wake up at an appropriate time with increasingly reduced supervision. Able to participate in the scheduling of their day with program staff. Able to utilize and maintain their day's schedule with increasingly reduced supervision.
9. Problem Solving - Able to identify and discuss problems in a timely and appropriate manner.
10. Personal Safety Awareness - Able to recite emergency numbers and recognize and report personally dangerous situations. Able to recognize the proper use and storage of kitchen utensils, electrical appliances and household cleaners.
11. Participation in Community-based and home-based activities.
12. Supportive Counseling - Learn appropriate and acceptable behaviors. Aid in the resolution of personal problems.
13. Vocational Development – Build skills; and training for employment.

Latte also trains parents both in the facility and at their homes in order to maximize transfer of skills from the treatment setting to the home. Parents are trained by Latte staff in the same way that new direct care employees are trained.

Latte does and will ensure and be responsible for the recruitment and hiring of appropriate professional and paraprofessional staff. Latte has invested much effort in the selection and training of its staff from the local population. Qualified professionals and paraprofessionals are not easily found and retained.

- 3. Skills and experience.** Latte personnel have many years of education, training and experience to deliver the requested services in this RFP. In addition, Latte personnel have been working together for over two years and have formed an efficient and effective treatment team. Latte's professional service staff have all been on island for over twenty years and are culturally competent, two are native. Direct care staff have similar tenure on island and several are native.

Valdes

Latte's Director has been in the residential treatment, therapeutic group home and day treatment services for 15 years for youth with psychiatric disabilities (see attached CV). He has been specifically trained in program development and implementation for youth and has a long history of operating JCAHO accredited facilities. He has specialized training and experience in individual, family and group psychotherapy services to youth with psychiatric disabilities. His internship, doctoral dissertation and professional experience have been with youth with psychiatric disabilities. He has been directly involved in serving youth from Guam for over 7 years and was instrumental in bringing these services back to Guam in 2005.

Latte's Medical Director and primary psychiatrist is licensed and specially trained and experienced in children psychiatry, and has over 20 years of experience treating youth. He has specific experience with youth with severe psychiatric disabilities. He has a long and distinguished career serving the youth of Guam at various levels of care. In addition, he previously operated Guam's only therapeutic group home for five years.

Carlo

Latte's Program Director has over 20 years of experience serving the psychiatrically disabled youth of Guam in several capacities (see attached resume). He has served in the public school, in the department of youth affairs and at the college level. He is well versed in programming and currently leads Latte's program review process each quarter. He serves as the liaison with other agencies, including the courts.

Latte's Shift Supervisors have over 10 years experience in the direct day to day operations of programming for youth with serious emotional disturbance. They have supervised and trained many staff and parents over the years. They are well seasoned and hold certificates to train trainers of Safe Crisis Management. They have lived on island for over two years. They served Guam youth off island for five years prior to moving to Guam.

Latte's House Parents, overnight staff and day treatment staff are all fully trained in Safe Crisis Management, they have over 40 hours of specific training in behavior management techniques and strategies for SED youth (both in didactic and on the job training). Several have been serving these children for years.

Latte's psychotherapists are also specially trained in treating youth. One therapist is a doctoral professor at the University of Guam and is specially trained in Play Therapy. The other therapist is Master's level and has over 20 years experience in psychotherapy treating youth with SED. Both have been with Latte over two years and are key members of the treatment team. Both have resided on Guam for many years.

4. Facilities or plans to secure facilities.

Latte plans to continue its operations in the current facilities on loan from DMHSA. However, Latte plans to recommend that these two homes be sold to Latte in order to relieve the DMH and the government of the costly maintenance of these homes. Latte has been able to procure maintenance services faster and cheaper than the government.

5. Personnel

a. Proposed staff. Direct service staff will include one direct care staff person per four consumers, with the option to add staff in times of crisis or additional need (there are 8 direct care staff currently employed). It also will, and currently does, include a program director, medical director, child psychiatrist, a psychologist, two child therapists, a social worker, two shift supervisors, administrative support and an accountant (all but the executive director are continuously on island). Plans are to begin training a quality assurance director in the next year of operation. This position require a great deal of training and experience.

b. Staff qualifications. The following are minimum necessary qualifications for each position listed. In all cases the current personnel holding those positions are well above these requirements as narrated above.

- House Parents- High School or equivalent and pre-employment training.
- Program Director- Bachelor's degree or equivalent and 3 years direct service experience and training. Or, 5 years experience and proven capacity as determined by documented performance review.
- Medical Director- MD or DO with 3 years experience and a medical or DO degree from an accredited medical school and a license to practice on Guam.
- Psychiatrist- MD or DO with 1 years experience and a medical or DO degree, with a subspecialty in psychiatry as well as children and adolescents, from an accredited medical school and a license to practice on Guam.
- Psychotherapist- MA, MS, LMFT, LMSW or equivalent with an emphasis in

Carlos

counseling or psychotherapy and licensed to practice on Guam.

- Social Worker- High School or equivalent with at least 1 year experience in conducting and writing psychosocial histories, mental health service plans and case management.
- Shift Supervisor- High School or equivalent with at least 3 years experience in direct care of consumer's with mental health problems.
- Administrative support- High School or equivalent and 1 year experience in secretarial or support staff services.
- Quality assurance- Bachelor's degree or equivalent with at least 3 years experience in service delivery and formal quality control duties.

names of who they are.

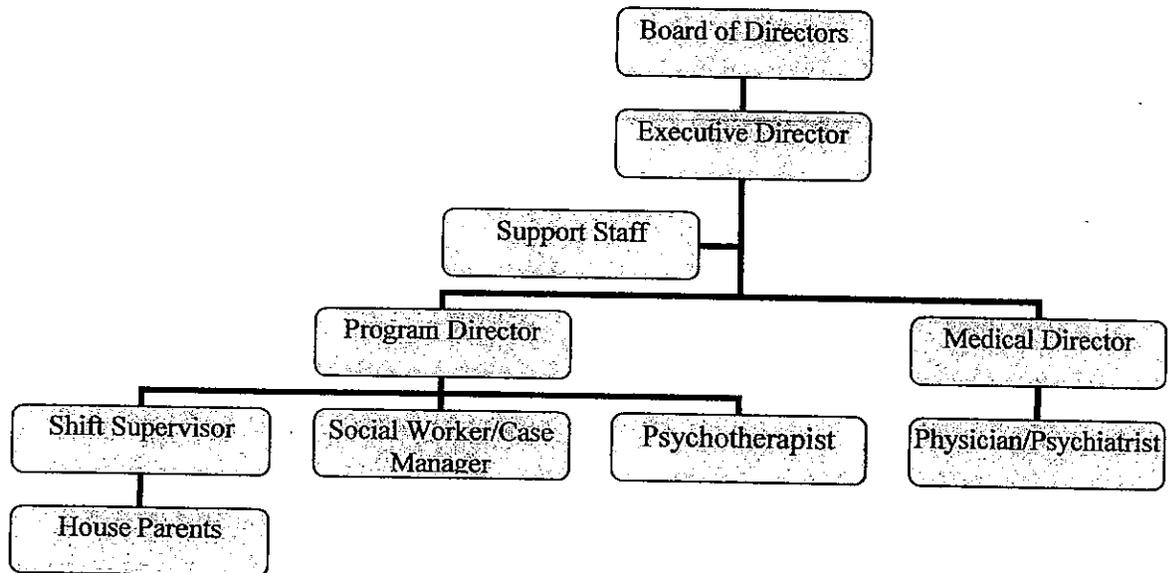
c. **Typical staffing plan; shift schedule.** Executive director and quality assurance director on duty 20 hours per week, on call 24/7. Medical director on duty 4 hours per week, on call 24/7. Psychiatrist/physician four hours per week, on call as needed 24/7. Program director on duty 20 hours per week and on call 24/7. Two therapists on an as needed basis according to census (currently 25 hours per week). Shift supervisors on duty 4, 24-hour days on and then 4 days off, on call 24/7. Two house parents on duty 4, 24-hour days on and then 4 days off. One awake-night-staff overnight (8 hours/day). One full time social worker. Two 35 hours per week program aides. Two full time special education teachers. Administrative support, 20 hours/week.

d. **Staff training.** All staff must complete 20 hours of pre-employment training to include crisis management, proper restraint training (currently Safe Crisis Management), child abuse and neglect training, training in behavioral strategies and 3 four day shifts (24 hrs/day) supervised on the job by a senior staff member. Latte owns training modules that all staff must complete. CPR and First Aide training of all staff with direct client contact. Latte staff includes a CPR and First Aide trainer and a Safe Crisis Management trainer.

e. **Staff supervision.** Direct care staff are supervised by a Shift Supervisor who is on duty or on call at all times. Professional staff are supervised by the program director. The program director and psychiatrist are on call 24/7. See Organizational Chart below.

f. **Staff evaluation.** Direct care staff are evaluated on the job by the Shift Supervisor on an ongoing basis. In addition, annual performance evaluations are completed by direct line supervisors.

g. **Organizational Chart.**



Organizational chart description:

Board of Directors: Latte Treatment Center, LLC (Latte) is governed by a board of directors (board) that is responsible for the following:

- creation, operation, and maintenance of facility programs
- policies and procedures
- provision of adequate funding
- quality of client care
- maintenance of physical plant

The board performs the following key functions:

- annual planning
- financial planning
- annual approval of facility plans
- The board reviews and approves the appointments of the following:
 1. Executive Director (ED)
 2. Program Director
 3. Medical Director

Executive Director: The board charges the ED with the following responsibilities:

1. implementation of the policies and procedures
2. overall operation of the organization
3. execution of all facility programs
4. control, utilization and conservation of physical and financial assets
5. recruitment, retention, development and direction of all staff

The ED is responsible for ensuring that the written policies and procedures accurately define organizational operations and are regularly reviewed and updated.

The ED is responsible for ensuring that the professional staff triennially review and revise the plan for professional services. The board authorizes the ED to take whatever actions are necessary to fulfill the plan's objectives.

The ED assists the board in formulating policy by preparing and presenting the following items:

1. short-term and long-term plans for the organization
2. reports on the nature and extent of funding and other available resources
3. reports describing operations
4. reports evaluating the efficiency and effectiveness of programming
5. budget and financial reports

The ED will be responsible for fiscal oversight via completion the following:

1. a written annual budget, which includes statements of expected revenues categorized by source and expenses categorized by types of services
2. an annual audit of the organization's financial operations performed by an independent public accountant
3. written policies and procedures for handling billing, controlling accounts receivable and handling cash
4. routine supervision of the quality improvement director, ensuring proper maintenance of records which document compliance with the policies and procedures for the fiscal management system
5. an annual budget report to the board detailing the past year's revenues, expenditures and utilization review reports

✓ **Program Director:** Oversees assessment and treatment planning, implementation of the entire treatment program, and develops and implements new treatment programs when needed. Supervises the training of direct care staff, and in the absence of the Executive Director, is responsible for the overall operation of Latte.

Medical Director: Physical examination and medical histories of clients, treatment

recommendations, and review of treatment progress for clients, monitoring visits with clients receiving psychotropic medications, routine medical care and monitoring of chronic, but stable illness; referral for EEG testing or other diagnostic testing; consultation with members of Latte professional staff organization on matters of client medical care.

Shift Supervisor: To supervise overall client care and safety and staff performance for assigned teaching homes. Maintain accurate and effective daily implementation of program procedures.

Social Worker/Case Manager: To actively provide case management services; primary contact for new admissions; responsible for case management, including regular interaction with service providers, parents, guardians, conservators, and caseworkers.

House Parents: Provide daily support, intervention and training to clients according to policies and procedures and treatment/wrap plans.

6. Service Delivery

Methods to meet cultural and geographic needs. Latte currently provides the only residential, group home and day treatment service for youth with serious emotional disturbances on Guam. Latte has a preference for hiring local citizens and currently 85% of its staff have lived on the island an average of 15 years. Many are indigenous and all have been living or working with the local population long enough to have learned local customs and cultural diversity issues.

Demand for its services have been high and have come from the court system, Department of Youth Affairs, Child Protective Services and the Guam Public School System. There is currently a waiting list for Latte's services. Estimates based on population statistics are that 5% of the youth population suffers from some type of mental health disorder. Approximately 1-2% suffers a serious emotional disturbance putting the need for services at ~150-300 youth. Of these approximately 10% would qualify for group home services at any given time.

Services Description and Implementation. See attached program description. *→ culture*
Latte can continue its current implementation of services upon award of bid for this RFP. Staff are currently fully functional and delivering the main scope of service contained in the RFP. The crisis response portion of the work could be operational in one month from contract. Policies and procedures are already written and discussions with DMHSA occurred during a previous attempt to launch this service. A lack of funding prohibited the previous attempt.

Timely delivery of service. Latte is currently serving only DMHSA referred youth. Upon award of bid Latte can deliver the main scope of service immediately. The crisis

Latte Treatment Center, LLC
RFP No: RFP/DMHSA-014-08

response portion will require one month from the point of contract to be fully operational. Service to DMHSA is Latte's only current work load. Latte has met all previous contractual obligations in timely fashion.

7. A list of other contracts

Latte has completed over two years of successful programming to the DMHSA of Guam. Latte's Director has 17 years experience contracting for residential, group home and day treatment services with a wide variety of governmental and non-governmental agencies (he provides services under contracts with departments of mental health, child protective services, mental retardation services, juvenile offender services, insurance companies and school districts). He has experience both as a government employee and a private vendor. All contracts noted include the scope of service in Section III with the exception of the crisis hotline service. Latte's Medical Director has had five years of experience in operating a similar group home also on Guam.

A sampling of contracting agencies the Latte director currently serves on the mainland includes:

Harris County Mental Health and Mental Retardation

Houston Independent School District
Pearland Independent School District
Dickinson Independent School District
Katy Independent School District
Ft Bend Independent School District
Santa Fe Independent School District
Brazosport Independent School District
Giddings Independent School District
Spring Branch Independent School District

Los Angeles Unified School District
San Diego Independent School District

Territory of Guam

Harris County Juvenile Probation
Travis County Juvenile Probation
Bear County Juvenile Probation

United Behavioral Health
Value Options

APS
Cigna
AmeriGroup
Medicaid

8. Letters, awards, other forms of recognition. See attached. *where?*

9. Reporting system.

1. Monthly reporting. Latte conducts quarterly reviews on all consumers. Monthly reporting of operations can be undertaken as dictated by contract.

2. Tracking of financial activity. Latte employs an accountant to track financial expenditures, revenue and in order to file all its tax responsibilities.

3. Data capturing of project activity. Latte has a documentation system that captures its daily operational activities in detail. At the consumer level, recordings are made every 30 minutes during waking hours.

4. Performance measures. Latte's detailed documentation of activities, behavior and major incidences is aggregated in a computer program that allows time sensitive data comparison on increases and decreases in desired and undesired behavior from the consumers. Comparisons are routinely made on a quarterly basis in order to record progress on all targeted behaviors. The quarterly service plan review documents progress in all components of the program and it is consistent with the services contained in item X. of Section III of this RFP.

*no must
no requirement*

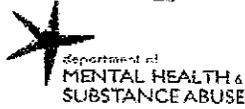
Medication Administrator ** CLIENT **

Medication Administrator

Medication Administrator

Medication Administrator

Medication Administrator



Department of Mental Health and Substance Abuse

SUBMISSION FORM FOR PROPOSALS

- Please fill out this form completely.
- Include all requested documentation (in hard copy) when submitting this form.
- Please submit the proposal in a sealed envelope to the issuing office above before (Time), on (Date). An original proposal plus five (5) copies should be submitted. Proposals submitted via facsimile will NOT be accepted.
- Proposals submitted after the time and date specified as the deadline will be rejected.

PROPOSED PROJECT TITLE: THERAPEUTIC GROUP HOME (Child and Adolescent Services) (RFP/DMHSA-014-08)

NOTE TO OFFERORS: All proposals are subject to the terms and conditions specified in the Request for Proposals package. The undersigned offers and agrees to furnish within the time specified, the services at the price to be agreed upon, unless otherwise specified by the offeror. In consideration of the expense of the government in opening, tabulating, and evaluating this and other offers, and for other consideration, the undersigned agrees that this proposal remains firm and irrevocable for sixty (60) calendar days from the date of opening.

INDICATE WHETHER: INDIVIDUAL PARTNERSHIP
 JOINT VENTURE CORPORATION
 OTHER (please specify) _____

If Corporation, incorporated in: Guam on (date) June, 2005

NAME AND ADDRESS OF OFFEROR By my signature, I acknowledge that I have read the instructions and accept all the terms and conditions in the Request for Proposals, and that I am authorized to sign on behalf of the Offeror:

 _____ (Signature)
Carlos A. Perez (Print Name)
Licensed Individual, Marriage & Family Therapist (Print Title)

TO BE COMPLETED ONLY UPON AWARD:

Contract No: _____ Amount: \$ _____ Date: _____

Contracting Officer: _____

Name and Address of Contractor

Signature and Title of Person Authorized to sign this contract:

FORM A

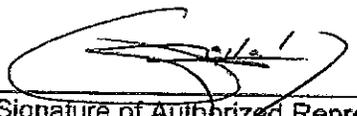


Department of Mental Health and Substance Abuse

PROPOSAL SIGNATURE FORM for RFP/DMHSA-014-08

By submitting this proposal, the offeror certifies that its authorized representative has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

In compliance with this RFP and with all the conditions imposed herein, the undersigned offers and agrees to provide services in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature Form shall be submitted with the offeror's written proposal and will become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative.



Signature of Authorized Representative

Carla A. Perez Licensed Individual, Marriage & Family Therapist
Type or Print Name and Title

Name of Offeror: Carla A. Perez

Address: 308 Father Owens Drive,
Tamuning Guam, 96913

Telephone Number: _____ Fax Number: _____

Type of Organization: [] Individual [] Non-Profit [] Partnership
[] Corporation [] Joint Venture
[] Other(Specify) _____

FORM B



Department of Mental Health and Substance Abuse

**FORM FOR SUBMITTING ALL LICENSES
for RFP/DMHSA-014-08**

Please attach copies of all business licenses, permits, fictitious name certificates, certificates of good standing, or any other license, permit or certificate issued to the individual or company, which is applicable to this Request for Proposals. Please indicate the attached documents by checking the applicable boxes:

Business License

- from the Department of Revenue and Taxation, Government of Guam
 from a jurisdiction other than Guam: _____

Fictitious Name Registration *N/A*

- from the Department of Revenue and Taxation, Government of Guam
 from a jurisdiction other than Guam: _____

Certificate of Incorporation

- from the Department of Revenue and Taxation, Government of Guam
 from a jurisdiction other than Guam: _____

Federal I.D.# 13-4302856

Other Attachments. Please indicate: Business License; Revenue and Tax Clearance

Please check here if there are no attachments to this form.

Authorized Signature: _____

Date: _____

11/26/07

FORM C



Department of Mental Health and Substance Abuse

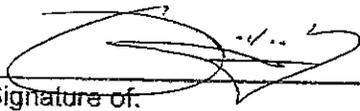
**NON-COLLUSION AFFIDAVIT
For RFP/DMHSA-014-08**

Name of Offeror Firm or Individual: Latta Treatment Center

Territory of GUAM)
)ss.
Hagatna, GUAM)

Carlos A. Perez, being first duly sworn,
deposes and says:

This he/she is Offeror (the offeror, a partner of the offeror, an officer of the offeror) making the foregoing identified bid or proposal; that such bid or proposal is genuine and not collusive or a sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, sought by an agreement or collusion, or offer, and has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the Government of Guam or any other offeror, or to secure any advantage against the Government of Guam or any person interested in the proposed contract; and that all statements in this affidavit and proposal are true.

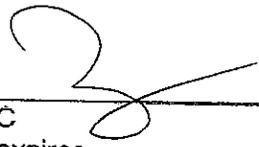

Signature of _____

partnership

Offeror, if the offeror is an individual
Partner, if the offeror is a
Officer, if the offeror is a corporation

Subscribed and sworn to before me

This 26th day of November, 2007.



NOTARY PUBLIC
My Commission expires _____

JOHN YANG
NOTARY PUBLIC
In and For Guam, U.S.A.
My Commission Expires: Apr. 07, 2008
P.O. Box 10138 Tamuning, Guam 96931

FORM D



Department of Mental Health and Substance Abuse

DISCLOSURE AFFIDAVIT
For RFP/DMHSA-014-08

Territory of GUAM)
)ss.
Hagatna, GUAM)

1 I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the undersigned and that [please check one]:

- [] The offeror is an individual or sole proprietor and owns the entire interest in the offeror company.
[X] The offeror is a corporation, partnership, joint venture, or association, and the persons, companies, partners, or joint ventures who have held more than 10% of the shares or interest in the offeror business during the past twelve months are as follows [if none, please so state]:

Table with 3 columns: Name, Address, % of Shares or Interest Held. Handwritten entries include Luis Valdes and Brenda Gardner.

2 Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for this affidavit is submitted are as follows [if none, please so state]:

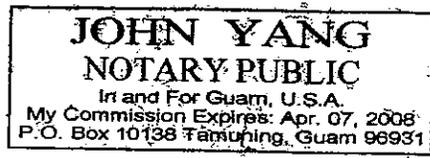
Table with 3 columns: Name, Address, Compensation. Handwritten entry for Name: HA.

Dated: 11/26/07

Signature of [Handwritten Signature]
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation;

Subscribed and sworn to before me
This 26th day November 2007.

NOTARY PUBLIC
My Commission expires:





Guam Board Of Allied Health Examiners

January 8, 2007

Carlos A. Perez
P.O. Box 286
Hagatna, Guam 96932

Dear Mr. Perez:

Pursuant to the conditions and requirements for Renewal of License, your application for renewal was reviewed and approved. Your renewal license to practice as a Individual, Marriage & Family Therapy (License No. IMF000072) on Guam is effective immediately and will expire on **December 31, 2008**.

As a reminder, license must be renewed by December 31st of every even-numbered year. Renewal notices for your license will be mailed sometime on September of the applicable renewal year via the most current mailing address shown on file. For this reason, it is incumbent on you to inform the Health Professional Licensing Office of any mailing address changes.

Sincerely,


SIBYL CRISOSTOMO, SLP
Board Chairperson

Enclosure

Cc: Licensee File



DEPARTMENT OF REVENUE AND TAXATION
GOVERNMENT OF GUAM
P.O. Box 23607
Hagåtña, Guam 96821
www.guamtax.com

BUSINESS LICENSE

SRL NO: 0823518

Ltd Liability Company
Service
ACCOUNT NO: 13-200501195-001

FEE	50.00
PENALTY	0.00
TOTAL FEE	50.00

ISSUED TO: LATTE TREATMENT CENTER, LLC

DOING BUSINESS AS: LATTE TREATMENT CENTER, LLC

TYPE OF LICENSE: MONITORING, SUPERVISING, COUNSELING SERVICES

BUSINESS LOCATION: 308 FATHER DUENAS DRIVE

MUNICIPALITY: TAMUNING, GUAM

MAILING ADDRESS: 308 FR DUENAS DR

TELEPHONE: HOME ZIP: 96931
BUSINESS: 479-1000

PAID
MAY 10 11
TREASURER OF GUAM
#9

8/24/07

KEEP POSTED IN A CONSPICUOUS PLACE
LICENSE MUST BE PRODUCED UPON
DEMAND TO ANY AUTHORIZED GOVT
OFFICIAL

Artemio B. Illaga
ARTEMIO B. ILLAGA

DIRECTOR OF REVENUE AND TAXATION

DEPARTMENT OF REVENUE AND TAXATION
Government of Guam
Tyan, Guam USA

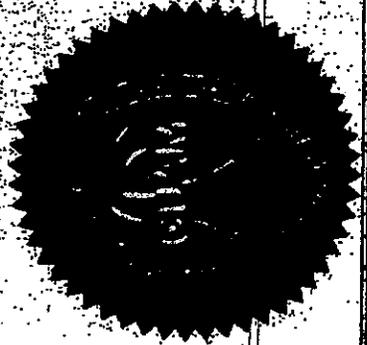
LIMITED LIABILITY COMPANY CERTIFICATE

LATTE TREATMENT CENTER, LLC

This is to certify that the party herein named above has been duly registered as a Limited Liability Company in the Territory of Guam, in accordance with the Limited Liability Provisions of Title 18, Guam Code Annotated, Chapter 15, Section 15101, on this 15th day of June, 19 2005, and filed under number LBC 110.

Said organization is registered for the term specified in said Limited Liability Company, not to exceed thirty (30) years, unless sooner legally dissolved and complies with all laws, rules and regulations pertaining thereto.

In Witness Whereof, I have hereunto subscribed my name officially and have hereon impressed my Seal of Office at the City of Hagåtña, Guam, U.S.A., on this 15th day of June, A.D. 2005.



Artemio B. Izaguirre
ARTEMIO B. IZAGUIRRE
Director of Revenue and Taxation

Item 5

REQUEST FOR PROPOSALS

RFP No: RFP/DMHSA-023-07

Care-worker and Operational Services

for

**THERAPEUTIC GROUP HOME
Child/Adolescent Residential Program**

Date: May 17, 2007

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- II. REQUEST FOR PROPOSALS
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- IV. PROPOSAL PROVISIONS
- V. SUBMISSION FORM FOR PROPOSALS – FORM A
- VI. PROPOSAL SIGNATURE FORM – FORM B
- VII. FORM FOR SUBMITTING ALL LICENSES - FORM C
- VIII. NON COLLUSION AFFIDAVIT – FORM D
- IX. DISCLOSURE AFFIDAVIT - FORM E
- VI. ATTACHMENT – DMHSA Organizational Chart

I. PUBLIC NOTICE

REQUEST FOR PROPOSALS

**CARE WORKER AND OPERATIONAL SERVICES FOR THERAPEUTIC
GROUP HOME PROGRAM
RFP No. RFP/DMHSA-023-07**

The Department of Mental Health and Substance Abuse (DMHSA) is soliciting proposals from qualified entities or individuals interested in providing for a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED).

RFP packages may be picked up at the Department of Mental Health and Substance Abuse Office, located at 790 Governor Carlos G. Camacho Road, Tamuning, Guam, 96911 Monday through Friday, excluding holidays, between 8:00 a.m. and 5:00 p.m. The deadline for receipt of proposals is no later than 3:00 pm, Friday, June 8, 2007, Chamorro Standard Time. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

A pre-proposal conference is scheduled for Friday, May 25, 2007, 9am, in the DMHSA Conference Room #209.

DMHSA shall have the right to reject all proposals or offers which have been submitted in response to this RFP, and/or cancel this RFP at any time, if the Director determines such to be in the interest of DMHSA and/or for whatever reason allowed by law and/or regulation, and/or for whatever reason whatsoever.

For additional information and/or special accommodations, contact Geri Binondo at the Department of Mental Health and Substance Abuse by phone at (671) 647-5330 or by facsimile at (671) 649-6948.

ANDREA M. LEITHEISER, M.A. Ph.D.
Acting Director

II. Request for Proposals

Issued By:

Proposal No.:

DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE

RFP No **RFP/DMHSA-023-07**

Name and Location of Operations:

Division of Agency:

790 Governor Carlos G. Camacho Road
Tamuning, Guam

Child/Adolescent Services Division

INSTRUCTIONS TO PROPOSERS

III. SERVICES REQUIRED

The Department of Mental Health and Substance Abuse is requesting proposals from individuals and/or companies for care worker and operational services for a 24-hour Therapeutic Group Home, to care for children/adolescents with Serious Emotional Disturbances (SED). The home will serve children and adolescents who are clinically stable, yet are not able to live independently without supervision. The therapeutic group home caregivers will provide 24 hour monitoring; supportive services and residential transportation. The residents are active consumers who will come from within the DMHSA's services.

Residents of the home will be assisted in acquiring and/or improving life management skills to include: personal management; nutritional management; home management; medical medication management; daily activity time management; social skills; resource utilization; problem solving; coping behaviors; and safety. Caregivers shall ensure that all residents are made to feel welcomed, important, and wanted.

Operational Services must include the acquisition of facility; purchase and management of supplies, food and filtered water; and the maintaining of all utilities to include: power, water, telephone, cable television, and Internet services and facility. Individuals and/or companies must be licensed on Guam and must be available to provide full time scope of services as outlined in the request for proposal.

Program Objective:

A Therapeutic group home (child home), serves children and adolescents with a serious mental illness. The program will serve individuals who are clinically stable, yet are not able to live independently without supervision. A program manager, social worker, psychiatrist, nurse and care workers will serve and monitor the residents of the program. Therapeutic group home aims to provide a "surrogate family milieu" to people who may at time of admission have no family or significant other, or who are separated or alienated from the ones they have. Residents of the program will be assisted in acquiring and/or improving life management skills to include: personal management; nutritional management; home management; medical medication management; daily activity time management; social skills; resource utilization; problem solving; coping

behaviors; and safety. Therapeutic group home staff will provide 24 hour monitoring daily; residential transportation to supportive services. The residents are internal transfers who will come from within the department's services.

SCOPE OF SERVICES

The following specifications outline the requirements for the proposed program, which the Department of Mental Health and Substance Abuse expects to be adhered to and implemented should contract be awarded.

- A. The Provider of Services will be responsible for caregivers who will provide 24 hour monitoring; supportive services; residential transportation; operation and management of a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED) in a home in the community.
- B. The Provider of Services will be responsible for the selection of location and renovation or restructuring of the home within the community, to make it accessible, safe and secure, so that it meets all accessibility requirements of the Americans with Disabilities (ADA) as amended, unless provided previously by any other agency.
- C. Services for Consumers shall include, but not limited to, the following: milieu therapy; recreational therapy; case management services; mobility training; socialization skills training; community living and independent living skills training; self-care and domestic skills training; positive behavior modification training; individual and family support counseling; medication management in the administering of medications; case management services to assist consumer on their needs assessment as identified on their Individualized Service Plans (ISP) / Wraparound Plans and updated periodically by the treatment team headed by the Service Provider's Case Worker and the Department of Mental Health and Substance Abuse.
- D. A maximum of (5) consumers are to be housed at any one time. Consumers beyond 18 years of age may be served and housed at the order of the court. Service provider must provide the services of a psychologist and/or psychiatrist when requested by the Treatment Team of the Consumer. Also the routine services of a nurse shall be provided by the Service Provider to care for the medical needs and concerns of the individual consumers.
- E. The Provider of Services will ensure and be responsible for the recruitment and hiring of appropriate program staff to effectively operate and manage a 24-hour Therapeutic Group Home.
- F. Residential Program Staff shall maintain a service record in each resident's file, charting daily activities, to include; treatment or training plan its progress and updates, general daily behavior observation and incidences.
- G. Program Staff must complete yearly First Aid & CPR and Crisis and Prevention Intervention (CPI) Training. A copy of the staff certifications and /or re-certifications must be provided to the Department of Mental

Health and Substance Abuse upon completion of such training. (Refer to staff and training on proposed plan). The Department of Mental Health and Substance Abuse will make available to the awardee the following training:

- Proctorship
 - Psychotropic Medications (anti-psychotic) and Their Side Effects;
 - Crisis Intervention Management (certified non-violent crisis intervention approach by CPI, Inc.)
 - Clinical Assessment and Mental Status Examination (learning how to assess and evaluate a person's current mental state)
 - Treatment Planning (developing goals to address problem areas of the residents)
 - Universal Precautions (standard procedures in preventing and handling hazardous and potentially hazardous materials)
 - Emergency Interventions (responses to typhoons, earthquakes, fires, etc.)
 - Drug and Alcohol Awareness
 - Sexual Harassment
 - Cultural Awareness/Sensitivity/Competence
- H. Program staff must possess current Health Certificates and other required licensing to practice in Guam.
- I. Program staff must be legal residents of Guam for duration of contract.
- J. The Provider of services must build into its residential program Information, Referral and Assistance component and make a continuous effort to inform clients and their families of their rights and responsibilities, as well as additional services and opportunities available.
- K. The Provider of Services shall refer individuals requesting Residential Services to the Department of Mental Health and Substance Abuse for application and additional assessment. Acceptance into and rejection from this proposed program shall be determined in accordance with the policies and procedures as established by the Department of Mental Health and Substance Abuse. Development of an Individualized Services Plan / Wraparound Plans will be coordinated by the DMHSA Wrap-Coordinator and Social Worker, the family/representative of the resident, and the resident. This Individualized Service Plan / Wraparound Plans shall be updated and amended, as needs change and new services are required.
- L. The Provider of Services must establish internal policies and procedures (under the guidance of DMHSA) governing the operations and administration of the program (i.e. standard operating procedures, Consumer Manual, etc.) and provide a copy to the Department of Mental Health and Substance Abuse for approval.
- M. The Provider of Services must ensure the active promotion of community integration, inclusion and independence of each resident, appropriate to

the situation and circumstances of each individual, to include but not limited to transportation and supervision to such events.

- N The Service Provider must ensure that the "best practice" for services to Individuals with Significant Disabilities is employed in the operation and administration of the proposed program at all times.
- O The Service Provider must understand and ensure that the philosophy of a System of Care, to include the Core Values and Guiding Principles are designed within the operation and administration of the proposed program at all time.

In line with this philosophy, these are the Core Values and Guiding Principles, a part of the vision for community-based services.

The Core Values are:

1. Child and Family Centered
2. Strengths Based
3. Community Based
4. Culturally Competent

Guiding Principles:

1. Access to a comprehensive array of services
2. Individualized services using a wraparound approach
3. Least restrictive environment
4. Full family participation
5. Integrated services
6. Care coordination
7. Early Identification and Intervention
8. Smooth transitions
9. Rights of child protected
10. Non-discriminatory and culturally appropriate
11. Collaboration among all stakeholders.

DESCRIPTION OF THE WORK INVOLVED

Upon final selection of the entity/individual, the Scope of Services may be modified and refined during the fee negotiations with the Department of Mental Health and Substance Abuse.

Minimum Services must include but will not be limited to:

I. Operational Services

To include the purchase and management of supplies, food and filtered water and the maintaining of all utilities to include: power, water, telephone, cable and Internet services.

II. Care Worker Services

- Assist the residents of Therapeutic group home to achieve greater self-determination through the following supportive services:

Personal Management

- Perform appropriate individual grooming/hygiene activities (bathing; dressing up in appropriate and clean clothes) with minimal supervision.

Nutritional Management

- Able to identify, purchase and prepare nutritional food items with moderate supervision.

Money Management

- Able to develop and maintain a personal budget with moderate supervision.

Home Management

- Able to clean their bedroom as well as the communal rooms with minimal supervision.
- Able to appropriately perform household chores, yardwork and laundry with minimal supervision.

Medication Management

- Able to identify their prescribed medication(s) and understand the purpose and importance of its use as well as side effects.
- Able to identify and know the time of medication intake as well as the prescribed dosage.

Daily Time Management

- Able to wake up at an appropriate time.
- Able to participate in the scheduling of their day with program staff.
- Able to utilize and maintain their day's schedule with minimal supervision.

Problem Solving

- Able to identify and discuss problems in a timely and appropriate manner.

Personal Safety Awareness

- Able to recognize the proper use and storage of kitchen utensils, electrical appliances and household cleaners.
- Able to recite emergency numbers and recognize and report personal dangerous situations.

Participation in Leisure and Recreational Activities

- Community-based and home-based activities

Vocational Skills

- Participate in one of the following vocational programs: DMHSA Day Treatment Program; DMHSA Industrial Therapy Work Program; Vocational Rehab Program at the Department of Integrated Services for Individuals with Disabilities; and vocational programs at the Agency for Human Resources and Development.

Activities in Daily Living (ADL) program

- Daily activities (personal, nutritional, money, home, medication, time management, problem solving, personal safety)

Supportive Counseling

- Learn appropriate and acceptable behaviors.

IV. PROPOSAL PROVISIONS

TIME AND DURATION OF THE WORK INVOLVED

It is anticipated that the services contained in Section III entitled "Scope of Work" will begin as soon as practical and will be procured through September 29, 2005 for the first term of this award. In accordance with multi-term procurement rules and regulations; annual renewal provisions may be granted through September 30, 2008, provided all terms and conditions are met, and subject to the availability of funds.

RECEIPT OF PROPOSALS

The deadline for receipt of proposals by DMHSA is no later than 3:00 pm, Friday, _____. Chamorro Standard Time. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

Mailing & Delivery Address:

Department of Mental Health and Substance Abuse
Attn.: Andrea M. Leitheiser, M.A. Ph.D., Acting Director
790 Governor Carlos G. Camacho Road
Tamuning, Guam 96911

Envelopes containing proposals shall be sealed and marked on the face with the name and address of the proposer, the proposal number and the time and date of submission. Telegraphic Proposals will not be considered, nor modification by telegraph of Proposals already submitted. Proposals may be hand carried and received at DMHSA on or before the deadline date and time. Proposals received through the mail will not be accepted if such mail is received at the address showing after the submission date and time. Under no circumstances will the Department of Mental Health and Substance Abuse accept a late Proposal.

OPENING OF PROPOSALS

Proposals may be opened publicly, and in the presence of two or more procurement officials. Proposals and modifications shall be time stamped upon receipt and held in a secured place until the established due date. After the date established for receipt of Proposals, a Register of Proposals shall be prepared which shall include for all Proposals the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the service item offered. The Register of Proposals shall be opened to public inspection only after award of the contract. Proposals and modifications shall be shown only to personnel having a legitimate interest in them.

CONTRACTOR QUALIFICATIONS

The Department of Mental Health and Substance Abuse requires respondents to present satisfactory evidence that the property meets minimum requirements as

set forth in Section III and complies with any and all mandates as required to be fully qualified. The Offeror must be able to show that he/she has the following:

- a License to conduct business in the territory of Guam, and
- b Shall be duly authorized to act on behalf of the owner to facilitate the execution of any and all documents required to execute multi-term lease agreement.

NON-COLLUSION AFFIDAVIT

Each person submitting a Proposal for any portion of the work covered by the proposing documents shall execute an affidavit, in the form provided with the Proposal, and to the effect that he has not colluded with any other person, firm or corporation in regard to any Proposal submitted.

AMENDMENTS TO REQUEST FOR PROPOSAL

The right is reserved as the interest of the Department of Mental Health and Substance Abuse may require revising or amending the specifications prior to the date set for opening Proposals. Such revisions and amendments, if any, will be announced by an amendment or amendments to this Request for Proposals and shall be identified as such and shall require that firms acknowledge receipt of all amendments issued. The amendment shall refer to the portions of the Request for Proposal it amends. Amendments shall be sent to all prospective offerors known to have received a Request for Proposal. Amendments shall be distributed within a reasonable time to allow prospective firm to consider in preparing their Proposals. If the time and date set for receipt of proposals will not permit such preparation, such time shall be increased to the extent possible in the amendment or, if necessary, by telegram or telephone and confirmed in the amendment.

GENERAL TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL AUTHORITY

This Request for Proposal (RFP) solicitation is issued subject to all the provisions of the Guam Procurement Act (Public Law 16-124) and the Guam Procurement Regulations (copies are available for inspection at Child/adolescent Services Agency). The RFP requires all parties involved in the preparation, negotiation, performance, or administration of contracts to act in good faith.

EXPLANATION TO OFFERORS

No oral explanation in regard to the meaning of the specification will be made and no oral instructions will be given before the award of the Proposal. Discrepancies, omissions, or doubts as to the meaning of the specification should be communicated in writing to the named contact individual of the requesting agency/department for interpretation. Offerors should act promptly and allow sufficient time for a reply to reach them before the submission of their Proposals. Interpretation, if required, shall be made in the form of an amendment to the specification, which will be forwarded to all prospective offerors, and its receipt by the offeror should be acknowledged on the Proposal form.

METHOD OF AWARD

The right is reserved as the interest of the Department of Mental Health and Substance Abuse may require waiving any minor information or irregularity in Proposals received. The Department of Mental Health and Substance Abuse shall have the prerogative to award, amend, or reject Proposals in whole or in part. It is the policy of the Department of Mental Health and Substance Abuse to award Proposal to offerors duly authorized and licensed to conduct business in Guam.

REJECTION

The Department of Mental Health and Substance Abuse shall have the prerogatives to reject Proposals in whole or in part if a determination is made such in the public interest.

LICENSING

An Offeror who has not complied with the Guam Licensing Law is cautioned that the Department of Mental Health and Substance Abuse will not consider for award any Proposal Offer submitted. Specific information on licenses may be obtained from the Director of the Department of Revenue and Taxation, by telephone at (671) 635-1815 or by mail at P.O. Box 23607, GMF, Guam 96921 or online at: <http://ns.gov.gu/government> or www.admin.gov.gu/revtax.

COVENANT AGAINST CONTINGENT FEES

The offeror warrants that he has not employed any person to solicit or secure any resultant contract upon agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Department of Mental Health and Substance Abuse the right to terminate the contractor or in its discretion to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commission payable by contractors upon contracts or sales secure or made through bona fide established commercial or selling agencies maintained by the contractors for the propose of securing business.

JUSTIFICATION OF DELAY

The offeror who is awarded the Proposal guarantees that the service will be completed within the agreed upon completion date. If, however, the vendor cannot comply with the completion requirement, it is the vendor's responsibility to advise the Department of Mental Health and Substance Abuse in writing explaining the cause and reasons of the delay.

EQUAL EMPLOYMENT OPPORTUNITY

Section 3.01(1) of the Presidential Executive Order No. 10935 dated March 7, 1965, requires the offeror not to discriminate against any employee or applicant for employment because of race, creed, color or national origin. The offeror will take affirmative action to insure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color or national origin.

ASSIGNMENT

Assignment will not be accepted without prior approval from the Department of Mental Health and Substance Abuse. Request for approval of assignment must

be made with submission of Proposal. No assignment will be accepted if request is not made with the Proposal.

DETERMINATION OF RESPONSIBILITY OF OFFERORS

DMHSA reserves the right for securing from the Offeror information necessary to determine whether or not they are responsible and to determine the responsibility in accordance with "Standard for Determination of the Most Qualified Offeror" section of the Child/adolescent Terms and Conditions.

STANDARD FOR DETERMINATION OF MOST QUALIFIED OFFEROR

In determining the most qualified Proposer, DMHSA shall be guided by the following:

- The ability, capacity, and skill of the offeror to perform.
- Whether the offeror can perform promptly or within the specified time.
- The character, integrity, reputation, judgment experience, and efficiency of the offeror.
- The quality of performance of the offeror with regards to awards previously made to him/her.
- The previous and existing compliance by the offeror with laws and regulations relative to procurement.
- The sufficiency of the financial resources and ability of the offeror to perform.
- Can the offeror meet the specifications of the Request for Proposal (RFP).
- If requested, the offeror must meet all American with Disabilities Act regulations and requirements.
- The number and scope of the conditions attached to the Proposal.

PRE-PROPOSAL CONFERENCES

Pre-Proposal conferences will be permitted anytime prior to the date established herein for submission of Proposals. The conferences will be conducted only to explain the procurement requirements for this Request for Proposal. The Authority will notify all offerors of any substantive clarification provided in response to any inquiry. The Authority will extend the due date if such information significantly amends the solicitation or makes compliance with the original proposed due date impractical.

PROPOSALS

The Proposer is required to read each and every page of the Proposal and by the act of submitting a Proposal shall be deemed to have accepted all conditions contained therein except as noted elsewhere. In no case will failure to inspect constitute grounds for a claim or for the withdrawal of a Proposal after opening. Proposals shall be filled out in ink or typewritten and signed in ink. Erasures or other changes in a Proposal must be explained or noted over the signature of the Proposer. Proposals containing any conditions, omissions, unexplained erasures or alterations or items not called for in the Proposal or irregularities of any kind shall be rejected by DMHSA as being incomplete.

GENERAL INTENTION

It is the declared and acknowledged intention and meaning that the Proposer provides DMHSA with services for immediate accessibility.

COMPETENCY OF PROPOSERS

Proposal will be considered only from such Proposers who, in the opinion of DMHSA, can show evidence of their agility, experience, equipment, and facilities to render satisfactory service.

PROPOSAL ENVELOPE

Proposal envelope shall be sealed and marked with the Request for Proposal Number, Proposers Name, and Proposal opening Date and Time, and Place of Proposal opening.

FORM OF PROPOSAL

All Proposals must be submitted in writing. It should include a listing of current and former business clients and a description of the type of work performed or being performed. At a minimum, if the Proposer is an individual, the Proposal should include a complete resume of the individual. If the Proposer is a firm, the Proposal should include a resume of the firm's principal(s).

FORM OF SUBMITTAL

All proposals must be submitted in writing in the English language. Three sets (one original and two copies) are required. The name and contact numbers for the Consultant's principal point of contact regarding the proposal shall be specified. Copies of company brochures or other information that will assist DMHSA in the selection process can be submitted.

CONTENTS OF THE PROPOSAL

At a minimum, each proposal shall contain:

- a. Title Page should include: the name of the offeror, the location of the offeror's principal place of business.
- b. Table of Contents
- c. Background Summary:
 - Description of the Organization
 - History of the Organization (to include the number of years the offeror has been in business and the average number of its employees (if any) over the past year)
 - Organizational Philosophy
 - Unique Characteristics;
- d. A written plan that the offeror will undertake to accomplish the objectives of this project and the work described in the section III. Services Required.
- e. Skills and Experience
 - Proposed Services (a discussion of the program that the Consultant will undertake to accomplish the objectives of this project and the work described in the Scope of Work)
 - Target Population

- f. Facilities or Plans to Secure Facilities
- g. Personnel
 - Proposed Staff
 - Staff Qualifications (the abilities, qualifications, experience and the role of the key persons that would be assigned to perform the services contained in Section III)
 - Staff Training
 - Staff Supervision
 - Staff Evaluation
 - Organizational Chart
- h. Service Delivery
 - Geographic and Cultural Needs Assessment
 - Services Description and Implementation
 - Timely deliver of services to program; meeting of project timelines while managing current workload of the offeror;
- i. A list of other contracts under which services similar in scope, size, and discipline for the required services, which the offeror substantially performed or accomplished in the last five to ten years. The contracts described should only contain those services contained in section III. Services Required;
- j. Letters, awards, or other forms of recognition that demonstrate confidence in the work performed by the offeror;
- k. Reporting System
 - Monthly progress reporting
 - Tracking of financial activity
 - Data capturing of project activity
 - Performance Measurers on completion of services contained in Section III;

MODIFICATION / ALTERATION

After the receipt and opening of Proposals and at its option, DMHSA may conduct discussions with responsible Proposers who have submitted Proposals reasonably susceptible of being selected for awards with the purpose of clarification to assure full understanding and responsiveness to the solicitation requirement. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision to Proposals and such revisions shall be permitted after submission and prior to award for the purpose of obtaining best and final offers. However, please bear in mind that Proposals should be submitted initially on your most favorable terms. In conducting discussions there shall be no disclosure of any information derived from Proposals submitted by competing Proposers.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn at any time prior to the conclusion of discussions.

PROPOSAL SELECTION

The Department of Mental Health and Substance Abuse will be responsible for final selection of an acceptable proposal. DMHSA's legal counsel and/or Administrative Services Officer will be responsible for preparing a legally binding contract that conforms to the scope of work and the selected proposal.

EVALUATION CRITERIA FOR SELECTION

After receipt of all proposals, a selection team may be convened to select the most responsive and responsible offerors. This is commonly known as "short-listing." The evaluation factors and their relative importance that will be used in the evaluation of the proposals are:

- The completeness of the Proposal in meeting the minimum requirements and undertaking of program objective set forth in Section III. (10 points)
- The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience, and specific experience of the key personnel proposed to be assigned to perform the services. (40 points)
- Experience in successfully managing projects, inclusive of similar projects accomplished or underway. (35 points)
- Demonstrated ability to meet schedules, deadlines or reporting requirements. (15 points)

SELECTION OF BEST-QUALIFIED OFFERORS

1. After conclusion of validation of qualifications, evaluation, and discussion as provided in the section "Modification/Alteration", DMHSA will select in the order of their respective qualification and evaluation ranking, no fewer than three (3) acceptable Proposals (or such lesser number if less than three acceptable Proposals were received) deemed to be the best qualified to provide the required services.

SUBMISSION OF FEE (S)

The offerors determined to be best qualified will be notified to submit to DMHSA at a time specified by DMHSA and prior to commencement of negotiations, their fee to perform the required services.

NEGOTIATION AND AWARD OF CONTRACT

DMHSA shall negotiate a contract with the best-qualified offeror for the required services at compensation determined in writing to be fair and reasonable. Contract negotiations will be directed toward: (1) making certain that the offeror has a clear understanding of the scope of work, specifically, the essential requirements involved in providing the required services; (2) determining that the offeror will make available the necessary personnel to perform the services within the required time; and (3) agreeing upon compensation which is fair and reasonable, taking into account the estimated value of the required services, and the scope, complexity, and nature of such services.

NOTICE OF AWARD AND EXECUTION OF CONTRACT

DMHSA will endeavor to notify all respondents on or about 30 days after the deadline for receipt of proposals, that DMHSA has selected a consultant to negotiate a contract. Written notice of award will be public information and made a part of the contract file.

SUCCESSFUL NEGOTIATION OF CONTRACT WITH BEST-QUALIFIED OFFEROR

If compensation, contract requirements, and contract documents can be agreed upon with the best-qualified offeror, the contract will be awarded to that offeror.

FAILURE TO NEGOTIATE CONTRACT WITH BEST-QUALIFIED OFFEROR

If compensation, contract requirements, or contract documents cannot be agreed upon with the best qualified offeror, a written record stating the reasons therefore shall be placed in the file and DMHSA will advise such offeror of the termination of negotiations which shall be confirmed by written notice within three days. Upon failure to negotiate a contract with the best-qualified offeror, DMHSA will enter into negotiations with the next most qualified offeror. If negotiations again fail, negotiations will be terminated as provided in this Section and commence with the next qualified offeror.

FAILURE TO NEGOTIATE CONTRACT WITH OFFERORS INITIALLY SELECTED AS BEST QUALIFIED

Should DMHSA be unable to negotiate a contract with any of the offerors initially selected as the best qualified offerors, offers may be resolicited or additional offerors may be selected based on original, acceptable submissions in the order of their respective qualification ranking and negotiations may continue in accordance with the procedures and process herein specified.

QUESTIONS REGARDING THE REQUEST FOR PROPOSAL

Questions regarding the RFP should be directed to Ms. Andrea M. Leitheiser, M.A. Ph.D., Acting Director, at (671) 647-5330 or by fax at (671) 649-6948

ANDREA M. LEITHEISER, M.A., Ph.D.
DMHSA Acting Director

VI. ATTACHMENT



Organizational Chart of DMHSA in relation to Therapeutic group home



Department of Mental Health and Substance Abuse

SUBMISSION FORM FOR PROPOSALS

- Please fill out this form completely.
- Include all requested documentation (in hard copy) when submitting this form.
- Please submit the proposal in a sealed envelope to the issuing office above before (Time), on (Date). An original proposal plus five (5) copies should be submitted. Proposals submitted via facsimile will NOT be accepted.
- Proposals submitted after the time and date specified as the deadline will be rejected.

PROPOSED PROJECT TITLE: THERAPEUTIC GROUP HOME (Child and Adolescent Services) (RFP/DMHSA-023-07)

NOTE TO OFFERORS: All proposals are subject to the terms and conditions specified in the Request for Proposals package. The undersigned offers and agrees to furnish within the time specified, the services at the price to be agreed upon, unless otherwise specified by the offeror. In consideration of the expense of the government in opening, tabulating, and evaluating this and other offers, and for other consideration, the undersigned agrees that this proposal remains firm and irrevocable for sixty (60) calendar days from the date of opening.

INDICATE WHETHER: INDIVIDUAL PARTNERSHIP
 JOINT VENTURE CORPORATION
 OTHER (please specify)_____

If Corporation, incorporated in: _____ on(date) _____

NAME AND ADDRESS OF OFFEROR By my signature, I acknowledge that I have read the instructions and accept all the terms and conditions in the Request for Proposals, and that I am authorized to sign on behalf of the Offeror:

_____ (Signature)

_____ (Print Name)

_____ (Print Title)

TO BE COMPLETED ONLY UPON AWARD:

Contract No: _____ Amount:\$ _____ Date: _____

Contracting Officer: _____

Name and Address of Contractor

Signature and Title of Person Authorized to sign this contract:



Department of Mental Health and Substance Abuse

PROPOSAL SIGNATURE FORM for RFP/DMHSA-023-07

By submitting this proposal, the offeror certifies that its authorized representative has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

In compliance with this RFP and with all the conditions imposed herein, the undersigned offers and agrees to provide services in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature Form shall be submitted with the offeror's written proposal and will become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative.

Signature of Authorized Representative

Type or Print Name and Title

Name of Offeror: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Type of Organization: [] Individual [] Non-Profit [] Partnership

[] Corporation [] Joint Venture

[] Other(Specify) _____

FORM B



Department of Mental Health and Substance Abuse

**FORM FOR SUBMITTING ALL LICENSES
for RFP/DMHSA-023-07**

Please attach copies of all business licenses, permits, fictitious name certificates, certificates of good standing, or any other license, permit or certificate issued to the individual or company, which is applicable to this Request for Proposals. Please indicate the attached documents by checking the applicable boxes:

Business License

- from the Department of Revenue and Taxation, Government of Guam
 from a jurisdiction other than Guam: _____

Fictitious Name Registration

- from the Department of Revenue and Taxation, Government of Guam
 from a jurisdiction other than Guam: _____

Certificate of Incorporation

- from the Department of Revenue and Taxation, Government of Guam
 from a jurisdiction other than Guam: _____

Federal I.D.# _____

Other Attachments. Please indicate: _____

Please check here if there are no attachments to this form.

Authorized Signature: _____ Date: _____

FORM C



Department of Mental Health and Substance Abuse

**NON-COLLUSION AFFIDAVIT
For RFP/DMHSA-023-07**

Name of Offeror Firm or Individual: _____

Territory of GUAM)
)ss.
Hagatna, GUAM)

_____, being first duly sworn,
deposes and says:

This he/she is _____ (the offeror, a partner of the offeror, an officer of the offeror) making the foregoing identified bid or proposal; that such bid or proposal is genuine and not collusive or a sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, sought by an agreement or collusion, or offer, and has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the Government of Guam or any other offeror, or to secure any advantage against the Government of Guam or any person interested in the proposed contract; and that all statements in this affidavit and proposal are true.

Signature of:

Offeror, if the offeror is an individual
Partner, if the offeror is a

partnership

Officer, if the offeror is a corporation

Subscribed and sworn to before me

This _____ day of _____, 200_____.

NOTARY PUBLIC
My Commission expires _____.



Department of Mental Health and Substance Abuse

**DISCLOSURE AFFIDAVIT
For RFP/DMHSA-023-07**

Territory of GUAM)
)ss.
Hagatna, GUAM)

1 I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the undersigned and that *[please check one]*:

The offeror is an individual or sole proprietor and owns the entire interest in the offeror company.

The offeror is a corporation, partnership, joint venture, or association, and the persons, companies, partners, or joint ventures who have held more than 10% of the shares or interest in the offeror business during the past twelve months are as follows *[if none, please so state]*:

Name	Address	% of Shares or Interest Held
_____	_____	_____
_____	_____	_____
_____	_____	_____

2 Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for this affidavit is submitted are as follows *[if none, please so state]*:

Name	Address	Compensation
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dated: _____

Signature of: _____
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation;

Subscribed and sworn to before me
This _____ day _____ 200__.

NOTARY PUBLIC
My Commission expires: _____

REQUEST FOR PROPOSALS

RFP No: RFP/DMHSA-044-07

Program Management and Operational Services

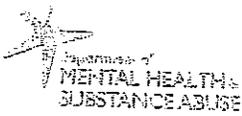
for

**THERAPEUTIC GROUP HOME
Child/Adolescent Residential Program**

Date: September 10, 2007

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I. PUBLIC NOTICE

REQUEST FOR PROPOSALS

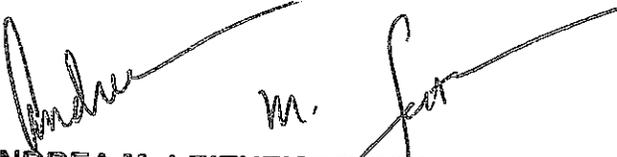
PROGRAM MANAGEMENT AND OPERATIONAL SERVICES FOR THERAPEUTIC
GROUP HOME PROGRAM
RFP No. RFP/DMHSA-044-07

The Department of Mental Health and Substance Abuse (DMHSA) is soliciting proposals from qualified entities or individuals interested in providing for a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED).

RFP packages may be picked up at the Department of Mental Health and Substance Abuse Office, located at 790 Governor Carlos G. Camacho Road, Tamuning, Guam, 96911 Monday through Friday, excluding holidays, between 8:00 a.m. and 5:00 p.m. The deadline for receipt of proposals is no later than 3:00 pm, Friday, September 21, 2007, Guam Standard Time. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

DMHSA shall have the right to reject all proposals or offers which have been submitted in response to this RFP, and/or cancel this RFP at any time, if the Director determines such to be in the interest of DMHSA and/or for whatever reason allowed by law and/or regulation, and/or for whatever reason whatsoever.

For additional information and/or special accommodations, please contact the Director's Office at the Department of Mental Health and Substance Abuse by phone at (671) 647-5330 or by facsimile at (671) 649-6948.


ANDREA M. LEITHEISER, M.A. Ph.D.
Acting Director

II. Request for Proposals

Issued By:

Proposal No.:

DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE

RFP No RFP/DMHSA-044-07

Name and Location of Operations:

Division of Agency:

790 Governor Carlos G. Camacho Road
Tamuning, Guam

Child/Adolescent Services Division

INSTRUCTIONS TO PROPOSERS

III. SERVICES REQUIRED

The Department of Mental Health and Substance Abuse (DMHSA) is soliciting proposals from qualified entities or individuals interested in providing for a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED). The Program Management and operational services for a 24 hours a day 7 days a week Therapeutic Group Home includes Respite Care, Day Treatment Program (educational and therapeutic components) and Crisis Response Services to care for children/adolescents with Serious Emotional Disturbances (SED). The homes will serve children and adolescents who are enrolled in Project I Famagu'on-ta. The Crisis Response Service will include a hotline serviced by phone, a response team to conduct the assessment and a referral disposition of the crisis. Emergency respite services will be provided in a group home or in an appropriate treatment setting and only for the duration of the acuity. Consumers of the services may be assisted in crisis resolution; de-escalation; behavioral management; medication management; problem solving; appropriate coping behaviors; and personal safety. Caregivers shall ensure that all consumers of the program are made to feel important, and validated.

Program management and operations must include professional services, staffing, acquisition of equipment to include maintenance, purchase and management of supplies and nourishments; the maintaining of all utilities to include: power, water, telephone, cable television, and Internet services and facility; and the acquisition and maintenance of any other supports needed to effectively operate Crisis Response services. Individuals and/or companies must be licensed on Guam and must be available to provide full time scope of services as outlined in the request for proposal.

Program Objective:

A Therapeutic group home, serves children and adolescents with Serious Emotional Disturbances. The program will serve children and adolescents who are enrolled in Project I Famagu'on-ta. It will include a Day Treatment Program comprise of educational instructions and therapeutic intervention to children/adolescents living in the home as well as for those who are referred to Rays of Hope for the Day Treatment program. The Therapeutic Group Home will include crisis hotline, crisis response team emergency respite services, (over-night/bed space). Program management and operations must include professional services, staffing, acquisition of equipment to

include maintenance, purchase and management of supplies and nourishments; the maintaining of all utilities to include: power, water, telephone, cable television, and Internet services and facility; and the acquisition and maintenance of any other supports needed to effectively operate the Crisis Response Services. Consumers of the services may be assisted in crisis resolution; de-escalation; behavioral management; medication management; problem solving; appropriate coping behaviors; and personal safety. Therapeutic group home staff will provide 24 hour monitoring daily; residential transportation to supportive services and shall ensure that all consumers of the program are made to feel important, and validated.

SCOPE OF SERVICES

The following specifications outline the requirements for the proposed program, which the Department of Mental Health and Substance Abuse expects to be adhered to and implemented should contract be awarded.

To provide comprehensive services that include therapeutic group home, day treatment, respite care and crisis response services within a continuum of care for children/adolescents with severe emotional and mental health problems that include supportive services to the program operation and management as follows:

- A. Services for consumers shall include, but not limited to, the following: milieu therapy; recreational therapy; case-management (wrap-around) services; mobility training; socialization skills; vocational skills; community living and independent living skills training; self-care and domestic skills training; positive behavior modification training; educational management; individual and family support counseling; medication management in the administering of medications; wrap around services to assist consumers on their needs assessment as identified on their Individualized Service Plan (ISP) or Wrap-around Plan and updated periodically by the treatment team headed by the Service Provider's Case Worker and the Department.
- B. Development of an Individualized Service Plan/Wraparound Plans will be coordinated by the Department's Wrap Coordinator, Social Worker, the family/representative of the resident and the resident. The Individualized Service Plan/Wraparound Plans shall be updated and amended as needs change and new services are required.
- C. The number of admissions will be defined by policies and procedures of the Department and the Contractor. The referral of individuals requesting utilization of the therapeutic group home program services shall be directed to the Department for assessment of appropriate placement. The Contractor and the Department will collaborate when managing the number of admissions to this program considering the needs of the child/adolescent, the current level of acuity, and any other presenting clinical conditions. The Department's policies and procedures will determine the next appropriate program available for referrals not accepted.
- D. Maximum of enrollment of ten (10) minors to the 24-hour component of the program per facility at any one time.

- E. The staffing of each facility will include a program manager, social worker, and direct care worker that will serve and monitor admissions to the program providing 24 hours a day, 7 days a week to include weekends and holidays.
- F. Provide a psychologist and/or psychiatrist when need or as required by the Individual Service Plan /Wraparound Plan of the resident.
- G. Provide a nurse for the medical needs and concerns of the consumers, and carryout the requirements of the attending psychiatrist and medical monitoring.
- H. Be responsible for the recruitment, hiring and contracting of appropriate program supports to effectively operate and manage a 24-hour therapeutic group home program.
- I. Crisis Response Services for consumers shall include, but not limited to the following: immediate phone response, support, evaluation, referral and triage; on site crisis assessment and management and transportation to a safe and appropriate setting for emergency bed space and respite care.
- J. Develop and implement an aftercare plan and appropriate referral protocol.
- K. Policies and procedures of the DMHSA and the Contractor will define criteria for admission. Individuals requesting crisis response and emergency respite services shall be directed to the Contractor for assessments, to included assessment for suicide and mental health status assessment to determine appropriate intervention. The Contractor and the DMHSA will collaborate when managing the number of admissions to this program considering the needs of the child/adolescent, the current level of acuity, and any other presenting clinical conditions.
- L. The staffing of the crisis hotline will include at-least one trained crisis responder to provide response 24 hours a day 7 days a week. The crisis response team will include a minimum of two responders to the crisis site when necessary. Staffing will be adequate to meet the type of emergency and based on the policies and procedures.
- M. Consult and collaborate with Wrap Coordinator assigned to the consumer and keep Wrap coordinator informed of Crisis Assessment and outcome immediately by telephone followed by a written report within 24 hours after discharge.
- N. Maintain a service record of each consumer/resident file, charting daily behavior observation and incidences, to include a listing of services provided. With crisis response services, a report to Project I Famagu'on-ta must be submitted at the conclusion of the services provided.
- O. Maintain staff certification in: CPR, First Aid, CPI or similar training in crisis/behavior management and intervention, and other mutually agreed certifications that would be required to provide optimum services. A copy of the staff certifications and /or re-certifications must be made available for review and provided to DMHSA upon request.

- P. Program staff must possess and maintain current, required licensing.
- Q. Provide access to medications as prescribed by authorized physician and aid in the administering of such in accordance with federal and local laws, rules, regulation and policy.
- R. Disseminate information regarding: the therapeutic group home program, day treatment, respite care, crisis hotline, crisis response and emergency respite, as well as additional services and opportunities available.
- S. Establish internal policies and procedures governing the operations and administration of the program (e.g. standard operating procedures, Consumer Manual, etc.) and provide a copy to the DMHSA for approval.
- T. Ensure that the "best practice model" for services to individuals with severe emotional and mental health needs is applied in the operation and administration at all times.
- U. Transportation of consumers to access public recreation facilities, educational facilities, public health center, convenience stores and food establishments, and access to other locations as needed to provide for the well-being of the consumer.
- V. Ensure the active promotion of community integration, inclusion and independence of each resident, appropriate to the situation and circumstances of each individual, to include but not limited to transportation and supervision to such events.
- W. Ensure that the following philosophy of a System of Care, to include the Core Values and Guiding Principles are applied within the operation and administration of the program, and are a part of the vision for community-based integrated services:

The Core Values are:

1. Child and Family Centered
2. Strengths Based
3. Community Based
4. Culturally Competent

Guiding Principles:

1. Access to a comprehensive array of services
2. Individualized services using a wraparound approach
3. Least restrictive environment
4. Full family participation
5. Integrated services
6. Care coordination
7. Early Identification and Intervention
8. Smooth transitions
9. Rights of child protected

1. Non-discriminatory and culturally appropriate
11. Collaboration among all stakeholders.

X. Minimum Services must include but will not be limited to:

a. Operational Services:

1. The purchase and management of supplies, food and filtered water.
2. The maintaining of all utilities to include: power, water, telephone, cable and Internet services.

b. Programmatic Services shall include assistance in achieving greater self determination through the following supportive services:

1. Personal Management- Perform appropriate individual grooming/hygiene activities (bathing; dressing up in appropriate and clean clothes) with minimal supervision.
2. Nutritional Services- Provide meals during emergency respite services. Able to identify and prepare nutritional food items with increasingly reduced supervision.
3. Money Management – Able to develop and maintain a personal budget with increasingly reduced supervision.
4. Home Management – Able to clean their bedroom as well as the communal rooms with increasingly reduced supervision. Able to appropriately perform household chores, yard maintenance, and laundry with increasingly reduced supervision.
5. Medication Management-Able to identify prescribed medication(s) and understands the purpose and importance of its use as well as side effects. Able to identify and know the time of medication intake as well as the prescribed dosage.
6. Behavioral Management- Able to increasingly control emotional and behavioral functioning so that transition to a less restrictive level of care might be possible.
7. Educational Management – Able to participate in academic educational activities to the extent possible with increasingly reduced supervision. Able to increase academic productivity.
8. Daily Time Management – Able to wake up at an appropriate time with increasingly reduced supervision. Able to participate in the scheduling of their day with program staff. Able to utilize and maintain their day's schedule with increasingly reduced supervision.
9. Problem Solving- Able to identify and discuss problems in a timely and appropriate manner.
10. Personal Safety Awareness- Able to recite emergency numbers and recognize and report personally dangerous situations. Able to recognize the proper use and storage of kitchen utensils, electrical appliances and household cleaners.
11. Participation in Community-based and Home-based activities.

12. Vocational Development – Build skills and training for employment, and assist transition-aged resident in obtaining employment.
13. Supportive Counseling- Learn appropriate and acceptable behaviors. Aid in the resolution of personal problems.

IV. PROPOSAL PROVISIONS

TIME AND DURATION OF THE WORK INVOLVED

It is anticipated that the services contained in Section III entitled "Scope of Work" will begin on October 1, 2007, and will be procured through September 30, 2008 at which time it will terminate.

RECEIPT OF PROPOSALS

The deadline for receipt of proposals by DMHSA is no later than 3:00 pm, Friday, September 21, 2007. Guam Standard Time. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

Mailing & Delivery Address:

Department of Mental Health and Substance Abuse
Attn.: Andrea M. Leitheiser, M.A. Ph.D., Acting Director
790 Governor Carlos G. Camacho Road
Tamuning, Guam 96913

Envelopes containing proposals shall be sealed and marked on the face with the name and address of the proposer, the proposal number and the time and date of submission. Telegraphic Proposals will not be considered, nor modification by telegraph of Proposals already submitted. Proposals may be hand carried and received at DMHSA on or before the deadline date and time. Proposals received through the mail will not be accepted if such mail is received at the address showing after the submission date and time. Under no circumstances will the Department of Mental Health and Substance Abuse accept a late Proposal.

OPENING OF PROPOSALS

Proposals may be opened publicly, and in the presence of two or more procurement officials. Proposals and modifications shall be time stamped upon receipt and held in a secured place until the established due date. After the date established for receipt of Proposals, a Register of Proposals shall be prepared which shall include for all Proposals the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the service item offered. The Register of Proposals shall be opened to public inspection only after award of the contract. Proposals and modifications shall be shown only to personnel having a legitimate interest in them.

CONTRACTOR QUALIFICATIONS

The Department of Mental Health and Substance Abuse requires respondents to present satisfactory evidence that the property meets minimum requirements as set forth in Section III and complies with any and all mandates as required to be fully qualified. The Offeror must be able to show that he/she has the following:

- a License to conduct business in the territory of Guam, and
- b Shall be duly authorized to act on behalf of the owner to facilitate the execution of any and all documents required to execute multi-term lease agreement.

NON-COLLUSION AFFIDAVIT

Each person submitting a Proposal for any portion of the work covered by the proposing documents shall execute an affidavit, in the form provided with the Proposal, and to the effect that he has not colluded with any other person, firm or corporation in regard to any Proposal submitted.

AMENDMENTS TO REQUEST FOR PROPOSAL

The right is reserved as the interest of the Department of Mental Health and Substance Abuse may require revising or amending the specifications prior to the date set for opening Proposals. Such revisions and amendments, if any, will be announced by an amendment or amendments to this Request for Proposals and shall be identified as such and shall require that firms acknowledge receipt of all amendments issued. The amendment shall refer to the portions of the Request for Proposal it amends. Amendments shall be sent to all prospective offerors known to have received a Request for Proposal. Amendments shall be distributed within a reasonable time to allow prospective firm to consider in preparing their Proposals. If the time and date set for receipt of proposals will not permit such preparation, such time shall be increased to the extent possible in the amendment or, if necessary, by telegram or telephone and confirmed in the amendment.

GENERAL TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL AUTHORITY

This Request for Proposal (RFP) solicitation is issued subject to all the provisions of the Guam Procurement Act (Public Law 16-124) and the Guam Procurement Regulations (copies are available for inspection at Child/adolescent Services Agency). The RFP requires all parties involved in the preparation, negotiation, performance, or administration of contracts to act in good faith.

EXPLANATION TO OFFERORS

No oral explanation in regard to the meaning of the specification will be made and no oral instructions will be given before the award of the Proposal. Discrepancies, omissions, or doubts as to the meaning of the specification should be communicated in writing to the named contact individual of the requesting agency/department for interpretation. Offerors should act promptly and allow sufficient time for a reply to reach them before the submission of their Proposals. Interpretation, if required, shall be made in the form of an amendment to the specification, which will be forwarded to all prospective offerors, and its receipt by the offeror should be acknowledged on the Proposal form.

METHOD OF AWARD

The right is reserved as the interest of the Department of Mental Health and Substance Abuse may require waiving any minor information or irregularity in Proposals received. The Department of Mental Health and Substance Abuse shall have the prerogative to award, amend, or reject Proposals in whole or in part. It is the policy of the Department

of Mental Health and Substance Abuse to award Proposal to Offerors duly authorized and licensed to conduct business in Guam.

REJECTION

The Department of Mental Health and Substance Abuse shall have the prerogatives to reject Proposals in whole or in part if a determination is made such in the public interest.

LICENSING

An Offeror who has not complied with the Guam Licensing Law is cautioned that the Department of Mental Health and Substance Abuse will not consider for award any Proposal Offer submitted. Specific information on licenses may be obtained from the Director of the Department of Revenue and Taxation, by telephone at (671) 635-1815 or by mail at P.O. Box 23607, GMF, Guam 96921 or online at: <http://ns.gov.gu/government> or www.admin.gov.gu/revtax.

COVENANT AGAINST CONTINGENT FEES

The offeror warrants that he has not employed any person to solicit or secure any resultant contract upon agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Department of Mental Health and Substance Abuse the right to terminate the contractor or in its discretion to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commission payable by contractors upon contracts or sales secure or made through bona fide established commercial or selling agencies maintained by the contractors for the propose of securing business.

JUSTIFICATION OF DELAY

The offeror who is awarded the Proposal guarantees that the service will be completed within the agreed upon completion date. If, however, the vendor cannot comply with the completion requirement, it is the vendor's responsibility to advise the Department of Mental Health and Substance Abuse in writing explaining the cause and reasons of the delay.

EQUAL EMPLOYMENT OPPORTUNITY

Section 3.01(1) of the Presidential Executive Order No. 10935 dated March 7, 1965, requires the offeror not to discriminate against any employee or applicant for employment because of race, creed, color or national origin. The offeror will take affirmative action to insure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color or national origin.

ASSIGNMENT

Assignment will not be accepted without prior approval from the Department of Mental Health and Substance Abuse. Request for approval of assignment must be made with submission of Proposal. No assignment will be accepted if request is not made with the Proposal.

DETERMINATION OF RESPONSIBILITY OF OFFERORS

DMHSA reserves the right for securing from the Offeror information necessary to determine whether or not they are responsible and to determine the responsibility in

accordance with "Standard for Determination of the Most Qualified Offeror" section of the Child/adolescent Terms and Conditions.

STANDARD FOR DETERMINATION OF MOST QUALIFIED OFFEROR

In determining the most qualified Proposer, DMHSA shall be guided by the following:

- The ability, capacity, and skill of the offeror to perform.
- Whether the offeror can perform promptly or within the specified time.
- The character, integrity, reputation, judgment experience, and efficiency of the offeror.
- The quality of performance of the offeror with regards to awards previously made to him/her.
- The previous and existing compliance by the offeror with laws and regulations relative to procurement.
- The sufficiency of the financial resources and ability of the offeror to perform.
- Can the offeror meet the specifications of the Request for Proposal (RFP).
- If requested, the offeror must meet all American with Disabilities Act regulations and requirements.
- The number and scope of the conditions attached to the Proposal.

PRE-PROPOSAL CONFERENCES

Pre-Proposal conferences will be permitted anytime prior to the date established herein for submission of Proposals. The conferences will be conducted only to explain the procurement requirements for this Request for Proposal. The Authority will notify all offerors of any substantive clarification provided in response to any inquiry. The Authority will extend the due date if such information significantly amends the solicitation or makes compliance with the original proposed due date impractical.

PROPOSALS

The Proposer is required to read each and every page of the Proposal and by the act of submitting a Proposal shall be deemed to have accepted all conditions contained therein except as noted elsewhere. In no case will failure to inspect constitute grounds for a claim or for the withdrawal of a Proposal after opening. Proposals shall be filled out in ink or typewritten and signed in ink. Erasures or other changes in a Proposal must be explained or noted over the signature of the Proposer. Proposals containing any conditions, omissions, unexplained erasures or alterations or items not called for in the Proposal or irregularities of any kind shall be rejected by DMHSA as being incomplete.

GENERAL INTENTION

It is the declared and acknowledged intention and meaning that the Proposer provides DMHSA with services for immediate accessibility.

COMPETENCY OF PROPOSERS

Proposal will be considered only from such Proposers who, in the opinion of DMHSA, can show evidence of their agility, experience, equipment, and facilities to render satisfactory service.

PROPOSAL ENVELOPE

Proposal envelope shall be sealed and marked with the Request for Proposal Number, Proposers Name, and Proposal opening Date and Time, and Place of Proposal opening.

FORM OF PROPOSAL

All Proposals must be submitted in writing. It should include a listing of current and former business clients and a description of the type of work performed or being performed. At a minimum, if the Proposer is an individual, the Proposal should include a complete resume of the individual. If the Proposer is a firm, the Proposal should include a resume of the firm's principal(s).

FORM OF SUBMITTAL

All proposals must be submitted in writing in the English language. Three sets (one original and two copies) are required. The name and contact numbers for the Consultant's principal point of contact regarding the proposal shall be specified. Copies of company brochures or other information that will assist DMHSA in the selection process can be submitted.

CONTENTS OF THE PROPOSAL

At a minimum, each proposal shall contain:

- a. Title Page should include: the name of the offeror, the location of the offeror's principal place of business.
- b. Table of Contents
- c. Background Summary:
 - Description of the Organization
 - History of the Organization (to include the number of years the offeror has been in business and the average number of its employees (if any) over the past year)
 - Organizational Philosophy
 - Unique Characteristics;
- d. A written plan that the offeror will undertake to accomplish the objectives of this project and the work described in the section III. Services Required.
- e. Skills and Experience
 - Proposed Services (a discussion of the program that the Consultant will undertake to accomplish the objectives of this project and the work described in the Scope of Work)
 - Target Population
- f. Facilities or Plans to Secure Facilities
- g. Personnel
 - Proposed Staff

- Staff Qualification (the abilities, qualifications, experience and the role of the key persons that would be assigned to perform the services contained in Section III)
 - Staff Training
 - Staff Supervision
 - Staff Evaluation
 - Organizational Chart
- h. Service Delivery
- Geographic and Cultural Needs Assessment
 - Services Description and Implementation
 - Timely deliver of services to program; meeting of project timelines while managing current workload of the offeror;
- i. A list of other contracts under which services similar in scope, size, and discipline for the required services, which the offeror substantially performed or accomplished in the last five to ten years. The contracts described should only contain those services contained in section III. Services Required;
- j. Letters, awards, or other forms of recognition that demonstrate confidence in the work performed by the offeror;
- k. Reporting System
- Monthly progress reporting
 - Tracking of financial activity
 - Data capturing of project activity
 - Performance Measurers on completion of services contained in Section III;
- l. Submission form for Proposals Form A
- m. Proposal Signature Form B
- n. Proposal for Submitting All Licenses Form C
- o. Non- Collusion Affidavit Form D
- p. Disclosure Affidavit Form E

MODIFICATION / ALTERATION

After the receipt and opening of Proposals and at its option, DMHSA may conduct discussions with responsible Proposers who have submitted Proposals reasonably susceptible of being selected for awards with the purpose of clarification to assure full understanding and responsiveness to the solicitation requirement. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision to Proposals and such revisions shall be permitted after submission and prior to award for the purpose of obtaining best and final offers. However, please bear in

mind that Proposals should be submitted initially on your best favorable terms. In conducting discussions there shall be no disclosure of any information derived from Proposals submitted by competing Proposers.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn at any time prior to the conclusion of discussions.

PROPOSAL SELECTION

The Department of Mental Health and Substance Abuse will be responsible for final selection of an acceptable proposal. DMHSA's legal counsel and/or Administrative Services Officer will be responsible for preparing a legally binding contract that conforms to the scope of work and the selected proposal.

EVALUATION CRITERIA FOR SELECTION

After receipt of all proposals, a selection team may be convened to select the most responsive and responsible offerors. This is commonly known as "short-listing." The evaluation factors and their relative importance that will be used in the evaluation of the proposals are:

- The completeness of the Proposal in meeting the minimum requirements and undertaking of program objective set forth in Section III. (10 points)
- The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience, and specific experience of the key personnel proposed to be assigned to perform the services. (40 points)
- Experience in successfully managing projects, inclusive of similar projects accomplished or underway. (35 points)
- Demonstrated ability to meet schedules, deadlines or reporting requirements. (15 points)

SELECTION OF BEST-QUALIFIED OFFERORS

1. After conclusion of validation of qualifications, evaluation, and discussion as provided in the section "Modification/Alteration", DMHSA will select in the order of their respective qualification and evaluation ranking, no fewer than three (3) acceptable Proposals (or such lesser number if less than three acceptable Proposals were received) deemed to be the best qualified to provide the required services.

SUBMISSION OF FEE (S)

The offerors determined to be best qualified will be notified to submit to DMHSA at a time specified by DMHSA and prior to commencement of negotiations, their fee to perform the required services and must also be in compliance with P.L. 25-111:2.

NEGOTIATION AND AWARD OF CONTRACT

DMHSA shall negotiate a contract with the best-qualified offeror for the required services at compensation determined in writing to be fair and reasonable. Contract negotiations will be directed toward: (1) making certain that the offeror has a clear understanding of the scope of work, specifically, the essential requirements involved in providing the required services; (2) determining that the offeror will make available the

necessary personnel to perform the services within the required time; and (3) agreeing upon compensation which is fair and reasonable, taking into account the estimated value of the required services, and the scope, complexity, and nature of such services.

NOTICE OF AWARD AND EXECUTION OF CONTRACT

DMHSA will endeavor to notify all respondents on or about 30 days after the deadline for receipt of proposals, that DMHSA has selected a consultant to negotiate a contract. Written notice of award will be public information and made a part of the contract file.

SUCCESSFUL NEGOTIATION OF CONTRACT WITH BEST-QUALIFIED OFFEROR

If compensation, contract requirements, and contract documents can be agreed upon with the best-qualified offeror, the contract will be awarded to that offeror.

FAILURE TO NEGOTIATE CONTRACT WITH BEST-QUALIFIED OFFEROR

If compensation, contract requirements, or contract documents cannot be agreed upon with the best qualified offeror, a written record stating the reasons therefore shall be placed in the file and DMHSA will advise such offeror of the termination of negotiations which shall be confirmed by written notice within three days. Upon failure to negotiate a contract with the best-qualified offeror, DMHSA will enter into negotiations with the next most qualified offeror. If negotiations again fail, negotiations will be terminated as provided in this Section and commence with the next qualified offeror.

FAILURE TO NEGOTIATE CONTRACT WITH OFFERORS INITIALLY SELECTED AS BEST QUALIFIED

Should DMHSA be unable to negotiate a contract with any of the offerors initially selected as the best qualified offerors, offers may be resolicited or additional offerors may be selected based on original, acceptable submissions in the order of their respective qualification ranking and negotiations may continue in accordance with the procedures and process herein specified.

QUESTIONS REGARDING THE REQUEST FOR PROPOSAL

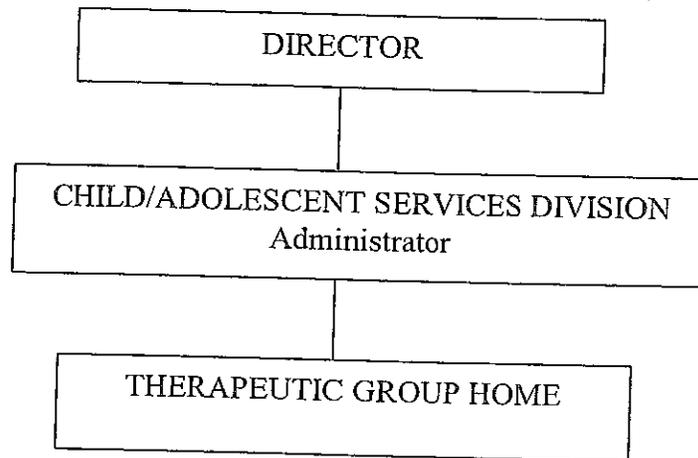
Questions regarding the RFP should be directed to Andrea M. Leitheiser, Acting Director, at (671) 647-5330 or by fax at (671) 649-6948


ANDREA M. LEITHEISER, M.A. Ph.D.
Acting Director



Organizational Chart of DMHSA in relation to Therapeutic Group Home

**Department of Mental Health and Substance Abuse
ORGANIZATIONAL
CHART**





Department of Mental Health and Substance Abuse

SUBMISSION FORM FOR PROPOSALS

- Please fill out this form completely.
- Include all requested documentation (in hard copy) when submitting this form.
- Please submit the proposal in a sealed envelope to the issuing office above before (Time), on (Date). An original proposal plus five (5) copies should be submitted. Proposals submitted via facsimile will NOT be accepted.
- Proposals submitted after the time and date specified as the deadline will be rejected.

PROPOSED PROJECT TITLE: THERAPEUTIC GROUP HOME (Child and Adolescent Services)
(RFP/DMHSA-044-07)

NOTE TO OFFERORS: All proposals are subject to the terms and conditions specified in the Request for Proposals package. The undersigned offers and agrees to furnish within the time specified, the services at the price to be agreed upon, unless otherwise specified by the offeror. In consideration of the expense of the government in opening, tabulating, and evaluating this and other offers, and for other consideration, the undersigned agrees that this proposal remains firm and irrevocable for sixty (60) calendar days from the date of opening.

INDICATE WHETHER: INDIVIDUAL PARTNERSHIP
 JOINT VENTURE CORPORATION
 OTHER (please specify) _____

If Corporation, incorporated in: _____ on (date) _____

NAME AND ADDRESS OF OFFEROR By my signature, I acknowledge that I have read the instructions and accept all the terms and conditions in the Request for Proposals, and that I am authorized to sign on behalf of the Offeror:

_____ (Signature)

_____ (Print Name)

_____ (Print Title)

TO BE COMPLETED ONLY UPON AWARD:

Contract No: _____ Amount: \$ _____ Date: _____

Contracting Officer: _____

Name and Address of Contractor	Signature and Title of Person Authorized to sign this contract:
_____	_____
_____	_____
_____	_____



Department of Mental Health and Substance Abuse

PROPOSAL SIGNATURE FORM for RFP/DMHSA-044-07

By submitting this proposal, the offeror certifies that its authorized representative has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

In compliance with this RFP and with all the conditions imposed herein, the undersigned offers and agrees to provide services in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature Form shall be submitted with the offeror's written proposal and will become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative.

Signature of Authorized Representative

Type or Print Name and Title

Name of Offeror: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Type of Organization: [] Individual [] Non-Profit [] Partnership
[] Corporation [] Joint Venture
[] Other(Specify) _____

FORM B



Department of Mental Health and Substance Abuse

**FORM FOR SUBMITTING ALL LICENSES
for RFP/DMHSA-044-07**

Please attach copies of all business licenses, permits, fictitious name certificates, certificates of good standing, or any other license, permit or certificate issued to the individual or company, which is applicable to this Request for Proposals. Please indicate the attached documents by checking the applicable boxes:

Business License

- from the Department of Revenue and Taxation, Government of Guam
- from a jurisdiction other than Guam: _____

Fictitious Name Registration

- from the Department of Revenue and Taxation, Government of Guam
- from a jurisdiction other than Guam: _____

Certificate of Incorporation

- from the Department of Revenue and Taxation, Government of Guam
- from a jurisdiction other than Guam: _____

Federal I.D.# _____

Other Attachments. Please indicate: _____

Please check here if there are no attachments to this form.

Authorized Signature: _____ Date: _____

FORM C



Department of Mental Health and Substance Abuse

**NON-COLLUSION AFFIDAVIT
For RFP/DMHSA-044-07**

Name of Offeror Firm or Individual: _____

Territory of GUAM)
)ss.
Hagatna, GUAM)

_____, being first duly sworn, deposes and says:

This he/she is _____ (the offeror, a partner of the offeror, an officer of the offeror) making the foregoing identified bid or proposal; that such bid or proposal is genuine and not collusive or a sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, sought by an agreement or collusion, or offer, and has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the Government of Guam or any other offeror, or to secure any advantage against the Government of Guam or any person interested in the proposed contract; and that all statements in this affidavit and proposal are true.

Signature of:
Offeror, if the offeror is an individual
Partner, if the offeror is a partnership
Officer, if the offeror is a corporation

Subscribed and sworn to before me

This _____ day of _____, 200_____.

NOTARY PUBLIC
My Commission expires _____.

REQUEST FOR PROPOSALS

RFP No: RFP/DMHSA-014-08

Program Management and Operational Services

for

**THERAPEUTIC GROUP HOME
Child/Adolescent Residential Program**

Date: November 14, 2007

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I. PUBLIC NOTICE

REQUEST FOR PROPOSALS

PROGRAM MANAGEMENT AND OPERATIONAL SERVICES FOR THERAPEUTIC GROUP HOME PROGRAM RFP No. RFP/DMHSA-014-08

The Department of Mental Health and Substance Abuse (DMHSA) is soliciting proposals from qualified entities or individuals interested in providing for a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED), which includes Day Treatment Program and Crisis Emergency Services.

RFP packages may be picked up at the Department of Mental Health and Substance Abuse (DMHSA) Office, located at 790 Governor Carlos G. Camacho Road, Tamuning, Guam, 96911 Monday through Friday, excluding holidays, between 8:00 a.m. and 5:00 p.m. The deadline for receipt of proposals is no later than 3:00 pm, Monday, November 26, 2007, Guam Standard Time. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

DMHSA shall have the right to reject all proposals or offers which have been submitted in response to this RFP, and/or cancel this RFP at any time, if the Director determines such to be in the interest of DMHSA and/or for whatever reason allowed by law and/or regulation, and/or for whatever reason whatsoever.

For additional information and/or special accommodations, please contact the Director's Office at the Department of Mental Health and Substance Abuse by phone at (671) 647-5330 or by facsimile at (671) 649-6948.


ANDREA M. LEITHEISER, M.A. Ph.D.
Acting Director

II. Request for Proposals

Issued By:

Proposal No.:

DEPARTMENT OF MENTAL HEALTH
AND SUBSTANCE ABUSE

RFP No **RFP/DMHSA-014-08**

Name and Location of Operations:

Division of Agency:

790 Governor Carlos G. Camacho Road
Tamuning, Guam

Child/Adolescent Services Division

INSTRUCTIONS TO PROPOSERS

III. SERVICES REQUIRED

The Department of Mental Health and Substance Abuse is requesting proposals from individuals and/or companies for Program Management and operational services for a 24-hour Therapeutic Group Home, to care for children/adolescents with Serious Emotional Disturbances (SED). The home will serve children and adolescents who are enrolled in I Famagu'on-ta and include crisis hotline, crisis response team and emergency respite services. The crisis hotline will be serviced by phone. The crisis response team will provide assessment and referral disposition at the scene of the crisis. Emergency respite services will be provided in a group home or in an appropriate treatment setting and for the duration of the acuity. Consumers of the services may be assisted in crisis resolution; de-escalation; behavioral management; medication management; problem solving; appropriate coping behaviors; and personal safety. Caregivers shall ensure that all consumers of the program are made to feel important, respected culturally and validated.

Program management and operations must include professional services, staffing, acquisition of equipment to include maintenance, purchase and management of supplies and nourishments; the maintaining of all utilities to include: power, water, telephone, cable television, and Internet services and facility; and the acquisition and maintenance of any other supports needed to effectively operate an Emergency Crisis Response Program. Individuals and/or companies must be licensed TO practice and do business on Guam and must be available to provide full time scope of services as outlined in the request for proposal.

Program Objective:

A Therapeutic group home, serves children and adolescents with Serious Emotional Disturbances. It provides mental health and related services to children and adolescents who are enrolled in I Famagu'on-ta. It will include a Day Treatment Program COMPRISED of educational instruction and therapeutic intervention to children and adolescent living in the home as well as for those who are referred to Rays of Hope for a Day Treatment educational instruction

Program and Emergency respite services: (over-night/bed space).

SCOPE OF SERVICES

The following specifications outline the requirements for the proposed program, which the Department of Mental Health and Substance Abuse expects to be adhered to and implemented should the contract be awarded.

To provide comprehensive mental health and related services that include therapeutic group home, day treatment, respite care and crisis response services within a continuum of care for children/adolescents with severe emotional and mental health problems. The services are as follows:

- A. Services for consumers shall include, but not limited to the following: milieu therapy; case-management services to assist consumers with their needs as identified in their Individualized Service Plan (ISP) / Wraparound Plan and updated periodically; socialization skills; community living and independent living skills training; self care and domestic skills; positive behavior management training, educational instructions; vocational skills training, individual and family support counseling; medication management, and recreational therapy in the homes as well as integrating with community activities and I Famagu'on-ta sponsored activities.
- B. Development of an Individualized Service Plan/Wraparound Plans will be coordinated with the Department's Wrap Coordinator/Social Worker, the family, child/youth and service providers of the Contractor.
- C. The number of admissions will be defined by policies and procedures of the Contractor as approved by the DMHSA and the Child-Adolescent Services Division (CASD). The referral of individuals requesting utilization of the Therapeutic Group Home services shall be directed to DMHSA/CASD for assessment and appropriate placement. The Contractor and DMHSA/CASD will collaborate when managing the number of admissions to this program considering the needs of the child/adolescent, the current level of acuity, and any other presenting clinical conditions. DMHSA/CASD policies and procedures will determine the next appropriate program available for referral not accepted.
- D. Policies and Procedures of the Contractor as approved by DMHSA/CASD will define criteria for admission into the Day Treatment Program (Rays of Hope). As this has an educational instruction component, admission would be coordinated in collaboration with the school system (GPSS).
- E. All policies and procedures of the contractor will be subject to review and approval by DMHSA. Policies and procedures of the Contractor as approved by DMHSA/CASD will define criteria for the utilization of the crisis response and respite services. Assessment for suicide and mental health status assessment to determine appropriate intervention shall be conducted. The Contractor and DMHSA/CASD will collaborate in managing the number of admissions to this service considering the needs

- of the child/youth, the current level of acuity, and any other presenting clinical conditions.
- F. Final decisions regarding all admissions will be determined by DMHSA/CASD Clinical staff.
 - G. Maximum of enrollment of no more than ten (10) minors to the 24/7 component of the program per facility at any one time.
 - H. The staff of each facility will include a program manager/supervisor, social worker and direct care workers THAT will serve and monitor the residents to the program providing 24 hours a day, 7 days a week to include weekends and holidays.
 - I. Provide a Guam licensed psychologist and licensed psychiatrist on island to be available to provide the services as required by the ISP/Wrap Plan of the child/youth.
 - J. Provide a registered nurse for the medical needs and concerns of the consumers, and to carry out the requirements of the attending psychiatrist and for medical monitoring.
 - K. Provide a nutritionist on staff to plan and oversee the preparation of the meals for the children and youth.
 - L. Provide a social worker to serve as a liaison for the homes and work in collaboration with DMHSA social workers/wrap coordinators.
 - M. Be responsible for the recruitment, hiring and contracting of appropriate program supports to effectively operate and manage a 24-hour therapeutic group home program.
 - N. ALL recruits for the Therapeutic Group Home, Respite Care Services, Day Treatment and Crisis Response Services must have the following clearances before getting hired: Drug and Alcohol, Police and Court clearances.
 - O. NO applicants with a sexual offender record shall provide services or be employed at any time at any of these homes, the Therapeutic Group Home, Day Treatment Program/Rays of Hope, Respite Care or Crisis Response Services and or be employed at any time serving children and youth with the Department of Mental Health and Substance Abuse.
 - P. Offerors who have been charged must submit an affidavit outlining the charges and dispositions to include statement of innocence and court clearance.
 - Q. Crisis Response Services for consumers shall include, but not limited to the following: immediate phone response, support, evaluation, referral and triage; on site crisis assessment and management and transportation

- to a safe and appropriate setting for emergency bed space and respite care.
- R. Develop and implement a transition (discharge) and after care plan in collaboration with the Wrap Coordinator/Social Worker and the Wrap Team (family and child/youth).
 - S. The staffing of the crisis hotline will include a trained crisis worker to provide response 24 hours a day, 7 days a week.
 - T. The crisis response team will include a minimum of two responders to the crisis site when necessary. Staffing must be adequate to meet the type of emergency and in compliance with the established policies and procedures.
 - U. Maintain staff certification in: CPR, First Aid, Health Certificate in Food Preparation and Sanitation, CPI or similar training in crisis/behavior management and intervention, and other mutually agreed certifications that would be required to provide optimum services. A copy of staff certifications and or re-certifications must be made available for review and provided to DMHSA upon request.
 - V. Program staff must possess and maintain current, required Guam licenses.
 - W. Patients admitted in the Child Inpatient Unit (CIU) will be followed by the Contractor's psychiatrist in collaboration with DMHSA psychiatrist and clinical staff and in accordance with DMHSA policy and procedures.
 - X. Provide access to medication as prescribed by authorized physician in accordance with DMHSA policy, and in collaboration with DMHSA Psychiatrists, and aid in administering of medication in accordance with federal and local laws, rules, regulation and policy.
 - Y. Disseminate program information regarding the Therapeutic Group Home program, Day Treatment, Respite Care, Crisis Response Services as well as additional services and opportunities available to the public and pertinent service providers.
 - Z. Establish internal policies and procedures governing the operations and administration of the program (e.g. standard operating procedures, Consumer's Manual, etc.) and provide a copy to DMHSA for review and approval.
 - AA. Transportation of consumers to access public recreation facilities, educational facilities, public health center, convenience stores and food establishments and access to other locations as needed to provide for the well being of the consumer.
 - BB. Ensure the active promotion of community integration, inclusion and independence of each resident, appropriate to the situation and

circumstances of each individual, to include but not limited to transportation and supervision to such events.

- CC. Ensure that the "best practice model" for services to individuals with severe emotional and mental health needs is applied in the operation and administration at all times.
- DD. All Management and Clinical issues and concerns regarding the Therapeutic Group Home, Day Treatment (Rays of Hope) and Crisis Response Services shall be addressed with the CASD Administrator who will then brief the DMHSA Director and Medical Director. In the event the CASD Administrator is unavailable, issues and concerns will be reported directly to the Director
- EE. Authorized DMHSA personnel conducting regulatory functions shall have access to enter any and all the homes providing services for the children and youth at any given time.
- FF. Ensure that the following philosophy of a System of Care, to include the Core Values and Guiding Principles are applied within the operation and administration of the program, and are a part of the vision for community-based integrated services:

The Core Values are:

- 1. Child and Family Centered
- 2. Strengths Based
- 3. Community Based
- 4. Culturally Competent

Guiding Principles:

- 1. Access to a comprehensive array of services
- 2. Individualized services using a wraparound approach
- 3. Least restrictive environment
- 4. Full family participation
- 5. Integrated services
- 6. Care coordination
- 7. Early Identification and Intervention
- 8. Smooth transitions
- 9. Rights of child protected
- 10. Non-discriminatory and culturally appropriate
- 11. Collaboration among all stakeholders.

- FF. Minimum Services must include but will not be limited to:

a. Operational Services:

- 1. The purchase and management of supplies, food and filtered water.
- 2. The maintaining of all utilities to include: power, gas/propane, water, telephone, cable and Internet

services.

b. Services shall include the following support services:

1. Personal Management- Perform appropriate individual grooming/hygiene activities (bathing; dressing up in appropriate and clean clothes) with minimal supervision.
2. Nutritional Services- Provide meals during emergency respite services.
3. Medication Services- Supervise medication administration.
4. Behavioral Management- Able to increasingly control emotional and behavioral functioning so that transition to a less restrictive level of care might be possible.
5. Problem Solving- Able to identify and discuss problems in a timely and appropriate manner.
6. Personal Safety Awareness- Ensure that all safety issues are assessed, appropriately managed and documented.
7. Therapy/Counseling- Learn appropriate and acceptable behaviors. Aid in the resolution of personal problems.
8. Educational Management- Able to participate in academic, educational activities to the extent possible with increasingly reduced supervision and increase academic productivity.
9. Vocational Development- Build skills and training for employment, and assist transition-aged clients in obtaining employment.
10. Home Management- Able to clean their bedroom as well as the communal rooms with increasingly reduced supervision. Able to appropriately perform household chores, yard maintenance, and laundry with increasingly reduced supervision.
11. Daily Time Management- Able to wake up at an appropriate time with increasingly reduced supervision. Able to participate in the scheduling of their day with program staff. Able to utilize and maintain their day's schedule with increasingly reduced supervision.
12. Money Management- Able to develop and maintain a personal budget with increasingly reduced supervision.

13. Participate in Community-based and Home-based activities.

IV. PROPOSAL PROVISIONS

TIME AND DURATION OF THE WORK INVOLVED

It is anticipated that the services contained in Section III entitled "Scope of Work" will begin December 1, 2007 and will be procured through September 30, 2009, at which time the contract will terminate.

RECEIPT OF PROPOSALS

The deadline for receipt of proposals by DMHSA is no later than 3:00 pm, Monday, November 26, 2007. Guam Standard Time. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

Mailing & Delivery Address:

Department of Mental Health and Substance Abuse
Attn.: Andrea M. Leitheiser, M.A. Ph.D., Acting Director
790 Governor Carlos G. Camacho Road
Tamuning, Guam 96911

Envelopes containing proposals shall be sealed and marked on the face with the name and address of the proposer, the proposal number and the time and date of submission. Telegraphic Proposals will not be considered, nor modification by telegraph of Proposals already submitted. Proposals may be hand carried and received at DMHSA on or before the deadline date and time. Proposals received through the mail will not be accepted if the stamped date on the package is after the indicated due date for submission. Under no circumstances will the Department of Mental Health and Substance Abuse accept a late Proposal.

OPENING OF PROPOSALS

Proposals shall be opened the presence of two (2) or more procurement officials. Proposals and modifications shall be time stamped upon receipt and held in a secured place until the established due date. After the date established for receipt of Proposals, a Register of Proposals shall be prepared which shall include for all Proposals the name of each offeror, the number of modifications received, if any, and a description sufficient to identify the service item offered. The Register of Proposals shall be opened to public inspection only after award of the contract. Disclosure of Proposals and modifications shall be shown only to authorized personnel having a legitimate interest in them.

CONTRACTOR QUALIFICATIONS

The Department of Mental Health and Substance Abuse requires offerors to present satisfactory evidence that the PROPOSAL meets minimum requirements as set forth in Section III and complies with any and all mandates as required to

be fully qualified. The Offeror must be able to show that he/she has the following:

- a License to conduct business and clinical practice in the territory of Guam, and submit Drug and Alcohol, Police and Court clearances.
- b Shall be duly authorized to act on behalf of the owner to facilitate the execution of any and all documents required.

NON-COLLUSION AFFIDAVIT

Each person submitting a Proposal for any portion of the work covered by the proposing documents shall execute an affidavit, in the form provided with the Proposal, and to the effect that he has not colluded with any other person, firm or corporation in regard to any Proposal submitted.

AMENDMENTS TO REQUEST FOR PROPOSAL

The right is reserved as the interest of the Department of Mental Health and Substance Abuse may require revising or amending the specifications prior to the date set for opening Proposals. Such revisions and amendments, if any, will be announced by an amendment or amendments to this Request for Proposals and shall be identified as such and shall require that firms acknowledge receipt of all amendments issued. The amendment shall refer to the portions of the Request for Proposal it amends. Amendments shall be sent to all prospective offerors known to have received a Request for Proposal. Amendments shall be distributed within a reasonable time to allow prospective firm to consider in preparing their Proposals. If the time and date set for receipt of proposals will not permit such preparation, such time shall be increased to the extent possible in the amendment or, if necessary, by telegram or telephone and confirmed in the amendment.

GENERAL TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL AUTHORITY

This Request for Proposal (RFP) solicitation is issued subject to all the provisions of the Guam Procurement Act (Public Law 16-124) and the Guam Procurement Regulations (copies are available for inspection at Child/adolescent Services Agency). The RFP requires all parties involved in the preparation, negotiation, performance, or administration of contracts to act in good faith.

EXPLANATION TO OFFERORS

No oral explanation in regard to the meaning of the specification will be made and no oral instructions will be given before the award of the Proposal. Discrepancies, omissions, or doubts as to the meaning of the specification should be communicated in writing to the named contact individual of the requesting agency/department for interpretation. Offerors should act promptly and allow sufficient time for a reply to reach them before the submission of their Proposals. Interpretation, if required, shall be made in the form of an amendment to the specification, which will be forwarded to all prospective offerors, and its receipt by the offeror should be acknowledged on the Proposal form.

METHOD OF AWARD

The right is reserved as the interest of the Department of Mental Health and Substance Abuse may require waiving any minor information or irregularity in Proposals received. The Department of Mental Health and Substance Abuse shall have the prerogative to award, amend, or reject Proposals in whole or in part. It is the policy of the Department of Mental Health and Substance Abuse to award Proposal to offerors duly authorized and licensed to conduct business in Guam.

REJECTION

The Department of Mental Health and Substance Abuse shall have the prerogatives to reject Proposals in whole or in part if a determination is made such in the public interest.

LICENSING

An Offeror who has not complied with the Guam Licensing Law is cautioned that the Department of Mental Health and Substance Abuse will not consider for award any Proposal Offer submitted. Specific information on licenses may be obtained from the Director of the Department of Revenue and Taxation, by telephone at (671) 635-1815 or by mail at P.O. Box 23607, GMF, Guam 96921 or online at: <http://ns.gov.gu/government> or www.admin.gov.gu/revtax .

COVENANT AGAINST CONTINGENT FEES

The offeror warrants that he has not employed any person to solicit or secure any resultant contract upon agreement for a commission, percentage, brokerage, or contingent fee. Breach of this warranty shall give the Department of Mental Health and Substance Abuse the right to terminate the contractor or in its discretion to deduct from the contract price or consideration the amount of such commission, percentage, brokerage, or contingent fees. This warranty shall not apply to commission payable by contractors upon contracts or sales secure or made through bona fide established commercial or selling agencies maintained by the contractors for the propose of securing business.

JUSTIFICATION OF DELAY

The offeror who is awarded the Proposal guarantees that the service will be completed within the agreed upon completion date. If, however, the vendor cannot comply with the completion requirement, it is the vendor's responsibility to advise the Department of Mental Health and Substance Abuse in writing explaining the cause and reasons of the delay.

EQUAL EMPLOYMENT OPPORTUNITY

Section 3.01(1) of the Presidential Executive Order No. 10935 dated March 7, 1965, requires the offeror not to discriminate against any employee or applicant for employment because of race, creed, color or national origin. The offeror will take affirmative action to insure that applicants are employed and that employees are treated equally during employment without regard to their race, creed, color or national origin.

ASSIGNMENT

Assignment will not be accepted without prior approval from the Department of Mental Health and Substance Abuse. Request for approval of assignment must be made with submission of Proposal. No assignment will be accepted if request is not made with the Proposal.

DETERMINATION OF RESPONSIBILITY OF OFFERORS

DMHSA reserves the right for securing from the Offeror information necessary to determine whether or not they are responsible and to determine the responsibility in accordance with "Standard for Determination of the Most Qualified Offeror" section of the Child/adolescent Terms and Conditions.

STANDARD FOR DETERMINATION OF MOST QUALIFIED OFFEROR

In determining the most qualified Proposer, DMHSA shall be guided by the following:

- The ability, capacity, and skill of the offeror to perform.
- Whether the offeror can perform promptly or within the specified time.
- The character, integrity, reputation, judgment experience, and efficiency of the offeror.
- The quality of performance of the offeror with regards to awards previously made to him/her.
- The previous and existing compliance by the offeror with laws and regulations relative to procurement.
- The sufficiency of the financial resources and ability of the offeror to perform.
- Can the offeror meet the specifications of the Request for Proposal (RFP).
- If requested, the offeror must meet all American with Disabilities Act regulations and requirements.
- The number and scope of the conditions attached to the Proposal.

PRE-PROPOSAL CONFERENCES

Pre-Proposal conferences will be permitted anytime prior to the date established herein for submission of Proposals. The conferences will be conducted only to explain the procurement requirements for this Request for Proposal. The Authority will notify all offerors of any substantive clarification provided in response to any inquiry. The Authority will extend the due date if such information significantly amends the solicitation or makes compliance with the original proposed due date impractical.

PROPOSALS

The Proposer is required to read each and every page of the Proposal and by the act of submitting a Proposal shall be deemed to have accepted all conditions contained therein except as noted elsewhere. In no case will failure to inspect constitute grounds for a claim or for the withdrawal of a Proposal after opening. Proposals shall be filled out in ink or typewritten and signed in ink. Erasures or other changes in a Proposal must be explained or noted over the signature of the Proposer. Proposals containing any conditions, omissions, unexplained erasures or alterations or items not called for in the Proposal or irregularities of any kind shall be rejected by DMHSA as being incomplete.

GENERAL INTENTION

It is the declared and acknowledged intention and meaning that the Proposer provides DMHSA with services for immediate accessibility.

COMPETENCY OF PROPOSERS

Proposal will be considered only from such Proposers who, in the opinion of DMHSA, can show evidence of their agility, experience, equipment, and facilities to render satisfactory service.

PROPOSAL ENVELOPE

Proposal envelope shall be sealed and marked with the Request for Proposal Number, Proposers Name, and Proposal opening Date and Time, and ~~Place of Proposal opening.~~

Submittal

FORM OF PROPOSAL

All Proposals must be submitted in writing. It should include a listing of current and former business clients and a description of the type of work performed or being performed. At a minimum, if the Proposer is an individual, the Proposal should include a complete resume of the individual. If the Proposer is a firm, the Proposal should include a resume of the firm's principal(s).

FORM OF SUBMITTAL

All proposals must be submitted in writing in the English language. Four (4) sets (one (1) original and three (3) copies) are required. The name and contact numbers for the Consultant's principal point of contact regarding the proposal shall be specified. Copies of company brochures or other information that will assist DMHSA in the selection process can be submitted.

CONTENTS OF THE PROPOSAL

Please address each item in the order as presented below

At a minimum, each proposal shall contain:

- a. Title Page should include: the name of the offeror, the location of the offeror's principal place of business.
- b. Table of Contents
- c. Background Summary:
 - Description of the Organization
 - History of the Organization (to include the number of years the offeror has been in business and the average number of its employees (if any) over the past year)
 - Organizational Philosophy
 - Unique Characteristics;
- d. A written plan that the offeror will undertake to accomplish the objectives of this project and the work described in the section III. Services Required.
- e. Skills and Experience

- Proposed Services (a discussion of the program that the Consultant will undertake to accomplish the objectives of this project and the work described in the Scope of Work)
 - Target Population
- f. Facilities or Plans to Secure Facilities
- g. Personnel (be specific and include minimum qualifications of each staff)
- Proposed Staff
 - Staff Qualifications (the abilities, minimum qualifications, experience and the role of the key persons that would be assigned to perform the services contained in Section III)
 - Provide an example of a typical staffing plan; shift schedule.
 - Staff Training
 - Staff Supervision
 - Staff Evaluation
 - Organizational Chart
- h. Service Delivery
- Describe methods to meet cultural and geographic needs
 - Describe interventions.
 - Services Description and Implementation
 - Timely deliver of services to program; meeting of project timelines while managing current workload of the offeror;
- i. A list of other contracts under which services similar in scope, size, and discipline for the required services, which the offeror substantially performed or accomplished in the last five to ten years. The contracts described should only contain those services contained in section III. Services Required;
- j. Letters, awards, or other forms of recognition that demonstrate confidence in the work performed by the offeror;
- k. Reporting System
- Monthly progress reporting
 - Tracking of financial activity
 - Data capturing of project activity
 - Performance Measurers on completion of services contained in Section III;

MODIFICATION / ALTERATION

After the receipt and opening of Proposals and at its option, DMHSA may conduct discussions with responsible Proposers who have submitted Proposals reasonably susceptible of being selected for awards with the purpose of clarification to assure full understanding and responsiveness to the solicitation requirement. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision to Proposals and such revisions shall be permitted after submission and prior to award for the purpose of obtaining best and final offers. However, please bear in mind that Proposals should be submitted initially on your most favorable terms. In conducting

discussions there shall be no disclosure of any information derived from Proposals submitted by competing Proposers.

MODIFICATION OR WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn at any time prior to the conclusion of discussions.

PROPOSAL SELECTION

The Department of Mental Health and Substance Abuse will be responsible for final selection of the best proposal. DMHSA's legal counsel and/or Administrative Services Officer will be responsible for preparing a legally binding contract that conforms to the scope of work and the selected proposal.

EVALUATION CRITERIA FOR SELECTION

After receipt of all proposals, a selection team may be convened to select the most responsive and responsible offerors. This is commonly known as "short-listing." The evaluation factors and their relative importance that will be used in the evaluation of the proposals are:

- A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services, (30 points)
- The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience, and specific experience of the key personnel proposed to be assigned to perform the services. (35 points)
- Experience in successfully managing projects, inclusive of similar projects accomplished or underway, (25 points)
- Demonstrated ability to meet schedules, deadlines or reporting requirements. (10 points)

SELECTION OF BEST-QUALIFIED OFFERORS

1. After conclusion of validation of qualifications, evaluation, and discussion as provided in the section "Modification/Alteration", DMHSA will select in the order of their respective qualification and evaluation ranking, no fewer than three (3) acceptable Proposals (or such lesser number if less than three acceptable Proposals were received) deemed to be the best qualified to provide the required services, and must receive a minimum of 70% total rating.

SUBMISSION OF FEE (S)

The offerors determined to be best qualified will be notified to submit to DMHSA at a time specified by DMHSA and prior to commencement of negotiations, their fee to perform the required services and must also be in compliance with P.L. 25-111:2.

NEGOTIATION AND AWARD OF CONTRACT

DMHSA shall negotiate a contract with the best-qualified offeror for the required services at compensation determined in writing to be fair and reasonable. Contract negotiations will be directed toward: (1) making certain that the offeror has a clear understanding of the scope of work, specifically, the essential requirements involved in providing the required services; (2) determining that the offeror will make available the necessary personnel to perform the services within the required time; and (3) agreeing upon compensation which is fair and reasonable, taking into account the estimated value of the required services, and the scope, complexity, and nature of such services.

NOTICE OF AWARD AND EXECUTION OF CONTRACT

DMHSA will endeavor to notify all respondents on or about 30 days after the deadline for receipt of proposals, that DMHSA has selected a consultant to negotiate a contract. Written notice of award will be public information and made a part of the contract file.

SUCCESSFUL NEGOTIATION OF CONTRACT WITH BEST-QUALIFIED OFFEROR

If compensation, contract requirements, and contract documents can be agreed upon with the best-qualified offeror, the contract will be awarded to that offeror.

FAILURE TO NEGOTIATE CONTRACT WITH BEST-QUALIFIED OFFEROR

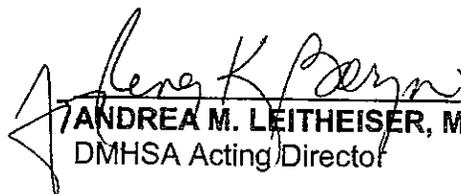
If compensation, contract requirements, or contract documents cannot be agreed upon with the best qualified offeror, a written record stating the reasons therefore shall be placed in the file and DMHSA will advise such offeror of the termination of negotiations which shall be confirmed by written notice within three days. Upon failure to negotiate a contract with the best-qualified offeror, DMHSA will enter into negotiations with the next most qualified offeror. If negotiations again fail, negotiations will be terminated as provided in this Section and commence with the next qualified offeror.

FAILURE TO NEGOTIATE CONTRACT WITH OFFERORS INITIALLY SELECTED AS BEST QUALIFIED

Should DMHSA be unable to negotiate a contract with any of the offerors initially selected as the best qualified offerors, offers may be resolicited or additional offerors may be selected based on original, acceptable submissions in the order of their respective qualification ranking and negotiations may continue in accordance with the procedures and process herein specified.

QUESTIONS REGARDING THE REQUEST FOR PROPOSAL

Questions regarding the RFP should be directed to Andrea M. Leitheiser, M.A. Ph.D., Acting Director, at (671) 647-5330 or by fax at (671) 649-6948


ANDREA M. LEITHEISER, M.A., Ph.D.
DMHSA Acting Director

VI. ATTACHMENT

Organizational Chart of DMHSA in relation to Therapeutic group home

DEPARTMENT OF MENTAL HEALTH AND SUBSTANCE ABUSE

ORGANIZATIONAL CHART

DIRECTOR

**CHILD-ADOLESCENT SERVICES DIVISION
ADMINISTRATOR**

**THERAPEUTIC GROUP HOME
(Crisis Response and respite care)**

**RAYS OF HOPE
DAY TREATMENT**



Department of Mental Health and Substance Abuse

SUBMISSION FORM FOR PROPOSALS

- Please fill out this form completely.
- Include all requested documentation (in hard copy) when submitting this form.
- Please submit the proposal in a sealed envelope to the issuing office above before (Time), on (Date). An original proposal plus five (5) copies should be submitted. Proposals submitted via facsimile will NOT be accepted.
- Proposals submitted after the time and date specified as the deadline will be rejected.

PROPOSED PROJECT TITLE: THERAPEUTIC GROUP HOME (Child and Adolescent Services) (RFP/DMHSA-014-08)

NOTE TO OFFERORS: All proposals are subject to the terms and conditions specified in the Request for Proposals package. The undersigned offers and agrees to furnish within the time specified, the services at the price to be agreed upon, unless otherwise specified by the offeror. In consideration of the expense of the government in opening, tabulating, and evaluating this and other offers, and for other consideration, the undersigned agrees that this proposal remains firm and irrevocable for sixty (60) calendar days from the date of opening.

INDICATE WHETHER: INDIVIDUAL PARTNERSHIP
 JOINT VENTURE CORPORATION
 OTHER (please specify) _____

If Corporation, incorporated in: _____ on (date) _____

NAME AND ADDRESS OF OFFEROR By my signature, I acknowledge that I have read the instructions and accept all the terms and conditions in the Request for Proposals, and that I am authorized to sign on behalf of the Offeror:

 _____ (Signature)
 _____ (Print Name)
 _____ (Print Title)

TO BE COMPLETED ONLY UPON AWARD:

Contract No: _____ Amount: \$ _____ Date: _____

Contracting Officer: _____

Name and Address of Contractor	Signature and Title of Person Authorized to sign this contract:
_____	_____
_____	_____
_____	_____

FORM A



Department of Mental Health and Substance Abuse

**PROPOSAL SIGNATURE FORM
for RFP/DMHSA-014-08**

By submitting this proposal, the offeror certifies that its authorized representative has fully read and understands the proposal method and has full knowledge of the scope, nature, and quality of work to be performed or the services to be rendered.

In compliance with this RFP and with all the conditions imposed herein, the undersigned offers and agrees to provide services in accordance with the attached signed proposal, or as mutually agreed upon by subsequent negotiation. This completed Proposal Signature Form shall be submitted with the offeror's written proposal and will become a part of any agreement that may be awarded. This Proposal Signature Form must be signed by an authorized representative.

Signature of Authorized Representative

Type or Print Name and Title

Name of Offeror: _____

Address: _____

Telephone Number: _____ Fax Number: _____

Type of Organization: Individual Non-Profit Partnership
 Corporation Joint Venture
 Other(Specify) _____

FORM B



Department of Mental Health and Substance Abuse

**FORM FOR SUBMITTING ALL LICENSES
for RFP/DMHSA-014-08**

Please attach copies of all business licenses, permits, fictitious name certificates, certificates of good standing, or any other license, permit or certificate issued to the individual or company, which is applicable to this Request for Proposals. Please indicate the attached documents by checking the applicable boxes:

Business License

- from the Department of Revenue and Taxation, Government of Guam
 from a jurisdiction other than Guam: _____

Fictitious Name Registration

- from the Department of Revenue and Taxation, Government of Guam
 from a jurisdiction other than Guam: _____

Certificate of Incorporation

- from the Department of Revenue and Taxation, Government of Guam
 from a jurisdiction other than Guam: _____

Federal I.D.# _____

Other Attachments. Please indicate: _____

Please check here if there are no attachments to this form.

Authorized Signature: _____ Date: _____

FORM C



Department of Mental Health and Substance Abuse

**NON-COLLUSION AFFIDAVIT
For RFP/DMHSA-014-08**

Name of Offeror Firm or Individual: _____

Territory of GUAM)
)ss.
Hagatna, GUAM)

_____, being first duly sworn,
deposes and says:

This he/she is _____ (the offeror, a partner of the offeror, an officer of the offeror) making the foregoing identified bid or proposal; that such bid or proposal is genuine and not collusive or a sham; that said offeror has not colluded, conspired, connived or agreed, directly or indirectly, sought by an agreement or collusion, or offer, and has not in any manner, directly or indirectly, sought by an agreement or collusion, or communication or conference, with any person to fix the proposal price of offeror or of any other offeror, or to fix any overhead, profit or cost element of said proposal price, or of that of any other offeror, or to secure any advantage against the Government of Guam or any other offeror, or to secure any advantage against the Government of Guam or any person interested in the proposed contract; and that all statements in this affidavit and proposal are true.

Signature of:

Offeror, if the offeror is an individual
Partner, if the offeror is a

partnership

Officer, if the offeror is a corporation

Subscribed and sworn to before me

This _____ day of _____, 200__.

NOTARY PUBLIC
My Commission expires _____.

FORM D



Department of Mental Health and Substance Abuse

**DISCLOSURE AFFIDAVIT
For RFP/DMHSA-014-08**

Territory of GUAM)
)ss.
Hagatna, GUAM)

1 I, the undersigned, being first duly sworn, depose and say that I am an authorized representative of the undersigned and that *[please check one]*:

- The offeror is an individual or sole proprietor and owns the entire interest in the offeror company.
- The offeror is a corporation, partnership, joint venture, or association, and the persons, companies, partners, or joint ventures who have held more than 10% of the shares or interest in the offeror business during the past twelve months are as follows *[if none, please so state]*:

Name	Address	% of Shares or Interest Held
_____	_____	_____
_____	_____	_____
_____	_____	_____

2 Further, I say that the persons who have received or are entitled to receive a commission, gratuity or other compensation for procuring or assisting in obtaining business related to the bid or proposal for this affidavit is submitted are as follows *[if none, please so state]*:

Name	Address	Compensation
_____	_____	_____
_____	_____	_____
_____	_____	_____

Dated: _____

Signature of: _____
Offeror, if the offeror is an individual;
Partner, if the offeror is a partnership;
Officer, if the offeror is a corporation;

Subscribed and sworn to before me
This _____ day _____ 200____.

NOTARY PUBLIC
My Commission expires: _____

FORM E

November 8, 2007

DMHSA 08-11006

MEMORANDUM

To: Chief Procurement Officer
General Services Agency

From: Director

Subject: REQUEST FOR RFP NUMBER

To Addie
COPY
Department of
**MENTAL HEALTH &
SUBSTANCE ABUSE**
Dipartimento Sañu Hinasso
Yan Abusan Anai

790 Gov. Carlos G. Camacho Rd.
Tamuning, Guam 96913

Phone: 671.647.5330
Fax: 671.649.6948

FELIX PEREZ CAMACHO
Governor

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

ANDREA M. LEITHEISER, M.A., Ph.D.
Director, Acting

Hafa Adai!

This is to request a number for the attached Request for Proposal entitled "Program Management and Operational Services for Therapeutic Group Home Child/Adolescent Residential Program."

Your attention to this matter is appreciated. For any questions or additional information, you may contact Rena Borja, Administrative Services Officer, at 647-5326.

Dangkulo Na Si Yu'os Ma'ase!

Laura L. Post MD
ACTING DIRECTOR
for ANDREA M. LEITHEISER, M.A., Ph.D.
Acting

Attachment

GENERAL SERVICES AGENCY
Route 1
Marine Drive
P.O. Box 96925
P.O. Box 96925
NOV 8 2007

REQUEST FOR PROPOSALS

RFP No: RFP/DMHSA-000-08

RFP/DMHSA-014-08

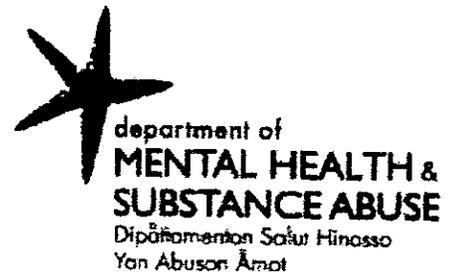
Program Management and Operational Services

for

**THERAPEUTIC GROUP HOME
Child/Adolescent Residential Program**

Date: November 13, 2007





December 13, 2007

To: Acting Director

Fr: Rena Borja, ASO *RU*

Subject: Recommendation for RFP DMHSA 014-08
Therapeutic Group Home Services

790 Gov. Carlos G. Camacho Rd.
Tamuning, Guam 96913

Phone: 671.647.5330
Fax: 671.649.6948

FELIX PEREZ CAMACHO
Governor

MICHAEL W. CRUZ, M.D.
Lieutenant Governor

ANDREA M. LEITHEISER, M.A., Ph.D.
Director, Acting

The request for proposal for the Program Management and Operational Services for the Therapeutic Group was opened on Tuesday, December 11, 2007 at 2:00 pm by the following individuals, Annie Unpingco, Judith Avery, Mary Weakley and I. I requested, Ms. Claudia Acfalle, GSA Administrator to oversee our process and she was in attendance when we opened and stayed through the first opening.

There were two proposals, Latte Treatment Center, LLC and Marc Zackheim-Associates in Clinical Psychology, PC.

The following is the RFP Evaluation scores:

Latte Treatment Center	268
Marc Zackheim	374

Based on the evaluation process, the committee recommends Marc Zackheim.

Upon your approval, I will proceed to the next step in the process.

Approved

Disapproved

[Handwritten signature]
ANDREA M. LEITHEISER, M.A., PH.D. _____ Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer
Company:

Wade Treatment

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Evaluator 1 Score	Evaluator 2 Score	Evaluator 3 Score	Evaluator 4 Score	Evaluator 5 Score	TOTAL
A written plan describing how the offeror will implement the Requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment and Crisis Response Services	30 Points	<u>20</u>	<u>25</u>	<u>20</u>	<u>10</u>	<u>1</u>	<u>75</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience, and specific experience of the key personnel proposed to be assigned to perform the services	35 Points	<u>20</u>	<u>20</u>	<u>25</u>	<u>10</u>	<u>1</u>	<u>85</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway	25 Points	<u>16</u>	<u>23</u>	<u>25</u>	<u>10</u>	<u>1</u>	<u>74</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements	10 Points	<u>10</u>	<u>9</u>	<u>10</u>	<u>5</u>	<u>1</u>	<u>34</u>
Total Points	100 Points	<u>66</u>	<u>77</u>	<u>90</u>	<u>35</u>	<u>7</u>	<u>268</u>

Evaluator No.:	1	2	3	4	5
Evaluator's Initial:	<u>AN</u>	<u>JW</u>	<u>MMB</u>	<u>AK</u>	<u>1</u>
Date:	<u>12-11-07</u>	<u>11 Dec 07</u>	<u>12-11-07</u>	<u>12-11-07</u>	<u>1</u>

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer

Company: Lafite Treatment Center, LLC
308 Fr. Duenas Dr.
Tamuning Cn. 96913

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>20</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>20^{hr}</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>16</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>10</u>
Total Points	100 Points	<u>66</u>

Evaluator Number: 1

Name: Annie F. B. Unpingco

Title: Administrator, Child-Adolescent Services Division

Annie F. B. Unpingco
Signature of Evaluator

12-11-07
Date

Staff description with various Directorships unclear in their roles + functions such as Program Director, Executive Director and Director - are they same people?
Some missing info. indicated as attachment but not attached or available.

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer
Company: Latte Treatment Center, LLC
309 Fr. Duenas Drive
Tamuning, GU 96913

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	25 <u>29</u> <i>J</i>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>20</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>23</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>10</u> <i>J</i>
Total Points	100 Points	<u>77</u>

Evaluator Number: 2

Name: Judith AVERY

Title: Nursing Administrator

J. Avery
Signature of Evaluator

11 Dec. 07
Date

No RN or Nutritionist indicated.

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer
Company: Latta Treatment Center

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>20</u> <i>msf</i>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>35</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>25</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>10</u>
Total Points	100 Points	<u>90</u> <i>msf</i>

Evaluator Number: 3

Name: Mary Weakey

Title: Social Services Supervisor

Mary Weakey
Signature of Evaluator

12-11-07
Date

Hard to follow table of contents when reviewing document.

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer Company: Kathe Treatment Ctr

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

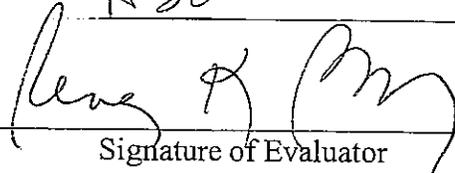
RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services <i>Service delivery was too broad</i>	30 Points	<u>10</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>10</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway. <i>no comps or pages</i>	25 Points	<u>10</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>5</u>
Total Points	100 Points	<u>35</u>

Evaluator Number: 4

Name: Rena Bogá

Title: ASO


Signature of Evaluator

12-11-07
Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer: Mare Zackheim
Company: Associates in Clinical Psychology PC

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**



Evaluation Criteria
A written plan describing how the offeror will implement the Requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment and Crisis Response Services

Max Points	Evaluator 1 Score	Evaluator 2 Score	Evaluator 3 Score	Evaluator 4 Score	Evaluator 5 Score	TOTAL
30 Points	<u>30</u>	<u>30</u>	<u>30</u>	<u>25</u>	<u>1</u>	<u>115</u>

The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience, and specific experience of the key personnel proposed to be assigned to perform the services

35 Points	<u>33</u>	<u>33</u>	<u>35</u>	<u>30</u>	<u>1</u>	<u>131</u>
-----------	-----------	-----------	-----------	-----------	----------	------------

Experience in successfully managing projects, inclusive of similar projects accomplished or underway

25 Points	<u>24</u>	<u>22</u>	<u>25</u>	<u>20</u>	<u>1</u>	<u>91</u>
-----------	-----------	-----------	-----------	-----------	----------	-----------

Demonstrated ability to meet schedules, deadlines or reporting requirements

10 Points	<u>9</u>	<u>8</u>	<u>10</u>	<u>10</u>	<u>1</u>	<u>37</u>
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Total Points

100 Points	<u>96</u>	<u>93</u>	<u>100</u>	<u>85</u>	<u>1</u>	<u>374</u>
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Evaluator No.: **1** for **2** Jan **3** MSA **4** ph **5** 1
Evaluator's Initial: for Jan MSA ph 1
Date: 12.11.07 11 Dec 07 12.11.07 12.11.07 1

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer

Company: Marc Zackheim
Associates in Clinical Psych.
1801 Shore Acres Rd.
Lake Bluff, Ill. 60044

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>30</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>33</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>24</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>9</u>
Total Points	100 Points	<u>96</u>

Evaluator Number: 1

Name: Annie F. B. Unpingco

Title: Administrator, Child Adol. Services Div.

Annie F. B. Unpingco
Signature of Evaluator

12.11.07
Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer: MARC Zacheim, PhD
 Company: ASSOC. IN CLINICAL PSYCHOLOGY, P.C.
1801 Shore Acres Rd.
Lake Bluff, Illinois 60044

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>30</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>33</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	⁰³ <u>22</u> 25
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>8</u>
Total Points	100 Points	<u>93</u>

Evaluator Number: 2

Name: Judith Aug

Title: Nursing Administrator

J. Aug
Signature of Evaluator

11 Dec. 07
Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer

Company: Associates In Clinical Psychology Inc.

RFP Title: **Program Management and Operational Services for THERAPEUTIC GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>30</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>35</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>25</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements.	10 Points	<u>10</u>
Total Points	100 Points	<u>100</u>

Evaluator Number: 3

Name: Mary Weasley

Title: Social Services Supervisor

Mary Weasley
Signature of Evaluator

12.11.07
Date

Department of Mental Health and Substance Abuse
RFP Evaluation

Proposer
Company:

Marc Zaekheim

RFP Title: **Program Management and Operational Services for THERAPEUTIC
GROUP HOME**

RFP Number: **DMHSA-014-08**

Evaluation Criteria	Max Points	Score
A written plan describing how the offeror will implement the requirements as described in the Scope of Service set forth in Section III for the 3 Services: Therapeutic Group Home, Day Treatment, and Crisis Response Services	30 Points	<u>25</u>
The qualifications and ability of the individuals to perform the services as reflected by technical training and education, psychiatric disabilities experience and specific experience of the key personnel proposed to be assigned to perform the services.	35 Points	<u>30</u>
Experience in successfully managing projects, inclusive of similar projects accomplished or underway.	25 Points	<u>20</u>
Demonstrated ability to meet schedules, deadlines or reporting requirements. <i>detailed well</i>	10 Points	<u>10</u>
Total Points	100 Points	<u>85</u>

Evaluator Number: H

Name: Renee Borgia

Title: ASO

Renee Borgia
Signature of Evaluator

1/17
Date

Department of Mental Health and Substance Abuse
RFP Evaluations

Evaluators Attendance Sheet

RFP Title: **Program Management and Operational Services for
THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**

Date: _____

Evaluator 1:

Name: Annie Unpingco
Title: CASD Administrator
Organization: Department of Mental Health and Substance Abuse
Address: 790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Contact No.: 477-5338
Email: annie.unpingco@mail.dmhsa.guam.gov

Evaluator 2:

Name: Dr. Judith Avery
Title: Psychiatric Nurse Administrator
Organization: Department of Mental Health and Substance Abuse
Address: 790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Contact No.: 647-5350
Email: judith.avery@mail.dmsa.guam.gov

Evaluator 3:

Name: Mary Weakley
Title: Social Services Supervisor
Organization: Department of Mental Health and Substance Abuse
Address: 790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Contact No.: 647-5405
Email: mary.weakley@mail.dmhsa.guam.gov

Department of Mental Health and Substance Abuse
RFP Evaluations

Evaluators Attendance Sheet

RFP Title: **Program Management and Operational Services for
THERAPEUTIC GROUP HOME**
RFP Number: **DMHSA-014-08**

Date: _____

Evaluator 4:

Name: Rena K. Borja
Title: Administrative Services Officer
Organization: Department of Mental Health and Substance Abuse
Address: 790 Governor Carlos Camacho Road
Tamuning, Guam 96913

Contact No.: 647-5326
Email: rena.borja@mail.dmhsa.guam.gov

Evaluator 5:

Name: _____
Title: _____
Organization: _____
Address: _____

Contact No.: _____
Email: _____

CHECK LIST for CONTENTS OF THE PROPOSAL

FM2300 --160
received
12/31/07

RFP No. DMHSA-014-08

**Program Management and Operational Services for
THERAPEUTIC GROUP HOME**

Closed: November 26, 2007 @ 3:00pm

At a minimum, each proposal shall contain:

- Title Page should include; the name of the offeror, the location of the offeror's principal place of business.
- Table of Contents
- Background Summary
 - Description of the Organization
 - History of the Organization (to include the number of years the offeror has been in business and the average number of its employees (if any) over the past year)
 - Organizational Philosophy
 - Unique Characteristics
- A written plan that the offeror will undertake to accomplish the objectives of this project and the work described in the section III. Services Required.
- Skills and Experience
 - Proposed Services (a discussion of the program that the Consultant will undertake to accomplish the objectives of this project and the work described in the Scope of Work)
 - Target Population
- Facilities or Plans to Secure Facilities
- Personnel (be specific and include minimum qualifications of each staff)
 - Proposed Staff
 - Staff Qualifications (the abilities, minimum qualifications, experience and the role of the key persons that would be assigned to perform the services contained in Section III)
 - Provide an example of a typical staffing plan; shift schedule
 - Staff Training
 - Staff Supervision
 - Staff Evaluation
 - Organizational Chart
- Service Delivery
 - Describe methods to meet cultural and geographic needs
 - Describe interventions
 - Services Description and Implementation
 - Timely deliver of services to program; meeting of project timelines while managing current workload of the offeror

CHECK LIST for CONTENTS OF THE PROPOSAL

RFP No. DMHSA-014-08

Program Management and Operational Services for
THERAPEUTIC GROUP HOME

Closed: November 26, 2007 @ 3:00pm

- A list of other contracts under which services similar in scope, size, and discipline for the required services, which the offeror substantially performed or accomplished in the last five to ten years. The contracts described should only contain those services in section III. Services Required
- Letters, awards, or other forms of recognition that demonstrates confidence in the work performed by the Offeror
- Reporting System
 - Monthly progress reporting
 - Tracking of financial activity
 - Data capturing of project activity
 - Performance Measurers on completion of services contained in Section III
- Submission Form for Proposals Form A
- Proposal Signature Form B
- Proposal for Submitting All Licenses Form C
- Non-Collusion Affidavit Form D
- Disclosure Affidavit Form E

Official Opening

Date: 12/11/07

Time: 2pm

Proposer Name: Marc Zackheim

Address: _____

Proposal Opened by: Name: Rena Boorja

Title: ASD
Date: 12/11/07

- Witness:
1. Annie Lapinaco
 2. Judith Audrey
 3. Mary Weathers
 4. Rena Boorja
 5. _____

1. Annie Lapinaco
2. Judith Audrey
3. Mary Weathers
4. _____
5. _____

CHECK LIST for CONTENTS OF THE PROPOSAL

FM 2300-16
received
12/31/07

RFP No. DMHSA-014-08

**Program Management and Operational Services for
THERAPEUTIC GROUP HOME**

Closed: November 26, 2007 @ 3:00pm

At a minimum, each proposal shall contain:

- Title Page should include; the name of the offeror, the location of the offeror's principal place of business.
- Table of Contents
- Background Summary
 - Description of the Organization
 - History of the Organization (to include the number of years the offeror has been in business and the average number of its employees (if any) over the past year)
 - Organizational Philosophy
 - Unique Characteristics
- A written plan that the offeror will undertake to accomplish the objectives of this project and the work described in the section III. Services Required.
- Skills and Experience
 - Proposed Services (a discussion of the program that the Consultant will undertake to accomplish the objectives of this project and the work described in the Scope of Work)
 - Target Population
- Facilities or Plans to Secure Facilities
- Personnel (be specific and include minimum qualifications of each staff)
 - Proposed Staff
 - Staff Qualifications (the abilities, minimum qualifications, experience and the role of the key persons that would be assigned to perform the services contained in Section III)
 - Provide an example of a typical staffing plan; shift schedule
 - Staff Training
 - Staff Supervision
 - Staff Evaluation
 - Organizational Chart
- Service Delivery
 - Describe methods to meet cultural and geographic needs
 - Describe interventions
 - Services Description and Implementation
 - Timely deliver of services to program; meeting of project timelines while managing current workload of the offeror

CHECK LIST for CONTENTS OF THE PROPOSAL

RFP No. DMHSA-014-08

Program Management and Operational Services for
THERAPEUTIC GROUP HOME

Closed: November 26, 2007 @ 3:00pm

- A list of other contracts under which services similar in scope, size, and discipline for the required services, which the offeror substantially performed or accomplished in the last five to ten years. The contracts described should only contain those services in section III. Services Required
- Letters, awards, or other forms of recognition that demonstrates confidence in the work performed by the Offeror
- Reporting System
 - Monthly progress reporting
 - Tracking of financial activity
 - Data capturing of project activity
 - Performance Measurers on completion of services contained in Section III

Submission Form for Proposals Form A

Proposal Signature Form B

Proposal for Submitting All Licenses Form C

Non-Collusion Affidavit Form D

Disclosure Affidavit Form E

Official Opening

Date: 12/4/07

Time: 2:00pm

Proposer Name: Little Treatment Ctr

Address: _____

Proposal Opened by:

Name: Rena Bojia

Title: A&D

Date: 12/4/07

Witness:

1. Annie Leung
2. Judith Alvarez
3. Mary Weakley
4. Rena Bojia
5. _____

1. Annie Leung
2. Judith Alvarez
3. Mary Weakley
4. _____
5. _____

ASSOCIATES IN CLINICAL PSYCHOLOGY, P.C.

PLYMOUTH OFFICE

400 INDIANA AVENUE
PLYMOUTH, IN 46563
(574) 936-7790
FAX (574) 936-7794

24 HOUR SERVICE (630) 355-1433

POST OFFICE BOX 810
OR
POST OFFICE BOX 477
PLYMOUTH, IN 46563

THERAPEUTIC GROUP HOME

317 WEST MONROE STREET
PLYMOUTH, IN 46563
(574) 936-8004 • (574) 936-8168
FAX (574) 936-8225

ILLINOIS OFFICE
1801 SHORE ACRES ROAD
LAKE BLUFF, IL 60044
(630) 355-1433
FAX (847) 295-9841

TRANSITIONAL INDEPENDENT LIVING GROUP HOME

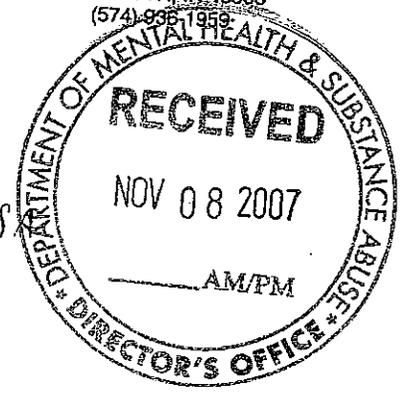
404 INDIANA AVENUE
PLYMOUTH, IN 46563
(574) 936-8610
FAX (574) 936-5510

TRANSITIONAL INDEPENDENT LIVING GROUP HOME

505 NORTH PLUM STREET
PLYMOUTH, IN 46563
(574) 936-1959

received
11/21/07

11/7/07



~~From~~ Go Dr Andrea Leiterson, DMHSA
from Dr Marc Leiterson, ACP

(JMS)

(671) 649 6948

My ~~File~~
Phone 847 295 9840

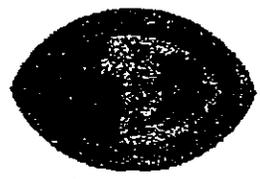
20 NOV 07

RENA:
PER ANDREA, SHE WANTED
ME TO GIVE THIS TO
YOU FOR YOUR FILE.

ALERI

DEPARTMENT OF REVENUE AND TAXATION
GOVERNMENT OF GUAM

FILE NO: F-2690



Certificate of Authority

This Certificate of Authority is hereby issued to:

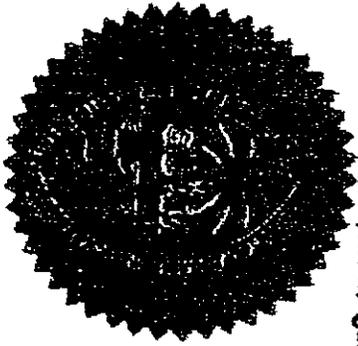
ASSOCIATES IN CLINICAL PSYCHOLOGY, P.C.

a corporation organized under the laws of the State of ILLINOIS, U.S.A. as a foreign corporation in Guam. This Certificate authorizes the foreign corporation to transact business in Guam, pursuant to Title 18, Guam Code Annotated, Section 7108 (a).

This Certificate of Authority does not relieve said corporation from the requirements of obtaining a Qualification License pursuant to Title 11, Guam Code Annotated, Business License Law.

IN WITNESS WHEREOF, I have subscribed my name officially and hereon impressed my Seal of Office, City of San Juan, Guam, 1989, on this 31st day of October, 2007.

Artemio B. Ilagan
ARTEMIO B. ILAGAN
Director of Revenue and Taxation



BOE disagrees with suspension of teachers' compensation plan

By Monica G. DeLeon
Daily News Staff

SAIPAN — The Board of Education yesterday expressed its disagreement with the Public Schools System's decision to temporarily suspend the pay raises for its teachers due to a funding problem.

BOE Chairman Roman Benavente and other board members reiterated their support for the new salary schedule for teachers and other PSS employees.

Board member Eric Plance Marañon, who urged the board to fulfill its commitment to

recommend the approval of funding needed for personnel and administrative assistance and a debt program.

"We have to remain true to our commitment, wherever we find the compensation plan and we have to live with that," she said. "This is something that

we need to seriously provide them because it's also away of getting more highly qualified teachers for our schools."

The board members said whether there is available money for the purpose or not, BOE and PSS will explore other ways to secure funding for the teachers' compensation plan.

They said they want to see an improvement in the school systems' relationship with the Legislature through a proactive approach.

Board member Benjamin S. Guerrero said PSS should honor its commitment made to

responding budget source from the CNMI government.

But because of the failure of the initial administration to restore the \$2 million it borrowed from the fiscal year 2006 of PSS, there is no funding for the pay hikes.

Yesterday, BOE disclosed that PSS is still short of personnel funding for its pay period 8, which board members hope will be addressed by the administration.

"What we want to see for our teachers is that they are treated with fairness to make sure that PSS will retain quality educators," Benavente said.

That's all we needed to hear from the board. A Association of Commonwealth Teachers' president Betty Miller said yesterday.

"We're very happy that the board is showing its commitment to our teachers," she said. "The compensation plan is something that is already in place and is expected to be in force."



Roman Benavente

MARICEL SORIANO ALBERT MARTINEZ
MERVILL SORIANO PING MEDINA ESTRELLA KUENLER

NOVEMBER 29, 2007

SMG FOX 7

Miller may be the new teacher rep

By Linda Rodriguez
Daily News Staff

SAIPAN — Betty Miller, president of the Association of Commonwealth Teachers' Education, is not the only candidate to be considered for the position of representative to BOE.

Miller, the acting vice principal of San Vicente Elementary School, will be a candidate in an election that will be held in the next few days.

Wednesday was the original deadline for the submission of candidates, and according to Miller, about 100 candidates

have been named. There is no election date yet, she said.

Most of the candidates have already indicated that they are ready to be considered for the position.

Miller said she is not a candidate, but she is a member of the BOE and is expected to be in the next few days.

Miller said she is not a candidate, but she is a member of the BOE and is expected to be in the next few days.

SMG FOX 7

PUBLIC NOTICE
REQUEST FOR PROPOSALS
PROGRAM MANAGEMENT AND OPERATIONAL SERVICES FOR THERAPEUTIC GROUP HOME PROGRAM
RFP NO. RFP/DMHSA/07-08

The Department of Mental Health and Substance Abuse (DMHSA) is soliciting proposals from qualified entities for individuals interested in providing for a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED), which includes Day Treatment Program and Crisis/Emergency Services.

RFP packages may be picked up at the Department of Mental Health and Substance Abuse (DMHSA) Office, located at 790 Governor Cambes Camacho Road, Tamuning, Guam 96913 Monday thru Friday excluding holidays between 9:00 a.m. and 4:00 p.m.; the deadline for receipt of proposals is no later than 3:00 p.m. Monday, November 26, 2007, Guam Standard Time. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

DMHSA shall have the right to reject all proposals of offers which have been submitted in response to this RFP, and/or cancel the RFP at any time if the Director determines such to be in the interest of DMHSA and/or in furtherance of or allowed by law and/or regulation and/or for whatever reason it may see fit.

For additional information and/or special accommodations, please contact the Director's Office at the Department of Mental Health and Substance Abuse by phone at (671) 637-5500 or by email at dmhsa@dmhsa.gu.

GENERAL SERVICES AGENCY
BID INVITATION
LEASE OF OFFICE SPACE
NOVEMBER 20, 2007
GENERAL SERVICES AGENCY, P.O. BOX 10005 SAIPAN

ANDREW W. DEPT. PSST
Account Officer

By C. Villa
Daily News Staff

SAIPA Court session of a man fluent in Spanish. Miguel sociate Castro vacate se An. And Nov. 1 the inf to \$30 all su days. An The Si 2006. insuf his c He of "e socia this phys thro of pe Ti insu sons bey And enci T the aga for H su sou his I the for cas I rot the



PUBLIC NOTICE
REQUEST FOR PROPOSALS
PROGRAM MANAGEMENT AND OPERATIONAL SERVICES FOR
THERAPEUTIC GROUP HOME PROGRAM
RFP No. RFP/DMHSA-014-08



The Department of Mental Health and Substance Abuse (DMHSA) is soliciting proposals from qualified entities or individuals interested in providing for a 24-hour Therapeutic Group Home to care for children/adolescents with Serious Emotional Disturbances (SED), which includes Day Treatment Program and Crisis/Emergency Services.

RFP packages may be picked up at the Department of Mental Health and Substance Abuse (DMHSA) Office located at 790 Governor Carlos G. Camacho Road, Tamuning, Guam 96913 Monday thru Friday excluding holidays between 8:00 a.m. and 5:00 p.m. The deadline for receipt of proposals is **no later than 3:00 pm, Monday, November 26, 2007**. Guam Standard Time. All proposals must be submitted to the attention of the Director, Department of Mental Health and Substance Abuse.

DMHSA shall have the right to reject all proposals or offers which have been submitted in response to this RFP, and/or cancel this RFP at any time. If the Director determines such to be in the interest of DMHSA and/or for whatever reason allowed by law and/or regulation and/or for whatever reason whatsoever.

For additional information and/or special accommodations, please contact the Director's Office at the Department of Mental Health and Substance Abuse by phone at (671) 647-5330 or by facsimile at (671) 649-6948.

/s/ ANDREA M. LEITHEISER, M.A., Ph.D.
 Acting Director

Rotary Clubs donate
dictionaries for students



First Lady Joan Camacho center, assisted by the presidents of all four Rotary Clubs of Guam, Assistant District Governor David Igliori from Saipan, Rotary District Governor Sakamoto and other Rotarians from Japan in presenting the dictionaries donated by the Rotary Clubs of Guam to Tamuning Elementary School third graders. The Rotary Clubs fund the project based on a study that children at this age are more likely to learn and retain new words. Photo courtesy of the First Lady's Office.

Guam Guard undergoes

WMD training

By Anna San Augustin
 Vaneu News Staff

Someone was living there
 and...