



Broward Behavioral Health Coalition, Inc.	
Policy Title: Agency Pre-Qualification	
Policy Number: BBHC.0087	Contract Section (s): Contract No. JH343
Effective Date: March 15, 2014	Last Review Date: August 26, 2024
Responsible Department: Administration	
<p>Approved by: Danica Mamby, Managing Director of Administration and Quality Improvement</p> <p>Signature: _____ <small>DocuSigned by: Danica Mamby</small> _____ Date: <u>8/26/2024</u> <small>7149EC975596488...</small></p> <p>Approved by: Silvia Quintana, Chief Executive Officer</p> <p>Signature: _____ <small>Signed by: Silvia Quintana</small> _____ Date: <u>8/26/2024</u> <small>D999499950A143C...</small></p>	

Policy - Broward Behavioral Health Coalition, Inc. (BBHC) must subcontract behavioral health services, funded by the State of Florida, in a way that affords open competition. BBHC invites applicants to join its Provider Network when a need is identified whereby interested entities may apply to provide substance abuse or mental health services, or both, to adults and youth (persons under the age of 18). BBHC may contract with for-profit organizations when specific services are not available from non-profit or governmental organizations.

Purpose:

This Policy establishes:

1. The process, requirements, and procedures for entities seeking to enter the BBHC Provider Network, the evaluation of applications, and the necessary minimum requirements.
2. This policy will also set forth BBHC's Pre-Qualification criteria and provide appropriate direction to BBHC staff and interested applicants in applying for pre-qualification to the Provider Network.

Roles and Responsibilities

BBHC:

1. Shall ensure equitable access to the BBHC Provider Network when a need is identified.

2. BBHC will establish a schedule for review of each application that includes time to review all submitted written materials and the opportunity to conduct the site visit and is consistent with the Calendar of Events posted in the solicitation for applications.
3. Shall appoint a Network Management Development Committee to review all applications for Pre-Qualification. The committee shall be comprised of a minimum of three (3) representatives each of whom will possess experience in at least one (1) of the following areas: public procurement and contract negotiation; 2) management of program development of behavioral health services; or 3) finance or accounting.
4. Shall provide sufficient oversight to ensure the Network Management Development Committee shall operate independent of outside influence and adhere to applicable policies and procedures.
5. Shall ensure adherence to the pre-qualification process and establish a Schedule of Events for any Pre-Qualification solicitation.
6. Shall review the written recommendations of the Network Management Development Committee which shall recommend each applicant to be found either 1) pre-Qualified; or 2) Declined.
7. Submit the recommendation to the BBHC Board of Directors for final approval.

Network Management Development Committee

1. Shall convene meetings in accordance with §§286.011 and 286.0113, Florida Statutes, as may be amended from time to time, to consider applications submitted in response to a BBHC Request for Applications (RFA)/ Request for Proposal (RFP)/Request for Letters of Interest (RLI).
2. Shall recommend each applicant to be found either 1) Pre-Qualified; or 2) Declined. This will be forwarded to the BBHC Management Team.

Appeals Panel

1. Shall receive and review all appeals to determine whether a procedural flaw was present in the application review process.
2. Shall offer a written final recommendation on application to the BBHC CEO.

BBHC's Provider Relations Department

1. Shall develop a file maintenance system for all approved applications for pre-qualification.

2. During the contract negotiation process between the provider and BBHC, the provider will be required to update application materials, as needed, prior to entering a contract with BBHC.
3. For those successful applicants who are recommended to be included within BBHC's provider network, BBHC will assist the applicant with meeting applicable accreditation standards, if the provider is not accredited at the time of Pre-Qualification, prior to being awarded a contract.

PROCEDURES

Application Elements

1. **Applications** for Pre-Qualification may be accepted in response to a Request for Applications, Request for Proposal, or Request for Letters of Interest during a BBHC open enrollment period listed in the applicable advertised solicitation.
2. Only a **timely, complete, and responsive application** for Pre-Qualification will be considered by the Network Management Development Committee. A complete application includes an answer for each item, the required supporting documentation and information submitted by the closing deadline posted in the solicitation. No exceptions will be considered or granted. By submission of the application for Pre-Qualification, each Applicant agrees, if awarded funding by BBHC, it will:
 - a. Adhere to the requirements contained in any future awarded BBHC contract;
 - b. Co-brand materials will be distributed and made available to its prospective, and admitted clients, as well as the general public;
 - c. Services provided will be evaluated by BBHC in accordance with the Performance Measures included in the BBHC subcontract; and
 - d. Understanding and agreement that successful applications for Pre-Qualifications are not a guarantee of contract or funding, and additional negotiation may be conducted by BBHC to determine the best value for BBHC and its clients.
3. **Required Documents** – The application of Pre-Qualification contains a list of questions and documents the applicant must complete as part of its response. For any question or document an Applicant determines to be "Not Applicable" the agency must submit a justification clearly explaining why the item is not applicable, or the submittal may be deemed incomplete and non-responsive. Items subsequently determined by the Network Development Committee to be applicable and for which the Applicant did not include the required submittal will result in the application being considered non-responsive. Additional documents may be required as contained in the solicitation.

4. E-Verify Registration and Use

- A. Pursuant to section 448.095, Florida Statutes, beginning January 1, 2021, Contractors shall register with and use the U.S. Department of Homeland Security's E-Verify system, <https://e-verify.uscis.dhs.gov/emp>. to verify the work authorization status of all Contractor employees hired on and after January 1, 2021.
- B. Subcontractors (i) Contractor shall also require all subcontractors performing work under this Agreement to use the E-Verify system for any employees they may hire during the term of this Agreement. (ii) Contractor shall obtain from all such subcontractors an affidavit stating the subcontractor does not employ, contract with, or subcontract with an unauthorized alien, as defined in section 448.095, Florida Statutes. (iii) Contractor shall provide a copy of all subcontractor affidavits to the City upon receipt and shall maintain a copy for the duration of the Agreement.
- C. Contractor must provide evidence of compliance with section 448.095, Florida Statutes. Evidence shall consist of an affidavit from the Contractor stating all employees hired on and after January 1, 2021, have had their work authorization status verified through the E-Verify system and a copy of their proof of registration in the E-Verify system.
- D. Failure to comply with this provision is a material breach of the Agreement and shall result in the immediate termination of the Agreement without penalty to the City. Contractor shall be liable for all costs incurred by the City to secure a replacement Agreement, including but not limited to, any increased costs for the same services, any costs due to delay, and rebidding costs, if applicable.

Application Process

BBHC may accept applications from entities interested in being included within the Provider Network when BBHC determines it needs to fill a void in the behavioral health service needs within the community. The review of applications consists of two (2) components: 1) Review of the *application for Pre-Qualification* and required documents as specified in this Policy and any subsequent solicitation; and 2) a site visit to the provider's place of business at which it will be providing contracted services to the community.

1. Review of Application for Pre-Qualification and Required Documents

The Network Management Development Committee will conduct a substantive review and assessment of the applicant's credentials and documentation to assess the applicant's administrative, fiscal, and programmatic policies and procedures; financial stability; current certification and accreditation status, licenses, corporate status, treatment outcomes, and recipient satisfaction that exemplifies a reasonable likelihood of its capacity to meet BBHC's contractual requirements and quality expectations throughout the term of any awarded contract.

If at any time during the review a finding is identified that may result in an applicant not being pre-qualified, the review may be immediately suspended or terminated at the discretion of the Network Management Development Committee. The application may be determined to be non-responsive on this basis.

Reviewers may: interview administrative and clinical staff, as well as consumers; validate the Administrative and Fiscal Self-Evaluation Form completed by the applicant; conduct a walk-through of applicant's facility; verify the information in the application; and determine compliance with rules and regulations applicable to the services, which the organization is requesting to be pre-qualified.

2. The Site Visit

- a. The Provider Relations Department, in collaboration with the Network Management Development Committee will conduct a site visit of Applicants' operations. BBHC may waive the Site Visit for current pre-Qualified members of the BBHC Provider Network who re-apply for Pre-Qualification.
- b. Applications will not be considered for those applicants who decline a site visit. The site visit will be scheduled by the Provider Relations Department and conducted after the close of the application period. Applicants will receive five (5) business days' notice of the date of the scheduled site visit.

Application Review

1. It is the responsibility of the Applicant to ensure its submission meets the posted deadlines and requirements. All applications are to be submitted as required in the applicable solicitation. Applications will be opened on the advertised date and thereafter reviewed for consideration following the posted deadline when a meeting of the Network Management Development Committee can be scheduled.
2. The Network Management Development Committee shall work independently and consider only the criteria established by BBHC in its solicitation for applications and applicable policies and procedures.
3. Provider Relations shall review each application for Pre-Qualification to determine its responsiveness in submitting the required materials.
4. Provider Relations shall return to the applicant any application submitted past the deadline or determined to be non-responsive within five (5) business days following the deadline. These applications will not be opened or considered.
5. Provider Relations shall forward each application for Pre-Qualification that contains the required elements to the Network Management Development Committee.

6. The Network Management Development Committee shall forward its written recommendations for each applicant to the BBHC Chief Executive Officer. The Committee shall offer one (1) of two (2) recommendations: Pre-Qualified or Declined.
7. Successful applications for Pre-Qualification deemed to be pre-Qualified will be valid for the length of the contract entered into with BBHC so long as the provider remains in good standing. BBHC reserves the right to void Pre-Qualification determination without cause.

Notice of Pre-Qualification

1. BBHC shall provide written notice of applicants accepted into the BBHC Provider Network through an electronic posting on the BBHC website (www.bbhcflorida.org) by the date posted in the solicitation of applications Calendar of Events.
2. Each successful applicant must provide written acceptance of its Pre-Qualification to BBHC's Management Team within thirty (30) calendar days of posting of notice on the BBHC website.
3. Unsuccessful applicants may submit a written appeal to BBHC.

REFERENCES:

BBHC Procurement Policy; State of Florida Pamphlet 155-2, 65 E-14 F.A.C. and in the Attachments and Exhibits of the BBHC Contract and Provider Contract Handbook.

ATTACHMENTS:

1. Application for Pre-Qualification
2. Administrative and Fiscal Self-Evaluation
3. Debarment/Suspension Statement
4. E-Verify Procurement Affidavit
5. Working Agreement for SSI/SSDI – SOAR Initiative
6. Certification of Prohibition of Lobbying
7. Civil Rights Compliance Form
8. Mandatory Assurances
9. CLAS Plan Information
10. Program Description
11. Controlling Interest Form (Applicable only to for-profit organizations)

DEFINITIONS:

REVISION LOG

REVISION	DATE
Transferred to a BBHC Policy	6/29/2020
Reviewed, no changes made	7/20/2021
Reviewed, no substantial changes made	7/28/2022
Added the E-Verify Procurement Affidavit verbiage and attachment	3/14/2023
Reviewed, grammatical changes made	8/4/2023
Format changes	8/26/2024

The Managing Director of Administration and Quality Improvement and Chief Executive Officer are responsible for all content in this policy.