



## **Request for Information for Drop-In Center to Serve Region 7E**

TO: Region 7E Providers that serve Chisago, Isanti, Mille Lacs, Kanabec and Pine Counties

FROM: Region 7E Adult Mental Health Initiative (AMHI) Governing Board

DATE: February 12, 2018

RE: Request for Information for development of a Drop-In Center serving Individuals with Serious and Persistent Mental Illness (SPMI) and/or Severe Mental Illness (SMI)

Region 7E Governing Board is soliciting information from qualified companies interested in developing a regional Drop-In Center service option that will offer services to those living in the Region including Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties.

The Region is interested in proposals for development of a drop-in center service:

- A center located, preferably in North Branch, MN that offers Drop-In Center services and/or
- A mobile drop in center option that will offer opportunities for consumers in each of the five counties within the region.

According to Merriam-Webster, the definition of a Drop-In Center *is an establishment designed to provide recreational, educational, or counseling services to a particular group.*

Drop-In centers can include but not be limited to group therapy and support, assist with accessing resources, employment assistance, meals and activities-socialization.

The Region has allocated \$50,000 for 2018 to assist with implementation of a program.

### **PROVIDER QUALIFICATIONS:**

- Serves and preferably is located within Region 7E.
- Staff, and/or company has the ability and required certifications to provide the services offered. Experience working with individuals living with a SPMI/SMI.



- Preference would be companies that offer or have knowledge and connections to the Community Support Programs, Adult Rehabilitative Mental Health Services (ARMHS), Supportive Employment, and mental health services.
- Knowledge and ability to use State prescribed reporting systems such as MHIS.

## **INSTRUCTIONS FOR RESPONDING TO THIS REQUEST FOR INFORMATION (RFI)**

Responses to this Request for Information should be prepared simply and economically, providing a straight forward and concise description of the respondent's interest and qualifications in offering the services identified above.

The Region 7E AMHI Governing Board will not be liable for any expenses incurred by the respondent in connection with the preparation or submittal of a response to the County. Please note, that responding to this RFI does not guarantee that your agency will be accepted, but only goes to confirm interest and eligibility. The Region 7E Governing Board reserves the right to reject any or all responses.

Please submit your response by **4:30pm, March 16, 2018**

1. A cover letter, which confirms that your agency meets the provider qualifications listed above.
2. A list of all Services your agency currently provides to individuals living with a mental illness.
3. Agency brochure(s).
4. An itemized budget outlining the estimated costs (annual costs and daily rate) the budget should also indicate anticipated hourly wages of staff.
5. A potential staffing pattern and estimated start of service.
6. Certificates of insurance outlining the coverage types and amounts carried by your agency.
7. The Provider Fact Sheet (attached).
8. Responses to the following questions, not to exceed one (1) single-sided page per question:
  - Outline your agency's **experience** working with adults with SPMI and or SMI .
  - Outline the **knowledge, skills, and abilities** of your agency's staff in working with the target population identified above.
  - Outline how your agency uses **person-centered thinking and planning** in providing service to clients.
  - Outline the **services/activities** that will be provided.
  - Outline the staff that will be working with the drop-in center, include agency staff, certifications, volunteers and partnerships with other community providers, if applicable.



**CONTACT INFORMATION:**

Selection will be based on the provider's demonstrated experience, knowledge and costs. Questions regarding the content of this request will be taken on an ongoing basis.

Questions can be sent to Natalie Matthewson at [nmatthewson@resourcetraining.com](mailto:nmatthewson@resourcetraining.com).

Please submit all responses and documentation via email, fax or mail by **4:30pm, March 16, 2018** to:

Natalie Matthewson, R7E AMHI Planner  
Resource Training & Solutions, Inc.  
[nmatthewson@resourcetraining.com](mailto:nmatthewson@resourcetraining.com).  
Phone: 320-266-4253  
Fax: 320-255-2998  
Address: 137 23<sup>rd</sup> St. South, Suite 201  
Sartell, MN 56377



**Region 7E AMHI**  
**PROVIDER FACT SHEET**

**Legal Name: (As registered with Secretary of State)**

**Doing Business As:**

**Corporate Headquarters Address:**

**Telephone:**

**Fax:**

**Contact Person:**

**Email:**

**Corporation type:**

For Profit     Non-Profit     Public

**Federal Tax ID#:**

**NPI #:**