



**Louisiana Department of Health
Office of Behavioral Health**

Request for Information (RFI)

For

**LICENSED ADULT RESIDENTIAL CARE FACILITY
“TRANSITIONAL HOUSING”**

RFI #LDH-RFI-OBH-TH

Due Date/Time: 06-03-2024/5:00P.M. (CST/CDT)

NOTE: This Request for Information (RFI) is solely for information and planning purposes and does not constitute a solicitation. This information will be reviewed and discussed by the state agency and may result in the advertisement of a formal and competitive Request for Proposal for any or all of the services included in the RFI.

Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a response to this RFI identified as such must be clearly marked and will be handled in accordance with the Louisiana Public Records Act, R.S. 44:1-44 and applicable rules and regulations. Any response marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

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1 GENERAL INFORMATION

1.1 Background

The mission of the Louisiana Department of Health (LDH) is to protect and promote health and to ensure access to medical, preventive, and rehabilitative services for all citizens of the State of Louisiana. The LDH is dedicated to fulfilling its mission through direct provision of quality services, the development and stimulation of services of others, and the utilization of available resources in the most effective manner.

The Office of Behavioral Health (OBH) under LDH has identified the ongoing support of residential facilities as a priority to allow individuals to live in a less restrictive environment and to move in the direction of recovery and independence. As indicated through various LDH priority projects, the Louisiana Legislature, adequate and appropriate community-based housing support services has been identified as a gap in services to individuals with serious mental illness.

OBH has been supporting transitional housing since 2010 providing match for a HUD grant on the grounds of Southeast Hospital in Louisiana. Once the HUD grant ended, OBH began fully funding the housing with a combination of State General Funds and a Mental Health Block Grant.

Louisiana Department of Health (LDH) / Office of Behavioral Health (OBH) has identified the ongoing support of residential facilities as a priority to allow individuals to live in a less restrictive environment and to move in the direction of recovery and independence. As indicated through various LDH priority projects, the Louisiana Legislature, adequate and appropriate community-based housing support services have been identified as a gap in services to individuals with serious mental illness.

The lack of adequate supportive transitional facilities negatively affects individuals experiencing serious mental illness and the community at large. Such individuals are at a higher risk for homelessness, re-institutionalize in hospitals, jails or prisons. Without adequate support, the community at large will see an increase in the homeless population and crime.

HUD reports that persons with severe mental illness represent about 26% of all sheltered homeless persons. The Point in Time report that there were 3,173 homeless citizens in Louisiana in 2020, 619 were severely mentally ill and 472 suffered from chronic substance use.

1.2 Purpose of RFI

The purpose of this RFI is to solicit proposal information from qualified potential responders that can provide a Licensed Adult Residential Care Facility (18 and over) location that will act as transitional housing for the Severely/Persistently Mentally Ill

(S/PMI) individuals with an array of services to those individuals discharging from facilities or accept referrals from all regions of the state, including State institutional care facilities, public and private hospitals, other state partners, community based service providers, legislators on behalf of constituents and family members.

1.3 Project Overview

A contract is necessary to provide services for a less restrictive housing option for the severe and persistent mentally ill individuals who are ready for discharge or those who are living in conditions not suitable for human habitation and require more supervision while gaining skills for successful independent living in the community; with support. The primary objectives for the transitional housing are:

- To provide safe housing with supervision.
- To promote the development of skills necessary to live, socialize, and be productive in the community.
- To prevent/decrease episodes of homelessness and hospital admissions (physical and behavioral health needs).
- To ultimately transition, the individuals to more independent housing when appropriate.

Attachment I details the overview of the project requirements inclusive of deliverables and desired results that LDH/OBH is considering.

2. ADMINISTRATIVE INFORMATION

2.1 RFI Coordinators

Requests for copies of the RFI must be directed to the RFI coordinators listed below:

Jacqueline Porter
Program Manger
628 N. 4th St.
Baton Rouge, LA 70802
Jacqueline.Porter@la.gov

Anna Watt
Program Manager
628 N. 4th St.
Baton Rouge, LA 70802
Anna.Watt@la.gov

The Request for Information will be posted on the LaPac website shown here <https://wwwcfprd.doa.louisiana.gov/osp/lapac/pubMain.cfm> and the Louisiana Department of Health at <https://ldh.la.gov/news/category/46>

2.2 Schedule of Events

Activity/Event	Date
Public notice of RFI	04/25/2024
Deadline for receipt of written inquiries	05/10/2024
Response to written inquiries	05/20/2024
Deadline for receipt of RFI	06/03/2024

LDH/OBH reserves the right to deviate from this Schedule of Events.

2.3 Response Content

2.3.1 Executive Summary

This section should serve to introduce the scope of the response. It should include administrative information including, at a minimum, responder's contact name and phone number, email address and any other pertinent contact information. This section should also include a summary of the responder's qualifications and ability and willingness to comply with the State's requirements.

2.3.2 Corporate Background and Experience

The responder should give a brief description of the company including a brief history, corporate structure, organization, and number of years in business. Responders should also describe their experience with projects of this type with other states or corporate/governmental entities of comparable size and diversity.

2.3.3 Approach and Methodology

The responder should provide approach and methodology recommended to accomplish the scope of services described in Attachment I. Best practices garnered from previous experience with this scope of services should be described. Provide a list of issues/concerns that were not taken into consideration in the Scope of Services described herein that you think is important for the agency to consider. Provide alternative solutions for accomplishing the project objectives, if applicable, and any other additional pertinent information.

2.3.4 Cost Estimate

Provide an estimate of total cost (inclusive of all project expenses). For information purposes, provide the total estimated number of hours, by classification, for project staff, the billing rate by classification, and an estimated percentage of the effort that will be completed by a subcontractor (if applicable).

2.4 Response Instructions

2.4.1. Response Submittal

Responders interested in providing information requested by this RFI must submit responses containing the information specified no later than the deadline for response to RFI as stated in the Schedule of Events.

The responses must be received by **electronic** copy only to Jacqueline.Porter@la.gov and Anna.Watt@la.gov on or before the date and time specified in the Schedule of Events. E-mail submissions are the only acceptable method of delivery. Fax, mail, and courier delivery shall not be acceptable, and will not receive additional consideration. Vendors should allow sufficient time to ensure receipt of their e-mailed proposal by the time specified in the Schedule of Events. State servers limit email sizes to 30MB uncompressed and 10MB encrypted. If vendor's email exceeds these sizes, it is the responsibility of the vendor to send multiple emails to avoid rejection and non-delivery.

Responses received after the deadline, corrupted files, and incomplete submissions (e.g. Partial submissions) will not be considered and will not be evaluated

2.5 Additional Instructions and Notifications to Responders

2.5.1 RFI Addenda/Cancellation

LDH/OBH reserves the right to revise any part of the RFI by issuing an addendum to the RFI at any time. Issuance of this RFI, or subsequent addendum, (if any) does not constitute a commitment by LDH/OBH to issue an RFP or any other process resulting in award of a contract of any type or form. In addition, LDH/OBH may cancel this informal process at any time, without penalty.

2.5.2 Ownership of Response

The materials submitted in response to this request shall become the property of LDH/OBH.

2.5.3 Cost of Preparation

LDH/OBH shall not be liable for any costs incurred by responders associated with developing the response, preparing for discussions (if any) or any other costs, incurred by the responder associated with this RFI.