



**STATE OF TENNESSEE  
DEPARTMENT OF INTELLECTUAL AND DEVELOPMENTAL DISABILITIES**

**REQUEST FOR INFORMATION  
FOR  
FORENSIC AND THERAPEUTIC STABILIZATION SERVICES**

**RFI # 34401-99386  
JUNE 8, 2023**

**1. STATEMENT OF PURPOSE:**

The State of Tennessee, Department of Intellectual and Developmental Disabilities issues this Request for Information ("RFI") for the purpose of gathering information about in-patient Forensic and Therapeutic Stabilization services. We appreciate your input and participation in this process.

**2. BACKGROUND:**

2.1. DIDD is requesting information from providers who would be able to provide a Forensic Admissions Unit ("FAU") and a separate Therapeutic Stabilization Program ("TSP"), both would be secured/locked units, for individuals with an intellectual and/or developmental disability. For individuals admitted to the FAU, they must be criminal defendants that are currently charged with a felony, have an intellectual disability, often having a co-occurring mental health diagnosis, who have been found to meet the statutory requirements for judicial commitment and court ordered to the FAU through the judicial process, and will require the defendant to receive inpatient competency training as a portion of their treatment program at the facility. For individuals admitted to the TSP, they must have an intellectual and/or developmental disability, often having a co-occurring mental health diagnosis, and need inpatient behavioral stabilization to achieve successful community re-integration. Length of stay in the TSP services program will be between 30-120 days. DIDD will work with the provider to establish admission/discharge guidelines surrounding both the FAU and TSP services programs. DIDD will further work with the provider to coordinate the provision of updates and reports to appropriate courts regarding individuals committed to the FAU.

2.2. The provider will need to administer individualized clinical treatment to stabilize and treat a behaviorally complex population in both programs in order to improve the overall quality of life of the individual and provide future steppingstones for community re-integration of the person supported in this facility. DIDD strives to treat people with the lowest amount of psychotropic medications necessary to manage psychiatric illness by using therapeutic and behavioral interventions, a supportive environment, vocational training/employment education, skills development, and optimal health/psychiatric diagnostic assessments. DIDD will be seeking to operate two distinct and separate secured/locked units: a four-bed court ordered forensic program, and four-bed therapeutic stabilization program, with the length of stay between 30-120 days, for people with intellectual and/or developmental disabilities who may also have a significant co-occurring behavioral/mental health diagnosis.

### 3. COMMUNICATIONS:

3.1. Please submit your response to this RFI to:

Eli T. Rousey

Contract Manager

Department of Intellectual and Developmental Disabilities

E-mail: [Eli.T.Rousey@tn.gov](mailto:Eli.T.Rousey@tn.gov)

3.2. Please feel free to contact the Department of Intellectual and Developmental Disabilities with any questions regarding this RFI. The main point of contact will be:

Eli T. Rousey

Contract Manager

Department of Intellectual and Developmental Disabilities

E-mail: [Eli.T.Rousey@tn.gov](mailto:Eli.T.Rousey@tn.gov)

3.3. Please reference RFI # 34401-99386 with all communications to this RFI.

3.4. A Virtual Pre-Response Conference will be held at the time and date detailed in the RFI § 4, Schedule of Events. Please contact the main point of contact, referenced in RFI § 3.2., to RSVP for the Pre-Response Conference. Only those that RSVP will receive the virtual link.

**4. RFI SCHEDULE OF EVENTS:**

EVENT		TIME (Central Time Zone)	DATE (all dates are State business days)
1.	RFI Issued		June 8, 2023
2.	Pre-Response Conference	2:00 PM	June 20, 2023
3.	RFI Response Deadline		July 7, 2023

**5. GENERAL INFORMATION:**

5.1. Please note that responding to this RFI is not a prerequisite for responding to any future solicitations related to this project and a response to this RFI will not create any contract rights. Responses to this RFI will become property of the State.

5.2. The information gathered during this RFI is part of an ongoing procurement. In order to prevent an unfair advantage among potential respondents, the RFI responses will not be available until after the completion of evaluation of any responses, proposals, or bids resulting from a Request for Qualifications, Request for Proposals, Invitation to Bid or other procurement method. In the event that the state chooses not to go further in the procurement process and responses are never evaluated, the responses to the procurement including the responses to the RFI, will be considered confidential by the State.

5.3. The State will not pay for any costs associated with responding to this RFI.

**6. INFORMATIONAL FORMS:**

The State is requesting the following information from all interested parties. Please fill out the following forms:

**TECHNICAL INFORMATIONAL FORM**

1. RESPONDENT LEGAL ENTITY NAME:

2. RESPONDENT CONTACT PERSON:

Name, Title:

Address:

Phone Number:

Email:

3. BRIEF DESCRIPTION OF EXPERIENCE PROVIDING SIMILAR SCOPE OF SERVICES/PRODUCTS

4. Please review the following requirements and provide responses or feedback based on your experience and likelihood to provide these services in Tennessee. Discuss opportunities as well as challenges with these requirements.

Items from Contract Provider

- Outline the type of facility needed to operate the secured/locked 8-bed FAU and TSP services programs and how the units will be separated
- Outline the plan to build, purchase or lease of a facility that will house the separate FAU and TSP services programs
- Outline the risk-active treatment program for both services
- Outline the appropriate skill development system for both programs
- Outline the total number and type (cage vans) of vehicles needed for transportation to outside medical appointments or community related activities
- Outline the admission/discharge procedures of both programs
- Outline the safety needs/features of the facility (e.g., Lexan, glass, door/lock types, furniture, use of restrictive procedures/timeout rooms, chemical restraint, fire safety sprinkler systems, etc.)
- Outline the service items for persons supported at the facility (e.g., providing meals, snacks, clothing, toiletries, towels, linens, laundry, cleaning supplies, etc.)
- Outline the Audio/video equipment needed in the facility
- Outline the Value Based funding needed for the facility

Staffing Requirements/Needs of Contract Provider

- Staff the facility to maintain safety of all parties at the facility.
- Provider to arrange staffing needed for clinical services of the facility (e.g., Psychologist, LPC-MHSP, SLP, OT, PT, Dietary, etc.).
- Provider to arrange contracting with a Psychiatrist, Primary Care Physician, Behavior Analyst and Registered Nurse for services needed at the facility.
- Provider to have adequate direct support staffing for serving 8 persons in the facility (e.g., Direct Support Professional (DSP), DSP Supervisors, etc.). Staff must be able to administer medication and complete/receive accreditation certification from NADD or other nationally accredited organizations.

- Provider to have adequate administrative staffing for serving 8 persons in the facility (e.g., Director, Program Coordinator, Security, Custodial, Administrative Assistant, etc.).

Guidance Items from Contract Provider and DIDD Needed

- Policy on crisis response inside the facility.
- Policy on visitation procedures and rights of persons supported in the facility.
- Policy on use of restrictive procedures, participation in Regional Human Rights Commission, and reporting requirements to DIDD about the use of mechanical restraints/physical holds in the facility.
- Policy on implementation and monitoring of treatment plans and treatment team meetings.
- Policy on admissions/discharges of the facility. TSP length of stay will be between 30-120 days.
- Policy on personal inventory items of persons admitted to the facility
- Licensing policy of the facility.

**COST INFORMATIONAL FORM**

1. Describe what pricing units you typically utilize for similar services or goods (e.g., per hour, each, etc.):

2. Describe the typical price range for similar services or goods

3. The State has a capacity of 8 beds available within the existing secured/locked Forensic Admissions Unit to support a 4-bed Forensic Admissions Services program and a 4-bed Therapeutic Stabilization Program. The State anticipates that the Forensic Admissions Unit and the Therapeutic Stabilization Program would be provided to approximately 15-20 individuals per year.

**ADDITIONAL CONSIDERATIONS**

1. Please provide input on alternative approaches or additional things to consider that might benefit the State: