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| **MONTCALM CARE NETWORK**  **611 North State Street, Stanton, MI 48888** | |
| SUBJECT: Procurement and Contracting | Section: 7123 |
| Effective Date: October 1, 1998 | Revised Date: October 24, 2017 |

Montcalm Care Network shall ensure that all procurement related to the purchase of administrative and clinical services be conducted fairly and in compliance with Michigan Department of Health & Human Services requirements as outlined in contractual agreements with the Michigan Department of Health & Human Services, Medicaid Provider Manual provisions and in compliance with regional authority expectations. Montcalm Care Network further ensures that all procurement activities will be conducted fairly and with appropriate attention to ensuring fair and economical prices, quality, and continuity of service or care. In the case of clinical services, consumer choice shall also be considered when possible. When necessary, this may include efforts to enroll providers not currently contracting with Montcalm Care Network. Contracts existing before or on the effective date of this policy shall be honored for the duration of the contract.

All contracts shall be written to ensure fair market or competitive cost for services and will include restrictions forbidding providers from billing consumers for costs beyond negotiated contract rates.

All contracts shall clearly identify responsibility in the area of Recipient Rights. All contracts shall clearly identify responsibility in the area of Compliance, (see policy #11,400) and outline other requirements for participation as a provider of services.

Montcalm Care Network ensures that all procurement activities are conducted in a manner that assures that potential providers or contractors are not discriminated against on the basis of race, color, religion or creed, national origin, sex, sexual orientation, gender identity or expression, age, marital status, veteran or military status, height, weight, protected disability, genetic information, or any other characteristic protected by applicable State or federal laws or regulations that is unrelated to the person’s ability to perform the contractual obligations.

1. In the case of purchased or contracted comprehensive administrative services, including automated data processing services, administrative services (ASO) or management services (MSO) related to managed care systems, procurement procedures shall utilize Request for Proposal (RFP) or Request for Quote (RFQ) processes.
2. In the case of purchased or contracted clinical services, procurement procedures shall include recruitment, RFQ, or RFP processes. The selection of the appropriate process shall be based on the availability of needed resources in the community, and the kind, quantity and quality of service needed. Recruitment processes (noncompetitive solicitation) may be utilized in the following situations:
   1. The service is available from a single known source or after solicitation of a number of sources, competition is determined to be inadequate.
   2. There is an emergent or urgent need to obtain the service based on community or client need, including the need to avoid interruptions in service delivery.
   3. The services involved are professional services of limited quantity and duration ($1,500 or less per service or per month), for a period not to exceed one (1) year.
   4. The services are unique, or the selection of the provider has been delegated to the consumer.
   5. The services are those of an existing residential service provider or other clinical provider where continuity of care concerns are paramount.