**Request for Qualification (RFQ) Policy**

# Policy:

It is the policy of South Florida Behavioral Health Network, Inc. (“SFBHN”) to provide opportunities for organizations to become qualified to provide behavioral health services.

# Purpose:

SFBHN promotes that organizations who have expertise and comply with the service, administrative, and fiscal requirements of SFBHN may be qualified to become a network provider.

# Procedure:

Every three (3) years, no later than September 30th, SFBHN will develop and initiate a Request for Qualifications (RFQ). The RFQ will be posted on the SFBHN website and notices are sent out via e-mail to all network providers, stakeholders and anyone who has requested to be added to the distribution list. The RFQ will request all information and documentation necessary to pre-qualify an agency to provide behavioral health services. The RFQ will also indicate that all existing providers who have a contract with SFBHN, by virtue of their contract, are automatically pre-qualified under the RFQ. The RFQ pre-qualification, when granted, may be for a period of time specified by the Executive Committee of SFBHN but under no circumstances will the pre-qualification be valid for less than six months or more than three years.

Responses for the RFQ will be evaluated within the dates and times specified in the RFQ, to determine if the agency is qualified to receive contracts with SFBHN. Once determined, and as specified in the RFQ, SFBHN will post a list identifying the pre- qualified agencies, the service(s) that they have qualified to provide, and this notification will specify the dates that the agency’s pre-qualification will be in effect. A list of all pre- qualified agencies will be submitted to the Department of Children and Families for review.

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