**Section 220.610 Case Coordination Unit Procurement**

a) Although the Department is not required to competitively bid purchase of care, which includes case management services, in order to maximize competition in procurement, case management services shall be procured through use of the Request for Proposal (RFP) process whenever possible.

1) The RFP process is a form of invitation to bid which the Department and the AAA shall use to obtain case management services to be provided by a Case Coordination Unit (CCU).

2) The RFP documents shall determine applicant interest in providing case management services in the opened geographic areas, explain the purpose for submittal of a proposal, outline the scope of the work, and solicit proposals from agencies for the funding of case management services to be provided by CCUs for the Department's Community Care Program and for the AAA.

3) If current case management service providers are in good standing and are the only respondents to the RFP process, the current case management service providers may submit noncompetitive renewal proposals, in order to retain current contractual service areas.

4) Good standing is defined as no imposition of contract action, as outlined in Section 240.1665, within two years from the date the selected geographic area is opened. Areas served by case management service providers who are not in good standing shall be opened for competitive procurement.

b) Case management services shall be procured by use of the following procurement cycle:

1) A county/service area will be opened in accordance with Sections 220.610 through 220.645 of this Part, at least once every six years, unless the Department, for purposes of administration, finds it necessary to suspend the procurement cycle. Such suspension shall also apply to emergency contracts executed under Section 220.655 of this Part.

2) The Department/AAA shall each offer a contract/grant for a one year period, with the option to extend the contract/grant for a maximum of five additional one year periods for a total of six years. Thus, a contractor may be issued a new contract/grant for a six year period.

3) Contractors will be notified of any change in the reimbursement amount that occurs during the period of the contract/grant.

c) All CCU procurement actions shall be advertised in accordance with procedures issued by the Department.

d) The AAA shall ensure that current contractors whose service areas are open for solicitation are notified of the RFP process.

(Source: Amended at 26 Ill. Reg. 9652, effective July 1, 2002)