**Section 220.630 Content of Case Coordination Unit Request For Proposal Documents**

a) A standard CCU Proposal, with instructions, and Guidelines shall be utilized by a AAA conducting a solicitation, or by the Department in the event that a particular AAA is unwilling or unable to conduct the procurement. Prior to the beginning of the procurement cycle, the standard CCU Proposal and Guidelines shall be developed jointly by the Department and AAAs, and shall be utilized by all AAAs.

b) The CCU Request for Proposal package shall include:

1) Proposal, which shall consist of the questions and required attachments to be completed by the applicant and returned to the AAA or the Department, as appropriate, for consideration and scoring. Proposal criteria shall include:

A) Experience in service provision, and

B) Commitments to meet or exceed Community Care Program and/or Title III minimum service requirements for:

i) Program management

ii) Service delivery

iii) Client issues

iv) Staffing, and

v) Training.

2) Guidelines, which shall contain necessary information to enable a prospective CCU to prepare a proposal.

c) Point values shall be assigned to each proposal criterion specified in subsection (b)(1) above. Points shall be awarded based upon the amount and type of applicant experience in service provision and the type and number of commitments to exceed minimum service requirements made by the applicant.

(Source: Amended at 22 Ill. Reg. 3426, effective February 1, 1998)