



SUMMIT POINTE POLICY AND PROCEDURE MANUAL

Section: Provider Network	Policy Name: Provider Network Procurement	Policy Number: 1.2.12	
Owner: Director of Provider Network	Applies To: <input checked="" type="checkbox"/> Summit Pointe Staff <input checked="" type="checkbox"/> Summit Pointe Contract Providers <input checked="" type="checkbox"/> Summit Pointe CCBHC Services <input checked="" type="checkbox"/> Summit Pointe CCBHC DCO Providers		
Approved By: <i>Jeanne Sooduck</i>			
Version Number: 1	Last Review Date: N/A	Revised Date: N/A	First Effective Date: 01/30/2026

I. **PURPOSE:**

To establish a uniform procurement process for services on behalf of Summit Pointe. To establish a bid review process for individuals and organizations that respond to a Request for Proposal.

II. **DEFINITIONS:** Refer to the “Summit Pointe Policy and Procedures Definitions Glossary.”

III. **POLICY:**

Summit Pointe shall utilize a procurement process to ensure that contracted network providers meet all requirements as outlined by the Department of Health and Human Services, are of high quality and to ensure fiscal responsibility.

IV. **PROCEDURE:**

Summit Pointe will utilize sound contracting practices to develop and manage a quality provider network with the composition, structure, capacity and characteristics necessary to ensure sufficient availability of providers and afford individuals the opportunity for choice and consideration.

Summit Pointe will acquire the services needed at fair rates, while assuring quality of care and when possible, preservation of existing service networks.

Potential providers must meet qualifications to provide the contracted services and meet requirements of Summit Pointe policy 1.2.4 Credentialing and Recredentialing and 3.3.3 Criminal History Screening and Excludable Convictions prior to contracting.

Summit Pointe shall not discriminate against:

- Applicants, bidders and/or contractors based on race, age, sex, religion, national origin, weight, sexual preference or marital status.
- Providers that serve high risk populations or specialized conditions that require costly treatment.

No employee, officer or agent shall participate in the selection, award or administration of a contract if a conflict of interest exists. (45 CFR Subtitle A Part 74.42.)

Summit Pointe will comply with federal regulations regarding the procurement of providers and programs for the service delivery system.

Summit Pointe is prohibited from contracting or employing providers who have been excluded from participating in Federal health care programs.



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Services will be procured using willing and qualified provider (open panel), competitive procurement/request for proposals, or a non-competitive procurement and or through the use of out of network providers.

Competitive Procurement/Request for Proposals (RFPs):

Competitive procurement will be used for services that require a single or limited number of providers. A formal process will be developed where Summit Pointe will publicize an RFP which will define the specific service to be procured. The RFP will include the qualifications of a potential provider and acceptance of an established rate or solicitation or a proposed rate. The RFP will be evaluated by a committee comprised of a combination of Summit Pointe staff, stakeholders, individuals served and advocates as appropriate to the RFP specifications. The proposal review process will include scoring proposals based on established criteria which include, but are not limited to:

- Evaluation of the applicant's ability to provide the service in accordance with the specifics in the RFP.
- Evaluation of the applicant's ability to provide the services at the agreed upon rates, and/or proposal of rates as requested in the RFP.
- Prior to contracting, Summit Pointe will conduct a site review if the provider is new to the network or review the results of the most recent site visit if the provider is currently participating in the network or delivering the service in another network.

Any willing and qualified provider (Open Panel):

Open Panels will be used for specialty services for a specified timeframe as circumstances require based on the service review process established for procuring programs and services. Open panels allow providers to submit proposals or applications on a rolling basis, which may be solicited or unsolicited by Summit Pointe. Any willing or qualified provider may be accepted to the panel after a review of their qualifications and credentials, their willingness to fulfill contract requirements and their ability to meet the rates set for that service. Summit Pointe will provide details for each open panel that defines the qualifications, review process and selection criteria. The application review process will include, but is not limited to:

- Evaluation of the applicant's ability to provide the service in accordance with the scope of service specifics provided by Summit Pointe.
- Evaluation of the applicant's ability to provide the services at the agreed upon rates. Prior to contracting, Summit Pointe will conduct a site review if the provider is new to the network or review the results of the most recent site visit if the provider is currently participating in the network or delivering the service in another network.

Selective Procurement:

Selective procurement will be used for services that require a single or limited number of providers where the priority is the continuity of services, price control and or volume/constrains on the service. The RFP will specify the service to be procured, qualifications of a potential provider and acceptance of an established rate or solicitation of a proposed rate. Proposals will be evaluated by a committee, and the proposal review process will include scoring proposals based on established selection criteria which include but are not limited to:

- Evaluation of the applicant's ability to provide the service in accordance with the specifics in the RFP.
- Evaluation of the applicant's ability to provide the services at the agreed upon rates, and/or proposal of rates as requested in the RFP.
- Contracts will be awarded to the best qualified applicants(s), who are not necessarily the lowest bidder. Contracts will be issued to only a sufficient number of bidders to ensure that the need has been met.



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If at any time the number of providers on a selective procurement panel is deemed inadequate to meet the need, the panel will be re-opened for applications.

Non-Competitive Procurement:

Non-competitive procurement may be used if one more of the following criteria:

- Only one responsible source will satisfy Summit Pointe's requirements.
- Unusual and compelling urgency. There is an emergency and the urgency for obtaining the service does not permit competitive procurement.
- The service is for a limited duration.
- Expert services and or unique qualifications.
- Selection of the service provider has been delegated to an individual under a self-determined arrangement.
- Pilot projects where efficiency and effectiveness are still being evaluated.
- An organization that is peer-run needs assistance in development.
- After solicitation of a number of sources, competition is determined to be inadequate.

Limited Appeal Review Process:

A limited review process will be in place for bidders that object to an award decision. This review will be limited to alleged violations of the procurement process and shall not address the qualitative review by the review teams. An organization that wishes to appeal against an award decision must identify alleged violations of the procurement process to which it objects, including the basis for the objections, and submit them in writing to the Compliance Director by the date specified in the RFP.

Summit Pointe shall post a current list of all open and closed panels on its website.

V. **REFERENCES:**

Summit Pointe Policy 1.2.4: Credentialing and Recredentialing
Summit Pointe Policy 3.3.3: Criminal History Screening and Excludable Convictions

VI. **ATTACHMENTS:**

None