



Contra Costa County Behavioral Health Services Request for Qualifications (RFQ) July 2019

I. General Instructions

Contra Costa Behavioral Health Services (CCBHS) is seeking **Requests for Qualifications** (RFQ) to contract with a qualified consultant and/or organization providing professional management and technical assistance services. Services provided will be to assist in the implementation of the Mental Health Services Act (MHSA). The scope of this RFQ is to 1) Facilitate monthly MHSA Consolidated Planning Advisory Workgroups (CPAW) and CPAW planning subcommittee meetings; 2) Assist in the MHSA Community Program Planning Process; 3) Facilitate MHSA Community Forums periodically throughout the calendar year and; 4) provide any other related duties as requested by the MHSA Program Chief, or designee.

Applicants responding to this RFQ will provide 1) a statement of qualifications; 2) a budget with a budget justification; and 3) a detailed resume and reference sheet. Additional details on the required submission are included below. The contract period will be from the contract signing until the end of the fiscal year June 30, 2020. The total amount available through the contract period is **not to exceed \$15,000**, and is to be based upon total anticipated actual expenses submitted by the winning bidder's budget. The contract will be cost-based, meaning that the County will provide monetary compensation for services provided. The County reserves the option to adjust the contract amount of the winning bidder due to fiscal and/or time constraints. The contract awarded will be based upon the successful experience of the applicant, the quality of their characteristics and qualifications, the outcome of the reference checks, and the cost effectiveness and efficiency of the submitted budget. Upon approval from the Behavioral Health Services Director, CCBHS will move directly to contract with the winning bidder.

(A).Format, Delivery and Due Date

Please provide one electronic copy, one signed original hard copy, PLUS five (5) additional hard copies of your application packet. Each hard copy must be clipped or stapled in the upper left corner (only) and clearly marked with the name and address of the individual or agency.

Additional specifications include:

- ✓ Written in Times New Roman in size 12 font
- ✓ 1" Margins on all sides
- ✓ Single-spaced pages
- ✓ All pages consecutively numbered
- ✓ Proposal follows the outline presented below

Proposals should be delivered to the following:

Warren Hayes
Mental Health Program Chief
Mental Health Services Act (MHSA)
1220 Morello Avenue, Suite 100
Martinez, CA 94553

A single, packaged set of all proposals and electronic submissions are due at the above address by **5:00pm on Monday, August 5, 2019**. The information contained in this RFQ is considered complete. Late proposals will not be accepted and will not be reviewed. There will be no exceptions. No faxes will be allowed.

In the order presented, submissions should include the following:

1. Statement of Qualification's cover page (see attached)
2. Details of the applicant or applicant organization who would be leading the committees, if awarded. (**2-page maximum**). Please describe the applicant or applicant organization's qualifications and successful experience relating to the requirements described herein. If the applicant is an organization, please include an organization profile, along with the resume or staff person proposed for the qualification.
3. A budget and budget justification outlining the expected cost.
4. Appendices that include the detailed resume of the applicant, and a list with contact information of individuals who can verify successful, relevant experience.

(B).Rules and Considerations

1. The cost of developing and submitting a proposal in response to this RFQ is the responsibility of the applicant and will not be reimbursed through any contracts resulting from this RFQ process.
2. BHS may issue an RFQ amendment to provide additional information or make changes or corrections. The amendment will be sent to all parties notified as well as posted on the Behavioral Health web page. BHS may extend the RFQ submission date if necessary to allow applicants additional time to consider such information and submit required data.
3. The RFQ may be cancelled in writing by BHS prior to award if the Board of Supervisors determines cancellation is in the best interest of the County.
4. The RFQ and any contract resulting from this process may be cancelled by the Board of Supervisors with a 30-day notice any time funding is unavailable.
5. Contracts awarded as a result of this RFQ are subject to pending appeals by other applicants. The award is subject to cancellation or modification by BHS in accordance with the resolution of any such protest.
6. Contractor will be required to participate, through the County, in state-mandated surveys and data collection efforts.
7. Selected contractor must adhere to Contra Costa County's contracting process, providing all information as requested by BHS. The selected contractor will also be informed of the County's insurance coverage requirements, where applicable, and the process for contract approval (where applicable) by the Board of Supervisors.

(C). Additional Information

This RFQ and all related forms and materials are available on-line at the BHS website at <http://cchealth.org/bhs>.

All RFQ submissions will be reviewed promptly and the goal is to announce either a selection or next steps by **5:00pm on Monday, August 19, 2019**.

Applicants who are not selected may appeal BHS's selection of awardee(s) within three (3) days of notification. Appeals must be addressed to the Director of Behavioral Health Services.

Appeals must be in writing and shall be limited to the following grounds:

- The county failed to follow the RFQ procedures, which affected the proposal scoring; and/or
- The RFQ evaluation criteria were not appropriately applied to the proposal.

The Director of Behavioral Health Services will respond to the appeal within two (2) days and the decision of the Behavioral Health Services Director will be final and not subject to further review.

II. Introduction

(A). About Behavioral Health Services – A Division of Contra Costa Health Services

The Behavioral Health Services Division of Contra Costa Health Services combines [Mental Health](#) and [Alcohol & Other Drugs \(AOD\)](#) into a single system of care. With increasing challenges in serving complex populations with multiple needs, this integration is a response to the growing desire to have improved consumer outcomes through a systems approach that emphasizes "any door is the right door," and that provides enhanced coordination and collaboration when caring for the "whole" individual.

The mission of Contra Costa Behavioral Health Services, in partnership with consumers, families, staff, and community-based agencies, is to provide welcoming, integrated services for mental health, substance abuse, homelessness and other needs that promotes wellness, recovery, and resiliency while respecting the complexity and diversity of the people we serve.

(B). Mental Health Services

Mental Health Services provides care to children, transition age youth, adults and older adults living in Contra Costa County. These services are provided through a system of care that includes county owned and operated clinics, community-based organizations, and a network of private providers.

Contra Costa children and adolescents are served by a County-wide system of care that includes mental health staff working in partnership with the Probation Department, Employment and Human Services Department, School Districts, and family members. Services for adults are provided to those with serious mental disabilities or those in acute crisis. Mental Health Services also includes a range of prevention programs oriented toward prevention of more serious mental health issues. The Contra Costa Mental Health Plan is the mental health care

provider for Medi-Cal beneficiaries and the uninsured.

(C). About Mental Health Services Act

In November 2004, California voters passed Proposition 63, the Mental Health Services (MHSA). The MHSA is intended to "transform the public mental health system." The goal of the Act is to create a state-of-the-art, culturally competent system promoting: wellness; recovery for adults and older adults with severe mental illness; and resiliency for children with serious emotional disorders and their families. With the advent of the integrated Behavioral Health Services Division described above and the onset of the federal Affordable Care Act, the MHSA funded community program planning process is a vital resource for assuring fidelity to the values contained in the Mental Health Services Act. The consultant leading the upcoming community forums needs to be aware of and include developments from these efforts into the planning process. To learn more about this County's MHSA, please visit the [MHSA site](#).

(D.) About the Consolidated Planning Advisory Workgroup

The [Consolidated Planning Advisory Workgroup \(CPAW\)](#) is a group of stakeholders that work together to provide input and make recommendations that help shape and continually improve the County's public mental health system. CPAW has appointed members compiled of clients, their loved ones, service providers, and people in the community and is open to anyone interested in public mental health. CPAW members share input to assist in the ongoing development and evaluation of the programs and plan elements that comprise the MHSA Three Year Program and Expenditure Plan (Three Year Plan) and the annual updates. The group also advises on the integration of the values and principles inherent in the MHSA into this County's public mental health system. Additionally, CPAW promotes transparency of efforts by sharing information with the stakeholder community.

III. Scope of Work

The purpose of this RFQ is to contract with an individual or organization that will provide professional consultation and technical assistance in the implementation of the MHSA in Contra Costa County. The contractor's primary role shall be to facilitate identified meetings in this County's Community Program Planning Process (CPPP) to include the monthly CPAW General Meeting, monthly CPAW Steering Committee and three annual MHSA Community Forums. The following services include:

- **Keeping values of the MHSA Community Program Planning Process-** As defined by the Mental Health Services Act, the CPPP aims to be a community collaboration effort that is client and family centered, culturally responsive, and promotes wellness, recovery, and resiliency; and allows for stakeholders to work together to share information and work towards mutual goals to provide integrated services.
- **Facilitation of Meeting Groups** – Effective facilitation of the agenda in the time allotted to inform the Behavioral Health Directors and stakeholders and work towards ongoing development and evaluation of public mental health services in this County by providing support during the CPAW General Meeting, CPAW Steering Committee and the MHSA Community Forums.

- **Community Engagement and Stakeholder Engagement-** Support BHS by keeping professional and courteous engagement, encouraging balanced participation, and becoming familiar with stakeholders while aiming to keep a neutral role.
- **Adhere to Brown Act** – Contractor shall be informed and comply with Brown Act governance as it relates to the CPPP.
- **HIPAA Requirements** – Contractor must comply with the applicable requirements and procedures established by the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and any modifications thereof.

As part of the RFQ process applicants are to construct a budget that meets the above specifications and does not exceed the contract payment limit that is listed on the cover page. The contractor will be fully accountable for proper use of funds.

IV. Guidelines

BHS is seeking to continue service delivery from a professional consultant to provide effective stakeholder facilitation in regards to the implementation of the Mental Health Services Act (MHSA) within Contra Costa County. This RFQ process seeks proposals which lead to support a portion of the Community Program Planning Process.

(A). Statement of Qualification’s Cover Page (must be completed and signed)

Complete the attached Cover Page (see attachment on final page of RFQ) and submit it with the RFQ. The applicant must include the contact information for the individual that will be assigned to perform service delivery under contract. The Cover Page should be signed by the Executive Director and Board President, or designee(s); if applicable.

(B). Applicant’s qualifications and experience (2-page maximum)

Describe the individual/ organization’s qualifications and experience in providing the services for which it is applying, to include behavioral health approaches utilized and successful outcomes achieved. On a separate attachment please attach up to three professional references which are able to attest to the experience of the applicant. This document will not be counted in the total page limit.

(C). Budget and Budget Narrative (1-page maximum)

Provide an all-inclusive hourly rate that includes stakeholder facilitation consultation, preparation time, travel costs and any documentation requirements. Please provide a narrative that describes the methodology by which the allocations were calculated.

It is recognized that over the course of fiscal year 2019-2020 contract adjustments and/or amendments may need to be made to ensure service needs and cost reimbursements are correctly aligned. In the budget narrative applicants are encouraged to provide an analysis of both potential financial shortfalls as well as opportunities to improve services with additional funding.

V. Method of Evaluation

(A). Initial Screening

Proposals will be screened for compliance, completeness and eligibility as they are received. To receive a score each proposal must meet all of the following criteria. A failure to meet any one of these criteria is subject to the proposal being disqualified. DISQUALIFIED SUBMISSIONS WILL NOT BE SCORED AND WILL NOT BE FURTHER CONSIDERED FOR THIS CONTRACT.

- a. Proposal was received by due date
- b. Statement of Qualification's Cover Page is completed and signed
- c. All sections outlined in the guidelines are addressed
- d. All sections are within page limit (excluding appendices)
- e. Appendices are included, labeled, and are complete

(B). Scoring of Proposal

An evaluation panel will score each proposal. Proposals with higher scores shall be given priority of interview scheduling. A maximum of 100 points is possible. Each area is detailed in the following scoring criteria:

- 1. Applicant Qualifications and Experience (30 Points)**
Degree to which the applicant has successful experience and expertise to deliver the services for which they are applying. In particular, address the applicant's ability to facilitate stakeholder meetings that include consumers, family members, and a culturally and linguistically diverse community.
- 2. Budget and Budget Narrative (30 Points)**
Degree to which the applicant has described a competitive all-inclusive hourly rate.
- 3. Applicant Interview (40 Points)**
Degree to which the applicant has articulated relevant personal and professional standards as it relates to the requirements described herein.

VI. Schedule of Important Due Dates

Important Dates	Due Date
Request for Qualifications Posted	Friday, June 28, 2019
RFQ Application Due by 5:00pm	Monday, August 5, 2019
Applicant Interviewed	Week of August 12, 2019
Notification of Selection	Monday, August 19, 2019
Appeal Deadline	Wednesday, August 21, 2019
Services Begin	Monday, October 1, 2019



Contra Costa Behavioral Health Services Statement of Qualifications

Name of Applicant: _____
Address: _____
Contact Name: _____
Title of Contact Person: _____
Contact Phone: _____
Email: _____
Website (if applicable): _____

Information of Individual to Provide Services (If other than Applicant)

Title: _____
Contact Phone: _____
Email: _____
Website (if applicable): _____

Signature(s) assure commitment to participate in this program if selected.

Applicant Signature: _____ Date _____

Type Name Here

Signature of Executive Director (if applicable) _____ Date _____

Type Name Here

Board President (if applicable) _____ Date _____

Type Name Here