I. General Instructions

Contra Costa County Behavioral Health Services (BHS) is seeking proposals from suitably qualified community-based providers to provide Mental Health Outpatient Specialty Services to Medi-Cal eligible children in Far East County. Applicants responding to this Request for Proposals (RFP) will provide their qualifications; description of their program and its location; timeline for implementing the project; and budget. The initial contract period for these funds is 14 months, beginning May 1, 2012 and running through June 30, 2013. All subsequent contracts will be 12-month contracts. The total amount available for the 14-month funding period is $585,000. Awards will be based upon the quality of the proposals, organizational capacity of the applicants and availability of funds.

A. Format, Delivery and Due Date

This RFP and all related forms and materials are available on-line at BHS’s website: http://cchealth.org/services/mental_health.

Please provide one electronic copy on CD, a signed original PLUS five (5) additional hard copies of your Proposal. Each hard copy must be clipped or stapled in the upper left corner (only) and clearly marked with the name and address of the lead agency. Additional specifications:

✓ Written in Times New Roman in size 12 font
✓ Margins 1” on all sides
✓ All pages consecutively numbered
✓ Original and copies printed on three-hole punched paper
✓ 10-page text limit for Narrative.
Proposals should be delivered to the following:
Suzanne Tavano, Ph.D, Acting Mental Health Director
Contra Costa Behavioral Health Services
1340 Arnold Drive, Suite 200
Martinez, CA 94553

A single, packaged set of all proposals and electronic submissions are due at the above address by 5pm on Friday, February 24, 2012. Postmarks on this date will not be accepted. Late expressions of interest will not be accepted and will not be reviewed. There will be no exceptions. No faxes or electronic submissions will be allowed.

In the order presented, submissions should include the following:
1. Cover Page (see attached)
2. A work plan narrative (10-page maximum) that clearly describes the services and supports that will be provided to the targeted children and their families. The narrative should also explain how the applicant will evaluate the effectiveness of their services. The narrative should describe the location of where the services will be provided.
3. A budget outlining the expected cost of the project, broken down by major cost categories (one page). The budget should include a justification (one page) and should be linked to the work plan narrative.
4. Details of the applicant who will be developing and implementing the innovative work plan (10-page maximum). Please describe the applicant’s qualifications relating to the requirements described herein. If the applicant is an individual, please include a detailed current resume. If the applicant is an agency, please include a corporate profile, along with the resume(s) of and/or job descriptions for staff proposed to implement and evaluate the work plan.

B. Mandatory Applicant Conference

All interested community-based providers must participate in a MANDATORY applicants’ conference on January 27, 2012 from 10 a.m. until 11:30 a.m. RSVP BY 5:00 P.M. ON January 25, 2012 to Judy.Pearl@hsd.cccounty.us. The conference will be located at:
Mental Health Administration
2425 Bisso Lane
First Floor Conference Room
Concord, CA 94520
C.  Rules and Considerations

- The cost of developing and submitting a proposal in response to this RFP is the responsibility of the applicants and will not be reimbursed through any contracts resulting from this RFP process or from any other county funds.
- BHS may issue an RFP amendment to provide additional data and/or make changes or corrections. The amendment will be sent to each applicant who attended the mandatory Applicants’ Conference. BHS may extend the RFP submission date if necessary to allow applicants adequate time to consider such information and submit required data.
- The RFP process may be cancelled in writing by BHS prior to award if the County Board of Supervisors determines cancellation is in the best interest of the County.
- The selected agency will be required to participate in data collection efforts, as requested by the County.

D.  Additional Information

BHS recognizes additional questions may arise after the Applicants’ Conference. In an effort to be fair to all applicants, additional questions after the Applicants’ Conference must be submitted in writing. Questions and answers will be disseminated via email to all submitters. Questions about the RFP should be submitted in writing via email to Helen Kearns at Helen.Kearns@hsd.cccounty.us. Please put the name of this RFP in the subject line.

All RFP submissions will be reviewed promptly and our goal is to announce either a selection or next steps by 5:00 p.m. on Friday, February 10, 2012.

Applicants who are not selected may appeal BHS’s selection of awardee(s) within 5 days of notification. Appeals must be addressed to Suzanne Tavano, Ph.D, Acting Director of Mental Health. Appeals must be in writing and shall be limited to the following grounds:

- The county failed to follow the RFP procedures, which affected the proposal scoring; and/or
- The RFP evaluation criteria were not appropriately applied to the proposal.
The Director of Mental Health will respond to the appeal within seven days and the decision of the Mental Health Director will be final and not subject to further review.

II. Introduction

A. About Contra Costa Mental Health

BHS is part of Contra Costa County Health Services (CCHS). The Mission of Contra Costa Health Services is to care for and improve the health of all people in Contra Costa County with special attention to those who are most vulnerable to health problems. BHS strives to create an effective, high quality integrated system to meet the needs of all residents of Contra Costa County.

BHS is guided by the following values:

- Wellness, Recovery and Resiliency
- Family-driven services for children
- Cultural competency embedded in program and service delivery design

Services provided by BHS’s community partners should reflect these same values.

III. RFP Guidelines

BHS recognizes low income children (0 to 18 years of age) and families living in Far East County, defined as the area east of Highway 160 and including the cities and towns of Brentwood, Discovery Bay, Knightsen, Bethel Island, Oakley and Byron, are an underserved population. As a result, BHS would like to contract with a community-based organization to provide mental health outpatient specialty services to children who have a history of repeated failure in learning environments including home, childcare, preschool and school. The children targeted by this work plan should meet medical service necessity requirements consistent with specialty mental health services and consistent with the California Welfare and Institutions Code 5600.3 and should be eligible to receive Medi-Cal. Priority within this population should go to children with one or more of the following risk factors: multiple foster care or family caregiver placements, limited English proficiency, high risk parents or community, populations whose cultural
differences have traditionally excluded them from mental health services, history of trauma, substance abuse, experience with the juvenile justice system, and/or experience with Psychiatric Emergency Services (PES).

Data collected through the 2010 Census shows, for three of the larger cities and towns of Far East County – Brentwood, Oakley and Byron – 66 percent of the population identifies as White, 8 percent as Asian/Pacific Islander, 7 percent as African American, 1 percent as Native American and 12 percent as Other. 30 percent of the population identifies as Latino. According to the American Community Survey 2008-2010, 40 percent of the foreign born population living in Brentwood and Oakley speak Spanish and speak English “less than well”. Another 13 percent of the foreign born population speak a language other than Spanish and speak English “less than well”. Therefore, over 50 percent of the foreign born population in Brentwood and Oakley speak English “less than well.

Given the racial, ethnic, cultural and linguistic diversity of the children and families of Far East County, services should be designed to meet the cultural and linguistic needs of the population in need of services. The contractor hired under this RFP must have strong capacities to provide culturally and linguistically competent services to all racial/ethnic groups speaking English and Spanish.

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A. Cover Page

1) Please complete the attached cover page (see attachment on final page of RFP) and submit with RFP.
B. Work Plan Narrative (10 page maximum, 40 points total)

1) Define the target population (include estimated number of individuals to be served, the location of the population, and, if appropriate, the race/ethnicity as well as language of the target population). (5 points)

2) Describe the service/s you will be providing. (10 points).

3) Describe your staffing for this project. Please describe the types and numbers of clinicians who will be providing the services. Note, clinicians should have caseloads of 20 to 25 clients. (5 points)

4) Describe your process for providing support for co-occurring mental health and substance use disorders. Describe your process for providing educational support. Note, supports and services can be provided by other agencies but you should describe your process(es) for referral around these issues. (5 points)

5) Describe the location where the service/s will be provided as well as why this location was chosen. (5 points)

6) Outline the timeframe within which the project will operate, including communicating results. (5 points)

7) Describe how the project will be reviewed and assessed. As appropriate, include measurement tools. (5 points)

C. Budget and Budget Justification (1 page each, 10 points total)

1) Include a budget outlining the expected cost of the project, broken down by major cost categories. The total amount available is $500,000 across all approved projects for the duration of the Work Plan. (5 points)

D. Characteristics and Qualifications of Applicant Agency (Contractor or County) (10 page maximum, 50 points total)

1) Write a narrative describing the characteristics and qualifications of the applicant who will be developing and implementing the project. Please describe the applicants qualifications relating to the requirements described herein. If the applicant is an individual, please include a
detailed current resume. If the applicant is an agency, please include a corporate profile, along with the resume(s) and/or job description of staff proposed to the project. Include a description of organizational capacity to serve the target population. Resumes and/or job descriptions can be submitted as appendices to the proposal **(20 points)**

- Eligible applicants may include but are not limited to governmental agencies, schools, school-based health and wellness centers, mobile health centers, community clinics, community-based agencies, faith-based organizations, and programs supporting the arts and other forms of creative self-expression.

- Applicants must demonstrate a history in working with children in the Greater Bay Area, particularly Contra Costa County, as well as demonstrating recognition and support from key supportive populations.

- **Additionally** this means they will:
  - Be currently engaged in the field of children’s mental health with a “systems of care” focus and values, and an understanding of non-judgmental, child-centered, family-focused, and have been engaged in programming for one year or more. **(5 points)**
  - Be experienced in working with the targeted support systems--families, peers, communities, service agencies and providers. **(5 points)**
  - Have an understanding of how social and economic factors contribute to the need for quality mental health services for some groups. This includes historical trauma, mistrust, violence, poverty, language capacity, lack of community-based resources, poor educational opportunities and differing cultural understandings of mental health. **(5 points)**
  - Have the ability to work successfully in racially/ethnically and culturally diverse settings and/or to collaborate with agencies with such experience. Bilingual services are desired. Have the ability to work successfully with youth of diverse sexual orientations and gender identities and/or to collaborate with agencies with such experience. Have the ability to act as a “cultural broker” for ethnic-specific populations and other culturally diverse populations. **(10 points)**
  - If not already certified, be willing to establish Medi-Cal certification. **(5 point)**
BHS is seeking to fund potential contractor’s with a track record of leadership in the community, and in developing and maintaining supportive relationships with the defined target population in the defined geographic area of the county (or whole county). This does not need to be mental health experience specifically.

IV. Method of Evaluation

A. Initial Screening

Interest Statements will be screened for compliance, completeness and eligibility as they are received. This is a pass/fail screening and failure to meet any one of the following criteria will result in a failing rating. FAILED SUBMISSIONS WILL NOT BE REVIEWED FURTHER.

1. Proposal was received by due date.
2. All sections of Proposal as outlined in RFP are included within specified page limits (Excluding Attachments).
3. Attachments are included and are complete.

B. Scoring of Proposal

A panel of RFP reviewers will score each proposal. A maximum of 100 points for each proposal is possible using the following scoring:

1. Work Plan Narrative 40 Points
2. Budget 10 Points
2. Applicant Qualifications 50 Points

In order to be considered for an award, the proposal must have a minimum score of 75 points. Based on overall scores, RFP reviewers will recommend an applicant to the Acting Mental Health Director for award approval. Note, the award of a contract is dependent upon final approval by the County Board of Supervisors.

Contra Costa County Mental Health Services
Response to Request for Proposals

Project Name: ____________________________________________________________

Cover Page
Name of Applicant or Agency: ____________________________________________
Address: _____________________________________________________________

Contact Name: _________________________________________________________
Title of Contact Person: _________________________________________________
Contact Phone/Email: ________________________________

Total Amount of Request: ________________________________

Applicant Agency Signature:
This signature assures commitment to participate in this program if selected.

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______________________________
Executive Director Type Name Here