I. General Instructions

Contra Costa Behavioral Health Services (CCBHS) is seeking Statements of Qualifications from suitably qualified community-based providers to apply for MediCal funds to implement Intensive Home Based Services (IHBS), a service component of the Katie A. Subclass. Katie A. is a statewide Settlement Agreement which seeks to improve safety and permanency for foster youth, interagency collaboration and overall system’s change. The California Department of Health Care Services (DHCS), the California Department of Social Services (CDSS), along with other interested Stakeholders developed a Core Practice Manual (CPM) that delineates the values and principles embodied in the Katie A. Agreement. As well, a MediCal Manual providing information concerning the provision of the three covered specialty mental health services (Intensive Care Coordination, Intensive Home Based Services, and Therapeutic Foster Care) for those children/youth who are members of the Katie A. Subclass.

This RFQ is for providing IHBS for eligible Katie A. subclass children and youth.

A Subclass of the Katie A. youth are eligible for IHBS mental health services who:

1) Have an open child welfare case,
2) Are full scope MediCal,
3) Meet medical necessity as indicated through a mental health assessment,
4) Are receiving or going to receive intensive specialty mental health services or specialized foster care,
5) Have had 3 or more placements in the last 24 months due to behavioral issues.

The objective of IHBS is to provide individualized, strength-based mental health rehabilitation to relieve mental health conditions that interfere with a child or youth’s functioning. Interventions are aimed at helping the Subclass youth, and their identified support network, to build and support skills necessary for successful functioning in the home and community.

It is strongly recommended that interested applicants obtain and read a copy of the Core Practice Manual and the MediCal Manual for Intensive Care Coordination (ICC), Intensive Home Based Services (IHBS), and Therapeutic Foster Care. (http://www.dhca.ca.gov/Pages/KatieAImplementation.aspx)

Applicants responding to this Request for Qualifications (RFQ) will provide the following: a statement of qualifications, a description of their organizational capacity, a budget, and an outline of service delivery including staffing and mode of delivery. The initial contract is for 18 months. Thereafter, the contract will be for 12 months. You must submit a budget for both an 18 month and a 12 month contract. Depending on contract performance, as indicated by the cost compared to benefit of the program, along with the availability of program funding, this contract may be renewed on an annual basis. The total amount available through the 18-month contract period of this project will be up to $1,125,000; thereafter
it will be $750,000. Please be clear and comprehensive in detailing your costs to provide this service. The contract payment limit is dependent upon the availability of funds.

CCBHS is hoping to receive strong proposals that allow for a single contract. Any contracts awarded will be based upon the quality of the Statements of Qualifications, organizational capacity of the applicants and availability of funds. Depending on the number and qualifications of RFQ applicants, CCBHS may, after receiving approval from the Mental Health Director, move directly to a contract negotiation phase with the selected applicant. Eligible applicants include public and not-for-profit organizations.

I (A). Format, Delivery and Due Date

This RFQ and all related forms and materials are available on-line at CCBHS’s webpage: http://cchealth.org/bhs/.

Please provide one electronic copy on CD, a signed original PLUS five (5) additional hard copies of your Statement of Qualifications. 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
- Single-spaced pages
- Margins 1” on all sides
- All pages consecutively numbered
- Statement of Qualifications follows the outline presented below
- Original and copies printed on three-hole punched paper
- 19-page text limit for Statement of Qualifications (this does not include the Cover Page or appendices).

Statements of Qualifications should be delivered to the following:

Vern Wallace, MFT
Children’s Mental Health Chief
Contra Costa Behavioral Health Administration
1340 Arnold Drive, Suite 200
Martinez, CA 94553
Phone: 925-957-5126

A single, packaged set of all Statements of Qualifications and electronic submissions are due at the above address by **5pm on Wednesday, October 30th, 2013**. Postmarks on this date will not be accepted. Late Statements of Qualifications will not be accepted and will not be reviewed. There will be no exceptions. No faxes or electronic submissions will be accepted.

In order presented, submissions shall include the following:

1. Cover Page (see attached)
2. Applicant’s agency characteristics and qualifications (5-page maximum)
3. Details of the applicant’s organizational capacity (2-page maximum), including a description of the agency’s experience providing mental health services
4. A budget outlining the expected cost providing IHBS, broken down by major cost categories (1-page). The budget should include a justification (1-page).
(Please see Section III, RFQ Guidelines, for more detailed information regarding the content and format of the Statement of Qualifications.)

I (B). Applicants’ Letter of Interest

There will not be a mandatory Bidder’s Conference; however, CCBHS realizes that questions may arise about this RFQ. Therefore, all interested agencies in applying to the RFQ must submit a Letter of Interest by Friday, October 11th, 2013 at 5 p.m. Those submitting a Letter of Interest are eligible to submit questions concerning the RFQ to: vern.wallace@hsd.cccounty.us. Questions and answers will be responded to all applicants who submit a Letter of Interest only. The final date for questions to be accepted is Friday, October 18, 2013.

I (C). Rules and Considerations

- The cost of developing and submitting a proposal in response to this RFQ is the responsibility of the applicants and will not be reimbursed through any contracts resulting from this RFQ process or from any other county funds.
- CCBHS may issue an RFQ amendment to provide additional data required and make changes or corrections. The amendment will be sent to each applicant who submitted a Letter of Interest. CCBHS may extend the RFQ submission date if necessary to allow applicants additional time to consider such information and submit required data.
- The RFQ may be cancelled in writing by CCBHS prior to award if the Board of Supervisors determines cancellation is in the best interest of the County.
- 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.
- Contracts awarded as a result of this RFQ are subject to pending appeals by other applicants.
- Contractor(s) will be required to participate, through the County, in state-mandated surveys and data collection efforts.
- Selected contractor(s) must adhere to Contra Costa County’s contracting process, providing all information as requested by CCBHS. Selected contractor(s) 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.

I (D). Additional Information

This RFQ and all forms and materials for submitting a Statement of Qualifications are available on the CCBHS: http://cchealth.org/bhs/.

All RFQ submissions will be reviewed promptly and our goal is to announce either a selection or next steps by 5:00 p.m. on Monday, November 11th, 2013.

Applicants who are not selected may appeal CCBHS’s RFQ selection within three business days of notification. Appeals must be addressed to the Director of Behavioral Health. 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 will respond to the appeal within two business days and the decision of the Behavioral Health Director will be final and not subject to further review.
II. Introduction

About Contra Costa Behavioral Health Services

The newly created Behavioral Health Services Division of Contra Costa Health Services combines Mental Health, Alcohol & Other Drugs and Homeless Program 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, 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.

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 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 MediCal beneficiaries and the uninsured.

Alcohol and Other Drug Services

The Alcohol and Other Drugs Services (AODS) "puts people first". The mission of AODS is to advocate for alcohol and drug free communities by promoting individual and family responsibility, hope, and self-sufficiency. The AODS System of Care is a planned, comprehensive approach for providing alcohol and other drug treatment and prevention services in Contra Costa County. The continuum of care benefits consumers and providers by combining administrative and clinical services in an integrated, coordinated system. The goal is to give consumers high-quality yet cost effective care in a timely manner.

Homeless Programs

The Contra Costa County Homeless Program's mission is to ensure an integrated system of care from prevention through intervention for homeless individuals and families within our community. We strive to accomplish this through the development of policies and practices, community involvement, advocacy, and the coordination of services that respect human dignity, strengthen partnerships, and maximize resources.

Contra Costa Health Services Homeless Program has helped to create a system of care that includes:
- Community Homeless Court Program
- Outreach services to encampments
- Information and referral services
- Multi-Service Centers that provide case management and support services
- Emergency shelter
- Transitional housing
- Permanent supportive housing for adults, youth, and families

Services are free of charge to homeless individuals.

III. RFQ Guidelines

Successful RFQ applicants will:

- Be a public or not-for-profit agency.
- Have experience providing mental health services to individuals and families experiencing mental illness, and/or other special needs populations, in the Greater Bay Area, particularly Contra Costa County.
- Have an understanding of the unique trauma related issues for foster care youth
- Have or will have a Contra Costa County business location
- Have the ability to work collaboratively with CCBHS and its partner agencies.

III (A). Cover Page

1) Please complete the attached cover page (see final page of RFQ) and submit with Statement of Qualifications.

III (B). Characteristics and Qualifications of Applicant Agency (5 page maximum, 55 points total)

1) Write a narrative describing the characteristics and qualifications of the applicant agency who will be providing IHBS to the Katie A. Subclass (20 points)

2) Describe your agency’s experience working with child welfare families or other significant caregivers in the community. (15 points)

3) Describe how you address cultural and linguistic competency in your current programming. Applicants should have the ability to work successfully in racially/ethnically diverse setting and/or to collaborate with agencies with such experience. Bilingual services are essential. Applicants should have the ability to work successfully with individuals of diverse sexual orientations and gender identities and/or to collaborate with agencies with such experience. (10 points)

4) Describe your experience working collaboratively with other partner agencies, including child welfare, mental health, probation, schools and other community agencies. (10 points)
CCBHS is seeking to potentially fund an agency with a track record of leadership in the community, and in developing and maintaining supportive relationships with the defined target population in Contra Costa County.

**III (C). Organizational Capacity (2 page maximum, 25 points total)**

1) Describe current agency staffing. Include the title, role and years of experience for each staff member. *(5 points)*

2) Describe program staffing and each staff member’s role and/or function in the project. Include the FTE for each staff member assigned to the project. *(10 points)*

3) Outline the timeframe within which the program will operate, including anticipated start date. *(5 points)*

4) Describe how the project will be reviewed and evaluated. Describe the outcomes of your existing programs. *(5 points)*

**III (D). Budget and Budget Justification (1 page each, 20 points total)**

1) Include a budget outlining the expected cost of the IHBS program, broken down by major cost categories. This budget should, as close as possible, detail your cost to provide this service. You must submit a budget for both the 18 month contract and the 12 month contract. You may submit a separate one page budget and budget justification for the initial 18 month contract and the subsequent 12 month contract period. *(15 points)*

2) Include a budget justification/narrative. *(5 points)*

**IV. Method of Evaluation**

**IV (A). Initial Screening**

Statements of Qualifications will be screened for compliance, completeness and eligibility as they are received. In order to receive a score, each Statement of Qualifications must meet all of the following criteria. A failure to meet any one of these criteria will cause the Statement of Qualifications to be disqualified. **DISQUALIFIED SUBMISSIONS WILL NOT BE SCORED AND WILL NOT BE FURTHER CONSIDERED FOR THIS CONTRACT.**

1. Statement of Qualifications was received by due date.
2. All sections of Statement of Qualifications as outlined in RFQ are included within page limit (Excluding Appendices).
3. Appendices are included and are complete.

**IV (B). Scoring of Statement of Qualifications**

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

1. Applicant Qualifications 55 Points
2. Organizational Capacity 25 Points
3. Budget 20 Points
In order to be considered for an award, the proposal must have a minimum score of 75 points. Based on overall scores, RFQ reviewers will recommend to the Mental Health Director the selected agency. Funding for program implementation will be contingent upon review and approval from the Behavioral Health Director.

V. Important Due Dates

<table>
<thead>
<tr>
<th>Important Dates</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Qualifications – Posted Online</td>
<td>Monday, September 30, 2013</td>
</tr>
<tr>
<td>Applicants’ Letters of Interest due</td>
<td>Friday, October 11, 2013</td>
</tr>
<tr>
<td>Final date questions will be accepted</td>
<td>Monday, October 18, 2013</td>
</tr>
<tr>
<td>RFQ Application Due Date</td>
<td>Wednesday, October 30, 2013</td>
</tr>
<tr>
<td>Awardee Announcement</td>
<td>Monday, November 11, 2013</td>
</tr>
</tbody>
</table>
Contra Costa Behavioral Health Services

Intensive Home Based Services:
Statement of Qualifications

Project Name: ____________________________________________

Cover Page

Name of Applicant Agency (or Fiscal Agent if one is utilized): ______________________________
_______________________________________________________________________________

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.

________________________________ ______________________________________
Executive Director    Type Name Here

________________________
Date