

## REQUEST FOR INTEREST (RFI) for Mental Health Services at Receiving Center

Contra Costa Behavioral Health Services (CCBHS) announces a **Request for Interest (RFI)** to determine the extent of interest from qualified agencies in providing mental health services at Transitional Shelter Care Centers that serve as Receiving Centers for minors entering foster care through Contra Costa Child and Family Services (CFS) and that are licensed to provide shelter care for minors for up to 72 hours.

CFS uses Receiving Centers for minors entering foster care before a more stable placement can be found or for foster youth experiencing change of placement. As entering foster care or change of placement is frequently associated with traumatic circumstances, most minors at a Receiving Center need mental health supports and crisis intervention at the site. The goal of this RFI is to identify a provider that can assess the mental health needs of these minors, offer therapeutic and behavioral supports and crisis intervention as needed.

This RFI does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. The County will not pay for any information or administrative costs incurred in responding to this RFI. Pending the results of this RFI, the County may negotiate a contract, post a contract solicitation, or take no further action.

### Profile of a Qualified Agency

Agencies who wish to respond to this RFI will be required to submit a Statement of Information (SOI) that details how they meet the following requirements:

1. Agency must have at least 5 years of experience as a provider of Specialty Mental Health Services in California to Medi-Cal eligible children and adolescents with acute mental health needs.
2. Agency must have knowledge of the Child Welfare system and experience providing mental health services and care coordination with young people experiencing foster care.
3. Agency must demonstrate knowledge of and experience providing trauma informed, culturally responsive mental health treatment along the crisis continuum of care in a residential setting to children and adolescents experiencing severe emotional disturbance and mental illness.



4. Agency should demonstrate connection to local communities and organizations in Contra Costa County, including local child serving systems (Education, Child Welfare, Probation, Regional Center, Behavioral Health).
5. Agency must demonstrate ability to retain staff and provide supportive supervision.
6. Agency must demonstrate experience with billing Medi-Cal and other insurance providers.
7. Agency must demonstrate knowledge of and ability to comply with Medi-Cal regulations, and ability to assure timely documentation and quality of services.

### **Statement of Information (SOI)**

The County is requesting a Statement of Information (SOI) from agencies that wish to respond to the RFI. The SOI must include the following components, and is not to exceed 12 pages, including any attachments:

1. **Introduction Letter** – The introduction letter must be on agency’s letterhead and include:
  - a. Agency’s full legal name
  - b. Type of entity (public/private, for profit/nonprofit)
  - c. Name and title of the individual authorized to make representations for the agency.
  - d. Agency’s mailing address
  - e. Contact individual’s name, telephone, and email address
2. **Agency’s Experience and Capabilities** – Agency should provide a summary of the agency’s qualification for providing mental health services at a Transitional Shelter Care Facilities or Receiving Centers, with emphasis on services to Medi-Cal eligible children and adolescents experiencing severe mental health conditions and acute mental health crises. Agency should describe the staffing pattern and its approach to trauma informed, culturally responsive crisis stabilization, treatment, and care coordination at a Receiving Center. Agency should describe its knowledge of local mental health resources and other supports relevant to social determinants of health. Agency should describe its connections and relationship to the local communities of and organizations in Contra Costa County, including interagency agency agreements and contracts with community-based organizations and county departments. Agency should describe its approach to supporting its staff in a highly dynamic and demanding environment.

### **Deadline for Submission of Statement of Interest**

In order to be considered as a Respondent for this RFI, interested parties must submit the completed Statement of Interest including requested documentation above, along with the Respondent’s email address and contact phone number to:



Contra Costa Behavioral Health Services  
Contracts Unit, Attention: Windy Taylor  
1340 Arnold Drive #200  
Martinez, CA 94553  
Telephone: (925) 957-5148  
Email: [Windy.Taylor@cchealth.org](mailto:Windy.Taylor@cchealth.org)  
Website: <https://cchealth.org/bhs/>

Submissions may be sent **via postal mail or e-mail only**. For email, attachments must be in MS Word, MS Excel, and/or pdf file format.

**Responses must be received no later than January 6, 2023.** Please note that responses will not be returned, and late deliveries will **NOT** be accepted.

### **Restriction and Disclosure**

**NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE AN RFP, RFSQ, OR NEGOTIATE A CONTRACT.**

This RFI does not constitute a solicitation for contracting and should not be construed as a RFP or a Request for Statement of Qualifications (RFSQ). All information received in response to this RFI shall become the property of Contra Costa County.

Any information deemed confidential or proprietary by the Respondent must be clearly marked and identified by the Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed.

Respondents should be aware that CCBHS is required by law to make its records available for public inspection and copying, with certain exceptions. (See California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

CCBHS will not notify Respondent of requests for release of information or that CCBHS released data unless CCBHS receives a request for information previously marked and identified by the Respondent as confidential or proprietary. If CCBHS receives a request for release of such previously marked and identified confidential or proprietary information, CCBHS will notify the Respondent of such request to allow the Respondent to challenge such request consistent with applicable law.

