

## REQUEST FOR PROPOSAL (RFP) FOR SCHOOL-BASED MENTAL HEALTH AT ANTIOCH UNIFIED SCHOOL DISTRICT

### I. General Instructions

With funding provided by a Mental Health Student Services Act (MHSSA) grant, Contra Costa Behavioral Health Services (CCBHS) is planning to expand school-based mental health services in Contra Costa. Contra Costa County Behavioral Health Services (CCCBHS), in partnership with Contra Costa County Office of Education (CCCOE), has identified the Antioch School District (AUSD) as an area of high need for added school-based mental health services. The target population for the expansion of mental health supports will be Medi-Cal eligible middle school-age students and their families meeting the criteria for Specialty Mental Health Services (SMHS).

The RFP will need to include a strong emphasis on establishing collaborative partnerships with AUSD, CCBHS, and CCCOE, and the newly established Wellness in Schools Program (WISP), as well as existing service providers. The applicant will need to incorporate services such as conducting assessments, evaluations, treatment planning, individual-, family-, and group therapy, to meet middle school students' needs and implement measures to track student's mental health outcomes.

Applicants responding to this RFP will provide information about their qualifications, the service model, program philosophy and approach, learning goals, objectives, and timeline for implementing the program. The RFP must include estimated number of clients served, budget, budget narrative, program evaluation, outcome measurements, along with the qualifications and license of the credentialed staff that will be implementing the program.

CCBHS, CCCOE, and AUSD are hoping to receive strong proposals. The total amount available for this RFP is \$430,000 annually over the life of the grant period (2021 to 2025). This amount includes a 50/50 split of grant funded local match dollars and Federal Financial Participation (FFP)/MediCal funding, on a fee-for-service (FFS) basis. However, funds will be dispersed in a contract, in accordance with the quality of proposals, the organizational capacity of the applicants, and the availability of funds.



## I (A). Format, Delivery and Due Date

This RFP and all related forms and materials are available online at CCBHS's webpage: <http://cchealth.org/bhs/>.

Please provide one RFP (1) electronic copy, sent via encrypted email, and send a portable USB flash drive, with all attachments, to [Windy.Taylor@cchealth.org](mailto:Windy.Taylor@cchealth.org). The portable USB flash drive can be delivered to the following address:

**Attn: Windy Taylor**  
**Mental Health Project Manager**  
Contra Costa Behavioral Health Administration  
1340 Arnold Drive, Suite 200  
Martinez, CA 94553  
Phone: 925-957-5148

A single, USB drive, along with the electronic submission, will be due at the above address by or before **4:00 p.m. on Friday December 10, 2021**. Postmarks on this date will not be accepted. Late submissions will not be accepted nor reviewed, no exceptions. Faxed submissions will not be accepted.

In the order presented, submissions shall include the following:

1. Cover Page (see attached).
2. A work plan narrative (*12-page maximum*) stating the agency's operational and service delivery model. This includes a description of how the applicant will establish collaborative partnerships with AUSD, CCCOE, and CCBHS staff and service providers. The workplan should provide details pertaining to how the agency plans to develop student outreach to promote mental health awareness and education, works with educational staff at assigned schools to identify students in need for individual-, family-, and group therapy, and assists in destigmatizing mental health needs. Please include a description of program oversight and management infrastructure that is sufficient to ensure quality and appropriateness of services. A description of how the applicant will evaluate the effectiveness of the program/model.
3. A budget (*3-page maximum*) outlining the expected cost of the project, broken down by major cost categories (1-page). The budget should include justification (2-pages) and should be linked to the work plan narrative.
4. Details of the applicant's qualifications relating to the requirements described herein, include successful experiences, if any, with providing Specialty Mental Health Services within a school-based setting. If the applicant is an agency, please include a corporate profile (*5-page maximum*).



5. Appendices should include the resume(s) and licenses of staff proposed to implement and evaluate the work plan (as well as other appendices listed on pages 8-9).

### **I (B). Applicants' Conference**

All interested community-based providers must participate in a **MANDATORY** applicants' conference on **Monday, November 29 at 10am**, via Zoom. **The conference will be limited to a maximum of 90 minutes.** A Zoom link will be provided by Wednesday, November 24, 2021.

### **I (C). Rules and Considerations**

- The cost of developing and submitting a submission 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.
- CCCBHS may issue an RFP amendment to provide additional data required and make changes or corrections. The amendment will be sent to each applicant who attended the mandatory Applicants' Conference. CCCBHS may extend the RFP submission date if necessary to allow applicants additional time to consider such information and submit required data.
- The RFP may be cancelled via email by CCCBHS, prior to award if the Board of Supervisors determines cancellation is in the best interest of the County.
- The RFP and any contract resulting from this process, may be cancelled by the Board of Supervisors with a 30-day notice, at any time funding is unavailable.
- Contracts awarded as a result of this RFP are subject to pending or perfected protests. The award is subject to cancellation or modification by CCCBHS in accordance with the resolution of any such protest.
- Contractor(s) (whether by County or contract) 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 CCCBHS. 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 RFP and all forms and materials for submitting a submission are available on the CCCBHS website: <http://cchealth.org/bhs/>.



Due to the abbreviated timeline of this RFP, no questions will be accepted **after** the mandatory bidder's conference. All questions and answers from the bidder's conference will be disseminated via email to all submitters as well as posted electronically on the BHS website. **The final questions and answers will be posted by Monday December 6, 2021. Application Due Date is December 15, 2021** RFP submissions will be reviewed promptly, the goal is to announce either a selection or next steps **by or before January 7, 2022.**

Applicants who are not selected may appeal CCCBHS's selection of awardee(s) within three (3) business days of the date of notification. Appeals must be addressed to the Director of Behavioral Health, Dr. Suzanne Tavano. Appeals must be in writing and shall be limited to the following grounds:

- The County failed to follow the RFP procedures, which affected the submission scoring; and/or
- The RFP evaluation criteria were not appropriately applied to the submission.

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

## II. Introduction

### II (A). About Contra Costa Behavioral Health Services

The Behavioral Health Services Division of Contra Costa Health Services combines [Behavioral Health](#) and [Alcohol and Other Drugs](#) 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 person. The mission of Contra Costa Behavioral Health, in partnership with consumers, families, staff, and community-based organizations (CBO), is to provide welcoming, integrated services for behavioral health, substance abuse, homelessness and other needs that promotes wellness, recovery, and resiliency while respecting the complexity and diversity of the people we serve.

## Behavioral Health Services

Behavioral Health Services (BHS) provides care to children, teens, transition age youth, adults, and older adults residing 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 Behavioral 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. Behavioral 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". AODS advocates 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.

### **II (B) WISP Grant Background-**

The Wellness in Schools Program (WISP) is funded by the Mental Health Student Services Act (MHSSA) grant program, the purpose of which is to foster enduring collaborations between County Offices of Education, school districts, and Behavioral Health Services throughout the State. Contra Costa was awarded the grant in 2021 and started planning for implementation in the spring of 2021, with a program start date of November 1, 2021. The WISP follows a 3-tiered approach to school based mental health. Tier 1 focuses on mental health outreach and education and targets 100% of students and educational staff. The goal of Tier 1 is to increase capacity of teachers and staff across all County school districts to identify and escalate behavioral health concerns. WISP will provide technical assistance to schools and districts on best practices for establishing school-based wellness centers. In Tier 2, WISP plans to help schools set up student mental health and parent support groups to provide supports for mild to moderate mental health needs. WISP will identify parent liaisons who can function as a link between parent community and schools/Behavioral Health. The goal of the second tier is to equip parents/caregivers and students alike with tools and proactively address emerging behavioral health concerns before they increase in severity. WISP will work with schools and districts on how to identify students who need more intensive supports. In Tier 3, WISP plans to help schools and students navigate pathways to more intensive treatment supports where needed, either to public sector (County BHS) or to private providers. Under the umbrella of CCCOE, WISP will be



powered by five WISP liaisons and one WISP program manager. Four liaisons will be assigned to one of four regions (East, West, Central, South) and one liaison will be dedicated to supporting youth involved in the foster care system. Liaisons will work closely with districts and schools in implementing the various aspects of WISP. WISP is steered by a governance group, which in turn will seek guidance by a School-based Mental Health Collaborative and a Student Mental Health Coalition. A portion of the grant will be used to build out Specialty Mental Health Services (SMHS) for Medi-Cal beneficiaries in areas of high need. CCCOE and CCBHS identified Antioch USD as an area of growing needs that faces shortages of mental health supports. This latter portion of the grant is subject of this RFP.

## **II (C). The Scope of Work**

The selected service provider, in collaboration with AUSD, and CCBHS, will be responsible for identifying the mental needs of students at selected middle schools at AUSD and providing comprehensive mental health treatment to Medi-Cal eligible students meeting medical necessity criteria for Specialty Mental Health Services (SMHS). The provider will assure timely access to needed services. The selected provider will provide school-based treatment to students, school- or homebased family therapy, and coordinate with educational staff and Care Teams the need for mental health and related social supports. In coordination with WISP, agency staff will support schools in developing an environment for students that is conducive to mental wellbeing. The selected provider recognizes that social factors, such as poverty, discrimination, child welfare involvement affects students' ability to participate successfully in education and negatively affects social/emotional functioning. The provider will work with AUSD, CCBHS, CCCOE, and WISP to support students with diverse racial, ethnic, and gender identities, and socio-economic needs, and link them to additional resources as needed. The selected agency must demonstrate familiarity with Medi-Cal programming and regulations, and a demonstrated capacity to provide school-based mental health services, depicted in the work plan, that not only address the behavioral health needs of these students, but are inclusive of cultural, linguistic, and socioeconomic considerations. The selected agency will identify and implement outcome measures to track program success and meet all grant- and mental health contract related reporting requirements.

## **III. RFP Guidelines**

Through this RFP process, CCBHS will collaborate with AUSD and CCOE in selecting a qualified applicant/CBO to operate mental health programs at designated AUSD schools. All applicants must be able to meet state requirements as well as have



knowledge of California Code Title 9 regulations and staffing patterns (Division 1, Chapter 3, Article 3.5).

The program/implementation is to be designed for middle-school age students with behavioral health needs, meeting the requirement for medical necessity, who are MediCal eligible and can benefit from services provided on the campus with additional mental health and supports.

### III (A). Cover Page

- 1) Please complete the attached cover page (see final page of RFP) and submit with RFP.

### III (B). Program Narrative (12 page maximum, 50 potential points total)

- 1) **Describe the operational and service delivery program.** We encourage submissions to consider use of evidence-based models and best practices, though are open to the inclusion of creative and innovative approaches for engaging students, promoting mental health wellness and education, plans to help the destigmatizing mental health needs, especially those students and families who have suffered difficulties and failure in previous academic experiences.

Respondents should address how they will provide services that will provide effective treatment interventions that will improve student's mental health and outcomes. The program model must include the following services:

- Individual Therapy
- Group Therapy, Social Skills Group
- Family Therapy
- Family Engagement
- Crisis Intervention (as needed)
- Plan Development
- Case Management
- Clinical Assessment and Evaluations
- Mental health community education and awareness
- Identifying intervention needs – tool(s)/plan
- Mental health screening mechanism plan

Additional components to address may include:

- Staff training, to include the comprehensive team of providers and instructional assistants
- Alignment with school-wide Positive Behavior Intervention and Supports programming



- Data collection on goal progress and student performance to guide intervention decisions
- Implementation of an evidence-based Social/Emotional program
- Behavior contracting for individuals and whole class
- Check-in/Check-out protocol
- Protocols for Conflict Resolution and use of Restorative Justice principles
- Development and monitoring of Behavior Plans
- Training for teachers/staff
- Mental health awareness communications
- Technical assistance to schools for Wellness Centers
- Establishing screening mechanism for identifying moderate-acute behavioral concerns
- Mental health support groups  
**(Potential points = 20)**

2) **Outline the timeframe** within which the program will operate, including anticipated start date and plans to transition mental health staff and supports into the classroom environment. **(Potential points = 5)**

3) **Describe program staffing** and each staff member's role and/or function in designing or supporting students in a classroom environment to help facilitate academic success, interpersonal success, personal growth, supporting students and families towards transformative wellness.  
**(Potential points = 5)**

4) **Training:** Include a description of any additional training your organization will provide or facilitate to program staff, teachers, and parent including screening and de-escalation, safety, crisis intervention, and cultural competency training.  
**(Potential points = 5)**

5) **Administrative Oversight and Quality Management:** Describe how the program will be monitored and evaluated for continuous quality management/improvement and how documentation and billing of Medi-Cal billable services will be accurately reported. Additionally, describe expectations for communication, including structures and strategies for supporting administrative collaboration, as well as documentation of compliance, including completion of Incident and Behavior Emergency Reports.  
**(Potential points = 5)**

6) **Evaluation:** Describe how the project will be reviewed and evaluated as well as how the applicant will include the perspectives of stakeholders in the review and evaluation. Provide a brief description of how you would measure program outcomes and provide ongoing reports to the CCBHS and AUSD. Focus should be given to tracking data related to identifying behavioral and mental health needs, to treatment outcomes, and navigation of access to related services.



As appropriate, include measurement tools. Explain how you will collect both qualitative (e.g., interviews, consumer focus groups, etc.) and quantitative (e.g., demographics, assessment scores, etc.) data in order to capture and document outcomes. If applicable, describe how you will measure fidelity to each of the evidence-based practices/programs you choose to implement.

**(Potential points = 5)**

7) As appendices to the Narrative (not included in page restriction) please supply the following:

**(Potential points = 5)**

- a. Program guidelines / rules
- b. Emergency plan (i.e., evacuation, catastrophic, natural disaster plan)
- c. Consumer crisis protocol (example: psychiatric or physical health emergency)
- d. Consumer intake and eligibility verification protocol
- e. Staffing pattern
- f. Staff safety plan
- g. Discharge planning policy
- h. Protocol for referring consumers to additional services and/or resources as needed
- i. Grievance procedure
- j. Sample reports and/or data reporting procedures

**III (C). Budget and Budget Narrative (3 page maximum, 20 potential points total)**

- 1) Include funding sources and uses within the budget, outlining the expected cost of the project, broken down by major cost categories of Personnel, Operating and Indirect Expenses. The maximum total amount available is \$430,000. Specifically, up to \$215,000 will be funded by Federal Financial Participation and \$215,000 from the WISP grant. **(Potential points = 10)**
- 2) Include a budget justification/narrative (2 pages). **(Potential points = 10)**

**III (D). Characteristics and Qualifications of Applicant Agency (5 page maximum, potential 30 points total)**

- 1) Write a narrative describing the characteristics and qualifications of the applicant agency(ies) who will be operating, managing, and overseeing the delivery of services. Please describe the applicants qualifications relating to the services described herein. In the appendices, please include a corporate profile, along with the resume(s) and/or job descriptions for staff proposed to manage and provide supportive services. Include a description of organizational capacity to serve the target population. If the applicant agency utilizes a fiscal agent, please



provide a corporate profile of the fiscal agent, a letter of support, and audited financial statements from the previous fiscal year. Copies of existing program licenses should also be included in the appendices. **(Potential points =10)**

- Eligible applicants may include but are not limited to community-based agencies, faith-based organizations, and for-profit agencies. Please provide the agencies' Tax Identification Number (TIN) or Employer Identification Number (EIN), if applicable.
- Applicants must demonstrate a history in working with individuals experiencing mental health crisis in the Greater Bay Area, particularly Contra Costa County, as well as demonstrating recognition and support from key supportive populations.

**Additionally**, this means applicants will:

- 2) Be currently engaged in programming serving individuals experiencing mental health crisis, or have the ability to do so, and have been engaged in programming for five years or more. **(Potential points =5)**
- 3) Be able to meet all state licensing requirements. **(Potential points =5)**
  - Understand Title 9 staffing patterns.
  - Have experience with Short-Doyle MediCal claim procedures.
  - Be able to meet MediCal licensing and reimbursement requirements.
- 4) Applicants must be able to demonstrate experience working as a coordinated team, and working collaboratively with not only mental health providers, but also target supported support systems—families, peers, educators, communities, caregivers, etc. Additional consideration will be provided to those organizations with a program proposal or service model that includes strategies to engage and promote parent involvement. **(Potential points = 5)**
- 5) Have the ability to work successfully in racially/ethnically diverse settings and/or to collaborate with agencies with such experience. Bilingual services are desired. Have the ability to work successfully with individuals of diverse sexual orientations and gender identities and/or to collaborate with agencies with such experience. **(Potential points = 5)**

#### **IV. Method of Evaluation**

##### **IV (A). Initial Screening**

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

1. Submission was received by due date.



2. All sections of Submission as outlined in RFP are included within page limit (excluding Appendices).
3. Appendices are included and are complete.

**IV (B). Scoring of Submission**

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

- |                             |               |
|-----------------------------|---------------|
| 1. Program Narrative        | 50 Points max |
| 2. Budget                   | 20 Points max |
| 3. Applicant Qualifications | 30 Points max |

In order to be considered for an award, the submission must have a **minimum score of 75 points**. Based on overall scores, RFP reviewers will recommend to the Health Services Department selection of the agency/ agencies/awardee(s) to develop and operate school-based mental health programming in Antioch Unified School District. Funding for program implementation will be contingent upon review and approval of the Behavioral Health Director.

**V. Important Due Dates**

Important Dates	Due Date
<b>Request for Proposals – Posted Online</b>	<b>11/8/2021</b>



<b>Applicants' ZOOM Conference – WISP, OCE, AUSD, &amp; CCBHS</b>	<b>Monday 11/29/2021 10am-11:30am</b>
<b>Final responses to questions submitted at applicants' conference posted</b>	<b>Before 4pm on 12/6/2021</b>
<b>RFP Application Due Date</b>	<b>By or before 4pm on 12/15/21</b>
<b>Awardee or Next Steps Announcement</b>	<b>01/07/2021</b>
<b>Anticipated contract process start date</b>	<b>Spring of 2022</b>

