February 14, 2012

To: All Potential Respondents to RFP for behavioral health services for children (0-5) and their mothers in licensed substance abuse treatment settings.

From: Vern Wallace, MFT
Child and Adolescent Program Chief
Contra Costa County Behavioral Health, Children’s Services
Contra Costa County Health Services Department

Re: REQUEST FOR PROPOSALS

Enclosed please find a complete copy of the Request for Proposals for behavioral health services for children (0-5) and their mothers in a licensed substance abuse treatment setting. Please note the following:

1) An Original and seven (7) copies of your proposal must be returned to:

Contra Costa County Behavioral Health Division
Vern Wallace, MFT
Child & Adolescent Program Chief
1340 Arnold Drive, Suite 200
Martinez, California 94553

2) Proposals must be received by 5:00 p.m. on February 29, 2012 (Wednesday). Any proposal received after that date and time will be returned to the sender unopened.

3) A Mandatory Bidders’ Conference will be held on February 17, 2012 (Friday).

   Time: 11:00 A.M.
   Location: First 5 Contra Costa
             1485 Enea Court, 2nd Flr.
             Concord, CA 94520
   RSVP: Judy Pearl – (925) 937-5126
         Judy.Pearl@hsd.cccounty.us
REQUEST FOR PROPOSALS

for

Behavioral Health Services for Children(0-5) and Mothers
In A Substance Abuse Treatment Setting

I. Purpose

This request issued by Contra Costa Behavioral Health in collaboration with First 5 Contra Costa is to contract with a community based organization collaborating with a substance abuse treatment setting and other interested parties to provide family centered behavioral health services to children (0-5) and their mothers.

A. Background

Contra Costa Health Services Department is integrating the Mental Health Division, the Alcohol and Other Drugs Division and the Homeless Programs into one division called Behavioral Health Services. The purpose is to provide quality service coordination for Contra Costa Families who suffer mental illness, substance abuse and homelessness. Many of our families who experience mental illness also struggle with substance abuse and sometimes become homeless. This is particularly traumatic for young children who often develop distressing emotional and behavioral symptoms. Understanding this, First 5 Contra Costa and Behavioral Health Services are seeking to fund a program in Contra Costa County based upon promising practices to address the needs of children (0-5) and their mothers in a substance abuse treatment setting.

B. Philosophy and Approach

We believe children develop best and should be raised in family settings whenever safely possible. Our goal with this project is to increase family reunification, decrease substance abuse, decrease child abuse, and promote mental health wellness by providing a range of treatment and supportive options that respects the family’s cultural needs and includes family participation in planning and decision-making.

Contra Costa County has long advocated for integrated values and principles in service delivery. These include: family/professional partnerships; cultural competence; evidence based or promising practices; community-based, individualized services; strengths-based service planning; and continuous quality improvement based on ongoing evaluation of programs and services.

Contra Costa County is guided by the following values, philosophies and approaches to resiliency:

- Holistic Approach: Services will be designed to support the whole child and the whole family so that the child can attain optimal development and resiliency, and the family can attain the level of functioning and self-sufficiency to support and sustain that well being.
This may include addressing the family needs of employment, education, spirituality, physical well-being, socialization, legal issues and other areas as desired. It may include educating and supporting caregivers and families to support and manage their child with special needs. Services will be child-centered, family focused and community-based. Services and supports will reflect family’s cultural values and needs to promote independence and personal growth.

- **Family Driven:** The programs will promote collaboration with and support of consumer and/or family operated supports and services. Consumers and families will use their personal experience to engage others.

- **Culturally Competent:** Services will be culturally responsive – adapting to the histories, beliefs, traditions, values and languages of diverse communities.

- **Grounded in the Community:** Promoting community involvement, mutual support relationships and increased self-reliance are goals of this RFP. Services are designed to support children and families as they become stronger. This includes exit strategies that help develop a network of support for each family linking them to their own specific/desired ethnic and cultural communities for connectedness and supports beyond this program.

**II. Target Population**

The target population for this project is Contra Costa children 0-5 years old, their mothers and families enrolled in a substance abuse treatment setting or being treated in an aftercare treatment program for up to 18 months. Specific programming and services must strengthen and maintain the relationship between mother and child as the key factor in healthy early childhood development.

**III. Program Elements**

The selected Contractor shall provide services including:
- Conducting an intake to determine the needs of the children and their mother
- Developing a child-parent treatment plan
- Developing a discharge and transition plan based upon re-assessment as needed
- Administering within 30 days a baseline ASQ3 and ASQ-SE screener. This screener will be administered every 3 months until the family exits services.
- Administering within 30 days a parenting scale [i.e., Child Abuse Potential Inventory (CAPI) or other parenting risk scale]. This scale will be administered at intake and discharge from the treatment setting.
- Administering within 30 days a First 5 Family Survey.
- Screening for parental depression within 30 days of intake.
- Providing mental health services including individual, family, children’s groups, parenting groups, case management and crisis intervention beginning on site and up to 18 months in aftercare.
• Use of evidence-based practices that enhance the parent-child relationship, increase parenting skills and support the child’s health and development.
• Coordinating and Collaborating with substance abuse treatment staff, Behavioral Health Services and First 5 Contra Costa.
• Addressing children’s developmental needs
• Providing services specific to the child/parent relationship.
• Knowledge and use of the DC0-3 diagnostic tool.

IV. Desired Program Outcomes

• Parents are actively engaged in their children’s learning and development
• Parents have knowledge, confidence and skills to nurture and support their children
• Children have access to appropriate health care
• Children are at reduced risk for abuse and trauma
• Children have relationships with caregivers that promote healthy attachment
• Children are less susceptible to the effects of traumatic or chronic
• Parents and children will receive the therapeutic interventions and supports they need to promote health, intact families.

Ideally, the Bidders are experienced in best practice behavioral health models (e.g., Circle Security) for this population. Bidders values should include a resiliency/strengths-based model; be comprised of a culturally diverse staff that reflects the target populations to be served; have the language capacities to serve target communities; and have sufficient experience to serve very young children and their families.

Bidders must partner with an organization with an existing contract through the Contra Costa Health Services Department to provide AOD treatment services.

Once the successful bidder is identified, Contra Costa Health Services and First 5 will convene meetings to further develop, problem-solve, and coordinate services for this project.

V. Funding Parameters

Funding for this project includes MediCal and First 5 Contra Costa.

The budget limit for this RFP is $550,000 of which up to $250,000 will be Medi-Cal reimbursement funds and up to $300,000 will be provided by First 5 Contra Costa.

Mental Health services will be reimbursed on a fee-for-service basis at the Standard Maximum Allowable (SMA) set by State of California for Medi-Cal eligible participants. First 5 Contra Costa will fund services for non-Medi-Cal services (i.e., flex fund) and for mental health services for non-Medi-Cal eligible clients.

Note: Determining the reimbursement rate is subject to changing State realignment and Federal regulations and will be fixed at the time of the contract.
Note: Funds may not be used to provide alcohol and other drug (AOD) treatments services except as allowed through MediCal regulations for dual diagnosis treatment.

VI. Evaluation

Contractors are expected to participate in Behavioral Health Services’ evaluations, data collection and surveys. Contractors are also expected to participate with First 5 Contra Costa to provide output and outcome data such as the number of referrals, assessment results, screening tool results, results of mental health services, discharge information, clients served and challenges providing services on a quarterly basis.

VII. Proposal Format and Content

A) The original and seven (7) copies of the proposal bound and clearly marked with the name and address of the organization submitting the bid.

B) Completion of the Funding Application Cover Sheet (Attachment A).

C) A Program Abstract section which should not exceed eight (10) double-spaced, typewritten pages. The abstract must contain all information necessary for reviewers to understand the project. The abstract should include the following:

1. Characteristics of Applicant, including:
   - Your Mission,
   - Uniqueness or specialization,
   - Years of service and experience providing programs/services,
   - Demonstrate expertise or relevant experience in providing the services proposed,
   - A copy of your most recent Audit (addendum),
   - Resume of Executive Director and key staff (addendum),
   - Board makeup and involvement (addendum organization chart).

2. Program Services and Staffing
   - A program description. The mode and method of treatment, expected length of treatment, time frame in which treatment will be developed and units of service (i.e., 3 hours individual, 5 hours family, etc. per client/per week) and the desired outcomes and goals.
   - Staff qualifications and responsibilities, including education, training and competency to work with the diverse clientele.
   - Cultural competency (the ability to work effectively in cross-cultural situations with a culturally diverse clientele and work force).
3. Budget
   • Staff and titles
   • Salary and benefits
   • Operational costs (rent, utilities, supplies, phones, travel, consultants, flex fund, etc.)
   • Administrative overhead
   • Detailed units of program services that supports program costs.

3. Program Time Line and Evaluation
   • Detail the implementation date and phase-in schedule including procedures and deadlines for the procurement of resources, hiring of staff and consultants, and initiation of program activities and services.
   • Identify potential barriers and solutions to implementing the program.

VIII. Time Line

RFP's Mailed to Prospective Bidders..................................................January 20, 2012
Bidders' Conference.................................................................January 31, 2012
Bidders' Conference.................................................................February 17, 2012
Proposals Due by 5:00 P.M......................................................February 29, 2012
Notification Proposal Review Outcome......................................March 9, 2012
Appeal Due by 5:00 P.M..........................................................March 16, 2012
Bidder Selection Final.............................................................March 19, 2012
Contract Begins.................................................................July 1, 2012

IX. Selection Process and Evaluation Criteria

Evaluation of the proposals will be made by a Review Committee. The evaluation criteria shall include, but not be limited to the following:
   • The extent to which proposed management and program staff have qualifications, expertise, and prior experience in working with the target population in the context of the approach identified in the proposal;
   • The adequacy of the proposal to meet the needs of the target population;
   • The extent to which the Respondent has anticipated and identified potential barriers to implementing the program and has proposed adequate solutions;
   • The ability to provide, report and evaluate all services indicated;
   • The cultural and linguistic competency of proposed services for the target populations;
   • The probability that the program goals can be met under the proposed budget;
• The evidence of professional business management and administrative skills including competency to manage key organizational functions such as fiscal and personnel matters and adherence to audit and program standards;
• The ability to start services in a timely manner;
• Experience providing MediCal services.

The proposal evaluation criteria are as follows:

<table>
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<tr>
<th>Item</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>1. Characteristics of Applicant</td>
<td>20 points</td>
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<tr>
<td>2. Program Services and Staffing</td>
<td>35 points</td>
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<td>3. Consistency with County Philosophy &amp; Collaboration</td>
<td>10 points</td>
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<td>4. Cultural Competency</td>
<td>10 points</td>
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<tr>
<td>5. Budget</td>
<td>25 points</td>
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Total Maximum Points 100

All proposals will be rated by a Review Committee.

Only respondents who have submitted a response in accordance with this RFP process may appeal the RFP process. 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.

Appeals should be addressed to Suzanne Tavano, Ph.D., and submitted to Contra Costa County Behavioral Health Services, 1340 Arnold Drive, Ste. 200, Martinez, CA, 94533.

The final decision will be made by the Mental Health Director in collaboration with First 5 Contra Costa.

BHSFF5-RFP
Request for Proposals
For
Behavioral Health Services

Funding Application Cover Sheet

Organization Name: ________________________________

Address: __________________________________________________________________________

City: ____________________________ California,  Zip: __________________

Telephone: ___________________________ Fax: __________________

Proposal Contact Person: ____________________________________________

Telephone: ___________________________

Applicant's Chief Executive Officer

Name: ________________________________

Signature: ___________________________ Date: __________________

President, Applicant's Board of Directors

Name: ________________________________

Signature: ___________________________ Date: __________________