



**Contra Costa Behavioral Health Services and Pittsburg Unified School District
Request for Proposals
Specialty Mental Health Services to Counseling Enriched Classrooms
September 2017**

I. General Instructions

The Pittsburg Unified School District (PUSD), with the support of Contra Costa Behavioral Health, is seeking a partnership to provide Educationally Related Mental Health Services (ERMHS) in the district's Counseling Enriched Special Day Classes (CEC).

The County and PUSD recognize the need to provide robust services to children and youth involved in the Counseling Enriched Classrooms. These youth typically have a history of significant trauma that may include abuse and sexual exploitation. As a result, CCBHS would like to use a blended funding model to serve and learn about: 1) CEC youth, and 2) what additional services and/or interventions are necessary to increase the likelihood of success for children and youth, to remain stable in an educational placement, current and in the future.

PUSD plans to address the emotional and behavioral issues that specifically arise in the classroom with a structured, intensive school-based program designed to address each student's mental health, emotional, and behavioral issues that create a barrier to effective learning. This CEC program will be designed for students who can benefit from participating in educational and extra-curricular activities provided on the campus with additional mental health and educational supports. This may include students who are transitioning back from non-public school (NPS) mental health programs, as well as students who, without CEC support, would rise to an NPS placement level. Applicants responding to this Request for Proposal (RFP) will provide: qualifications; service model and approach, learning goals, objectives and timeline for implementing the project; budget; and program evaluation and outcomes. The County will fund the implementation of the selected Work Plan through EPSDT MediCal and PUSD funds.

CCBHS and PUSD are hoping to receive strong proposals. An amount of \$968,000 is available through this RFP process. CCBHS does not guarantee, however, to award all funds reported here, as available. Awards will be based upon the quality of the proposals, organizational capacity of the applicants and 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 (1) electronic copy on CD or portable USB flash drive, one (1) signed original PLUS five (5) additional hard copies of your submission with appendices. 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

- ✓ Submissions follows the outline presented below
- ✓ Original and copies printed on three-hole punched paper
- ✓ 15-page text limit for submission (this does not include cover page and appendices).

Submissions should be delivered to the following:

Michelle Nobori
Mental Health Project Manager
Contra Costa Behavioral Health Administration
1340 Arnold Drive, Suite 200
Martinez, CA 94553
Phone: 925-957-5148

A single, packaged set of all printed and electronic submissions are due at the above address by **5:00 p.m. on Friday, September 29, 2017**. Postmarks on this date will not be accepted. Late submissions 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. A work plan narrative (*10-page maximum*) that states the agency's operational and service delivery model including a description of how the applicant will transition into providing services and work in concert with PUSD personnel to create a seamless transition for students; to include program oversight and sufficient management infrastructure to ensure quality and appropriateness of services; and a plan describing how the applicant will evaluate the program/model if it proves to be effective and indicators used to measure the effectiveness of the agency's model and program outcomes.
3. A budget (*2-page maximum*) outlining the expected cost of the project, broken down by major cost categories (1-page). The budget should include justification (1-page) and should be linked to the work plan narrative.
4. Details of the applicant's qualifications relating to the requirements described herein. Describe any successful experience, if any, with providing specialty mental health services within a school-based setting. If the applicant is an agency, please include a corporate profile. (*3-page maximum*)
5. Appendices that include the resume(s) of staff proposed to implement and evaluate the work plan (as well as other appendices listed on pages 6-7).

I (B). Applicants' Conference

All interested community-based providers must participate in a **MANDATORY** applicants' conference on **Friday, September 15, 2017 from 10:00 to 11:30 a.m.** Those planning to participate in the conference should **RSVP no later than 5 pm on Tuesday, September 12, 2017** to Judy.Pearl@hsd.cccounty.us. The conference will be located at:

Pittsburg School District Office
2000 Railroad Avenue
Pittsburg, 94565

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.
- CCBHS may issue a 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. CCBHS 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 in writing by CCBHS 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 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 CCBHS 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 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 RFP and all forms and materials for submitting a submission are available on the CCBHS 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 to the BHS website. **The final date questions and answers will be posted is Tuesday, September 26, 2017.**

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 Monday, October 9, 2017.**

Applicants who are not selected may appeal CCBHS's selection of awardee(s) within three (3) 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 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 and 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 Mental 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" 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". 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). About the Scope of Work

PUSD is responsible for providing CEC support to eligible children and youth, age five through 22 years old, who fit the criteria for the service need. Students participating in the CEC classrooms in PUSD come from diverse racial and ethnic groups with an overwhelming proportion of the youth from families with very low income. Poverty adds another layer of impediment to the students' ability to learn and exacerbates their social, emotional and behavioral problems. The CEC partner must demonstrate capacity to provide services that not only address the behavioral and academic needs of these students, but are inclusive of the cultural, linguistic and socioeconomic considerations for working with the priority population.

The students participating in CEC have serious mental health, behavioral and emotional difficulties that have resulted in more than one of the following:

- Significant impairments in major life activities, which may have become increasingly disabling over time and require frequent, supportive and intensive interventions to avoid removal from their school and/or home;
- Compromised ability to self-regulate and thrive in a contained or resourced classroom without intensive interventions;
- Slow academic progress due to behavior problems and lack of therapeutic support with concurrent high rate of disciplinary referrals for school-related incidents; and
- Difficulty with interpersonal relationships and require interventions at home and/or in the community.

PUSD will use this RFP to establish a new contract with a provider who will provide school-based CEC in five classrooms throughout PUSD. The potential service provider will consult regularly with school personnel to positively impact the overall school climate and culture to promote the social and emotional well-being of students. Service providers shall demonstrate their capability to form meaningful partnerships with school personnel and be cognizant of and adaptable to the cultures and processes within schools. The service provider must be able to meaningfully participate in Individualized Educational Plans (IEPs), and clinicians must also align treatment plans and subsequent interventions with IEP goals to support students' social, emotional and academic growth.

III. RFP Guidelines

Through this RFP process, CCBHS and PUSD will collaborate to select a qualified applicant to operate the CEC services. 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).

As stated earlier in this RFP, PUSD plans to address the emotional and behavioral issues that specifically arise in the classroom with a structured, intensive school-based program designed to address each student's mental health, emotional, and behavioral issues that create a barrier to effective learning. This CEC program will be designed for students who can benefit from participating in educational and extra-curricular activities provided on the campus with additional mental health and educational 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 (10 page maximum, 50 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, especially those 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 classroom dynamics, and allow educators to teach, which will then lead to effective student learning. The program model must include the following services:

- Individual Therapy
- Group Therapy, Social Skills Group
- Family Engagement
- Crisis Intervention (as needed)
- Plan Development

- Case Management
- Clinical Assessment and Evaluations

Additional components to address may include:

- Alignment with school-wide Positive Behavior Intervention and Supports programming
 - Classroom incentives such as: Individualized Point Sheets tied to student goals, Level System with appropriate rewards and privileges, Student Jobs, Token Economy
 - Data collection on goal progress and student performance to guide intervention decisions
 - Implementation of an evidence-based Social/Emotional curriculum
 - Behavior contracting for individuals and whole class
 - Check-in/Check-out protocol
 - Transition Planning and Mainstreaming Support including, but not limited to, collaboration with General Education staff, supervision of staff in non-CEC environments, etc.
 - Protocols for Conflict Resolution and use of Restorative Justice principles
 - Development and monitoring of Behavior Plans **(25 points)**
- 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. **(5 points)**
 - 3) Staffing: A Special Education teacher and an instructional aide, both provided by the local school district, combined with two mental health staff and a clinician will ideally make up the staffing composition of the CEC. Describe program staffing and each staff member's role and/or function in designing a classroom environment that facilitates academic success, interpersonal success and personal growth. Include a description of any additional training you will provide to program staff, including de-escalation, safety, crisis intervention, and cultural competency training. **(5 points)**
 - 4) 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 MediCal billable services will be accurately reported. Additionally, describe expectations for documentation compliance, including completion of Incident Reports and Behavior Emergency Reports. **(5 points)**
 - 5) 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. Focus should be given to tracking data related to student academic achievement, improved ability to self-regulate and use coping skills, frequent and severity of misbehavior, and improved engagement and attendance at school.

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. **(5 points)**
 - 6) As appendices to the Narrative (not included in page restriction) please supply the following: **(5 points)**
 - 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

III (C). Budget and Budget Justification (2 page maximum, 20 points total)

- 1) Include a sources and uses budget outlining the expected cost of the project, broken down by major cost categories. The maximum total amount available is \$968,000. Specifically, up to \$409,000 will be funded from EPSDT Federal Financial Participation with up to \$409,000 in matching realignment funds, and \$150,000 funded from PUSD. If applicable, provide a list of resources expected to be leveraged. **(10 points)**
- 2) Include a budget justification/narrative (2 pages). **(10 points)**

III (D). Characteristics and Qualifications of Applicant Agency (3 page maximum, 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. **(10 points)**
 - 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. **(5 points)**
- 3) Be able to meet all state licensing requirements. **(5 points)**
 - 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, providers, etc. **(5 points)**
- 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. **(5 points)**

IV. Method of Evaluation

IV (A). Initial Screening

Submissions will be screened for 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 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 |
| 2. Budget | 20 Points |
| 2. Applicant Qualifications | 30 Points |

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 *potentially* fund to develop and operate residential program. Funding for program implementation will be contingent upon review approval from the Behavioral Health Director.

V. Important Due Dates

| Important Dates | Due Date |
|---|-----------------------------|
| Request for Proposals – Posted Online | Tuesday September 5, 2017 |
| RSVP Deadline for attendance to MANDATORY applicant Conference | Tuesday, September 12, 2017 |
| Applicants’ Conference – PUSD offices - 2000 Railroad Ave., Pittsburg | Friday, September 15, 2017 |
| Final responses to questions submitted at applicants’ conference posted | Tuesday, September 26, 2017 |
| RFP Application Due Date | Friday, September 29, 2017 |
| Awardee or Next Steps Announcement | Monday, October 9, 2017 |
| Anticipated contract process start date | Friday, October 13, 2017 |

Contra Costa Behavioral Health Services
**Specialty Mental Health Services to Counseling Enriched
Classrooms
RFP Submission**

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