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Solano County Health & Social Services Behavioral Health Division

Request for Qualifications #2020-BH02: EARLY AND PERIODIC SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT) MENTAL HEALTH SERVICES FOR CHILDREN AGES 6-21

Issued: February 5, 2020

Applications due: March 4, 2020 5:00 PM PST

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1 SCOPE OF SERVICES AND PROGRAM APPLICATION

1.1 Overview

The Solano County Health and Social Services Department – Behavioral Health Division hereinafter referred to as the “County”, announces a Request for Qualifications (RFQ) from qualified organizations to administer and provide EPSDT Mental Health Services in Solano County. This RFQ is to address the mental health needs of Youth and Young Adults Ages 6-21 who are experiencing a mental health condition. This RFQ is funded by Solano County Health and Social Services and is projected to be, at minimum, a 3-year effort. Applicants will need to be certified to bill Short-Doyle Medi-Cal. Non-profit organizations, health care systems, for-profit organizations, educational institutions, and government entities are eligible to apply.

The resulting award will be to one or more organization/s, take the form of individual contract with the County, and is scheduled to begin as early as **July 1, 2020** through **June 30, 2023**. Funding is available annually through this RFQ in the form of contracts for the following services:

- Outpatient Counseling: \$500,000 – \$3,150,000
- Therapeutic Visitation Services (TVS): \$125,000

Award amounts are approximate and may change depending on several factors, including, but not limited to: funding availability, the number of vendors contracting with the County, contractor capacity, and the changing needs of the community and clients.

Although this is a multi-year solicitation, annual funding is contingent on (1) availability of funds and (2) meeting contractually-agreed-upon program outcomes.

1.2 Background

Solano County is the twentieth largest California County (as measured by population) with a total population of over 430,000. The county has seven incorporated cities including Fairfield (the county seat), Benicia, Vallejo, Vacaville, Suisun City, Rio Vista and Dixon. The majority of residents reside within these cities and the majority of County facilities are currently located in the incorporated areas. Solano County’s population is stable and/or growing, particularly in the northern portion of the county. The Behavioral Health Division of the Health and Social Services Department assists over 6,500 children, youth and adult beneficiaries each year who are experiencing a psychiatric crisis or who have significant mental and emotional disabilities. Services include therapy, case management, psychiatric assessments and medication, outpatient treatment, day treatment, intensive full-service partnership services, crisis intervention, and a range of community support services.

The EPSDT benefit provides comprehensive health coverage for all children under age 21 who are enrolled in Medicaid. Created in 1967 and required in every state, EPSDT finances a wide array of appropriate and necessary pediatric services. This benefit requirement includes children enrolled in a state’s Children’s Health Insurance Program (CHIP) through [Medicaid Expansion CHIP](#), but not those in separate, private CHIP health plans.

1.3 Description of Services

The Solano County Health and Social Services Department is seeking qualified behavioral health provider agencies (applicants) to enter into contract to provide EPSDT behavioral health services for youth and young adults ages 6-21 experiencing a mental health issues or an acute mental health crisis. These services include: Outpatient Counseling and Therapeutic Visitation Services (TVS).

Eligible applicants must be community minded, collaborative and client-centered. The applicants selected will deliver – in partnership with and Solano County Behavioral Health (SCBH), and other partners as applicable – a coordinated system of services which provides behavioral health assessments, treatment, case management and community linkage.

It is the applicant's responsibility to propose a complete document that explains in detail the applicant's offering. This proposed approach will be used as the basis for negotiating the final Scope of Work for inclusion in the Standard Contract. The Standard Contract also includes the terms and conditions required by the County.

The selected agency shall provide EPSDT services in Solano County for residents referred to the program by mental health providers, schools, law enforcement or other designated referring parties.

EPSDT services will be available during normal business hours; and extended and weekend hours as needed for specific scopes of work. EPSDT services shall include face-to-face delivery of services for beneficiaries. In order to help build rapport and a sense of trust and security, every effort should be made to serve youth in their homes or in the community when appropriate, as opposed to a clinical/office setting. The successful applicant – in consultation with County – will develop a referral system and mechanism to ensure timely service delivery.

Though Applicants are not necessarily limited to these services, core program services include that the applicant:

- A. Utilize evidence-based or promising best practice models to treat behavioral health beneficiaries;
- B. Collaborate with referring agencies and other collateral supports including family members;
- C. Initiate linkage and referrals to alternate community resources including mental health providers, medical services, substance use services, etc.;
- D. Use the County-provided forms or other County-approved documentation;
- E. Maintain documentation/charting according to County and industry standards and all documentation shall meet documentation standards set by the Mental Health Plan which adhere to Medi-Cal and Medicare requirements per Solano County Documentation Manual;
- F. Provide mental health services that are strengths-based, person-centered, safe, effective, timely and equitable; supported by family and the community; with an emphasis on promoting wellness and recovery.
- G. Ensure that direct clinical services are provided by licensed, registered or waived clinicians or trained support counselors.
- H. Supervise unlicensed staff in accordance with Medi-Cal and the applicable California State Board guidelines and regulations.
- I. Adhere to all relevant current and potential future Title IX regulations

Other mental health services and activities may be proposed. All services should be provided with an emphasis on promoting wellness and recovery and be tiered to the appropriate level of services based on risk factors.

Services following specific models and/or utilizing evidence-based practices are highly desired. Services should be linked to program goals and intended outcomes, including plans for how goals and outcomes will be measured. The use of validated instruments for determining if services are making a positive impact are also highly desired.

Applicants must demonstrate cultural and linguistic competence as outlined in the national [Culturally and Linguistically Appropriate Services \(CLAS\) standards](#). Submissions must include content that:

- A. ensures that the cultural and linguistic needs of county residents will be met including strategies to meet the needs of Spanish-speaking (Solano County threshold language) and Tagalog-speaking populations;
- B. ensures the provision of culturally appropriate services to lesbian, gay, bi-sexual, transgender, and questioning (LGBTQ) individuals; and
- C. includes a program staffing plan that exhibits the cultural diversity reflecting the community(ies) served.

1.4 SCOPE OF WORK

****All services provided must comply with all current and future requirements of [AB 403](#) and other related legislation comprising the California [Continuum of Care Reform](#) efforts****

OUTPATIENT COUNSELING

Program Description

Contractor will provide outpatient mental health services to youth and young adults 6-21 years of age that are eligible for the EPSDT Medi-Cal Program, to include foster youth that meet the criteria for Katie A. Settlement Agreement and AB 403. Children from other California Counties may only be seen by Contractor with prior Presumptive Transfer authorization from the County of origin.

General Counseling Services

Provide services based on a treatment plan developed cooperatively with the client. These may include the following services:

- A. Assessment
- B. Individual therapy
- C. Individual rehabilitation
- D. Group therapy
- E. Group rehabilitation
- F. Family therapy
- G. Collateral services
- H. Case management
- I. Plan Development
- J. Medication Management
- K. Crisis intervention

While providing Counseling services, Contractor agrees to:

- A. Observe all mandatory timeline regulations for outreach, scheduling, assessments, service delivery, and any other timelines prescribed by Solano County Quality Improvement and Title IX.
- B. Provide mental health services that are strengths-based, person-centered, safe, effective, timely and equitable, supported by friends, family, and the community; with an emphasis on promoting whole health, wellness and recovery.
- C. Ensure that service frequency is individualized and based upon best practices related to the need of each beneficiary and in accordance with the Solano County Mental Health Plan (MHP) level of care system.
- D. Make coordination of service care an integral part of service delivery which includes providing education and support to beneficiaries/family members as well as consulting with community partners including but not limited to: other behavioral health service providers; physical care providers; schools (if appropriate); etc.
- E. Maintain documentation/charting according to industry standards and strengths-based best practices. For all beneficiaries entered into the Solano County MHP electronic health record, Contractor shall adhere to documentation standards set forth by the MHP in accordance with Solano Behavioral Health trainings, practices and documentation manuals.
- F. Ensure that direct clinical services are provided by licensed, registered or waived clinicians or trained support counselors or peer specialists.
- G. Assessment activities and clinical treatment services (i.e., 1:1 therapy, family therapy, and group psychotherapy) can only be provided by licensed or registered clinicians.
- H. "Other Qualified Providers", such as mental health specialist level staff or peer specialists, or parent partners are authorized to bill for Medi-Cal reimbursable mental health services, such as targeted case management, rehabilitative services, collateral, or plan development.
- I. If Contractor employs staff with less education than a BA in a mental health or social work field, and less experience than 2 years in a mental health related field, the Contractor will provide and document training around any service activity for which the staff will be providing.
- J. Supervise unlicensed staff in accordance with Medi-Cal and the applicable California State Board guidelines and regulations.
- K. Utilize clinical outcome measures and level of care assignment tools prescribed by the County. Such measure and tools will remain in effect until County officially notifies Contractor of a change in practice. Contractor will work with County MHP Quality Improvement when implementing additional measures. County required measures include, but are not limited to:
 - a. Child and Adolescent Needs and Strengths (CANS) – Beneficiaries age 0-20
 - b. Pediatric Symptom Checklist (PSC-35) – Caregiver of beneficiaries 3-18
 - c. Additional or replacement measures as allowed or determined by the County MHP.
- L. Provide information (including brochures, postings in lobby, after-hours voicemail message, etc.) that communicates how mental health beneficiaries can access 24/7

services (e.g. crisis stabilization unit phone number and after-hours phone lines for full services partnerships) when medically necessary.

- M. All media related to services provided through contract and provided to the public must include a reference to the Solano County Board of Supervisors, Health and Social Services and include the County logo; any programs also funded by the Mental Health Services Act as the sponsors must also include the MHSA logo.
- N. Representatives from the Contractor organization must make efforts to attend the monthly local Mental Health Advisory Board meeting, and participate in the community planning stakeholder meetings, including those for the MHSA Annual Update or Three-Year Plan, planning for housing services, suicide prevention planning, etc.

Performance Measures

- A. At least 75% of clients will demonstrate either no measurable decline in any treatment objectives, or a measurable improvement in at least one treatment objective during each six (6) month CSP authorization period. Measurable improvement will be determined by a decrease in the CANS line-item cited in that objective.

*Additional Performance measures may be added during contract negotiation and will be based on information included in the proposals submitted.

Reporting Requirements

- A. At the end of each Quarter, Contractor will report the percentage of clients during the previous 3 months that have demonstrated measurable improvement in at least one treatment objective at their 6-month Client Service Plan Update. Measurable previous improvement will be determined by a decrease in the CANS score identified in that goal.
- B. At the end of each Quarter, Contractor will report the percentage of clients during the previous 3 months that have demonstrated a decline in at least one treatment objective at their 6-month Client Service Plan Update. Measurable decline will be determined by an increase in the CANS score identified in that goal.
 - a. Contractor will report quarterly the number of individuals served that are dependents in the foster care system.
 - b. Contractor will collect, compile and submit monthly agreed upon contract deliverables by the 15th of each month unless granted an extension by the County Contract Manager or designee and be responsible for the following:
 - c. Along with the monthly Vendor Claim, Contractor will provide a written summary that will include the following data from the previous month:
 - i. Number of unduplicated individuals served;
 - ii. Number of services provided per specific program activity;
 - iii. Unduplicated count of beneficiaries served in each program activity;
 - iv. Number of new individual admissions per month;
 - v. Number of individuals discharged per month;
 - vi. Duration of treatment for all clients discharged during the month, as measured from episode opening date to discharge date.

Reporting requirements may be expanded upon if any contract awarded includes Mental Health Services Act (MHSA) funding.

THERAPEUTIC VISITATION SERVICES

Program Description

The Therapeutic Visitation Services (TVS) program provides specialized services to children in foster care and their families. Therapeutic Visitation Services are designed to help parents and children who do not have permission to have unsupervised visits due to restrictions imparted by the Juvenile Court. Rather than eliminating contact between the parent and child, supervised visitation creates a one-on-one supportive setting where the relationship can safely continue and be strengthened until supervised visits are permitted. Families receive support from skilled clinicians to strengthen and repair their relationships.

The firm or agency will provide Therapeutic Visitation Services (TVS) to identified Solano County Child Welfare (CWS) youth under the EPSDT Medi-Cal Program. Clients must have full-scope Medi-Cal to qualify for services under this contract. These services will be provided to children who have been removed from their homes and are in the care of a Substitute Care Provider (SCP). All youth participating in this program shall be referred by Solano County CWS and authorized by a Solano County Mental Health (SCMH) designee. Contractor will provide services in Vallejo, Fairfield and Vacaville.

The goals of the TVS services are as follows:

- A. Strengthen parenting skills.
- B. Improve a child's mental health.
- C. Increase positive and effective communication patterns with the family.
- D. Help parents improve the parent-child relationship and increase the parental use of effective non-punitive parenting strategies.
- E. Increase the likelihood of successful reunification.

Families referred to the program shall meet the following criteria:

- A. Child must be in foster care and one child in the family must be within the ages of 6-21.
- B. Supervised visits must be recommended by CWS or the Juvenile Court.
- C. The youth must have an identified mental health need.
- D. The targeted family must have a case plan goal of reunification.
- E. If parent has a case plan goal of substance abuse treatment, they must be engaged in treatment within three (3) months of onset of TVS services for the service to continue.
- F. If there is a substantiated allegation of sexual abuse or an ongoing investigation, the offending or alleged offending parent may not participate in services. For cases that are NOT substantiated, a staffing will occur to determine if TVS services should proceed. Any exceptions to this criterion must be approved by the SCMH Designee on a case by case basis.

Contractor shall be responsible for the following:

- A. The treatment offered will be strength-based, which means that it will focus on the child-parent relationship for the purpose of enhancing effective communication and parent-child interaction, optimizing the child's development, improving family relationships and increasing their overall quality of life. The services will be delivered in a culturally

- competent manner so that the County's diverse client population will be able to be served in an appropriate fashion.
- B. Observe all mandatory timeline regulations for outreach, scheduling, assessments, service delivery, and any other timelines prescribed by Solano County Quality Improvement and Title IX.
 - C. Schedule an intake interview to assess the youth and his/her parent(s) for their appropriateness for TVS within seven 3-5 business days of receipt of County authorization.
 - D. Meet with the client and begin the initial assessment and service delivery within 10 business days of receipt of County authorization.
 - E. Contact the referring party and the SCMH Designee promptly if there are any issues that might delay the onset of services for more than 10 days after the referral has been received.
 - F. Consult with the applicable CWS case manager to verify the information surrounding the case prior to deciding if a case is not appropriate for TVS.
 - G. Refer clients deemed not appropriate for TVS back to CWS for CWS to arrange alternate visitation services.
 - H. Work with the SCP, parent(s) and CWS social worker to coordinate the service schedule.
 - I. Provide transportation to visits when the CWS social worker and the SCP cannot provide transportation.
 - J. Make every reasonable effort to assure the safety and welfare of the child during visitation.
 - K. Provide the assigned case manager with a monthly summary of activities that occurred during the visitation that includes at least the following information:
 - L. Actions taken by agency, including any interruptions, terminations of a visit and reasons for these actions.
 - M. A description of the child's response to the visit.
 - N. Parent training provided.
 - O. An account of critical incidents, including physical and/or verbal altercations and threats.
 - P. Any failure to comply with the terms and conditions of the visit.
 - Q. Provide the service in the language spoken by the child and the parent.
 - R. Be familiar with the families' CWS case plan and visitation order.
 - S. Provide visits at the frequency and duration ordered by the Court, unless the frequency and duration exceed those identified as being medically necessary pursuant to EPSDT Medi-Cal requirements.
 - T. Base the frequency of visits on the age of the youngest child for up to two visits per week if youth of multiple ages are being served. If multiple siblings in a family have court ordered visits, the sibling with the most frequent Court ordered visits will take precedence for the sibling group. For example, if a 2-year-old has 2 visits ordered per week, and an 8-year-old has 1 visit ordered per week, the 2-year-old must be provided 2 visits.
 - U. Prohibit spanking, hitting or threatening of a child by parent or guardian during TVS visits.
 - V. Prohibit visits to occur if the parent appears to be under the influence of alcohol or illegal drugs while providing treatment.
 - W. Prohibit emotional, verbal, physical or sexual abuse by parent or guardian during TVS visits.
 - X. Meet at least quarterly with a CWS representative to discuss treatment issues.
 - Y. Temporarily suspend or terminate supervised visits if there is a safety issue based on the judgment of the TVS staff.
 - Z. Notify the assigned CWS Social Worker promptly if a visit is prematurely terminated or if agency determines that it is not appropriate to permit a parent to visit.

- AA. Referrals of full-scope (no share of cost) Medi-Cal children will originate through the County CWS. Agency will perform Medi-Cal eligibility screening to ensure current eligibility prior to acceptance. The ongoing, Medi-Cal eligibility verification will be done by agency.
- BB. Receive authorization to provide services from the County Mental Health Division and meet all ongoing utilization review and utilization management requirements.
- CC. Referrals may be 1.) for the case to be managed by agency entirely, or 2.) for agency to solely provide the Therapeutic Visitation component of treatment where mental health services are already assigned to another provider.
- DD. Notify the County when there is a waiting list for referrals.

County Shall:

- A. Make referrals of eligible youth to the program.
- B. Provide agency with copies of the CWS case plan, protective orders and other documents deemed relevant by the County for the provision of this service.
- C. Participate in staff meetings with agency as necessary to discuss client services.
- D. Provide agency with training to help identify instances when visits need to be terminated.

Performance Measures:

- A. At least 80% of clients will demonstrate measurable improvement in at least one stated treatment goal during each 6-month period as evaluated by client's Primary Service Coordinator. Measurable improvement will be determined by evaluation of the client's progress notes filed in the client's medical record and changes on the Child and Adolescent Needs and Strengths (CANS) measurement tool given to each client a minimum of every 6 months.

Reporting Requirements:

Agency will provide a written report to the County Contract Manager by the 10th of the month following each month of service. This report will include:

- A. The number of clients served on a monthly basis.
- B. The number of client "Therapeutic Visitation" contacts per month.
- C. The number of foster children treated who have been successfully reunified with birth family during current fiscal year.
- D. The number of clients referred to agency.
- E. The number of clients contacted, and the date's clients were contacted by agency.
- F. The number of clients on the waiting list.
- G. Unduplicated count of clients served year to date.

1.5 Funding Availability

Funding is available through this RFQ from **July 1, 2021** (or prorated start date) to **June 30, 2021** in the form of individual contracts ranging from **\$125,000 - \$3,150,000**. The total amount for subsequent years will be pending the availability of funds.

No monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose. Activities funded under this RFQ must be new or enhancements to existing activities. Funds are not allocated for capital improvements.

2 REQUEST FOR QUALIFICATIONS PROCESS

2.1 Eligible Applicants

“Applicant” is any entity that submits an Application in response to this RFQ. Non-profit organizations, health care systems, for-profit organizations, and government entities are eligible to submit an Application.

2.2 RFQ Inquiries and Requests for Information

Inquiries regarding the RFQ may be made by email. Inquiries made by email should be submitted to the RFQ Coordinator at kbristow@SolanoCounty.com with the subject line **RFQ# 2020-BH02 and must be received by February 12, 2020 5:00 PM PST**. The County will provide written responses by **February 18, 2020 5:00 PM PST**, to all inquiries received via email and on the County website, at <http://solanocounty.com/depts/hss/>.

2.3 Schedule of RFQ Events

The following Schedule of Events reflects important dates for the selection process; however, the County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events will be posted on the Solano County Health and Social Services website. Applicants are responsible to view the website continually for any revisions.

EVENT		DATE
1	County Issues RFQ Packet	February 5, 2020
2	Deadline for Submitting Written Questions to RFQ Coordinator at kbristow@solanocounty.com	February 12, 2020
3	Written Responses to RFQ inquiries issued	February 18, 2020
4	Deadline for Submitting an Application to: Solano County Health & Social Services Kevin Bristow RFQ #2020-BH02 275 Beck Avenue Fairfield, CA 94533	March 4, 2020
5	Presentations/Interviews for highest ranked Applicants (if needed)	March 13, 2020
6	Intent to Award Issued	March 18, 2020
7	Contract Development & Negotiations Period	March 19 – April 8, 2020

8	Completed Contract Signed by Contractor	May 1, 2020
9	Contract presented to the Solano County Board of Supervisors	June 23, 2020
10	Project Commences--Date estimated based on appropriate approvals by County. No work can begin until contract is fully executed.	July 1, 2020

2.4 Application Submittal and Withdrawal

Applicant must fully complete the RFQ in the format required by the County and respond to every question.

One (1) “wet-signed” (in blue ink) Application Packet, plus five (5) additional copies must be submitted to the County in a sealed package and be clearly marked as: “**RFQ #2020-BH02**”

Submissions shall be hand-delivered or mailed (hard copies only – no email or faxed submissions will be accepted) by **5:00 PM PST, Wednesday, March 4, 2020** to:

Solano County Health & Social Services
c/o Kevin Bristow
RFQ #2020-BH02
275 Beck Avenue
Fairfield, CA 94533

NOTE: Postmarking by the due date shall not substitute for actual receipt by the County. **Applications must be actually received no later than the Application Deadline time 5:00 PM PST, March 4, 2020 as detailed in Section 2.3 Schedule of Events in order to be considered.** The County assumes no responsibility for delays caused by any delivery service.

The County will not reimburse any costs associated with the preparation, submittal, or presentation of any Application.

To withdraw an application, the applicant must submit a written request, signed by an authorized representative, to the RFQ Coordinator. After withdrawing a previously submitted application, the Applicant may submit another application at any time up to the deadline for submissions. Applications submitted after the deadline will not be considered.

2.5 Presentations/Interviews

Applicants may need to attend an interview. The primary manager and any key team members should attend the interview, up to a maximum of three people. The determination as to the need for interviews, the location, order and schedule of the interviews is at the sole discretion of the County. The evaluation interview panel may include representatives from the County and any other agencies, but the specific composition of the panel will not be revealed prior to the interviews. The Applicant must bear all costs incurred to attend.

3 INSTRUCTIONS TO APPLICANTS

3.1 Mandatory Application Form

The County has provided a Application Form (Attachment A) in an electronic format at <http://solanocounty.com/depts/hss/>

Applicants must fully complete and sign the Application Form, responding to every question, and attach all necessary requested documents. Applicants must fill in desired check boxes and adhere to page limits where indicated.

Failure to follow the specified Application Form and format may - at the County's sole discretion - result in the rejection of the Application.

3.2 Application Format

Notwithstanding the hard-copy format imposed by the Application Form in Attachment A, all Applicants must follow additional formats set forth herein:

- Standard, white 8 1/2" x 11" paper, with 1-inch margins
- Arial font size 11
- All Application pages (including attachments) sequentially numbered
- All responses, as well as any reference material presented, written in English, adhering to character limits where applicable
- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

3.3 Signatures

All signatures must be handwritten, legible and written in BLUE ink. Signature stamps are prohibited.

3.4 Application Submittal

One (1) "wet-signed" (in blue ink) original of the Application, plus five (5) additional complete copies must be submitted to the County in accordance with Section 2.5.

3.5 Application Components and Application Template Instructions

A. Application Template-Coversheet

Provide requested organizational information. Complete a statement of acknowledgment that the Applicant has reviewed the Proposed Solano County Standard Contract (Attachment D) and has accepted it with or without qualifications. If the Applicant makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (*Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.*) If the Applicant makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Applicant accepts these items without reservation or any qualifications.

B. Application Template-Qualifications and Program Narrative

This section shall provide information on the capacity of the organization to provide the services outlined in this RFQ, including prior experience providing EPSDT mental health services, as well as organizational capacity to manage a contract of this size.

C. Application Template-Budget and Budget Narrative

This section shall provide information on the requested budget and cost proposal for the program, and how proposed vendor will ensure resources are appropriately used. Applicants must provide budget information, as indicated on the budget worksheet provided. Budget detail is required for personnel

costs, operational costs and any administrative overhead or indirect costs. Said proposed cost shall incorporate all costs for the proposed scope of services for the total contract period. The Cost Application shall record only the proposed cost as required, and shall not record any other rates, amounts, or information. It shall not record any text that could be construed as a qualification of the cost proposed. If the Potential Contractor fails to specify the Cost Application as required, the County shall determine the Application to be non-responsive and reject it.

The Potential Contractor must submit a written narrative describing how it seeks to generate revenue throughout the term of the contract and a proposed timeline for revenue generation.

Applicants shall complete the budget documents in the template, including:

1. FY 2020/21 Budget
2. FY 2021/22 Budget
3. FY 2022/23 Budget

Expenditures may include the following:

1. Personnel Expenses: Must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position of staff employees allocated to the program. Salaries are fixed compensation for services performed by staff that are directly employed by the Applicant and are paid for on a regular basis.

2. Employee Benefits & Employer Payroll Taxes: Employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses. These expenses are allowable when they are included in the contract and are in accordance with the agency's approved written policies.

NOTE: Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries and Benefits of personnel involved in more than one program must be charged to each program based on the actual percentage of time spent on each program. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved award. Functional timesheets or an allocation plan must be maintained which support the time charged.

3. Operating Expenses: Necessary expenditures exclusive of personnel salaries and benefits. Such expenses include all costs associated with the delivery of the program. The expenses must be program-related (i.e., to further the program objectives) and be incurred during the contract period. County reserves the right to make the final determination if an operating expense is allowable and necessary.

4. Subcontractors: Costs associated with contracts secured by the lead agency (if applicable) for work to carry out activities in the Application. Applicants may include up to two (2) subcontractors who may not make up more than 25% of the budget. If the Potential Contractor plans to utilize a subcontractor, the subcontractor summary budget must also be included.

5. Administrative and Indirect Costs: Shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. Indirect costs should be calculated as a percentage of salaries and benefits

and operating expenses. If an agency uses an indirect cost rate above 10%, a Cost Allocation Plan that supports a higher indirect cost rate must be provided. Subcontractors are generally not included in the indirect cost calculation.

Applicant shall describe each of the costs in the cost categories including a justification of “how” and/or “why” a line item is necessary for program operations. Proposed budget line items should be defined and methodologies for determining calculations described in detail.

6. Include the name and title of the individual responsible for fiscal management and cost control. Describe this person’s training, experience, and tenure in this position.

7. Describe the fiscal and operational infrastructure and experience to support this program. This may include number of employees in leadership and the fiscal department, tenure of each employee, and any relevant information that supports the depth and breadth of the fiscal and operational infrastructure of the organization. Infrastructure should be described within the context of the Applicant’s entire set of business that relies upon that infrastructure.

8. A statement as to whether, in the last ten years, the Applicant has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details.

9. In addition to the Budget and Budget Narrative, the Applicant must provide the following documentation of sufficient financial strength and resources to provide the scope of services as required.

- The Applicant’s most recent year of independent audited financial statements for a fiscal year ended within the last 24 months (2 copies). If audited financials are not available, the County will accept the agency’s Form 990.
- Documentation disclosing the amount of cash flows from operating activities for the Applicant’s most current operating period (2 copies). Said documentation must indicate whether the cash flows are positive or negative. If applicable, documentation must include a detailed explanation of any factors contributing to negative cash flows.

4 EVALUATION, SELECTION AND AWARD PROCESS

4.1 Compliance

The County will review all applications to determine compliance with basic Application requirements as specified in this Application. Incomplete Applications may disqualify the Applicant from further consideration in this process.

The following items will be reviewed to determine adequate Application submission:

- Applicant is an eligible Applicant (per section 2.1)
- 1 original and 5 copies of complete Application forms including
 - Attachment A: Application Template – Cover Sheet – original copy signed in Blue ink
 - Attachment B: Application Template – Qualifications and Program Narrative

- Attachment C: Application Template – Budget and Budget Narrative
- Attachment D: Application Template – Budget Narrative
- Attachment E: Customer Reference Statement
- Attachments, as applicable (Please note – no other attachments will be accepted or reviewed)
 - Validated screening tools
 - Subcontractor Statements of Commitment
 - Cost Allocation Plan (if proposed indirect rate is above 10%)
- Most recent Audited financial statements (2 copies)
- Documentation of cash flow (2 copies)

4.2 Evaluation Process

The evaluation process is designed to recommend an award of funding to the Applicant that can best provide activities which will enhance one or more priorities identified in the Solano County MHSA Plan and the mental health services continuum. Applications will be evaluated as set forth below.

An Evaluation Committee (EC) will evaluate all Applications. The EC will be composed of Mental Health staff and other parties that will have relevant expertise or experience. The EC will score and recommend Applications in accordance with the evaluation criteria set forth in this RFQ. Evaluation of the Applications shall be within the sole judgment and discretion of the EC.

A maximum number of points will be assigned to each Application Element (Program Description, Qualifications and Experience, Budget) in the Application Packet as follows:

Written Application Elements	Maximum Score
Qualifications and Experience	50 Points
Program Description	40 Points
Budget/Cost Application	10 Points
Total Maximum	100 Points

Each submission will be scored separately from the others on it’s own merits. Applicants may submit Qualifications for either one or both Outpatient Programs. If applying for both Programs, applicants may submit one set of answers for **Attachment A and Attachment B – Section 1**. However, applicants must submit separate sets of answers, Program Narratives, Budgets, and Budget Narratives for **Attachment B – Section 2, as well as Attachments C and D**.

The Evaluation Committee may recommend funding for the top ranked Application(s) or may recommend the top ranked Applicants be invited to make a presentation and/or participate in an in-person interview. Interviews will be worth up to 100 points, which will be added to the score of the Evaluation Committee for the initial Application for a total score out of 200 points. The top-ranking Applicant(s) from the total of the scores will be recommended for funding.

At the conclusion of evaluations, the County intends to negotiate with and award one or more contracts to eligible agencies based on the strength of their proposals, in addition to continuity of care with current clients.

All Applicants who achieve a minimum average score of 80% will remain on an eligibility list and be eligible for future contracts should additional funding become available.

Final selection is at the sole discretion of the County or its designee, which reserves the right to reject any or all Applications, or to make no selection based on this RFQ.

4.3 Application Review Criteria

Attachments and Related Questions	Item	Possible Points	Points Total
Attachment B – Section 1	<u>Qualifications & Experience</u>		50
Questions 1-2	Applicant clearly articulates the capacity of their organization to provide the services as outlined in the RFQ, including experience with community-based 6-21 EPSDT services. Additional consideration will be made for agencies demonstrating minimum of 1 year experience providing 6-21 EPSDT services in a county setting and experience working with foster youth.	20	
Question 3	Applicant has appropriate leadership and the infrastructure in place to perform services and deliver data on services and outcomes.	10	
Questions 4-5	Applicant has appropriate infrastructure and quality improvement processes to manage a contract of this size.	10	
Questions 6-7	Applicant follows sound fiscal procedures, the agency’s fiscal staff appear qualified, the Board of Directors involved with agency decisions, and the description lists appropriate elements (i.e. double entry, accrual basis, subsidiary ledgers, systems for payroll, cash handling, equipment inventory, petty case)?	10	
Attachment B – Section 2	<u>Program Narrative</u>		40
Questions 1-5	Applicant provides a clear description of 6-21 EPSDT services which include all the required components. Appropriate EBPs/models and instruments are identified. Goals and outcomes are appropriate.	20	
Questions 6-7	The activities are accessible, address the needs of Solano County residents, and are culturally and linguistically appropriate.	10	
Questions 8-10	The staffing model and program implementation plan are appropriate for services proposed.	5	
Questions 11-13	The plan is thorough and demonstrates the role of leadership, contract oversight, supervision, security for Protected Health Information, and the activities that will ensure successful implementation and ongoing sustainability of the program.	5	

Attachments C-D	<u>Budget/Cost Application</u>		10
3-Year Budget and Questions 1-5	Costs appropriately allocated and defined in the program budget/narrative; line items appear reasonable, justified, and categorized correctly; the percentage of administrative costs to the total program budget reasonable and justifiable	10	
	<ul style="list-style-type: none"> Total Possible Points 		100

4.4 Best Value

The County will select the Application that present the best value and is most advantageous to the County and the public. Accordingly, County may not necessarily award the Applicant with the lowest price Application if doing so would not be in the overall best interest of the County or the public. Solano County reserves the right to expand or reduce the proposed scope of work during the contracting process based on budget constraints and to award to a single or multiple Applicants.

5 CONTRACT INFORMATION

5.1 Contract Qualifications

Complete a statement of acknowledgment (Attachment A-Application form, page 1) that the Applicant has reviewed the Proposed Solano County Standard Contract (Attachment F) and has accepted it with or without qualification. If the Applicant makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.) If the Applicant makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Applicant accepts these items without reservation or any qualifications.

5.2 Contract Term/Duration

A contract that results from this RFQ may be awarded through June 2023 with possible extensions up to five years total.

Note: The timeframe above is estimated. The award of funds does not authorize work to begin. Contracts must be fully executed before services can begin. In addition, services cannot begin prior to the contracted start date.

The County reserves the right to extend this Contract for an additional period or periods of time representing increments of no more than one year and a total contract term of no more than five (5) years, provided that the County notifies the Contractor in writing of its intention to do so at least 30 days prior to the contract expiration date. An extension of the term of this Contract will be affected through an amendment to the Contract. If the extension of the Contract necessitates additional funding beyond that which was included in the original Contract, the increase in the County’s maximum liability will also be affected through an amendment to the Contract and shall be based upon rates provided for in the original contract and Application.

5.3 Funding and Payment Structure

As described in Section 1.4, funding is available through this RFQ in the form of individual contracts ranging from **\$125,000 - \$3,150,000** for FY 2020/21, and **\$125,000 - \$3,150,000** for each FY thereafter with the first year prorated to start date.

The contract to be negotiated will ultimately be a fee for service contract, using rates determined by Solano County, unless another methodology is requested in the Application and accepted by Solano County during contract negotiations. Funding will be negotiated and allocated based on the Application submitted, and reimbursement for the program/services will be based on service provision. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget, which will be used to determine the potential contract cap.

5.5 Contract Award Process

- A. After the evaluation of Applications and final consideration of all pertinent information available, Solano County Behavioral Health will either reject all Applications or issue a written notice of intent to award. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated Applicants.
- B. This RFQ, its attachments, submitted questions and their answerers, and the Applications from the best evaluated Applicants shall be incorporated into the final contract.
- C. The apparent best evaluated Applicants should be prepared to enter into a contract with Solano County which shall be substantially the same as the Standard Contract included in Attachment B to this RFQ. Notwithstanding, Solano County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations.
- D. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.
- E. If a Applicant fails to sign and return the contract drawn pursuant to this RFQ and final contract negotiations within 14 days of its delivery to the Applicant, Solano County may cancel the award and award the contract to the next best evaluated Applicant.

6 TERMS AND CONDITIONS

6.1 Protests and Appeals

Any actual Applicant who believes that the process was not conducted per the instructions provided in this RFQ and wishes to protest the notice of intent to award may submit a protest in writing to the RFQ Coordinator within 7 calendar days after such Applicant knows or should have known of the facts giving rise to the protest, but in no event later than 7 calendar days after the date of the notice of intent to award. All letters of protest shall clearly identify the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The County will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision.

6.2 County Purchasing Policy

The County's Purchasing & Contracting Policy Manual, found at [Purchasing and Contracting Manual Solano County](#) is fully incorporated into and made a part of this RFQ by this reference and governs this RFQ.

6.3 RFQ Amendment, Cancellation and Right of Rejection.

Solano County reserves the unilateral right to amend this RFQ in writing at any time by posting the amendment on the Solano County Health and Social Services [website](#). Applicants are responsible to view the [website](#) periodically for any amendments to the RFQ. Applicants shall respond to the final written RFQ and any exhibits, attachments, and amendments.

- A. Solano County also reserves the right, in its sole discretion, to reject any and all Applications or to cancel or reissue the RFQ.
- B. Solano County reserves the right, in its sole discretion, to waive variances in Applications provided such action is in the best interest of County. Where Solano County waives minor variances in Applications, such waiver does not modify the RFQ requirements or excuse the Applicant from full compliance with the RFQ. Notwithstanding any minor variance, Solano County may hold any Application to strict compliance with the RFQ.

6.4 Confidentiality

Solano County will retain a master copy of each response to this RFQ, which responses will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code section 6250 et seq. Applicants may clearly label part of a submittal as "CONFIDENTIAL" if the Applicant agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the Applicant of the request and delay access to the material until 7 working days after notification to the Applicant. Within that time delay, it will be the Applicant's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

6.5 Reservation of Rights

- A. Solano County reserves the right to reject any and all bids, or to cancel this RFQ in part or in its entirety.
- B. Solano County reserves the right to waive any variances in Applications provided such action is in the best interest of Solano County.
- C. Solano County reserves the right to amend this RFQ at any time. Solano County also reserves the right to cancel or reissue the RFQ at its sole discretion.
- D. Any bid received which does not meet the requirements of this RFQ, may be considered to be non-responsive, and may be rejected. Solano County may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFQ.
- E. Solano County reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.
- F. Solano County reserves the right to cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.
- G. Solano County reserves the right to reject any and all Applications considered not to be in the best interest of Solano County.
- H. Solano County reserves the right to waive any and all minor irregularities in bids.
- I. Solano County reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR QUALIFICATIONS