

**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (ACBH)  
REQUEST FOR PRE-QUALIFICATION (RFPQ) 22-09  
SPECIFICATIONS, TERMS & CONDITIONS  
FOR  
OPPORTUNITY FOR ONE-TIME ENHANCEMENT FUNDS**

For complete information regarding this project, see RFPQ posted at [http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) or contact the County representative listed below.

**RFPQ RESPONSE DUE:**  
by 2:00 pm on February 1, 2023 via email to: [procurement@acgov.org](mailto:procurement@acgov.org)  
RFPQ # 22-09 c/o ACBH Procurement

For questions, please contact: [procurement@acgov.org](mailto:procurement@acgov.org)

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## I. STATEMENT OF WORK

### A. INTENT

Alameda County Behavioral Health (ACBH) is pleased to announce a new, one-time opportunity with the intention to invest a total of \$10,000,000<sup>1</sup> in our community-based organization (CBO) contracted providers; up to \$80,000 per entity. The intent of this Request for Pre-Qualification (RFPQ) is to identify qualified Applicants to receive this one-time funding opportunity (One-Time Enhancement Funds) for the purposes listed under Section B. Scope below.

These One-Time Enhancement Funds are intended to support CBO capacity to deliver quality services to ACBH clients and/or potential ACBH clients who are at risk for serious mental health issues, or co-occurring behavioral health issues in Fiscal Year (FY) 2023-24. The funds available are provided from the Mental Health Services Act (MHSA) and/or other funding sources. This is a one-time investment, effective July 1, 2023, through June 30, 2024. These funds are not to be used for ongoing staffing or service needs.

ACBH reserves the right to end this contracted enhancement funding if/when the awarded Contractor materially alters staff, deliverables, and outcomes any time after the contract award. The County is not obligated to award any contracts as a result of this RFPQ process.

### B. SCOPE

ACBH will consider applications for use of this funding in the following **five categories**:

1. Initiatives to support the launch and sustainability of CalAIM<sup>2</sup> (California Advancing and Innovating Medi-Cal):
  - i. Additional technology equipment and infrastructure;
  - ii. Enhanced staff training; and
  - iii. Other activities to strengthen organizational capacity to implement CalAIM, including but not limited to data exchange and interoperability, payment reform, and/or policy changes.
2. Staffing capacity investments, such as enhanced staff recruitment, onboarding, and retention activities, including but not limited to signing and one-time retention bonuses.
3. COVID-19 accommodations, including but not limited to personal protective equipment (PPE). Any site improvements, COVID related or not, should be applied for under Category 4 below.
4. Renovations/repairs or facility improvements. If applying for funds in this category, Applicant must include estimate provided by a contractor and information regarding

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<sup>1</sup> ACBH reserves the right to adjust this total based upon the availability of funds.

<sup>2</sup> <https://www.dhcs.ca.gov/CalAIM/Pages/calaim.aspx>

timeline including permitting process, etc. Receipt of funds in this category will require acknowledgement by awarded Contractor that awarded Contractor is responsible for the quality assurance and completion of all improvements/renovations implemented with One-Time Enhancement Funds.

5. Vehicles for program services. Replacement or new vehicles. Applicant must demonstrate that all ongoing operational costs will be covered. Contract adjustments for ongoing costs related to purchases of vehicles made with One-Time Enhancement Funds will not be included during the annual contract renewal process.

The funding request can combine costs from any of the above five categories to support services to ACBH clients under a Master or Full Service Partnership (FSP) Contract (see Applicant Qualification Criteria below for additional details).

The One-Time Enhancement Funds may **not** be used for the following categories:

1. Services, trainings or other items already enshrined in current contracts;
2. Direct client treatment or other services covered by Medi-Cal or any other federal or state funds;
3. Staff licensing; or
4. Ongoing costs.

### **C. APPLICANT QUALIFICATION CRITERIA**

Applicants must meet the following qualification criteria:

1. Be a CBO which currently provides ACBH-contracted services to ACBH clients under a Master or FSP Contract<sup>3</sup> in FY 2022-23.
2. Have continuing contracted programs with ACBH under a Master or FSP Contract carrying forward into FY 2023-24.

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<sup>3</sup> This excludes ACBH-contracted services under Services-As-Needed (SAN) Contracts (with the exception of FSP SAN Contracts), Standard Services Agreements (SSAs), Memorandums of Understanding (MOUs), Participant Agreements (PAs), and Mental Health Plan Fee-For-Service (MHP FFS) Contracts.

## II. INSTRUCTIONS TO BIDDERS

### A. COUNTY CONTACTS

All contact during the competitive RFPQ process shall be through the RFPQ contact, only.

The ACBH website <http://www.acbhcs.org/resources-documentcenter-rfp/> and the General Services Agency (GSA) website [https://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractopportunities.jsp](https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp) are the official notification and posting places for this RFPQ and any Addenda.

The evaluation phase shall begin upon receipt of proposals until contract award. Bidders shall not contact or lobby ACBH during the evaluation process. Attempts by Applicants to contact ACBH may result in disqualification of the Applicant's proposal.

All questions regarding these specifications, terms and conditions shall be submitted in writing, via e-mail, to [procurement@acgov.org](mailto:procurement@acgov.org).

### B. CALENDAR OF EVENTS

**Note:** Dates are approximate.

Event	Date
Request Issued	December 6, 2022
<b>Response Due via email</b>	<b>February 1, 2023 by 2:00 pm</b>
Award Date	April 14, 2023
Board of Supervisors Approval	June 2023
Contract Start Date	July 1, 2023

### C. SUBMITTAL OF PROPOSALS/BIDS

Applicants must complete the attached application. Funding is capped at \$80,000 per Applicant and may be in combination for any of the categories outlined in Section I.B. Scope.

The application consists of a narrative and budget. Application is not a guarantee of funding. Proposals may be funded in full or in-part depending on the number of applicants and other potential factors. **ACBH will only accept one application per Applicant.**

All proposals must be received electronically by ACBH **no later than 2:00 pm on the due date and to the email address specified on the first page of this RFPQ.** Any proposals received after said time and/or date or at an email address other than the stated address cannot be considered and shall be returned to the Bidder unread.

Bidders shall ensure that proposals are:

- Single spaced
- 1-inch margins
- 11-point Arial font
- Conform to the maximum page limits

Bidder agrees and acknowledges all RFPQ specifications, terms and conditions and indicates ability to perform by submission of proposal.

#### **D. RESPONSE FORMAT/PROPOSAL RESPONSES**

Bidders shall use the instructions listed below and the MS Excel Budget Template for this RFPQ to complete proposals. ACBH will review each proposal for completeness against the RFPQ requirements and ensure that responses conform to a **total page maximum of three pages (one-sided, including budget)**.

Proposals shall be complete, substantiated, concise and specific to the information requested.

**Section I: Narrative** The narrative must be no more than two pages and must answer the following questions:

1. What Category(ies) from Section I.B. Scope is your organization applying for?
2. What are the specific examples of what your organization is planning to fund in each category?

Be specific with your examples and include how this will improve services and outcomes for your clients. (*For example:* If you are applying for funds for staff retention bonuses, indicate the number and categories of positions that will receive a bonus, the amount of each bonus, the length of time an employee must have worked for the organization to be eligible for a retention bonus, whether the bonus will be paid in one lump sum or split into two or more payments paid over a finite period, etc. Describe how staff retention will support clients)

3. What is the planned timeline for expending funds?
  - i. All funds must be spent, and projects completed no later than June 30, 2024.
  - ii. Funds will not be extended.

**Section II: Budget.** See attached Budget Template. Fill out completely, and ensure that costs are reasonable and appropriate. Estimates must include back-up documentation, which shall be available to ACBH upon request.

**E. AWARD**

The County reserves the right to reject any or all proposals that materially differ from any terms contained in this RFPQ, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County. The County has the right to decline to award funding in whole or any part thereof for any reason.

Alameda County Board of Supervisors approval of awarded funds is required, as well as incorporation of awarded funds into an executed contract or amendment with ACBH.

The bid proposal and RFPQ specifications may be incorporated into and made a part of any contract augmentation that may be awarded as a result of this RFPQ.

**F. CONTRACT TERMS AND CONDITIONS**

Any awarded funding through this RFPQ shall be subject to the same standard terms and conditions as specified in your larger ACBH-procurement contract which encompasses FY 2023-24, including but not limited to those around:

1. Compliance with applicable laws, regulations and requirements, including but not limited to costs being reasonable and appropriate;
2. Insurance; and
3. Invoicing and final settlement.