



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
MANUEL J. JIMENEZ, JR., MA MFT, DIRECTOR

Network Office  
1900 Embarcadero Cove, Suite 205  
Oakland, California 94606  
510. 567.8296

**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (BHCS)  
REQUEST FOR PROPOSAL (RFP) 17-01  
SPECIFICATIONS, TERMS & CONDITIONS  
For  
PEER RESPITE PROGRAM**

**INFORMATIONAL MEETING/ BIDDERS' CONFERENCES**

Date	Time	Location
<p style="text-align: center;"><b>Thursday January 12, 2017</b></p>	<p style="text-align: center;"><b>10:30 am – 12:00 pm</b></p>	<p style="text-align: center;"><b>Alameda County Behavioral Health Care Services Agency 1900 Embarcadero Cove, Suite 205 Oakland, CA (Wildcat Canyon Room)</b></p>
<p style="text-align: center;"><b>Friday January 13, 2017</b></p>	<p style="text-align: center;"><b>1:30 pm – 3:00 pm</b></p>	<p style="text-align: center;"><b>951 Turner Court Hayward, CA Public Works Agency (Conference Room 230ABC)</b></p>

**PROPOSALS DUE**  
**by 2:00 pm on Tuesday February 14, 2017**  
**to**  
**RFP 17-01 c/o Belinda Davis**  
**1900 Embarcadero Cove Suite 205**  
**Oakland, CA 94606**  
**Proposals received after this date/time will NOT be accepted**  
**Contact: Belinda Davis**  
**Email: [BDavis@acbhcs.org](mailto:BDavis@acbhcs.org) Phone: 510.383.2875**

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## I. STATEMENT OF WORK

### A. INTENT

It is the intent of these specifications, terms, and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or County) to seek proposals for the provision of the first peer run Alameda County Peer Respite program. The Peer Respite program will be located in the North County<sup>1</sup> with a focus on the greater Oakland area, operated by a consumer run organization and staffed by peers with lived experience. The Peer Respite program will serve as a short-term, mental health recovery resource for Alameda County adults, ages 18 to 64 experiencing mental health crisis and are able to voluntarily engage in services. Potential consumers must also have identified housing.

BHCS will use this Request for Proposals (RFP) to establish a new contract with one provider who will provide Peer Respite services.

Any contract that results from this RFP process will be based on actual costs and prorated for the fiscal year at the contract start date.

Proposals shall form the basis for any subsequent awarded contract. Staffing levels and operating costs must accurately reflect the Bidder's costs for the program. BHCS reserves the right to dissolve a contract if/when Contractor materially alters staff, budgets, deliverables and outcomes any time after the contract award.

The County is not obligated to award any contract as a result of this RFP process. The County may, but is not obligated to, renew any awarded contract. Any renewal of an awarded contract shall be contingent on the availability of funds, Contractor's performance, continued prioritization of the activities and priority populations as defined and determined by BHCS.

BHCS intends to award one contract with a total annual allocation of \$955,075 per contract year. BHCS will provide up to an additional \$373,172 in one time funding for construction costs, furnishings, and information technology costs to be used and expended before December 31, 2017.

### B. BACKGROUND

California passed Senate Bill 82 (SB 82) to establish the Investment in Mental Health Wellness Act of 2013, to develop mental health crisis support programs throughout the State. The goals of SB 82 include increasing capacity for client assistance and services in

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<sup>1</sup> For the purpose of this RFP, North County refers to Oakland, North San Leandro area of Alameda County

crisis intervention, stabilization, treatment, rehabilitative mental health services and mobile crisis support teams. It also provides funds to increase the continuum of mental health crisis services throughout the state including expanding access to mental health crisis intervention services and reducing unnecessary hospitalizations and inpatient days.

SB 82, under the management of the California Health Facilities, Finance Agency (CHFFA), has awarded Alameda County grants to support capital improvements for the creation and expansion of additional crisis capacity for adults including this peer-run respite program. BHCS developed a committee to plan for crisis support programs in the County. Individuals who experience severe mental health challenges, generally seek initial crisis services from Psychiatric Emergency Services (PES) and acute inpatient care, resulting in individuals waiting until the crisis has escalated to seek support. In addition to overcrowding in PES and the inpatient hospital, over the past few years, Alameda County has experienced major decreases in services available to vulnerable “safety-net populations” living in poverty who are enrolled in public programs such as Medi-Cal or who are uninsured. Simultaneously, rapidly rising housing costs have exacerbated the effects of recent shelter, halfway house, and single room occupancy building closures.

Individuals who struggle with mental health are often living in poverty and housing stressors can easily contribute to an episode of crisis. The BHCS crisis planning group identified various mental health crisis programs to support the community including implementing a consumer run Peer Respite program to provide short term services to adults experiencing mental health crisis. While Alameda County has a well-established group of peer-led organizations and advocacy groups who provide peer support and community organizing around mental health, there is no peer run respite program in Alameda County. The provision of Peer Respite services will provide the community with significant capacity for voluntary crisis and recovery support services.

### **C. SCOPE**

The Peer Respite program will provide recovery supports in times of crisis before the situation escalates to the need for PES, hospital, or Crisis Stabilization services.

BHCS will be contracting with an agency to provide the following services to Alameda County community members:

- Mental health recovery peer supports in times of crisis;
- Trauma informed services;
- Wellness Recovery Action Plan (WRAP) services to clients, including developing WRAP plans and connecting to ongoing WRAP groups;
  - BHCS will coordinate with the awarded contractor to provide WRAP trainings.
- Peer navigation including linkages to local community behavioral and mental health support services, primary care services, and medication supports;
- Culturally appropriate services;
- Connect consumers to community services as appropriate;

- Conduct initial intake to assess appropriateness of services, develop recovery and discharge, and group support services;
- Wide array of services including individual and group peer education, and activities such as spiritual practices and expressive arts that promote wellness; and
- Provide support of client's medication use including monitoring medication and security.

The Peer Respite program will provide a minimum of 150 admissions and serve a minimum of 75 clients annually.

The Contractor will have access to up to \$373,172 in one time CHFFA funds for construction/ renovation, furnishings, equipment, and/or information technology costs. These onetime funds cannot be used for operating or administrative costs and must be used and invoiced to the County before December 31, 2017.

The contracted Peer Respite program will have the capacity to serve six individuals with services available 24 hours a day, seven days a week. The Peer Respite facility will be located in the North County area with access to public transportation. The facility should have at least two bathrooms, bedroom space for up to six consumers, a kitchen, and common area. The program shall utilize wellness and recovery practices to link clients with a variety of services to identify and pursue goals that will decrease the likelihood of trauma associated with involuntary services and with law enforcement and other emergency services.

Focus should be given on the provision of a variety of support services by Peer staff. Psychiatric and clinical services are not mandatory for adults accessing Peer Respite services but the successful Bidder will have a plan for establishing partnerships with other treatment providers in the community to link consumers who are requesting such services.

#### **D. BIDDER MINIMUM QUALIFICATIONS**

To be eligible to participate in this RFP, Bidders must successfully demonstrate in their proposal how they meet the following Bidder Minimum Qualifications:

- A consumer-run organization with a board consisting of a minimum of 51 percent individuals with lived experience and an executive director with lived experience;
- At least two years experience providing peer-led services to mental health consumers;
- Have an identified Peer Respite site that meets appropriate city clearances.
  - Bidder must demonstrate documentation that meets zoning requirements for intended use.
  - If the site will be leased or is already leased, Bidder must provide a letter of agreement from the landlord specifying intent to lease for the useful life of improvements (estimated for 20 years), renovations are allowed, and property can be used for Peer Respite program.

Proposals that exceed the contract maximum amounts or are unreasonable and/or unrealistic in terms of budget, as solely determined by BHCS, shall be disqualified from moving forward in the evaluation process.

Bidders are eligible to participate in the RFP process if they meet the Bidder Minimum Qualifications. BHCS will disqualify proposals that do not demonstrate that Bidder meets the specified Bidder Minimum Qualifications, and these disqualified proposals will not be evaluated by the Evaluation Panel and will not be eligible for contract award under this RFP. BHCS has the right to accept all or part of the proposed program model at its discretion.

## **E. SPECIFIC REQUIREMENTS**

The scope of work for awarded contract from this RFP will include conformance with all of the following by the end of the first year of the contract period:

- Maintain adequate staffing to provide Peer Respite services 24 hours a day, seven days a week;
- Capacity to serve six individuals at any given time;
- Services will be delivered in a homelike setting with appropriate furnishings, decorations, and space to create a welcoming environment for consumers;
- Completion of appropriate trainings, at least two Peer Respite staff must be Wellness Recovery Action Plan (WRAP) certified by the end of the first contract year;
- Contractor will recruit, hire and train culturally and ethnically diverse group of behavioral health (mental health and substance use) consumers with lived experiences;
- Completion of required BHCS electronic data collection and entry, currently InSyst; and
- Development of appropriate policies and procedures regarding:
  - Managing emergency crisis situations such as fire, earthquake, etc.
  - Theft and violence
  - Illicit drug use
  - Health and safety such as first aid, safe food handling, prevention of communicable disease
  - Handling grievances; and
- Obtain an approved Medi-Cal Administrative Activities (MAA) claim plan through the State.

## **F. BIDDER EXPERIENCE, ABILITY AND PLAN**

### ***1. Understanding and Experience with Priority Population Needs***

The priority population for this RFP includes adults ages 18 to 64 residing in Alameda County who are currently experiencing a mental health crisis. Consumers must be willing to voluntarily engage in recovery support services and have identified housing at time of intake. Potential participants may have Medi-Cal or be eligible for

Medi-Cal and should not be at imminent risk of danger to others or themselves. Those in the priority population may have a history of experiencing mental health crises requiring crisis supports and/or may be stepping down from PES, inpatient hospitalization or a Crisis Stabilization Unit. Individuals in the priority population may be experiencing homelessness and/or other conditions such as co-occurring substance use challenges.

Successful bidders will demonstrate knowledge, experience and understanding of the priority population including barriers faced and strategies to address these barriers. Bidders must demonstrate knowledge of and/or experience providing cultural and linguistically appropriate services that meet the needs of adults experiencing mental health crisis.

## **2. Service Delivery Approach**

The Peer Respite program will provide community-based, unlocked, voluntary recovery support services to adults to resolve their mental health crisis, develop effective self-reliance skills, and restore their sense of hope and purpose. Services will be strength-based, offering choices honoring each person's capability for growth in every stage of the recovery process.

Potential participants may self-refer to the program. Additional referrals may come from family members, PES, BHCS, residential facilities, and other agencies. The successful Bidder will raise awareness of Peer Respite services in the Alameda County community including but not limited to potential participants, mental health providers, CBOs, and law enforcement. Bidders will propose their plan for marketing services in order to receive referrals and maximize capacity.

Consumers may utilize Peer Respite services for up to fourteen days. BHCS approval will be needed for any stays longer than fourteen days. Peer Respite staff will conduct initial intakes to assess client's needs, develop a recovery plan, and identify goals. Peer Respite staff will partner with the consumer to determine discharge options as well as barriers to ongoing recovery. Bidders will describe their plan for linking consumers to resources as needed.

The Peer Respite program will provide the following key program components and support services to consumers:

- Individual and group peer support and education;
- Self-help groups;
- Wellness activities as well as art and other expressive activities;
- Building problem solving skills and providing self-advocacy training;
- Linkages to primary health, behavioral and mental health services, benefits support, education services, and employment services; and

- Support consumers in developing WRAP plans, participating in WRAP groups, and connecting to ongoing WRAP groups after discharge.

Consumers may be taking medication which includes controlled Schedule I, II, and III medications<sup>2</sup>. Bidders will include in their response how they will provide secure and safe locations for medication and how possession and use of illicit drug and alcohol will be addressed. Bidders should propose how they will supervise and support the self-administration of medication at the Peer Respite to ensure consumers are taking their medication safely and as prescribed.

The Peer Respite program will utilize strength based and evidence based practices such as Peer Support and WRAP. Bidders may propose additional evidence based practices to incorporate in Peer Respite services.

Bidders will be evaluated based on their description of their peer-led program, how well chosen practices meet the needs of the priority population and their experience in implementing such practices to the highest fidelity. Additionally, Bidders must demonstrate experience utilizing peer recovery models to successfully engage and link individuals experiencing mental health crisis with appropriate resources. Bidders must include information on their proposed Peer Respite facility including facility layout, American Disabilities Act (ADA) accessibility, amenities, and how services will be provided in a welcoming environment.

### **3. Planned Staffing and Organizational Infrastructure**

Peer staff are mental health consumers in recovery who have utilized public mental health services and now provide community recovery support. An effective program model will provide for a culturally diverse staff in a variety of age ranges. Peer staff should have a high school education or equivalent and experience working with or volunteering with a peer program.

The Peer Respite program must have at least two staff<sup>3</sup> on site at all times to support clients and maintain safety. Bidder must allocate at least one full time staff for a Licensed Practitioner of the Healing Arts (LPHA) to provide program oversight and support program staff. At least one full time staff should be allocated for a Peer Navigator/Advocate to support in assessing eligibility and benefits enrollment, conducting outreach, and linking clients with additional resources.

Bidders must demonstrate their experience providing peer run services as a consumer run agency. Through submittal of proposals, Bidders shall demonstrate their current and planned organizational infrastructure (including board of directors

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<sup>2</sup> <https://www.deadiversion.usdoj.gov/schedules/>

<sup>3</sup> May include Peer Specialists, Peer Navigator, and/or Program Director or equivalent staff.



and staffing) to successfully implement the program. Services shall be provided by an organization with thoughtful and appropriate operations in terms of capacity, infrastructure, staffing and hiring. Appropriate infrastructure, staffing and hiring includes:

- Demonstration that staff and leadership, including the Board of Directors, reflect the priority population;
- Capacity to or history of facilitating peer run WRAP groups;
- Plan for training, supervising, and providing ongoing support to Peer Respite staff with diverse experience or familiarity with the mental health system and recovery; and
- Capacity to hire and retain staff in accordance with the needs of their clients, including a plan that directly addresses their experience and plan for sustaining long-term staff.

Bidders will be evaluated based on their description of their staffing plan and organizational capacity and infrastructure to provide peer-led Peer Respite services.

#### **4. Forming Partnerships and Collaboration**

In order to meet the needs of the priority population, Bidders must strengthen linkages across services and programs. The successful Bidder will work with BHCS systems and shall demonstrate history of, or commitment to, working with the Office of Consumer Empowerment and BHCS. BHCS will work with the successful Bidder to coordinate and provide WRAP certification training. To strengthen service linkages for consumers, the awarded contractor will use existing partnerships to identify additional collaborative partners. Bidders will propose their plan to partner with agencies and work with mental health providers to receive referrals and support consumers in accessing and engaging in needed services.

The successful Bidder will demonstrate their history working collaboratively and successfully with community based organizations, clinical services, and healthcare providers. Successful Bidders will demonstrate a plan for building on existing partnerships and establishing new relationships to support consumers with medication management and treatment services as needed.

#### **5. Ability to Track Data and Outcomes**

The awarded contractor will collect and track data that will lead to the following outcomes:

- Reduction in utilization of PES and inpatient hospitalization days; and
- Reduction in recidivism.

In addition the awarded contractor will collect consumer feedback on the following:

- Recovery oriented services that the Peer Respite program provided;

- Quality peer support in a safe and welcoming environment; and
- Appropriate and usefulness of services.

The awarded contractor will be required to complete MHSA PEI reporting requirements, including collecting demographic data on consumers and tracking referrals made to link consumers with needed resources.

BHCS reserves the right to collect data and evaluate the outcomes in the first year of program implementation and work with the awarded contractor to alter their outcome measures for subsequent contract years.

## II. INSTRUCTIONS TO BIDDERS

### A. COUNTY CONTRACTS

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

The BHCS website <http://www.acbhcs.org/Docs/docs.htm#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 RFP and any Addenda.

The evaluation phase of the competitive process shall begin upon receipt of proposals until contract award. Bidders shall not contact or lobby CSC/Evaluation Panelists during the evaluation process. Attempts by Bidders to contact CSC/Evaluation Panelists may result in disqualification of the Bidder's proposal.

All questions regarding these specifications, terms and conditions shall be submitted in writing, preferably via e-mail, as specified in the Calendar of Events to:

Belinda Davis  
1900 Embarcadero Cove, Suite 205  
Oakland, CA 94606  
Email: [BDavis@acbhcs.org](mailto:BDavis@acbhcs.org)

## B. CALENDAR OF EVENTS

Event	Date/Location	
Request for Proposals (RFP) Issued	Thursday January 5, 2017	
Bidder's Written Questions Due	By 5:00 pm on the day of 2 <sup>nd</sup> Bidder's Conference – BHCS strongly encourages Bidders to submit written questions earlier.	
1 <sup>st</sup> Bidders' Conference	Thursday January 12, 2017	10:30 am – 12:00 pm 1900 Embarcadero Cove, Suite 205, Oakland Wildcat Canyon Room
2 <sup>nd</sup> Bidders' Conference	Friday January 13, 2017	1:30 pm – 3:00 pm 951 Turner Court, Hayward Public Works Agency Conference Room 230ABC
Addendum Issued	Monday January 23, 2017	
<b>Proposals Due Tuesday February 14 by 2:00 PM</b>		
Review/Evaluation Period	February – March 2017	
Oral Interviews (as needed)	Thursday March 16, 2017	
Award Recommendation Letters Issued	Wednesday March 24, 2017	
Board Agenda Date	June 2017	
Contract Start Date	June 2017	

**Note:** Award Recommendation, Board Agenda and Contract Start dates are approximate. Other dates are subject to change. Bidders will be notified of any changes via email. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions. By submission of a proposal, Bidder certifies that if awarded a contract Bidder shall make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

## C. SMALL LOCAL EMERGING BUSINESS (SLEB) PREFERENCE POINTS

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

As a result of the County's commitment to advance the economic opportunities of these businesses, Bidders must meet the County's SLEB requirements in order to be considered for the contract award. These requirements can be found online at:

<http://acgov.org/auditor/sleb/overview.htm>

For purposes of this proposal, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Codes: 624190 and 623990.

A small business is defined by the [United States Small Business Administration](#) (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

#### **D. BIDDERS' CONFERENCES**

BHCS strongly recommends that Bidders thoroughly read the RFP prior to attending any Bidders' Conferences. BHCS shall hold two Bidders' Conferences. Bidders' Conferences will be held to:

- Provide an opportunity for Bidders to ask specific questions about the program and request RFP clarification; and
- Provide the County with an opportunity to receive feedback regarding the program and RFP.

BHCS shall respond to written questions submitted prior to the Bidders' Conferences, in accordance with the Calendar of Events and verbal questions received at the Bidders' Conferences, whenever possible at the Bidders' Conferences. BHCS shall address all questions and include the list of Bidders' Conferences attendees in an Addendum following the Bidders Conferences in accordance with the Calendar of Events section of this RFP.

Bidders are not required to attend the Bidders' Conferences. However, attendance to at least one Bidders' Conference is strongly encouraged in order to receive information to assist Bidders in formulating proposals.

Failure to participate in a Bidders' Conference shall in no way relieve the Bidder from furnishing program and services requirements in accordance with these specifications, terms and conditions and those released in any Addenda.

#### **E. SUBMITTAL OF PROPOSALS/BIDS**

1. All proposals must be SEALED and received by BHCS **no later than 2:00 pm on the due date and location specified on the RFP cover and Calendar of Events in this RFP**. BHCS cannot accept late and/or unsealed proposals. If hand delivering proposals, please allow time for parking and entry into building.

BHCS shall only accept proposals at the address and by the time indicated on the RFP cover and in the Calendar of Events. Any proposals received after said time and/or date or at a place other than the stated address cannot be considered and shall be returned to the Bidder unread/unopened.

All proposals, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated delivery address prior to the time designated. BHCS' timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bidders must submit proposals which clearly state Bidder and RFP name. Bidders must complete and submit their proposal using the Fillable Forms Template<sup>4</sup>. Proposals shall include:
  - a. One original hard copy proposal in a three-ring binder, with original ink signatures. Original proposal is to be clearly marked on the cover (it should be clear who the Bidder is on the front of the binder);
    - The original proposal must include evidence that the person(s) who signed the proposal is/are authorized to execute the proposal on behalf of the Bidder. A signed statement by either the Executive Director or the Board President on an agency letterhead will meet this requirement.
  - b. Seven copies of proposal. Copies must be unbound without a three-ring binder.
  - c. Enclosed with the hard copy include, a USB flash drive clearly marked with the Bidder and RFP name with the following saved on it:
    - An electronic copy of the proposal, saved with Bidder's name;
    - An electronic Excel copy of the completed Exhibit B-1 Program Budget, saved with the Bidder's name.

The County requests that all proposals submitted shall be printed double-sided and on minimum thirty percent post-consumer recycled content paper.<sup>5</sup>

Bidders shall use the Fillable Forms Template for submittal of proposals to ensure that proposals are:

- Single spaced;
- Use 11-point Arial font and
- Conform to the maximum page limits.

3. The County will not consider telegraphic, electronic or facsimile proposals.

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<sup>4</sup> The Fillable Forms Template was created using Adobe Acrobat Pro which is not compatible with Google Chrome. In order for the fillable fields to work properly, open the Template using other web browser such as Internet Explorer, Safari, etc.

<sup>5</sup> Inability to comply with this recommendation will have no impact on the evaluation and scoring of proposals.

4. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of proposal.
5. Submitted proposals shall be valid for a minimum period of eighteen months.
6. All costs required for the preparation and submission of a proposal shall be borne by Bidder.
7. Proprietary or Confidential Information: No part of any proposal response is to be marked as confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all proposals shall become the property of County. County reserves the right to make use of any information or ideas contained in submitted proposals. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).
8. All other information regarding proposals shall be held as confidential until such time as the CSC/Evaluation Panel has completed their evaluation, notification of recommended award has been made and the contract has been fully negotiated with the recommended awardees named in the intent to recommend award/non-award notification. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, shall receive mailed intent to recommend award/non-award notification, which shall include the name of the Bidder(s) recommended for award of this service. In addition, recommended award information will be posted on the BHCS website.
9. Each proposal received, with the name of the Bidder, shall be entered on a record, and each record with the successful proposal indicated thereon shall, after the negotiations and award of the order or contract, be open to public inspection.
10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the Bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the Bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the Bidder.
11. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set

forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.

12. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
13. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
14. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

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

Bidders shall use the **Fillable Forms Templates (posted on the BHCS and GSA websites)** to submit proposals. This section provides the point system that the CSC/Evaluation Panel will use to evaluate proposals. BHCS encourages Bidders to reference that section when responding to this RFP.

The person(s) administering the competitive process will review each proposal for completeness against the RFP requirements and ensure that responses conform to the page maximum for each section and sub-section indicated in Table 1. Bidders cannot submit non-material documents after the proposal due date, in order to complete their proposal. Proposals with any missing items of submittals as outlined in the RFP and any Addenda shall be deemed incomplete and may be rejected.

**Proposals shall be complete, substantiated, concise and specific to the information requested. Any material deviation from the requirements may be cause for rejection of the proposal, as determined at BHCS' sole discretion.**



The proposal sections, instructions and page maximums are contained in Table 1.

**Table 1**

Section	Instructions	Page Max.
<b>1. TITLE PAGE</b>	Use the Fillable Forms Template to complete and submit the requested information.	1
<b>2. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE</b>	Use the Fillable Forms Template to complete and submit the requested information.	1
<b>3. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY</b>	Use the Fillable Forms Template to complete and submit a synopsis of the highlights and benefits of each proposal.	1
<b>4. BIDDER MINIMUM QUALIFICATIONS AND SPECIFIC REQUIREMENTS</b>	Use the Fillable Forms Template to describe and demonstrate how Bidder meets all of the criteria.	2
	<ul style="list-style-type: none"> <li>• Be a consumer-run organization with a board consisting of a minimum of 51 percent individuals with lived experience and an executive director with lived experience;</li> <li>• Have at least two years experience providing peer-led services to mental health consumers;</li> <li>• Have an identified Peer Respite site that meets appropriate city clearances.                             <ul style="list-style-type: none"> <li>○ Bidder must demonstrate documentation that meets zoning requirements for intended use.</li> <li>○ If the site will be leased or is already leased, Bidder must provide a letter of agreement from the landlord specifying intent to lease for the useful life of improvements (estimated for 20 years), renovations are allowed, and property can be used for Peer Respite program.</li> </ul> </li> </ul>	
<b>5. ORGANIZATIONAL CAPACITY AND REFERENCE</b>	<b><u>Supply Organizational Capacity and Reference sections a. and b. in the original proposal only.</u></b>	N/A
	<b>a. Debarment and Suspension</b> Bidders, its principal and named subcontractors must not be identified on the list of Federally debarred, suspended or other excluded parties located at <a href="http://www.sam.gov">www.sam.gov</a>	N/A
	<b>b. References</b> Use the Fillable Forms Template to provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that the contact information for all references provided is current and valid. Bidders are strongly encouraged to notify all references that the	2

Section	Instructions	Page Max.
	<p>County may be contacting them to obtain a reference.</p> <p>The County may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The County reserves the right to contact references other than those provided in the proposal and to use the information gained from them in the evaluation process.</p>	
<p>6. <b>BIDDER EXPERIENCE, ABILITY AND PLAN</b></p>	<p>Use the Fillable Forms Template to complete and submit the information below.</p>	<p>N/A</p>
	<p><b>a.</b> Describe, in detail, Bidder's <b>Understanding and Experience with the Priority Population Needs</b> including:</p>	<p>(3)</p>
	<p>i. Bidder's understanding of adults experiencing mental health crisis including:</p> <ol style="list-style-type: none"> <li>1. Adults age 18 to 64;</li> <li>2. Specific services needed;</li> <li>3. Risk factors and barriers;</li> <li>4. Cultural and linguistic needs.</li> </ol>	<p>1</p>
	<p>ii. Bidder's experience working with adults experiencing mental health crisis that takes into account:</p> <ol style="list-style-type: none"> <li>1. Experience in providing peer support services;</li> <li>2. Experience with and strategies for addressing barriers;</li> <li>3. Previous success in outreaching, assessing, and linking adults experiencing mental health crisis with appropriate resources; and</li> <li>4. Experience with programming that is culturally and linguistically responsive.</li> </ol>	<p>2</p>
	<p><b>b.</b> Describe in detail, <b>Bidder's Service Delivery Approach</b>, including:</p>	<p>(8)</p>
<p>i. Bidder's program design that will address the following:</p> <ol style="list-style-type: none"> <li>1. How will Bidder market the Peer Respite program to the community? Include organizations and agencies to target for marketing of program services.</li> </ol>	<p>1</p>	

Section	Instructions	Page Max.
	2. How will Bidder assess appropriateness of Peer Respite services, consumer needs, develop a recovery plan, and identify recovery goals? Include any experience with determining if a particular service is appropriate to consumers. Include proposed initial intake tool(s) to be used as Attachment 1A.	1
	3. How will support services, such as individual and group peer support education, self-help groups, wellness activities, art and other expressive activities, self-advocacy training, WRAP plans and groups, and building problem solving skills, be offered to consumers? Include the proposed frequency of services. Attach one month schedule (include in proposal as Attachment 2A) to describe proposed programming including the following: <ul style="list-style-type: none"> <li>• Services/Activities</li> <li>• List staff who will deliver each curricula/ service</li> <li>• Hours and days</li> <li>• Any additional/relevant information</li> </ul> 4. How will Bidder utilize strength based and evidence-based practices such as Peer Support, WRAP or other proposed best practices that address the needs of the priority population?	1
	5. How will consumers be linked to additional services and resources? How will Peer Respite staff support consumers in accessing and navigating these services? 6. How will Bidder maximize the use of six beds for Peer Respite services?	1
	7. How will Bidder support proper and safe self-administration of medication? 8. How will Bidder handle client medications including controlled Scheduled I, II, and III medications?	2
	9. How will Bidder address issues such as possession and use of illicit drugs and alcohol, consumer privacy, consumer rights and responsibilities, outside visitors, ADA accessibility, consumer safety, food contamination, and prevention of communicable disease and other emergency situations?	1

Section	Instructions	Page Max.
	<p>10. Describe facility location and amenities, as well as renovations needed. Include a proposed floor plan of Peer Respite facility as Attachment 3A.</p> <p>11. How will the Peer Respite program provide a welcoming and safe environment to consumers?</p> <p>12. How will cultural and linguistic needs of the priority population be addressed?</p>	1
	<b>c. Describe, in detail, Bidder's <i>Planned Staffing and Organization Infrastructure</i>, including:</b>	(4)
	<b>i. Bidders planned staffing structure including:</b>	N/A
	<p>1. Proposed program chart that illustrates where the program will sit within the organization (include as Attachment 4A).</p>	
	<p>2. The roles of direct and non-direct service staff, roles and responsibilities of all staff.</p>	1
	<p>3. Plan for recruiting/hiring, training, supporting and maintaining staff. Include in your response preferred background and qualifications of Peer Respite staff and the plan for providing appropriate supervision to staff.</p>	1
	<b>ii. Bidder's planned organizational infrastructure, including:</b>	2
	<p>1. How will staff be prepared to provide services responsive to culture, gender, sexual orientation, and age? Include trainings staff will complete.</p> <p>2. How will Peer Respite staff and leadership, including the Board of Directors, reflect the priority population? Describe composition of Board of Directors (include as Attachment 5A).</p> <p>3. How will Bidder support Peer Respite staff in providing Peer Respite services?</p>	
	<b>d. Describe, in detail, Bidder's ability and experience in <i>Forming Partnerships and Collaboration</i> in program services including:</b>	
	<p>1. Describe the Bidder's experience in cultivating relationships with providers of mental health, physical health, and support services. Include existing program partnerships and collaborations.</p>	1

Section	Instructions	Page Max.
	<p>2. History of or commitment to working with the Office of Consumer Empowerment.</p> <p>3. How will Bidder collaborate with other service providers to support consumers in medication management and linking with additional services?</p>	
	<p><b>e.</b> Describe, in detail, Bidder’s Experience and Plan to <b>Track Data and Outcomes</b>, including Bidder’s plan for collecting data specified in this RFP and tracking outcomes for quality improvement, specific to the following:</p> <ol style="list-style-type: none"> <li>1. What experience does Bidder have in tracking outcomes using data?</li> <li>2. Who will track the data?</li> <li>3. How will consumer satisfaction be collected?</li> <li>4. How will outcomes data and consumer satisfaction feedback be used for quality improvement?</li> </ol>	1
<b>7. COST</b>	<p>Budget</p> <p><b>a.</b> Cost-Coefficient – Bidder does not need to submit anything additional for this.</p> <p><b>b.</b> Complete and submit one <b>EXHIBIT B-1: BUDGET WORKBOOK</b> (saved in MS Excel).</p> <p>See <b>EXHIBIT B-1: BUDGET WORKBOOK INSTRUCTIONS</b> in the Fillable Forms Template for detailed instructions. Complete and submit all worksheets in the Workbook.</p>	(in addition to the Exhibit B-1: Budget Workbook)
	<p><b>c.</b> Bidder’s detailed <b>Budget Narrative</b> to explain the costs and calculations in the <b>B-1: BUDGET WORKBOOK</b>.</p> <ol style="list-style-type: none"> <li>i. Bidder’s narrative on how the proposed program budget is aligned with the requirements of this RFP taking into account how calculations were made on the following and explanation on any variances in costs: <ol style="list-style-type: none"> <li>1. Required Staffing</li> <li>2. Salaries and Benefits</li> <li>3. Operating Expenses</li> <li>4. Administrative and/or Indirect Costs</li> </ol> </li> </ol>	2

Section	Instructions	Page Max.
	ii. Bidder’s narrative on how the proposed program budget is aligned with the requirements of this RFP taking into account how calculations were made on the following and explanation on any variances in costs: <ol style="list-style-type: none"> <li>1. Construction/Renovation</li> <li>2. Furnishings/Equipment</li> <li>3. Information Technology</li> </ol>	1
<b>8. IMPLEMENTATION SCHEDULE AND PLAN</b>	Use the Fillable Forms Template to complete and submit the following:	N/A
	a. Bidder’s Implementation Schedule and Plan with responsible persons, milestones and due dates around the following activities: facility renovations, staff hiring, staff training, marketing Peer Respite, services, developing Peer Respite program policies and procedures, and services start date.	2
	b. Bidder’s identification and strategies for mitigation of risks and barriers, which may adversely affect the program’s implementation	1
<b>EXHIBITS</b>	Using the Fillable Forms Template complete and submit the following:	N/A
	<b>EXHIBIT C: INSURANCE REQUIREMENTS</b>	
	<b>EXHIBIT D: EXCEPTIONS, CLARIFICATIONS AND AMENDMENTS</b>	

**G. EVALUATION CRITERIA/SELECTION COMMITTEE**

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis (Bidder Minimum Qualifications, Completeness of Response, Conformance to Page Limitations, and Debarment and Suspension) shall be evaluated by the CSC/Evaluation Panel. The CSC/Evaluation Panel may be composed of County staff and other individuals who may have expertise or experience in the RFP content. The CSC/Evaluation Panel shall score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals for recommendation shall be within the sole judgment and discretion of the CSC/Evaluation Panel.

All contact during the evaluation phase shall be through the BHCS contact person only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC/Evaluation Panel may result in disqualification of Bidder.

The CSC will evaluate each proposal meeting the minimum qualifications and requirements set forth in this RFP. Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, shall be deemed reflective of an inherent lack of technical competence or indicative of a failure to comprehend the complexity and risk of the County's requirements as set forth in this RFP.

As a result of this RFP, the County intends to award a contract to the responsible Bidder whose response conforms to the RFP and whose proposal presents the greatest value to the County, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the Bidder that demonstrates the best quality as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced proposal.

The basic information that each proposal section should contain is specified in section II. F. These specifications should be considered as requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed in II. F. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.

Each of the Evaluation Criteria below shall be used in ranking and determining the quality of proposals. Proposals shall be evaluated according to each Evaluation Criteria and scored on a zero to five-point scale shown in Table 2. The scores for all the Evaluation Criteria shall be added according to their assigned weight, as shown in Table 3, to arrive at a weighted score for each proposal. A proposal with a high weighted total shall be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any program is five hundred fifty (550) points including the possible fifty (50) points for local and small, local and emerging, or local preference points (maximum 10% of final score).

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of Bidders that will continue to the final stage of oral interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, and oral interview.

If the two-stage approach is used, the three Bidders that receive the highest preliminary scores and with at least 200 points shall be invited to participate in an oral interview. Only the Bidders meeting the short list criteria shall proceed to the next stage. All other Bidders shall be deemed eliminated from the process. All Bidders shall be notified of the short list participants; however, the preliminary scores at that time shall not be communicated to Bidders.

The zero to five-point scale range is defined in Table 2.

**Table 2**

<b>Score</b>	<b>Label</b>	<b>Description</b>
0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score shall result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This shall be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/ Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/ Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.



The evaluation criteria and respective weights for this RFP are contained in Table 3.

**Table 3**

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
1. TITLE PAGE	Reviewed for completeness	<p>Complete/Incomplete Meets/Does Not Meet Minimum Qualification</p> <p>Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete. Additionally, bid responses that do not conform to the page limitations in Table 1, will be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p>	Pass/Fail
2. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE			
3. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY			
4. BIDDER MINIMUM QUALIFICATIONS	<ul style="list-style-type: none"> <li>• A consumer-run organization with a board consisting of a minimum of 51 percent individuals with lived experience and an executive director with lived experience;</li> <li>• At least two years experience providing peer-led services to mental health consumers;</li> <li>• Have an identified Peer Respite site that meets appropriate city clearances.               <ul style="list-style-type: none"> <li>○ Bidder must demonstrate documentation that meets zoning requirements for intended use.</li> </ul> </li> </ul>		

	<ul style="list-style-type: none"> <li>○ If the site will be leased or is already leased, Bidder must provide a letter of agreement from the landlord specifying intent to lease for the useful life of improvements (estimated for 20 years), renovations are allowed, and property can be used for Peer Respite program.</li> </ul>		
<p><b>5. ORGANIZATIONAL CAPACITY AND REFERENCES</b></p>	<p><b>a.</b> Debarment and Suspension</p>	<p>To be considered for contract award, the Bidder and its principal may not be identified on the list of Federally debarred, suspended or other excluded parties located at <a href="http://www.sam.gov">www.sam.gov</a>.</p>	<p>Pass/Fail</p>
	<p><b>b.</b> BHCS will accept only non-BHCS references. BHCS will check <b>references</b> for Bidders placed on the shortlist and ask the references standard questions, which will be evaluated by the Evaluation Panel.</p>	<p>How do the Bidder's references rate the following:</p> <ul style="list-style-type: none"> <li>● Bidder's capacity to perform the services as stated;</li> <li>● Areas in which Bidder did well;</li> <li>● Areas in which Bidder could have improved;</li> <li>● Availability, training, documentation and reliability on a scale of one to five;</li> <li>● Whether the project was completed on time and on budget;</li> <li>● Understanding of the project and need;</li> <li>● References' overall satisfaction with Bidder;</li> <li>● References' comfort with recommending the Bidder to Alameda County;</li> <li>● Whether Bidder would be used again by Reference; and</li> <li>● Any other information that would assist in Alameda</li> </ul>	<p>4</p>

		County's' work with the Bidder.	
<b>6. BIDDER EXPERIENCE, ABILITY AND PLAN</b>	a. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under the Clinical Understanding and Experience with Priority Population Needs.		(11) Section Subtotal
	i.	Understanding of the Priority Population  How well does Bidder demonstrate understanding of the priority population including: <ul style="list-style-type: none"> <li>• Adults age 18 to 64 experiencing mental health crisis;</li> <li>• Services needed;</li> <li>• Risk factors and barriers;</li> <li>• Cultural and linguistic needs.</li> </ul>	4
	ii.	Experience with Priority Population  <ul style="list-style-type: none"> <li>• How well does Bidder demonstrate experience in providing peer support services?</li> <li>• How well matched are Bidder's experience with and proposed strategies for addressing barriers faced by the priority population?</li> <li>• How well does Bidder demonstrate previous success in outreaching, assessing and linking adults experiencing mental health crisis with appropriate resources?</li> <li>• How well does Bidder demonstrate experience with programming that is culturally and linguistically appropriate?</li> </ul>	7
	b. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under the Service Delivery Approach.		(31) Section Subtotal
	i.	Marketing and Referrals  <ul style="list-style-type: none"> <li>• How well does Bidder demonstrate how they will market the Peer Respite program to providers and consumers?</li> </ul>	3
	ii.	Initial Intake  <ul style="list-style-type: none"> <li>• How well matched is Bidder's plan for assessing appropriateness of services, identifying consumer needs, developing a recovery plan, and identifying recovery goals?</li> </ul>	7

		<ul style="list-style-type: none"> <li>• How well matched is proposed assessment tool?</li> <li>• How appropriate is Bidder's experience in determining if a particular service is appropriate to consumers?</li> </ul>	
	iii. Support Services and Linkage	<ul style="list-style-type: none"> <li>• How well does Bidder demonstrate how support services will be offered to consumers?</li> <li>• How well matched are proposed strength based and evidence based practices? Including Peer Support and WRAP.</li> <li>• How well does Bidder demonstrate how consumers will be linked to additional services and resources? How well does Bidder demonstrate Peer Respite staff will support consumers in accessing and navigating these services?</li> <li>• How well does Bidder demonstrate how consumers will be linked to additional services and resources? How well does Bidder demonstrate how Peer Respite staff will support consumers in accessing and navigating these services?</li> <li>• How well does Bidder demonstrate how they will maximize the use of six beds for Peer Respite services?</li> </ul>	7
	iv. Medication Administration	<ul style="list-style-type: none"> <li>• How well does Bidder demonstrate how self-administration of medication will be supervised and supported?</li> <li>• How well does Bidder demonstrate how client medications will be managed including controlled Scheduled I, II, and III medications?</li> <li>• How well does Bidder address issues such as possession and use of illicit drugs and alcohol, consumer privacy, consumer rights and responsibilities, outside visitors, ADA accessibility, consumer safety, food contamination, and prevention of communicable disease and other emergency situations?</li> </ul>	7

	v. Cultural Responsiveness	<ul style="list-style-type: none"> <li>• How well does Bidder demonstrate how Peer Respite will provide a welcoming environment to consumers?</li> <li>• How well does Bidder demonstrate how cultural and/or linguistic needs of the priority population will be addressed as part of consultation?</li> </ul>	7
	c. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under the Planned Staffing and Organizational Infrastructure.		(11) Section subtotal
	i. Planned Staffing Structure	<ul style="list-style-type: none"> <li>• How well does proposed staffing match proposed practices?</li> <li>• How well and realistic is Bidder's plan for hiring, training, supporting, and maintaining peer staff?</li> <li>• How appropriate is proposed supervision and training for Peer Respite staff?</li> </ul>	5
	ii. Organizational Infrastructure	<ul style="list-style-type: none"> <li>• How well does Bidder demonstrate how staff will be prepared to provide services responsive to culture, gender, sexual orientation, and age? How appropriate or well matched are staff trainings in these areas?</li> <li>• How well does Bidder's staff, leadership and Board of Directors reflect the community?</li> <li>• How well does Bidder demonstrate how Peer Respite staff will reflect the priority population?</li> <li>• How well does Bidder describe how ongoing support to Peer Respite staff will be provided?</li> </ul>	6
	d. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under Partnerships and Collaboration and Tracking Data and Outcomes:		(10) Section subtotal

	<p>i. Partnerships and Collaboration</p> <ul style="list-style-type: none"> <li>• How well does Bidder demonstrate experience in cultivating relationships with agencies that provide mental health, physical health, and additional support services?</li> <li>• How well matched are Bidder’s existing partnerships and collaboration?</li> <li>• How well does Bidder demonstrate history of or commitment to working with BHCS and the Office of Consumer Empowerment?</li> <li>• How well matched is Bidder’s proposed description of collaborating with other service providers to support consumers in medication management and linking with additional services?</li> </ul>		4
	<p>ii. Track Data and Outcomes</p> <ul style="list-style-type: none"> <li>• How thorough, thoughtful and relevant is Bidder’s plan to collect data to monitor the proposed program and desired outcomes?</li> <li>• How well does Bidder identify systems for tracking data?</li> <li>• How well does Bidder demonstrate how data will be used for quality improvement?</li> </ul>		6
	<p>The Evaluation Panel will review the Exhibit B-1 Budget Workbook and the Budget Narrative and assign a score based on how the Bidder’s proposed program budget aligns with the requirements of the RFP which will become the total score under the Cost. The Cost-Coefficient is scored by applying the standard County formula.</p>		(12) Section subtotal
<b>7. COST</b>	<p>a. Cost Co-Efficient</p> <ul style="list-style-type: none"> <li>• Low bid divided by low bid x 5 x weight = points <i>For example:</i> <math>\\$100,000 / \\$100,000 = 1 \times 5 \times 5 = 25 \text{ points}</math></li> <li>• Low bid divided by second lowest bid x 5 x weight = points</li> <li>• Low bid divided by third lowest bid x 5 x weight = points</li> <li>• Low bid divided by fourth lowest bid x 5 x weight = points</li> </ul>		5

	b. Budget and Budget Narrative Review	<ul style="list-style-type: none"> <li>• How well-matched is Bidder’s budget to the proposed program?</li> <li>• How well does the budget capture all activities and staff proposed in the Budget?</li> <li>• How well does the Bidder allocate staff and resources?</li> <li>• How appropriate are the staffing and other costs?</li> <li>• How much value does the proposal add considering the cost of the program, expected outcomes and the number of clients served?</li> <li>• How well does the narrative detail how Bidder arrived at particular calculations?</li> <li>• How well does Bidder “show the work”?</li> </ul>	7
<b>8. IMPLEMENTATION SCHEDULE AND PLAN</b>	a. Implementation Plan Review	<ul style="list-style-type: none"> <li>• How detailed and specific is Bidder’s response?</li> <li>• How realistic does Bidder account for timeline to complete each specified milestone? Milestones include facility renovations, staff hiring, staff training, marketing Peer Respite services, developing Peer Respite program policies and procedures, and services start date.</li> </ul>	5
	b. Identification and Strategies for Mitigation of Risks and Barriers	<ul style="list-style-type: none"> <li>• How detailed and specific is Bidder’s response?</li> <li>• How thorough, thoughtful and realistic is Bidder’s identification of challenges and barrier mitigation strategies?</li> <li>• How well does Bidder assess barriers?</li> <li>• How creative and solution-oriented are Bidder’s strategies?</li> </ul>	6
<b>EXHIBITS</b>	Exceptions, Clarifications and Amendments	Complete/Incomplete Meets Minimum Requirements/ Fails to Meet Minimum Requirements	N/A

<b>ORAL INTERVIEW, IF APPLICABLE</b>	Criteria are created with the CSC/Evaluation Panel. The oral interview on the proposal shall not exceed 60 minutes. The oral interview may include responding to standard and specific questions from the CSC regarding the Bidder's proposal. The scoring may be revised based on the oral interview.	10	
<b>PREFERENCE POINTS, IF APPLICABLE</b>	Local Preference: Points equaling five percent of bidder's total score, for the above Evaluation Criteria, will be added. This will be the bidder's <u>final score</u> for purposes of award evaluation.	Five Percent (5%)	
	Small and Local or Emerging and Local Preference: Points equaling five percent of bidder's total score, for the above Evaluation Criteria, will be added. This will be the bidder's <u>final score</u> for purposes of award evaluation.	Five Percent (5%)	



## **H. CONTRACT EVALUATION AND ASSESSMENT**

During the initial sixty (60) day period of any contract, which may be awarded to a successful Bidder ("Contractor"), the CSC and/or other persons designated by the County may meet with the Contractor to evaluate the performance and to identify any issues or potential problems.

The County reserves the right to determine, in its sole discretion, (a) whether Contractor has complied with all terms of this RFP and (b) whether any problems or potential problems are evidenced which make it unlikely (even with possible modifications) that the proposed program and services will meet the County requirements. If, as a result of such determination the County concludes that it is not satisfied with Contractor, Contractors' performance under any awarded contract as contracted for therein, the Contractor shall be notified of contract termination effective forty-five (45) days following notice. The County shall have the right to invite the next highest ranked Bidder to enter into a contract.

The County also reserves the right to re-bid these programs if it is determined to be in its best interest to do so.

## **I. AWARD**

1. Proposals evaluated by the CSC/Evaluation Panel shall be ranked in accordance with the RFP section II.G. of this RFP.
2. The CSC shall recommend award of each contract to the Bidder who, in its opinion, has submitted the proposal that best conforms to the RFP and best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be recommended or made to the Bidder with the lowest price.
3. The County reserves the right to reject any or all proposals that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, 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.
4. The County reserves the right to award to a single or multiple Contractors.
5. The County has the right to decline to award a contract in whole or any part thereof for any reason.
6. BOS approval to award a contract is required.
7. A contract must be negotiated, finalized, and signed by the intended awardee prior to BOS approval.

8. Final terms and conditions shall be negotiated with the Bidder recommended for award. The successful Bidder may request a copy of the Master Agreement template from the BHCS RFP contact. The template contains the agreement boilerplate language only.
9. The RFP specifications, terms, conditions, Exhibits, Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

**J. PRICING**

Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

**K. INVOICING**

- a. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
- b. Payment will be made within thirty days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
- c. County shall notify Contractor of any adjustments required to invoice.
- d. Invoices shall contain County purchase order (PO) number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
- e. Contractor shall utilize standardized invoice upon request.
- f. Invoices shall only be issued by the Contractor who is awarded a contract.
- g. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.

**L. NOTICE OF INTENT TO AWARD**

At the conclusion of the proposal evaluation process ("Evaluation Process"), all Bidders will be notified in writing by e-mail, fax, or US Postal Services mail of the contract award recommendation, if any, by BHCS. The document providing this notification is the Notice of Intent to Award.

The Notice of Intent to Award shall provide the following information:

- The name of the Bidder being recommended for contract award; and

- The names of all other Bidders that submitted proposals.

At the conclusion of the RFP response evaluation process, debriefings for unsuccessful Bidders will be scheduled and provided upon written request and will be restricted to discussion of the unsuccessful Bidder's proposal.

- Under no circumstances shall any discussion be conducted with regard to contract negotiations with the recommended /successful Bidder.

All submitted proposals shall be made available upon request no later than five (5) calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

#### **M. TERM/TERMINATION/RENEWAL**

The term of the contract, which may be awarded pursuant to this RFP, will be one year and may be renewed thereafter, contingent on the availability of funds, Contractor's performance, continued prioritization of the activities and priority populations, as defined and determined by BHCS.

### III. APPENDICES

#### A. GLOSSARY & ACRONYM LIST

ACCESS	Acute Crisis Care and Evaluation for System-wide Services. The point of contact for the Alameda County Behavioral Health Care Services-Behavioral Health Plan (BHP). Members of the BHP, their families and other individuals in the member's support system contact ACCESS to request referrals for behavioral health services.
Agreement	The formal contract between BHCS and the Contractor. Also referred to as Contract
BHCS	Alameda County Behavioral Health Care Services, a department of the Alameda County Health Care Services Agency
Bid	A Bidders' response to this Request; used interchangeably with proposal
Bidder	The specific person or entity responding to this RFP
Board	Shall refer to the County of Alameda Board of Supervisors
CHFFA	California Health Facilities Financing Authority
Consumer	The recipient of services; used interchangeable with beneficiary and consumer.
Community-Based Organization	A non-governmental organization that provides direct services to beneficiaries
Contractor	When capitalized, shall refer to selected Bidder that is awarded a contract
Consumer Run Organization	An organization in which the board consists of at least 51 percent of individuals with lived experiences and an executive director with lived experiences.
County	When capitalized, shall refer to the County of Alameda
CSC	County Selection Committee or Evaluation Panel
Cultural Responsiveness	The practice of continuous self-assessment and community awareness on the part of service providers to assure a focus on the cultural, linguistic, socio-economic, educational and spiritual experiences of consumers and their families/support systems relative to their care.
Cultural Sensitivity	Is a set of skills that enables one to learn about and get to know people who are different from them, thereby coming to understand how to serve them better within their own communities
Culture	Refers to a group's pattern of communications, actions, customs, beliefs, values and institutions of racial, ethnic or social groups
Federal	Refers to United States Federal Government, its departments and/or agencies
Full Time Equivalent (FTE)	A budgetary term used to describe the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For example, if the normal schedule for

	a staff person is 40 hours per week (40*52 weeks–4 weeks for vacation=1,920). Someone working 1,440 hours during the year represents 1,440/1,920=.75 FTE
Identified Housing	An identified place to stay after leaving Peer Respite services. This may include consumer’s place of residence, a shelter, and/ or home of a family or friend.
Licensed Practitioner of the Healing Arts (LPHA)	Licensed clinical staff (MD, PhD, MFT, LCSW) and staff who are registered with the California Board of Behavioral Sciences, usually registered MFT/ASW interns; psychologists who are waived by the State to provide services; and Master’s level clinical nurse specialists who have national or state license to practice independently.
Mental Health Services Act (MHSA)	Proposition 63, also known as the Mental Health Services Act was passed by the California voters in November 2004. The MHSA provides funding to counties to expand mental health services to those who are unserved or underserved.
Medi-Cal Administrative Activities (MAA)	Administrative activities necessary for the proper and efficient administration of the Medi-Cal program.
Outcomes	The extent of change in attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the intervention and the theory of change guiding it, changes can be short, intermediate, and longer-term outcomes.
Peer	Individuals with lived experiences/ experience as a consumers in the public mental health system and whose duties include a peer support role, contributing significantly to the recovery culture and client orientation of the team.
PES	Psychiatric Emergency Services
Proposal	Shall mean Bidder’s response to this RFP; used interchangeably with bid.
Qualified	Competent by training and experience to be in compliance with specified requirements.
Referral	When used in a contract, it means to a process by which an individual and/or organization must follow before receiving/ providing services.
Request for Proposal (RFP)	Shall mean this document, which is the County of Alameda’s request for proposal to provide the services being solicited herein; also referred herein as RFP.
Response	Shall refer to Bidder’s proposal submitted in reply to RFP
Service Provider	Individuals, groups, and organizations, including CBO and County-operated programs that deliver services to consumers and patients under an agreement or contract with BHCS
State	Refers to State of California, its departments and/or agencies
Unserved or Underserved	Groups that have received no services or are receiving inadequate services to meet their needs. These groups include populations

	defined by race/ethnicity, linguistic backgrounds, gender, age, sexual identity, geographic location, ability status and veteran's status.
WRAP	A personalized wellness and recovery system borne out of and rooted in the principle of self-determination. It helps people to decrease and prevent intrusive feelings and behaviors, increase personal empowerment, improve quality of life, and achieve their own life goals and dreams.

**B. PREVENTION AND EARLY INTERVENTION INFORMATION**

Below is a summary of the new regulations that went into effect on October 6, 2015. To see the full text of the actual regulations click or type in the following link:

[http://www.cbhda.org/wp-content/uploads/2014/12/Final-PEI-Regs\\_Adopted\\_Oct\\_2015-3.pdf](http://www.cbhda.org/wp-content/uploads/2014/12/Final-PEI-Regs_Adopted_Oct_2015-3.pdf)

“**Early Intervention Program**” means treatment and other services and interventions, including relapse prevention, to address and promote recovery and related functional outcomes for a mental illness early in its emergence, including the applicable negative outcomes listed in Welfare and Institutions Code Section 5840, subdivision (d) that may result from untreated mental illness.

- Early Intervention Program services may include services to parents, caregivers, and other family members of the person with early onset of a mental illness, as applicable.
- Early Intervention Program services shall not exceed eighteen months, unless the individual receiving the service is identified as experiencing first onset of a serious mental illness or emotional disturbance with psychotic features, in which case early intervention services shall not exceed four years.

**Required Data**

<b>Data Requirements:</b>	<b>Description:</b>
<ul style="list-style-type: none"> <li>● # of <b>unduplicated</b> individuals served in the preceding fiscal year                             <ul style="list-style-type: none"> <li>○ # of individuals at risk</li> <li>○ # of individual with early onset</li> <li>○ # of individual family members</li> </ul> </li> </ul>	<p>If a Program served both individuals at risk of a mental illness (Prevention) and individuals with early onset of a mental illness (Early Intervention), the County shall report numbers served separately for each category.</p> <p>If a Program served families the County shall report the number of individual family members served.</p>

**Evaluation Requirements**

- Program name
- Identification of the target population for the specific Program including:
  - Demographics relevant to the intended target population
  - The mental illness or illnesses for which there is early onset.
  - Brief description of how each consumer’s early onset of a potentially serious mental illness will be determined.
- Identification of the type(s) of problem(s) and need(s) for which the Program will be directed and the activities to be included in the Program that are intended to bring about mental health and related functional outcomes including reduction of the negative outcomes for individuals with early onset of potentially serious mental illness.
- The MHSA negative outcomes as a consequence of untreated mental illness the Program is expected to affect, including the reduction of prolonged suffering as a consequence of untreated mental illness.

- List the mental health indicators that the County will use to measure reduction of prolonged suffering.
- For any other specified MHSA negative outcome as a consequence of untreated mental illness, list the indicators that the County will use to measure the intended reductions.
- Explain the evaluation methodology, including, how and when outcomes will be measured, how data will be collected and analyzed, and how the evaluation will reflect cultural competence.
- Specify how the Program is likely to reduce the relevant MHSA negative outcomes by providing the following information:
  - If the County used the evidence-based standard or promising practice standard to determine the Program's effectiveness, provide a brief description of or reference to the relevant evidence applicable to the specific intended outcome, explain how the practice's effectiveness has been demonstrated for the intended population, and explain how the County will ensure fidelity to the practice according to the practice model and program design in implementing the Program.
  - If the County used the community and/or practice-based standard to determine the Program's, describe the evidence that the approach is likely to bring about applicable Mental Health Services Act outcomes for the intended population(s) and explain how the County will ensure fidelity to the practice according to the practice model and program design in implementing the Program.

### **Optional Strategies**

- Outreach for Increasing Recognition of Early Signs of Mental Illness (see Section 3560.020).