

**CALIFORNIA MENTAL HEALTH SERVICES  
AUTHORITY**  
(CaIMHSA)

**REQUEST FOR INTEREST**



**OPEN SOLICITATION**  
for  
**Statewide Prevention and Early Intervention Initiatives  
Project Manager for Implementation of the  
Stigma and Discrimination Reduction Consortium**

**Release Date: October 14, 2011**

## EXECUTIVE SUMMARY

The California Mental Health Services Authority (CalMHSA) Statewide Prevention and Early Intervention Implementation Work Plan (Work Plan) is composed of three comprehensive and coordinated initiatives: Suicide Prevention, Stigma and Discrimination Reduction (SDR), and Student Mental Health. This Request for Interest (RFI) is designed to solicit interest from qualified applicants seeking to serve as Project Manager for the SDR Consortium Project, SDR Program One, Component One.

The *California Strategic Plan on Suicide Prevention: Every Californian is Part of the Solution* is built upon the vision that a full range of strategies, from prevention and early intervention to treatment and recovery should be implemented to appropriately target Californians across the lifespan and across diverse backgrounds. Respondents are encouraged to download the entire Work Plan and Addendum from the CalMHSA website for additional information ([www.calmhsa.org](http://www.calmhsa.org)).

Through this RFI solicitation, CalMHSA seeks to ascertain the qualifications of individuals to convene a Consortium and develop a plan for transition of the Consortium's administration to a consumer/client-led organization that has the capacity to continue to manage the work of the project until the SDR Initiative concludes on June 30, 2014.

**Opportunity Title:** Request for Interest, PEI Initiative Project Manager

**Release Date for RFI:** October 14, 2011

**Last Day for Submissions :** November 4, 2011

**\*NOTE: In the case CalMHSA does not find a qualified candidate by the last day of submission, an extension of fifteen days will be re-posted .**

Address submissions to: Ann M. Collentine, Program Director  
CalMHSA  
c/o George Hills Company, Inc.  
3043 Gold Canal Drive, Suite 200  
Rancho Cordova, CA 95670  
[ann.collentine@georgehills.com](mailto:ann.collentine@georgehills.com)

**Length of Project Period:** Up to 8 months

**Respondent Scope of Work:** See Part A

## Table of Contents

Executive Summary	2
Part A: RFI Scope of Work	4
Part B: Sample of Professional Services Agreement	5
Part C: Instructions to Respondents	9

## **PART A: RFI SCOPE OF WORK**

The selected project manager will complete the list of tasks below in consultation with CalMHSA staff. CalMHSA will arrange for administrative and managerial support for the project manager after consultation with the selected project manager.

1. Collaborate with other SDR contractors and CalMHSA, to identify organizations and individuals that would represent the categories listed as potential membership for the Consortium in the SDR Initiative RFP.
2. Establish and convene the Consortium membership, with administrative support from CalMHSA. Support the interaction and exchange among Consortium members as appropriate, either through in-person meetings or by use of technology.
3. Establish any necessary subcommittees or implement other necessary strategies for the Consortium to achieve identified deliverables, which include but are not limited to:
  - a. Review and comment on SDR messaging, and messaging for the PEI Initiatives in general, to ensure a consistent message, when appropriate;
  - b. Collaborate with other contractors participating in the SDR Initiative, to conduct a statewide assessment of current capacity and strategies for addressing gaps and expanding capacity
  - c. Collaborate with the Mental Health Association of San Francisco, an SDR contractor in Program 2 and 3, to assess, develop and disseminate information on available resources and best practices
  - d. Begin to explore different strategies and tactics for how the Consortium can serve as the “hub” or “clearinghouse” for accessible and cultural relevant anti-stigma materials for California’s diverse populations and communities. Provide recommendations for how such a depository could be developed in collaboration with other CalMHSA contractors.
4. Develop a plan for transition of the Consortium’s administration to a consumer/client-led organization that has the capacity to continue to manage the continued work of the project until the SDR Initiative concludes on June 30, 2014. Such an organization would have the ability to provide a statewide voice on the critical impact of stigma and resulting discrimination and disparities experienced by individuals, families and communities.

## **PART B: SAMPLE OF PROFESSIONAL SERVICES AGREEMENT**

### **Professional Services Agreement**

#### 1. Identification of Parties

THIS AGREEMENT is effective by and between Contractor (identified at the end of this Agreement) and the California Mental Health Services Authority (CalMHSA).

#### 2. Service Agreement Representative

The representative for CalMHSA will be John Chaquica, Executive Director, or his designee. The representative for the Contractor will be \_\_\_\_\_. Contractor will report to the John Chaquica or his designee in the performance of this Agreement. From time to time, Contractor may also be required to send a representative to report at meetings of CalMHSA's Board of Directors, or a Committee of the Board.

#### 3. Term of Contract

This Agreement shall be in effect \_\_\_\_\_ through \_\_\_\_\_, at which time it shall expire unless renewed by mutual agreement of both parties. Either party may cancel the contract upon 30-day written notice to the other party.

#### 4. Scope of Contractor's Work

The Contractor will perform the services described on Part A, Scope of Work, attached.

Regarding the performance of such activities, the Contractor shall report to the Executive Director or his designee on no less than on a monthly basis.

#### 5. Compensation and Terms of Payment

In consideration of the services to be performed hereunder by the Contractor, CalMHSA agrees to pay Contractor \$\_\_\_\_\_ per hour of work performed. Contractor will be responsible for expenses of performance by Contractor, except as stated below.

CalMHSA agrees to reimburse the Contractor for any reasonable out-of-pocket expenses (including mileage, overnight lodging, etc.) incurred consistent with CalMHSA policy. Travel must be pre-approved by CalMHSA and must comply with the State of California Department of Personnel Travel regulations. Expenses which are over the State DPA policy limits will not be reimbursed.

Professional fees and expense reimbursements during the contract period shall not exceed \$\_\_\_\_\_ unless otherwise approved by CalMHSA. Should the contract be renewed beyond the initial contract period, the "not to exceed amount" of professional billings for that period shall be established and approved by CalMHSA at that time.

Contractor agrees to submit monthly invoices to CalMHSA c/o its executive director or designee indicating the total professional fees and expenses due to the Contractor. CalMHSA agrees to pay the Contractor the billed amount within 30 days of receipt of the invoice.

#### 6. Confidentiality

In the course of performance under this contract, information and data of a confidential or proprietary nature may be disclosed to the Contractor. Contractor agrees to accept such data in confidence, to not to disclose such data to others, to comply with all appropriate state and federal confidentiality laws, and to refrain from using such data for purposes other than those directed hereunder by CalMHSA. Contractor shall be governed by all statutory guarantees of client confidentiality in handling any documents related to specific clients.

#### 7. Intellectual Property

Any and all proposals, plans, specifications, designs, drawings, resource materials, training materials, reports and related documents (whether physical or electronic) first created pursuant to this Agreement (collectively, "Documents and Materials") shall be considered a work for hire owned by CalMHSA. "Documents and Materials" does not include previously created materials acquired or produced by or on behalf of Contractor.

To the extent that the Documents and Materials fail to qualify as a work for hire, Contractor assigns to CalMHSA all copyright and other use rights in Documents and Materials. Contractor agrees to take such further steps as may be reasonably requested by CalMHSA to implement the aforesaid assignment. If for any reason said assignment is not effective, Contractor hereby grants CalMHSA and any assignee of CalMHSA an express royalty-free license to retain and use said Documents and Materials. CalMHSA's rights under this section shall apply regardless of the degree of completion of the Documents and Materials and whether or not Contractor's services have been fully performed or compensated.

In Contractor's contracts with subcontractors, if any, Contractor shall expressly obligate them to grant CalMHSA the aforesaid rights as to Contractor's Documents and Materials. Contractor agrees to defend, indemnify and hold CalMHSA harmless from any damage caused by a failure of the Contractor to obtain such rights from its subcontractors.

Contractor shall pay all royalties and license fees which may be due for any patented or copyrighted materials, methods or systems selected by the Contractor and incorporated into its work pursuant to this Agreement, and shall defend, indemnify and hold CalMHSA harmless from any claims for infringement of patent or copyright arising out of such selection. CalMHSA's rights under this Section shall not extend to any computer software used to create such Documents and Materials.

Contractor shall be permitted to retain copies, including reproducible copies and computerized copies, of said Documents and Materials. CalMHSA shall grant to Contractor a non-exclusive license to use CalMHSA's interest in such copyrighted work first created in the performance of this Agreement. Subject to the provisions in Section 6 (Confidentiality), such license shall grant to Contractor a non-exclusive, right to publish, reproduce, distribute, use, and make derivative works of all or any part of the copyrighted work first created in the performance of this Agreement for non-commercial, research or education purposes, and Contractor may authorize others to do the

same by or on behalf of Contractor for non-commercial purposes. This explicitly includes the electronic copies of such copyrighted works. In no event shall this Agreement be interpreted to grant an express or implied license, except as expressly granted herein

#### 8. Liability, Indemnification and Insurance

CalMHSA shall in no way be held liable for any accident, personal injury, or property damages caused or incurred by Contractor. Contractor hereby agrees to indemnify and hold harmless CalMHSA and its agents from any claims or actions arising in any way from the acts or omissions of Contractor, even if CalMHSA or its agents were also negligent. Contractor shall maintain insurance sufficient to perform these obligations.

#### 9. Termination

Either party may terminate this Agreement upon 30 days written notice. Contractor agrees that if this Agreement expires or is terminated the promises and covenants of confidentiality in this Agreement shall outlive this Agreement and remain in effect in perpetuity.

#### 10. Assignment

Neither party hereto may assign this Agreement, nor will the Contractor subcontract any service to be provided under this Agreement, unless CalMHSA consents to such subcontracting in writing.

#### 11. Independent Contractor

Contractor in the performance of this Agreement is an independent contractor. Contractor understands and agrees that Contractor and Contractor's employees shall not be considered officers, employees or agents of CalMHSA.

Contractor assumes full responsibility for the acts and/or omissions of Contractor's employees or agents as they relate to the services to be provided under this Agreement. Contractor is solely responsible for payment of all federal, state and local taxes or contributions, including unemployment insurance, social security and income taxes, for Contractor's employees.

#### 11. Entire Agreement

This Agreement sets forth the entire agreement of the parties hereto, and supersedes all prior agreements, written or oral, between them of the subject.

#### 12. Execution

If signing on behalf of an entity, the individual signing below warrants that he or she has been authorized by the entity to sign on its behalf. This Agreement may be executed in counterparts such that signatures may appear on separate pages. A copy, fax or original, with all signatures appended, shall be deemed a fully executed document.

Contractor:

Tax Identification Number: \_\_\_\_\_

License Number (If Applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

CalMHSA:

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **PART C: INSTRUCTIONS TO RESPONDERS**

### **1.0 Intention**

This Request for Interest is intended to provide the CalMHSA with a list of potential project managers that it can select from to lead the implementation of the project outlined above. CalMHSA staff will interview a limited number of applicants before selecting one. CalMHSA shall not consider RFI submissions to be binding agreements to perform, nor should this RFI be considered a binding offer to contract.

### **2.0 RFI Timetable**

**The following timetable for this RFI is based on CalMHSA Board approval and any delays/changes in the RFI timetable will be posted through RFI addenda:**

- Release of RFI .....October 14, 2011
- Last Day for Respondents to Submit Cover Letter, Resume and References .....November 4, 2011

### **3.0 Submission**

Responding parties should submit (1) a cover Letter specifically addressing interest in project and stating unique qualifications, including lived experience, (2) a resume, and (3) references

Address submissions to:           Ann M. Collentine, Program Director  
  CalMHSA  
  c/o George Hills Company, Inc.  
  3043 Gold Canal Drive, Suite 200  
  Rancho Cordova, CA 95670  
  ann.collentine@georgehills.com

### **4.0 DISCLAIMERS**

CalMHSA reserves the right to cancel this RFI at any time if deemed to be in the best interest of CalMHSA. Any cost incurred in responding to this RFI is borne solely by the Respondent.