



Request for Statement of Qualifications (RFSQ) Peer Support Specialist Certification Training

Applications due by 5:00pm on Tuesday, August 31, 2021



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1 Project Description

CalMHSA is seeking responses from organizations who are interested in providing training that leads to Peer Support Specialist Certification on behalf of multiple California County Mental Health Plans (MHPs). This RFSQ's reference to Peer Support Specialist Certification (PSSC) is in alignment with the *Peer Support Specialist Certification Program Act of 2020* with the intent of increasing the number of Peer Support Specialists as Medi-Cal providers and bill for services under the Medi-Cal program. Counties being represented by CalMHSA will range in size from small/rural to large counties and are located throughout California. Although the Peer Support Specialist Certification standards set forth by the Department of Healthcare Services (DHCS) are uniform for all counties and/or organization implementing a Peer Support Specialist Certification program, the training content and delivery of training may vary.

The goal of this RFSQ is to determine organizational qualifications and interest in a project of this scale and scope. Peer Support Specialist trainings covered in this RFSQ should be meet required standards and be accessible across counties or geographic regions to individual's interested in taking trainings towards becoming a Certified Medi-Cal Peer Support Specialist.

Qualified applicants should have the ability to implement a comprehensive training program to meet training requirements that lead to Peer Support Certification examination, including, but not limited to the following core competencies:

1. The concepts of hope, recovery, and wellness.
2. The role of advocacy.
3. The role of consumers and family members.
4. Psychiatric rehabilitation skills and service delivery, and addiction recovery principles, including defined practices.
5. Cultural and structural competence trainings.
6. Trauma-informed care.
7. Group facilitation skills.
8. Self-awareness and self-care.
9. Co-occurring disorders of mental health and substance use.
10. Conflict resolution.
11. Professional boundaries and ethics.
12. Preparation for employment opportunities, including study and test-taking skills, application and résumé preparation, interviewing, and other potential requirements for employment.



13. Safety and crisis planning.
14. Navigation of and referral to, other services
15. Documentation skills and standards
16. Confidentiality
17. Digital literacy

Relevant requirements can be found [https://www.dhcs.ca.gov/Documents/CSD BL/BHIN-21-041.pdf](https://www.dhcs.ca.gov/Documents/CSD%20BL/BHIN-21-041.pdf)



Based on the qualifications of the respondents, CalMHSA may choose to:

1. Enter into a contract with an organization to provide trainings that meet the regulatory competencies that lead to Peer Support Specialist Certification.
2. Invite the most qualified organizations to submit proposals, to be reviewed and selected based on experience and qualifications to provide training program that meets regulatory competencies and curriculum that lead to Peer Support Specialist Certification.

2 Requested Information

Respondents should upload one PDF document answering the following questions. CalMHSA is not responsible for costs associated with the development of RFSQs nor shipping or delivery of such. Organizational responses should be limited to no more than 7 pages total.

Question 1:

Describe your organization's history; current governance and current staffing; programs/projects, and the role of individuals with lived experience, family members, parents, and caregivers within your organization. Please also describe your organization's approach to cultural humility.

Question 2:

Describe your organization's current training course and objectives, include which training corresponds with *each* of the 17 core competencies. For those not yet met, describe how your organization plans to meet the requirement.

Question 3:

Describe your organization's Peer training program inclusive of:

1. Cost associated with training curricula and any additional costs
2. Estimated yearly training capacity
3. Training modality (i.e., in-person, virtual, etc.)
4. Specializations (i.e., Caregiver, Parent, Parent Peer; Forensic)
5. Complaints about the training program

Question 4:

Describe your organization's training costs based on training modality.

Question 5:

Describe how your organization addresses requests for accommodations to better support learning.

Question 6:

Describe which counties have been served by your organization and which counties your organization plans to serve.

3 Submission Instructions and Requirements

3.1 RFSQ Timeline

EVENT	Key Dates
RFSQ Issued	8/13/21
RFSQ Questions Due	8/20/21, 5:00 pm PST
RFSQ Questions Answered	8/25/21
Deadline for RFSQs to be Submitted	8/31/21, 5:00 pm PST

3.2 Submittal Address

All Submissions must be submitted electronically using CalMHSA’s e-Procurement Portal, Bonfire, at <https://calmhsa.bonfirehub.com/>.

3.3 RFSQ Questions and Clarifications

All questions and requests must be submitted through CalMHSA’s e-Procurement Portal at: <https://calmhsa.bonfirehub.com/>. The deadline to submit questions for this RFSQ is **Friday, August 20, 2021**. The FAQ responding to the questions will be posted on **Wednesday, August 25, 2021** at <https://calmhsa.bonfirehub.com/> and on the CalMHSA website at www.calmhsa.org.

To ensure all parties have access to the same information at the same time, except as stated below, CalMHSA will NOT respond to questions as they are received and will not accept telephonic questions.

It is the sole responsibility of the proposer to refer to the FAQs, which will be posted on CalMHSA’s website at www.calmhsa.org and CalMHSA’s e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

If a Proposer is unable to submit questions via the Bonfire e-Procurement Portal, the Proposer must provide CalMHSa with an email justification at info@calmhsa.org outlining why the Proposer is unable to do so.

If a question relates to a proprietary/trade secrets aspect of a RFSQ and the question would expose proprietary information if disclosed to competitors, the proposer must mark the question as "CONFIDENTIAL." With the question, the proposer must submit a statement explaining why the question is sensitive. If CalMHSa concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered by email reply, and both the question and answer will be kept in confidence. If CalMHSa does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified and asked whether the vendor would like the question to receive a public response or no response at all.

3.4 Withdraw

A proposer may withdraw or amend its RFSQ, but only before the Application Submittal Deadline, directly on CalMHSa's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

3.5 Review of Applications

CalMHSa will review all responses for completeness and adherence to the RFSQ rules stated in this document. Following the initial review, all complete applications will be reviewed and scored by a review panel. The evaluation panel will conduct a fair and impartial evaluation of RFSQs received in response to this RFSQ.

The review panel is comprised of individuals with varied backgrounds, to include professional expertise, lived experience, personal knowledge, etc. Panelists' information will not be disclosed as a matter of confidentiality. CalMHSa is committed to ensuring the RFSQ review panel is representative of California's racial, ethnic, and cultural diversity.

3.6 Negotiations with Potential Proposers

Based on the qualifications of the respondents, CalMHSa may choose to:

1. Enter into a contract with an organization to provide trainings that meet the regulatory competencies that lead to Peer Support Specialist Certification



3. Invite the most qualified organizations to submit proposals, to be reviewed and selected based on experience and qualifications to provide training program that meets regulatory competencies and curriculum that lead to Peer Support Specialist Certification.

Should CalMHSA choose to award solely based on the received RFSQs, selection will not be based exclusively on price. CalMHSA reserves the right to negotiate with proposers who, in the opinion of the review panel, have submitted the best RFSQ in an attempt to reach an agreement. If no agreement is reached, CalMHSA may negotiate with other proposers or may choose to extend the RFSQ period. CalMHSA also reserves the right to meet with vendors to gather additional information. Additional information may include, but is not limited to, a demonstration of skills described in the RFSQ.

3.7 Protest Procedures

Should CalMHSA choose to award solely based on the received RFSQs, protests must be received no later than five (5) business days after the Notice of Intent to Award is posted on the CalMHSA website. The sole basis for protest are that the award was (1) in violation of law, (2) in violation of the provisions of this RFSQ, or (3) in violation of CalMHSA's procurement process. All protests must be in writing and (1) state in detail each and every ground asserted for the protest, citing to the law, RFSQ provision, or particular provision of the procurement policy on which the protest is based; (2) explain why the error prevented the aggrieved organization from being awarded the contract; and (3) identify the remedy sought.

Written protests can be sent to the following:

Via Email:

info@calmhsa.org

Via Certified Mail:

CalMHSA
Attn: Chief Administrative Officer
PO Box 22967
Sacramento, CA 95822

Within 14 days of receipt of any protest, CalMHSA's Executive Director will provide a written decision which shall be final upon transmission to the protesting party. If the Executive Director determines that the error identified by the protesting party has deprived that party from receiving the contract, the Executive Director may act to rectify the error, including but not limited to cancellation of the RFSQ or proposed contract, correction or other revision of the

awarded contract, termination of an improperly awarded contract, or affirmation of an existing contract if the discovered defect is immaterial or the Executive Director determines that affirmation is in the best interest of CalMHSA.

3.8 Notice Regarding Public Records Act Request

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All RFSQs received for this RFSQ are ultimately subject to public review; however, during the competitive bid process, all RFSQs will be kept confidential. Upon award and execution of contract by awardee(s), all RFSQs and supplemental information will be subject to public review, with the exception of those elements of a RFSQ which contain elements that are clearly marked as confidential or trade secrets. Any such designation should be accompanied by a brief explanation of the reason the information is non-public and protected from disclosure under California law. CalMHSA reserves the right to disregard such designations if they have been applied indiscriminately to non-protected information, and in no event shall CalMHSA, its agents, representatives, consultants, directors, or officers be liable to a responding party for the intentional or inadvertent disclosure of all or a portion of a RFSQ submitted under this RFSQ, regardless of whether it was marked as confidential or trade secret.

Although the California Public Records Act allows certain confidential or trade secret information to be protected from disclosure, CalMHSA may not be in a position to establish that the information submitted is protected. If CalMHSA receives a request for public disclosure of all or any portion of a RFSQ that has been designated as exempt from disclosure, CalMHSA will use reasonable efforts to notify the responding party of the request and give such party an opportunity to assert, at its own expense, a claimed exception under the California Public Records Act or other applicable law within the time period specified in the notice issued by CalMHSA and allowed under the California Public Records Act.

3.9 Format of RFSQ

Respondents should upload one PDF document answering all Question listed under Section 2 “Requested Information.” Submissions should be in 12 pt. Times New Roman Text, single space formatting.

RFSQs must be submitted through CalMHSA’s e-Procurement Portal at: <https://calmhsa.bonfirehub.com/>. Submissions by other methods will not be accepted. Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled.



Browser cookies must be enabled. Respondents should contact Bonfire at Support@GoBonfire.com for technical questions related to submissions or visit Bonfire’s help forum at <https://bonfirehub.zendesk.com/hc>.

listed under Requested Information Submission materials should be prepared in the file formats for this opportunity in the Bonfire Portal. All PDFs documents must be formatted in Times New Roman, 12 pt. font, single spaced, unless otherwise indicated in the Requested Information. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.