



Request for Statement of Qualifications (RFSQ) Outpatient and Residential Treatment Program

Applications Due by 5:00 PM January 27, 2023



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1 RFSQ Summary

The California Mental Health Services Authority (CalMHSA), a Joint Powers Authority (JPA), serves California Counties and Cities as an independent administrative and fiscal intergovernmental structure for jointly developing, funding, and implementing mental health services and educational programs at the state, regional, and local levels. (See Gov. Code §6500 et seq.)

To expand the availability of a broad range of Medi-Cal specialty mental health and substance use disorder treatment services across the state, CalMHSA is seeking responses from organizations that can provide outpatient and residential behavioral health services on behalf of up to fifty-eight California counties. Vendors may choose to apply for contracts within their current area or expand to additional cities and counties. Vendors may be providers of single service types such as Drug Medi-Cal American Society of Addiction Medicine (ASAM) Level 1 Outpatient with services in one county, or they may be providers of multiple types of services such as a combination of adult residential services, outpatient therapy, case management, peer support and medication support providing services to multiple counties.

Prospective vendors must adhere to all Department of Health Care Services (DHCS) regulations related to the provision of Medi-Cal Specialty Mental Health Services (SMHS), Drug Medi-Cal State Plan (DMC), and Drug Medi-Cal Organized Delivery System (DMC-ODS) services. This includes Early and Periodic Screening, Diagnostic and Treatment (EPSDT), Community Care Licensing and any other relevant state regulations and requirements.

The RFSQ application process allows organizations to be evaluated for capability and compliance prior to submitting a formal Request for Proposal. This request does not commit CalMHSA to contract for any supply or service whatsoever. In addition, Applicants are advised that CalMHSA will not pay for any information or administrative costs incurred in response to this RFSQ; all costs associated with responding to this RFSQ will be solely at the interested party's expense. Not responding to this RFSQ does not preclude participation in any future RFP, if any is issued.

2 Project Scope of Work

CalMHSA is seeking vendors to provide services for Medi-Cal beneficiaries needing treatment for Severe Mental Illness (SMI) Severe Emotional Disturbance (SED) and /or substance use disorders (SUD). These services may be outpatient and/or residential services for youth, adults and/or older adults. Vendors may apply to provide one or more services. Prospective vendors need not have the capacity to offer every type or level of service but will have the ability to ensure a seamless and coordinated delivery of care within and between providers in order to transition clients from and to appropriate services at admission and discharge. Vendor services should be tailored to meet the cultural and linguistic needs of the community or communities they are serving.

- A. **Specialty Mental Health Services treatment services** (pursuant to all relevant regulations including but not limited to the California Code of Regulations (CCR) Title 9, Title 42 Code of Federal Regulations (CFR), the current Mental Health Plan Contract with the California Department of Health Care Services (DHCS), and all applicable DHCS Behavioral Health Information Notices (BHIN). Vendor services may be broad or specialized to meet the needs of the wide age spectrum of consumers including children, youth, adults and older adults. Specialty Mental Health Services will include residential or outpatient services, or both.
- B. **Substance Use Disorder treatment services** (pursuant to all relevant regulations including but not limited to CCR Title 9, Title 42 CFR, the current Intergovernmental Agreement with DHCS, the current DMC-ODS contract with DHCS, and all applicable DHCS BHINs). Vendor may provide any combination of outpatient and residential ASAM levels of care from 0.5 to 3.5 for youth and adults.
- C. **Target Population for SMI/SED and SUD services includes:**
 1. Individuals eligible for or receiving Medi-Cal.
 2. Individuals who are determined or suspected to have a mental health or substance use disorder.
 3. Individuals or collateral contacts of those individuals who are determined likely to benefit from behavioral health services as relevant. For example, family or friends receiving support and information related to transitioning their youth into or from residential substance abuse treatment
 4. Clients as referred by county systems, or per written agreement with county systems for clients to directly access these services without a referral.

3 Requested Information

Applicants should upload one PDF document answering the following questions. Organizational responses should be limited to no more than ten (10) pages:

Please submit the following components as part of your response:

1. **Background of organization** Please describe your organization's clinical, administrative, and managerial capacity to provide behavioral health services inclusive of:
 - a. Description of services provided either in person or virtually to youth, adults and/or older adults in the state of California including ages of the target population and the type of services provided. Highlight any service niches the agency provides.
 - b. Provide background information related to vendor agency, such as years in business, size of active Board of Directors, licensing, and community or county collaborations that support the provision of services.



- c. Discuss the service areas where vendor is currently located or providing services. Include number and location of current physical sites and services. Detail any county areas, sites or virtual services vendor intends add.
- d. Demonstrate vendor’s attention to timeliness, accuracy, and quality in the provision of therapeutic services.
- e. Have written policies and procedures for selection and retention of providers that comply with applicable federal and state laws and regulations.

2. Client-Centered and Culturally Responsive Services:

- a. Discuss vendor ability to provide services that are client centered and meet the individual needs of each client and their support system.
- b. Discuss vendor use of community aligned practices and Evidenced Based Practices
- c. Discuss vendor language capacity and ability to provide exceptional culturally appropriate services.

3. Letters of Support (These are not inclusive of the 10-page limit):

- a. Applicant must submit three (3) signed letters of support, including references from organizations with whom the Applicant has contractual or other business relationships who can substantiate the Applicant’s capacity to provide such services as described in the SOW.

4. Relevant Technology: Applicant should describe the organization’s business infrastructure and technical capabilities relevant to the SOW. What technical platforms/applications do you anticipate utilizing for data tracking and County communications.

5. Budget:

- a. Please provide a budget that includes all vendor costs relative to this proposal. * Please include adjustments and time to scale up services if vendor plans to expand sites and services as part of this proposal.
- b. Applicant must provide the above information for prime contractors as well as any sub-contractors included in their program.

6. Timeline: Applicant should include a workplan and/or timeline detailing the length of time the organization would need to prepare to deliver the requested services listed in the SOW.

* All cost estimates are subject to negotiation if selected to contract.

4 Minimum Requirements

Applicant must meet the requirements below otherwise they may be considered non-responsive, and the proposal may be rejected at CalMHSa's sole discretion.

1. Applicant(s) must have a minimum of five (5) years of experience providing related services for which your organization is responding as requested in the scope of work.
2. Applicant must not currently have a Settlement Agreement or Claim against them with any of CalMHSa's member counties or any state agency. If there are current claims against the Applicant in excess of \$10,000 within the last five (5) years, Applicant must disclose claims information as part of their response submittal.

5 CalMHSa Rights and Responsibilities

1. CalMHSa is not responsible for representations made by any of its officers or employees prior to the execution of the Agreement unless such understanding or representation is included in this RFSQ or any written addenda to this RFSQ.
2. CalMHSa has the right to amend the RFSQ by written addendum. CalMHSa is responsible only for that which is expressly stated in the solicitation document and any authorized written addendum thereto. Such addendum shall be made available to each person or organization which CalMHSa records indicate has received this RFSQ. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal Package not being considered, as determined in the sole discretion of CalMHSa. CalMHSa is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.
3. Based on the qualifications of the applicants, CalMHSa may choose to:
 - a. Enter into a contract with an organization to provide outpatient and residential treatment services.
 - b. Invite the most qualified organizations to submit a detailed proposal, to be reviewed and selected based on experience and qualifications to provide outpatient and residential treatment services.

6 CalMHSA Option to Reject Proposal Packages

CalMHSA, at its sole discretion, may reject any or all Proposal Packages submitted in response to this solicitation. CalMHSA shall not be liable for any cost incurred by an Applicant in connection with preparation and submittal of any Proposal Package.

7 Truth and Accuracy of Representatives

False, misleading, incomplete, or deceptively unresponsive statements in connection with a Proposal Package shall be sufficient cause for rejection of the Proposal Package. The evaluation and determination in this area shall be at CalMHSA’s sole judgment and its judgment shall be final.

8 Submission Instructions and Requirements

Proposal Timeline**

EVENT	Key Dates
RFSQ Issued	12/8/22
RFSQ Questions Due	12/16/22
RFSQ Questions Answered	12/30/22
Deadline for Responses to be Submitted	1/27/23
Application Review	1/30/23 – 2/3/23

**All dates are tentative and can be changed with per CalMHSA’s discretion. Any date changes that occur will be posted on the CalMHSA website.

Submittal Address

All Submissions must be submitted electronically using CalMHSA’s e-Procurement Portal, Bonfire:

<https://calmhsa.bonfirehub.com/>.

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 **December 16, 2022** (No later than 5:00PM PST). The FAQ responding to the questions will be posted on **December 30, 2022** (No later than 5:00PM PST), at <https://calmhsa.bonfirehub.com/> and on the CalMHSA website.

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 Applicant to refer to the FAQs, which will be posted on CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

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

If a question relates to a proprietary/trade secrets aspect of a proposal and the question would expose proprietary information if disclosed to competitors, the Applicant must mark the question as "CONFIDENTIAL." With the question, the Applicant 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 confidential. 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.

Withdraw

An Applicant may withdraw or amend its proposal, but only before the Application Submittal Deadline, directly on CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

Review of Applications

CalMHSA will receive all applications and review for completeness and adherence to the RFSQ rules stated in this document. Following the initial review, all qualified applications will be reviewed and scored by a review panel. The evaluation panel will conduct a fair and impartial evaluation of proposals 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. CalMHSAs is committed to ensuring the RFSQ review panel is representative of California's racial, ethnic, and cultural diversity.

Selection will not be based exclusively on price or highest score. CalMHSAs reserves the right to negotiate with Applicants who, in the opinion of the review panel, have submitted the best proposal in an attempt to reach an agreement. If no agreement is reached, CalMHSAs may negotiate with other Applicants or may choose to extend the proposal period. CalMHSAs 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 proposal.

Protest Procedures

Protests must be received no later than five (5) business days after the Notice of Intent to Award is posted on the CalMHSAs website. The sole bases 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 CalMHSAs'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:

CalMHSAs
Attn: Chief Administrative Officer
1610 Arden Way
STE 175
Sacramento, CA 95815

Within 14 days of receipt of any protest, CalMHSAs'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 CalMHSAs.

Notice Regarding Public Records Act Request

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All proposals received for this RFSQ are ultimately subject to public review; however, during the competitive bid process, all proposals will be kept confidential. Upon award and execution of the contract by awardee(s), all proposals and supplemental information will be subject to public review, with the exception of those elements of a proposal 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 proposal 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 proposal 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.

Format of Proposal

Proposals 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. Applicants 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>.

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. All PDFs documents must be formatted in Times New Roman, 12 pt. font, double 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.