

California Mental Health Services Authority

# Request for Proposals (RFP)

Tri-City Mental Health Authority Community

Grant Applications

**Applications due by 5 p.m. (PST) on March 21, 2025**

Potential responders must submit proposals only through CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>

*The RFP does not constitute a contract or an offer. In addition, any contract awarded because of this RFP is subject to any additional restrictions, limitations, or conditions required by CalMHSA in any manner. CalMHSA reserves the right to make one award, multiple awards, or to reject all proposals, in whole or in part, submitted in response to this RFP.*

*CalMHSA reserves the right to amend this RFP via written addendum, addendum or cancel the RFP at any time.*



### **Tri-City Mental Health Authority Community Grant Application RFP Summary**

The California Mental Health Services Authority (CalMHSA) is a Joint Powers of Authority – an independent government entity – formed in 2009 by counties and cities throughout the state to focus on collaborative, multi-county projects that improve behavioral health care for all Californians. By pooling resources, forging partnerships, and leveraging technical expertise on behalf of counties, CalMHSA develops strategies and programs with an eye toward transforming community mental health; creates cross-county innovations; and is dedicated to addressing equity to better meet the needs of our most vulnerable populations.

The Tri-City Mental Health Authority, through its Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) component funding and in collaboration with CalMHSA, is pleased to announce the availability of community grant events focused on mental health awareness and advocacy during **Mental Health Awareness Month (May) and Pride Month (June)**. The grants are designed to support marginalized communities with a particular focus on Brown, Indigenous, People of Color (BIPOC), LGBTQIA+, and other historically underrepresented populations.

We are seeking proposals from community-based organizations, cultural centers, advocacy groups, and individuals committed to creating safe and accessible mental health resources and programming. Applications should be for a one-time innovative event or a series of events throughout Pomona, La Verne, and Claremont. CalMHSA will award grants to community-based organizations (see eligibility below) in the range of \$5,000 to \$10,000.

These events should aim to foster connections, raise awareness about mental health, and provide mental wellness support.

#### *Examples of innovative activities/events*

1. Peer -ed group discussions/workshops
2. Congruent healing listening circles
3. Mental health film screenings
4. Mental health wellness fairs
5. Any activities that support BIPOC and LGBTQIA+ mental wellness.

#### *Grant Award*

CalMHSA implemented the Community-Driven PEI grant program in collaboration with Tri-City Mental Health Authority. These grants provide funding to grass roots community-centered organizations providing mental health PEI services to communities throughout Claremont, La Verne, and/or Pomona. Grants focus on the following MHSA PEI component funding categories:

1. Outreach
2. Prevention
3. Stigma Reduction
4. Suicide Prevention

### **Project Scope of Work**

The awarded programs must support one or more of the following MHSA priorities:

1. Decreasing stigma and discrimination associated with mental health and accessing mental health services through culturally congruent social marketing messaging and community engagement
2. Increasing awareness of and access to mental health services and resources, implemented through community-based approaches
3. Increasing knowledge of trauma, toxic stress, and social determinants of health through community-centered methods for raising awareness and understanding
4. Activities that address one or more of the MHSA PEI-identified negative effects of untreated mental illness

#### *Grant Priorities*

- Promote mental health education and awareness in marginalized and underserved communities.
- Foster a safe space where BIPOC and LGBTQIA+ individuals can discuss mental health openly without stigma.
- Create support networks for mental wellness and resilience in BIPOC and LGBTQIA+ communities.
- Provide access to mental health resources, including workshops, peer-led discussions, and creative therapeutic activities.

#### *Grant Payment Schedule*

Grantees will receive 75 percent of the awarded funding at contract execution and the remaining 25 percent at program completion. Final payments are contingent on successfully meeting all contract deliverables, including final report requirements. Final reports must be reviewed and approved by CalMHSA prior to payment disbursement.

## Application Details

We invite creative thought partners with a desire to bring mental health awareness to specific (ethnic, racial, cultural, or geographic) Tri-City communities through equity-focused events and activities to apply.

### *Eligibility*

- Non-profit organizations, schools, cultural centers, and grassroots and advocacy groups with a focus on underrepresented communities
- Artists, educators, students, and community leaders engaged in mental health who are seeking to host inclusive and community-centered events
- Collaborative groups or networks focused on promoting mental wellness within underrepresented communities

This grant opportunity can cover a range of essential program implementation needs, including but not limited to:

- Event planning (virtual or in-person)
- Speakers and facilitators
- Venue rentals or online platforms for virtual use
- Materials and resources (e.g., promotional materials, mental health toolkits, self-care toolkits, printed resources, etc.)
- Cultural or therapeutic programming for wellness (e.g., creative expression workshops, yoga or medication for mental health, music therapy, art therapy, etc.)

**Applications** must describe a Tri-City targeted audience and/or population that will be served. Regardless of the nature of the proposed program, the importance of community and meaningful connections should be promoted through messaging and resources, using [current cultural and linguistic standards](#).

### *Insurance Requirements*

CalMHSA requires the following minimum insurance coverages:

1. **Workers' Compensation Insurance** – Required under California law for any organization with employees.
2. **Automobile Insurance** – Required for owned and hired automobiles. Employees must be required to carry their own insurance for non-owned vehicles.
3. **Commercial General Liability Insurance** – Provides coverage to an organization for bodily injury, personal injury and property damage caused by the organization's operations. CalMHSA requires that an organization's insurance cover liability assumed by the contract, with minimum limits of \$1,000,000 per accident or occurrence.
4. **Professional Liability Insurance (if applicable)** – Also known as errors and omissions insurance. Provides coverage to an organization for claims of negligence, breach of contract, etc. CalMHSA

## CalMHSA Request for Proposal

requires that an organization's insurance cover liability assumed by the contract, with minimum limits of \$1,000,000 per claim.

### Grant Submission & Selection

Applicants will submit their applications to CalMHSA via CalMHSA's eProcurement portal, Bonfire. Funding will be based on application eligibility and fund availability. Funds will be awarded to a wide range of organizations. Actions will be taken to ensure funding is equitably distributed throughout all service cities within the Tri-Cities area.

This RFP does not commit CalMHSA to contract for any supply, product, or service whatsoever. In addition, applicants are advised that CalMHSA will not pay for any information or administrative costs incurred in response to this RFP; all **costs** associated with responding to this RFP will be solely at the applicant's expense. Not responding to this RFP does not preclude participation in any future RFP, if any is issued.

### Proposal Requirements

All grant proposals must include the following components:

1. **Project Title and Summary:** A brief title and summary of the proposed event or initiative.
2. **Goals and Objective:** Clearly define the event's goals, objectives, and anticipated outcomes. How will it address mental health within marginalized communities, particularly BIPOC and LGBTQIA+ individuals?
3. **Target Audience:** Describe the intended participants and how your event will address the target population's needs. What outreach strategies will you use to ensure inclusivity and accessibility?
4. **Event Format:** Outline the proposed event format(s) (e.g., workshops, panel discussions, listening sessions, performances, creative art sessions, music therapy sessions, etc.).
5. **Timeline:** Provide a detailed timeline for planning and implementation, particularly in relation to Mental Health Awareness Month (May) and/or Pride Month (June).
6. **Budget:** Include a detailed budget breakdown of how grant funds will be used -- specifically, costs related to event staffing, facilitation, materials, venue, and other related expenses.
7. **Community Impact:** Describe how this project will make a meaningful and lasting impact on the mental health of your target populations.
8. **Evaluation:** Describe how you will measure the success of your event. What metrics will you use to assess its impact on participants and the community?

## CalMHSA Request for Proposal

All applications will be reviewed for eligibility and completeness. *Applications with missing documentation will be deemed incomplete.* Following the initial eligibility review, an unbiased panel will review applications based on the criteria below and make award recommendations.

### **CalMHSA Rights and Responsibilities**

CalMHSA is not responsible for representations made by any of its officers or employees prior to the execution of an agreement unless such understanding or representation is included in this RFP or any written addenda to this RFP.

CalMHSA has the right to amend the RFP 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 RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the applicant's 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.

### **CalMHSA Option to Reject Proposal Packages**

CalMHSA, at its sole discretion, may reject any or all responsive 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.

### **Truth and Accuracy of Representations**

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.

**Timeline**

February 24	Grant application released
March 3 • 12 – 12:30 p.m. PDT	Bidders conference – <a href="#">Zoom Link</a>
March 7 • 12 p.m. PDT	Submit application questions via Bonfire
March 14 • 5 p.m. PDT	Answers to RFP questions released to registered bidders via Bonfire
March 21	Grant application closes
April 4	Application review complete
April 11	Notice of Intent to Award
May 15	Initial payment will be issued within 30days of award
May 1 – June 30, 2025	Grant period

**Submittal Address**

All submissions must be made electronically using CalMHSA’s e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

**Awardee Reporting Requirements**

Grantees are required to report on all grant activities including a short implementation meeting, data reporting, attendance in technical assistance meetings, and a final activity report to CalMHSA at the conclusion of the grant period. Final grant payments will not be issued until the final report and all supporting documentation is submitted to CalMHSA.

Grant activities shall meet the PEI definitions and reporting requirements. For PEI definitions and requirements, see link below. These citations of the PEI regulations will guide grantee reporting requirements.

[PEI Regulation Requirements](#)

**RFP 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 RFP is March 7. The FAQ responding to the questions will be posted on March 14 at <https://calmhsa.bonfirehub.com/> and on the CalMHSA website at <https://www.calmhsa.org/bids-contracting-opportunities/>.

## CalMHSA Request for Proposal

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 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](mailto:info@calmhsa.org) outlining why they are unable to do so.

If a question relates to a proprietary or 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 applicant will be notified and asked whether the applicant would like the question to receive a public response or no response at all.

### **Withdrawal/Proposal Amendment**

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

### **Review of Applications**

CalMHSA will review all applications for completeness and adherence to the RFP 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 RFP.

CalMHSA may select one or more applicants to provide all or part of the services sought in this procurement. Selection of a proposal will not be based exclusively on price. Other factors will be considered including, but not limited to, applicant's experience, proposed implementation timeline, and demonstrated ability to meet necessary deadlines. CalMHSA will negotiate with one or more applicants who, in the opinion of the review panel, have submitted the best proposal(s) when all factors are considered. If no agreement is reached, CalMHSA may negotiate with other applicants or may choose to extend the proposal period and invite additional proposals. After initial review of all proposals, CalMHSA reserves the right to meet with selected applicants to gather additional



## CalMHSA Request for Proposal

information. Additional information may include, but is not limited to, a demonstration of the skills or services 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 CalMHSA website**. The sole bases for protest are that the award was (1) in violation of law, (2) in violation of the provisions of this RFP, 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, RFP 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](mailto:info@calmhsa.org)

Via Certified Mail:

CalMHSA  
Attn: Senior Corporate Counsel  
1610 Arden Way, Suite 175  
Sacramento, CA 95815

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 RFP 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.

### **Notice Regarding Public Records Act Requests**

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All proposals received for this RFP 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

## CalMHSA Request for Proposal

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 RFP, 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.

### **CalMHSA Contract**

The selected applicant (or applicants for multiple awards) must be able to execute a services contract with CalMHSA based on CalMHSA's paper and terms prior to the project start date (or as otherwise specified by CalMHSA). A Certificate of Insurance in alignment with CalMHSA's contract terms will be required prior to contract execution.

### **Format of Proposals**

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 are recommended. JavaScript must be enabled.

Browser cookies must be enabled. Applicants should contact Bonfire at [Support@GoBonfire.com](mailto:Support@GoBonfire.com) for technical questions related to submissions or visit Bonfire's help forum at:

<https://bonfirehub.zendesk.com/hc>