



County Of Siskiyou

Request for Proposals (RFP) RFP # [22-157] – HHSA, Behavioral Health Division for Children's Service Provider

Proposals may be mailed, delivered, or emailed to:

Sarah Collard, Ph.D.
Director

County of Siskiyou HHSA
2060 Campus Drive Yreka, CA 96097
scollard@co.siskiyou.ca.us

**Proposals Due by:
October 30, 2022
5:00pm**

**County of Siskiyou
Request for Proposals
for Children's Service Provider**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

| Date | Activity |
|-------------------|---|
| October 4, 2022 | Release of Request for Proposals (RFP) |
| October 15, 2022 | Deadline to Submit Questions |
| October 30, 2022 | Submission of Proposals due by 4:00 PM |
| November 1, 2022 | Review of Proposals |
| November 2, 2022 | Notification of Final Selection |
| November 30, 2022 | Professional Service Agreement Processed |
| January 1, 2023 | Professional Service Agreement Start Date |

1.0 Preface

The purpose of this document is to provide interested parties with information to enable them to prepare and submit a proposal for Specialty Mental Health Services for the Siskiyou County Health and Human Services Agency's ("Agency") Behavioral Health Division.

2.0 Scope of Work

Services the successful Proposer will be expected to provide, include but are not limited to:

Specialty Mental Health Services may be clinic based or be provided in the home or community to Siskiyou County youth and their families who have been identified and referred by County as in need of services. Services are to be provided In-County only. Specialty Mental Health Services shall include:

Mental Health Services
Katie A Services/ICC/IHBS
Crisis Intervention
Rehabilitation
Therapeutic Behavioral Services

- 1.2.1 Mental Health Services: Individual or group therapies and interventions that are designed to provide reduction of mental disability and restoration, improvement or maintenance of functioning consistent with the goals of learning, development, independent living and enhanced self-sufficiency, and that are not provided as a component of adult residential services, crisis residential treatment services, crisis intervention, crisis stabilization, day rehabilitation, or day intensive treatment. Services may include but are not limited to assessment, individual or group therapy, rehabilitation, and collateral.
- 1.2.2 ICC/IHBS: Intensive Care Coordination includes facilitation and implementation of cross-system / multi-agency collaborative services. Intensive Home Based Services are available to children in the Katie A subclass (and their significant support persons), as well as to other children who meet medical necessity criteria and qualify for specialty mental health services, and are expected to be of significant intensity to address the intensive mental health needs of the child/youth. These services will be predominantly delivered outside an office setting and in the home, school, or community.
- 1.2.3 Crisis Intervention Services: Mental health services lasting less than 24 hours, to or on behalf of a beneficiary for a condition that requires more timely response than a regularly scheduled visit. Service activities include but are not limited to assessment, collateral, and therapy.
- 1.2.4 Therapeutic Behavioral Services: One-to-one therapeutic contact between a mental health provider and a beneficiary for short-term periods which are designed to maintain the child/youth's home or residential placement (group home, foster care facility, etc.) at the lowest appropriate level of care by resolving target behaviors and achieving short-term goals. Therapeutic Behavioral

Services may be provided in the community, client's home, or at the beneficiary's residential placement.

1.2.5 In providing services to County client(s), Contractor shall adhere to the Medi-Cal certification guidelines for Specialty Health Services. All services will be provided in a culturally competent manner with respect for cultural values, traditions, and differences.

1.2.6 Develop and maintain complete clinical records as required by law, plus additional datasets reasonably required by County. Provide reports of outcome measures, including service delivery data, demographic data, PCIT relationship outcomes, parent outcomes, child behavior outcomes, and client satisfaction survey data. Reporting to the Agency shall be done on a quarterly basis.

1.2.7 The anticipated caseload is 50-75 clients aged 0-21.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

3.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

2. Qualifications

- a. Provide specific information concerning the Proposer's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.

3. Company Profile

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and email, for whom similar services have been provided.

6. Price Proposal:

- a. Provide a transparent fee schedule that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

Conflict of Interest: Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of services required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

5.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

1. **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Siskiyou County Behavioral Health 2060 Campus Drive Yreka, CA 96097 on or before **October 30, 2022** (ATTN: Sarah Collard, Director). Please note "RFP # [22-157]" on front of envelope.
2. **Mailing:** Hard copy proposals by way of mail must be mailed to Siskiyou County

Behavioral Health 2060 Campus Drive Yreka, CA 96097 and postmarked by **October 30, 2022** . Please note "RFP # [22-157]" on front of envelope.

3. **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to Sarah Collard, HHSA Director at scollard@co.siskiyou.ca.us and must be received by **October 30, 2022**. Please include "RFP # " in subject line.

Proposers shall provide One (1) original copy with signature and Three (3) exact copies of the original by hand or mail delivery, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Sarah Collard, Ph.D. by email, scollard@co.siskiyou.ca.us, or by phone at 530-841-4802.

The County will provide the following to assist the selected entity(s):

1. Designate a person to act as the County's point of contact with respect to the work performed under the contract.
2. Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).
3. Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
4. Advice on the project scope of work.
5. Review and validation of project deliverables.

Comprehensive general liability insurance coverage is required in an amount not less than one million dollars per occurrence and three million aggregate per year (\$1,000,000/\$3,000,000). Evidence of such insurance shall be provided to the Health & Human Services Agency/Behavioral Health Division upon request.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

6.0 Attachments

- A. Contract template
- B. BAA