



County Of Siskiyou

Request for Proposals (RFP)
RFP # [26-8001] – Health and Human Services Agency,
Behavioral Health Division
for
Behavioral Health System Evaluation

Proposals may be mailed, delivered, or emailed to:

Sarah Collard, Ph.D.
Director

County of Siskiyou, Health and Human Services Agency
2060 Campus Drive Yreka, CA 96097
rfp_rfb_submissions@co.siskiyou.ca.us

Proposals Due by:
August 03, 2026
4:00pm

**County of Siskiyou
Request for Proposals
for System Evaluation 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
07/20/2026	Release of Request for Proposals (RFP)
07/27/2026	Deadline to Submit Questions
08/03/2026	Submission of Proposals due by 4:00 PM
08/10/2026	Review of Proposals
TBA	Notification of Final Selection
TBA	Professional Service Agreement Processed
TBA	Professional Service Agreement Start Date

1.0 Preface

The County of Siskiyou Health and Human Services Agency (HHS), Behavioral Health Division, is seeking proposals from qualified contractors to provide system development, integration, evaluation, training, and sustainability services related to behavioral health reporting and data coordination initiatives associated with Proposition 36 and other County behavioral health priorities.

Siskiyou County is a large, rural Northern California county with diverse geographic regions and unique service delivery challenges. The County Behavioral Health Division provides a broad continuum of behavioral health, substance use disorder, justice-involved, and community-based services to children, youth, adults, and families throughout the County. As statewide behavioral health initiatives continue to evolve, including implementation efforts associated with Behavioral Health Services Act (BHSA) reforms, 42 CFR compliance, forensic service coordination, and Proposition 36-related activities, the County seeks to strengthen its data infrastructure and reporting capabilities to support coordinated care, program evaluation, operational decision-making, and regulatory compliance.

The purpose of this Request for Proposals (RFP) is to identify a qualified contractor with demonstrated experience in behavioral health data systems, reporting integration, program evaluation, and stakeholder training to support the County in developing and implementing coordinated reporting and data management solutions. The selected contractor will work collaboratively with County staff and partners to improve data collection, integration, analysis, and reporting processes across behavioral health and forensic-related programs. Details of specific services and deliverables expected from the proposer are listed in Section 2, Scope of Work.

The County is seeking proposals from contractors capable of providing practical, scalable, and sustainable solutions that support improved coordination, accountability, and data-informed decision-making while remaining responsive to the operational realities of a rural county behavioral health system.

2.0 Scope of Work

The contractor shall provide comprehensive system evaluation, integration planning, technical specification development, and training services to support the County of Siskiyou Health and Human Services Agency, Behavioral Health Division. The work shall focus on coordinated behavioral health and forensic data systems, with CalMHSA SmartCare serving as the County's primary electronic health record (EHR) and reporting platform. The contractor must demonstrate deep expertise in SmartCare's configuration, functionality, reporting capabilities, and integration potential.

System Evaluation and Gap Analysis

- a. Evaluate SmartCare's current configuration, workflows, data architecture, reporting tools, user practices, and security settings.
- b. Assess gaps between SmartCare and the systems used by partner agencies, including forensic, justice-involved, and community service providers.

- c. Analyze interoperability barriers, data flow challenges, and cross-system discrepancies involving applications, software platforms, and reporting systems.
- d. Produce a Pre-Project System Evaluation Report summarizing findings and outlining initial recommendations.

Software and Application Recommendations

- a. Identify software, applications, modules, or configuration changes needed to meet the data, reporting, compliance, and coordination needs of participating agencies.
- b. Provide written recommendations for procurement, upgrades, integrations, or workflow modifications.
- c. Develop a Data Crosswalk and Data Dictionary defining standardized data elements, mappings, terminology, and reporting structures across agencies.

Technical Specification Development

- a. Draft technical specifications required for future software development or integration work.
- b. Develop specifications suitable for internal County review and external partner review, specifically CalMHSA.
- c. Support staff and external partners by explaining specifications, answering questions, and refining documents including feedback from system partners.
- d. The contractor will not code or build software; instead, they will create documentation needed for future development efforts.

Mid-Project and Post-Project Evaluations

- a. Conduct a Mid-Project Evaluation assessing progress, outstanding gaps, system readiness, and integration feasibility.
- b. Conduct a Post-Project Evaluation measuring improvements, remaining needs, and overall system performance.
- c. Produce written reports for each evaluation stage.

Sustainability and Long-Term Planning

- a. Develop a Sustainability Plan outlining staffing, system configuration maintenance, reporting infrastructure, and long-term integration strategy.
- b. Recommend continued improvements, technology governance processes, and data security considerations.

System Documentation and User Support

- a. Create system user guides, workflow instructions, and technical documentation tailored to SmartCare and related systems.
- b. Develop training materials, including written manuals, slide decks, and recorded trainings.
- c. Ensure all materials include guidance for secure and efficient system use by forensic and justice-involved populations.

Training and Technical Assistance

- a. Facilitate and record up to four structured system training sessions for County staff and partner agencies.
- b. Provide ongoing technical assistance related to implementation, specification interpretation, data workflows, and system functionality.

Collaboration and Communication

- a. Work collaboratively with the County's EHR team to support internal system integration and SmartCare optimization.
- b. Coordinate with external partner agencies.
- c. Prepare presentations, communication materials, and status updates for administration, supervisory staff, and partner agencies.

Required Deliverables

1. Pre-Project System Evaluation Report
2. Data Crosswalk & Data Dictionary
3. Mid-Project Evaluation Report
4. Post-Project Evaluation Report
5. Sustainability Plan
6. Training Materials and Recorded Training Sessions (#1–#4)
7. System User Guide
8. External System Development Tracker
9. Internal Integration Development Tracker
10. Presentations, communications, and materials developed for the grant

Deliverable timelines shall follow Attachment B or as modified by the Program Manager.

The County is seeking proposals from contractors capable of providing practical, scalable, and sustainable solutions that support improved coordination, accountability, and data-informed decision-making while remaining responsive to the operational realities of a rural county behavioral health system.

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.
- b. Please specify any projects that required 42 CFR engagement

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 service 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:

- **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 **08/03/2026** (ATTN: Sarah Collard, Director). Please note "RFP # 8001" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to County of Siskiyou HHSA, 2060 Campus Drive Yreka, CA 96097 and received by **08/03/2026** . Please note "RFP # 8001" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to rfp_rfb_submissions@co.siskiyou.ca.us and must be received by 4:00 PM on **08/03/2026**. Please include "RFP # 8001" 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):

- Designate a person to act as the County's point of contact with respect to the work

performed under the contract.

- 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).
- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

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

6.0 Attachments

Attachment A: Contract Example

Attachment B: Deliverables Timeline Estimation