



## **County Of Siskiyou**

**Request for Proposals (RFP)**  
**RFP # [26-8002] – Health and Human Services Agency,**  
**Behavioral Health Division**  
**for**  
**Behavioral Health System Collaboration**

**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](mailto:rfp_rfb_submissions@co.siskiyou.ca.us)

**Proposals Due by:**  
**August 3, 2026**  
**4:00pm**

**County of Siskiyou  
Request for Proposals  
for System Collaborative 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**

| <b>Date</b> | <b>Activity</b>                           |
|-------------|-------------------------------------------|
| 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 facilitation, coordination, planning, workflow development, and collaborative implementation support services related to behavioral health system coordination initiatives associated with Proposition 36 and other County behavioral health priorities.

Siskiyou County is a large, rural Northern California county with geographically diverse communities 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 recognizes the need for enhanced cross-system collaboration, coordinated implementation planning, and sustainable operational workflows.

The purpose of this Request for Proposals (RFP) is to identify a qualified contractor with demonstrated experience in behavioral health system coordination, stakeholder facilitation, collaborative planning, workflow development, and implementation support. The selected contractor will work collaboratively with County staff, partner agencies, and system stakeholders to support the development of coordinated processes, communication structures, implementation tools, and operational recommendations that strengthen collaboration 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 approaches that support improved coordination, accountability, communication, and operational effectiveness while remaining responsive to the realities of a rural county behavioral health system. Proposers are encouraged to identify additional services or supports they believe would strengthen the County's ability to achieve the goals outlined in this RFP.

## **2.0 Scope of Work**

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

1. Facilitation of project kickoff and ongoing collaborative workshops
2. Coordination of stakeholder engagement activities and progress meetings
3. Development of collaborative tracking tools and implementation supports
4. Creation of workflow and information flow charts
5. Development of collaborative guides and shared repositories
6. Facilitation of project retrospective and lessons learned activities
7. Documentation of collaborative recommendations and process improvements

## Deliverables

The contractor will provide the following deliverables:

1. Deliverables Tracker
2. System Collaborative: Kick Off Workshop
3. System Collaborative: Progress Workshop #1
4. System Collaborative: Progress Workshop #2
5. System Collaborative: Progress Workshop #3
6. System Collaborative: Project Retrospective Workshop
7. Collaborative Repository Development
8. Collaborative Guide, Workflow and Flow Charts
9. System Collaborative Evaluation, Improvements and Sustainability Report
10. Presentations, Communications, and other materials developed around the grant

Deliverable timelines will follow the outline (Attachment B), in alignment with the grant documentation provided unless otherwise communicated in writing by the Program Manager.

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

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### **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:

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 **08/03/2026** (ATTN: Sarah Collard, Director). Please note "RFP # 8002" on front of envelope.
2. **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 # 8002" on front of envelope.
3. **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](mailto:rfp_rfb_submissions@co.siskiyou.ca.us) and must be received by 4:00 PM on **08/03/2026** . Please include "RFP # 8002" 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](mailto: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.

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: Service Contract Example

Attachment B: Deliverables Timeline Estimation