

NOTICE OF BIDDING
WELLNESS AND RECOVERY PROGRAM
REQUEST FOR PROPOSALS (RFP)

Proposals must be submitted by the date below to the following address:

Siskiyou County Health & Human Services Agency
Attention: Marsha Yates, MHSA Coordinator
2060 Campus Drive
Yreka, CA 96097

PROPOSAL DEADLINE: June 11, 2021

Proposals must be received by the above date by 5:00 p.m.

PROPOSALS NOT SENT TO THE ABOVE ADDRESS WILL NOT BE
CONSIDERED.
PROPOSALS RECEIVED AFTER THE DEADLINE WILL NOT BE CONSIDERED.

THE COUNTY RESERVES THE RIGHT TO REJECT ANY
AND ALL PROPOSALS

(All times in this proposal are based on Pacific Standard Time)

General Information and Specifications For BID Proposals

1.0 GENERAL INFORMATION

Introduction and Background

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

County is seeking one or more non-governmental, community organizations to operate a Wellness and Recovery Program Center (hereafter referred to as the "Program") to serve all areas of Siskiyou County.

As a component of the Mental Health Services Act ("MHSA"), the purpose of the Program is to promote mental health wellness and recovery of participants in the Program ("Participants"), increase each Participant's ability to spend time in meaningful activities, increase each Participant's satisfaction with their level of involvement in the community, and reduce the adverse consequences of untreated or under-treated serious mental illness or emotional disturbance.

Program Overview

The Program shall be a multi-service mental health program that provides ethnically and culturally diverse opportunities in a healthy, inclusive manner with a wide spectrum of activities that foster recovery and resiliency. Any individual experiencing mental health challenges, and/or their family members, shall be welcome to participate in Program activities.

The Program shall seek input and guidance from Participants as a required element to the planning of activities, service delivery, and operating guidelines for the Program. The Program shall form relationships with community-based agencies and service providers in order for Participants to link to additional community services and supports. The Program staff shall be actively involved in providing support and linkage as needed.

The vision and philosophy of the Program is deeply rooted in wellness, recovery, and resiliency. The Program shall support Participants to gain, regain, or maintain their ability to live, work, learn, and participate fully in the community. Education and training shall focus on independent-living skills, employment or community life skills, peer and family support, and self-help groups and advocacy training.

The ultimate goal of the Program is to support each Participant in achieving recovery and maintaining wellness as defined by the Participant. The role of the Program is not to provide mental health treatment, but to provide support and assistance in obtaining or accessing mental health treatment and other community resources.

1.1 Scope of Services

Program services shall include:

1.1.1 Evidence Based/Promising Practices

Where feasible and appropriate, the incorporation of specific evidence-based and/or promising practices (or components thereof), should be implemented in the Program. Evidence-based practices are supported by clinically relevant research indicating those practices which are effective for promoting recovery for persons who have a mental health challenge. Client-operated recovery programs have been recognized as best practices and promising practices as the evidence base for efficacy continues to grow. A Wellness Recovery Action Plan (WRAP) is considered to be a promising practice. Other evidence-based practices could also be considered.

1.1.2 Outreach and Engagement Efforts

Outreach and engagement efforts shall focus on individuals who are experiencing serious mental illness, from diverse cultures that have been traditionally un-served or underserved.

It is recognized that isolation and disenfranchisement are realities for individuals with mental illness; therefore, extensive outreach activities shall be deployed to engage this population and encourage participation.

1.1.3 Program Components

Recovery and resiliency shall be the premise upon which the Program is based. The anticipated outcome is that the relationships that emerge within the Program culture will mitigate the effects of stigma associated with mental illness and will allow individuals with serious mental illness to be accepted as persons with strengths and contributions.

Service delivery systems shall be broad-based and inclusive. These may include engagement information, peer support, socialization activities, and wellness and recovery activities for Participants and families. Examples would be classes or activities that develop independent living skills and community resources, educational opportunities, employment opportunities and training, job or educational coaching, psycho educational classes and materials (such as a library with books, books on tape, and videos), alternative health classes and activities, professional services, health/medication management education, substance abuse educational materials, classes and groups, and peer support groups.

Additional programs which expand services of the Program may include, but are not limited to:

- Assistance in enrolling participants in Medi-Cal and connecting them with mental and medical health services as well as other community resources.
- Pre-crisis services, which would provide referral to mental health services, emergency services, and community resources.

- Transportation services, which would provide increased access to the Program, mental health services, and emergency services
- Respite care services for families with children and youth with serious mental illness with expanded hours during the week and the weekend.
- Coaches to assist Participants in positive adaptation to school, housing, community, work, and other environments where new behaviors can lead to successful integration.

The Program shall guide Participants and families to engage in activities to promote wellness and recovery, shall provide activities designed to engage Participants in a variety of interactions with the community (e.g. volunteering), shall facilitate broad-based partnerships with other community groups to provide maximum services to Participants, and shall provide engagement activities to allow Participants to stay connected as they move through the recovery process.

All staff members shall be familiar with the values, goals, and practices of recovery and wellness. Staff training shall also include competence in serving persons of every culture, language, group, and ethnicity.

The Program shall develop a cultural competence plan and policies and procedures that reflect steps to institutionalize the recognition and value of recovery and cultural diversity. A culturally competent system includes the recognition that recovery and rehabilitation are more likely to occur where services and providers have, and use, knowledge and skills of the populations that they serve.

The Program shall assist in the development of an individualized system for monitoring and responding to symptoms to achieve the highest possible levels of wellness through utilization of a WRAP.

1.1.4 Collaborations

The Program shall collaborate and establish partnerships with local community leaders, faith-based organizations, educational institutions, the business community, and Family Resource Centers to provide opportunities that promote recovery and personal resiliency through culturally appropriate activities that educate and reduce stigma.

1.1.5 Target Population

The Program target population includes transitional age youth, adults, and older adults with serious mental illness drawn from engaged County clients, enrolled Full Service Partners, and people with mental illness not engaged in services. Participants shall reflect the ethnic and cultural diversity of Siskiyou County.

1.1.6 Priority Service Area

Services are to be provided in culturally and linguistically competent setting(s) that the Proposer has the capacity (i.e., bilingual staff, training, organizational climate) to deliver. Services shall also be provided in a manner that is culturally competent and linguistically appropriate for Siskiyou County; and in an environment, physical and

emotional, that makes people of all cultures, ages, and sexual orientation feel welcome and supported.

Client and family members who experience mental illness and/or who have experience with mental health programs should be integrated into the Program design and operation.

A Program that is the most geographically inclusive is encouraged. The Program site location will be secured by County in Yreka as it is geographically most proximate to the majority of the existing consumers.

The Program design should include recovery services, which includes self-direction (individualized and person centered), address issues of empowerment, are holistic, are non-linear, are strengths-based, and which utilize peer support, respect, responsibility, and hope.

1.1.7. Recordkeeping and Reporting

Program shall provide County with written Monthly Progress Report, due no later than 20 days after the end of each calendar month. Each Monthly Progress Report shall include, but is not limited to, participant data (demographics, number of participants), activities (description, duration, schedule, number of participants engaged), staff (number of staff, job titles, pay), monthly participant satisfaction survey results, trainings, Program newsletter, and narratives on progress.

1.1.7 Program Evaluation

The Program shall be evaluated utilizing data supplied in the Monthly Progress Report. The Program evaluation shall be at the sole discretion of County, a minimum of once per County Fiscal Year, and may, at County's sole discretion, include a site visit to the Program site.

1.2 Contract Information

The contract resulting from this RFP process will be administered by the Siskiyou County Health and Human Services Agency – Behavioral Health Division.

1.3 Clarification and/or revisions to the specifications and requirements

All questions concerning this RFP must be submitted in writing by mail, email, or fax by **June 4, 2021 @ 5:00 pm** to:

Marsha Yates, MHSA Coordinator
Siskiyou County Health & Human Services Agency
Behavioral Health Division
2060 Campus Drive
Yreka, CA 96097
Phone: (530) 841-2805
Fax: (530) 841-4712
Email: myates@co.siskiyou.ca.us

If a proposer discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in the RFP, the vendor should immediately notify the above-named individual of such error and request modification or clarification of the RFP document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFP, revisions/amendments and/or supplements will be emailed to all recipients of this initial RFP and posted on the County's website.

1.4 Calendar of Events

Listed below are specific dates and times of actions related to this Request for Proposals. The actions with specific dates must be completed as indicated unless otherwise changed by the County. In the event that the County finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP.

DATE	EVENT
June 4, 2021 @ 5:00 pm	Last day for submitting written inquiries
June 11, 2021 @ 5:00 pm	Last day for submitting bids
June 14, 2021 @ 10:00 am	Opening of bids

2.0 SUBMITTING A PROPOSAL

2.1 Incurring Costs

County is not liable for any cost incurred by proposers in replying to this Request for Proposals.

2.2 Submitting the Proposal

Proposers must submit three copies, an original and (two) extra copies, of all materials required for acceptance of their proposal by 5:00 p.m., **June 11, 2021** by hand-delivery or U.S. Mail to:

Marsha Yates, MHSA Coordinator
Siskiyou County Health & Human Services Agency
Behavioral Health Division
2060 Campus Drive
Yreka, CA 96097

Proposals must be received in the above office by the specified time stated above. Proposals not received by the above date and time will not be accepted.

All proposals must be packaged, sealed, and show the following information on the outside of the package:

- Proposer's name and address
- Notice of bidding title (RFP for Wellness and Recovery Program)
- Proposal due date (June 11, 2021)

2.2.1 Describe the Proposer's experience and capabilities in providing similar services to those required. Be specific and identify services, dates, and outcomes. Include references.

2.2.2 Describe the proposed Program, including but not limited to:

- A description of the scope of work/services to be provided, including target population(s), addressing each of the issues detailed in the Scope of Services section of this RFP
- A description of the community collaborations/partnerships planned to ensure the optimum delivery of services.
- A description of the proposed staffing to deliver each of the proposed services
- A description of how program effectiveness will be evaluated for all proposed services

2.2.3 Describe the Proposer's ability to collect the required data and documentation required by the State.

2.2.4 Provide an itemized budget per each fiscal year for each proposed service or program, including staff hourly rates, covering the period of July 1, 2021 through June 30, 2023.

2.2.5 Include a budget narrative describing in detail each expense item.

2.3 Rate Proposal

Submit a proposed schedule of fees for services outlined in section 1.1 Scope of Services.

3.0 RIGHT TO REJECT PROPOSALS AND NEGOTIATE CONTRACT TERMS

The County reserves the right, acting in its sole discretion, to reject any and all proposals and waive any and all immaterial bid irregularities. The County reserves the right to negotiate the terms of the contract with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, the County may negotiate a contract with the next highest scoring proposer.

4.0 GENERAL PROPOSAL REQUIREMENTS

4.1 Knowledge, Skills, and Abilities

- 4.1.1 Experience in providing Wellness and Recovery Program services to the target population.
- 4.1.2 Knowledge and understanding of a collaborative service program design.
- 4.1.3 Ability to deliver services to clients in a culturally competent manner, including those with limited English proficiency and diverse cultural and ethnic backgrounds, and criminal involvement.

4.2 Responsible Applicant

- 4.2.1 Possess adequate financial resources or the ability to obtain resources as required during the performance of the Contract.
- 4.2.2 Ability to comply with the proposed delivery or performance schedule, taking into consideration available expertise and any existing business commitments.
- 4.2.3 Has no record of unsatisfactory performance, lack of integrity, or poor business ethics/practices.
- 4.2.4 Is otherwise qualified and eligible to contract to provide a Wellness Program under applicable statutes and regulations.

4.3 Insurance Requirements

Ensure that comprehensive general liability insurance coverage has been secured 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.