



**County Of Siskiyou
Request for Proposals (RFP)
RFP #24-001
Health & Human Services
Agency
Behavioral Health Division
for
Mental Health Services Act/
Behavioral Health Services Act
Planning and Integration
Services**

Proposals may be mailed, delivered, or emailed to:

Sarah Collard, Ph.D.

Director of Health & Human Services Agency
Health & Human Services Agency – Behavioral Health Division
1312 Fairlane Road - Suite 1, Yreka, CA 96097
RFP_RFB_Submissions@co.siskiyou.ca.us

Proposals Due by:

November 15, 2024

4:00 PM

County of Siskiyou
Request for Proposals
for
**Mental Health Services Act/
Behavioral Health Services Act**
Planning and Integration
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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 30, 2024	Release of Request for Proposal
November 4, 2024	Deadline to Submit Questions
November 8, 2024	Release of "Questions & Answers" by 4:00PM
November 15, 2024	Submission of Proposals due by 4:00PM
November 18, 2024	Review of Proposals
November 22, 2024	Notification of Final Selection
November 25, 2024	Professional Service Agreement Processed
December 2, 2024	Anticipated Professional Service Agreement Start Date

1.0 Preface

The purpose of this Request for Proposal (RFP) is to identify a qualified individual or organization to assist Siskiyou County in the Community Program Planning (CPP) process, compile essential data, write annual updates, develop the next Three-Year Integrated Plan, and support the transition to the Behavioral Health Services Act (BHSA) following the passage of Proposition 1.

Siskiyou County, renowned for its close-knit communities and picturesque landscapes, faces unique mental health challenges that require tailored solutions. Our commitment to addressing these challenges has been demonstrated through the CPP process, which has fostered community engagement and collaboration in developing comprehensive mental health strategies.

The transition from the Mental Health Services Act (MHSA) to BHSA presents an opportunity to build on our successes by expanding and enhancing behavioral health services. This new framework aims to ensure that all individuals, from children to older adults, receive the support they need, leading to improved outcomes and stronger community partnerships.

We seek a partner who can guide us through this transition, ensuring a seamless continuation of services and further strengthening our mental health infrastructure. The selected partner will play a critical role in compiling data, writing annual updates, developing our next 3-year Integrated Plan, and supporting implementation of BHSA principles in Siskiyou County.

By embracing this new chapter with the expertise of a dedicated partner, we aim to create a healthier, more resilient environment for all residents. Together, we will advance mental health care in Siskiyou County, ensuring that every individual has the opportunity to thrive.

2.0 Scope of Work

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

A. Community Program Planning (CPP):

“Community Program Planning” means the process to be used by the County to develop Three-Year Program and Expenditure Plans, and updates in partnership with stakeholders to: (1) Identify community issues related to mental illness resulting from lack of community services and supports, including any issues identified during the implementation of the Mental Health Services Act. (2) Analyze the mental health needs in the community. (3) Identify and re-evaluate priorities and strategies to meet those mental health needs.

1. Design, prepare materials and support coordination of logistics with the MHSA (BHSA) Coordinator for the CPP process.
2. Facilitate the CPP Meetings/Focus Groups in collaboration with the MHSA (BHSA) Coordinator.
3. Ensure that stakeholders have the opportunity to participate in the Community Program Planning Process.
 - a. Stakeholder participation shall include representatives of unserved and/or underserved populations and family members of unserved/underserved populations.
4. Ensure that stakeholders that reflect the diversity of the demographics of the County have the opportunity to participate in the Community Program Planning Process. Including, but not limited to:
 - i. Geographic Location

- ii. Age
 - iii. Gender
 - iv. Race/Ethnicity
5. Provide Outreach to clients with serious mental illness and/or serious emotional disturbance, and their family members, to ensure the opportunity to participate.
 6. Ensure that the Community Program Planning Process shall, at a minimum, include:
 - a. Involvement of clients with serious mental illness and/or serious emotional disturbance and their family members in all aspects of the Community Program Planning Process.
 - b. Participation of stakeholders
 - c. Develop and conduct training sessions for stakeholders to enhance their understanding of the CPP process and improve their participation quality.
 7. Analyze, consolidate, and document findings from the CPP meetings.
 8. Draft mental health policy documents, news releases, and special features on assigned health topics.
 9. Work with clients, family members, and community members to identify methods of increasing mental health awareness and decreasing stigma towards those who suffer from mental illness.

B. Report Preparation, Drafting and Finalization:

1. Provide consultation on the Annual Updates for the Three-Year Program and Expenditure Plan and the Integrated Plan for Behavioral Health Services and Outcomes outline development.
2. Prepare summary of demographic data and program outcomes to inform reports.
3. Gather correlating data to finalize the Integrated Plan for Behavioral Health Services and Outcomes including:
 - i. Community mental health services provided.
 - ii. Behavioral Health Services Fund
 - iii. Projects for Assistance in Transition from Homelessness grant
 - iv. Community Mental Health Services Block Grant
 - v. Substance Use Block Grant
 - vi. Medi-Cal SMH
 - vii. DMC & DMC-ODS
 - viii. Opioid Settlements Fund
 - ix. All other federal grants or other county mental health and substance use disorder programs.
4. In collaboration with the MHSA (BHSA) Coordinator, develop the Integrated Plan for Behavioral Health Services and Outcomes with Annual Updates in accordance with report due dates and **California Code of Regulations Title 9, Division 1 Chapter 14 MHSA.**

5. Produce a comprehensive draft of the Annual Update for the Three-Year Program and Expenditure Plan and Siskiyou County's Integrated Plan for Behavioral Health Services and Outcomes.
6. Conduct a local review process that includes:
 - i. A 30-Day public comment period
 - ii. Provide documentation, including a description of the methods used to circulate a copy of the draft Integrated Plan for Behavioral Health Services and Outcomes, or annual update, to representatives of stakeholders' interests and any other interested parties who request the draft.
 - iii. Provide documentation that a public hearing was held by the local Behavioral Health Board, including the date of the hearing.
 - iv. Provide a summary and analysis of any substantive recommendations.
 - v. Provide a description of any substantive changes made to the proposed Annual Update for the Three-Year Program and Expenditure Plan and Integrated Plan for Behavioral Health Services and Outcomes.
7. Implement a quality assurance process to review and refine all documents before final submission.
8. Support completion of final edits and refinements of the Three-Year Program and Expenditure Plan and Integrated Plan for Behavioral Health Services and Outcomes to meet target due date.
9. Oversees, maintains, and revises reports, amendments, and programmatic changes for State approval.
10. Performs various office/administrative duties as necessary, including preparing comprehensive reports and correspondence, compiling & analyzing statistical data for reports, attending & conducting meetings, procuring supplies, maintaining files, etc.

C. State Oversight & Regulation Compliance:

1. Ensures compliance with the Mental Health Quality Assurance Program.
2. Compliance with all provisions of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).
3. Compliance with all relevant laws and regulations regarding confidentiality. Performs related work as required.
4. Develop a monitoring system to regularly review compliance with state and federal regulations, ensuring timely identification and resolution of any issues.
5. Establish and maintain standardized documentation practices to ensure consistency and thoroughness in all reports and communication.

D. BHSA Reform (Proposition 1)

1. Support the MHSA (BHSA) Coordinator in helping Siskiyou County Behavioral Health transition to Proposition 1 Requirements.
2. Outline, draft, and create the Integrated Plan for Behavioral Health Services and Outcomes which will include all Behavioral Health funding sources.
3. Include a budget with any other funds allocated to the county to provide the services and programs.
4. Develop a change management plan to support the transition to Proposition 1 requirements, including communication strategies and staff training.
5. Define performance metrics to evaluate the effectiveness of the transition to Proposition 1 and the ongoing implementation of the Integrated Plan.

E. Evaluation and Continuous Improvement

1. Develop and implement an evaluation framework to regularly assess the effectiveness of CPP activities, report outcomes, and BHSA implementation.
2. Facilitate regular review sessions with stakeholders to identify areas for improvement and implement necessary adjustments to strategies and processes.

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 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 the Siskiyou County Administration Building at 1312 Fairlane, Suite 1, Yreka, CA 96097 on or before **November 15th, 2024, at 4:00 PM** (ATTN: Sarah Collard, Ph.D., Director of Health & Human Services Agency). Please note "RFP #24-001" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to County of Siskiyou ATTN: Sarah Collard, Ph.D., Director of Health & Human Services Agency 1312 Fairlane Road, Suite 1, Yreka, CA 96097 and postmarked by **November 15th, 2024**. Please note "RFP #24-001" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to] at RFP_RFB_Submissions@co.siskiyou.ca.us and must be received by **November 15th, 2024, at 4:00 PM**. Please include "RFP #24-001" in subject line.

Proposers must either confirm that they meet the insurance requirements detailed in Sections 5.04, 5.06, and 5.10 of the County of Siskiyou Contract for Services (Attachment 1) or provide a justification for why they believe they should be exempt.

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 the following email address RFP_RFB_Submissions@co.siskiyou.ca.us. Please include "RFP 001 Inquiry" in the subject line.

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

1. Attachment 1: County of Siskiyou Contract for Services Template