



**Contra Costa County Behavioral Health Services
Mental Health Services Act – Prevention and Early Intervention**

**Request for Proposals (RFP)
Suicide Prevention
April 2021**

I. General Instructions

Contra Costa Behavioral Health Services (CCBHS) is seeking proposals from qualified individuals or organizations for Suicide Prevention, Intervention, and/or Postvention mental health programming. The scope of this **Request for Proposal (RFP)** will assist in the implementation of the Mental Health Services Act (MHSA) under the Prevention and Early Intervention (PEI) component.

The contract period will be prorated from the contract signing until the end of the fiscal year dated June 30, 2022. The total amount available through the contract period is **not to exceed \$50,000 per fiscal year** and is to be based upon total anticipated actual expenses and budget submitted. The contract will be cost-based. The County will provide monetary compensation for services rendered. The County reserves the option to adjust the contract amount of the awardee based on fiscal and/or time constraints. The contract will be awarded based upon the applicant's experience and qualifications, reference checks, the proposed programming, and the cost effectiveness and efficiency of the submitted budget. Upon approval from the Behavioral Health Services Director, CCBHS will move directly to contract with the selected individual or organization.

(A). Format, Delivery and Due Date

The RFP and all related materials can be found at the Contra Costa County Behavioral Health Services Home Page under the *Latest Information* section at the following link:

<https://cchealth.org/CCBHS/>

RFP submissions will include the following (In the order presented):

1. Cover Page (1 page maximum, see attached)
2. Statement of Qualifications (2 pages maximum). Please describe the individual or organization's experience and qualifications relating to Suicide Prevention, Intervention, and/or Postvention mental health programming. If the applicant is an organization, please include an organization profile. Additionally, provide the resume for any individual or staff who would be implementing the service plan proposed in the Resume and References section.

3. Organizational Plan (3 pages maximum). Please describe how the individual or organization will provide support for suicide prevention, intervention, and/or postvention? What are the goals and desired outcomes for this plan? What are the estimated numbers to be served by this plan?
4. Statement of Cultural Humility (2 pages maximum). What is the individual or organization's history and experience in providing culturally responsive services? How does the applicant intend to engage communities with a culturally humble approach? How does the applicant connect to the community? What population will be served, if selected?
5. Budget and Budget Narrative outlining the expected cost (2 pages maximum).
6. Resume and References. Appendices should include a detailed resume of the individual(s) or organization, as well as contact information for individuals who can verify the experience and qualifications of the applicant.

Additional specifications include:

- ✓ Written in Times New Roman, size 12 font
- ✓ 1" Margins on all sides
- ✓ Single-spaced
- ✓ All pages consecutively numbered
- ✓ 10-page limit, not including the Resume, Reference pages, and Table of Contents (if applicable)
- ✓ Proposal follows the outline presented above

Due to COVID-19, electronic submission via email is preferred. A paper copy may be submitted, if necessary. RFPs submitted via fax will not be accepted. The submitted copy must be clearly marked with the name, address, and contact information of the individual or organization. Please provide only one copy.

Proposals should be submitted electronically or via mail by **4:00pm on May 7, 2021** to:

Jessica Hunt, LCSW
MHSA Program Supervisor
jhunt@cchealth.org
1340 Arnold Drive, Suite 200
Martinez, CA 94553

Please submit any questions to Jessica Hunt at jhunt@cchealth.org. Please allow ample time for questions, as late proposals will not be accepted, without exception.

(B). Rules and Considerations

1. The cost of developing and submitting a proposal in response to this RFP is the responsibility of the applicant and will not be reimbursed through any contracts resulting from this RFP process.
2. CCBHS may issue amendments to this RFP containing additional information, changes, or corrections. Any amendments issued will be sent to all parties notified, as well as posted on

the Contra Costa Behavioral Health Services home page. CCBHS may extend the RFP submission date, as necessary, to allow applicants additional time to consider such information and submit required data.

3. The RFP may be cancelled, in writing, by CCBHS prior to award if the Board of Supervisors determines cancellation is in the best interest of the County.
4. The RFP and any contract resulting from this process may be cancelled by the Board of Supervisors with a 30-day notice any time funding is unavailable.
5. Contracts awarded as a result of this RFP are subject to pending appeals by other applicants. The award is subject to cancellation or modification by CCBHS in accordance with the resolution of any such protest.
6. Contractor will be required to participate, through the County, in state-mandated surveys and data collection efforts.
7. Selected contractor must adhere to Contra Costa County's contracting process, providing all information as requested by CCBHS. The selected contractor will also be informed of the County's insurance coverage requirements, where applicable, and the process for contract approval (where applicable) by the Board of Supervisors.

(C). Additional Information

All RFP submissions will be reviewed promptly. It is the goal for CCBHS to announce either a selection or next steps by **5:00pm on May 28, 2021**.

Applicants who are not selected may appeal CCBHS's selection of awardee(s) within three (3) days of notification. Appeals must be addressed to the Director of Behavioral Health Services. Appeals must be in writing and shall be limited to the following grounds:

- The county failed to follow the RFP procedures, which affected the proposal scoring; and/or
- The RFP evaluation criteria were not appropriately applied to the proposal.

The Director of Behavioral Health Services will respond to the appeal within two (2) days and the decision of the Behavioral Health Services Director will be final and not subject to further review.

II. Introduction

(A). About Behavioral Health Services – A Division of Contra Costa Health Services

The Behavioral Health Services Division of Contra Costa Health Services combines [Mental Health](#) and [Alcohol & Other Drugs \(AOD\)](#) into a single system of care. With increasing challenges in serving complex populations with multiple needs, this integration is a response to the growing desire to have improved consumer outcomes through a systems approach that emphasizes "any door is the right door," and that provides enhanced coordination and collaboration when caring for the "whole" individual.

The mission of Contra Costa Behavioral Health Services, in partnership with consumers, families, staff, and community-based agencies, is to provide welcoming, integrated services for mental health, substance abuse, homelessness and other needs that promotes wellness,

recovery, and resiliency while respecting the complexity and diversity of the people we serve.

(B). Mental Health Services

Mental Health Services provides care to children, transition age youth, adults and older adults living in Contra Costa County. These services are provided through a system of care that includes county owned and operated clinics, community-based organizations, and a network of private providers.

Contra Costa children and adolescents are served by a County-wide system of care that includes mental health staff working in partnership with the Probation Department, Employment and Human Services Department, School Districts, and family members. Services for adults are provided to those with serious mental disabilities or those in acute crisis. Mental Health Services also includes a range of prevention programs oriented toward prevention of more serious mental health issues. The Contra Costa Mental Health Plan is the mental health care provider for Medi-Cal beneficiaries and the uninsured.

(C). About Mental Health Services Act

In November 2004, California voters passed Proposition 63, the Mental Health Services (MHSA). The MHSA is intended to "transform the public mental health system." The goal of the Act is to create a state-of-the-art, culturally competent system promoting wellness; recovery for adults and older adults with severe mental illness; and resiliency for children with serious emotional disorders and their families. With the advent of the integrated Behavioral Health Services Division described above and the onset of the federal Affordable Care Act, the MHSA funded community program planning process is a vital resource for assuring fidelity to the values contained in the Mental Health Services Act. The consultant leading the upcoming community forums needs to be aware of and include developments from these efforts into the planning process. To learn more about this County's MHSA, please visit the Contra Costa [MHSA site](#).

(D.) About the Consolidated Planning Advisory Workgroup

The [Consolidated Planning Advisory Workgroup \(CPAW\)](#) is a group of stakeholders that work together to provide input and make recommendations that help shape and continually improve the County's public mental health system. CPAW has appointed members compiled of clients, their loved ones, service providers, and people in the community and is open to anyone interested in public mental health. CPAW members share input to assist in the ongoing development and evaluation of the programs and plan elements that comprise the MHSA Three Year Program and Expenditure Plan (Three Year Plan) and the annual updates. The group also advises on the integration of the values and principles inherent in the MHSA into this County's public mental health system. Additionally, CPAW promotes transparency of efforts by sharing information with the stakeholder community.

III. Scope of Work

The purpose of this RFP is to contract with an individual or organization that will provide Suicide Prevention, Intervention, and/or Postvention mental health programming reflecting the values of the MHSA in Contra Costa County. The contractor's proposal may include, but is not limited

to the following considerations:

- **Training and Education** – to support residents within Contra Costa County by training and educating relevant parties in trauma-informed, culturally sensitive approaches to effectively identify and intervene in crisis situations, in all stages of the crisis.
- **Public Awareness, Outreach, and Marketing** – to better inform the community around how to speak about suicide, recognize risk factors, identify resources, and connect with all parties impacted by suicide. Outreach can be intended to cast a wide net, and/or to be conducted through targeted campaigns geared towards specific communities and demographics identified as high risk. The use of social media and other platforms are encouraged to expand outreach/educate about resources in new and innovative ways.
- **Access** – to reduce gaps in the system by including information in multiple languages, using culturally relevant tactics, and increasing collaboration between key players, as it is feasible in planning.
- **Special Considerations for Youth** – to better support the youth in our community by addressing gaps in services for youth experiencing suicidal ideation, special considerations for visits to psych emergency by youth, and follow up after the immediate crisis has subsided.
- **HIPAA Requirements** – Contractor must comply with the applicable requirements and procedures established by the Health Insurance Portability and Accountability Act (HIPAA) of 1996 and any modifications thereof.

As part of the RFP process applicants are to construct a budget that meets the above specifications and does not exceed the contract payment limit that is listed herein. The contractor will be fully accountable for proper use of funds.

IV. Guidelines

CCBHS is seeking to contract with an individual or organization to provide service delivery for Suicide Prevention, Intervention, and/or Postvention mental health programming as it relates to the Mental Health Services Act (MHSA) within Contra Costa County. This RFP process seeks proposals which lead to support a portion of the Community Program Planning Process.

(A). Cover Page

(1 page maximum)

Complete the attached Cover Page (see attachment on final page of RFP) and submit it with the RFP. The applicant must include the contact information for the individual or organization that will be assigned to perform service delivery under contract. The Cover Page should be signed by the Executive Director and Board President, or designee(s); if applicable.

(B). Statement of Qualifications

(2-page maximum)

Describe the individual/ organization's qualifications and experience in supporting Suicide Prevention, Intervention, and/or Postvention mental health programming. Include any approaches utilized and successful outcomes achieved.

(C). Organizational Plan

(3 pages maximum)

Please describe the individual or organization’s plan. What methods/approaches shall be used, and what are the proposed estimated numbers to be served? Please include identified goals and outcomes. What are some established partnerships or relationships that the individual or organization may have to support this work?

(D). Statement of Cultural Humility

(2 pages maximum)

Please include the individual or organization’s experience in providing culturally responsive services. How will the agency work to implement and maintain cultural humility, as it relates to suicide prevention? What are some ways that the individual or agency support cultural humility in existing work? Will the individual or organization provide services in other languages? How does the applicant plan to connect with Contra Costa residents?

(E). Budget and Budget Narrative

(2-pages maximum)

Provide an all-inclusive budget, travel costs and any documentation requirements. Please provide a narrative that describes the methodology by which the allocations were calculated.

(F). Resume and References

Appendices that include the detailed resume of the individual(s) or organization, and a list with contact information of individuals who can verify experience. Please attach up to three professional references which can attest to the experience of the applicant. This document will not be counted in the total page limit.

V. Method of Evaluation

(A). Initial Screening

Proposals will be screened for compliance, completeness, and eligibility as they are received. To receive a score, each proposal must meet all the following criteria. A failure to meet any one of these criteria is subject to the proposal being disqualified. **DISQUALIFIED SUBMISSIONS WILL NOT BE SCORED AND WILL NOT BE FURTHER CONSIDERED FOR THIS CONTRACT.**

- a. Proposal was received by due date
- b. Statement of Qualification’s Cover Page is completed and signed
- c. All sections outlined in the guidelines are addressed
- d. All sections are within page limit (excluding appendices)
- e. Appendices are included, labeled, and are complete

(B). Scoring of Proposal

An evaluation panel will score each proposal. Proposals with higher scores shall be given priority of interview scheduling. A maximum of 100 points is possible. Each area is detailed in the following scoring criteria:

1. Statement of Qualifications

(10 Points)

Degree to which the applicant has experience and expertise to deliver the services for which they are applying. In particular, the applicant’s ability to implement their proposed plan.

- 2. Organizational Plan (20 Points)**
Degree to which the applicant has described and shown a well thought out concept to be implemented and used to deliver Suicide Prevention, Intervention, and/or Postvention mental health programming.
- 3. Statement of Cultural Humility (20 Points)**
Degree to which the applicant has described and shown experience, commitment, and continued work in support of cultural humility.
- 4. Budget and Budget Narrative (20 Points)**
Degree to which the applicant has described the use of funds, and any leveraging of other funding.
- 5. Applicant Interview (30 Points)**
Degree to which the applicant has articulated relevant professional standards as it relates to the requirements described herein.

VI. Schedule of Important Dates

Important Dates	Date
Request for Proposals Posted	April 15, 2021
RFP Application Due by 4:00pm	May 7, 2021
Applicant Interviewed	Week of May 17, 2021
Notification of Selection	May 28, 2021
Appeal Deadline	June 1, 2021
Services Begin	July 1, 2021



Contra Costa Behavioral Health Services Cover Page

Name of Applicant: _____
Address: _____
Contact Name: _____
Title of Contact Person: _____
Contact Phone: _____
Email: _____
Website (if applicable): _____

Information of Individual to Provide Services (If other than Applicant)

Title: _____
Contact Phone: _____
Email: _____
Website (if applicable): _____

Signature(s) of individual or agency, if selected.

Applicant Signature Date

Type Name Here

Title

Board President Signature (if applicable) Date

Type Name Here