



**Contra Costa County Behavioral Health Services  
Mental Health Services Act – Workforce Education and Training**

**Community Based Organization Internship Program Request for Qualifications  
June 2021**

**I. General Instructions**

Contra Costa Behavioral Health Services (CCBHS) is seeking eligible organizations to apply for the Community Based Organization (CBO) Internship Program Request for Qualifications (RFQ). The scope of this RFQ will assist in the implementation of the Mental Health Services Act (MHSA) under the Workforce Education and Training (WET) component. The CBO Internship Program serves to fund CBOs that have an existing contract with CCBHS to recruit, train, and supervise graduate and master-level behavioral health intern(s) which are culturally and linguistically reflective of the communities served. The CBO shall provide internship opportunities to individuals pursuing a behavioral health related degree in the fields of social work, marriage and family therapist, and psychology. Additionally, the CBO shall provide stipends to the interns supported through this program.

Awards up to \$30,000 may be granted per organization. Total distributed funds awarded shall not exceed \$100,000. Primary use of funds should support intern stipends with some leverage to offset associated costs incurred in providing the internship.

The anticipated contract period shall be from November 1, 2021 through October 31, 2022. CCBHS reserves the option to adjust the contract amount of the awardee based on fiscal and/or time constraints. The awards shall be based upon the applicant's successful experience and qualifications outlined through this RFQ. Upon approval from the Behavioral Health Services Director, CCBHS will move directly into contracting with the selected organizations.

**(A). Minimum Qualifications to Apply**

Eligible community-based organizations must meet all of the following minimum criteria to apply:

- ✓ Serve as an existing contracted provider agency for CCBHS
- ✓ Provide proof and maintain a current contractual relationship with an academic institution
- ✓ Demonstrate a strong capacity to provide clinical supervision and internship training
- ✓ Provide a complete RFQ

**II. Introduction**

CCBHS is a division of Contra Costa Health Services. CCBHS 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.

**(A). Mission of Contra Costa Behavioral Health Services**

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**

Mental Health 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 (EHSD), 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 the Mental Health Services Act**

In November 2004, California voters passed Proposition 63, the Mental Health Services Act (MHSA). The MHSA is intended to "transform the public mental health system." The goal of the MHSA is to create a culturally responsive 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 MHSA. To learn more about this County's MHSA, please visit the [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/ consumers/ peers, their loved ones, service providers, people in the community and is open to anyone interested in supporting the public mental health system. 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 Plan 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; with community collaboration, cultural humility, a client/family-driven mental health system, focused on wellness, recovery, and resiliency, and lastly an integrated service experience for clients and their families to address the changing needs of the public mental health system. Additionally, CPAW promotes transparency of efforts by sharing information with the stakeholder community. CPAW also serves as part of the Community Program Planning Process in this County.

## **III. Submission Details**

The CBO Internship RFQ and all related materials can be found at the CCBHS Home Page under the *Latest Information* section at the following link:

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

### **(A). Submission and Delivery**

To facilitate submission during the pandemic, it is only necessary to submit one electronic copy via email.

This is the preferred submission method, however a paper copy may be submitted, if necessary. Proposals should be submitted electronically to [Genoveva.Zesati@CCHHealth.org](mailto:Genoveva.Zesati@CCHHealth.org) or via mail to:

Contra Costa BHS- MHSA  
Attn: Genoveva Zesati  
1340 Arnold Drive, Suite 200  
Martinez, CA 94553

**(B). Due Date**

A single electronic or paper copy should be submitted by **10:00am on Tuesday, July 6th, 2021**. The information contained in this RFQ is considered complete. Should you have any questions, please send questions to [Genoveva.Zesati@CCHHealth.org](mailto:Genoveva.Zesati@CCHHealth.org). Please allow ample times for questions, as late submissions will not be accepted or reviewed. There will be no exceptions. Faxed RFQs are not allowed.

**(C). Format**

The application should follow the order presented in the Scope of Work. Other specifications include:

- ✓ Legible font
- ✓ 1" Margins on all sides
- ✓ Single-spaced pages
- ✓ 15 page limit not including the Cover Page, Table of Contents (if applicable), Letters of Recommendation, and the Memorandum of Understanding (MOU) between the applicant organization and academic institution

**IV. Scope of Work**

Applicants responding to this RFQ should submit the following clearly titled pages and/or sections in the following order and within the page limit indicated:

**(A). Cover Page** (1 page maximum, not counted in number of pages submitted)  
Please use and complete the attached Cover Page at the end of this RFQ.

**(B). Statement of Qualifications** (1 page maximum)  
Please describe the organization's mission, background and services provided. Include the goals of the CBO Internship program and list any details which highlight the ability to implement the CBO Internship Program. Please ensure to list the total amount of funds requested, up to \$30,000 and ONLY the number of interns to be supported by the MHSA- CBO Internship Program funds, if awarded.

**(C). Organizational Plan** (12 pages maximum)  
Provide a description of the clinical internship detailing:

- 1) Organization's plan to implement the CBO Internship Program, including foundational competencies of the program and actions to achieve each one of these competencies
- 2) A copy of the internship position description
- 3) A blank copy of an intern application
- 4) A description of the intern hiring process
- 5) The expectations for interns
- 6) An outline of the internship orientation and clinical training with the estimated month it is conducted
- 7) A copy of Intern Policies & Procedures
- 8) A description of the intern termination process, if any.

- 9) The list of staff positions that will have management/supervisory responsibilities over the interns with a brief bio (paragraph at most) on the staff. Please do not include resumes on staff.
- 10) The expectations of clinical supervisors

**(D). Statement of Cultural Humility** (1 page maximum)

What is the organization's history and experience in providing culturally responsive services? The organization should demonstrate an intended recruitment of interns that reflect the cultural and linguistic needs of the communities served. Demographic information of communities served, as well as of interns/workforce will help provide an understanding of this area. Detail any specific cultural and/or language needs and a narrative of how interns would support the organization to provide culturally responsive services. The organization should demonstrate how an emphasis on cultural humility or equity is part of the culture and internship.

**(E). Budget and Budget Narrative** (1 page maximum)

The budget should include the number of interns to be supported by the MHSA- CBO Internship Program funds, the stipend amount, and associated costs, if any. Do not list other funding sources. If there are different stipend amounts for different intern levels, please list each intern level and amount as separate line item. Ensure to provide a clear number of how many interns will be supported and the anticipated intern stipend amounts. The majority of funds should NOT be directed to pay for employee/staff wages. If there are any associated cost incurred, they should be clear (e.g. supervision costs, background checks, training, supplies, etc.).

**(F). Letters of Recommendation** (Not counted in number of pages submitted)

Provide two Letters of Recommendation from individuals, institutions, or organizations familiar with either your organization's (a) existing internship program; or (b) capacity to develop a strong internship program. Letters may not be provided by a current employee or intern, or any person receiving any type of financial compensation from the applying organization.

**(G). Memorandum of Understanding** (Not counted in number of pages submitted)

Submit one MOU demonstrating current and existing contractual relationship with an academic institution. Please note, an example of an intern contract will not be accepted.

**(H). Rules and Considerations**

- 1) The cost of developing and submitting a proposal in response to this RFQ is the responsibility of the applicant and will not be reimbursed through any contracts resulting from this RFQ process.
- 2) CCBHS may issue an RFQ amendment to provide additional information or make changes or corrections. The amendment will be sent to all parties notified as well as posted on the Contra Costa Behavioral Health Services home page. CCBHS may extend the RFQ submission date, as necessary to allow applicants additional time to consider such information and submit required data.
- 3) The RFQ 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 RFQ 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 RFQ 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.

**(B). Additional Information**

Applicants are scheduled to receive notification of outcomes and next steps in August. Applicants who are not selected may appeal CCBHS's selection of awardee(s) within three business days of notification. Appeals must be addressed to the Behavioral Health Services Director and must be submitted in writing to the email indicated in this RFQ. Appeals shall be considered for the following grounds (a) the County failed to follow the RFQ procedures, which affected the proposal scoring; and/or (b) the RFQ evaluation criteria were not appropriately applied to the proposal.

The Behavioral Health Services Director 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.

**V. Method of Evaluation**

CCBHS is seeking to contract with multiple partner organizations to provide the indicated CBO Internship Program within Contra Costa County.

**(A). Initial Screening**

Proposals will be screened and must meet the minimum qualifications to apply, be complete and within the page limit indicated, and submitted on time. A failure to meet any one of these criteria is subject to the proposal being disqualified. Disqualified submissions will not be scored or considered for this contract.

**(B). Scoring of Proposal**

An evaluation panel will score each proposal. A maximum of 100 points is possible. Each area is detailed in the following scoring criteria:

- 1) Cover Page (0 Points)
- 2) Statement of Qualifications (10 Points)
  - Is there a clear mission, history and detail of services provided by the organization?
  - How do the interns support the organization's overall delivery of service?
  - What goals have been outlined by organization?
  - Are the requested funds and number of interns to be supported clearly outlined?
  - Is the organization using the funds to support culturally/ and linguistically responsive interns?
- 3) Organizational Plan (35 points)
  - Are there defined foundational competencies and actions listed to achieve these competencies?
  - Does the organization seem to clearly define the internship for interested applicants? Does there seem to be any focus on recruiting interns with lived experience? How does the organization promote the internship (e.g. websites, connections with academic institutions, coordination with CCBHS, use of social media or other avenues to recruit interns)?
  - Does the intern interview/ hiring process seem to be equitable?
  - Does the training offered to interns seem relevant and built into the culture of program?
  - Are there specific trainings offered which relate to the communities served?
  - Are there well established and conceptualized Intern Policies & Procedures, including an intern

termination process?

- Does the agency show emphasis and quality time spent for intern supervision in this area?

4) Statement of Cultural Humility (25 Points)

- Does the organization describe and show commitment and continued work in support of cultural humility and equity?
- Is there a focus to recruit interns and staff with language capacity or which culturally reflect the needs of the communities served?
- Does the organization promote cultural humility or trauma informed trainings? Is there any focus on supporting community defined, culturally sensitive practices, such as an emphasis on the importance of working from a lens of empathy and understanding, that allows for shared space in support of healing and wellness?
- Did the organization provide any demographic data representative of the communities served, or the workforce or former interns?
- Is the organization regularly active in any CCBHS stakeholder committees and does the organization show special interest in supporting equity issues within the scope of behavioral health and/or beyond?

5) Budget and Budget Narrative (10 Points)

Degree to which the applicant has clearly described the use of funds.

- Are the funds primarily used to support intern stipends?
- If there are any associated fees, do they seem reasonable considered the request?
- Is there a clear methodology and narrative which outlines the funds requested?
- How many interns will be supported through these funds, and what is the stipend amount?
- Do the funds in the budget match the request in the Statement of Qualifications?

6) Two Letters of Recommendation (5 Points Each)

- Is one of the Letters of Recommendation from a former intern? How much detail does the former intern share on how they were supported? Does anything specifically stand out?

7) Memorandum of Understanding (10 Points)

- Does the agency have a current and valid Memorandum of Understanding (MOU) with an academic institution?
- Does the MOU show longevity of a partnership?

**(C). Organizational Responsibilities if Selected**

- ✓ Follow through with CBO Internship Program as outlined in this RFQ.
- ✓ Maintain an independent contractual relationship with an academic institution.
- ✓ Recruit, select, supervise, train, and pay interns.
- ✓ Communicate with CCBHS – WET/Ethnic Services Coordinator as needed or requested.
- ✓ Provide an End of the Year Report/Intern Survey for the CBO Internship Program outcomes.

**VI. Schedule of Important Dates**

<b>Important Dates</b>	<b>Date</b>
RFQ Posted	Posted by June 4th, 2021
RFQ Application Due by 10:00am	July 6 <sup>th</sup> , 2021
Applicant Scoring	July 2021
Notification of Selection	August 2021
Appeal Deadline	Within three business days of notification letter
Contract Begins	November 1, 2021



**Contra Costa Behavioral Health Services  
Mental Health Services Act – Workforce Education and Training**

**CBO Internship Program Cover Page**

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title of Contact Person: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Website (if applicable): \_\_\_\_\_

Alternate Point of Contact:

Title: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*Signature of Individual(s) authorized at agency to sign for submission of RFQ.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Title

\_\_\_\_\_  
Alternate Signature (if applicable)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name Here

\_\_\_\_\_  
Title