

NOTICE OF BIDDING
PREVENTION AND EARLY INTERVENTION
SERVICES
REQUEST FOR QUALIFICATIONS (RFQ)

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

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

PROPOSAL DEADLINE: April 17, 2020

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. THE COUNTY RESERVES THE RIGHT TO AWARD
MULTIPLE CONTRACTS UNDER THIS RFQ. THE COUNTY RESERVES THE
RIGHT TO AWARD CONTRACTS THROUGH DIRECT CONTRACT
NEGOTIATIONS.

(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 outlining their qualifications for providing Prevention and Early Intervention (PEI) services for the Siskiyou County Health and Human Services Agency's ("County") Behavioral Health Division.

As a component of the Mental Health Services Act ("MHSA"), the purpose of the Prevention and Early Intervention services program is to prevent mental illness from becoming severe and disabling, with an emphasis on improving timely access to services for underserved populations. Prevention activities will aim to reduce risk factors and build protective factors and skills, promoting positive mental health and reducing the negative impact of mental illness. Early Intervention programs will focus on promoting recovery and related outcomes for a mental illness early in its emergence. Prevention and Early Intervention regulations can be found at <http://www.mhsoac.ca.gov/document/2016-03/pei-regulations>.

County is seeking one or more non-governmental, community organizations to provide Prevention and Early Intervention program services in communities throughout Siskiyou County.

1.1 Scope of Services

Prevention and Early Intervention services shall include:

- 1.1.1 Access and linkage to medically necessary care provided by County for those with severe mental illness, as early in the onset of these conditions as practicable.
- 1.1.2 Outreach and education activities designed to increase understanding of various mental health related topics and help people recognize the early signs of potentially severe and disabling mental illness.
- 1.1.3 Stigma and discrimination reduction activities focused on reducing stigma and discrimination associated with being diagnosed with a mental illness or seeking mental health services. Activities may include community activities, social media marketing, newspaper or radio promotions, or participation in community events such as health fairs or parades.
- 1.1.4 Program target population shall include County residents within all age groups, with a primary focus on children, transition age youth, adults and older adults at a significantly higher than average risk of developing a serious mental illness, including but not limited to, underserved populations, trauma-exposed, and children/youth in stressed families, at risk of school failure or juvenile justice involvement.

1.2 Procuring and Contracting Department/Division

Any contracts resulting from this RFQ 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 **March 31, 2020 @ 5:00 pm** to:

Camy Rightmier, MHSA Coordinator
Siskiyou County Health & Human Services Agency
Behavioral Health Division
2060 Campus Drive
Yreka, CA 96097
Phone: (530) 841-4281
Fax: (530) 841-4712
Email: crightmier@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 RFQ document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFQ, revisions/amendments and/or supplements will be emailed to all recipients of this initial RFQ 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 Qualifications. 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 RFQ.

DATE	EVENT
March 31, 2020 @ 5:00 pm	Last day for submitting written inquiries
April 17, 2020 @ 5:00 pm	Last day for submitting bids
April 20, 2020 @ 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 Qualifications.

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., **April 17, 2020** by hand-delivery or U.S. Mail to:

Camy Rightmier, 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 (RFQ for Prevention and Early Intervention Services)
- Proposal due date (April 17, 2020)

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 Proposer's client capacity.

2.2.3 Describe the Proposer's ability to provide services throughout Siskiyou County, including the location of offices.

2.2.4 Describe the Proposer's ability to provide services to the target population.

2.2.5 Describe the Proposer's ability to collect the required data and documentation required by the State under the PEI regulations found at the following link:
<http://www.mhsoac.ca.gov/document/2016-03/pei-regulations>.

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 prevention and early intervention 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 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.