



REQUEST FOR PROPOSAL

COUNTY OF MADERA

BEHAVIORAL HEALTH SERVICES

MENTAL HEALTH SERVICES ACT (MHSA)

INNOVATION PROJECT

Date Submittal Due: March 25, 2013 @ 4:00PM

Submit To:

Madera County Administration (Purchasing)
200 W. Fourth Street
Madera, CA 93637

Submit 1 Original and 4 Copies

Mark Package: **"Proposal – MHSA Innovation Project, Attention: Purchasing"**

Proposals received after the time and date stated above shall be
returned unopened to the bidder.

INQUIRIES:

For questions or clarifications on proposal submittal requirements or the selection process, contact Debbie Dinoto, Division Manager, (phone: 559.673.3508, fax: 559.675.4999, e-mail: debbiedinoto@co.madera.ca.gov).

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I. INTRODUCTION

Madera County Department of Behavioral Health Services (BHS) is soliciting proposals from community based organizations for new Innovation Projects (INN Projects) which will be funded by the Madera's allotment of the Mental Health Services Act (MHSA) funding, also known as Prop 63, which California voters passed in November 2004. MHSA is funded by a 1% tax on personal incomes above a million dollars and the monies generated are used to expand and transform California's county mental health systems.

The INN Project(s) to be considered for funding must be *new and innovative and add to the learning process or move the Madera County mental health system towards the development of new practices and approaches for the following purposes:

- Increase access to underserved groups
- Increase the quality of services, including better outcomes
- Promote interagency collaboration
- Increase access to services

An INN Project Selection Board will review the applications and recommend the most promising projects for funding. Successful bidders must meet the minimum qualification criteria set forth in section III, BIDDER QUALIFICATIONS. The INN Project Selection Board will determine which respondents meet the criteria and will select the proposal that is the most likely to support the achievement of BHS' desired program outcomes. Selected projects must be approved by the Madera County Board of Supervisors and final approval for all projects must come from the Mental Health Services Oversight and Accountability Commission (MHSOAC). Projects will be funded up to a period of three (3) years dependent on annual review. Minimum bid is \$50,000 and maximum bid is \$200,000 (annual amount).

*New means that the project has not previously been done in the mental health field and would not fall into a category considered "evidence based practices."

II. BACKGROUND:

The Welfare and Institutions Code (WIC), section 5830 provides for the use of Mental Health Services Act (MHSA) funds for Innovative (INN) programs. The INN component of MHSA is looking for new and effective practices/approaches in the field of mental health that have not been done before. The MHSA is less specific in its directives for this component than for other components, forming an environment for the development of new and effective practices/approaches in the field of mental health. Further background is provided in the Mental Health Services Oversight and Accountability Commission's (MHSOAC) Innovation

Resource Paper, Guiding Principles for DMH Implementation of the Mental Health Services Act and other relevant publications. These documents can be found on the following websites:

<http://www.mhsoac.ca.gov/Counties/Innovation/docs/InnovationDecisionPath.pdf>

<http://www.mhsoac.ca.gov/Counties/Innovation/docs/InnovationResourcePaper.pdf>

http://www.mhsoac.ca.gov/Counties/Innovation/docs/InnovationPlans/Inn_Rev_Tool_6-1-09.pdf

http://www.mhsoac.ca.gov/Counties/Innovation/docs/INN_Top_Ten_List.pdf

http://mhsoac.ca.gov/MHSOAC_Publications/docs/Publications/Logic-Model_Final.pdf

INN projects are novel, creative and/or ingenious mental health practices/approaches that contribute to learning, and that are developed within communities through a process that is inclusive and representative, especially of unserved or underserved individuals. INN projects must be designed for voluntary participation per CCR, title 9, section 3400, subdivision (b) (2). No person should be denied access based solely on his/her voluntary or involuntary status. Additionally, the MHSA, Part 3.2 Innovative Programs, section 5830, subdivision (a) (1)-(4), specifies that funds for Innovation be used for the following purposes:

- Increase access to underserved groups
- Increase the quality of services, including better outcomes
- Promote interagency collaboration
- Increase access to services

Successful bidders must select one or more of these purposes for each INN project to be considered for funding. The selected purpose(s) will be the key focus for learning and change.

Definition of Innovation

An Innovation project is defined, for purposes of these guidelines, as one that contributes to learning rather than a primary focus on providing a service. By providing the opportunity to “try out” new approaches that can inform current and future practices/approaches in communities, an Innovation contributes to learning in one or more of the following three ways:

- A) Introduces new mental health practices/approaches including prevention and early intervention that have never been done before, or
- B) Makes a change to an existing mental health practice/approach, including adaptation for a new setting or community, or
- C) Introduces a new application to the mental health system of a promising community-driven practice/approach or a practice/approach that has been successful in non-mental health contexts or settings.

To clarify, a practice/approach that has been successful in one community mental health setting cannot be funded as an INN project in a different community even if the

practice/approach is new to that community, unless it is changed in a way that contributes to the learning process. Merely addressing an unmet need is not sufficient to receive funding under this component.

In addition to the requirement to contribute to learning, the Innovation must be aligned with the General Standards identified in the MHSA when applicable, as set forth in CCR, Title 9, section 3320. The six General Standards are listed below with a brief description of how they might apply to Innovation taken from the MHSOAC Innovation Resource Paper. Depending upon the Innovation, the application of these six General Standards will vary. A bidder is only required to apply the General Standards that are appropriate for the INN project:

1) Community Collaboration

Initiates, supports and expands collaboration and linkages, especially connections with systems, organizations, healers and practitioners not traditionally defined as a part of mental health care

2) Cultural Competence, as defined in CCR, Title 9, section 3200.100

Demonstrates cultural competency and capacity to reduce disparities in access to mental health services and to improve outcomes

3) Client Driven Mental Health System

Includes the ongoing involvement of clients (and participants in prevention programs) in roles such as, but not limited to, implementation, staffing, evaluation and dissemination

4) Family Driven Mental Health System

Includes the ongoing involvement of family members in roles such as, but not limited to, implementation, staffing, evaluation and dissemination

5) Wellness, Recovery and Resilience Focus

Increases resilience and/or promotes recovery and wellness

6) Integrated Service Experience

Encourages and provides for access to a full range of services provided by multiple agencies, programs and funding sources for clients and family members

Scope of Innovation

INN projects may address issues faced by children, transition age youth, adults, older adults, families (self-defined), neighborhoods, tribal and other communities, counties, multiple counties, or regions. The project may initiate, support and expand collaboration and linkages, especially connections between systems, organizations and other practitioners not traditionally defined as a part of mental health care. The project may influence individuals across all life stages and all age groups, including multigenerational practices/approaches.

As long as the INN project contributes to learning and maintains alignment with the MHSA General Standards set forth in CCR, Title 9, section 3320, it may affect virtually any aspect of mental health practices or assessment of a new application of a promising approach to solving

persistent, seemingly intractable mental health challenges. To illustrate the breadth of possibilities outside of practices/approaches currently considered part of mental health, proposed INN projects may have an impact on (for example):

- Administrative/governance/organizational practices, processes or procedures
- Advocacy
- Education and training for service providers (including non- traditional mental health practitioners)
- Outreach, capacity building and community development
- Planning
- Policy and system development
- Prevention, early intervention
- Public education efforts
- Research
- Services and/or treatment interventions

Time Limit

By their nature, INN projects are similar to pilot or demonstration projects and are subject to time limitations to assess and evaluate their efficacy. Since the project takes time to develop and implement, a work plan should be completed within a time frame that is sufficient to allow learning to occur and to demonstrate the feasibility of the project being assessed. When developing a work plan, vendors should consider the time needed to implement and assess the INN project and arrive at a timeframe that is logically needed for the particular project. INN funds are not intended to fund longitudinal studies or ongoing services.

Community Partnering and Collaboration

It is anticipated that the INN project will contribute to the development of collaborative partnerships, especially with organizations and systems not traditionally defined and funded as a part of mental health care.

Leveraging of resources

Leveraging of resources is not required but is expected, when appropriate, to maximize the impact of a county's allocation for this component as a way of building capacity by extending the reach and impact of the project through collaboration with community partners. For the purposes of this component, the term "leveraging" is used broadly and may include, (for example): cash match, Federal reimbursements in the health system, in-kind contributions, or use of facilities and other resources.

III. BIDDER QUALIFICATIONS

In order to be considered as a viable bidder for this RFP, the bidder organization must describe how it meets all of the following qualifications:

1. The bidder organization **MUST** have experience providing services to individuals who have or are at risk for mental illness.
2. The bidder **MUST** have the capacity to assess and document that the individuals served by the program have or are at risk of having serious mental health issues; and
3. The bidder organization must have been regularly and continuously engaged in the business for **AT LEAST THREE YEARS of providing TWO OR MORE** of the following :
 - i. Supportive services or other programming for individuals who have or are at risk of having serious mental health issues.
 - ii. Outreach and engagement services to individuals who have or are at risk for mental illness.
 - iii. A client-driven service program.
4. The bidder must have the demonstrated capacity and willingness to track program outcomes and expenditures using database systems.
5. The bidder must have the demonstrated capacity and ability to claim third party revenue if the proposed project includes reimbursement.

Bidders do not need to be a mental health services provider. Schools or Public/Private Community based organizations that are for profit or non-profit which provide services such as those related to health, education or job training would most likely qualify as potential bidders.

IV. FORMAT FOR PROPOSAL

Innovation Work Cover Letter and Plan Narrative

A. Cover Letter

The Cover Letter (two page maximum) should include, an introduction to the project, the name and address of the organization submitting the proposal, together with the name, address and telephone number of the contact person who will be authorized to make representations for the organization, the Bidder's federal tax ID number and a list of subcontractors, if any.

B. Purpose of Proposed Innovation Project (select one or more of the purposes listed below) (10 points)

- 1) Increase access to underserved groups
- 2) Increase the quality of services, including better outcomes.
- 3) Promote interagency collaboration.
- 4) Increase access to services.

Briefly explain the reason for selecting the above purpose(s).

C. Project Description (15 points)

Describe the Innovation, the issue it addresses and the expected outcome, i.e. how the Innovation project may create positive change. Include a statement of how the Innovation project supports and is consistent with the General Standards identified in the MHSA and Title 9, CCR, section 3320. (Suggested length - one page)

D. Contribution to Learning (15 points)

Describe how the Innovation project is expected to contribute to learning, including whether it introduces new mental health practices/approaches, changes existing ones, or introduces new applications or practices/approaches that have been successful in non-mental health contexts. (Suggested length - one page)

E. Timeline (10 points)

Outline the timeframe within which the Innovation project will operate, including communicating results and lessons learned. Explain how the proposed timeframe will allow sufficient time for learning and will provide the opportunity to assess the feasibility of replication. (Suggested length - one page)

F. Project Measurement (10 points)

Describe how the project will be reviewed and assessed and if indicated, how the perspectives of stakeholders are part of the review and assessment. Bidders for this RFP must demonstrate an understanding of program evaluation and outcomes, and have the ability to collect data properly and in a timely manner. Additionally, bidder staff must be able to effectively participate in evaluation planning, data collection and implementation activities. RFP proposals will identify individual and systems/project outcomes and indicate the methodology for data collection and measurement. Submissions for the RFP should include a discussion of how the bidder would evaluate whether or not these outcomes are met. During the contract negotiation and implementation the successful bidder(s) awarded the RFP will work closely with Madera County Behavioral Health Services to finalize evaluation and outcome goals and measurement instruments.

G. Leveraging Resources (if applicable)

Provide a list of resources expected to be leveraged, if applicable.

H. Annual number of clients to be served and population to be served (if applicable).

Older Adult, Adult, Transitional Aged Youth or Children.

I. Description of Bidder's Agency/Organization and ability to manage this project/budget. (15 points)

This section should address the bidder's agency/organization's qualifications as described in part (III.) **Bidder Qualifications**. It should include a description of the bidder's organizational resources, experience, and capabilities for successfully developing and completing this project and the bidder's demonstrated experience in

developing services or programs for the identified target population(s) (adult, older adult, transitional age youth, and children) and include financial information on the financial stability of the bidder's agency/organization. This section should also contain the bidder's professional references, including names and telephone numbers.

J. Project Description (15 points)

Provide a concise overall description of the proposed innovation. (Suggested length, one page)

K. Budget and Budget Narrative/Justification (10 points) See Attachment A for budget specification outline.

V. BIDDERS CONFERENCE

All bidders planning on submitting a bid should attend the bidder's conference. Questions and answers from the bidder conference will be posted on the Madera County website <http://www.madera-county.com/index.php/mainbidopportunities>.

The question and answer bidders conference will be held:
February 21, 2013 at 1:00 – 2:30 pm
Madera County Behavioral Health Services
209 E. 7th Street
Madera, CA 93638

VI. PROPOSAL SUBMITTAL REQUIREMENTS

Date Submittal Due: March 25, 2013 @ 4:00PM

Submit To:

Madera County Administration (Purchasing)
200 W. Fourth Street
Madera, Ca. 93637

Submit 1 Original and 4 Copies

Mark Sealed Package: "Proposal – MHSA Innovation Project, Attention: Purchasing"

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VII. BIDDER SELECTION PROCEDURE

The INN Project Selection Board will review proposals and rank them by points (100 points possible) and make a recommendation to the BHS Director for consideration. The BHS Director will make the final selection of the successful bidder(s) and will notify the bidder(s) by phone and then in writing that their proposal has been accepted. These decisions and announcement will be made the first week in April 2013. Bidders whose proposals are not accepted will receive notice in writing. Selected bid(s) will be submitted to the Madera County Board of Supervisors for approval, with the final approval coming from the MHSOAC. The projected start-up for the project(s) will be July 1, 2013.

GENERAL TERMS AND CONDITIONS

1. Awards shall be made on the proposal that best meets the needs of the County of Madera for specifications, cost and compatibility.
2. Minimum specifications are designed as a requirement of the bid. Minimum specifications are outlined to provide for a particular need or use by the County, and are not meant to eliminate any particular vendor. If a particular minimum specification is unable to be met by the vendor, the bidder, prior to the opening of the bid, shall contact the Madera County Purchasing Agent in writing to determine if a particular specification may be altered or accepted.
3. The County of Madera reserves the right to accept or reject any or all bids. The right is also reserved to waive any minor irregularities in this bid, and to award the bid to the bidder whose offer is most advantageous to the County from the standpoint of suitability to purpose, quality of service, previous experience and price, and to accept the bid that is in the best interests of the County.
4. The bidder hereby declares that all statements and representations made in the bid proposal are true and correct, and are made under the penalty of perjury under the laws of the State of California.
5. Insurance coverage for proposed services shall include general liability and workers' compensation, which shall include automobile liability insurance in a combined single limit of not less than \$1 million dollars, unless specified otherwise in the specifications.
6. The selected firm shall provide, within 10 days after the notice of award is issued, a copy of their existing liability insurance certificate naming the County of Madera and its officers and employees as an additionally named insured on said policies. Such insurance coverage shall be maintained in full force and effect for the duration of the Contract and must be in a form satisfactory to the County.
7. The vendor will provide references, including current clients.
8. The vendor will be asked to sign a contract that substantially includes all of the specifications in this proposal.

9. **For additional information concerning specifications, contact** Debbie Dinoto, Division Manager, (phone: 559.673.3508, fax: 559.675.4999, e-mail: debbiedinoto@co.madera.ca.gov).

Attachment A
Budget Specification Outline

MHSA Innovation Project

Attachment A - Budget

Company Name _____

Project Name _____

	Year 1	Year 2	Year 3
Wages	\$0.00	\$0.00	\$0.00
Benefits	0.00	0.00	0.00
Total Wages & Benefits	\$0.00	\$0.00	\$0.00

Services & Supplies

Communication

Household Expense

Insurance Expense

Maintenance Equipment

Maintenance Building

Membership

1. _____

2. _____

Office Supplies

Professional Service

1. _____

2. _____

3. _____

Advertisement

Rent Lease Building

Rent Lease Equipment

Transportation & Travel

Utilities

Total Services & Supplies	\$0.00	\$0.00	\$0.00
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Administration Cost

Total Expense	\$0.00	\$0.00	\$0.00
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Revenues

RPF request

Medi-Cal FFP only (50%)

Client Fees

Other Revenue

Income Match

Total Revenue	\$0.00	0.00	0.00
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	0.00	0.00	0.00
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