

COUNTY OF LOS ANGELES - DEPARTMENT OF MENTAL HEALTH

F A C T S H E E T

**APPROVAL OF REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)
PROCESS FOR THE SOLICITATION OF MENTAL HEALTH SERVICES ACT (MHSA)
COMMUNITY SERVICES AND SUPPORTS PLAN SERVICES
(ALL SUPERVISORIAL DISTRICTS)**

REQUEST

Authorize the Department of Mental Health (DMH) to begin the RFSQ process as described in a flowchart (Attachment I) for the solicitation of MHSA services in accordance with the Los Angeles County Mental Health System's Community Services and Supports (CSS) Plan approved by your Board on October 11, 2005, using a RFSQ solicitation document.

Delegate authority to the Director of Mental Health to amend the RFSQ as funding for other MHSA plans becomes available and/or services are developed under the CSS Plan. Appropriate notification of such amendments to the RFSQ will be provided to your Board, the Chief Administrative Office, and County Counsel.

PURPOSE/JUSTIFICATION

The proposed RFSQ process provides a solicitation process that is a fair and equitable alternative to the Request for Proposals (RFP) process and still meets required County policies. It will simplify and streamline the MHSA solicitation and contracting process enabling DMH to establish a non-exclusive list of pre-qualified contractors who will have met the minimum qualifications listed in the RFSQ and will have demonstrated relevant experience and staff capability to provide the various services detailed in the CSS Plan. The RFSQ process will also improve the delivery, efficiency, and effectiveness of mental health operations governed by the MHSA across the entire service delivery system that includes, but is not limited to current directly-operated and contract providers and community partner agencies and organizations.

BACKGROUND

On October 11, 2005, your Board approved DMH's submission of the proposed MHSA - CSS Plan which was developed in accordance with Stakeholder recommendations and State Department of Mental Health (SDMH) requirements. With your approval of the CSS Plan and the submission of it to SDMH, DMH is now moving from a planning and development stage into a design and implementation stage of the CSS Plan.

The RFSQ process is a major component of the design and implementation stage of the CSS Plan. It includes the following two (2) phases:

- **Phase I - Statement of Qualifications (SOQ):**
The intent of Phase I is to qualify proposers for multiple parts of the CSS Plan. DMH will solicit for various types of services under the CSS Plan utilizing a RFSQ. The first section of the RFSQ will include Countywide requirements such as insurance coverage, jury service, child support, etc. The second section of the RFSQ will identify skill categories, experience, and capacities required for each specific CSS Plan service allowing potential contractors, upfront, to identify what services they are qualified to deliver. Phase I would enable DMH to assess the proposers' SOQ responses to ensure that proposers not only meet the minimum County qualifications, but also identify specific services for which they are eligible/able to provide. The SOQ responses will be used to establish a MHSa Master Agreement list, that in turn, will be used to identify and select qualified contractors during Phase II.
- **Phase II - Request for Services (RFS):**
The intent of Phase II is to select contractors identified in Phase I that are capable of delivering specific services based on RFS - Statements of Work (SOWs). Based on SDMH approval of various components of the CSS Plan and the development of specific SOWs, RFS – SOWs will be issued only to those Master Agreement list contractors who, based on a Master Agreement matrix of pre-qualifications, would best be able to fulfill the RFS – SOW requirements. The RFS –SOW would include detailed and specific types of services identified by service categories and target populations.

The first round of the RFSQ solicitation process, SOWs will focus on two (2) service categories: Full Service Partnerships (FSP) and Save Havens, a component of the housing work plan. Over the next few months, SOWs will also be developed to include other CSS work plans, e.g., Service Area Navigator Teams, Housing, Alternative Crisis Services, Institution for Mental Disease (IMD) Step Down Facilities, Co-occurring Disorders, Respite Care, Drop-in Centers, Field Capable Clinical Services.

In the next few weeks DMH will develop a methodology to address allocation of MHSa funds to multiple providers who qualify during Phase II.

CONTRACTING PROCESS

Upon Board approval, DMH will implement the RFSQ process soliciting SOQs from proposers who meet the minimum qualifications listed in the RFSQ. The RFSQ will be posted on the Office of Small Business (OSB) and DMH websites and mailed to over a thousand prospective bidders. Based on evaluation criteria, DMH will enter into Master Agreements/Amendments with those proposers who meet the RFSQ minimum

requirements (a Master Agreement will be issued to new DMH contractors and an Amendment will be issued to existing DMH contractors). Once the Master Agreements have been fully executed and a Master Agreement list is developed, DMH will move to Phase II issuing specific RFS's that include detailed and specific SOWs by service type, target population, and area of service delivery.

This is not a Proposition A or cafeteria services contract; the Living Wage requirements are, therefore, not applicable. All recommended contractors will agree to abide by the County's Indemnification and Insurance requirements and all Board mandated requirements including Contractor Responsibility and Debarment and Contractor's Charitable Activities Compliance requirements if they meet minimum qualifications.

MJS:RK:aw

Attachment

Request for Statement of Qualifications (RFSQ) Solicitation Process

