



## **DEPARTMENT OF MENTAL HEALTH**

# **STATEMENT OF ELIGIBILITY AND INTEREST FOR GROUP HOME AFTERCARE SERVICES FOR PROBATION YOUTH**

**Bid #DMH081012B1**

**August 10, 2012**

**Prepared By  
County of Los Angeles  
Contracts Development & Administration Division**

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## 1.0 INTRODUCTION

### GROUP HOME AFTERCARE SERVICES

On December 13, 2011, the Board of Supervisors approved the use of Title IV-E reinvestment funds to provide after care mental health services for probation youth in order to ensure mental health linkages in the community in order to facilitate successful family reunification.

Provision of aftercare services will ensure that mental health linkages are established in the community to facilitate the positive transition of youth with mental health needs from residential placement to their home communities. These aftercare services may include, but are not limited to, case management, linkage to necessary community based self-help and family support groups, health services, benefits establishment, enhancement of independent living skills and referrals for housing services.

It is expected that, as a result of the efforts funded through this partnership, there will be an increase in the number of probation youth receiving aftercare services as well as an array of available services to increase the number of probation youth who are able to safely remain in their homes; safely reduce the reliance on out-of-home care through the provision of focused, individualized services; and safely reduce the number of youth returning to congregate care, all while ensuring that individualized case planning and appropriate community alternatives are in place.

## 2.0 PURPOSE OF STATEMENT OF ELIGIBILITY AND INTEREST (SEI)

- 2.1 The purpose of this SEI Solicitation is to identify qualified organizations that DMH may contract with for the provision of Group Home Aftercare Services (GHAS) in Los Angeles County (County) to probation youth.
- 2.2 This SEI will be used by DMH for information purposes and itself does not constitute a Request for Proposal (RFP), Request for Services (RFS) or an offer of a contract. Using the responses to this SEI, the County will determine whether there are organizations with demonstrated capability and interest in providing this service. Thereafter, DMH may do one of the following: (1) issue an RFP or RFS to eligible organizations that are interested in the GHAS Program, (2) contract by negotiation with those organizations with demonstrated capability who have expressed an interest in this GHAS Program, or (3) take no further action at this time on this GHAS Program.

**NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE A RFP, RFS, OR NEGOTIATE A CONTRACT FOR THE GROUP HOME AFTERCARE MENTAL HEALTH SERVICES PROGRAM FOR PROBATION YOUTH.**

### 3.0 DETERMINATION OF ELIGIBILITY

Respondent eligibility will be based on the information provided in the attached Questionnaire (Appendix A) and Letter of Introduction and eligibility to provide GHAS as set forth in Section 4.0 Eligibility Specifications. In addition to the information provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts. Additionally, a review of terminated contracts may be conducted. A review may be conducted to determine the significance of any litigation or judgments pending against the Respondent as provided in Appendix A Questionnaire of the SEI.

DMH reserves the right to verify responses in Appendix A.

A representative of DMH may visit the proposed program site to confirm the qualifications and view the facility.

It is the County's policy to conduct business only with qualified, responsible organizations that have demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform the contract.

### 4.0 ELIGIBILITY SPECIFICATIONS

4.1 To be eligible, respondent must meet the following criteria and specifications:

Respondent **MUST HAVE** a current Legal Entity Agreement with DMH.

Respondent **MUST HAVE** a current GHAS Agreement with the Los Angeles County Department of Children and Family Services (DCFS).

Respondent **MUST BE** currently providing GHAS to probation youth.

Respondent **MUST HAVE** a minimum of two (2) years of experience (within the last five years) providing GHAS to probation youth.

Respondent **MUST BE** willing to accept probation youth referrals from the Los Angeles County Probation Department.

Respondent **MUST BE** able to provide GHAS services within 30 days of signing an agreement with the County.

An agency **MUST HAVE** current, established working agreements with other community partners that will assist probation youth with appropriate linkages and referrals.

Respondent **MUST NOT** have had any governmental entity contracts terminated within the last five (5) years.

Respondent MUST BE current with all licenses, permits, registrations, accreditations, and certificates required by Federal, State, and local laws, ordinances, rules, regulations, guidelines and directives, which are applicable to or required for GHAS Program services.

Respondent MUST BE in good standing with the Los Angeles County Probation Department, DCFS, DMH and all other County departments.

Respondent MUST NOT HAVE any substantiated Patient Rights violations within the past 5 years.

## **5.0 FUNDING**

The total amount of Title IV-E reinvestment funding for the GHAS Program is \$366,900 for Fiscal Year 2012-2013 ONLY and may be subject to changes or revisions. Allocations will be made proportionally based on the total number of qualified agencies, the total number of probation youth for whom each qualified agency is currently providing residential services and the total number of probation youth receiving residential services across all qualified agencies.

The County will not guarantee to any service provider a specific or minimum number of referrals; referrals will be based on client needs and the geographic desirability of the provider's location. Although client needs will be addressed on an individual basis, the expectation is that services provided to an individual client through the GHAS Program will not exceed six months.

## **6.0 COUNTY PROCESS TO IDENTIFY ELIGIBLE AGENCIES**

The Department of Mental Health is requesting the completion of an Introduction Letter and Questionnaire (Appendix A) from agencies interested in implementing and operating a GHAS Program for probation youth.

### **6.1 Introduction Letter**

An Introduction Letter should be on the Agency's letterhead, be brief, concise, no more than two (2) pages, and typed. The introduction letter must include: (1) The Agency's exact legal business name and type of organization (e.g., partnership, corporation, etc); (2) the Agency's Director's name; (3) the name, email address, mailing address, FAX and telephone number of the person who is authorized to act on behalf of the Agency in connection with this SEI; (4) the DMH Contract Number for respondent's current Legal Entity Agreement with DMH; (5) the DCFS Contract Number for respondent's GHAS Agreement with DCFS; (6) a statement of interest by the Agency in providing GHAS and a statement of the Agency's history providing GHAS; (7) the Service Area (SA) for which the Statement of Interest is being submitted; and (8) the original signature(s) of the person(s) authorized to sign on behalf of the Agency and bind the Agency in a contract.

## 6.2 Questionnaire (Appendix A)

Agencies must fully complete the Questionnaire (Appendix A). If the agency's Introduction Letter and its response to the Questionnaire meet the eligibility standards for the program, a representative of DMH may visit the proposed program site to confirm the qualifications and view the facility. Pending the review and if County decides to contract by negotiation with eligible respondents, such respondents will be invited to begin discussions with DMH with the intent of negotiating a contract.

**False, misleading, incomplete, deceptively unresponsive questionnaires and missing documents in connection with this SEI shall be sufficient cause for rejection.**

## 7.0 TIMELINE FOR RESPONDING TO THIS SEI

The County is interested in submissions from qualified agencies with the capability to implement and operate this Group Home Aftercare Program for eligible probation youth as set forth in section 4.0 Eligibility Specifications. County will accept responses to this SEI beginning **August 10, 2012** through **August 23, 2012** at **5 p.m.** Responses to this SEI should be in writing and submitted to:

Richard Kushi, Chief  
Contracts Development and Administration Division  
County of Los Angeles – Department of Mental Health  
550 South Vermont Avenue, 5<sup>th</sup> Floor, Room 500  
Los Angeles, CA 90020

## 8.0 DISCLAIMER

The County shall not, in any way, be liable or responsible for costs incurred in responding to this SEI.

All information received in response to this SEI becomes the exclusive property of Los Angeles County. All responses to this SEI become a matter of public record and shall be regarded as public records. Exceptions will be those elements in the California Government Code, Section 6250 et seq. (Public Records Act) and which are marked "trade secret," "confidential," or "proprietary."

The County shall not, in any way, be liable or responsible for the disclosure of such records, including, without limitation, those so marked, if disclosure is required by law, or by an order of a court of competent jurisdiction.

## 9.0 RESPONSES TO THIS SEI

This SEI has been mailed to potential respondents with a Legal Entity Agreement with DMH and published for the public at large through County department websites. Please feel free to share the SEI with any interested person, organization, or agency.