



LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH
550 S. VERMONT AVE., LOS ANGELES, CA 90020 HTTP://DMH.LACOUNTY.GOV



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May 5, 2016

Dear Prospective Proposer:

**ADDENDUM NUMBER ONE REVISING
THE REQUEST FOR PROPOSALS FOR
CRISIS RESIDENTIAL TREATMENT PROGRAM
(BID #DMH021716B1)**

The Los Angeles County Department of Mental Health (DMH) is issuing Addendum Number One (No. 1) to the Request for Proposals (RFP) for Crisis Residential Treatment Program released on February 17, 2016 (BID #DMH021716B1).

The following revisions are being made to the RFP, Appendix A Statement of Work and Appendix E Required Forms:

- 1) **Section 1.0 INTRODUCTION** has been deleted in its entirety and replaced with the following:

The Los Angeles County (County) Department of Mental Health (DMH) is issuing this Request for Proposals (RFP) to solicit proposals from qualified entities that can, consistent with the Investment in Mental Health Wellness Act and regulations promulgated thereunder, develop a licensed Social Rehabilitation Facility, that operates a certified Short Term Crisis Residential Treatment Program, that is Medi-Cal certified and meets other requirements in this RFP, hereinafter referred to as Crisis Residential Treatment Program (CRTP). Through this RFP, DMH seeks to establish new CRTP facilities that will increase the County's overall bed capacity by 560 beds. These CRTPs will serve adults ages 18 and over. DMH will evaluate proposals for CRTPs with a minimum of 6 to a maximum of 16 beds per facility. Proposers may submit a single proposal to develop and operate one CRTP or may submit multiple proposals for multiple CRTPs. If a Proposer submits multiple proposals, each proposal will be evaluated separately.

The Investment in Mental Health Wellness Act

In 2013, the Governor approved Senate Bill (SB) 82, establishing the Investment in Mental Health Wellness Act, making funds available to selected counties to increase capacity for client assistance and services in crisis intervention, crisis stabilization, crisis residential treatment, rehabilitative mental health services, and mobile crisis support teams.

By enacting SB 82, the Legislature found and declared:

- Increasing access to effective outpatient and crisis stabilization services provides an opportunity to reduce costs associated with expensive inpatient and emergency room care and to better meet the needs of individuals with mental health disorders in the least restrictive manner possible.
- Almost one-fifth of people with mental health disorders visit a hospital emergency room at least once per year. If an adequate array of crisis services is not available, it leaves an individual with little choice but to access an emergency room for assistance and, potentially, an unnecessary inpatient hospitalization.
- Recent reports have called attention to a continuing problem of inappropriate and unnecessary utilization of hospital emergency rooms in California due to limited community-based services for individuals in psychological distress and acute psychiatric crisis. Hospitals report that 70 percent of people taken to emergency rooms for psychiatric evaluation can be stabilized and transferred to a less intensive level of crisis care. Law enforcement personnel report that their personnel need to stay with people in the emergency room waiting area until a placement is found, and that less intensive levels of care tend not to be available.
- Comprehensive public and private partnerships at both local and regional levels, including across physical health services, mental health, substance use disorder, law enforcement, social services, and related supports, are necessary to develop and maintain high quality, patient-centered, and cost-effective care for individuals with mental health disorders that facilitates their recovery and leads towards wellness.

To this end, the Legislature has appropriated \$146 million statewide, with more than \$40 million allocated for the Los Angeles County region.

California Health Facilities Financing Authority

SB 82 funding is administered by the California Health Facilities Financing Authority (CHFFA). CHFFA was established in 1979 to provide loans to health institutions for financing or refinancing the acquisition, construction, or remodeling of health facilities.

CHFFA has made capital funding available to counties through a competitive selection process, providing grant awards to counties for the expansion of CRTPs. Requirements for this grant funding are set forth in regulations issued by CHFFA found in California Code of Regulations (CCR), Title 4, Division 10, Chapter 5 (CHFFA Regulations). Additional information concerning the

Investment in Mental Wellness Act may be found at <http://www.treasurer.ca.gov/chffa/imhwa/>.

Crisis Residential Treatment Programs

DMH currently contracts with private mental health providers for three CRTPs located in Service Areas (SA) 2, 5, and 8. CRTPs provide alternatives to the unnecessary utilization of hospital emergency rooms, psychiatric inpatient units and institutional care by individuals who could be treated in an intensive residential environment.

CRTPs utilize a strengths-based, trauma-informed approach that supports and promotes the wellness and recovery of individuals in a safe, home-like setting. CRTPs provide short-term, recovery-based services and supports, including integrated services for co-occurring substance use disorders. Residents participate in the development of individualized plans that promote care in voluntary treatment settings and successful re-integration into the community.

The CRTPs proposed under this RFP will be licensed as a Social Rehabilitation Facility as set forth in CCR, Title 22, Division 6, Chapter 2 by the California Department of Social Services (CDSS). The mental health program component of the CRTP must be certified by the California Department of Health Care Services (CDHCS) as a Short-Term Crisis Residential Treatment Program, as set forth in the California Welfare and Institutions Code (WIC), Sections 5670, 5670.5 and 5671 and CCR, Title 9, Division 1, Chapter 3. CRTPs must also be Medi-Cal certified by CDHCS and meet the requirements as set forth in the Statement of Work (SOW) contained in Appendix A.

Consistent with licensing and certification requirements, CRTPs will provide clinical services including individual and group treatment, medication support, crisis intervention, case management and linkage to community-based resources, as well as non-clinical supportive services. In addition, CRTPs shall provide co-occurring disorder services using harm-reduction principles to allow flexibility for clients' individual needs. CRTPs shall work collaboratively with DMH to admit individuals discharged from Urgent Care Centers (UCCs), County and community emergency rooms and psychiatric inpatient units. CRTPs shall also work closely with DMH's SA Impact Teams, SB 82 Triage Teams, and SA Navigators to help link residents to Full Service Partnerships and other appropriate mental health resources, including housing. CRTPs proposed under this RFP shall also serve as a resource for individuals likely to be incarcerated without the appropriate community mental health services.

Consistent with CCR, Title 9, Division 1, Chapter 3, Section 531 (a) (1), the planned length of stay in the CRTP shall be in accordance with the client's assessed needs, but not to exceed 30 days, unless circumstances require a longer length of stay to ensure successful completion of the treatment plan and appropriate referral period. However, the anticipated length of stay in the CRTP will be 10-14 days. Any stay beyond the first 30 days must be pre-approved by DMH Countywide Resource Management (CRM). Under no circumstance shall the length of stay exceed three (3) months.

Funding of the CRTP

CHFFA awarded the County \$35,000,000 to develop 560 CRTP beds in SAs 1-8 (CHFFA Funding). DMH will evaluate proposals for new CRTP facilities with a minimum of 6 to a maximum of 16 beds per facility. The table below sets forth the maximum amount of CHFFA Funding a Proposer may receive based on the proposed number of beds per facility.

Table 1: Available CHFFA Funding by Proposed Number of Beds Per Facility

Number of Beds Per Facility	Maximum Amount in CHFFA Funding
6	\$375,000
7	\$437,500
8	\$500,000
9	\$562,500
10	\$625,000
11	\$687,500
12	\$750,000
13	\$812,500
14	\$875,000
15	\$937,500
16	\$1,000,000

Proposers may request up to \$62,500 in CHFFA Funding for each proposed CRTP bed and may request up to the current County Maximum Allowance (CMA) rate of \$362.86 per day for each client served to determine the program's operational budget.

The County will reimburse a provider's costs for mental health services and board and care for a total of \$362.86 per bed per day. The cost for medication

support services is excluded from the CMA, and will be reimbursed as set forth in any resultant agreement(s) with the County.

CHFFA Funding may be awarded as set forth in "Table 1: Available CHFFA Funding by Proposed Number of Beds Per Facility" of this RFP for the purchase of real property; renovations; furnishings and equipment; information technology (not to exceed 1%); and up to two (2) months of program start-up costs (Eligible Project Costs). Note: Although the CHFFA Regulations allow for up to three (3) months of start-up costs, DMH will only allow for up to two (2) months. (See Appendix E, Exhibit 10.1).

If Proposer intends to use CHFFA Funds exclusively for the acquisition of real property, construction, renovations, furnishings and/or equipment, Proposer must clearly identify other funding sources for any other project related costs, as part of Section 7.8.1.13. (See Appendix E, Exhibit 10.1).

- 2) **Section 2.0 SAMPLE AGREEMENTS UNDER THIS RFP: LEASE AGREEMENT FOR CRISIS RESIDENTIAL TREATMENT PROGRAM, AGREEMENT WITH CALIFORNIA HEALTH FACILITIES FINANCING AUTHORITY FOR REAL PROPERTY ACQUISITION FOR DESIGNATED NON-PROFITS, AND LEGAL ENTITY AGREEMENT FOR CRISIS RESIDENTIAL TREATMENT PROGRAM, Subsection 2.1** has been deleted in its entirety and replaced by the following:

2.1. Sample Lease Agreement for Crisis Residential Treatment Program: Terms and Conditions

A Proposer with resultant agreement(s) with the County, (Contractor), which intends to utilize CHFFA Funding for the development of a CRTTP shall be expected to execute a lease in a form similar to Appendix B of this RFP. The County reserves the right to modify, revise, add, and/or delete terms and conditions to Appendix B that County, in its sole discretion, determines necessary for County to comply with the CHFFA Regulations and County policy.

2.1.1 Work Letter

Proposer shall be expected to adhere to any work letter that is negotiated as part of the lease agreement for a CRTTP. (See Appendix B). The County reserves the right to modify, revise, add, and/or delete terms and conditions to the Sample Work Letter in Appendix B that County, in its sole discretion, determines

necessary for County to comply with the CHFFA Regulations and County policy.

2.1.2 Term of the Agreement

The term of the lease agreement is **TEN (10)** years with two optional five (5) year renewal periods following Board of Supervisors' approval and execution of the agreement as detailed in Appendix B.

2.1.3 CHFFA Funding Disbursement Obligations

Contractor must submit estimates, quotes, and/or contracts, including schedule of values detailing the costs of their projects to County staff for review within 30 days of executing the Lease Agreement for Crisis Residential Treatment Program. These documents will be used as part of DMH's requests for disbursement of CHFFA Funding. Estimates, quotes and/or contracts, including schedule of values, shall be submitted, as soon as possible and on a monthly basis to ensure CHFFA Funding is processed.

2.1.4 CHFFA Funding Reimbursement

A Contractor will pay for Eligible Project Costs, and seek reimbursement from DMH by submitting invoices and receipts of actual expenditures to County staff by the 10th day of each month for approval and reimbursement of Eligible Project Costs, excluding the purchase of real property consistent with Section 2.2 of this RFP. Note: County will not reimburse any expenditures that are submitted after the cutoff date, as set forth in any resultant agreement(s) with the Contractor.

2.1.5 Recovery of CHFFA Funding & Other Remedies

If DMH determines that CHFFA Funding is not used consistent with the provisions of Appendix B or there has been no progress towards the completion of the CRTP, DMH may pursue remedies, up to and including forfeiture of the award and repayment of any CHFFA Funding expended.

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2.1.6 Project Schedule

Contractor must submit a monthly updated project schedule using the latest version of Microsoft Project or Primavera 6 (P6) to include the timeline milestones noted in Section 7.8.1.9.E.3.

3) **Section 2.2 Agreement with California Health Facilities Financing Authority for Real Property Acquisition for Designated Non-Profits, Subsections 2.2.1 and 2.2.2 have been revised as follows:**

2.2.1 CHFFA Funding has been deleted in its entirety and replaced as follows:

2.2.1 Recovery of CHFFA Funding & Other Remedies

If DMH determines that CHFFA Funding is not used consistent with the provisions of Appendices B and/or C or there has been no progress towards the completion of the CRTP, DMH may pursue remedies, up to and including forfeiture of the award and repayment of any CHFFA Funding expended, including title to the real property.

2.2.2 Recovery of CHFFA Funding & Other Remedies has been deleted in its entirety.

4) **Section 2.3 Legal Entity Agreement for Crisis Residential Treatment Program, Subsections 2.3.4 and 2.3.5 have been revised as follows:**

2.3.4 Reimbursement Basis has been deleted in its entirety and the replaced by the following:

Contractors are expected to provide services and seek reimbursement by entering claims attributed to a specific funded program or subprogram into the County's claim processing information system. CRTPs are paid provisional rates, subject to review and approval by the County, and consistent with DMH Policy No. 800.08 Provisional Rate Setting. The DMH Provisional Rate Setting policy may be accessed using the following link: http://lacadmh.lacounty.gov/ContractorsPolicies/Documents/800/800_08.pdf

Final payment to the Contractor will be based on allowable costs as determined using the cost principles described in Title 42 Code of Federal Regulations (CFR) at 413 and the Centers for Medicare and Medicaid Services Publications 15-1 and 15-2. Proposer should also consult non reimbursable Medi-Cal services at Title 9 CCR 1840.312.

2.3.5 Funding to Operate a CRTP has been deleted in its entirety and replaced by the following:

DMH anticipates the use of Mental Health Services Act (MHSA) Community Services and Supports (CSS) and Federal Financial Participation (FFP) revenue to fund the operating costs for each CRTP.

The County will reimburse a provider's costs for mental health services and board and care for up to a total of \$362.86 per bed per day, the current CMA. The cost for medication support services is excluded from the CMA, and will be reimbursed as set forth in any resultant agreement(s) with the County. However, start-up costs are not included as allowable costs.

5) **Section 7.0 PROPOSAL SUBMISSION REQUIREMENTS, Subsections 7.2, 7.4, 7.5, and 7.6** have been revised as follows:

7.2 RFP Timetable has been deleted in its entirety and replaced with the following:

The timetable for this RFP is as follows:

1. Release of RFP.....February 17, 2016
2. **Release of RFP and Addendum One.....May 5, 2016**
3. **Request for a Solicitation Requirement
Review Due.....May 19, 2016**
4. **Mandatory Proposers Conference.....May 19, 2016**
5. **Mandatory Letter of Intent.....May 25, 2016**
6. **Release of Proposers' Conference TranscriptsMay 25, 2016**

Proposals are due by Monday, June 6, 2016
DEADLINE FOR PROPOSAL PACKAGE SUBMISSION
at or before 3:00 P.M., P.D.T
Monday, June 6, 2016
NO EXCEPTIONS

Proposal Packages are due **June 6, 2016**, at the **5th floor reception desk by 3:00 p.m.** Pacific Daylight Time (P.D.T.). Any mail/delivery service to DMH's mail room on the 2nd floor may not be received by the due date. It is the Proposer's responsibility to ensure that your proposal is submitted by the due date. There will be NO EXCEPTIONS.

Proposers intending to submit a proposal(s) in person, **must allow enough time to find parking, go through our security process on the first floor (show proper identification and obtain a visitor's pass) and take the elevators to the 5th floor.** It is the Proposer's responsibility to ensure that your proposal is submitted by the due date.

- 7.4 Proposers' Conference** has been deleted in its entirety and be replaced with the following:

A **MANDATORY** Proposers' Conference will be held to discuss the RFP and Requirements. County staff will respond to questions from potential Proposers. **It is mandatory that all potential Proposers attend this conference or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. ALL POTENTIAL PROPOSERS THAT ATTENDED THE PREVIOUS PROPOSERS' CONFERENCE HELD ON MARCH 9, 2016, MUST ATTEND THIS MANDATORY PROPOSERS' CONFERENCE.**

The conference is scheduled as follows:

Date: Thursday, May 19, 2016

Time: Registration - 9:00 a.m.
Conference - 9:30 a.m. to 12:30 p.m.

Address: St. Anne's
155 N. Occidental Blvd.
Los Angeles, CA 90026

PLEASE BRING A COPY OF THIS RFP AND ADDENDUM TO THIS MANDATORY PROPOSERS' CONFERENCE. COPIES WILL NOT BE PROVIDED.

7.5 Proposers' Questions have been deleted in its entirety and the following substituted therefor:

7.5.1 Proposers may verbally ask questions at the Proposers' Conference on **Thursday, May 19, 2016**, during the question and answer session. All questions will be answered during the Proposers' Conference or responded to in writing after the Proposers' Conference. A recording of the Proposers' Conference that includes the question and answer session and the written responses, if any, will be mailed to all Proposers that attend the Proposers' Conference.

7.5.2 When asking questions, please specify the RFP section number, paragraph number, page number and quote the passage that prompted the question. This will ensure that the passage can be quickly found in the RFP.

7.5.3 Questions may address, among other things, concerns that the application of Minimum Mandatory Requirements, evaluation criteria and/or business requirements would unfairly disadvantage Proposers or, due to unclear instructions, may result in the County not receiving the best possible responses from Proposer.

7.5.4 Questions, either written or oral, about the RFP or its SOW, will not be accepted prior to or after the Proposers' Conference. **NO EXCEPTIONS.**

7.6 Mandatory Letter of Intent has been deleted in its entirety and the following substituted therefor:

7.6.1 Proposers shall submit a Mandatory Letter of Intent on agency's letterhead with original signature in order to be qualified to submit a proposal for this RFP. An original hard copy of the Mandatory Letter of Intent must be delivered to and received by DMH, Contracts Development and Administration Division, 5th Floor (as specified below) at or before 12:00 p.m. (P.D.T) on **Wednesday, May 25, 2016**, which is 4 days (excluding weekends and holidays) after the Mandatory Proposers' Conference. The Mandatory Letter

of Intent does not obligate an agency to submit a proposal. The Mandatory Letter of Intent must be addressed to:

**County of Los Angeles-Department of Mental Health
Contracts Development and Administration Division
550 South Vermont Avenue, 5th Floor, Room 500
Los Angeles, CA 90020**

Attn: Otilia Holguin, Administrative Services Manager

Please note: No facsimile (fax) or electronic mail (e-mail) copy will be accepted.

- 6) **Section 7.8 Proposal Format, Subsections 7.8.1, 7.8.1.7, 7.8.1.9, 7.8.1.10, 7.8.1.12, 7.8.1.13, and 7.8.1.16** have been revised as follows:

7.8 Proposal Format

7.8.1 The content and sequence of the proposal must be as follows:

- Cover Page
- Transmittal Letter
- Required documents under Minimum Mandatory Requirements
- Table of Contents
- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Program Design (Section C)
- Licensure and Certifications (Section D)
- Proposed Site (Section E)
- Staffing Plan (Section F)

- Proposer's Quality Assurance Plan, Data Collection, and Outcomes (Section G)
- Leveraging and Organizational Supports (Section H)
- **Program Budget (included below in Appendix E Required Forms, Exhibit 10.1) (Section I)**
- Green Initiatives (Section J)
- Terms and Conditions in the Sample Legal Entity Agreement for Crisis Residential Treatment Program: Acceptance of or Exceptions to (Section K)
- Proposal Required Forms-Appendix E

A Proposer will only receive points when responses are labeled, numbered, and placed in the appropriate section in accordance with the format of the Program Narrative. Points will *not* be awarded for responses that are *not* numbered or labeled; placed in the incorrect sections/subsections; and/or cannot be judged due to missing or incomplete information, including demonstrating no understanding of the service delivery requirement. Unless explicitly stated otherwise, each requested item in the sections and subsections of Section 7.8.1.6 through Section 7.8.1.15 of this RFP must be addressed. Further, proposals will not receive points for providing responses that merely reference any other section of the proposal.

Any information provided in pages beyond the Proposal Narrative page limit for any section will not be evaluated or scored. A Proposer demonstrating it meets or exceeds the service standards identified in the sections and subsections of this RFP will receive higher points than those who do not meet said standards. A Proposer can be awarded points if it is not able to meet a required service standard, albeit at a lower point total. Proposer must follow instructions listed in Section 7.7.

- 7.8.1.7 Proposer's Program Design (Section C) (Limit 20 pages, excluding supporting documents), Subsections C.1 and C.2 have been deleted in their entirety and replaced with the following:**

Proposer must describe the program design and methodology the Proposer will use to meet the service requirements as described in the SOW. In the sections below describe, in detail, how the services will be performed to meet the SOW. Proposer must identify the SA where the CRTP will be located and provide specific information, i.e., staffing plan, space availability, etc. The Program design must address the following subsections. ***Proposer must explicitly state when a service will not be provided directly by the Proposer and describe who will provide services, under what conditions, and how the services are being delivered to clients in the program.***

C.1 Service Area and Proposed Number of Beds

Using the table below, Proposer should identify the SA where the proposed CRTP will be located and the proposed number of beds.

Table 2: Existing and Proposed Beds by SA

Existing and Proposed Beds by SA	SA 1	SA 2	SA 3	SA 4	SA 5	SA 6	SA7	SA 8	Total
Existing Beds	0	15	0	0	10	0	0	12	37
Proposed Beds	32	96	96	80	32	80	64	80	560

C.2 Population to be Served

Among adults ages 18 and over, indicate the focal population(s) intended to be served, from the list below, and the estimated number to be served in the SA:

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This table may be copied and attached as a separate sheet. Please make sure that it is labeled “**Table 3: Focal Population to be Served**”.

Table 3: Focal Population to be Served

Estimated Number to be served	Service Area	Focal Population
		Adults (ages 18-59)
		Clients with recent criminal justice system involvement
		Frequent users of hospitals
		Homeless Individuals
		Individuals at risk for suicide
		Individuals who have a reduction in personal/community functioning
		Individuals with co-occurring disorders with a primary diagnosis of mental illness (disorders include substance use, developmental disorders, medical and cognitive disorders)
		Older adults (age 60 and above)
		Other
		Unserved

7.8.1.9 Proposed Site (Section E) (Limit 4 pages, excluding supporting documents) has been deleted in its entirety and replaced with the following:

Proposer must provide a detailed description of the Site by responding to each of the sections below.

E.1 Site Location

Provide the Site's commonly known address and Assessor's Parcel Number. Provide the Site's usable square footage and overall lot dimensions.

E.2 Ownership of Site

Consistent with the Proposer's Minimum Mandatory Qualifications in Section 3.7 of this RFP, describe Proposer's possessory interest in the proposed Site. A Proposer will receive a higher score in this section if the proposed Site is currently owned in fee simple by the Proposer.

E.3 Site Control, Renovations, and Completion Timeline

Provide a detailed description of the Site, including a detailed explanation of any enforceable right to currently use the proposed Site, obtained legally or formally in writing, ("Site Control") or plans to obtain Site Control.

More points will be awarded if a Proposer currently has Site Control that permits the use of a CRTP. The Proposal Package should include supporting documents.

Provide a detailed description of any proposed renovations and a projected timeline. The timeline should include projected dates to obtain Site Control, if applicable, design phase, jurisdictional agency review/approval, bid phase, start and completion of each of the proposed renovation(s); and a projected opening date for a licensed Social Rehabilitation Facility, that operates a certified Short Term Crisis Residential Treatment

Program, that is Medi-Cal certified and meets other requirements in this RFP

The timeline must include all milestones, any required zoning changes, discretionary actions or environmental reviews. As part of the projected timeline, Proposer should submit any relevant documents that support the milestones described in the timeline. Supporting documents provided in this section will not count towards the page total as described in Section E of this RFP.

E.4 Zoning and Discretionary Actions

Proposer must provide a description of the Site's current zoning. Explain whether the Site's zoning permits the operation of a CRTP by right or describe whether the Site requires any discretionary action (such as conditional use permit(s), zone variance(s), density bonus, and/or lot line adjustment(s), etc.). Proposer must also describe any other zoning issues that may delay the projected opening date for operation of the CRTP as stated in Proposer's timeline. A Proposer will receive a higher score if the Site permits operation of a CRTP by right or Proposer provides evidence of a discretionary action(s) currently permitting the operation of a CRTP on the Site.

E.5 State and Federal Environmental Compliance

State whether any proposed renovation falls under the purview of the California Environmental Quality Act or National Environmental Policy Act. Proposer should explain why or why not and describe its compliance or plan for compliance.

F.2 Staff Training

Describe the agency's plan for providing training to staff in order to effectively serve the target population. The plan should address all of the following: training of new and on-going full-time and part-time employees, volunteers, peer and parent partners, and other persons involved in the project that will deliver or facilitate the delivery of services.

F.3 Supervision

Describe the plan for supervision that includes all of the following: full-time and part-time employees, and volunteers.

F.4 Work Stoppage

Describe the plan for providing qualified trained personnel in the event the project incurs a work stoppage, such as a workers' strike.

7.8.1.12 Leveraging and Organizational Supports (Section H) (Limit 2 pages, excluding exhibits) has been deleted in its entirety and replaced with the following:

Proposer must demonstrate how it meets the requirement to leverage funding resources and organizational supports.

H.1 Leveraging

Submit the table below showing each existing and potential funding source(s) that will be used to leverage DMH funding for each proposed service. The table must include the following: name of the funding source, annual dollar amount, whether the source is current or pending, the date the funds were received/date the funds will be received, whether the source is one-time or ongoing (i.e. renewable), and what services the source will fund. Describe

any existing land, space, or buildings purchased or that will be acquired before the start of the project.

Complete Table 5: Leveraging Table

Name of Funding Source	Annual Dollar Amount	Current/Pending	Date Received/Date will Receive	One-time/Ongoing Source

H.2 Organizational Supports

List any organizational supports that will be used to sustain the proposed program, such as collaborative partnerships, satellite administrative/clinic site(s), vehicles and equipment, including medical equipment. Include both:

- Existing organizational supports; and
- Potential organizational supports.

7.8.1.13 Program Budget (Section I) (N/A to page limit) has been deleted in its entirety and replaced with the following:

I.1 Proposer will prepare a budget for the CRTP following the instructions and using the provided budget form as set forth in Appendix E, **Exhibit 10.1**. Proposer may only use the provided sample form to complete the program budget.

7.8.1.16 Proposal Required Forms (Appendix E) has been deleted and replaced with the following:

The Proposal Package shall include all completed, signed, and dated forms identified in Appendix E - Required Forms.

Exhibit 1 Proposer Organization Questionnaire/Affidavit

The Proposer shall complete, sign, and date the Proposer's Organization Questionnaire/Affidavit - Exhibit 1 as set forth in Appendix E. The person signing the form must be authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

Taking into account the structure of the Proposer's organization, Proposer shall determine which of the below referenced supporting documents the County requires. If the Proposer's organization does not fit into one of these categories, upon receipt of the Proposal Package or at some later time, the County may, in its discretion, request additional documentation regarding the Proposer's business organization and authority of individuals to sign Contracts.

If the below referenced documents are not available at the time of proposal submission, Proposers must request the appropriate documents from the California Secretary of State and provide a statement on the status of the request.

Required Support Documents:

Corporations or Limited Liability Company (LLC):

The Proposer must submit the following documentation with the Proposal Package:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

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Limited Partnership:

The Proposer must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

- Exhibit 2 Proposer Reference
- Exhibit 3 Proposer List of Contractors
- Exhibit 4 Proposer List of Terminated Contracts
- Exhibit 5 Certification of No Conflict of Interest
- Exhibit 6 Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 7 Proposer EEO Certification
- Exhibit 8 Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 9 Contractor Employee Jury Service Program Certification Form and Application for Exception
- Exhibit 10.1 Program Budget and Budget Narrative and Justification (includes Program Budget Sample Form)
- Exhibit 11 Charitable Contribution Certification
- Exhibit 12 Certification of Compliance with the County Default Property Tax Reduction Program
- Exhibit 13 Proposer Acknowledgement of the Investment in Mental Health Wellness Grant Program Regulations

7) **Section 8.0 SELECTION PROCESS AND EVALUATION CRITERIA, Subsections 8.1 and 8.4** shall be revised as follows:

- 8.1 **Selection Process** has been deleted in its entirety and the following substituted therefor:

The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFP and to review, evaluate, and select the successful proposal(s). The selection process will begin with receipt of the proposal on **June 6, 2016**.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department using the Informed Averaging method (Board of Supervisors Policy No. 5.054). The Committee will evaluate the proposals and will use the evaluation approach described herein to select a prospective Contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County **MAY** also, at its option, invite Proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective Contractor has been selected, the County and the prospective Contractor(s) will negotiate a contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the County.

The recommendation to award a contract will not bind the Board of Supervisors to award a contract to the prospective Contractor.

The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

8.4 Proposal Evaluation and Criteria (10,000 points, 100%) Subsections 8.4.9 and 8.4.12 shall be revised as follows:

8.4.9 Program Budget Sample – SECTION I (500 points, 5%) have been deleted in its entirety and the following substituted therefor:

Proposer will be evaluated on their Program Budget Sample Form (Appendix E, Exhibit 10.1) as set forth in Section 7.8.1.13, Section I of this RFP.

8.4.12 Summary Proposal Evaluation Criteria has been deleted in its entirety and the following substituted therefor:

SECTION	MAX POINTS	PERCENTAGE
A. Executive Summary	300	3%
B. Proposer's Qualifications	900	9%
C. Proposer's Program Design	3,000	30%
D. Licensure and Certifications	100	1%
E. Proposed Site	2,500	25%
F. Staffing Plan	500	5%
G. Quality Assurance Plan, Data Collection and Outcomes	600	6%
H. Leveraging and Organizational Supports	1,000	10%
I. Program Budget	500	5%
J. Green Initiatives	100	1%
K. Exceptions to Terms and Conditions of Sample Contract and/or Requirements of the SOW	500	5%
Total	10,000	100%

8) **Appendix A – Statement of Work Section 13.0** has been deleted in its entirety and replaced by the following:

If awarded, the following shall apply:

- 13.1 If Contractor intends to employ a subcontractor(s) to perform some of the services described in this SOW, the transmittal letter shall clearly indicate the other agency(ies) involved and describe the role of the subcontractor. A statement from all subcontractors indicating their willingness to work with the Contractor and intent to sign a formal agreement between/among

the parties shall be submitted over the signature of the person authorized to bind the subcontracting organization.

13.2 If a Contractor is selected for funding, the Contractor shall obtain prior written approval from DMH to enter into a particular subcontract, and all requests for approval shall be in writing. The Contractor shall remain responsible for any and all performance required under the Agreement.

13.3 All subcontracting agreements shall be required for County review and the official record after award of the Agreement, if any.

13.4 The role that the subcontractor will play in the CRTP must be fully described in the proposal narrative.

- 9) **Appendix E – Required Forms, Exhibit 10 Program Budget and Budget Narrative and Justification SB82 Crisis Residential Treatment Program and Exhibit 10A – Budget Form SB82 Crisis Residential Treatment Program** has been deleted in its entirety and replaced with the following:

Appendix E – Required Forms, Exhibit 10.1 Program Budget and Budget Narrative and Justification SB82 Crisis Residential Treatment Program and Exhibit 10.1 A – Budget Form SB82 Crisis Residential Treatment Program.

All other content will remain the same. No additional information will be provided by DMH staff.

Sincerely,



Angel Baker, Interim Chief
Contracts Development and Administration Division

AB:alm

Attachments (2)

c: Robin Kay, Ph.D.
Dennis Murata, M.S.W.
Deputy Directors

District Chiefs
Stephanie J. Reagan
Michelle Cervera