



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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**ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES (BHCS)
REQUEST FOR PROPOSAL (RFP) 16-04
SPECIFICATIONS, TERMS & CONDITIONS
For
Early Childhood Mental Health Consultation (ECMHC) Program**

INFORMATIONAL MEETING/ BIDDERS' CONFERENCES

Date	Time	Location
Thursday July 28, 2016	9:30 am - 11:00 am	Alameda County Behavioral Health Care Services Agency 1900 Embarcadero Cove, Suite 205, Oakland (Wildcat Canyon Room)
Friday July 29, 2016	9:30 am – 11:00 am	951 Turner Court, Conference Room 213 Hayward Public Works Agency

PROPOSALS DUE
by 2:00 pm on Friday, August 12, 2016
to
RFP 16-04 c/o to Rachel Garcia
1900 Embarcadero Cove Suite 205
Oakland, CA 94606
Proposals received after this date/time will NOT be accepted
Contact: Rachel Garcia
Email: ragarcia@acbhcs.org Phone: 510.383.1744

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I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms and conditions for Alameda County Behavioral Health Care Services (hereafter BHCS or County) to seek proposals for the provision of early childhood mental health consultation (ECMHC) in early care and education (ECE) programs for children birth to five. ECMHC teams a mental health consultant with early childhood professionals and parents/caregivers to pilot specific ECMHC Core Standards of Practice to improve the social, emotional and behavioral health of children in early care and education programs. ECMHC services will be provided to ECE staff in subsidized ECE programs of the various school districts in Alameda County.

BHCS will use this Request for Proposals (RFP) to establish a new contract with one provider who will provide the services in the specified areas.

Any contract that results from this RFP process will be based on actual costs and pro-rated for the fiscal year at the contract start date.

Proposals shall form the basis for any subsequent awarded contract. Staffing levels and operating costs must accurately reflect the Bidder's costs for the program. BHCS reserves the right to dissolve a contract if/when Contractor materially alters staff, budgets, deliverables and outcomes any time after the contract award.

The County is not obligated to award any contract as a result of this RFP process. The County may, but is not obligated to, renew any awarded contract. Any renewal of an awarded contract shall be contingent on the availability of funds, Contractor's performance, continued prioritization of the activities and priority populations as defined and determined by BHCS.

BHCS intends to award one contract for a total annual allocation of \$227,883 per contract year.

B. BACKGROUND

California voters passed Proposition 63, also known as the Mental Health Services Act (MHSA) in November 2004. Alameda County has utilized MHSA to implement a variety of Prevention and Early Intervention (PEI) programs for the purpose of "preventing mental illness from becoming severe and disabling and improving timely access for underserved populations." It is the intention of all MHSA PEI programs to emphasize strategies to reduce negative outcomes that may result from untreated mental health

concerns. One of those negative outcomes is school failure. This program is an outreach and preventative service funded through MHSA PEI dollars.

BHCS recognizes school readiness as setting the stage for children's later success in school and life. Studies have shown that positive early learning experiences contribute to successful school readiness skills, and that negative early experiences between the ages of birth to five impact a child's ability to develop healthy relationships later in life, as well as impact their ability to learn. Young children who experience positive, nurturing relationships with teachers and who are stimulated with interesting learning experiences are better able to cope with adverse experiences later in life, as well as have successful learning experiences. Research has proven that the first five years of a child's life are crucial to future development and success in life.

Alameda County CBOs, Alameda County BHCS and First 5 (F5) Alameda County have partnered to provide training and ECMHC services to ECE programs since 2000. Currently, Alameda County has approximately eight to ten mental health CBOs that provide ECMHC services to (ECE) programs in Alameda County. While there are some common practices between the agencies, there is a need for greater consistency in the implementation of ECMHC Standards of Practice.

BHCS recently developed ECMHC Standards of Practice to pilot and standardize as part of this program. It is the intent of this RFP to award funding to implement and evaluate the ECMHC Standards of Practice described in this document. This RFP also provides the awarded contractor an opportunity to receive ongoing technical assistance to support the applicability of ECMHC Standards of Practice. It is expected that awarded contractor will be able to integrate the ECMHC Standards of Practice into their existing agency ECMHC practices which will enhance their overall service delivery.

C. SCOPE

The ECMHC program is child-focused, program-focused, and system-focused. ECMHC services will be provided to ECE program staff in subsidized programs such as Early Head Start, Head Start and Child Development Centers.

It is BHCS' expectation that the ECMHC program services be designed to accomplish the following goals:

- Enhance school readiness skills that lay the foundation for later success in learning;
- Partner with ECE staff to improve the care offered to all children in their classrooms;
- Support ECE program directors and administration to improve their child care practices and/or policies;
- Improve teacher-child interactions;

- Provide child-focused services for specific child behavioral/emotional concerns;
- Improve the care offered to all children in their classrooms;
- Improve social, emotional, and behavioral health of children in ECE settings; and
- Support families in understanding their child's needs.

BHCS expects each 1.0 FTE ECMHC consultant to provide services to a minimum of eight classrooms during the contract period.

D. BIDDER MINIMUM QUALIFICATIONS

Bidders are eligible to participate in the RFP process if they meet the Bidder Minimum Qualifications. BHCS will disqualify proposals that do not demonstrate that Bidder meets the specified Bidder Minimum Qualifications, and these disqualified proposals will not be evaluated by the Evaluation Panel and will not be eligible for contract award under this RFP.

To be eligible to participate in this RFP, Bidders must successfully demonstrate in their proposal how they meet the following Bidder Minimum Qualifications:

- Have at least one year of ECMHC experience and an additional one year of experience providing early childhood mental health services or related early childhood discipline¹;

Proposals that exceed the contract maximum amounts or are unreasonable and/or unrealistic in terms of budget, as solely determined by BHCS, shall be disqualified from moving forward in the evaluation process.

E. SPECIFIC REQUIREMENTS

The scope of work for awarded contract from this RFP will include conformance with all of the following:

- Establish partnerships with ECE programs that meet the following characteristics:
 - Subsidized child care program
 - Not currently receiving and/or have not received prior ECMHC services including past Quality Rating Improvement System (QRIS) ECMHC
 - The following types of coaching are acceptable as past or present services received at the ECE Program:
 - Past and present Quality Count/ QRIS general,
 - Center on the Social Emotional Foundation for Early Learning (CSEFEL),
 - Classroom Assessment Scoring System (CLASS), and/or

¹ Related early childhood discipline can include developmental specialist and early interventionists.

- Ages and Stages Questionnaire (ASQ) coaching is acceptable
- If ECE program received QRIS coaching, awarded contractor must collaborate with QRIS coaching;
- Establish Memorandum of Understanding (MOU)/ Service Agreements with ECE program which includes outcomes;
- Develop and maintain consistent documentation on the implementation of child-focused, program-focused and system-focused services, and staff supervision and training;
- Provide regular classroom observation, meetings with ECE staff and/or families and trainings for ECE staff and/or families;
- Participate in County identified technical assistance, meetings and evaluation; and
- Data tracking and entry in a timely manner using a BHCS approved tool.

F. BIDDER EXPERIENCE, ABILITY AND PLAN

1. Understanding and Experience with Priority Population Needs

The priority population for this RFP includes children birth to five enrolled in ECE programs in Alameda County and their families/ caregivers. ECE programs may include infant/ toddler and preschool child care programs such as Early Head Start, Head Start, and CDCs, ECMHC contractor will work with parents/ caregivers and ECE staff including teachers, directors and family advocates to provide services in ECE programs. Many of the ECE programs in Alameda County are culturally, linguistically and socioeconomically diverse in terms of the families they serve, and the teachers and staff who serve the families. Many of the teachers who early childhood mental health consultants work with, and provide services to, are immigrant women whose second language is English.

Research has proven that the first five years of a child's life are crucial to future development and success in life. Children's social and emotional development is inextricably linked to all domains of a child's development, and along with cognitive development, forms the foundation of positive development. Alameda County children and their families may experience various risk factors impacting their school readiness such as housing instability, inadequate child care and poverty. A recent countywide baseline study estimated that 55 percent of Alameda County's 18,000 kindergarteners were not "ready for school" based on measures of self-care, motor skills, self-regulation, social expression and academics. Among OUSD, 60 percent of kindergarteners were not ready for school².

Bidders shall possess experience in working with children ages birth to five and their families who have experienced risk factors that may impact school readiness. They

² First 5 Alameda County, 2013

must also demonstrate experience with responding to the diverse cultural and linguistic needs of the families served at ECE program, as well as ECE program staff. Through submittal of proposals, Bidders shall demonstrate experience with implementing similar programs with the priority population.

2. Service Delivery Approach

The ECMHC program will pilot the implementation and evaluation of ECMHC Standards of Practice. The intervention teams a mental health consultant with early childhood professionals including teachers, directors, family advocates and parents/caregivers.

Contractor will create partnerships with ECE sites to provide preventative mental health services in ECE settings. Contractor shall establish an MOU or Service Agreement with their ECE program partners and will conduct a needs assessment of ECE program needs. Bidder shall discuss their plan to assess ECE program partner/s readiness including proposed tools for doing so. Bidders shall propose their plans for establishing this MOU or Service Agreement, monitoring the MOU or Service Agreement to ensure outcomes are met and program adherence, terminating services with partner as appropriate, and identifying additional ECE program partners as needed.

ECMHC contractor will pilot the ECMHC Standards of Practice developed by BHCS which include the following:

- Creating Partnerships - Creating Partnerships includes outreaching to potential ECE sites to collaborate with, conduct needs assessment of ECE site and develop outcomes;
- Clear Organizational Structure - Developing and maintaining clear organizational structure which includes defining the roles of ECMHC program staff and developing and executing a MOU or Shared Agreement with ECE programs;
- Clear Model Design - Maintaining clear model design including documentation for the following services:
 - Child-focused services are for specific child behavioral/ emotional concerns. ECMHC consultants will help the adults in the child's life understand the child's needs by developing an individualized plan for use in the classroom and supported by the parent at home.
 - Program-focused services support ECE staff such as teachers to improve the care offered to all children in the early care setting by helping to identify attitudes, beliefs, practices and conditions that may be affecting the quality of all relationships amongst staff, parents and children.
 - System-focused services support ECE administration, directors and other program leaders to make changes in their child care practices and/or policies to the benefit of the children they care for.

- Staff supervision and training services to ensure ECMHC consultants have appropriate resources and supports.
- Staffing and Training - Adhering to staffing and training requirements;
- Clearly Articulated Outcomes, Population Served and Assessment Tool - Developing outcomes, articulating population served and assessment tool. This includes establishing clear program outcomes at the child, staff, and program levels including tools to measure outcomes;
- Funding Sustainability - Exploring potential leveraged funding opportunities and short and long term funding options to maintain program sustainability; and
- Evaluation - Continuous quality improvement through regularly evaluating program progress.

Bidders will be evaluated based on their description of their plan to implement and maintain the ECMHC Standards of Practice and experience in implementing similar practices to the highest fidelity.

3. Planned Staffing and Organizational Infrastructure

At a minimum, Bidders shall provide at least 2.0 FTE ECMHC consultants. ECMHC consultants must be regular employees and waived Licensed Practitioner of the Healing Arts (LPHA). ECMHC consultants will participate in a four hour foundational training on the theoretical framework “consultative stance” in ECMHC and in group technical assistance meetings to support the integration of ECMHC theoretical framework, address stages of ECMHC service delivery, and ECMHC action plan implementation.

ECMHC consultants will provide the following:

- At least one hour of weekly classroom observations;
- Meeting with teacher team or individual meetings with teachers for at least one hour weekly or twice a month for a total of three hours;
- Meetings with ECE director twice a month for a total of three hours;
- Meetings with parents and/or adjunct ECE staff for approximately two hours monthly or as needed; and
- Training for parents and/or teachers as needed.

Contractor shall provide appropriate supervision to ECMHC consultants separate from other clinical supervision. This includes providing supervision to ECMHC consultants twice monthly for at least three hours. Bidders shall demonstrate adequate infrastructure to deliver the proposed program model including maintaining the technology and staff support to collect and report data and organizational capacity to provide appropriate supervision.

During the first six months of the project, Contractor will hire and train ECMHC consultants and identify and establish Service Agreements/ MOUs with ECE programs.

Services shall be provided by an organization with thoughtful operations in terms of infrastructure, staffing and hiring. Bidders shall demonstrate their current and planned organizational infrastructure, staffing and supervision needed to implement this program. Bidders will describe their plan to provide ongoing program support and potential for program sustainability.

4. Forming Partnerships and Collaboration

It is the intent of this RFP to provide funding and technical assistance to an awarded contractor to incrementally increase their capacity to implement ECMHC Standards of Practice. The Contractor' ECMHC consultants and the clinical supervisor will each be provided with on-going technical assistance from Alameda County BHCS ECMHC Coordinator for one and half hours twice monthly over the course of the program year to support in training and orientation of new ECMHC consultants, identifying current training needs of Contractor ECMHC program staff, developing needs assessment/ ECE program readiness tool, MOU or Service Agreements and ECMHC action plans. The ECMHC consultants will meet as a group for a total of three hours of Technical Assistance (TA) monthly, and the clinical supervisor will meet individually with the ECMHC Coordinator for a total of three hours of TA monthly. Contractor will be required to participate in regular technical assistance meetings, such as ECMHC consultants meetings, and one on one technical assistance meetings with clinical supervisor.

Awarded contractor will be required to collaborate with BHCS approved evaluator and participate in evaluation of ECMHC Standards of Practice. Evaluation will include meetings and coordination with Evaluator on the implementation of pre and post CLASS Assessments. The actual implementation of assessment tools will be done by the evaluator.

Contractor will work closely with ECE program partners and will describe any existing partnerships with ECE programs they work with. Bidders shall identify additional collaborations or agencies they plan to collaborate with to support the program.

5. Ability to Track Data and Outcomes

The awarded contractor shall track data and outcomes for the purpose of reporting and continuous quality improvement of services.

During the first year of the contract period, Contractor will collect and track data which will lead to the following outcomes:

- Consultation services will be established in at least sixteen classrooms (at least eight classrooms per 1.0 ECMHC consultant FTE);
- Increase teacher knowledge of children's social and emotional development as demonstrated by:
 - Classroom activities will be more age appropriate as noted by modification of daily classroom activity plan.
 - Teachers will respond to children with increased empathy and sensitivity as noted by a decrease in children's challenging behaviors.
- Enhance communication between teachers as demonstrated by:
 - Children will experience predictable and consistent classroom routines that will increase children's self-regulation.
- Improve teacher-child relationships as demonstrated by:
 - Increased teacher-child closeness
 - Reduced teacher-child conflict
- Increase in children's behavioral and emotional self-regulation as demonstrated by:
 - Increased cooperation and/or participation in classroom activities.
 - Children will transition more successfully between classroom activities.
 - Increase in positive peer interactions.

BHCS will work with an external contracted evaluator to quantify and finalize ongoing program outcomes prior to the program start. The evaluator will work with the awarded Contractor to ensure continuous quality improvement through developing and administering pre and post assessment tools completed by ECE program staff.

Contractors will utilize BHCS approved tracking tools to track and collect data. Bidders shall describe their ability to track data as well as any systems in place for data collection. Bidders shall describe any experience working with an external evaluator to collect data and evaluate programs.

II. INSTRUCTIONS TO BIDDERS

A. COUNTY CONTRACTS

All contact during the competitive RFP process shall be through the RFP contact, only.

The BHCS website <http://www.acbhcs.org/Docs/docs.htm#RFP> and the General Services Agency (GSA) website

https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp

are the official notification and posting places for this RFP and any Addenda.

The evaluation phase of the competitive process shall begin upon receipt of proposals until contract award. Bidders shall not contact or lobby CSC/Evaluation Panelists during the evaluation process. Attempts by Bidders to contact CSC/Evaluation Panelists may result in disqualification of the Bidder's proposal.

All questions regarding these specifications, terms and conditions shall be submitted in writing, preferably via e-mail, as specified in the Calendar of Events to:

Rachel Garcia
1900 Embarcadero Cove, Suite 205
Oakland, CA 94606
Email: ragarcia@acbhcs.org

B. CALENDAR OF EVENTS

Event	Date/Location	
Request for Proposals (RFP) Issued	Thursday, July 21, 2016	
Bidder's Written Questions Due	By 5:00 pm on the day of 2 nd Bidder's Conference – BHCS strongly encourages Bidders to submit written questions earlier.	
1 st Bidders' Conference	Thursday July 28, 2016	9:30 am – 11:00 am 1900 Embarcadero Cove, Suite 205, Oakland Wildcat Canyon Room
2 nd Bidders' Conference	Friday July 29, 2016	9:30 am – 11:00 am Public Works Agency 951 Turner Court, Room 231, Hayward
Addendum Issued	Friday August 5, 2016	
Proposals Due Friday August 12, 2016 by 2:00 pm		
Review/Evaluation Period	August 12, 2016 – September 2016	
Oral Interviews (as needed)	September 9, 2016	
Award Recommendation Letters Issued	September 19, 2016	
Board Agenda Date	November 2016	
Contract Start Date	January 2017	

Note: Award Recommendation, Board Agenda and Contract Start dates are approximate. Other dates are subject to change. Bidders will be notified of any changes via email. It is the responsibility of each Bidder to be familiar with all of the specifications, terms and conditions. By submission of a proposal, Bidder certifies that if awarded a contract Bidder shall make no claim against the County based upon ignorance of conditions or misunderstanding of the specifications.

C. SMALL LOCAL EMERGING BUSINESS (SLEB) PREFERENCE POINTS

The County is vitally interested in promoting the growth of small and emerging local businesses by means of increasing the participation of these businesses in the County's purchase of goods and services.

As a result of the County's commitment to advance the economic opportunities of these businesses, Bidders must meet the County's SLEB requirements in order to be considered for the contract award. These requirements can be found online at:

<http://acgov.org/auditor/sleb/overview.htm>

For purposes of this proposal, applicable industries include, but are not limited to, the following North American Industry Classification System (NAICS) Code: 624110.

A small business is defined by the [United States Small Business Administration](#) (SBA) as having no more than the number of employees or average annual gross receipts over the last three (3) years required per SBA standards based on the small business's appropriate NAICS code.

An emerging business is defined by the County as having either annual gross receipts of less than one-half (1/2) that of a small business OR having less than one-half (1/2) the number of employees AND that has been in business less than five (5) years.

D. BIDDERS' CONFERENCES

BHCS strongly recommends that Bidders thoroughly read the RFP prior to attending any Bidders' Conferences. BHCS shall hold two Bidders' Conferences. Bidders' Conferences shall:

- Provide an opportunity for Bidders to ask specific questions about the program and request RFP clarification; and
- Provide the County with an opportunity to receive feedback regarding the program and RFP.

BHCS shall respond to written questions submitted prior to the Bidders' Conferences, in accordance with the Calendar of Events and verbal questions received at the Bidders' Conferences, whenever possible at the Bidders' Conferences. BHCS shall address all questions and include the list of Bidders' Conferences attendees in an Addendum following the Bidders Conferences in accordance with the Calendar of Events section of this RFP.

Bidders are not required to attend the Bidders' Conferences. However, attendance to at least one Bidders' Conference is strongly encouraged in order to receive information to assist Bidders in formulating proposals.

Failure to participate in a Bidders' Conference shall in no way relieve the Bidder from furnishing program and services requirements in accordance with these specifications, terms and conditions and those released in any Addenda.

E. SUBMITTAL OF PROPOSALS/BIDS

1. All proposals must be SEALED and received by BHCS **no later than 2:00 pm on the due date and location specified on the RFP cover and Calendar of Events in this RFP**. BHCS cannot accept late and/or unsealed proposals. If hand delivering proposals, please allow time for parking and entry into building.

BHCS shall only accept proposals at the address and by the time indicated on the RFP cover and in the Calendar of Events. Any proposals received after said time and/or date or at a place other than the stated address cannot be considered and shall be returned to the Bidder unread/unopened.

All proposals, whether delivered by an employee of Bidder, U.S. Postal Service, courier or package delivery service, must be received and time stamped at the stated delivery address prior to the time designated. BHCS' timestamp shall be considered the official timepiece for the purpose of establishing the actual receipt of bids.

2. Bidders must submit proposals which clearly state Bidder and RFP name. Bidders must complete and submit their proposal using the Fillable Forms Template³. Proposals shall include:
 - a. One original hard copy proposal in a three-ring binder, with original ink signatures. Original proposal is to be clearly marked on the cover (it should be clear who the Bidder is on the front of the binder);
 - The original proposal must include evidence that the person(s) who signed the proposal is/are authorized to execute the proposal on behalf of the Bidder. A signed statement by either the Executive Director or the Board President on an agency letterhead will meet this requirement.
 - b. Seven copies of proposal. Copies must be unbound without a three-ring binder.
 - c. Enclosed with the hard copy include, a USB flash drive clearly marked with the Bidder and RFP name with the following saved on it:
 - An electronic copy of the proposal, saved with Bidder's name;
 - An electronic Excel copy of the completed Exhibit B-1 Program Budget, saved with the Bidder's name.

The County requests that all proposals submitted shall be printed double-sided and on minimum thirty percent post-consumer recycled content paper.⁴

Bidders shall use the Fillable Forms Template for submittal of proposals to ensure that proposals are:

- Single spaced;
- Use 11-point Arial font and
- Conform to the maximum page limits.

3. The County will not consider telegraphic, electronic or facsimile proposals.

³ The Fillable Forms Template was created using Adobe Acrobat Pro which is not compatible with Google Chrome. In order for the fillable fields to work properly, open the Template using other web browser such as Internet Explorer, Safari, etc.

⁴ Inability to comply with this recommendation will have no impact on the evaluation and scoring of proposals.

4. Bidder agrees and acknowledges all RFP specifications, terms and conditions and indicates ability to perform by submission of proposal.
5. Submitted proposals shall be valid for a minimum period of eighteen months.
6. All costs required for the preparation and submission of a proposal shall be borne by Bidder.
7. Proprietary or Confidential Information: No part of any proposal response is to be marked as confidential or proprietary. County may refuse to consider any bid response or part thereof so marked. Bid responses submitted in response to this RFP may be subject to public disclosure. County shall not be liable in any way for disclosure of any such records. Additionally, all proposals shall become the property of County. County reserves the right to make use of any information or ideas contained in submitted proposals. This provision is not intended to require the disclosure of records that are exempt from disclosure under the California Public Records Act (Government Code Section 6250, et seq.) or of “trade secrets” protected by the Uniform Trade Secrets Act (Civil Code Section 3426, et seq.).
8. All other information regarding proposals shall be held as confidential until such time as the CSC/Evaluation Panel has completed their evaluation, notification of recommended award has been made and the contract has been fully negotiated with the recommended awardees named in the intent to recommend award/non-award notification. The submitted proposals shall be made available upon request no later than five calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors. All parties submitting proposals, either qualified or unqualified, shall receive mailed intent to recommend award/non-award notification, which shall include the name of the Bidder(s) recommended for award of this service. In addition, recommended award information will be posted on the BHCS website.
9. Each proposal received, with the name of the Bidder, shall be entered on a record, and each record with the successful proposal indicated thereon shall, after the negotiations and award of the order or contract, be open to public inspection.
10. California Government Code Section 4552: In submitting a bid to a public purchasing body, the bidder offers and agrees that if the bid is accepted, it will assign to the purchasing body all rights, title, and interest in and to all causes of action it may have under Section 4 of the Clayton Act (15 U.S.C. Sec. 15) or under the Cartwright Act (Chapter 2, commencing with Section 16700, of Part 2 of Division 7 of the Business and Professions Code), arising from purchases of goods, materials, or services by the bidder for sale to the purchasing body pursuant to the bid. Such assignment shall be made and become effective at the time the purchasing body tenders final payment to the bidder.
11. Bidder expressly acknowledges that it is aware that if a false claim is knowingly submitted (as the terms “claim” and “knowingly” are defined in the California False

Claims Act, Cal. Gov. Code, §12650 et seq.), County will be entitled to civil remedies set forth in the California False Claim Act. It may also be considered fraud and the Contractor may be subject to criminal prosecution.

12. The undersigned Bidder certifies that it is, at the time of bidding, and shall be throughout the period of the contract, licensed by the State of California to do the type of work required under the terms of the Contract Documents. Bidder further certifies that it is regularly engaged in the general class and type of work called for in the Bid Documents.
13. The undersigned Bidder certifies that it is not, at the time of bidding, on the California Department of General Services (DGS) list of persons determined to be engaged in investment activities in Iran or otherwise in violation of the Iran Contracting Act of 2010 (Public Contract Code Section 2200-2208).
14. It is understood that County reserves the right to reject this bid and that the bid shall remain open to acceptance and is irrevocable for a period of 180 days, unless otherwise specified in the Bid Documents.

F. RESPONSE FORMAT/PROPOSAL RESPONSES

Bidders shall use the **Fillable Forms Templates (posted on the BHCS and GSA websites)** to submit proposals. This section provides the point system that the CSC/Evaluation Panel will use to evaluate proposals. BHCS encourages Bidders to reference that section when responding to this RFP.

The person(s) administering the competitive process will review each proposal for completeness against the RFP requirements and ensure that responses conform to the page maximum for each section and sub-section indicated in Table 1. Bidders cannot submit non-material documents after the proposal due date, in order to complete their proposal. Proposals with any missing items of submittals as outlined in the RFP and any Addenda shall be deemed incomplete and may be rejected.

Proposals shall be complete, substantiated, concise and specific to the information requested. Any material deviation from the requirements may cause for rejection of the proposal, as determined at BHCS' sole discretion.

The proposal sections, instructions and page maximums are contained in Table 1.

Table 1

Section	Instructions	Page Max.
1. TITLE PAGE	Use the Fillable Forms Template to complete and submit the requested information.	1
2. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE	Use the Fillable Forms Template to complete and submit the requested information.	1
3. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY	Use the Fillable Forms Template to complete and submit a synopsis of the highlights and benefits of each proposal.	1
4. BIDDER MINIMUM QUALIFICATIONS AND SPECIFIC REQUIREMENTS	<p>Use the Fillable Forms Template to describe and demonstrate how Bidder meets all of the criteria.</p> <ul style="list-style-type: none"> • Have at least one year of ECMHC experience and an additional one year of experience providing early childhood mental health services or related early childhood discipline. 	2
5. ORGANIZATIONAL CAPACITY AND REFERENCE	<u>Supply Organizational Capacity and Reference sections a. and b. in the original proposal only.</u>	N/A
	<p>a. Debarment and Suspension Bidders, its principal and named subcontractors must not be identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov</p>	N/A
	<p>b. References Use the Fillable Forms Template to provide three current and three former references that Bidder worked with on a similar scope, volume and requirements to those outlined in this RFP. Bidders must verify that the contact information for all references provided is current and valid. Bidders are strongly encouraged to notify all references that the County may be contacting them to obtain a reference.</p> <p>The County may contact some or all of the references provided in order to determine Bidder's performance record on work similar to that described in this request. The County reserves the right to contact references other than those</p>	2

Section	Instructions	Page Max.
	provided in the proposal and to use the information gained from them in the evaluation process.	
6. BIDDER EXPERIENCE, ABILITY AND PLAN	Use the Fillable Forms Template to complete and submit the information below.	N/A
	a. Describe, in detail, Bidder's <i>Understanding and Experience with the Priority Population Needs</i> including:	(4)
	i. Bidder's understanding of the priority population including: <ol style="list-style-type: none"> 1. Children age birth to five; 2. Families of children age birth to five; 3. Risk factors and challenges faced by children age birth to five and their families; 4. Early childhood mental health services or related childhood discipline; 5. ECE programs; 6. ECE program staff; and 7. Cultural and linguistic needs of children and their families, as well as ECE program staff. 	2
	ii. Bidder's experience working with the priority population that takes into account: <ol style="list-style-type: none"> 1. Providing ECMHC consultation services; 2. Providing early childhood mental health services or related early childhood discipline; 3. Working with ECE program providers and their staff; 4. Working with children up to age five and their families; and 5. Programming that is culturally responsive to the priority populations. 	2
	b. Describe in detail, Bidder's Service Delivery Approach, including:	(4)
	i. Bidder's program design that will address the following: <ol style="list-style-type: none"> 1. How will potential eligible ECE program providers be identified? 2. How will Bidder create partnerships with ECE programs to provide ECMHC services? 3. How will Bidder establish MOU or Service Agreements with ECE programs? 4. How will needs assessment of ECE sites be conducted? 5. How will outcomes for ECE sites be 	2

Section	Instructions	Page Max.
	developed? 6. How will progress towards ECE site outcomes be monitored? 7. What will be done if ECE program partner is not meeting outcomes developed?	
	8. How will clear ECMHC program model be maintained? 9. Describe the plan for monitoring and implementing ECMHC Infrastructure Components and Standards of Practice. 10. How will documentation for the following be maintained: <ul style="list-style-type: none"> • Child-focused • Program-focused • System-focused • Staff supervision and training; and 11. What does program sustainability look like?	1
	12. How will cultural and/or linguistic needs of the clients be supported within the services?	1
	c. Describe, in detail, Bidder's <i>Planned Staffing and Organization Infrastructure</i>, including:	(5)
	i. Bidder's planned staffing structure including: <ol style="list-style-type: none"> 1. The roles of direct and non-direct service staff, licensed and non-licensed staff, roles and responsibilities of all staff. (Use the Fillable Forms Template to complete and submit this information.) 	2
	2. Utilize Attachment 1A to demonstrate how funding sources for other Early Childhood services and the number of staff that utilize leveraged funding to provide ECMHC and direct mental health services. Leveraged funding may include Early and Periodic Screening, Diagnostic, and Treatment (EPSDT), First 5, Medi-Cal Administrative Activities (MAA), MHSA, Measure A, Oakland Fund for Children and Youth (OFCY), and other sources.	N/A
	3. Plan for hiring/recruiting, training, supporting and maintaining the ECMHC consultants. Include in your response how the Supervisor will be prepared to provide ongoing support.	1
	ii. Bidder's planned organizational infrastructure, including:	1

Section	Instructions	Page Max.
	<ol style="list-style-type: none"> 1. How will the roles of ECMHC program staff be defined? 2. How will Bidder support ECMHC consultants in providing services? 3. Describe ECMHC consultant supervision structure. 	
	<ol style="list-style-type: none"> 4. How will technical assistance from Alameda County BHCS be incorporated into the program structure? 	1
	<p>d. Describe, in detail, Bidder’s ability and experience in Forming Partnerships and Collaboration in program services including:</p> <ul style="list-style-type: none"> • Ability to cultivate strong relationships with ECE program providers: • Existing ECE program partners; • Plan for working with external evaluator to evaluate programs. 	1
	<p>e. Describe, in detail, Bidder’s Experience and Plan to Track Data and Outcomes, including Bidder’s plan for collecting data specified in this RFP and tracking outcomes for quality improvement, specific to the following:</p> <ul style="list-style-type: none"> • Who will track the data? • How will the data be used for quality improvement? 	1
7. COST	<p>Budget</p> <p>a. Cost-Coefficient – Bidder does not need to submit anything additional for this.</p> <p>b. Complete and submit one EXHIBIT B-1: BUDGET WORKBOOK (saved in MS Excel).</p> <p>See EXHIBIT B-1: BUDGET WORKBOOK INSTRUCTIONS in the Fillable Forms Template for detailed instructions. Complete and submit all worksheets in the Workbook.</p>	(in addition to the Exhibit B-1: Budget Workbook)
	<p>c. Bidder’s detailed Budget Narrative to explain the costs and calculations in the B-1: BUDGET WORKBOOK.</p> <p>i. Bidder’s narrative on how the proposed program budget is aligned with the requirements of this RFP taking into account how calculations were made on the following and explanation on any variances in costs:</p> <ol style="list-style-type: none"> 1. Required Staffing 	2

Section	Instructions	Page Max.
	2. Salaries and Benefits 3. Operating Expenses 4. Administrative and/or Indirect Costs	
8. IMPLEMENTATION SCHEDULE AND PLAN	Use the Fillable Forms Template to complete and submit the following:	N/A
	a. Bidder’s Implementation Schedule and Plan with responsible persons, milestones and due dates around the following activities: Identification/ hiring of ECMHC consultants, staff training, identification of ECE programs, development of MOU/ Service Agreements with ECE programs, ECMHC consultants and supervisor completion of eighteen hours of Technical Assistance with BHCS.	2
	b. Bidder’s identification and strategies for mitigation of risks and barriers, which may adversely affect the program’s implementation	1
EXHIBITS	Using the Fillable Forms Template complete and submit the following:	N/A
	EXHIBIT C: INSURANCE REQUIREMENTS	
	EXHIBIT D: EXCEPTIONS, CLARIFICATIONS AND AMENDMENTS	

G. EVALUATION CRITERIA/SELECTION COMMITTEE

All proposals that pass the initial Evaluation Criteria which are determined on a pass/fail basis (Bidder Minimum Qualifications, Completeness of Response, Conformance to Page Limitations, and Debarment and Suspension) shall be evaluated by the CSC/Evaluation Panel. The CSC/Evaluation Panel may be composed of County staff and other individuals who may have expertise or experience in the RFP content. The CSC/Evaluation Panel shall score and recommend a Contractor in accordance with the evaluation criteria set forth in this RFP. The evaluation of the proposals for recommendation shall be within the sole judgment and discretion of the CSC/Evaluation Panel.

All contact during the evaluation phase shall be through the BHCS contact person only. Bidders shall neither contact nor lobby evaluators during the evaluation process. Attempts by Bidder to contact and/or influence members of the CSC/Evaluation Panel may result in disqualification of Bidder.

Bidders should bear in mind that any proposal that is unrealistic in terms of the technical or schedule commitments, or unrealistically high or low in cost, shall be deemed reflective of an inherent lack of technical competence or indicative of a failure to

comprehend the complexity and risk of the County's requirements as set forth in this RFP.

As a result of this RFP, the County intends to award a contract to the responsible Bidder whose response conforms to the RFP and whose proposal presents the greatest value to the County, all evaluation criteria considered. The combined weight of the evaluation criteria is greater in importance than cost in determining the greatest value to the County. The goal is to award a contract to the Bidder that demonstrates the best quality as determined by the combined weight of the evaluation criteria. The County may award a contract of higher qualitative competence over the lowest priced proposal.

The basic information that each proposal section should contain is specified in section II. F. These specifications should be considered as requirements. Much of the material needed to present a comprehensive proposal can be placed into one of the sections listed in II. F. However, other criteria may be added to further support the evaluation process whenever such additional criteria are deemed appropriate in considering the nature of the services being solicited.

Each of the Evaluation Criteria below shall be used in ranking and determining the quality of proposals. Proposals shall be evaluated according to each Evaluation Criteria and scored on a five-point scale shown in Table 2. The scores for all the Evaluation Criteria shall be added according to their assigned weight, as shown in Table 3, to arrive at a weighted score for each proposal. A proposal with a high weighted total shall be deemed of higher quality than a proposal with a lesser-weighted total. The final maximum score for any program is five hundred fifty (550) points including the possible fifty (50) points for local and small, local and emerging, or local preference points (maximum 10% of final score).

The evaluation process may include a two-stage approach including an initial evaluation of the written proposal and preliminary scoring to develop a short list of bidders that will continue to the final stage of oral presentation and interview and reference checks. The preliminary scoring will be based on the total points, excluding points allocated to references, oral presentation and interview.

If the two-stage approach is used, the three Bidders that receive the highest preliminary scores and with at least 200 points shall be invited to participate in an oral interview. Only the Bidders meeting the short list criteria shall proceed to the next stage. All other Bidders shall be deemed eliminated from the process. All Bidders shall be notified of the short list participants; however, the preliminary scores at that time shall not be communicated to Bidders.

The zero to five-point scale range is defined in

Table 2:

Table 2

Score	Label	Description
0	Not Acceptable	Non-responsive, fails to meet RFP specification. The approach has no probability of success. If a mandatory requirement this score shall result in disqualification of proposal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving objectives per RFP.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFP specification. This shall be the baseline score for each item with adjustments based on interpretation of proposal by Evaluation Committee members.
4	Above Average/ Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFP requirements and expectations.
5	Excellent/ Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFP specification.

The evaluation criteria and respective weights for this RFP are contained in Table 3.

Table 3

RFP SECTION	EVALUATION METHOD	EVALUATION CRITERIA	WEIGHT
1. TITLE PAGE	Reviewed for completeness	<p>Complete/Incomplete Meets/Does Not Meet Minimum Qualification</p> <p>Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent Addenda and do not address each of the items listed below will be considered incomplete. Additionally, bid responses that do not conform to the page limitations in Table 1, will be rated a Fail in the Evaluation Criteria and will receive no further consideration.</p>	Pass/Fail
2. EXHIBIT A: BIDDER INFORMATION AND ACCEPTANCE			
3. LETTER OF TRANSMITTAL/ EXECUTIVE SUMMARY			
4. BIDDER MINIMUM QUALIFICATION	<ul style="list-style-type: none"> Have at least one year of ECMHC experience and an additional one year of experience providing early childhood mental health services or related early childhood discipline. 		
5. ORGANIZATIONAL CAPACITY AND REFERENCES	a. Debarment and Suspension	<ul style="list-style-type: none"> To be considered for contract award, the Bidder and its principal may not be identified on the list of Federally debarred, suspended or other excluded parties located at www.sam.gov. 	Pass/Fail
	b. BHCS will check references for Bidders placed on the shortlist and ask the references standard questions, which will be evaluated by the Evaluation Panel.	<p>How do the Bidder’s references rate the following:</p> <ul style="list-style-type: none"> Bidder’s capacity to perform the services as stated; Areas in which Bidder did well; Areas in which Bidder could have improved; Availability, training, documentation and reliability on a scale of one to five; 	5

		<ul style="list-style-type: none"> • Whether the project was completed on time and on budget; • Understanding of the project and need; • References' overall satisfaction with Bidder; • References' comfort with recommending the Bidder to Alameda County; • Whether Bidder would be used again by Reference; • Any other information that would assist in Alameda County's' work with the Bidder. 		
6. BIDDER EXPERIENCE, ABILITY AND PLAN	a.	The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under the Clinical Understanding, Experience with Priority Population Needs and the Service Delivery Approach.	(38) Section Subtotal	
	i.	Understanding of the Priority Population	<p>How well does Bidder demonstrate understanding of the following:</p> <ul style="list-style-type: none"> • Children age birth to five • Families of children age birth to five • Risk factors and challenges faced by children age birth to five and their families • Early childhood mental health services or related early childhood discipline • ECE programs • ECE program staff • Cultural and linguistic needs of children and their families as well as ECE program staff 	7
	ii.	Experience with Priority Population	<ul style="list-style-type: none"> • How well does Bidder demonstrate experience working with children up to age 5 and their families? • How well does Bidder describe their experience 	7

		providing ECMHC consultation services? <ul style="list-style-type: none"> • How well does Bidder demonstrate experience with ECE program providers and their staff? • How well does Bidder demonstrate experience with programming that is culturally responsive to priority populations? 	
	iii. ECMHC Consultation Program Design	<ul style="list-style-type: none"> • How well does Bidder demonstrate how potential eligible ECE program providers will be identified? • How well does Bidder describe how partnerships with ECE programs that provide ECMHC services will be created? • How well does Bidder describe how the needs assessments of ECE sites will be conducted? • How well does Bidder describe how outcomes for ECE sites will be developed? • How well does Bidder demonstrate how progress towards ECE site outcomes will be monitored? • How well does Bidder describe what will be done if ECE program patterns are not meeting outcomes developed? 	9
		<ul style="list-style-type: none"> • How well does Bidder demonstrate how a clear ECMHC program model will be maintained? • How well does Bidder describe their plan for monitoring and implementing ECMHC Components and Standards of Practice? • How well does Bidder describe how the documentation of practice protocol for the following will be maintained: <ul style="list-style-type: none"> ○ Child-focused ○ Program-focused ○ System-focused 	6

		<ul style="list-style-type: none"> ○ Staff supervision and training • How well does Bidder demonstrate program sustainability? 	
		<ul style="list-style-type: none"> • How well does the agency demonstrate how cultural and/or linguistic needs of the ECE program staff and families will be addressed as part of consultation? 	9
	b. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under the Planned Staffing and Organizational Infrastructure.		(19) Section subtotal
	i. Planned Staffing Structure	<ul style="list-style-type: none"> • How well does proposed staffing match proposed practices? • How well has Bidder resourced supervision and quality assurance? • How well does Bidder demonstrate how funding sources for other early childhood services will be leveraged? This includes funding for other services including EPSDT, First 5, MAA, MHSA, Measure A, OFCY and other sources. 	5
		<ul style="list-style-type: none"> • How well and realistic is Bidder's plan for hiring, training supporting, and maintaining at least 2.0 FTE in ECMHC consultants? 	5
	ii. Organizational Infrastructure	<ul style="list-style-type: none"> • How well does Bidder define the roles of ECMHC program staff? • How well does Bidder describe how support to ECMHC consultants in providing services will be provided? • How well does Bidder describe ECMHC consultant supervision structure? How well does the structure demonstrate one on one support will be provided to ECMHC consultants? 	5

		<ul style="list-style-type: none"> How well does Bidder demonstrate capacity to provide access to continuous training and support for staff within the organization? 	4
	c. The Evaluation Panel will read and assign a score based on how detailed and specific the Bidder's response to following questions which will become the total score under Partnerships and Collaboration and Tracking Data and Outcomes:		(9) Section subtotal
	i. Partnerships and Collaboration	<ul style="list-style-type: none"> How well does Bidder demonstrate their ability to cultivate strong relations with ECE program providers? How well matched does Bidder's existing ECE program partners match priority population? How well does Bidder demonstrate experience working with external evaluators in program evaluation? How well is Bidder's plan for working with external evaluator? 	4
	ii. Track Data and Outcomes	<ul style="list-style-type: none"> How thorough, thoughtful and relevant is Bidder's plan to collect data to monitor the proposed program and desired outcomes? How well does Bidder identify systems for tracking data? 	5
7. COST	The Evaluation Panel will review the Exhibit B-1 Budget Workbook and the Budget Narrative and assign a score based on how the Bidder's proposed program budget aligns with the requirements of the RFP which will become the total score under the Cost. The Cost-Coefficient is scored by applying the standard County formula.		(10) Section subtotal
	a. Cost Co-Efficient	<ul style="list-style-type: none"> Low bid divided by low bid x 5 x weight = points <i>For example:</i> $\\$100,000 / \\$100,000 = 1 \times 5 \times 5 = 25 \text{ points}$ Low bid divided by second lowest bid x 5 x weight = points Low bid divided by third lowest bid x 5 x weight = 	5

		<p>points</p> <ul style="list-style-type: none"> • Low bid divided by fourth lowest bid x 5 x weight = points 	
	b. Budget and Budget Narrative Review	<ul style="list-style-type: none"> • How well-matched is Bidder's budget to the proposed program? • How well does the budget capture all activities and staff proposed in the Budget? • How well does the Bidder allocate staff and resources? • How appropriate are the staffing and other costs? • How much value does the proposal add considering the cost of the program, expected outcomes and the number of clients served? • How well does the narrative detail how Bidder arrived at particular calculations? • How well does Bidder "show the work"? 	5
8. IMPLEMENTATION SCHEDULE AND PLAN	a. Implementation Plan Review	<ul style="list-style-type: none"> • How detailed and specific is Bidder's response? • How realistic does Bidder account for timeline to complete each specified milestone? Milestones include identification/ hiring of ECMHC consultants, staff training, identification of ECE programs, development of MOU/ Service Agreements with ECE programs, and completion of eighteen hours of technical assistance with BHCS. 	4
	b. Identification and Strategies for Mitigation of Risks and Barriers	<ul style="list-style-type: none"> • How detailed and specific is Bidder's response? • How thorough, thoughtful and realistic is Bidder's identification of challenges and barrier mitigation strategies? • How well does Bidder assess barriers? • How creative and solution-oriented are Bidder's 	5

		strategies?	
EXHIBITS	Exceptions, Clarifications and Amendments	Complete/Incomplete Meets Minimum Requirements/ Fails to Meet Minimum Requirements	N/A
ORAL INTERVIEW, IF APPLICABLE	Criteria are created with the CSC/Evaluation Panel.		10
PREFERENCE POINTS, IF APPLICABLE	SLEB		5%
	Local (not SLEB certified)		5%

H. EVALUATION AND ASSESSMENT

During the initial sixty (60) day period of any contract, which may be awarded to a successful Bidder ("Contractor"), the CSC and/or other persons designated by the County may meet with the Contractor to evaluate the performance and to identify any issues or potential problems.

The County reserves the right to determine, in its sole discretion, (a) whether Contractor has complied with all terms of this RFP and (b) whether any problems or potential problems are evidenced which make it unlikely (even with possible modifications) that the proposed program and services will meet the County requirements. If, as a result of such determination the County concludes that it is not satisfied with Contractor, Contractors' performance under any awarded contract as contracted for therein, the Contractor shall be notified of contract termination effective forty-five (45) days following notice. The County shall have the right to invite the next highest ranked Bidder to enter into a contract.

The County also reserves the right to re-bid these programs if it is determined to be in its best interest to do so.

I. AWARD

1. Proposals evaluated by the CSC/Evaluation Panel shall be ranked in accordance with the RFP section II.G. of this RFP.
2. The CSC shall recommend award of each contract to the Bidder who, in its opinion, has submitted the proposal that conforms to the RFP and best serves the overall interests of the County and attains the highest overall point score. Award may not necessarily be recommended or made to the Bidder with the lowest price.
3. The County reserves the right to reject any or all proposals that materially differ from any terms contained in this RFP or from any Exhibits attached hereto, to waive informalities and minor irregularities in responses received, and to provide an opportunity for Bidders to correct minor and immaterial errors contained in their submissions. The decision as to what constitutes a minor irregularity shall be made solely at the discretion of the County.
4. The County reserves the right to award to one Contractor.
5. The County has the right to decline to award a contract in whole or any part thereof for any reason.
6. BOS approval to award a contract is required.
7. A contract must be negotiated, finalized, and signed by the intended awardee prior to BOS approval.

8. Final terms and conditions shall be negotiated with the Bidder recommended for award. The successful Bidder may request a copy of the Master Agreement template from the BHCS RFP contact. The template contains the agreement boilerplate language only.
9. The RFP specifications, terms, conditions, Exhibits, Addenda and Bidder's proposal, may be incorporated into and made a part of any contract that may be awarded as a result of this RFP.

J. PRICING

Federal and State minimum wage laws apply. The County has no requirements for living wages. The County is not imposing any additional requirements regarding wages.

K. INVOICING

- a. Contractor shall invoice the requesting department, unless otherwise advised, upon satisfactory receipt of product and/or performance of services.
- b. Payment will be made within thirty (30) days following receipt of invoice and upon complete satisfactory receipt of product and performance of services.
- c. County shall notify Contractor of any adjustments required to invoice.
- d. Invoices shall contain County purchase order (PO) number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
- e. Contractor shall utilize standardized invoice upon request.
- f. Invoices shall only be issued by the Contractor who is awarded a contract.
- g. Payments will be issued to and invoices must be received from the same Contractor whose name is specified on the POs.

L. NOTICE OF AWARD

At the conclusion of the proposal evaluation process ("Evaluation Process"), all Bidders shall be notified in writing by e-mail and certified mail, of the contract award recommendation(s), if any, by BHCS. The document providing this notification is the Notice of Intent to Recommend Award.

The Notice of Intent to Recommend Award shall provide the following information:

- The name of the Bidder being recommended for contract award; and
- The names of all other Bidders that submitted proposals.

At the conclusion of the RFP response evaluation process, debriefings for unsuccessful Bidders may be scheduled upon written request and shall be restricted to discussion of the unsuccessful Bidder's proposal.

- Under no circumstances shall any discussion be conducted with regard to contract negotiations with the recommended /successful Bidder;
- Debriefing may include review of the recommended/ successful Bidder's proposal with redactions as appropriate.

All submitted proposals shall be made available upon request no later than five (5) calendar days before approval of the award and contract is scheduled to be heard by the Board of Supervisors.

M. TERM/TERMINATION/RENEWAL

The term of the contract, which may be awarded pursuant to this RFP, will be one year and may be renewed thereafter, contingent on the availability of funds, Contractor's performance, continued prioritization of the activities and priority populations, as defined and determined by BHCS.

III. APPENDICES

A. GLOSSARY & ACRONYM LIST

Agreement	The formal contract between BHCS and the Contractor. Also referred to as Contract
ASQ	Ages and Stages Questionnaire for children between the ages of birth to 6 years old to check children’s general development.
BHCS	Alameda County Behavioral Health Care Services, a department of the Alameda County Health Care Services Agency
Bid	A Bidders’ response to this Request; used interchangeably with proposal
Bidder	The specific person or entity responding to this RFP
Board	Shall refer to the County of Alameda Board of Supervisors
CLASS	Classroom Assessment Scoring System
Community-Based Organization	A non-governmental organization that provides direct services to beneficiaries
Contractor	When capitalized, shall refer to selected bidder that is awarded a contract
County	When capitalized, shall refer to the County of Alameda
CSEFEL	Center on the Social Emotional Foundation for Early Learning is a national resource center for disseminating research and evidence based practices to early childhood programs.
CSC	County Selection Committee or Evaluation Panel
Culturally Responsiveness	The practice of continuous self-assessment and community awareness on the part of service providers to assure a focus on the cultural, linguistic, socio-economic, educational and spiritual experiences of consumers and their families/support systems relative to their care
Cultural Sensitivity	Is a set of skills that enables one to learn about and get to know people who are different from them, thereby coming to understand how to serve them better within their own communities
Culture	Refers to a group’s pattern of communications, actions, customs, beliefs, values and institutions of racial, ethnic or social groups
ECE	Early care and education promotes children’s social, emotional, physical and cognitive development and helps them develop their full potential.
ECMHC	Early childhood mental health consultation involves a professional consultant with mental health expertise working collaboratively with early care and education staff, programs and families to improve their ability to prevent, identify, and respond to mental health issues among children in their care.
Evidence based practice	Evidence based practices are well-defined and have been

(EBP)	demonstrated to be effective through multiple research studies
Federal	Refers to United States Federal Government, its departments and/or agencies
First 5	First 5 Alameda County is an innovative public entity created by passage of Proposition 10 to support early care and education for children zero to five.
Full Time Equivalent (FTE)	A budgetary term used to describe the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For example, if the normal schedule for a staff person is 40 hours per week (40*52 weeks–4 weeks for vacation=1,920). Someone working 1,440 hours during the year represents 1,440/1,920=.75 FTE
Licensed Practitioner of the Healing Arts (LPHA)	Licensed clinical staff (MD, PhD, MFT, LCSW) and staff who are registered with the California Board of Behavioral Sciences, usually registered MFT/ASW interns; psychologists who are waived by the State to provide services; and Master’s level clinical nurse specialists who have national or state license to practice independently.
Mental Health Services Act (MHSA)	Proposition 63, also known as the Mental Health Services Act was passed by the California voters in November 2004. The MHSA provides funding to counties to expand mental health services to those who are unserved or underserved.
MOU	Memorandum of Understanding is a formal agreement between two or more parties to establish official partnerships.
Outcomes	The extent of change in attitudes, values, behaviors, or conditions between baseline measurement and subsequent points of measurement. Depending on the nature of the intervention and the theory of change guiding it, changes can be short, intermediate, and longer-term outcomes.
Proposal	Shall mean Bidder’s response to this RFP; used interchangeably with bid
QRIS	Quality Rating Improvement System is a systematic approach to assess, improve, and communicate the level of quality in early and school-age care and education programs.
Qualified	Competent by training and experience to be in compliance with specified requirements
Request for Proposal (RFP)	Shall mean this document, which is the County of Alameda’s request for proposal to provide the services being solicited herein; also referred herein as RFP
Response	Shall refer to Bidder’s proposal submitted in reply to RFP
Service Provider	Individuals, groups, and organizations, including CBO and County-operated programs that deliver services to participants and patients under an agreement or contract with BHCS

State	Refers to State of California, its departments and/or agencies
System Of Care	For the purposes of this RFP, SOC refers to Older Adult System of Care (OA SOC), which is responsible for administering Alameda County Behavioral Health Care Services (BHCS) for youth ages 16 through 24 years old.
Unserved Underserved	or Groups that have received no services or are receiving inadequate services to meet their needs. These groups include populations defined by race/ethnicity, linguistic backgrounds, gender, age, sexual identity, geographic location, ability status and veteran's status.

B. PREVENTION AND EARLY INTERVENTION INFORMATION

Below is a summary of the new regulations that went into effect on October 6, 2015. To see the full text of the actual regulations click or type in the following link:

http://www.cbhda.org/wp-content/uploads/2014/12/Final-PEI-Regs_Adopted_Oct_2015-3.pdf

Prevention: A set of related activities to reduce risk factors for developing a potentially serious mental illness and to build protective factors. Services may include relapse prevention for individuals in recovery from a serious mental illness. Programs may include universal prevention if there is evidence to suggest that it is an effective method for those whose risk of developing a serious mental illness is greater than average. A Prevention program can be combined with an Early Intervention program.

Tracking Requirements

Each Prevention program will need to **annually** report the following information:

- Description of the target population (including participant's risk level for developing a potentially serious mental illness);
- Criteria for establishing and identifying those at risk;
- Description of the type(s) of problems and need(s) the program will address and the strategies and activities used to address these need(s)
- Unduplication # of individuals served in the preceding year
- Types of evidence based or promising practices used and methods for high fidelity to practice;
- All demographic variables on the clients served, see list on back page, and
- Description of significant challenges, successes, lessons learned and relevant examples

Evaluation Requirements

In addition to the annual reporting requirements each Prevention program will need to report **every three years** in the County's three year MHSA Plan the following **evaluation data** and information:

- Measurement of impact to 1 or more of the negative outcomes listed in the Act *including prolonged suffering* (suicide, incarcerations, school failure or dropout, unemployment, homelessness, and removal of children from their homes). This will also include:
 - A description of the outcomes and indicators selected for each program;
 - Data on the identified indicators;
 - The approaches used to select the outcomes and indicators, collect data, and determine results for the evaluation of each program, and
 - How often the data were collected for the evaluation of each program.

Even though the evaluation data is only to be reported every three years, ALL

programs within the MHSA PEI component should be continually evaluating their services on an annual basis

Required Strategies

- Be designed and implemented to help create Access and Linkage to Treatment.
- Be designed, implemented, and promoted in ways that Improve Timely Access to Mental Health Services for Individuals and/or Families from Underserved Populations.
- Be designed, implemented, and promoted using Strategies that are Non-Stigmatizing and Non-Discriminatory.

Optional Strategies

- Outreach for Increasing Recognition of Early Signs of Mental Illness (see Section 3560.020).