



**SAN MATEO COUNTY HEALTH**  
**BEHAVIORAL HEALTH & RECOVERY SERVICES**

**MENTAL HEALTH SERVICES ACT (MHSA)  
 INNOVATION PROJECT PLANNING  
 REQUEST FOR QUOTES**

**REQUEST FOR QUOTES**

**SECTION A: TIMELINE**

Due Date for Questions regarding this Request for Quotes	4:00 pm on November 5, 2021
<b>Due Date for Quote Submission</b>	<b>4:00pm on November 19, 2021</b>
Anticipated Service Award Date	December 3, 2021
Anticipated Contract Start Date	January 1, 2022

**SECTION B: LENGTH OF AGREEMENT AND FUNDING**

**1. Term of Agreement**

The anticipated duration of the agreement will be for 1 year, with the term tentatively to begin January 1, 2022 and end December 31, 2022.

**2. Available Funding**

The anticipated amount of funding available for these services is up to forty thousand dollars (\$40,000).

**SECTION C: SCOPE OF WORK**

**1. Introduction**

California Proposition 63, the Mental Health Services Act (MHSA) provides dedicated funding for the transformation of local behavioral health services by imposing a 1% tax on personal income over one million dollars. Of the total funding provided to each county, five percent (5%) is required to support innovative pilot projects under the MHSA Innovation (INN) component. MHSA INN projects are designed and implemented for a defined time period (not more than 5 years) and evaluated to develop new best practices in behavioral health services and supports.

The Mental Health Services Oversight and Accountability Commission (MHSOAC) provides broad oversight to MHSA INN, including approval of all proposed INN project plans. These RFQ services will include facilitation of a local stakeholder planning process, the development of INN project plan(s), and support with the MHSOAC approval process. Previous experience with county-level MHSA stakeholder input processes and developing MHSA project plans for MHSOAC approval is preferred.

## 2. Description of Services

Following are suggested activities based on previous BHRS INN planning experience. The suggested activities can be changed as long as MHSA INN requirements and guidelines are upheld. Please provide a detailed implementation plan, including your proposed activities, any recommendations for changes to the activities, and timelines.

### a) Communication and Collaboration Requirements

- i. Work collaboratively with the MHSA Manager and the MHSA INN Planning Workgroup
  - 1) The INN Planning Workgroup will serve in an advisory capacity to the RFQ services implementation, which may lead to changes to some of the proposed activities.
  - 2) The MHSA INN Planning Workgroup will meet monthly in January, February and March 2022 to inform the RFQ services.
- ii. Meet regularly with the MHSA Manager to support implementation, troubleshoot and monitor proposed deliverables, expenditures and any necessary changes.
  - 1) The MHSA Manager will lead the communication and outreach to all local stakeholders to ensure community participation along the way.
  - 2) The MHSA Manager will provide the selected provider with previous planning process materials for reference.
- iii. All services can be provided virtually.

### b) Local Stakeholder Planning Process

- i. With input from the MHSA INN Planning Workgroup, develop a process to encourage and support community stakeholders, groups, collaboratives, organizations, BHRS staff, and others to submit innovative ideas for consideration. The process may include, but is not limited to, the following:
  - 1) Promotional materials (e.g. flyer, blurb for email, blog, social media)
  - 2) At minimum, one community information session for stakeholders to learn about MHSA INN project guidelines
  - 3) Technical assistance opportunities for stakeholders interested in submitting INN project ideas
  - 4) Simple method for stakeholders to submit INN project ideas (e.g. online survey, form, template); this should include a way for stakeholders to self-check their project ideas against the MHSA INN requirements
- ii. Develop a process to narrow down and select project ideas that will be further developed into a full INN project plan for MHSOAC approval. The process should include, but not be limited to, the following:
  - 1) Screening ideas against the MHSA INN guidelines (i.e. does the idea meet the basic INN requirements)
  - 2) An INN Project Review Committee made up of up to five (5) diverse MHSA INN Planning Workgroup members to rate the projects
  - 3) Rating criteria to further narrow down projects that are “screened-in”
  - 4) Confirmation that the highest rated projects are eligible for funding; this will require review of MHSOAC guidelines, previously approved INN projects, academic literature, web searches, etc.

### c) INN Project Plans

- i. Work with the MHSA Manager to engage the MHSOAC staff in an early review of the selected INN project ideas, prior to development of the full project plans.

- ii. Develop up to five (5) project plans as per the MHSA INN guidelines, using the MHOSAC template. The final number of project plans will depend on number of proposals, the amount of each proposal and available funding. The project plans will include the following components, further described in the MHSOAC Innovation Toolkit, [https://mhsoac.ca.gov/sites/default/files/documents/2018-05/INN\\_Toolkit\\_Full.pdf](https://mhsoac.ca.gov/sites/default/files/documents/2018-05/INN_Toolkit_Full.pdf)
  - 1) Description of the primary problem
  - 2) Description of the proposed project
  - 3) Description of the research conducted on the innovation
  - 4) Description of the learning goals, theory of change and proposed evaluation
  - 5) Description of the stakeholder engagement process
  - 6) Description of how the innovation project meets the MHSA general standards
  - 7) Description of sustainability plans
  - 8) Description of communication and dissemination plans
  - 9) Budget and budget narrative
- iii. Facilitate one (1) stakeholder input process for the developed INN project plan(s) at the September 1, 2022 MHSA Steering Committee meeting. The process should include, but not be limited to, the following:
  - 1) One to two-page brief on each proposed project
  - 2) Theory of change visual diagram for each proposed project
  - 3) Breakout sessions to facilitate questions, input, and considerations for each proposed project
  - 4) Updating the INN project plan(s) to incorporate stakeholder input
- d) MHSOAC Approval Process
  - i. Work with the MHSA Manager to submit the updated INN project plan(s) to the MHSOAC staff for final review.
    - 1) Update the INN project plan(s) to incorporate MHSOAC staff input.
  - ii. Develop a one-page summary of the INN project(s) proposed to submit to our local mental health board for 30-day public comment and a public hearing.
    - 1) Update the INN project plan(s) to incorporate public comments as needed.
  - iii. Submit final INN project plan(s) for MHSOAC for approval.

### 3. Quality Metrics

- a) List all deliverables and proposed timeline
- b) Regular meeting with the MHSA Manager to monitor progress

### 4. Additional Requirements

- a) Contractor will be responsible to perform regular eligibility screenings of all employed providers to ensure that any person delivering services to clients are not currently excluded, suspended, debarred or have been convicted of a criminal offense. Results of eligibility screenings will be kept in the employee's file.
- b) Contractor will provide evidence of professional liability coverage and comprehensive general liability in the amount of \$1,000,000 each occurrence, and \$3,000,000 general aggregate.

- c) Contractor with employees will provide evidence of Workers Compensation Liability statutory coverage as required by Section 1861 of the California Labor Code.

## SECTION B: INSTRUCTIONS FOR PROPOSERS

### A. Pre-Submittal Activities

#### 1. Registration

- a) Organizations or individuals interested in responding to this solicitation must register online with the County of San Mateo at:

<https://www.publicpurchase.com/gems/register/vendor/register>

- b) The County does not maintain the Public Purchase system and is not liable for site failures or technical problems. To resolve technical issues, contact Public Purchase at:

[http://www.publicpurchase.com/gems/help/mainhelp.html?frame1=public/info.html&frame2=public/info\\_register.html](http://www.publicpurchase.com/gems/help/mainhelp.html?frame1=public/info.html&frame2=public/info_register.html).

#### 2. Questions, Comments, Exceptions

- a) All questions regarding this Request for Quotes (RFQ) must be submitted by email to [DEstremera@smcgov.org](mailto:DEstremera@smcgov.org) and contain a contact name for response. Questions must be received by BHRS no later than **4:00 p.m. Friday, November 5, 2021**. BHRS will respond to all questions via a question and answer (Q&A) document that will be distributed before the RFQ due date of November 19, 2021 to all who submitted questions. No telephone consultation will be provided.
- b) Unless otherwise stated, references to processes are to be regarded as establishing a standard of quality and not construed as limiting competition.
- c) If a proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFQ, the proposer must immediately notify the County of such error in writing and request modification or clarification of the document. If a proposer fails to notify the County of an error in the RFQ prior to the date fixed for submission, the proposer shall submit a response at his/her own risk, and if the proposer enters into a contract, the proposer shall not be entitled to additional compensation or time by reason of the error or its later correction.

Modifications or clarifications to the RFP will be posted to the <https://www.publicpurchase.com> website as outlined above without divulging the source of the request for same. The County may, at its discretion, also give electronic notice by email to all parties who have notified the County of their electronic contact information in response to this RFQ, but no party that fails to receive email notice has any basis for protest given that all clarifications will be available online. It is the obligation of all proposing parties to check the <https://www.publicpurchase.com> website for updates regarding the RFQ if they wish to be kept advised of clarifications prior to submitting a proposal.

#### 3. Revisions to the Solicitation

The County may cancel, revise, or reissue this request for quotes, in whole or in part, for any reason in writing. All proposers will be notified of revisions. No alteration or variation of the terms of this RFQ is valid unless made and/or confirmed in writing by the County. Likewise, oral understandings or agreements not incorporated into the final contract are not binding on the County.

#### **4. Contact with County Employees**

Violation of the following prohibitions may result in a proposer being found non-responsible, barred from participating in this Request for Quotes or future procurements.

- a) As of the issuance for this Request for Quotes and continuing until it is canceled, or services awarded, no proposer or person acting on behalf of the prospective proposer may discuss any matter relating to the Request for Quotes with any officer, agent or employee of the County.
- b) Proposers may not agree to pay any consideration to any company or person to influence the award of a contract by the County, nor engage in behavior that may be reasonably construed by the public as having the effect or intent of influencing an award for services.

#### **5. No Commitment**

Neither submission of a quote, nor the County's receipt of a quote confers any right to the proposer nor any obligation on the County. This Request for Quotes does not commit the County to award services to any proposer, nor will the County defray any costs incurred in preparing quotes or participating in any presentations or negotiations.

#### **6. Estimated Quantities**

All quantities listed in this RFQ are estimates. The number of times the services are requested by the County may be more or less depending on the need. There is no guarantee, whether expressed or implied, as to the actual quantity of services that will be authorized under an award for services specified in this RFQ.

#### **7. Proposer Selection**

At any time in the process, the County may request clarification from proposers.

##### **A. Determination of Responsiveness**

A responsive quote conforms to the instructions set forth in this Request for Quotes and any revisions to it. Non-responsive quotes will be rejected. The County, in its sole discretion, may waive non-consequential deviations if the deviation does not provide an advantage over other proposers.

##### **B. Quote Evaluation**

The County will evaluate responsive quotes based on the criteria specified in the Quote Evaluation Criteria section of this document. The County may select one or more quotes for final negotiation and service award. Upon completion of negotiations, those proposers selected by the County may be allowed to amend their quotes based on the negotiation.

##### **C. Determination of Responsibility**

The County will make a determination of the responsibility of any proposer under consideration for award, taking into consideration matters such as the proposer's integrity, compliance with public

policy and laws, past performance, fiscal responsibility, trustworthiness, financial and technical, resources, capacity, and experience to satisfactorily carry out its responsibilities. The County will notify any proposer found non-responsible and allow the finding to be contested. All proposers that are considered by the County for services must submit a W-9 and their information is run through state and federal data systems by the County (or its contractor vendor) who conducts exclusion checks (making sure proposers have no violations and are safe for the County to work with) prior to award.

## **8. Service Award**

### **A. Notice of Intent to Award**

Once a decision has been made to award services to one or more proposers, the County will issue a notice of award and notify the remaining proposers of their non-selection. Such notice may be made by email or letter at the discretion of the County.

### **B. Award Procedure**

Negotiations are neither an offer nor an implicit guarantee that services will be awarded. Award, if made, will be to the responsive, responsible proposer offering the overall best value to the County for the services described in this document. This award made through a purchase order or a contract depending on amount and policy of the County.

### **C. Commencement of Services**

After all parties have agreement to the terms and conditions of the services, the County will notify the proposer and services may proceed. No services may proceed prior to the notification of award. Any work performed prior to the award may be uncompensated.

## **SECTION E: QUOTE EVALUATION CRITERIA**

The County will evaluate quotes based on:

1. Responsiveness of Proposer – as stated in Section B.9. Proposer Selection
2. Responsibility of Proposer– as stated in Section B.9. Proposer Selection
3. Experience of Proposer in providing services to a similar population
4. Certification of Quote included
5. Proof of Insurance
6. References
7. Best Overall/Price Value

## **SECTION F: PROPOSAL SUBMISSION REQUIREMENTS**

Proposals to this RFQ should be typewritten or prepared on a computer and have consecutively numbered pages. The whole proposal should not exceed 5 pages, not including attachments, exhibits or charts. Please use Arial 12-point font, 1" margins, and 1.15 spacing.

### **1. Content and Sequencing**

All proposals must adhere to the specified content and sequence of information described below.

a) **Agency**

- i. **Cover Letter**  
Provide a one-page cover letter on your agency letterhead that includes the address, voice and facsimile numbers, and email addresses of the contact person or persons authorized to represent the proposer in negotiations.
- ii. **History and experience providing services**
- iii. **Proposed staffing**
  - i. Include staff name, title and experience of each staff with MHSA processes
  - ii. Number of hours proposed for each staff person
- iv. **Proof of Insurance** – as stated in Section C.5. Additional Requirements
- v. **Appendix 1 Budget/Quote** – must be deliverable-based
- vi. **Attachment A – Certification of Quote** – complete form, sign and return with proposal *all quotes MUST be certified and guaranteed for at least 6 months*
- vii. **References** – provide at least 3 references
- viii. **W9** – Complete Attachment B and return with proposal *for medical, mental health or drug MediCal services; we will use the info on the W9 to run credentialing before awarding the contract.*

b) **Individual**

- i. **Cover Letter**  
Provide a one-page cover letter on includes your address, voice and facsimile numbers, and email address.
- ii. **History and experience providing services**
- iii. **Proof of Insurance** – as stated in Section C.5. Additional Requirements
- iv. **Budget/Quote** – must be deliverable-based
- v. **Attachment A – Certification of Quote** – complete form, sign and return with proposal *all quotes MUST be certified and guaranteed for at least 6 months*
- vi. **References** – provide at least 3 references
- vii. **W9** – complete Attachment B and return with proposal

c) **Certification of Quote**

By Submitting a quote, each proposer certifies under penalty of perjury that:

- i. Its submission is not the result of collusion or any other activity that would tend to directly or indirectly influence the selection process; and
- ii. Proposer is able or will be able to comply with all requirements as shown in this request for quotes at the time of service award; and
- iii. Neither proposer, its employees, nor any affiliated firm providing the requested services has any conflict of interest.

Quotes are required to be valid for a minimum of 6 months. As indicated above, use Attachment A – Certification of Quote to certify the validity of your quote and indicate how long the proposed pricing will be guaranteed.

## 2. Submission

Submit your proposal online at Public Purchase: <https://www.publicpurchase.com> no later than **4:00 p.m. on Friday, November 19, 2021.**

**SECTION G: ENCLOSURES**

1. ATTACHMENT A – Certification of Quote
2. ATTACHMENT B – W9



# ATTACHMENT A: CERTIFICATION OF QUOTE

## Proposer Certification

This is to certify that, to the best of my knowledge and belief, the cost or pricing data submitted, in writing through this quote document, to the County of San Mateo in support of services described are accurate, complete, and current as of enter date here. This certification includes the cost or pricing data supporting any future service awards, agreements, or forward pricing rate agreements that may be awarded between proposer and the County of San Mateo. This quote is valid through enter date here.

If the County should award me the services described within this pricing document. I can guarantee my prices for the term of enter number of months here.

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Signature of Authorized Representative:

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Date

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Printed Name of Authorized Representative

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Title of Authorized Representative