

California Mental Health Services Authority (CalMHSA) Request for Proposals (RFP)

LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH COMMUNITY GRANTS

Applications due by 5 00 p m on December 1 2023

*Potential responders must submit proposals only through CalMHSA's
e-Procurement Portal at: <https://calmhsa.bonfirehub.com/>*



The RFP does not constitute a contract or an offer. In addition, any contract awarded because of this RFP is subject to any additional restrictions, limitations, or conditions required by CalMHSA in any manner. CalMHSA reserves the right to make one award, multiple awards, or to reject all proposals, in whole or in part, submitted in response to this RFP.

CalMHSA reserves the right to amend this RFP via written addendum or cancel the RFP at any time.



CalMHSA — Issuing Body

The California Mental Health Services Authority (CalMHSA) is a Joint Powers of Authority – an independent government entity – formed in 2009 by counties and cities throughout the state to focus on collaborative, multi-county projects that improve behavioral health care for all Californians. By pooling resources, forging partnerships, and leveraging technical expertise on behalf of counties, CalMHSA develops strategies and programs with an eye toward transforming community mental health; creates cross-county innovations; and is dedicated to addressing equity to better meet the needs of our most vulnerable populations.

Overview

The Los Angeles County Department of Mental Health (LACDMH) through Prevention and Early Intervention (PEI) funding, in collaboration CalMHSA, is looking for mission-oriented, diverse, and innovative partner organizations to support the residents of Los Angeles County during the month of May 2024. Grants will be provided to support community events which promote mental health awareness and wellbeing.

With available grant funds, organizations will engage diverse communities to promote mental health awareness and wellbeing, and foster community connection, as a part of LACDMH's *Take Action LA* for Mental Health campaign. Grant-funded events will be tailored to follow the theme: *Take Action for Yourself, Take Action for Others, and Take Action for your Community*.

LACDMH and CalMHSA are seeking applications for a one-time innovative event or a series of events throughout Los Angeles County. CalMHSA will award grants to community-based organizations (see eligibility below). **Awards amounts range from \$25,000 to \$150,000 per selected awardee. All awards are based on available funding.**

Grant Award

Los Angeles' communities are incredibly diverse, as are their needs. LACDMH recognizes that non-profits, local groups, and other community-based agencies hold an authentic understanding of the communities they serve. The grant investment puts PEI resources into the community to connect resilient and diverse communities with mental health resources.

The award supports one or more of the following PEI intentions:

- Decreasing stigma and discrimination associated with mental health and accessing mental health services through culturally congruent messaging and community engagement;
- Increasing help seeking behaviors by supporting community members to *Take Action* for mental health throughout Los Angeles County;
- Increasing awareness of, and access to, mental health services and resources, through community-based approaches;
- Increasing knowledge of trauma, toxic stress, and social determinants of health through community-centered methods for raising awareness and understanding;
- Activities that address one or more of the MHSA PEI identified negative effects of untreated mental illness.

Invited to apply are creative thought partners, with a desire to bring mental health awareness to a specific (ethnic, racial, cultural or geographic) LA county community, through equity-focused events and activities.

Eligibility

Entities which are eligible to receive grants are as follows:

- Non-profit agencies
- For-profit agencies
- Faith-based organizations
- Schools/Universities
- Other entities that are dedicated to carrying out diverse community engagement efforts to build community capacity and promote strong community ties to further individuals' wellbeing.

Entities which are ineligible to receive grants are as follows:

- Los Angeles County departments or governmental entities.
- Entities which currently provide direct or contracted services to LACDMH.
- Entities which will provide clinical services at their event. *An entity that typically provides clinical services may apply, however; clinical services cannot be provided at events.*
- Entities which are unable to sign a contract within the specified timeframe and/or are unable to accept CalMHSA's contract terms and conditions outlined in the contract template, found in the Bonfire link under "Files" for this RFP.
- Entities which are unable to participate in the LACDMH event held in their Service Area.
- Entities which are unable to accommodate a LACDMH table at the grant-sponsored event(s).

Grant Submission & Selection

- Entities will submit applications to CalMHSA via Bonfire.
- Funding is based on application eligibility and fund availability.
- Funds will be awarded to a wide range of organizations.
- Efforts will be taken to ensure funding is equitably distributed throughout all Service Areas in Los Angeles County, based on the needs of populations served.
- Award amounts will vary depending on the scope of activities and community engagement and/or reach proposed in the application.
- Joint proposals will be accepted and cannot exceed \$150,000.

General Requirements

- Awardees must be available to host a table at the LACDMH event held in their Service Area. Dates for LACDMH events will be posted in Bonfire by 5pm on November 21, 2023.
- The grant funded event(s) cannot occur on the same day as the LACDMH event in the grantee's Service Area.
- All events must occur in May 2024.
- Awarded organizations are responsible for the marketing and promotion of their events in March and April 2024, utilizing the May Mental Health Month branding selected by LACDMH. The event must also be advertised/promoted on the Take Action LA website.

- Marketing must include language for and directions on submitting accommodation requests for individuals living with disabilities who may attend the event. Information will be provided to awarded organizations by CalMHSA.
- Awarded organizations will be required to attend a virtual marketing/promotion training. Date(s) are to be determined.
- All event information (date, time, location) must be finalized and communicated in writing to CalMHSA by February 16, 2024.
- Awarded organizations must be able to accommodate table(s) for County services at the grant-sponsored event(s).
- Awarded organizations will plan events taking into consideration dates which would impact their target audience's ability to attend.
- Awarded organizations will, to the greatest extent possible, support accommodations for individuals living with disabilities, including when selecting venues for events.
 - All venues must be accessible to individuals with mobility needs.
 - Awardees must attend to requests for accommodations for individuals who are deaf and hard of hearing when there is a staged presentation or performance.
 - Awardees may request consultation with LACDMH to determine ADA accessibility needs, however, it is the responsibility of the awardee to determine if they can support the required accessibility services based on their programming and fund allocation.
- Awarded organizations should consider the typical working/school hours of their target audience when planning their event to maximize attendance.
- Events should consider providing access to services. For example, events may offer:
 - Support to sign up for benefits such as CalFresh;
 - Laundry services;
 - Any other on-site service which benefits community mental health.

Application and Budget Requirements

The Application form, found in the Bonfire link under "Files" for this RFP must be utilized for all submissions.

- Applications will not be accepted in any other format; hand-written applications will not be accepted, and applications will not be accepted via email or mail.
- Organizations may apply using a fiscal intermediary however the fiscal intermediary must be identified on the application. The fiscal intermediary should not be listed as the applicant.
- One application per organization. Fiscal intermediaries are not considered applicants.
- Please save the form, complete all required fields, and submit via Bonfire <https://calmhsa.bonfirehub.com/> by 5pm Pacific Standard Time on December 1, 2023.
- An Application Technical Tips document is available for reference under "Files" for this RFP.

ALL APPLICATIONS MUST BE SUBMITTED UTILIZING THE PROVIDED FORM AND STRICTLY IN ACCORDANCE WITH THE TIME DEADLINE. NO EXCEPTIONS CAN BE MADE FOR LATE SUBMISSIONS.

Browser cookies must be enabled. Respondents should contact Bonfire at Support@GoBonfire.com for technical questions related to submissions or visit Bonfire's help forum at: <https://bonfirehub.zendesk.com/hc>.

In the application, the entity must describe a Los Angeles County targeted audience and/or population which will be served. Regardless of the nature of event, the importance of community and meaningful connections should be promoted through messaging and resources, using current cultural and linguistic standards. *All eligible organizations must demonstrate culturally congruent strategies to engage their target community.*

Applications must include a clear description of the proposed project and the project's strategies for one or more of the following:

- Decreasing stigma and discrimination associated with mental health and accessing mental health services through culturally congruent messaging and community engagement;
- Increasing help seeking behaviors by supporting community members to *Take Action* for mental health throughout Los Angeles County;
- Increasing awareness of, and access to, mental health services and resources, through community-based approaches;
- Increasing knowledge of trauma, toxic stress, and social determinants of health through community-centered methods for raising awareness and understanding;
- Activities that address one or more of the MHSA PEI identified negative effects of untreated mental illness.

Applications must include a comprehensive budget:

- The proposed scope of work shall provide information that clearly describes and supports the grant amount requested.
- The budget should include consideration for ADA accommodation costs as well as any costs which are related to the venue to be selected such as security, lighting, permits, etc.
- Indirect costs shall not exceed 15%.
 - Indirect costs include office space rent, utilities, computers, printers, office furniture, supplies, business insurance, accounting services, marketing, and regularly occurring expenses.

A virtual bidders conference will be held on **November 7, 2023**. All applicants are encouraged to attend.

Review of Applications

All applications will be reviewed for eligibility and completeness. *Applications with missing information will be deemed incomplete and ineligible to be awarded.* Following the initial eligibility review, an unbiased panel will review applications based on the criteria below and make award recommendations. The review panel is comprised of individuals with varied backgrounds, including professional expertise, lived experience, personal knowledge, etc. Panelists' information will not be disclosed as a matter of confidentiality.

Grants will be awarded to ensure equitable service to the residents of Los Angeles County and will not be solely based on an equal division of funds by Service Area or Supervisorial District.

Grant Timeframe

The Grant Application/RFP notice was published on the CalMHSA website on November 1, 2023. The entire grant application can be found Bonfire.

Milestone	Deadline
Grant Application/RFP Released	11/1/2023 by 5pm PST
Bidders Conference	11/7/2023 at 12-1pm PST
RFP Questions Due*	11/14/2023 by 5pm PST
RFP Questions Answered & Posted	11/20/2023 by 5pm PST
LACDMH Event Dates Posted	11/21/2023 by 5pm PST
Application Submissions Due	12/1/2023 by 5pm PST
Application Review Period	12/2/2023 – 12/11/2023
Grantee Selection	12/15/2023 by 5pm PST
Notice of Intent to Award Posted	12/20/2023 by 5pm PST
Contracting and Award Process	12/22/2023 – 1/19/2024
Event Information due to CalMHSA	2/16/2024
Grant period**	5/1/2024-5/31/2024
Final Reports Due	6/15/2024

* Submit application questions via Bonfire.

** Events cannot occur on the same date as the LACDMH event in the grantee’s Service Area.

Negotiations with Potential Proposers

Selection will not be based exclusively on price. CalMHSA reserves the right to negotiate with applicants who, in the opinion of the review panel, have submitted a quality proposal in an attempt to reach an agreement. If no agreement is reached, CalMHSA may negotiate with other applicants or may choose to extend the selection period. CalMHSA also reserves the right to meet with applicants to gather additional information. Additional information may include, but is not limited to, a demonstration of the skills described in the proposal.

Protest Procedures

Protests must be received no later than five (5) business days after the Notice of Intent to Award is posted on the CalMHSA website. The sole basis for protest is that the award was (1) in violation of law, (2) in violation of the provisions of this RFP, or (3) in violation of CalMHSA’s procurement process. All protests must be in writing and (1) state in detail each and every ground asserted for the protest, citing to the law, RFP provision, or particular provision of the procurement policy on which the protest is based; (2) explain why the error prevented the aggrieved organization from being awarded the contract; and (3) identify the remedy sought.

Within 14 days of receipt of any protest, CalMHSA's Executive Director will provide a written decision which shall be final upon transmission to the protesting party. If the Executive Director determines that the error identified by the protesting party has deprived that party from receiving the contract, the Executive Director may act to rectify the error, including but not limited to cancellation of the RFP or proposed contract, correction or other revision of the awarded contract, termination of an improperly awarded

contract, or affirmation of an existing contract if the discovered defect is immaterial or the Executive Director determines that affirmation is in the best interest of CalMHSA.

Notice Regarding Public Records Act Requests

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All applications received for this RFP are subject to public review; however, during the competitive bid process, all applications will be kept confidential. Upon award and execution of contract by awardee(s), all applications and supplemental information will be subject to public review, except for those elements of an application which contain elements that are clearly marked as confidential or trade secrets. Any such designation should be accompanied by a brief explanation of the reason the information is non-public and protected from disclosure under California law. CalMHSA reserves the right to disregard such designations if they have been applied indiscriminately to non-protected information, and in no event shall CalMHSA, its agents, representatives, consultants, directors, or officers be liable to a responding party for the intentional or inadvertent disclosure of all or a portion of an application submitted under this RFP, regardless of whether it was marked as confidential or trade secret.

Although the California Public Records Act allows certain confidential or trade secret information to be protected from disclosure, CalMHSA may not be in a position to establish that the information submitted is protected. If CalMHSA receives a request for public disclosure of all or any portion of a application that has been designated as exempt from disclosure, CalMHSA will use reasonable efforts to notify the responding party of the request and give such party an opportunity to assert, at its own expense, a claimed exception under the California Public Records Act or other applicable law within the time period specified in the notice issued by CalMHSA and allowed under the California Public Records Act.

Contract

The awarded entities must be able to fully execute an agreement with CalMHSA within the timeframe listed above, and the awarded entities must use the CalMHSA contract template, no changes can be made. Certificates of Insurance in alignment with terms outlined in the CalMHSA contract will be required to execute a contract.

All terms and conditions are outlined in the draft contract template found in the Bonfire link under “Files” for this RFP.