

California Mental Health Services Authority (CalMHSA)

Request for Proposals (RFP) for Coordinated Specialty Care for Early Psychosis Provider

Applications due by 4:30 p.m. PST on May 2, 2024

*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.



1. Early Psychosis Program - RFP Summary

The California Mental Health Services Authority is a Joint Powers of Authority (JPA) formed in 2009 by counties throughout the state to work on collaborative, multi-county projects that improve behavioral health care for all Californians. and act as an independent administrative and fiscal intergovernmental structure for jointly developing, funding, and implementing mental health services and educational programs at the state, regional, and local levels. (See Gov. Code §6500 et seq.)

CalMHSA is excited to launch an Early Psychosis Program, which aims to expand the provision of high-quality, evidence-based early psychosis detection and intervention services in counties throughout California. CalMHSA is seeking a provider to deliver early psychosis detection and intervention services, with a strong preference for providers with experience using a team-based Coordinated Specialty Care (CSC) model for first episode psychosis (FEP).

This RFP does not commit CalMHSA to contract for any supply or service whatsoever. In addition, applicants are advised that CalMHSA will not pay for any information or administrative costs incurred in response to this RFP; all costs associated with responding to this RFP will be solely at the applicant's expense. Not responding to this RFP does not preclude participation in any future RFP, if any is issued.

2. Project Scope of Work

CalMHSA is seeking qualified vendors with the expertise and capacity to provide high-quality, evidence-based, early psychosis detection and intervention services in California for individuals aged 15 to 25. The provider must be able to deliver services via telehealth to meet the diverse needs of individuals and families in counties across the state, including rural and underserved communities.

The goal of this program is to increase accessibility to evidence-based early psychosis detection and intervention services and achieve financial sustainability by leveraging the use of Medi-Cal claiming across participating counties.

I. Deliverables

The deliverables which applicant will be expected to complete and deliver for this scope of work include, but are not limited to, the following:

- a. Provide early psychosis detection and intervention services using a team-based CSC model (highly preferred), or similar evidence-based FEP treatment model, which includes the following components: case management; recovery-oriented psychotherapy and relapse prevention; family education and support; educational and vocational support; and pharmacotherapy and primary care coordination.
- b. Take all reasonable steps to ensure services are delivered and documented according to Medi-Cal claiming regulations. Services not adhering to Medi-Cal requirements may not be eligible for reimbursement, at participating Counties' discretion.
- c. Comply with all HIPPA and other applicable privacy regulations when maintaining, transmitting, or disclosing Personally Identifiable Information (PII) and Protected Health Information (PHI) to or from CalMHSA and participating Counties.
- d. Produce supporting documentation as requested, and/or utilize participating County's Semi-Statewide Electronic Health Record to provide adequate documentation needed for

- billing Medi-Cal. Collaborate with and take directions from CalMHSA as necessary to provide services and report on program progress and data as requested.
- e. Collaborate with local County entities via telehealth such as personnel in school districts, colleges, primary care physician offices, youth drop-in centers, law enforcement agencies, diverse, racial, and ethnic community organizations, and other community programs which provide health and mental health services to or interact with transition age youth and young adults to ensure appropriate linkage to services.

3. Requested Information

The following response components are required to be submitted with applicant’s application. CalMHSA is not responsible for costs associated with the development of responses nor delivery of the same.

Please submit the following components as part of your response. The applicant’s proposal must not exceed **10-pages** maximum including the budget and attachments.

1. Cover Sheet
2. Narrative description of applicant’s background information, to include, but not be limited to, previous experience providing early psychosis intervention services using a team-based CSC (or similar) model in a behavioral health setting and examples of relevant previous work similar in scope and complexity. Description must include provider types (e.g., psychiatrists, case managers, peers, licensed or license-eligible clinicians) responsible for delivering these services. Include relevant experience providing services in rural and underserved communities.
3. Narrative description of applicant’s experience providing services via telehealth.
4. Implementation roadmap and high-level tasks/milestones, including a timeline to begin providing services based on the scope of work and timeframe provided in this RFP.
5. Narrative description of experience with providing and billing for Medi-Cal covered behavioral health services.
6. Narrative description of the HIPAA and COPPA compliant telehealth software to be utilized under this program. Applicants are required to follow all California and Federal laws regarding medical and behavioral treatment for minors.
7. A proposed total budget for the Project Scope of Work as stated above including the number of FTE to be hired, practitioner type, salary or hourly rate, benefits, travel, materials, or software. Funding is subject to availability, approval of CalMHSA Board of Directors, level of County participation, and expenditures.
8. Three (3) signed letters of support, including references from organizations with whom the applicant has contractual or other business relationships who can substantiate the applicant's capacity to provide such services as described in the Project Scope of Work, above.

4. Minimum Requirements

Applicant must meet the requirements below otherwise they may be considered non-responsive, and the proposal may be rejected at CalMHSA's sole discretion.

1. Applicant must have a minimum of two (2) years of experience in providing early psychosis intervention services as requested in the scope of work.
2. Applicant must have demonstrated experience working with rural counties and/or underserved populations across California.
3. Applicant must have demonstrated experience using a Coordinated Specialty Care (CSC) Model for early psychosis (or similar evidence based FEP treatment model) within their practice.
4. Applicant's staff must be located within California.
5. Applicant must be able to provide and bill for Medi-Cal behavioral health services, which includes meeting Medi-Cal site certification and provider credentialing requirements set forth by the California Department of Health Care Services.
6. Applicant must be able to provide services via telehealth.
7. Applicant must not currently have a settlement agreement or claim against them with any of CalMHSA's member counties or any state agency. If there are current claims against the applicant in excess of \$10,000 within the last five (5) years, applicant must disclose claims information as part of their response submittal.
8. Financial Information: applicant is required to submit copies of applicant's most recent audited financial statements. **(This is not included in the 10-page maximum).**
9. **The anticipated Project Start Date of this program is July 1, 2024.** Applicants must consider this anticipated timeline when developing their budget and project implementation plan.
10. All Applicants that apply must provide the information and/or documents requested below before the proposal due date of May 2, 2024. **(This information is not included in the 10-page Maximum).**
 - Organization name, address and telephone number (head office and local office)
 - Organization structure (i.e. what type of entity)
 - Is the organization a sole proprietorship? (provide name, address and phone numbers of owner)
 - Is the organization a 501c3 entity?
 - Number of employees.
 - Lead representative (name, role within the organization, contact information).

- Key management staff (names, roles and if they will be a part of the services provided, if awarded a contract).
- Organization’s public website url address.
- How long has the organization been in business? (minimum 2 years is required).

If requested, and prior to contract execution, the Applicant must provide the following items:

- W9.
- Certificate of Insurance (meeting the contract template requirements available in the “Files” section of the RFP Portal).
- Applicable licenses.
- CalMHSA security questionnaire.
- Relevant IT security-related documentation.

CalMHSA reserves the right to ask proposers for an oral interview, meet with select proposers, reject all proposals, amend, or cancel the RFP at any time for any reason before the contract is executed, accept all or a portion of a proposal, waive any minor irregularities or information in any proposal, and to request clarification from any proposer.

5. CalMHSA Rights and Responsibilities

CalMHSA is not responsible for representations made by any of its officers or employees prior to the execution of an agreement unless such understanding or representation is included in this RFP or any written addenda to this RFP.

CalMHSA has the right to amend the RFP by written addendum. CalMHSA is responsible only for that which is expressly stated in the solicitation document and any authorized written addendum thereto. Such addendum shall be made available to each person or organization which CalMHSA records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the applicant’s proposal package not being considered, as determined in the sole discretion of CalMHSA. CalMHSA is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

6. CalMHSA Option to Reject Proposal Packages

CalMHSA, at its sole discretion, may reject any or all responsive proposal packages submitted in response to this solicitation. CalMHSA shall not be liable for any cost incurred by an applicant in connection with preparation and submittal of any proposal package.

7. Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal package shall be sufficient cause for rejection of the proposal package. The evaluation and determination in this area shall be at CalMHSA’s sole judgment and its judgment shall be final.

8. Submission Instructions and Requirements

Proposal Timeline

EVENT	Key Dates
RFP Issued	April 2, 2024
RFP Questions Due	April 15, 2024
RFP Questions Answered	April 22, 2024
Deadline for Responses to be Submitted	May 2, 2024 by 4:30 PM PST
Application Review	May 6–10, 2024
Notice of Intent to Award	May 13, 2024

Submittal Address

All submissions must be made electronically using CalMHSA’s e-Procurement Portal, through **Bonfire**: <https://calmhsa.bonfirehub.com/>.

9. RFP Questions and Clarifications

All questions and requests must be submitted through CalMHSA’s e-Procurement Portal at: <https://calmhsa.bonfirehub.com/>. The deadline to submit questions for this RFP is April 15 2024 The FAQ responding to the questions will be posted on April 22, 2024 at <https://calmhsa.bonfirehub.com/> and on the CalMHSA website at <https://www.calmhsa.org/bids-contracting-opportunities/>.

To ensure all parties have access to the same information at the same time, except as stated below, CalMHSA will NOT respond to questions as they are received and will not accept telephonic questions.

It is the sole responsibility of the Applicant to refer to the FAQs, which will be posted on CalMHSA’s e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

If applicant is unable to submit questions via the Bonfire e-Procurement Portal, the applicant must provide CalMHSA with an email justification at info@calmhsa.org outlining why the Applicant is unable to do so.

If a question relates to a proprietary or trade secrets aspect of a proposal and the question would expose proprietary information if disclosed to competitors, the applicant must mark the question as "CONFIDENTIAL." With the question, the applicant must submit a statement explaining why the question is sensitive. If CalMHSA concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered by email reply, and both the question and answer will be kept confidential. If CalMHSA does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the applicant will be notified and asked whether the applicant would like the question to receive a public response or no response at all.

10. Withdraw

Applicant may withdraw or amend its proposal, but only before the application submission deadline, directly on CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

11. Review of Applications

CalMHSA will review all applications for completeness and adherence to the RFP rules stated in this document. Following the initial review, all qualified applications will be reviewed and scored by a review panel. The evaluation panel will conduct a fair and impartial evaluation of proposals received in response to this RFP.

CalMHSA may select one or more applicants to provide all or part of the services sought in this procurement. Selection of a proposal will not be based exclusively on price. Other factors will be considered including, but not limited to, applicant's experience, proposed implementation timeline and demonstrated ability to meet necessary deadlines. CalMHSA will negotiate with one or more applicants who, in the opinion of the review panel, have submitted the best proposal(s) when all factors are considered. If no agreement is reached, CalMHSA may negotiate with other applicants or may choose to extend the proposal period and invite additional proposals. After initial review of all proposals, CalMHSA reserves the right to meet with selected applicants to gather additional information. Additional information may include, but is not limited to, a demonstration of skills or services described in the proposal.

12. 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 bases for protest are 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.

Written protests can be sent to the following:

Via Email:

info@calmhsa.org

Via Certified Mail:

CalMHSA
Attn: Senior Corporate Counsel
1610 Arden Way, Suite 175
Sacramento, CA 95815

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.

13. Notice Regarding Public Records Act Requests

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All proposals received for this RFP are ultimately subject to public review; however, during the competitive bid process, all proposals will be kept confidential. Upon award and execution of the contract by awardee(s), all proposals and supplemental information will be subject to public review, with the exception of those elements of a proposal 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 a proposal 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 proposal 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.

14. CalMHSA Contract

The selected applicant (or applicants for multiple awards) must be able to execute a services contract with CalMHSA based on CalMHSA's paper and terms prior to the project start date (or as otherwise specified by CalMHSA) and will be expected to sign a CalMHSA Business Associate Agreement. A Certificate of Insurance in alignment with CalMHSA's contract terms will be required prior to contract execution.

15. Format of Proposals

Proposals must be submitted through CalMHSA's e-Procurement Portal at: <https://calmhsa.bonfirehub.com/>. Submissions by other methods will not be accepted. Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox are recommended. JavaScript must be enabled.

Browser cookies must be enabled. Applicants 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>.

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. All PDFs documents must be formatted in Times New Roman, 12 pt.

font, double spaced, unless otherwise indicated in the Requested Information. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.