

California Mental Health Services Authority (CalMHSA)


Request for Proposals (RFP)

Innovation Program of Fresno County

Participatory Action Research with Justice-Involved Youth Using an Adverse Childhood Experience Framework Implementation Plan

Applications due by 5:00 p.m. PST on June 10, 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, addendum or cancel the RFP at any time.

1. Innovation Program of Fresno County — Participatory Action Research with Justice-Involved Youth Using an Adverse Childhood Experience Framework Implementation Plan RFP Summary

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.

This RFP does not commit CalMHSA to contract for any supply, product 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.

Members of the research team who are going to be cofacilitating the focus group with the peer youth may be required to have a background check to enter the Juvenile Justice Campus.

The researcher must be present in Fresno County, have experience working in Fresno County or with this population, and be able to show up and have a presence in Fresno County during the course of the project.

2. Project Scope of Work

CalMHSA, in partnership with Fresno County Department of Behavioral Health (DBH), is requesting proposals for a researcher, or team of researchers, to lead a Participatory Action Research Project that focuses on justice-involved youth ages 15-17, who are both in Fresno County's Juvenile Justice Campus (JJC) and in the community under probation supervision. The project seeks to focus on research rather than services, with a final report that gives clarity to the following learning components:

- Best practices for prevention of justice involvement among youth that align with needs of local youth based on youth input
- Strategies for engaging with justice-involved youth generally and in research
- Strategies to reduce future involvement in the justice system based on data obtained from youth participants

The duties of the selected research candidate are listed below under Section 2 – I. Deliverables. This overview will provide the broad activities of this project. The selected research candidate will first complete a data analysis and literature review in order to identify the current, local Adverse Childhood Experience (ACEs) information. This report will be utilized to inform the research design for this project. Peer youth (defined as youth ages 15-17 who are currently justice-involved in Fresno County) will be trained by a Fresno County agency, Court Appointed Special Advocate (CASA), to lead a training session on ACEs utilizing a CASA-developed ACEs curriculum. The selected researcher will not be responsible for project coordination (e.g., recruiting youth to participate, logistics with meeting time and space, etc.). This project will consist of two peer-youth led sessions as described below:

- Session One: In these sessions the youth trainers/facilitators will provide a one-to-two-hour training on ACEs to other youth ages 15-17. The youth facilitator will lead the training but will have a member of the research team on hand for support and rapport-building.

- Researcher’s role: Observe and assist youth trainer only if needed
- Session Two: The researcher will work with the youth co-facilitator to provide an ACEs refresher and then begin the research inquiry. Discussion topics may include participants’ understanding of ACEs, how they think ACEs impacted them, at what age they think they were impacted, and types of interventions participants think could have helped them or someone in that same circumstance.
 - Researcher’s role: Co-facilitate focus group with peer youth facilitator, gather data for report

The Examination of ACEs and Justice-Involved Youth Research Project Timeline		
Year	Goal	Researcher Activities
1: FY 2023-24 FY is July 1, 2023- June 30, 2024	Onboarding	<ul style="list-style-type: none"> ● Select and contract with researcher through RFP process ● Complete Fresno County ACEs Data Analysis and Literature Review Report to inform research design
2: FY 2024-25	Implementation	<ul style="list-style-type: none"> ● Facilitate groups ● Collect input
3: FY 2025-26	Implementation	<ul style="list-style-type: none"> ● Continue to attend youth-led trainings/facilitate groups ● Collect data
4: FY 2026-27	Implementation	<ul style="list-style-type: none"> ● Continue to facilitate groups ● Collect data and complete data collection ● Analyze data to date
5: FY 2027-28	Completion	<ul style="list-style-type: none"> ● Process and synthesize the data ● Develop a report by January 2028 ● Conclude program

Project Goals

The goals of the project are to engage at least 70% of the eligible population (15-17-year-old justice-involved individuals). For year 1, this would be approximately 193 individuals, and for the entire project approximately 400 individuals. Following the completion of data collection, the researcher will synthesize and analyze the data. The data will be used to develop and submit a final report to Fresno County DBH and CalMHSA. The findings from this research project can be used to increase the wellness of this diverse and often inappropriately served population. The research report will not provide any direct services or programming, but the findings will allow Fresno County DBH and their partners to create more appropriate prevention services, resources, and supports for youth and their families in the future. The report will develop recommendations on best practices for the prevention of justice involvement of youth, active inclusion of justice-involved youth in research, and strategies to reduce youth justice involvement in the future. Additionally, Fresno County DBH will use this report to share widely with the community, including electronic sharing and presentations.

Budget

The initial award amount will not exceed \$1,939,000.

Please note the final year FY 27/28 budget cannot exceed \$250,000.

I. Deliverables

Selected researcher will be expected to complete and participate in the following for this project:

- I. **Develop and produce data analysis and literature review.** Researcher to develop and produce a data analysis and literature review to identify the current local ACEs information in Fresno County. This will be used to inform the research design and will be approved by CalMHSA and Fresno County DBH.
- II. **Develop and produce a research plan detailing specific project goals and individual objectives.** The research plan should include the research methodology, ideal strategies or methods for reaching project goals, key performance indicators, required resources and a summary.
- III. **Participate in focus group activities with 15-17year-old justice-involved youth.** Researcher will observe and support as needed in the peer youth-led ACEs training (session 1) and will cofacilitate the focus group with peer youth facilitator (session 2). In session 2, the researcher and peer youth facilitator may discuss participants’ understanding of ACEs, how they think ACEs impacted them, at what age they think they were impacted, and types of interventions participants think could have helped them or someone in that same circumstance. The information collected will be used as data to inform the final report.
- IV. **Participate in meetings with CalMHSA and other project partners as requested.** The researcher will be expected to attend and participate in requested meetings with CalMHSA, Fresno County DBH and other project partners as requested by CalMHSA.
- V. **Develop and produce final report.** The data will be used to develop and submit a final report to Fresno County DBH and CalMHSA. The findings from this research project can be used to increase the wellness of this diverse and often inappropriately served population. The research report will not provide any direct services or programming, but the findings will allow Fresno County DBH and partners to create better prevention services, resources, and supports for youth and their families in the future.

3. Requested Information

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

- 1. Cover sheet
- 2. Overview of your or your agency’s experience developing research projects, with a focus on cultural humility for special populations, particularly with justice-involved youth, BIPOC individuals, individuals from socioeconomically diverse backgrounds and individuals from rural/metro backgrounds. Please include your/your agency’s connection with Fresno County. Please include your/your agency’s experience working with multi-department teams.

3. Documentation on cultural humility training and related work. If training is not completed before RFP deadline, please include a plan for how you or your team would meet this requirement if selected.
4. Overview of how you or your agency would approach creating a research plan for this project.
5. Describe how you or your team would approach working with justice-involved youth and support the youth-led trainer approach of this project.
6. Are you located in Fresno County? If not, where are you located? What would be required of your team to be present in Fresno for the focus group sessions? (Include any travel costs in budget)
7. Implementation roadmap and high-level tasks/milestones, including a timeline for completion of final report based on the scope of work and requirements provided in this RFP. Please also list the anticipated resources required.
8. Include a line-item budget that does not exceed \$1,939,000. Please note that the budget for the final year (FY 2027/28) cannot exceed \$250,000. Administrative costs cannot exceed 15% of the total budget. Proposed staff time/salaries should be included. Travel reimbursement should not be less than the federal mileage and reimbursement rates.
9. Three 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 four-year degree or higher in research sciences.
2. Applicant's staff must be located within the State of California.
3. 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 years, applicant must disclose claims information as part of their response submittal.
4. Financial information: Applicant is required to submit copies of their most recent audited financial statements.
5. Applicant must be able to meet the expected project start date of June 1, 2024.

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	May 14, 2024
Bidders Conference	May 17, 2024 from 1:00 – 2:00 PM (PST) via Zoom
RFP Questions Due	May 23, 2024
RFP Questions Answered	May 29, 2024
Deadline for Responses to be Submitted	June 10, 2024 at 5:00 PM (PST)
Application Review	June 11, 2024 – June 14, 2024
Notice of Intent to Award	June 17, 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 May 23, 2024. The FAQ responding to the questions will be posted on May 29, 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. Withdrawal/Proposal Amendment

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 receive 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). 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.