



Request for Statement of Qualifications (RFSQ)

Professional Services Staff Augmentation for Health Information Technology (HIT) Projects

Applications Due by 5:00 PM May 20, 2022



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1 RFSQ Summary

The California Mental Health Services Authority (CalMHSA), a Joint Powers Authority (JPA), serves California Counties and Cities 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.)

To augment our professional services capabilities related to a number of Health Information Technology (HIT) projects, CalMHSA is seeking qualified vendors to provide professional services related to:

1. Request for Proposal (RFP) Development and Procurement Management Process
2. Electronic Health Record Implementation Team Reinforcement
3. Electronic Health Record Data Conversion/Migration
4. HIT Data Infrastructure and Governance Consulting
5. ONC and CMS Final Rule Interoperability Strategy and Implementation Consulting

The RFSQ application process allows organizations to be evaluated for capability and compliance prior to submitting a formal Request for Proposal. This request 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 RFSQ; all costs associated with responding to this RFSQ will be solely at the interested party's expense. Not responding to this RFSQ does not preclude participation in any future RFP, if any is issued.

2 Project Scope of Work

California Mental Health Services Authority (CalMHSA) is seeking to establish a list of qualified vendors with significant experience in specific types of Health Information Technology (HIT) projects. Based on the Applicant's submission, CalMHSA will match agencies based on CalMHSA's organizational need to the vendor's expertise. One or more firms may be selected for placement on a pre-qualified providers list. Those selected may be requested to engage in one or more of the following services:

1. **Request for Proposal (RFP) Development and Procurement Management Process** – On behalf of CalMHSA, develop Request For Proposal and manage the complete procurement process with qualified vendors.
2. **Electronic Health Record Implementation Team Reinforcement** – Provide consulting resources with relevant experience in implementing Electronic Health Records (EHR) in healthcare settings. Roles to potentially include; Solution Delivery Consultants, Sr. Solution Delivery Consultants, Trainers, and Training Documentation Analysts.
3. **Electronic Health Record Data Conversion/Migration** – Provide qualified technical resources with relevant experience extracting data from legacy systems, assuring data quality through various data preparation activities, and converting data into new EHR and Master Patient Index (MPI) solutions.

4. **HIT Data Infrastructure and Governance Consulting** - Provide consulting and technical resources to define processes, roles, policies, standards metrics and infrastructure elements that ensure the effective and efficient use of Health Information across CalMHSA.
5. **ONC and CMS Final Rule Interoperability Strategy and Implementation Consulting** – Provide consulting services related to the regulatory and technical components of meeting ONC and CMS requirements across multiple established Electronic Health Records.

3 Requested Information

The following response components are required for each Scope of Work (SOW). CalMHSA is not responsible for costs associated with the development of responses nor shipping or delivery of the same.

Please submit the following components as part of your response (5 Pages Maximum):

1. Background of organization
 - a. Identify the specific Service Area(s) listed under the SOW for which your organization is responding.
 - b. Detail any previous experience in providing the specific Service Area(s) for which your organization is responding.
 - c. Provide examples of previous work that is similar in scope and complexity to the items outlined in this SOW.
 - d. Applicant must submit 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 SOW.
 - e. Applicant must provide an estimated fee schedule based on the proposed services to be completed. This should include estimated costs for staffing and supplies. *
 - f. Applicant must provide the above information for prime contractors as well as any sub-contractors included in their program.

* All cost estimates are subject to negotiation if selected to contract.

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(s) must have a minimum of five (5) years of experience providing specific Service Area(s) for which your organization is responding as requested in the scope of work.
2. 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.

5 CalMHSA Rights and Responsibilities

1. CalMHSA is not responsible for representations made by any of its officers or employees prior to the execution of the Agreement unless such understanding or representation is included in this RFSQ or any written addenda to this RFSQ.
2. CalMHSA has the right to amend the RFSQ 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 RFSQ. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the 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 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 Representatives

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
RFSQ Issued	March 25, 2022
RFSQ Questions Due	April 22, 2022 (No later than 5:00PM PST)
RFSQ Questions Answered	April 28, 2022 (No later than 5:00PM PST)
Deadline for Responses to be Submitted	May 20, 2022, (No later than 5:00PM PST)
Application Review	May 31, 2022

**All dates are tentative and can be changed with per CalMHSA’s discretion. Any date changes that occur will be posted on the CalMHSA website.

Submittal Address

All Submissions must be submitted electronically using CalMHSA’s e-Procurement Portal, Bonfire:

<https://calmhsa.bonfirehub.com/>.

RFSQ 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 RFSQ is **April 22, 2022** (No later than 5:00PM PST). The FAQ responding to the questions will be posted on **April 28, 22** (No later than 5:00PM PST), at <https://calmhsa.bonfirehub.com/> and on the CalMHSA website.



To ensure all parties have access to the same information at the same time, except as stated below, CalMHSAs 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 CalMHSAs's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

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

If a question relates to a proprietary/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 CalMHSAs 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 CalMHSAs does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified and asked whether the vendor would like the question to receive a public response or no response at all.

Withdraw

An Applicant may withdraw or amend its proposal, but only before the Application Submittal Deadline, directly on CalMHSAs's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

Review of Applications

CalMHSAs will receive all applications and review for completeness and adherence to the RFSQ 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 RFSQ.

The review panel is comprised of individuals with varied backgrounds, to include professional expertise, lived experience, personal knowledge, etc. Panelists' information will not be disclosed as a matter of confidentiality. CalMHSAs is committed to ensuring the RFSQ review panel is representative of California's racial, ethnic, and cultural diversity.

Selection will not be based exclusively on price or highest score. CalMHSAs reserves the right to negotiate with Applicants who, in the opinion of the review panel, have submitted the best proposal in an attempt to reach an agreement. If no agreement is reached, CalMHSAs may negotiate with other Applicants or may choose to extend the proposal period. CalMHSAs also reserves the right to meet with vendors to gather

additional information. Additional information may include, but is not limited to, a demonstration of 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 bases for protest are that the award was (1) in violation of law, (2) in violation of the provisions of this RFSQ, 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, RFSQ 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: Chief Administrative Officer
1610 Arden Way
STE 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 RFSQ 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 Request

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All proposals received for this RFSQ 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 RFSQ, 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.

Format of Proposal

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. 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.