



Request for Proposal

Peer Support Specialist Certification Program -*Training for Parent, Caregiver, Family Member Peer Specialization Training Curriculum*

Applications due by 5:00 PM PST on **Friday, June 3, 2022**, via the [Bonfire Submission Portal](#)



Table of Contents

1	<u>RFP SUMMARY</u>	3
2	<u>PROJECT SCOPE OF WORK</u>	6
2.1	DELIVERABLES	6
3	<u>REQUESTED INFORMATION</u>	7
4	<u>AGREEMENT TERMS</u>	8
5	<u>MINIMUM REQUIREMENTS</u>	8
6	<u>CALMHSA RIGHTS AND RESPONSIBILITIES</u>	8
7	<u>CALMHSA OPTION TO REJECT PROPOSAL PACKAGES</u>	9
8	<u>TRUTH AND ACCURACY OF REPRESENTATIVES</u>	9
9	<u>SUBMISSION INSTRUCTIONS AND REQUIREMENTS</u>	10
9.1	PROPOSAL TIMELINE	10
9.2	SUBMITTAL ADDRESS	10
9.3	RFP QUESTIONS AND CLARIFICATIONS	10
9.4	WITHDRAWAL	11
9.5	REVIEW OF APPLICATIONS	11
9.6	NEGOTIATIONS WITH POTENTIAL PROPOSERS	11
9.7	PROTEST PROCEDURES	12
9.8	NOTICE REGARDING PUBLIC RECORDS ACT REQUEST	12
9.9	PROPOSAL FORMAT	13



1 RFP 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.*).

CalMHSa is the certifying body for the certification of Medi-Cal Peer Support Specialists in California. As the certifying body, CalMHSa is seeking proposals for the purpose of soliciting responses for interested entities with the experience and capacity to provide comprehensive training for certified Peer Support Specialists interested in receiving training in the Parent, Caregiver, Family Member Peer specialization. The training curricula includes all competencies required for the Parent, Caregiver, Family Member Peer specialization. The Parent, Caregiver, Family Member Peer specialization training focuses on parents, caregivers, and family members with lived experience having raised, are raising a child, or providing personal care for someone in the public behavioral health system of care. Training should focus on mental health, substance use disorder, and/or both (behavioral health).

CalMHSa conducted a [landscape analysis](#) and looked at domains and core competencies across the country that satisfy the equivalent of a Parent, Caregiver, Family Member Peer certification. Many of the states follow the requirements and core competencies outlined by the National Federation of Families. Additionally, CalMHSa held focus groups with subject matter experts to examine the domains and core competencies for the Parent, Caregiver, Family Member Peer specialization, whilst keeping in mind the core competencies for Medi-Cal Peer Support Specialist certification in California.

In conclusion, CalMHSa, in tandem with the National Federation of Families and recommendations provided by the Parent, Family Member, and Caregiver Peer focus groups, CalMHSa's final analysis observed the totality of the seventeen core competencies provided by the initial eighty-hour generalist certification training afforded a Certified Medi-Cal Peer Support Specialist with a robust foundation and thoroughly covered the scaffolding found in the 5 core competencies in the National Federation of Families. Subsequently, an additional 40 hours of experiential learning specific to the Parent, Family Member, and Caregiver Peer systems will be implemented to construct the Parent, Family Member, Caregiver Peer Specialization Certification.

The following are the identified core competencies the Parent, Caregiver, Family Member Peer Specialization for certified Peer Support Specialist.



National Federation of Families Competencies	
<p><u>1. Professional Responsibilities:</u></p> <p>Skills that can be assigned to this core competency include:</p> <ul style="list-style-type: none"> • Basic Work Skills • Knowledge of Policies • Ethics • Confidentiality • Boundaries • Professional Development • Demonstrating Cultural Humility 	<p><u>2. Systems Knowledge and Navigation:</u></p> <p>Knowledge that can be assigned to this core competency includes:</p> <ul style="list-style-type: none"> • Education • Behavioral Health / Mental Health • Justice System • Health Care • Child Welfare • Use of Peer Services • Intellectual and Developmental Disabilities • Substance Use • Social Services • Legal Rights and Responsibilities in System Supports
<p><u>3. Resources and Natural Supports:</u></p> <p>Skills that can be assigned to this core competency include:</p> <ul style="list-style-type: none"> • Helping Families Identify and Use Natural Supports • Helping Families Access and Navigate Local Resources • Identifying Family Strengths, Needs and Outcomes • Crisis and Safety Planning • Family Relationship Building • System Partner Relationship Building 	<p><u>4. Wellness and Resiliency:</u></p> <p>Skills that can be assigned to this core competency include:</p> <ul style="list-style-type: none"> • Holistic Approach to Wellness • Promoting Resiliency • Recovery Principles • Impact of Trauma, Compassion Fatigue, Burnout and Grief • Wellness Education • Parenting Skills • Self-Care Strategies (For Providers and Families)
<p><u>5. Effecting Change:</u></p> <p>Skills that can be assigned to this core competency include:</p> <ul style="list-style-type: none"> • Building Collaborative Partnerships • Problem Solving • Relationship Building • Effective Advocacy • Addressing Stigma • Systems Navigation • Communication Skills • Interpersonal Skills 	<p>(Blank)</p>



This request does not commit CalMHSA to contract for any supply or service whatsoever. In addition, responders 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 interested party's expense. Not responding to this RFP does not preclude participation in any future RFP submissions, if any is issued.

Background Information

Senate Bill 803 (SB 803): Peer Support Specialist Certification Program, authorized the Department of Health Care Services (DHCS) to seek federal approvals to add peer support specialists as a Medi-Cal provider type and peer support services as a distinct service type in counties opting to participate in a peer certification program. SB 803 also directed DHCS to develop state standards for this program. Those eligible for the Peer Support Specialist Certification are an "individual who is 18 years of age or older, who has self-identified as having lived experience with the process of recovery from mental illness, substance use disorder, or both, either as a consumer of these services or as the parent or family member of the consumer" (SB803, Article 1.4, section 14045.12(g)). Peer Support Specialists may serve in an array of behavioral health settings providing "culturally competent services that promote engagement, socialization, recovery, self-sufficiency, self-advocacy, development of natural supports, and identification of strengths" (SB 803, Article 1.4, section 14045.12(h)).

The intent of SB 803 is that the Peer Support Specialist Certification program will achieve all the following outcomes (section 14045.11(a-g)):

- 1) Support the ongoing provision of services for individuals experiencing mental health care needs, substance use disorder needs, or both, by certified peer support specialists;
- 2) Support coaching, linkage, and skill building of individuals with mental health needs, substance use disorder needs, or both, to families or significant support persons;
- 3) Increase family support by building on the strengths of families and helping them achieve a better understanding of mental illness to help individuals achieve desired outcomes;
- 4) Support collaboration with others providing care or support to the individual or family;
- 5) Assist parents, families, and individuals with developing coping mechanisms and problem-solving skills in order to help individuals achieve desired outcomes;
- 6) Promote skill building for individuals in the areas of socialization, recovery, self-sufficiency, self-advocacy, development of natural supports, and maintenance of skills learned in other support services and;
- 7) Encourage employment under the peer support specialist certification to reflect the culture, ethnicity, sexual orientation, gender identity, mental health service experiences, and substance use disorder experiences of the individuals the peer support specialist serves.



In alignment with SB 803, DHCS used multiple methods for gathering input to identify and establish program requirements to set statewide standards for the state-approved Medi-Cal Peer Support Specialist Certification. The information from the analyses were used to establish the Medi-Cal Peer Support Specialist Certification Program standards. The DHCS released guidance for the Peer Support Specialist Certification program implementation through the State of California- Health and Human Services Agency, Department of Health Care Services [Behavioral Health Information Notice No: 21-041](#) (BHIN 21-041). The BHIN 21-041 outlines standards for implementation, including core competencies that shall be met through the training curriculum for Peer Support Specialist.

2 Project Scope of Work

The California Mental Health Services Authority (CalMHSA) is seeking qualified vendors with the expertise and capacity to provide training for the Parent, Caregiver, Family Member Peer specialization for certified Peer Support Specialist.

Training curriculum for the Parent, Caregiver, Family Member Peer specialization will need to encompass core competencies standards within the 5 domains as noted above and meet the 40 training hour requirement.

The selection process will consider the merits of the proposed approaches, the qualifications of the organization(s), the resources offered, the proposed timeline, and the life-cycle costs. CalMHSA reserves the right to select one or more providers if deemed the best option.

2.1 Deliverables

The deliverables for this scope of work include, but not limited to, the following:

- 1) **Provide training to** certified Medi-Cal Peer Support Specialists for the Parent, Caregiver, Family Member Peer specialization.
 - a. Curriculum must meet standards noted above.
 - b. Applicant will be required to adhere to all national ADA regulations when developing and implementing their curriculum.
- 2) **Collect and provide the following data collection points found in Attachment A of this RFP to CalMHSA throughout their project period on a quarterly basis.**



3 Requested Information

The following response components are required to be submitted within the final application. CalMHSA is not responsible for costs associated with the development of proposals nor shipping or delivery of such. **(Maximum 5 Pages)**

The following information is to be submitted as part of the proposal:

1. Overview

- a. Please include an organizational chart if available.
- b. Provide a brief overview of your company's history and background.
- c. Past experience working with County/City Mental/Behavioral Health Departments and/or behavioral health organizations or initiatives.
- d. Past experience working with individuals with lived mental health experience, and/or family members, parents, and caregivers.
- e. Past experience with workforce education and training development.
- f. Provide one example of prior work that is similar in scope and complexity to the items outlined in this Scope of Work.
- g. Must provide the above information for prime contractors as well as any sub-contractors.

2. Method/Approach/Process

- a. Describe in detail how your organization will address any necessary training accommodations.
- b. Describe in detail how your organization approaches cultural humility when working with different populations across California.

3. Training Curriculum

- a. Please submit a comprehensive PDF document for this requirement following the questions provided in the **questionnaire attachment guide**. **This document is not included in the 5-page maximum.**

4. Budget/Cost –

- a. The selected Provider will be entering into a deliverable-based contract with CalMHSA.
- b. For entities submitting a proposal which includes the use of subcontractors (collaboration with other entities), please ensure deliverables are inclusive of all costs. CalMHSA will have no influence over subcontractors, therefore it will be the Provider's responsibility to manage all subcontractors and hold them to the same provisions they are being held to, under CalMHSA's contract.



4 Agreement Terms

The Agreement is subject to fund availability. If it is determined funds are no longer available, the Agreement may be terminated without cause or penalties.

The Agreement is intended to commence on **June 17, 2022**, or upon CalMHSA approval.

The resulting Agreement will not take effect until fully executed by all parties and all insurance requirements have been met.

The Agreement term may change if CalMHSA makes an award earlier or later than expected, or if CalMHSA cannot execute the Agreement due to unforeseen delays.

5 Minimum Requirements

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

- 5.1. Proposer(s) must have a minimum of three (2) years of direct experience in the development of workforce or education program development for mental health and/or substance use service organizations or local government agencies.
- 5.2. Proposer(s) must comply with the RFP format and requirements set forth item 6 below.
- 5.4. Proposer must submit three (3) signed letters of support, including references from organizations with whom Proposer has contractual or other business relationships who can substantiate Proposer's capacity to provide such services as described in. **The Letters of Support are not included in the 5-Page Maximum Proposal Requirement.**
- 5.5. Proposer must not currently have a Settlement Agreement or Claim against them with any of CalMHSA's member counties or any other state agency. If there are current claims against the proposer in excess of \$10,000 within the last five (5) years, Proposer must disclose claims information as part of their proposal submittal.
- 5.6. Financial Information: Proposer is required to submit copies of Proposer's most recent audited financial statements if selected to contract with CalMHSA.

6 CalMHSA Rights and Responsibilities

- 6.1 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 RFP or any written addenda to this RFP.



- 6.2** 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 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.

7 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 a Proposer in connection with preparation and submittal of any Proposal Package.

8 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.



9 Submission Instructions and Requirements

9.1 Proposal Timeline

EVENT	KEY DATES
RFP Issued	May 17 2022
RFP Questions Due via CalMHSA's E-Procurement Portal	May 23, 2022
RFP Questions Answered	May 25, 2022
Deadline for Proposals to be Submitted	June 3, 2022
Application Review	June 10, 2022

9.2 Submittal Address

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

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

9.3 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, 2022**. The Frequently Asked Questions (FAQs) Document responding to all posed questions will be posted on **May 25, 2022** 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, CalMHSA will **NOT** respond to questions as they are received and will not accept telephonic questions.

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



If a Proposer is unable to submit questions via the Bonfire e-Procurement Portal, the Proposer must provide CalMHSA with an email justification at info@calmhsa.org outlining why the Proposer 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 proposer must mark the question as "CONFIDENTIAL." With the question, the proposer 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 in confidence. If CalMHSA 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.

9.4 Withdrawal

A proposer may withdraw or amend its proposal, but only before the Application Submittal Deadline of **June 3, 2022**, directly on CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

9.5 Review of Applications

CalMHSA will receive all applications and review 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.

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. CalMHSA is committed to ensuring the RFP review panel is representative of California's racial, ethnic, and cultural diversity.

9.6 Negotiations with Potential Proposers

Selection will not be based exclusively on price. CalMHSA reserves the right to negotiate with proposers 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, CalMHSA may negotiate with other proposers or may choose to extend the proposal period. CalMHSA 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.



9.7 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: 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 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.

9.8 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 RFP are ultimately subject to public review; however, during the competitive bid process, all proposals will be kept confidential. Upon award and execution of 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.

9.9 Proposal Format

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. 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>.

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.



Attachment A

	A	B	C	D
1	Scholarship Number (if applicable)			[field]
2	1) First, Middle, Last (legal name):			[field]
3				
4	2) Currently employed in peer support role: (yes/no)			[field]
5				
6	3) If yes, County of Employment			[field]
7	4) If yes, Employer Agency Name			[field]
8	5) Peer Support Specialist Demographic			
9		a) Age		
10		i. 18-25		[field]
11		ii. 26-64		[field]
12		iii. 65+		[field]
13		b) Gender Identity		
14		i. Male		[field]
15		ii. Female		[field]
16		iii. Non-binary		[field]
17		c) Race/Ethnicity		
18		i. American Indian/Alaskan		[field]
19		ii. Asian/Pacific		[field]
20		iii. Black		[field]
21		iv. Hispanic		[field]
22		v. White		[field]
23		vi. Not Reported		[field]
24		d) Proficient Languages (multi-lingual peers may be counted under multiple fields)		
25		1. Arabic		[field]
26		2. Armenian		[field]
27		3. Cambodian		[field]
28		4. Chinese (combined Cantonese or Mandarin)		[field]
29		5. English		[field]
30		6. Farsi		[field]
31		7. Hindi		[field]
32		8. Hmong		[field]
33		9. Japanese		[field]
34		10. Korean		[field]
35		11. Lao		[field]
36		12. Punjabi		[field]
37		13. Russian		[field]
38		14. Spanish		[field]
39		15. Tagalog		[field]
40		16. Thai		[field]
41		17. Vietnamese		[field]
42		18. Other		[field]
43	6) Number REGISTERED for Peer Support Specialist Training:			[field]
44	7) Number COMPLETED Peer Support Specialist Training:			[field]
45	8) Number REGISTERED for training in a Specialization:			
46		a) Parent, Caregiver and Family Member Peer		[field]
47		b) Crisis Services		[field]
48		c) Homeless		[field]
49		d) Forensic		[field]
50	9) Number COMPLETED training in a Specialization:			
51		a) Parent, Caregiver and Family Member Peer		[field]
52		b) Crisis Services		[field]
53		c) Homeless		[field]
54		d) Forensic		[field]