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| **Request for Proposals #HSS-18-01:**  **Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) for Older Adults** | |
| **ATTACHMENT B – QUALIFICATIONS AND PROGRAM NARRATIVE** | |
| **Proposer Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |
| **Section 1: Qualifications and Experience (4 pages Maximum for Questions 1-7)** | |
|  | **Please describe your organizational background.** Please include:   * Organizational history * Years in business performing mental health screenings, assessments, case management, and the provision of mental health treatment, including brief treatment models * Experience in the field of geriatric mental health services for consumers age 60 and over. * Experience conducting community outreach, education, and stigma reduction activities * Experience providing trainings related to geriatric mental health and suicide prevention |
|  | **Please list, if any, of all current contractual relationships with the County of Solano and all those completed within the previous five-year period.** The list must include:   * Contract number * Contract term * Brief description of core service/s delivered |
|  | **Describe your organization’s infrastructure related to the maintenance of medical records or program clinical records**; i.e. electronic health record (EHR), database system, or other method. Describe how you ensure the security of protected health information (PHI). |
|  | **Describe your organization’s infrastructure related to data and performance outcome tracking.** |
|  | **Describe any experience engaging in quality improvement processes that may include voluntary performance improvement plans and/or plans of correction to address performance issues.** |
|  | **Describe information related to contract sustainability including organization’s infrastructure to support the program if awarded the contract.** Please include:   * Administrative, management and supervisory infrastructure specifically focused on programmatic deliverables including clinical oversight. * Provide information regarding agency contracts that were terminated due to poor performance and the context surrounding the performance issues. |
|  | **A statement as to whether there is any pending litigation against the Proposer.** |

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| **Section 2: Program Narrative (8 pages maximum for Questions 1-8)** | |
|  | **The name of the proposed prevention and early intervention program and a brief 2-4 sentence description of the overall program.** |
|  | **Describe your proposed prevention activities.** Please include:   * Target population for prevention activities * An estimate of the number of individuals served by each activity and how these estimates were determined * Evidence-based practices (EBP) or specific models that will be utilized in the program * Validated instruments that will be utilized and cycle of administration **Include copies of instruments to be used as an Attachment** * Goals and intended outcomes of the proposed prevention activities, how they will be measured, and the timeframe for accomplishing the goals and outcomes. |
|  | **Describe your proposed early intervention activities.** Please include:   * Target population for early intervention activities * An estimate of the number of older adults served by each activity and how these estimates were determined * Evidence-based practices (EBP) or specific models that will be utilized in the program * Validated instruments that will be utilized and cycle of administration **Include copies of instruments to be used as an Attachment** * Goals and intended outcomes of the proposed early intervention activities, how they will be measured, and the timeframe for accomplishing the goals and outcomes. |
|  | **Describe how individuals will access services. Clearly state the proposed access points for the program.** |
|  | **Describe how this program will specifically address the needs of older adults.** |
|  | **Describe how will the program will demonstrate cultural and linguistic competence as outlined in the National CLAS Standards.** |
|  | **Describe your staffing model and how appropriate services will be delivered by program personnel.** Please include:   * Required credentials/education level of staff delivering prevention and early intervention services * Training that will be provided for program personnel related to addressing the needs of the older adult population, compliance, cultural competency, suicide prevention, crisis intervention, etc. * Staff dedicated to ensuring adequate contract oversight and supervision of program personnel. |
|  | **Describe the program implementation plan which should illustrate the critical steps needed to start the proposed program and to identify any challenges associated with implementation.** |