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## Solano County Health & Social Services Behavioral Health Division

### Request for Qualifications #2020-BH01: EARLY AND PERIODIC SCREENING, DIAGNOSIS, AND TREATMENT (EPSDT) MENTAL HEALTH SERVICES FOR CHILDREN AGES 0-5

**Issued: February 5, 2020**

**Applications due: March 4, 2020 5:00 PM PST**

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## 1 SCOPE OF SERVICES AND PROGRAM APPLICATION

### 1.1 Overview

The Solano County Health and Social Services Department – Behavioral Health Division hereinafter referred to as the “County,” announces a Request for Qualifications (RFQ) from qualified organizations to administer and provide Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Mental Health Services in Solano County. This RFQ is to address the mental health needs of children Ages 0-5 who are experiencing a mental health condition. This RFQ is funded by Solano County Health and Social Services and is projected to be, at minimum, a 3-year effort. Applicants will need to be certified to bill Short-Doyle Medi-Cal. Non-profit organizations, health care systems, for-profit organizations, educational institutions, and government entities are eligible to apply.

The resulting award will be to one or more organization/s, take the form of one or more contracts with the County, and is scheduled to begin as early as **July 1, 2020** through **June 30, 2023**. Funding is available through this RFQ in the annual range of **\$550,000 - \$1,200,000; and will vary based on individual agency proposals, services, and needs**. The total range for subsequent years will be **\$550,000 - \$1,200,000** pending the availability of funds.

Although this is a multi-year solicitation, annual funding is contingent on (1) availability of funds and (2) meeting contractually-agreed-upon program outcomes.

### 1.2 Background

Solano County is the twentieth largest California County (as measured by population) with a total population of over 430,000. The county has seven incorporated cities including Fairfield (the county seat), Benicia, Vallejo, Vacaville, Suisun City, Rio Vista and Dixon. The majority of residents reside within these cities and the majority of County facilities are currently located in the incorporated areas. Solano County’s population is stable and/or growing, particularly in the northern portion of the county. The Behavioral Health Division of the Health and Social Services Department assists over 6,500 children, youth and adult beneficiaries each year who are experiencing a psychiatric crisis or who have significant mental and emotional disabilities. Services include therapy, case management, psychiatric assessments and medication, outpatient treatment, day treatment, intensive full-service partnership services, crisis intervention, and a range of community support services.

The EPSDT benefit provides comprehensive health coverage for all children and youth under age 21 who are enrolled in Medicaid. Created in 1967 and required in every state, EPSDT finances a wide array of appropriate and necessary pediatric services. This benefit requirement includes children enrolled in a state’s Children’s Health Insurance Program (CHIP) through [Medicaid Expansion CHIP](#), but not those in separate, private CHIP health plans.

### 1.3 Description of Services

The Solano County Health and Social Services Department is seeking qualified behavioral health provider agencies (applicants) to enter into contract to provide outpatient EPSDT behavioral health services for children ages 0-5 experiencing a mental health issues or an acute mental health crisis. Exceptions may be made to provide Therapeutic Behavioral Services (TBS), and Intensive Home-Based Services (IHBS) on a case-by-case basis.

Eligible applicants must be community-minded, collaborative and client-centered. The applicants selected will deliver – in partnership with and Solano County Behavioral Health (SCBH) and other

partners as applicable – a coordinated system of services which provides behavioral health assessments, treatment, case management and community linkage.

It is the applicant's responsibility to propose a complete document that explains in detail the applicant's offering. This proposed approach will be used as the basis for negotiating the final Scope of Work for inclusion in the Standard Contract. The Standard Contract also includes the terms and conditions required by the County.

The selected agency shall provide EPSDT services in Solano County for residents referred to the program by mental health providers, schools, law enforcement or other designated referring parties.

EPSDT services will be available during normal business hours; and extended and weekend hours as needed for specific scopes of work. EPSDT services shall include face-to-face delivery of services for beneficiaries. In order to help build rapport and a sense of trust and security, every effort should be made to serve youth in their homes or in the community when appropriate, as opposed to a clinical/office setting. The successful applicant – in consultation with the County – will develop a system and mechanism to ensure timely service delivery.

Though Applicants are not necessarily limited to these services, core program services include that the applicant:

- A. Utilize evidence-based or promising best practice models to treat behavioral health beneficiaries;
- B. Collaborate with referring agencies and other collateral supports including family members;
- C. Initiate linkage and referrals to alternate community resources including mental health providers, medical services, substance use services, etc.;
- D. Use the County-provided forms or other County-approved documentation;
- E. Maintain documentation/charting according to County and industry standards and all documentation shall meet documentation standards set by the Mental Health Plan which adhere to Medi-Cal and Medicare requirements per Solano County Documentation Manual;
- F. Provide mental health services that are strengths-based, person-centered, safe, effective, timely and equitable; supported by friends and the community; with an emphasis on promoting wellness and recovery.
- G. Ensure that direct clinical services are provided by licensed, registered or waived clinicians or trained support counselors.
- H. Supervise unlicensed staff in accordance with Medi-Cal and the applicable California State Board guidelines and regulations.
- I. Adhere to all relevant current and potential future Title IX regulations

Other mental health services and activities may be proposed. All services should be provided with an emphasis on promoting wellness and recovery and be tiered to the appropriate level of services based on risk factors.

Services following specific models and/or utilizing promising evidence-based practices are highly desired. Services should be linked to program goals and intended outcomes, including plans for how goals and outcomes will be measured. The use of validated instruments for determining if services are making a positive impact are also highly desired.

Applicants must demonstrate cultural and linguistic competence as outlined in the national [Culturally and Linguistically Appropriate Services \(CLAS\) standards](#). Submissions must include content that:

- A. Ensures that the cultural and linguistic needs of county residents will be met including strategies to meet the needs of Spanish-speaking (Solano County threshold language) and Tagalog-speaking populations;
- B. Ensures the provision of culturally appropriate services to lesbian, gay, bi-sexual, transgender, and questioning (LGBTQ) individuals; and
- C. Includes a program staffing plan that exhibits the cultural diversity reflecting the community(ies) served.

#### 1.4 SCOPE OF WORK

***\*All services provided must comply with all current and future requirements of [AB 403](#) and other related legislation comprising the California [Continuum of Care Reform](#) efforts\****

Contractor will provide outpatient mental health services to children 0-5 years of age (up to 6<sup>th</sup> birthday) that are eligible for the EPSDT Medi-Cal Program. Children from other California Counties may only be seen by Contractor with prior Presumptive Transfer authorization from the County of origin.

Contractor will employ one or more Evidenced-Based Practices (EBP) that can be found on Substance Abuse and Mental Health Services Administration (SAMHSA), National Registry of Evidenced Based Programs and Practices, (NREPP) list.

Contractor will submit in writing a plan which names the program and identifies the minimum training on curriculum and tools for children 0-5, both initial and ongoing, that is required to stay up to date. Also required will be an explanation of how the agency plans to maintain fidelity with the EBP and sustain the EBP.

##### **Work activities as defined in the Scope of Work**

- A. Contractor shall observe all mandatory timeline regulations for outreach, scheduling, assessments, service delivery, and any other timelines prescribed by Solano County Quality Improvement and Title IX.
- B. Provide mental health services for EPSDT Medi-Cal clients 0-5 years of age, including those who have demonstrated developmental delay, or are at-risk of decline or delay in developmental progress without using appropriate early childhood mental health interventions. Developmental delays are one of the factors placing infants and toddlers at risk for social/emotional health issues. All clients must have a current Diagnostic Classification of Mental Health and Development Disorders of Infancy and Early Childhood, (DC:03R) or Diagnostic and Statistical Manual of Mental Disorders (DSM-IV-TR) diagnosis to receive treatment services.
- C. The treatment offered will be strength-based which is defined as treatment that will include child-caregiver relationship for the purpose of enhancing effective communication and caregiver-child interaction, in order to optimize the child's development and child-caregiver and family relationships and overall quality of life. The services will be delivered in a culturally competent manner so that the County's diverse client population will be able to be served in an appropriate way. Services will be provided in the child and family's natural environment (such as home or child care) when possible, or other location if there is a documented clinical reason.

- D. For continuity of care, on a case by case basis, some services may be provided to clients older than 5 years of age that are part of a sibling set. Any mental health service provided to these clients must be pre-authorized by the County designee.
- E. If agencies are referred a prospective client from a community agency or a client is a walk-in, agencies will send the referral to the Partnership for Early Access for Kids program for screening.
- F. Agencies will be referred clients from the County designee that have been authorized for assessment.
- G. Upon the agencies' receipt of a client-referral from the County designee, agencies shall confirm a client's eligibility for EPSDT Medi-Cal services, open a case and begin an assessment of the client.
- H. After receiving a referral from the County designee, agencies will contact the client within 1-2 business days to offer an appointment to perform an assessment within 10 days. In the event that agencies cannot achieve this standard, agencies will notify the County designee within 1 business day for urgent referrals, and 2 business days for routine referrals. If capacity issues pose barriers to achieving this time frame, the client's caregiver will be given the option to remain on the agency wait list for an identified period of time or be referred to one of the other County EPSDT agencies.
- I. Conduct assessments utilizing the following instruments, which will be given at the end of each 6-month review period (or at the interval appropriate for that instrument):
  - a. Ages and Stages Questionnaire-Social Emotional (ASQ-SE).
  - b. Adult-Adolescent Parenting Inventory (AAPI-2).
  - c. Child and Adolescent Needs and Strengths (CANS)
- J. Agencies must receive authorization for services within 60 days from the date of episode opening.
- K. If a child is over 5 years of age at the time of their annual update, agencies must submit a concurrent plan justifying ongoing services not to exceed more than 6 months and a plan to transfer client to a provider that serves an older population.
- L. If a child is over 6 years of age at the time of their annual update, the estimated duration of treatment will be provided to the County designee at their annual review and at every 6-month review period thereafter.
- M. Provide clinical services with licensed or license-eligible mental health clinicians, or County approved graduate level students who are supervised by licensed clinicians.
- N. Each clinical service that is billed for reimbursement will be documented using the Behavior, Intervention, Response, Plan (BIRP) documentation model, as outlined in the current edition of the Mental Health Plan Documentation Manual.
- O. Utilization Review: agencies agree to participate in ongoing utilization management as required by the County.

## Performance Measures

- A. At least 80% of clients will demonstrate measurable improvement in at least one stated treatment goal during each 6-month period as evaluated by the client's Primary Service Coordinator. Measurable improvement will be determined by evaluation of the client's progress, notes filed in the client's medical record and changes on the Child and Adolescent Needs and Strengths (CANS) measurement tool given to each client a minimum of every 6 months.
- B. At least 70% of clients referred and receiving treatment will remain in treatment for at least 6 months unless successfully discharged.

## Reporting Requirements

Contract outcomes will be reported by the agency quarterly for ongoing quality assurance and monitoring. These reports will include:

- A. These assessment tools are given to clients at Intake, every 6 months, and at discharge.
  - a. The results are reported quarterly.
  - b. Ages and Stages Questionnaire-Social Emotional (ASQ-SE).
  - c. Adult-Adolescent Parenting Inventory (AAPI-2).
  - d. Child and Adolescent Needs and Strengths (CANS).
  - e. The Diagnostic Classification of Mental Health and Developmental Disorders of Infancy and Early Childhood (DC:0-3); with a crosswalk to DSM IV
- B. Progress toward individual client treatment objectives will be collected at each 6-month Service Plan review period and reported quarterly for all clients in aggregate form.
- C. The following data will be reported monthly:
  - a. Duration of treatment for all discharged clients, as measured from episode opening date to discharge date.
  - b. Number of clients assessed.
  - c. Number of days taken per client to authorize and schedule initial meeting.
  - d. Total number of clients served on a monthly basis.
  - e. Unduplicated count of total clients served for contract year to date.

## 1.5 Funding Availability

Funding is available through this RFQ in the range of **\$550,000 - \$1,200,000** through **July 1, 2021 (or prorated start date)**. The total amount for subsequent years will be a range of **\$550,000 - \$1,200,000** pending the availability of funds.

No monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose. Activities funded under this RFQ must be new or enhancements to existing activities. Funds are not allocated for capital improvements.

**2 REQUEST FOR QUALIFICATIONS PROCESS**

**2.1 Eligible Applicants**

“Applicant” is any entity that submits an Application in response to this RFQ. Non-profit organizations, health care systems, for-profit organizations, and government entities are eligible to submit an Application.

**2.2 RFQ Inquiries and Requests for Information**

Inquiries regarding the RFQ may be made by email. Inquiries made by email should be submitted to the RFQ Coordinator at [kbristow@solanocounty.com](mailto:kbristow@solanocounty.com) with the subject line **RFQ# 2020-BH01 and must be received by February 12, 2020 5:00 PM PST**. The County will provide written responses by **February 18, 2020 5:00 PM PST**, to all inquiries received via email on the County website, at <http://solanocounty.com/depts/hss/>

**2.3 Schedule of RFQ Events**

The following Schedule of Events reflects important dates for the selection process; however, the County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events will be posted on the Solano County Health and Social Services website. Applicants are responsible to view the website continually for any revisions.

EVENT		DATE
1	County Issues RFQ Packet	February 5, 2020
2	Deadline for Submitting Written Questions to RFQ Coordinator at <a href="mailto:kbristow@solanocounty.com">kbristow@solanocounty.com</a>	February 12, 2020
3	Written Responses to RFQ inquiries issued	February 18, 2020
4	<b>Deadline for Submitting an Application to:</b>  Solano County Health & Social Services c/o Kevin Bristow RFQ #2020-BH01 275 Beck Avenue Fairfield, CA 94533	March 4, 2020
5	Presentations/Interviews for highest ranked Applicants (if needed)	March 13, 2020
6	Intent to Award Issued	March 18, 2020
7	Contract Development & Negotiations Period	March 19 – April 8, 2020
8	Completed Contract Signed by Contractor	May 1, 2020
9	Contract presented to the Solano County Board of Supervisors	June 23, 2020
10	<b>Project Commences--Date estimated based on appropriate approvals by County. No work can begin until contract is fully executed.</b>	July 1, 2020

## 2.4 Application Submittal and Withdrawal

Applicant must fully complete the RFQ in the format required by the County and respond to every question.

One (1) “wet-signed” (in blue ink) Application Packet, plus five (5) additional copies must be submitted to the County in a sealed package and be clearly marked as: “**RFQ #2020-BH01**”

Submissions shall be hand-delivered or mailed (hard copies only – no email or faxed submissions will be accepted) by **5:00 PM PST, Wednesday, March 4, 2020** to:

Solano County Health & Social Services  
**c/o Kevin Bristow**  
**RFQ #2020-BH01**  
**275 Beck Avenue**  
**Fairfield, CA 94533**

NOTE: Postmarking by the due date shall not substitute for actual receipt by the County. **Applications must be received no later than the Application Deadline time 5:00 PM PST, March 4, 2020 as detailed in Section 2.3 Schedule of Events in order to be considered.** The County assumes no responsibility for delays caused by any delivery service.

The County will not reimburse any costs associated with the preparation, submittal, or presentation of any Application.

To withdraw an application, the applicant must submit a written request, signed by an authorized representative, to the RFQ Coordinator. After withdrawing a previously submitted application, the Applicant may submit another application at any time up to the deadline for submissions. Applications submitted after the deadline will not be considered.

## 2.5 Presentations/Interviews

Applicants may need to attend an interview. The primary manager and any key team members should attend the interview, up to a maximum of three people. The determination as to the need for interviews, the location, order and schedule of the interviews is at the sole discretion of the County. The evaluation interview panel may include representatives from the County and any other agencies, but the specific composition of the panel will not be revealed prior to the interviews. The Applicant must bear all costs incurred to attend.

# 3 INSTRUCTIONS TO APPLICANTS

## 3.1 Mandatory Application Form

The County has provided an Application Form (Attachment A) in an electronic format at <http://solanocounty.com/depts/hss/>.



Applicants must fully complete and sign the Application Form, responding to every question, and attach all necessary requested documents. Applicants must fill in desired check boxes and adhere to page limits where indicated.

Failure to follow the specified Application Form and format may - at the County's sole discretion - result in the rejection of the Application.

### **3.2 Application Format**

Notwithstanding the hard-copy format imposed by the Application Form in Attachment A, all Applicants must follow additional formats set forth herein:

- Standard, white 8 1/2" x 11" paper, with 1-inch margins
- Arial font size 11
- All Application pages (including attachments) sequentially numbered
- All responses, as well as any reference material presented, written in English, adhering to character limits where applicable
- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

### **3.3 Signatures**

All signatures must be handwritten, legible and written in **BLUE** ink. Signature stamps are prohibited.

### **3.4 Application Submittal**

One (1) "wet-signed" (in blue ink) original of the Application, plus five (5) additional complete copies must be submitted to the County in accordance with Section 2.5.

### **3.5 Application Components and Application Template Instructions**

#### **A. Application Template-Coversheet**

Provide requested organizational information. Complete a statement of acknowledgment that the Applicant has reviewed the Proposed Solano County Standard Contract (Attachment D) and has accepted it with or without qualifications. If the Applicant makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (*Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.*) If the Applicant makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Applicant accepts these items without reservation or any qualifications.

#### **B. Application Template-Qualifications and Program Narrative**

This section shall provide information on the capacity of the organization to provide the services outlined in this RFQ, including prior experience providing EPSDT mental health services to children 0-5, as well as organizational capacity to manage a contract of this size.

#### **C. Application Template-Budget and Budget Narrative**

This section shall provide information on the requested budget and cost proposal for the program, and how proposed vendor will ensure resources are appropriately used. Applicants must provide budget information, as indicated on the budget worksheet provided. Budget detail is required for personnel costs, operational costs and any administrative overhead or indirect costs. Said proposed cost shall incorporate all costs for the proposed scope of services for the total contract period. The Cost

Application shall record only the proposed cost as required, and shall not record any other rates, amounts, or information. It shall not record any text that could be construed as a qualification of the cost proposed. If the Potential Contractor fails to specify the Cost Application as required, the County shall determine the Application to be non-responsive and reject it.

The Potential Contractor must submit a written narrative describing how it seeks to generate revenue throughout the term of the contract and a proposed timeline for revenue generation.

Applicants shall complete the five budget documents in the template, including:

1. FY 2020/21 Budget
2. FY 2021/22 Budget
3. FY 2022/23 Budget

Expenditures may include the following:

- A. Personnel Expenses: Must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position of staff employees allocated to the program. Salaries are fixed compensation for services performed by staff that are directly employed by the Applicant and are paid for on a regular basis.
- B. Employee Benefits & Employer Payroll Taxes: Employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses. These expenses are allowable when they are included in the contract and are in accordance with the agency's approved written policies.

NOTE: Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries and Benefits of personnel involved in more than one program must be charged to each program based on the actual percentage of time spent on each program. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved award. Functional timesheets or an allocation plan must be maintained which support the time charged.

- C. Operating Expenses: Necessary expenditures exclusive of personnel salaries and benefits. Such expenses include all costs associated with the delivery of the program. The expenses must be program-related (i.e., to further the program objectives) and be incurred during the contract period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
- D. Subcontractors: Costs associated with contracts secured by the lead agency (if applicable) for work to carry out activities in the Application. Applicants may include up to two (2) subcontractors who may not make up more than 25% of the budget. If the Potential Contractor plans to utilize a subcontractor, the subcontractor summary budget must also be included.
- E. Administrative and Indirect Costs: Shared costs that cannot be directly assigned to a particular activity, but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. Indirect costs should be calculated as a percentage of salaries and benefits and operating expenses. If an agency uses an indirect cost rate above 10%, a Cost

Allocation Plan that supports a higher indirect cost rate must be provided. Subcontractors are generally not included in the indirect cost calculation.

- F. Applicant shall describe each of the costs in the cost categories including a justification of “how” and/or “why” a line item is necessary for program operations. Proposed budget line items should be defined and methodologies for determining calculations described in detail.
- G. Include the name and title of the individual responsible for fiscal management and cost control. Describe this person’s training, experience working with children 0-5, and tenure in this position.
- H. Describe the fiscal and operational infrastructure and experience to support this program. This may include number of employees in leadership and the fiscal department, tenure of each employee, and any relevant information that supports the depth and breadth of the fiscal and operational infrastructure of the organization. Infrastructure should be described within the context of the Applicant’s entire set of business that relies upon that infrastructure.
- I. A statement as to whether, in the last ten years, the Applicant has filed (or had filed against it) any bankruptcy or insolvency proceeding, whether voluntary or involuntary, or undergone the appointment of a receiver, trustee, or assignee for the benefit of creditors; and if so, an explanation providing relevant details.

In addition to the Budget and Budget Narrative, the Applicant must provide the following documentation of sufficient financial strength and resources to provide the scope of services as required.

- A. The Applicant’s most recent year of independent audited financial statements for a fiscal year ended within the last 24 months (2 copies). If audited financials are not available, the County will accept the agency’s Form 990.
- B. Documentation disclosing the amount of cash flows from operating activities for the Applicant’s most current operating period (2 copies). Said documentation must indicate whether the cash flows are positive or negative. If applicable, documentation must include a detailed explanation of any factors contributing to negative cash flows.

<b>4 EVALUATION, SELECTION AND AWARD PROCESS</b>
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#### **4.1 Compliance**

The County will review all applications to determine compliance with basic Application requirements as specified in this Application. Incomplete Applications may disqualify the Applicant from further consideration in this process.

The following items will be reviewed to determine adequate Application submission:

- Applicant is an eligible Applicant (per section 2.1)
- 1 original and 5 copies of complete Application forms including
  - Attachment A: Application Template – Cover Sheet – original copy signed in Blue ink
  - Attachment B: Application Template – Qualifications and Program Narrative
  - Attachment C: Application Template – Budget
  - Attachment D: Application Template – Budget Narrative
  - Attachment E: Customer Reference Statement

- Attachments, as applicable (Please note – no other attachments will be accepted or reviewed)
  - Validated screening tools
  - Subcontractor Statements of Commitment
  - Cost Allocation Plan (if proposed indirect rate is above 10%)
- Most recent Audited financial statements (2 copies)
- Documentation of cash flow (2 copies)

#### 4.2 Evaluation Process

The evaluation process is designed to recommend an award of funding to the Applicant that can best provide activities which will enhance one or more priorities identified in the Solano County MHSA Plan and the mental health services continuum. Applications will be evaluated as set forth below.

An Evaluation Committee (EC) will evaluate all Applications. The EC will be composed of Mental Health staff and other parties that will have relevant expertise or experience. The EC will score and recommend Applications in accordance with the evaluation criteria set forth in this RFQ. Evaluation of the Applications shall be within the sole judgment and discretion of the EC.

A maximum number of points will be assigned to each Application Element (Program Description, Qualifications and Experience, Budget) in the Application Packet as follows:

<b>Written Application Elements</b>	<b>Maximum Score</b>
Qualifications and Experience	50 Points
Program Narrative	40 Points
Budget/Cost Application	10 Points
<b>Total Maximum</b>	<b>100 Points</b>

The Evaluation Committee may recommend funding for the top ranked Application(s) or may recommend the top ranked Applicants be invited to make a presentation and/or participate in an in-person interview. Interviews will be worth up to 100 points, which will be added to the score of the Evaluation Committee for the initial Application for a total score out of 200 points. The top-ranking Applicant(s) from the total of the scores will be recommended for funding.

At the conclusion of the evaluation of the submittals, the County intends to negotiate with and award one or more contracts to eligible agencies based on the strength of their proposals and, in addition, continuity of care with current clients.

All Applicants who achieve a minimum average score of 80% will remain on an eligibility list and be eligible for future contracts should additional funding become available.

Final selection is at the sole discretion of the County or its designee, which reserves the right to reject any or all Applications, or to make no selection based on this RFQ.

### 4.3 Application Review Criteria

Attachments and Related Questions	Item	Possible Points	Points Total
<b>Attachment B – Section 1</b>	<b><u>Qualifications &amp; Experience</u></b>		<b>50</b>
Questions 1-2	Applicant clearly articulates the capacity of their organization to provide the services as outlined in the RFQ, including experience with community-based 0-5 EPSDT services. Additional consideration will be made for agencies demonstrating minimum of 1 year providing 0-5 EPSDT services in a county setting.	<b>20</b>	
Question 3	Applicant has appropriate leadership and the infrastructure in place to perform services and deliver data on services and outcomes.	<b>10</b>	
Questions 4-5	Applicant has appropriate infrastructure and quality improvement processes to manage a contract of this size.	<b>10</b>	
Questions 6-7	Applicant follows sound fiscal procedures, the agency’s fiscal staff appear qualified, the Board of Directors involved with agency decisions, and the description lists appropriate elements (i.e. double entry, accrual basis, subsidiary ledgers, systems for payroll, cash handling, equipment inventory, petty case)?	<b>10</b>	
<b>Attachment B – Section 2</b>	<b><u>Program Narrative</u></b>		<b>40</b>
Questions 1-5	Applicant provides a clear description of 0-5 EPSDT services which include all the required components. Appropriate EBPs/models and instruments are identified. Goals and outcomes are appropriate.	<b>20</b>	
Questions 6-7	The activities are accessible, address the needs of Solano County residents, and are culturally and linguistically appropriate.	<b>10</b>	
Questions 8-10	The staffing model and program implementation plan are appropriate for services proposed.	<b>5</b>	
Questions 11-13	The plan is thorough and demonstrates the role of leadership, contract oversight, supervision, security for Protected Health Information, and the activities that will ensure successful implementation and ongoing sustainability of the program.	<b>5</b>	
<b>Attachments C-D</b>	<b><u>Budget/Cost Application</u></b>		<b>10</b>
3-Year Budget and Questions 1-5	Costs appropriately allocated and defined in the program budget/narrative; line items appear reasonable, justified, and categorized correctly; the percentage of administrative costs to the total program budget reasonable and justifiable	<b>10</b>	
	• <b>Total Possible Points</b>		<b>100</b>

#### 4.4 Best Value

The County will select the Application that present the best value and is most advantageous to the County and the public. Accordingly, County may not necessarily award the Applicant with the lowest price Application if doing so would not be in the overall best interest of the County or the public. Solano County reserves the right to expand or reduce the proposed scope of work during the contracting process based on budget constraints and to award to a single or multiple Applicants.

## 5 CONTRACT INFORMATION

### 5.1 Contract Qualifications

Complete a statement of acknowledgment (Attachment A-Application form, page 1) that the Applicant has reviewed the Proposed Solano County Standard Contract (Attachment F) and has accepted it with or without qualification. If the Applicant makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract. (Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.) If the Applicant makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Applicant accepts these items without reservation or any qualifications.

### 5.2 Contract Term/Duration

A contract that results from this RFQ may be awarded through June 2023 with possible extensions up to five years total.

**Note:** The timeframe above is estimated. The award of funds does not authorize work to begin. Contracts must be fully executed before services can begin. In addition, services cannot begin prior to the contracted start date.

The County reserves the right to extend this Contract for an additional period or periods of time representing increments of no more than one year and a total contract term of no more than five (5) years, provided that the County notifies the Contractor in writing of its intention to do so at least 30 days prior to the contract expiration date. An extension of the term of this Contract will be affected through an amendment to the Contract. If the extension of the Contract necessitates additional funding beyond that which was included in the original Contract, the increase in the County's maximum liability will also be affected through an amendment to the Contract and shall be based upon rates provided for in the original contract and Application.

### 5.3 Funding and Payment Structure

As described in Section 1.4, funding is available through this RFQ in the annual range of **\$550,000 - \$1,200,000** for FY 2020/21, and **\$550,000 - \$1,200,000** for each FY with the first year prorated to start date.

The contract to be negotiated will be a cost reimbursable contract, unless another methodology is requested in the Application and accepted by Solano County during contract negotiations. Funding will be negotiated and allocated based on the Application submitted, and reimbursement for the program/services will be based on actual costs incurred. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.

#### **5.4 Contract Award Process**

- A. After the evaluation of Applications and final consideration of all pertinent information available, Solano County Behavioral Health will either reject all Applications or issue a written notice of intent to award. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated Applicants.
- B. This RFQ, its attachments, submitted questions and their answerers, and the Applications from the best evaluated Applicants shall be incorporated into the final contract.
- C. Best evaluated Applicants should be prepared to enter into a contract with Solano County which shall be substantially the same as the Standard Contract included in Attachment B to this RFQ. Notwithstanding, Solano County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations.
- D. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.
- E. If a Applicant fails to sign and return the contract drawn pursuant to this RFQ and final contract negotiations within 14 days of its delivery to the Applicant, Solano County may cancel the award and award the contract to the next best evaluated Applicant.

## **6 TERMS AND CONDITIONS**

### **6.1 Protests and Appeals**

Any actual Applicant who believes that the process was not conducted per the instructions provided in this RFQ and wishes to protest the notice of intent to award may submit a protest in writing to the RFQ Coordinator within 7 calendar days after such Applicant knows or should have known of the facts giving rise to the protest, but in no event later than 7 calendar days after the date of the notice of intent to award. All letters of protest shall clearly identify the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The County will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision.

### **6.2 County Purchasing Policy**

The County's Purchasing & Contracting Policy Manual, found at [Purchasing and Contracting Manual Solano County](#) is fully incorporated into and made a part of this RFQ by this reference and governs this RFQ.

### **6.3 RFQ Amendment, Cancellation and Right of Rejection.**

Solano County reserves the unilateral right to amend this RFQ in writing at any time by posting the amendment on the Solano County Health and Social Services website at <http://solanocounty.com/depts/hss/>. Applicants are responsible to view the website periodically for any amendments to the RFQ. Applicants shall respond to the final written RFQ and any exhibits, attachments, and amendments.

- A. Solano County also reserves the right, in its sole discretion, to reject any and all Applications or to cancel or reissue the RFQ.
- B. Solano County reserves the right, in its sole discretion, to waive variances in Applications provided such action is in the best interest of County. Where Solano County waives minor variances in

Applications, such waiver does not modify the RFQ requirements or excuse the Applicant from full compliance with the RFQ. Notwithstanding any minor variance, Solano County may hold any Application to strict compliance with the RFQ.

#### **6.4 Confidentiality**

Solano County will retain a master copy of each response to this RFQ, which responses will become a public record after the award of a contract unless the qualifications or specific parts of the qualifications can be shown to be exempt by law under Government Code section 6250 et seq. Applicants may clearly label part of a submittal as "CONFIDENTIAL" if the Applicant agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the Applicant of the request and delay access to the material until 7 working days after notification to the Applicant. Within that time delay, it will be the Applicant's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

#### **6.5 Reservation of Rights**

- A. Solano County reserves the right to reject any and all bids, or to cancel this RFQ in part or in its entirety.
- B. Solano County reserves the right to waive any variances in Applications provided such action is in the best interest of Solano County.
- C. Solano County reserves the right to amend this RFQ at any time. Solano County also reserves the right to cancel or reissue the RFQ at its sole discretion.
- D. Any bid received which does not meet the requirements of this RFQ, may be considered to be non-responsive, and may be rejected. Solano County may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFQ.
- E. Solano County reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.
- F. Solano County reserves the right to cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.
- G. Solano County reserves the right to reject any and all Applications considered not to be in the best interest of Solano County.
- H. Solano County reserves the right to waive any and all minor irregularities in bids.
- I. Solano County reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR QUALIFICATIONS