DEPARTMENT OF MENTAL HEALTH

STATEMENT OF ELIGIBILITY AND INTEREST FOR PREVENTION AND EARLY INTERVENTION SERVICES FOR ELIGIBLE UNFUNDED INDIVIDUALS BY FEDERALLY QUALIFIED HEALTH CENTERS AND FEDERALLY QUALIFIED HEALTH CENTERS LOOK-ALIKES

Bid #DMH011818B1

January 18, 2018

Prepared By
County of Los Angeles
Contracts Development & Administration Division
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>PART</th>
<th>TITLE</th>
<th>PAGE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>2.0</td>
<td>PURPOSE OF THE STATEMENT OF ELIGIBILITY AND INTEREST</td>
<td>1</td>
</tr>
<tr>
<td>3.0</td>
<td>DETERMINATION OF ELIGIBILITY</td>
<td>2</td>
</tr>
<tr>
<td>4.0</td>
<td>ELIGIBILITY SPECIFICATIONS</td>
<td>2</td>
</tr>
<tr>
<td>5.0</td>
<td>FUNDING</td>
<td>4</td>
</tr>
<tr>
<td>6.0</td>
<td>COUNTY PROCESS TO IDENTIFY ELIGIBLE AGENCIES</td>
<td>4</td>
</tr>
<tr>
<td>7.0</td>
<td>PROPOSERS' CONFERENCE</td>
<td>5</td>
</tr>
<tr>
<td>8.0</td>
<td>TIMELINE FOR RESPONDING TO THE STATEMENT OF ELIGIBILITY AND INTEREST</td>
<td>5</td>
</tr>
<tr>
<td>9.0</td>
<td>DISCLAIMER</td>
<td>6</td>
</tr>
<tr>
<td>10.0</td>
<td>DISTRIBUTION OF THIS STATEMENT OF ELIGIBILITY AND INTEREST</td>
<td>6</td>
</tr>
</tbody>
</table>

### APPENDICES:

- APPENDIX A: Questionnaire
- APPENDIX B: Sample Contract
1.0 INTRODUCTION

The Department of Mental Health (DMH) is committed to improving the well-being of individuals residing in the County of Los Angeles by providing high quality, culturally and linguistically competent, and accessible specialty mental health services to the community. DMH is aware that many individuals experience stigma when seeking services in traditional mental health clinics and are far more comfortable receiving services in more neutral environments such as health clinics. Timely access to early intervention mental health services in such neutral environments can mitigate the severity and duration of the mental illness, while simultaneously improving health care outcomes.

As DMH continues to move forward with health care integration, partnering with Federally Qualified Health Centers (FQHCs) and FQHC Look-Alikes to provide early intervention services will allow DMH to expand access to such care, thereby reducing barriers to care and improving the lives of Los Angeles County residents. The Mental Health Services Act provides funding for Prevention and Early Intervention Services (PEI) using state of the art, time-limited Evidence-Based Practices (EBPs) with measurable outcomes.

2.0 PURPOSE OF THE STATEMENT OF ELIGIBILITY AND INTEREST (SEI)

2.1 The purpose of this SEI is to identify qualified FQHCs and FQHC Look-Alikes that DMH may contract with for the provision of PEI services using EBPs with measurable outcomes to eligible unfunded individuals of all ages within the County of Los Angeles. For purposes of this SEI, an eligible unfunded individual is a person who does not have health care coverage by and/or from a government agency, private entity, or a not-for-profit entity under which mental health services are made available to the enrollee.

2.2 This SEI is used for information purposes and does not constitute a Request for Proposal (RFP), Request for Services (RFS), or an offer of a contract. Using the responses to this SEI, the County will determine whether there are qualified FQHCs and FQHC Look-Alikes with demonstrated capability and interest in providing PEI services using EBPs with measurable outcomes within the County of Los Angeles to eligible unfunded individuals, regardless of their age and may do one of the following: (1) issue an RFP or RFS to select contractors; (2) contract by negotiation with vendors with demonstrated capability, who express interest in working with this population; or (3) take no further action at this time.

NOTHING IN THIS DOCUMENT SHALL BE CONSTRUED AS OBLIGATING THE COUNTY TO ISSUE A RFP OR AN RFS OR TO NEGOTIATE A CONTRACT FOR PREVENTION AND EARLY INTERVENTION SERVICES FOR ELIGIBLE UNFUNDED INDIVIDUALS BY FEDERALLY QUALIFIED HEALTH CENTERS AND FEDERALLY QUALIFIED HEALTH CENTERS LOOK-ALIKES.
3.0 DETERMINATION OF ELIGIBILITY

Respondent eligibility will be based on the information provided in the attached Questionnaire (Appendix A), and in Paragraph 4.0 ELIGIBILITY SPECIFICATIONS. DMH reserves the right to verify responses in Appendix A.

A representative of DMH may visit the proposed program site to verify respondent’s qualifications and view the facility.

It is the County’s policy to conduct business only with qualified, responsible organizations that have demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity, and experience to satisfactorily perform contracted services.

4.0 ELIGIBILITY SPECIFICATIONS

4.1 To be eligible for consideration for this program, Respondent MUST MEET the following criteria and specifications:

4.1.1 Respondent MUST PRESENTLY BE a non-profit organization.

4.1.2 Respondent MUST PRESENTLY HAVE current, executed MHSA Master Agreement Contract with the County of Los Angeles DMH.

4.1.3 Respondent MUST HAVE documentation to confirm designation as either an FQHC or an FQHC Look-Alike as of the release date of this SEI (January 18, 2018).

4.1.4 Respondent MUST NOT HAVE a Legal Entity Agreement with the County of Los Angeles DMH as of the release date of this SEI (January 18, 2018).

4.1.5 Respondent MUST HAVE a site(s) certified as an FQHC or FQHC Look-Alike where PEI services can be delivered within the boundaries of the County of Los Angeles as of the release date of this SEI (January 18, 2018).

4.1.6 Respondent MUST PRESENTLY BE providing outpatient mental health services as treatment for the remediation of a diagnosis found in the DSM 5th Edition, and not solely medication management by a primary care physician through one or more licensed clinical staff.

4.1.7 Respondent MUST PRESENTLY HAVE a working Electronic Health Record (that supports the ability to claim electronically through the County of Los Angeles DMH.

4.1.8 Respondent MUST PRESENTLY HAVE current licenses, permits, registrations, accreditations and certificates required by Federal, State and local laws, ordinances, rules, regulations, guidelines and directives, which are applicable to its facility(ies) and/or services.
4.1.9 At the time a contract is executed, Respondent MUST EMPLOY OR CONTRACT with Clinical Psychologists, Psychiatric Mental Health Nurse Practitioner (PMHNPs), Licensed Clinical Social Workers (LCSWs), and/or Licensed Marriage and Family Therapists (LMFTs) who have either been trained, or who will register to be trained in one or more Evidence-Based Practice(s) (EBP) approved by County of Los Angeles DMH.

4.1.9.1 DMH will verify which staff have already met required minimum necessary training standards per EBP, and/or which trainings staff may elect to register for that shall meet required minimum necessary training standards per EBP.

4.1.10 At the time a contract is executed, Respondent MUST be able to comply with all PEI Data Collection and Outcomes requirements as set forth in a final contract with DMH or in any associated PEI guidelines and/or protocols.

4.1.11 Respondent MUST PRESENTLY HAVE staff qualified to provide medication services.

4.1.12 At the time a contract is executed, Respondent MUST HAVE the capacity to provide an initial appointment for PEI within 15 business days of a referral request from the primary care physician, or within 15 business days of a direct patient request.

4.1.13 Respondent MUST PRESENTLY HAVE, or be able to obtain by the time the contract is executed, one or more operational agreements, Memorandum of Understanding (MOU), and/or other type of written documentation demonstrating a formal relationship between Respondent and another party(ies) to provide specialty mental health services to clients that meet criteria for severe and persistent mental illness.

4.1.14 Respondent MUST ATTEST that PRESENTLY neither the Respondent nor any of its staff that will be claiming PEI are listed on the Medi-Cal Suspended and Ineligible Provider List (S&I List) and/or the Office of the Inspector General’s List of Excluded Individuals and Entities (LEIE) database for exclusion from participation in any federally qualified programs.
5.0 FUNDING

The total amount of PEI funding under this SEI that may be made available to qualified FQHCs and FQHC Look-Alikes is $7,444,800 to serve this population over the course of the 12 months following the contract execution. This funding will be awarded proportionally, based on each Respondent's capacity to provide services in the County of Los Angeles.

6.0 COUNTY PROCESS TO IDENTIFY ELIGIBLE AGENCIES

DMH is requesting the completion and submission of a Cover Letter and Questionnaire (Appendix A) from eligible respondents with whom DMH may contract with.

6.1 Cover Letter

A Cover Letter should be on the Respondent's letterhead, be brief, concise, no more than two (2) pages, and typed. The Cover Letter must include:

1. The Respondent's exact legal business name and whether the agency is an FQHC or FQHC Look-Alike;
2. The name of Respondent's Director or Chief Executive Officer;
3. The name, email address, mailing address, FAX and telephone number of the person who is authorized to act on behalf of Respondent in connection with this SEI;
4. A paragraph confirming Respondent's interest in providing PEI services using EBPs with measurable outcomes within the County of Los Angeles to eligible unfunded individuals of all ages;
5. A summary of the Respondent's plan to provide PEI services using EBPs with measurable outcomes within the County of Los Angeles;
6. A paragraph describing the Respondent's history of providing outpatient mental health services including, but not limited to how long the Respondent has been delivering outpatient mental health services, what kind of modalities the Respondent has provided (for example: individual, group, crisis intervention, etc.) and the types of clinicians used to render mental health care;
7. A list of site address(es) of the Respondent's FQHCs' and FQHC Look-Alikes' clinic (not a satellite clinic) which serves the County of Los Angeles and from which the PEI will be provided; and
8. The name of the person authorized to sign a contract, including any names of designee(s) on behalf of the Respondent which can bind the Respondent in a contract.

6.2 Questionnaire (Appendix A)

Respondents must fully complete Questionnaire (Appendix A). If the Respondent's Cover Letter and its response to the Questionnaire meet the eligibility standards for the program, a representative of DMH may visit the proposed program site to verify the qualifications and view the facility. If a site visit is performed, DMH staff may examine whether the FQHC or FQHC Look-Alike is current with all licenses, permits, registrations, etc. Pending the review, and if the County decides to contract by negotiation with eligible respondents, such
respondents will be invited to begin discussions with DMH with the intent of negotiating a contract.

False, misleading, incomplete, deceptively unresponsive questionnaires and missing documents/exhibits in connection with this SEI shall be sufficient cause for rejection.

7.0 PROPOSERS' CONFERENCE

A Proposers' Conference will be held to discuss the SEI and requirements. County staff will respond to questions from potential Proposers. The conference is scheduled as follows:

**DATE:** Monday, January 29, 2018

**TIME:**
- Registration: 8:30 a.m.
- Conference: 8:45 a.m.

**ADDRESS:** St. Anne’s
- 155 No. Occidental Blvd.
- Los Angeles, CA 90026

8.0 DATES FOR SUBMITTING STATEMENT OF ELIGIBILITY AND INTEREST

The County is interested in submissions from eligible respondents as set forth in Paragraph 4.0 ELIGIBILITY SPECIFICATIONS with the capacity to implement this program. The County will accept responses to this SEI on a continuous basis as follows:

- Release of SEI ................................................................. January 18, 2018
- Proposers’ Conference....................................................... January 29, 2018
- Release of Proposers' Conference Transcripts...............February 12, 2018
- **Initial Responses Due........3:00 p.m. Pacific Standard Time on February 22, 2018**

**NOTE:** Responses submitted after the initial due date and time above shall be considered for review at the convenience of the County. Once the County's needs are met, the SEI will be closed. The SEI will be re-opened if the County needs additional FQHCs or FCHC-Look-Alikes.

Responses to this SEI should be in writing and submitted to:

Maria Mitra, ASM II
Contract Development and Administration Division
County of Los Angeles – Department of Mental Health
550 South Vermont Avenue, 5th floor, Room 500
Los Angeles, CA 90020
9.0 DISCLAIMER

The County shall not in any way be liable or responsible for costs incurred in responding to this SEI. All information received in response to this SEI becomes the exclusive property of the County of Los Angeles. All responses to this SEI become a matter of public record and shall be regarded as public records. Exceptions will be those elements of the documents qualifying as protected from public disclosure in the California Government Code, Section 6250 et seq. (Public Records Act) and which are marked by Responder as "trade secret", or "proprietary".

The County shall not in any way be liable or responsible for the disclosure of such records, including, without limitation, those so marked as "trade secret" or "proprietary", if disclosure is required by law, or by an order of a court of competent jurisdiction.

10.0 DISTRIBUTION OF THIS STATEMENT OF ELIGIBILITY AND INTEREST

This SEI has been mailed to potential respondents that are classified as either an FQHC or an FQHC Look-Alike that have a current, executed MHSA Master Agreement Contract with the County of Los Angeles DMH and do not have a Legal Entity Agreement with the County of Los Angeles DMH as of the release date of this SEI.