



DEPARTMENT OF MENTAL HEALTH

REQUEST FOR SERVICES (RFS) #DMH062918B1

FOR

PIER MODEL IMPLEMENTATION

**Prepared By
County of Los Angeles**

JUNE 2018

TABLE OF CONTENTS

1	INTRODUCTION	1
2	PURPOSE –CONTRACT FOR PIER MODEL IMPLEMENTATION SERVICES	2
2.1	Statement of Work.....	2
2.2	County Terms and Conditions	2
3	PROPOSER’S MINIMUM QUALIFICATIONS	4
4	COUNTY’S RIGHTS AND RESPONSIBILITIES	4
4.1	Representations Made Prior to Contract Execution	4
4.2	Final Contract Award by the Board of Supervisors	4
4.3	County’s Option to Reject Proposals.....	5
4.4	County’s Right to Amend Request for Proposals	5
4.5	Background and Security Investigations.....	5
4.6	County’s Quality Assurance Plan	5
5	PROPOSER’S REQUIREMENTS AND CERTIFICATIONS	6
5.1	Notice to Proposers Concerning the Public Records Act.....	6
5.2	County Personnel Contact	7
5.3	Mandatory Requirement to Register on County’s WebVen	7
5.4	Protest Policy Review Process.....	7
5.5	Injury and Illness Prevention Program	8
5.6	Confidentiality and Independent Contractor Status.....	8
5.7	Conflict of Interest.....	9
5.8	Determination of Proposer Responsibility.....	9
5.9	Proposer Debarment.....	10
5.10	Adherence to County’s Child Support Compliance Program.....	12
5.11	Gratuities.....	12
5.12	Notice to Proposers Regarding the County Lobbyist Ordinance.....	13
5.13	Federal Earned Income Credit.....	13
5.14	Consideration of GAIN-GROW Participants for Employment.....	13
5.15	Recycled Bond Paper	14
5.16	Safely Surrendered Baby Law	14
5.17	Jury Service Program.....	14

TABLE OF CONTENTS

5.18	“Intentionally Omitted”	16
5.19	Notification to County of Pending Acquisitions/Mergers by Proposing Company	16
5.20	“Intentionally Omitted”	16
5.21	Defaulted Property Tax Reduction Program	17
5.22	Time Off for Voting	17
5.23	Proposer’s Acknowledgement of County’s Commitment to Zero Tolerance Policy on Human Trafficking	18
5.24	“Intentionally Omitted”	18
5.25	Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT).....	18
5.26	“Intentionally Omitted”	19
6	“INTENTIONALLY OMITTED”	19
7	PROPOSAL SUBMISSION REQUIREMENTS.....	19
7.1	Proposal Submission Information	19
7.2	Truth and Accuracy of Representations.....	19
7.3	RFS Timetable	19
7.4.	Solicitation Requirements Review.....	20
7.5	“Intentionally Omitted”	21
7.6	“Intentionally Omitted”	21
7.7	Proposers’ Conference	21
7.8	Preparation of the Proposal	21
7.9	Proposal Format	25
7.10	“Intentionally Omitted”	38
7.11	Firm Offer-Withdrawal of Proposal.....	38
7.12	Proposal Submission.....	39
8.0	SELECTION PROCESS AND EVALUATION CRITERIA.....	39
8.1	Selection Process	39
8.2	Adherence to Minimum Requirements (Pass-Fail).....	40
8.3	Disqualification Review	40
8.4	Proposal Evaluation and Criteria (10,000 points, 100%).....	41

TABLE OF CONTENTS

8.5	Summary Proposal Evaluation Criteria	43
8.6	“Intentionally Omitted”	43
8.7	Department's Proposed Contractor Selection Review.....	43
8.8	County Independent Review Process	45

TABLE OF CONTENTS

APPENDICES:

- A **Statement of Work**: Explains in detail the required services to be performed by the contractor.
- B **Statement of Work Exhibits**: Attachments which accompany the Statement of Work.
- C **“Intentionally Omitted”**
- D **Required Forms**: Forms that must be completed and included in the proposal.
- E **Transmittal Form to Request a Solicitation Requirements Review**: Transmittal sent to Department requesting a Solicitation Requirements Review.
- F **“Intentionally Omitted”**
- G **“Intentionally Omitted”**
- H **Listing of Contractors Debarred in Los Angeles County**: Contractors who are not allowed to contract with the County for a specific length of time.
- I **IRS Notice 1015**: Provides information on Federal Earned Income Credit.
- J-N **“Intentionally Omitted”**
- O **Defaulted Property Tax Reduction Program: County Code**

1 INTRODUCTION

- 1.1 The Los Angeles County Department of Mental Health (DMH) is issuing this Request for Services (RFS) to solicit proposals for a contract that can expand its First Episode Psychosis services to adolescents and young adults between the ages of 12-25. DMH is seeking agencies that can develop community outreach and mental health services teams. A total of five teams will be funded, with a maximum of one team in each of the following Service Areas: two (2), three (3), four (4), five (5), and seven (7). One agency may oversee up to two (2) teams under this contract. The focus of the teams is to reduce the incidence of first-episode psychosis in consumers with clinical high risk for psychosis (previously referred to as prodromal phase of psychosis) and reduce potential long-term disability in this population.

Schizophrenia spectrum and other psychotic disorders are among the most costly of all mental health disorders in terms of cost of lifetime treatment, disability payouts, and loss of lifetime productivity in many cases. Evidence has shown individuals with chronic mental illnesses like schizophrenia spectrum and other psychotic disorders have an up to a 25 year reduction in lifespan. These individuals also experience higher rates of trauma, homelessness, incarceration, and poverty.

Evidence indicates that people who receive treatment during the clinical high risk phase of symptoms before they experience their first psychotic break have a better prognosis than those who receive treatment after repeated psychotic episodes. Several models have been developed to identify and treat individuals before a first psychotic break occurs. These models have shown that treatment during the clinical high risk phase to avoid a first psychotic break leads to improved ability to maintain work and school activities, improved family relationships, more independence, less lifelong disability, and a reduction in cost of care.

The Department has selected the Portland Identification and Early Referral (PIER) Model for treatment of Early Psychosis as it has several advantages over other models. The PIER model focuses not only on treatment of those at clinical high risk of a psychotic episode, but allows those who have experienced their first psychotic break who can benefit from intensive services to also participate. The PIER model also has a lower age limit than other models, allowing services for children as young as twelve (12) years old to receive preventative services. Additionally, the PIER Model integrates community outreach, education, and networking from the beginning of the program. By integrating outreach and community education along with clinical services, PIER team members are able to illicit the help of community members and stakeholders

educated on the early warning signs for psychosis to identify children and youth who can benefit from PIER interventions to prevent the potential development of a full psychotic disorder. This allows for engagement of children and youth far earlier than when clients with psychotic disorders typically present for treatment: once there is a loss of functioning, significant family disturbance, hospitalization, or incarceration.

1.2 Titles, captions and headings contained in this solicitation are inserted as a matter of convenience and for reference and are not intended and shall not be deemed or construed to define, limit, extend or otherwise describe the scope or any provision of this solicitation.

2 PURPOSE –CONTRACT FOR PIER MODEL IMPLEMENTATION SERVICES

2.1 Statement of Work

2.1.1 Contractor shall be expected to implement the requirements outlined in Appendix A (Statement of Work) of this RFS.

2.2 County Terms and Conditions

2.2.1 Funding for PIER Model Implementation

DMH anticipates the use of Mental Health Services Act (MHSA) Prevention and Early Intervention (PEI) and Federal Financial Participation (FFP) revenue to fund the operating costs for PIER Model Implementation.

Estimated Annual Funding for PIER Mental Health Services:

<u>Gross annual budget per team</u> (for three years)	<u>\$1,500,000</u>
<u>Total Available Funding</u>	<u>\$4,500,000</u>

The annual maximum contract amount (MCA) per team to operate a PIER Model Program shall not exceed one million five hundred thousand dollars (\$1,500,000) which can only be used to provide PIER services. If an agency is interested in overseeing two (2) PIER teams (as stated in Paragraph 1.1 of this RFS), the MCA shall remain at \$1,500,000 per team. The funding is anticipated to be available following Board of Supervisors' award.

2.2.1.1 Community Outreach Services (COS) Billing

All Community Outreach Services (COS) billing will be based on each awardee's contracted COS rate. Contractors shall note that COS billing may be a significant portion of revenue in the first fiscal year of the PIER Model program due to the main focus on community outreach.

2.2.2 Days of Operation

The Contractor shall provide services Monday through Friday. Contractor shall be available a minimum of eight hours per day for services, but also provide some afternoon and evening appointments to accommodate clients' school and work schedules. The Contractor is not required to provide services on County-recognized holidays. The County will provide a list of the County holidays to the Contractor at the time the contract is approved, and annually, at the beginning of the calendar year.

2.2.3 Indemnification and Insurance

Contractor shall be required to comply with the provisions contained in Paragraph 8.23 (Indemnification) of the Legal Entity Contract Fiscal Years (FYs) 2018-10, 2019-20, and 2021-21 between DMH and Contractor. The Contractor shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Paragraph 8.24 (General Provisions for all Insurance Coverage) and Paragraph 8.25 (Insurance Coverage) of the Legal Entity Contract for FYs 2018-10, 2019-20, and 2021-21.

2.2.4 Health Insurance Portability and Accountability Act of 1996 (if applicable)

Contractor shall be required to comply with the Administrative Simplification requirements of the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA) as in effect and as may be amended, as contained in Exhibit N - Paragraph 1.14 (Business Associate Agreement under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")) of the Legal Entity Contract for FYs 2018-10, 2019-20, and 2021-21.

3 PROPOSER'S MINIMUM QUALIFICATIONS

3.1 Interested and qualified proposers that can demonstrate their ability and qualifications to successfully provide the required PIER Model Implementation services outlined in Appendix A (Statement of Work) are invited to submit a proposal(s), provided they meet the following mandatory requirements:

3.1.1 Proposer **MUST** have a current Legal Entity Contract with the County of Los Angeles DMH.

3.1.2 Proposer **MUST** have at least three (3) years' experience providing PEI Services in Los Angeles County and utilizing DMH-approved evidence-based practices funded by the Mental Health Services Acts. PEI experience will be verified by DMH.

3.1.3 Proposer **MUST ATTEND** a Mandatory Proposers' Conference as set forth in Paragraph 7, PROPOSAL SUBMISSION REQUIREMENTS, Subsection 7.7, Proposers' Conference of this RFS.

3.1.4 Proposer **MUST NOT BE** on the Los Angeles County Debarment List (http://lacounty.info/doing_business/DebarmentList.htm) or on the Office of Inspector General (OIG) Health and Human Services (HHS) Debarment List (www.oig.hhs.gov/fraud/exclusions.asp).

Any proposal submitted that fails to meet the Minimum Mandatory Requirements shall be considered non-responsive and the proposal may be rejected at the County's sole discretion.

4 COUNTY'S RIGHTS AND RESPONSIBILITIES

4.1 Representations Made Prior to Contract Execution

4.1.1 The County is not responsible for representations made by any of its officers or employees prior to the execution of the contract unless such understanding or representation is included in the contract.

4.2 Final Contract Award by the Board of Supervisors

4.2.1 Notwithstanding a recommendation of a Department, agency, individual, or other, the Board of Supervisors retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant Contract, and to determine which proposal best serves the interests of the County. The Board is the

ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

4.3 County's Option to Reject Proposals

4.3.1 Proposers are hereby advised that this RFS is a solicitation for proposals only, and is not intended, and is not to be construed, as an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations pursuant to any statute, ordinance, rule, or regulation. The County may, at its sole discretion, reject any or all proposals submitted in response to this RFS or may, in its sole discretion, reject all proposals and cancel this RFS in its entirety. The County shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. The County reserves the right to waive inconsequential disparities in a submitted proposal.

4.4 County's Right to Amend Request for Proposals

4.4.1 The County has the right to amend the RFS by written addendum. The County is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFS. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of the County. The County 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.

4.5 Background and Security Investigations

4.5.1 Background and security investigations of Contractor's staff may be required at the discretion of the County as a condition of beginning and continuing work under any resulting contract. The cost of background checks is the responsibility of the Contractor.

4.6 County's Quality Assurance Plan

4.6.1 After contract award, the County or its agent will monitor the Contractor's performance under the contract on a periodic basis. Such monitoring will include assessing Contractor's compliance with all terms and conditions in the contract and performance

standards identified in Appendix A (Statement of Work). Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of the contract will be reported to the County's Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, the County may terminate the contract in whole or in part, or impose other penalties as specified in the contract.

5 PROPOSER'S REQUIREMENTS AND CERTIFICATIONS

5.1 Notice to Proposers Concerning the Public Records Act

5.1.1 Responses to this solicitation shall become the exclusive property of the County. Absent extraordinary circumstances, the recommended proposer's proposal will become a matter of public record when 1) contract negotiations are complete; 2) Department of Mental Health receives a letter from the recommended proposer's authorized officer that the negotiated contract is the firm offer of the recommended proposer; and 3) Department of Mental Health releases a copy of the recommended proposer's proposal in response to a Notice of Intent to Request a Proposed Contractor Selection Review under Board Policy No. 5.055 (Services Contract Solicitation Protest).

Notwithstanding the above, absent extraordinary circumstances, all proposals will become a matter of public record when the Department's proposer recommendation appears on the Board agenda.

Exceptions to disclosure are those parts or portions of all proposals that are justifiably defined as business or trade secrets, and plainly marked by the proposer as "Trade Secret", "Confidential", or "Proprietary".

5.1.2 The County shall not, in any way, be liable or responsible for the disclosure of any such record or any parts thereof, if disclosure is required or permitted under the California Public Records Act or otherwise by law. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of exception. The proposers must specifically label only those provisions of their respective proposal which are "Trade Secrets", "Confidential", or "Proprietary", in nature.

5.1.3 In the event the County is required to defend an action on a Public Records Act request for any of the aforementioned documents, information, books, records, and/or contents of a proposal marked "Confidential", "Trade Secrets", or "Proprietary", proposer agrees to defend and indemnify County from all costs and expenses, including reasonable attorneys' fees, incurred in connection with any action, proceedings, or liability arising in connection with the Public Records Act request.

5.2 County Personnel Contact

5.2.1 All contact regarding this RFS or any matter relating thereto must be in writing and may be mailed or e-mailed as follows:

Julie Ho, Administrative Services Manager I
550 S. Vermont Ave, 5th floor
Los Angeles, CA 90020
Email: jho@dmh.lacounty.gov

If it is discovered that proposer contacted and received information from any County personnel, other than the person specified above, regarding this solicitation, County, in its sole determination, may disqualify their proposal from further consideration.

5.3 Mandatory Requirement to Register on County's WebVen

5.3.1 Prior to a contract award, all potential contractors must register in the County's WebVen. WebVen contains the vendor's business profile and identifies the goods/services the business provides. Registration can be accomplished online via the Internet by accessing the County's home page at:

<http://camisvr.co.la.ca.us/webven/>

5.4 Protest Policy Review Process

5.4.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Paragraph 5.4.3 (Grounds for Review) below. Additionally, any actual proposer may request a review of a disqualification or of a proposed contract award under such a solicitation, as described respectively in the paragraphs below. It is the responsibility of the proposer challenging the decision of a County Department to demonstrate that the Department committed

a sufficiently material error in the solicitation process to justify invalidation of a proposed contract award.

5.4.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on a proposer protest. In all cases, the County reserves the right to make an award when it is determined to be in the best interest of the County of Los Angeles to do so.

5.4.3 Grounds for Review

Unless State or federal statutes or regulations otherwise provide, the grounds for review of a solicitation for a Board-approved services contract provided for under Board Policy No. 5.055 (Services Contract Solicitation Protest) are limited to the following:

5.4.3.1 Review of Solicitation Requirements (reference Paragraph 7.4 Proposal Submission Requirements Section)

5.4.3.2 Review of Disqualified Proposal (reference Paragraph 8.3 Selection Process and Evaluation Criteria Section)

5.4.3.3 Review of Proposed Contractor Selection (reference Paragraph 8.7 Selection Process and Evaluation Criteria Section)

5.5 Injury and Illness Prevention Program

5.5.1 Contractor shall be required to comply with the State of California's Cal OSHA's regulations. California Code of Regulations Title 8 Section 3203 requires all California employers to have a written, effective Injury and Illness Prevention Program (IIPP) that addresses hazards pertaining to the particular workplace covered by the program.

5.6 Confidentiality and Independent Contractor Status

5.6.1 As appropriate, Contractor shall be required to comply with Paragraph 7.6 (Confidentiality) and Paragraph 8.22 (Independent Contractor Status) contained in the Legal Entity Contract for FYs 2018-19, 2019-20, and 2020-21.

5.7 Conflict of Interest

5.7.1 No County employee whose position in the County enables him/her to influence the selection of a contractor for this RFS, or any competing RFS, nor any spouse or economic dependent of such employees, shall be employed in any capacity by a proposer or have any other direct or indirect financial interest in the selection of a contractor. Proposer shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Paragraph 8.9 - Conflict of Interest in the Legal Entity Contract for FYs 2018-19, 2019-20, and 2020-21.

5.8 Determination of Proposer Responsibility

5.8.1 A responsible proposer is a proposer who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business only with responsible proposers.

5.8.2 Proposers are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the proposer is responsible based on a review of the proposer's performance on any contracts, including but not limited to County contracts. Particular attention will be given to violations of labor laws related to employee compensation and benefits, and evidence of false claims made by the proposer against public entities. Labor law violations which are the fault of the subcontractors and of which the proposer had no knowledge shall not be the basis of a determination that the proposer is not responsible.

5.8.3 The County may declare a proposer to be non-responsible for purposes of this contract if the Board of Supervisors, in its discretion, finds that the proposer has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or omission which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity.

5.8.4 If there is evidence that the apparent highest ranked proposer may not be responsible, the Department shall notify the proposer in writing of the evidence relating to the proposer's responsibility, and

its intention to recommend to the Board of Supervisors that the proposer be found not responsible. The Department shall provide the proposer and/or the proposer's representative with an opportunity to present evidence as to why the proposer should be found to be responsible and to rebut evidence which is the basis for the Department's recommendation.

- 5.8.5 If the proposer presents evidence in rebuttal to the Department, the Department shall evaluate the merits of such evidence, and based on that evaluation, make a recommendation to the Board of Supervisors. The final decision concerning the responsibility of the proposer shall reside with the Board of Supervisors.
- 5.8.6 These terms shall also apply to proposed subcontractors of proposers on County contracts.

5.9 Proposer Debarment

- 5.9.1 The proposer is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the proposer from bidding or proposing on, or being awarded, and/or performing work on other County contracts for a specified period of time, which generally will not exceed five (5) years but may exceed five (5) years or be permanent if warranted by the circumstances, and the County may terminate any or all of the proposer's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the proposer has done any of the following: 1) violated a term of a contract with the County or a nonprofit corporation created by the County; 2) committed an act or omission which negatively reflects on the proposer's quality, fitness or capacity to perform a contract with the County, any other public entity, or a nonprofit corporation created by the County, or engaged in a pattern or practice which negatively reflects on same; 3) committed an act or offense which indicates a lack of business integrity or business honesty; or 4) made or submitted a false claim against the County or any other public entity.
- 5.9.2 If there is evidence that the apparent highest ranked proposer may be subject to debarment, the Department shall notify the proposer in writing of the evidence which is the basis for the proposed debarment, and shall advise the proposer of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 5.9.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The proposer and/or proposer's representative shall be given an opportunity to

submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a tentative proposed decision, which shall contain a recommendation regarding whether the proposer should be debarred, and, if so, the appropriate length of time of the debarment. The proposer and the Department shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.

- 5.9.4 After consideration of any objections, or if no objections are received, a record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.
- 5.9.5 If a proposer has been debarred for a period longer than five (5) years, that proposer may, after the debarment has been in effect for at least five (5) years, submit a written request for review of the debarment determination to reduce the period of debarment or terminate the debarment. The County may, in its discretion, reduce the period of debarment or terminate the debarment if it finds that the proposer has adequately demonstrated one or more of the following: 1) elimination of the grounds for which the debarment was imposed; 2) a bona fide change in ownership or management; 3) material evidence discovered after debarment was imposed; or 4) any other reason that is in the best interests of the County.
- 5.9.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where 1) the proposer has been debarred for a period longer than five (5) years; 2) the debarment has been in effect for at least five (5) years; and 3) the request is in writing, states one or more of the grounds for reduction of the debarment period or termination of the debarment, and includes supporting documentation. Upon receiving an appropriate request, the Contractor Hearing Board will provide notice of the hearing on the request. At the hearing, the Contractor Hearing Board shall conduct a hearing where evidence on the proposed reduction of debarment period or termination of debarment is presented. This hearing shall be conducted and the request for review decided by the Contractor Hearing Board pursuant to the same procedures as for a debarment hearing.
- 5.9.7 The Contractor Hearing Board's proposed decision shall contain a recommendation on the request to reduce the period of debarment or terminate the debarment. The Contractor Hearing Board shall present its proposed decision and recommendation to the Board of

Supervisors. The Board of Supervisors shall have the right to modify, deny, or adopt the proposed decision and recommendation of the Contractor Hearing Board.

5.9.8 These terms shall also apply to proposed subcontractors of proposers on County contracts.

5.9.9 Appendix H (Listing of Contractors Debarred in Los Angeles County) provides a link to the County's website where there is a listing of contractors that are currently on the Debarment List for Los Angeles County.

5.10 Adherence to County's Child Support Compliance Program

5.10.1 Proposers shall: 1) fully comply with all applicable State and federal reporting requirements relating to employment reporting for its employees; and 2) comply with all lawfully served Wage and Earnings Assignment Orders and Notice of Assignment and continue to maintain compliance during the term of any contract that may be awarded pursuant to this solicitation. Failure to comply may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor (County Code Chapter 2.202).

5.11 Gratuities

5.11.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from a proposer with the implication, suggestion or statement that the proposer's provision of the consideration may secure more favorable treatment for the proposer in the award of the contract or that the proposer's failure to provide such consideration may negatively affect the County's consideration of the proposer's submission. A proposer shall not offer or give either directly or through an intermediary, consideration, in any form, to a County officer, employee or agent for the purpose of securing favorable treatment with respect to the award of the contract.

5.11.2 Proposer Notification to County

A proposer shall immediately report any attempt by a County officer, employee, or agent to solicit such improper consideration. The report shall be made either to the County manager charged with the supervision of the employee or to the County Auditor-Controller's Employee Fraud Hotline at (800) 544-6861.

Failure to report such a solicitation may result in the proposer's submission being eliminated from consideration.

5.11.3 Form of Improper Consideration

Among other items, such improper consideration may take the form of cash, discounts, services, the provision of travel or entertainment, or tangible gifts.

5.12 Notice to Proposers Regarding the County Lobbyist Ordinance

5.12.1 The Board of Supervisors of the County of Los Angeles has enacted an ordinance regulating the activities of persons who lobby County officials. This ordinance, referred to as the "Lobbyist Ordinance", defines a County Lobbyist, and imposes certain registration requirements upon individuals meeting the definition. The complete text of the ordinance can be found in County Code Chapter 2.160. In effect, each person, corporation or other entity that seeks a County permit, license, franchise, or contract must certify compliance with the ordinance. As part of this solicitation process, it will be the responsibility of each proposer to review the ordinance independently as the text of said ordinance is not contained within this RFS. Thereafter, each person, corporation or other entity submitting a response to this solicitation, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the proposer is in full compliance with Chapter 2.160 of the Los Angeles County Code and each such County Lobbyist is not on the Executive Office's List of Terminated Registered Lobbyists as evident in the Legal Entity Contract 2018-19, 2019-20, and 2020-21 – Paragraph 8.46 Termination for Non-Adherence of County Lobbyist Ordinance by completing and submitting Exhibit 6 (Familiarity with the County Lobbyist Ordinance Certification) of Appendix D (Required Forms), as part of their proposal.

5.13 Federal Earned Income Credit

The Proposer shall notify its employees, and shall require each subcontractor to notify its employees, that they may be eligible for the Federal Earned Income Credit under the federal income tax laws. Such notice shall be provided in accordance with the requirements set forth in Appendix I (IRS Notice 1015).

5.14 Consideration of GAIN-GROW Participants for Employment

As a threshold requirement for consideration for contract award, proposers shall demonstrate a proven record of hiring participants in the County's

Department of Public Social Services Greater Avenues for Independence (GAIN) or General Relief Opportunity for Work (GROW) Programs or shall attest to a willingness to consider GAIN/GROW participants for any future employment openings if they meet the minimum qualifications for that opening. Proposers shall attest to a willingness to provide employed GAIN/GROW participants access to the proposers' employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities.

Proposers who are unable to meet this requirement shall not be considered for contract award. Proposers shall submit a completed Exhibit 9 (Attestation of Willingness to Consider GAIN-GROW Participants) of Appendix D (Required Forms), along with their proposal.

5.15 Recycled Bond Paper

5.15.1 Proposer shall be required to comply with the County's policy on recycled bond paper as specified in Paragraph 8.39 (Recycled Bond Paper of the Legal Entity Contract FYs 2018-19, 2019-20, and 2020-21).

5.16 Safely Surrendered Baby Law

5.16.1 The Proposer shall notify and provide to its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the Safely Surrendered Baby Law, its implementation in Los Angeles County, and where and how to safely surrender a baby. The information is set forth in Exhibit I in the Legal Entity Contract FYs 2018-19, 2019-20, and 2020-21 (Safely Surrendered Baby Law). Additional information is available at www.babysafela.org.

5.17 Jury Service Program

5.17.1 The prospective contract is subject to the requirements of the County's Contractor Employee Jury Service Ordinance ("Jury Service Program") (Los Angeles County Code, Chapter 2.203). Prospective contractors should carefully read Exhibit H of the LE Contract FYs 2018-19, 2019-20, and 2020-21 (Jury Service Ordinance) and Paragraph 8.8 (Compliance with the County's Jury Service Program) of the LE Contract FY 2018-19, 2019-20, and 2020-21. The Jury Service Program applies to both contractors and their subcontractors.

Proposals that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

- 5.17.2 The Jury Service Program requires contractors and their subcontractors to have and adhere to a written policy that provides that its employees shall receive from the contractor, on an annual basis, no less than five (5) days of regular pay for actual jury service. The policy may provide that employees deposit any fees received for such jury service with the contractor or that the contractor deducts from the employee's regular pay the fees received for jury service. For purposes of the Jury Service Program, "employee" means any California resident who is a full-time employee of a contractor and "full-time" means forty (40) hours or more worked per week, or a lesser number of hours if: 1) the lesser number is a recognized industry standard as determined by the County, or 2) the contractor has a long-standing practice that defines the lesser number of hours as full-time. Therefore, the Jury Service Program applies to all of a contractor's full-time California employees, even those not working specifically on the County project. Full-time employees providing short-term, temporary services of ninety (90) days or less within a twelve (12) month period are not considered full-time for purposes of the Jury Service Program.
- 5.17.3 There are two (2) ways in which a contractor might not be subject to the Jury Service Program. The first is if the contractor does not fall within the Jury Service Program's definition of "Contractor". The Jury Service Program defines "Contractor" to mean a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of fifty thousand dollars (\$50,000) or more in any twelve (12) month period under one or more County contracts or subcontracts. The second is if the contractor meets one of the two exceptions to the Jury Service Program. The first exception concerns small businesses and applies to contractors that have 1) ten (10) or fewer employees; and, 2) annual gross revenues in the preceding twelve (12) months which, if added to the annual amount of this contract is less than five hundred thousand dollars (\$500,000), and, 3) is not an "affiliate or subsidiary of a business dominant in its field of operation". The second exception applies to contractors that possess a collective bargaining agreement that expressly supersedes the provisions of the Jury Service Program. The contractor is subject to any provision of the Jury Service Program not expressly superseded by the collective bargaining agreement.
- 5.17.4 If a contractor does not fall within the Jury Service Program's definition of "Contractor" or if it meets any of the exceptions to the Jury Service Program, then the contractor must so indicate in

Exhibit 10 (Contractor Employee Jury Service Program Certification Form and Application for Exception) of Appendix D (Required Forms), and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon reviewing the contractor's application, the County will determine, in its sole discretion, whether the contractor falls within the definition of contractor or meets any of the exceptions to the Jury Service Program. The County's decision will be final.

5.18 “Intentionally Omitted”

5.19 Notification to County of Pending Acquisitions/Mergers by Proposing Company

5.19.1 The proposer shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the proposer is restricted from legally notifying the County of pending acquisitions/mergers, then it should notify the County of the actual acquisitions/mergers as soon as the law allows and provide to the County the legal framework that restricted it from notifying the County prior to the actual acquisitions/mergers. This information shall be provided by the proposer in Exhibit 1, (Proposer's Organization Questionnaire/Affidavit and CBE Information) of Appendix D (Required Forms). Failure of the proposer to provide this information may eliminate its proposal from any further consideration. Proposer shall have a continuing obligation to notify County of changes to the information contained in Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) during the pendency of this RFS by providing a revised Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) to the County upon the occurrence of any event giving rise to a change in its previously-reported information.

5.20 “Intentionally Omitted”

5.21 Defaulted Property Tax Reduction Program

5.21.1 The prospective contract is subject to the requirements of the County's Defaulted Property Tax Reduction Program ("Defaulted Tax Program"), (Los Angeles County Code, Chapter 2.206). Prospective contractors should carefully read Appendix O (Defaulted Tax Program Ordinance) and the pertinent provisions in Paragraph 8.53 (Warranty of Compliance with County's Defaulted Property Tax Reduction Program) and Paragraph 8.48 (Termination for Breach of Warranty to Maintain Compliance with County's Defaulted Tax Program) of the LE Contract FYs 2018-19, 2019-20, and 2020-21. The Defaulted Tax Program applies to both contractors and their subcontractors.

Proposers shall be required to certify that they are in full compliance with the provisions of the Defaulted Tax Program and shall maintain compliance during the term of any contract that may be awarded pursuant to this solicitation or shall certify that they are exempt from the Defaulted Tax Program by completing Exhibit 20 (Certification of Compliance with the County's Defaulted Property Tax Reduction Program) in Appendix D (Required Forms). Failure to maintain compliance, or to timely cure defects, may be cause for termination of a contract or initiation of debarment proceedings against the non-compliant contractor (Los Angeles County Code, Chapter 2.202).

Proposals that fail to comply with the certification requirements of the Defaulted Tax Program will be considered non-responsive and excluded from further consideration.

5.22 Time Off for Voting

5.22.1 The Proposer shall notify its employees, and shall require each subcontractor to notify and provide to its employees, information regarding the time off for voting law (Elections Code Section 14000). Not less than ten (10) days before every statewide election, every contractor and subcontractors shall keep posted conspicuously at the place of work, if practicable, or elsewhere where it can be seen as employees come or go to their place of work, a notice setting forth the provisions of Elections Code Section 14000.

5.23 Proposer’s Acknowledgement of County’s Commitment to Zero Tolerance Policy on Human Trafficking

5.23.1 On October 4, 2016, the Los Angeles County Board of Supervisors approved a motion taking significant steps to protect victims of human trafficking by establishing a zero tolerance policy on human trafficking. The policy prohibits contractors engaged in human trafficking from receiving contract awards or performing services under a County contract.

Contractors are required to complete Exhibit 21 (Zero Tolerance Policy on Human Trafficking Certification) in Appendix D (Required Forms), certifying that they are in full compliance with the County’s Zero Tolerance Policy on Human Trafficking provision as defined in Paragraph 8.54 (Compliance with County’s Zero Tolerance Policy on Human Trafficking) of the Legal Entity Contract FYs 2018-19, 2019-20, and 2020-21. Further, contractors are required to comply with the requirements under said provision for the term of any contract awarded pursuant to this solicitation.

5.24 “Intentionally Omitted”

5.25 Default Method of Payment: Direct Deposit or Electronic Funds Transfer (EFT)

5.25.1 The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement/contract with the County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

5.25.2 Upon contract award or at the request of the A-C and/or the contracting department, the Contractor shall submit a direct deposit authorization request with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

5.25.3 Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.

5.25.4 Upon contract award or at any time during the duration of the agreement/ contract, a Contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with the contracting department(s), shall decide whether to approve exemption requests.

5.26 “Intentionally Omitted”

6 “INTENTIONALLY OMITTED”

7 PROPOSAL SUBMISSION REQUIREMENTS

7.1 Proposal Submission Information

7.1.1 Paragraph 7 (Proposal Submission Requirements) contains key project dates and activities as well as instructions to proposers in how to prepare and submit their proposal.

7.2 Truth and Accuracy of Representations

7.2.1 False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal shall be sufficient cause for rejection of the proposal. The evaluation and determination in this area shall be at the Director’s sole judgment and his judgment shall be final. All proposals shall be firm and final offers and may not be withdrawn for a period of one hundred eighty (180) days following the final proposal submission date.

7.3 RFS Timetable

7.3.1 The timetable for this RFS is as follows:

- Release of RFS 06/29/18
- Request for a Solicitation Requirements Review Due 07/16/18
- Proposers’ Conference TBD
- Questions and Answers Released TBD

Proposals are due by Monday, September 10, 2018 at 12 p.m.

**DEADLINE FOR PROPOSAL PACKAGE SUBMISSION
at or before 12:00 P.M., P.D.T
MONDAY, SEPTEMBER 10, 2018
NO EXCEPTIONS**

Proposal Packages are due **Monday, September 10, 2018** at the **5th floor reception desk by 12:00 p.m.** Pacific Daylight Saving Time (P.D.T.). Any mail/delivery service to DMH's mail room on the 2nd floor may not be received by the due date. It is Proposer's responsibility to ensure that a proposal is submitted before the deadline on the due date. There will be **NO EXCEPTIONS**.

Proposers intending to submit a proposal(s) in person, **must allow enough time to find parking, go through our security process on the first floor (show proper identification and obtain a visitor's pass) and take the elevators to the 5th floor.** It is Proposer's responsibility to ensure that a proposal is submitted before the deadline on the due date.

7.4. Solicitation Requirements Review

7.4.1 Any person or entity may seek a Solicitation Requirements Review by submitting Appendix E (Transmittal Form to Request a Solicitation Requirements Review) to the Department conducting the solicitation as described in this Paragraph 7.4 (Solicitation Requirements Review). A request for a Solicitation Requirements Review may be denied, in the Department's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for a Solicitation Requirements Review is made within ten (10) business days of the issuance of the solicitation document;
2. The request for a Solicitation Requirements Review includes documentation, which demonstrates the underlying ability of the person or entity to submit a proposal;
3. The request for a Solicitation Requirements Review itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request for a Solicitation Requirements Review asserts either that:

- a. application of the minimum requirements, evaluation criteria and/or business requirements unfairly disadvantages the person or entity; or,
- b. due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective proposers.

The Solicitation Requirements Review shall be completed and the Department's determination shall be provided to the requesting person or entity, in writing, within a reasonable time prior to the proposal due date.

7.5 “Intentionally Omitted”

7.6 “Intentionally Omitted”

7.7 Proposers’ Conference

7.7.1 A mandatory Proposers’ Conference will be held to discuss the RFS Requirements. County staff will respond to questions from potential proposers. All potential proposers must attend this conference or their proposals will be rejected as non-responsive (disqualified) without review and eliminated from further consideration. The conference is scheduled as follows:

Date TBD
Time TBD
Address TBD

7.8 Preparation of the Proposal

Proposers shall submit:

- 1. One (1) original proposal;**
- 2. Five (5) proposal copies; and**
- 3. One (1) proposal on a CD**

All proposals must be bound and submitted in the prescribed format. Any proposal that deviates from this format may be rejected as non-responsive without review at the County's sole discretion.

7.8.1 Objective of Proposal Package Submission

The objective of the Proposal Package submission is for DMH to ascertain the Proposer's ability to provide or exceed the required service level.

Proposal Package Submission Format

All Proposal Packages must be submitted in the prescribed format. In preparing the written Proposal Package, the Proposer shall ensure the following:

7.8.1.1 Font

- The font size must be an Arial or Universal typeface, and a font size of 12 points and in black ink. No other font size or smaller point size may be used in Sections A, B, C, D, E, F, or the Proposal Narrative. Section I (Cover Page, Transmittal Letter, and Table of Contents) is not included in the Proposal Narrative; however, Proposer must follow instructions in Paragraph 7.8 for the completion of Section I.
- Type density, including characters and spaces, must be no more than 15 characters per inch.
- Print must be clear and legible.
- Black ink that can be clearly copied must be used.

7.8.1.2 Page Margins

- Pages must be standard size (8 ½" x 11") sheets of paper.
- Margins are at least one (1) inch each (left, right, top, and bottom).

7.8.1.3 Page Numbering

- The Proposal Package must be single-sided and double-spaced.
- Pages must be numbered consecutively from beginning to end so that information can be

located easily during review of the RFS proposal. Do not use suffixes (e.g., 5a, 5b).

- Appendices shall be labeled and separated from the Proposal Narrative, and the pages shall be numbered to continue the sequence.
- Do not include unnumbered pages.
- The cover page shall be page 1, the transmittal letter page 2, Minimum Mandatory Requirements page 3, etc. See sequence format below in Paragraph 7.9 Proposal Format.

7.8.1.4 **Tables, charts, figures, graphs, diagrams, letters, and footnotes, if on a separate page, shall be numbered to continue the sequence and will not count against the Proposal Narrative page total in Paragraph 7.7.1.7.**

- Type size in charts, tables, graphs, and footnotes will not be considered in determining compliance with font size.
- A smaller type size may be used, but it must be in black ink, readily legible, and follow the font typeface requirement.
- If submitting a letter, Memorandum of Understanding (MOU), or another contract, reference must be made in the narrative to the sections the attachment is addressing. You may use one supporting document to fulfill requests for samples for various sections of the RFS. Provide no more than two (2) supporting documents for any section, unless specified to provide more. For example, one (1) MOU and one (1) letter of reference.

7.8.1.5 **Binding**

- Proposals shall be bound in standard, locking 3-ring notebooks. D-Ring notebooks are not acceptable.

- All parts of the Proposal Package, including the Proposal Narrative, and all other required forms shall fit in one binder.
- Odd-sized and oversized attachments such as posters will not be copied or sent to reviewers. Do not include videotapes, audiotapes, or other electronic format.

7.7.1.6 The Executive Summary shall be completed and included in the Proposal Narrative as Section A.

7.7.1.7 The Proposal Narrative comprised of Sections A, B, C, D, E, and F **shall not exceed (22) pages**.

7.7.1.8 Transmittal letter shall be included in the Proposal Package.

7.7.1.9 In preparing the written Proposal Package, the Proposer shall do so in its own words and not copy the language in the RFS. The Proposer shall ensure that the Proposal Package responds completely and thoroughly to all of the requirements set forth in this RFS. The objective of the Proposal Package submission is for the County to ascertain the Proposer's ability to meet or exceed the required service level. In addition, specific information is requested from all Proposers to ensure that the Proposal Package can be fairly compared and evaluated in a standard manner. All of the requested items in the Proposal Narrative must be addressed. If an item is not addressed it will be considered as missing information and will not receive points for the corresponding section(s).

7.7.1.10 Proposer must respond to this RFS in accordance with the specifications for content and sequence set forth in the Proposal Package format herein below. Failure to adhere to these specifications may be cause for rejection of the Proposal Package. No correction or re-submission shall be accepted after the Proposal Package deadline.

7.7.1.11 Only information that is contained in the Proposal Package will be evaluated. The County reserves the right to waive any irregularity in a submitted Proposal Package.

7.9 Proposal Format

7.9.1 The content and sequence of the Proposal must be as follows:

- Cover Page
- Transmittal Letter
- Table of Contents
- Executive Summary (Section A)
- Proposer's Qualifications (Section B)
- Proposer's Approach to Provide Required Services (Section C)
- Staffing Plan (Section D)
- Proposer's Quality Assurance Plan, Data Collection and Outcomes (Section E)
- Green Initiatives (Section F)
- Proposal Required Forms-Appendix D

A Proposer will only receive points when responses are labeled, numbered, and placed in the appropriate section in accordance with the format of the Proposal Narrative. Points will not be awarded for responses that are not numbered or labeled; placed in the incorrect sections/subsections; and/or cannot be judged due to missing or incomplete information, including demonstrating no understanding of the service delivery requirement. Unless explicitly stated otherwise, each requested item in the sections and subsections of Paragraph 7.9.2 through Paragraph 7.9.7 of this RFS must be addressed. Further, proposals will not receive points for providing responses that merely reference any other section of the proposal. For example, responses cannot state, "Please see response to Paragraph C.1.1," for items requested in C.2.1.

Any information provided in pages beyond the Proposal Narrative page limit for any section will not be evaluated or scored. A Proposer demonstrating it meets or exceeds the service standards identified in the sections and sub-sections of this RFS will receive higher points than those who do not meet said standards. A Proposer can be awarded points if it is

not able to meet a required service standard, albeit at a lower point total. Proposer must follow instructions listed in Paragraph 7.8.

7.9.1.1 Cover Page

The cover page shall, at a minimum, identify the document as a Proposal Package stating the exact name of the RFS, Proposal Package submission date, and the Proposer's name.

7.9.1.2 Transmittal Letter

The transmittal letter must be on the Proposer's stationery, transmitting the proposal package. The transmittal letter must include the Proposer's name, address, telephone, and facsimile numbers of the person or persons to be used for contact and who will be authorized to represent the Proposer. The transmittal letter must bear the signature of the person authorized to sign on behalf of the Proposer and to bind the applicant in a Contract.

7.9.1.3 Minimum Mandatory Requirements

Proposer must demonstrate they meet the Minimum Mandatory Requirements described in Paragraph 3.0 of this RFS.

7.9.1.4 Table of Contents

List all materials included in the proposal. Include a clear definition of the material, identified by sequential page numbers and by section reference numbers.

7.9.2 Executive Summary (Section A) (Limit 1 page, excluding supporting documents)

Proposer must provide a description of all of the following:

- A.1** The agency's qualifications, experience providing mental health services, staffing, and approach to meet the program objectives as described in the RFS and the requirements in the SOW;
- A.2** The agency's mission statement and how the mission statement relates to the requirements as described in the SOW; and

A.3 A brief description of the current PEI services offered by the agency and if any of the PEI services are provided to Children and Transitional Aged Youth (TAY).

7.9.3 Proposer's Qualifications (Section B) (Limit 2 pages, excluding charts)

Demonstrate that the Proposer's organization has the experience and financial capability to perform the required services. The following sections must be included:

B.1 Proposer's Background and Experience

Provide a summary of relevant background information to demonstrate that the Proposer meets the minimum requirement(s) stated in Paragraph 3 (Proposer's Minimum Qualifications) of this RFS and has the capability to perform the required services as a corporation or other entity. (Any minimum requirements listed in Paragraph 3 (Proposer's Minimum Qualifications) may also be listed in Paragraph 7.9.3 (Proposer's Qualification, Paragraph B).

B.1.1 Provide a comprehensive description of the agency's past and present experience providing the required or substantially similar services as described in the SOW. The description must include the number of years the agency has had providing the required or substantially similar services as described in the SOW. Agencies demonstrating a highly comprehensive description and five (5) or more years of experience providing the required or substantially similar services as described in the SOW, will receive higher points in Paragraph B.1.1.

B.1.2 Provide three (3) of the agency's most important program successes that relate to the required services and outcomes in this RFS.

B.2 Proposer's References

It is the Proposer's sole responsibility to ensure that the firm's name, and point of contact's name, title and phone number for each reference is accurate. The same references may be listed on both Exhibit 2 (Prospective Contractor References) in Appendix D (Required Forms).

B.2.1 County may disqualify a Proposer as non-responsive and/or non-responsible if:

- a) references fail to substantiate Proposer's description of the services provided; or
- b) references fail to support that Proposer has a continuing pattern of providing capable, productive and skilled personnel; or
- c) the Department is unable to reach the point of contact with reasonable effort. It is the Proposer's responsibility to inform the point of contact to be available during normal working hours so Department is able to make contact.

B.2.2 The Proposer must complete and include the following Required Form:

- a) Exhibit 2 (Prospective Contractor References) in Appendix D (Required Forms). Proposer must provide three (3) references where the same or similar scope of services was provided.

B.3 Proposer's Pending Litigation and Judgments

Proposer must identify by name, case, and court jurisdiction any pending litigation in which Proposer is involved, or judgments against Proposer in the past five (5) years. Proposer must provide a statement describing the size and scope of any pending or threatening litigation against the Proposer or principals of the Proposer. If Proposer does not have any pending litigation to report, Proposer must indicate this in this section. This section must not be left blank.

7.9.4 Proposer's Approach to Provide Required Services (Section C) (Limit 12 pages, excluding supporting documents)

Present a description of the methodology the Proposer will use to meet contract work requirements. Describe in detail how the services will be performed to meet the intent of the SOW.

Proposer must identify the Service Area (SA) where the PIER Model implementation will be located and provide specific

information, i.e., staffing plan, space availability, etc. The Program design must address the following sub-sections:

C.1 Service Location

Proposer must identify the SA(s), cities, and Supervisory Districts to be served, including the proposed location’s site address or addresses where services will be provided.

C.1.1 Among adolescents and young adults between the ages of 12 and 25, from the list below, indicate the estimated number to be served in each SA, addresses, cities, and Supervisorial Districts.

Table 1 – Service Area and Estimated Number of Adolescents and Young Adults to be Served

This table may be copied and attached as a separate sheet. Please make sure that it is labeled:

“Table 1 – Service Area and Estimated Number of Adolescents and Young Adults to be Served.”

#	Estimated Number of Clients to be served	Service Area	Site Address	City	Supervisorial District
1					
2					

C.2 Community Outreach

Proposers must demonstrate capability to deliver community outreach by increasing awareness on how to identify clinical high risk signs before a client has full blown psychotic symptoms. Some of the tasks will include community mapping to identify organizations who will have regular contact with children and youth in the target age group; developing outreach messages in the form of PowerPoint presentations, brochures and other outreach materials; participating in community events, school-based events and resource fairs.

C.2.1 Experience

Describe the different types of community outreach the Proposer currently provides. Identify at least five (5) different techniques the agency currently delivers, as listed in Paragraph C.2.

C.2.2 Proposed Services

Describe the development and delivery of outreach messages to specific target audiences. Identify at least five (5) different techniques the agency proposes to deliver, based on list in Paragraph C.2.

C.3 Assessment

Proposers must have the ability to conduct an initial assessment for all referred adolescents and young adults.

C.3.1 Experience

Describe the agency's ability to conduct an initial assessment to screen for psychosis including psychotropic medication issues.

C.3.2 Proposed Services

Describe the agency's plan to provide services for assessment and psychosis screening using the Structured Interview for the Psychosis-Risk Syndromes (SIPS).

C.4 Multifamily Groups

Proposer must demonstrate a commitment to conduct multifamily groups as part of the proposed program. These services for clients and family members/conservators shall be provided on a regular basis to develop an on-going support network, provide information on recovery-based practices, and development of family's problem solving skills. Proposer must also demonstrate capacity to find alternatives and modifications to multifamily group when families are unable or unwilling to attend multifamily group.

C.4.1 Experience

Describe the types of recovery-based multifamily groups and family support programs provided by the agency or to which clients are referred.

C.4.2 Proposed Services

Describe the following:

- a) The agency's plan to implement multifamily groups within the program.
- b) The agency's plan to provide at least three (3) different alternatives to multifamily groups for families where family members are not available or refuse to participate, family members are monolingual and there are no other families available with whom to start a separate group or when stigma prevents a family from participating in multifamily services.

C.5 Intensive Medication Support

Proposer must demonstrate an ability to provide psychiatric assessment and preventative psychiatric treatment of clinical high risk symptoms of psychosis with the goal of preventing progression of symptoms to full a psychotic disorder or for clients with a history of a psychotic episode, to prevent further psychotic episodes.

C.5.1 Experience

Describe the types of medication support currently offered by the agency for child and TAY clients with high clinical risk of psychosis or after a first psychotic break.

C.5.2 Proposed Services

Describe agency's plan to provide psychiatric assessment and monthly medication services to clinical high risk clients.

C.6 Clinical Services to be Provided

Proposer must demonstrate how it expects to satisfy the service requirements as set forth in the SOW, including the following:

C.6.1 Experience

Describe the agency's experience providing EBP or emerging effective practices for adolescents and young adults between the ages of 12 to 25 diagnosed with psychosis. Providers demonstrating three (3) or more years' experience will receive a higher score in this section.

C.6.2 Proposed Services

Describe the following:

- a) The full array of clinical services that will be provided directly or through linkage to other community-based organizations and providers to clients and their families as described in Paragraph C.6.1; and
- b) At least two (2) treatment models to be utilized that are considered EBPs or emerging effective practices in the mental health field that promote wellness and recovery principles.

C.7 Cultural and Linguistic Appropriate Services

Proposers must demonstrate the ability to provide a full array of services (medical, mental health, and other supportive services) that are culturally and linguistically sensitive to the population they serve.

C.7.1 Experience

Describe the following:

- a) The measures taken to ensure services are delivered in a culturally and linguistically appropriate manner that can effectively meet the various cultural and linguistic needs of the population served; and

- b) The percentage (%) of the agency's current direct service staff that delivers services in a non-English language and specify the languages used by direct service staff. A Proposer demonstrating capacity of direct service staff to provide services in two (2) or more non-English languages that serve the intended population will receive a higher score in this section.

C.7.2 Proposed Services

Describe the measures to be taken to ensure services are provided in a culturally and linguistically appropriate manner for the population to be served.

C.8 Community Collaboration and Partnerships

Proposer must demonstrate the ability to develop and sustain formal or informal relationships with other community agencies and partners, such as public, charter and private schools and school districts, primary health care providers, faith-based organizations, youth service organizations, youth mental health providers, the Los Angeles County Department of Children and Family Services, the Los Angeles County Probation Department, the judicial system, Social Security Administration (SSA), housing providers and developers for recovery-oriented services that serve to meet clients' goals and to develop a referral network for potential clients.

C.8.1 Experience

Describe the agency's experience with community collaboration and partnerships. The description should include:

The agency's experience and efforts in collaborating with interagency partners such as those listed in Paragraph C.8 of this RFS.

C.8.2 Proposed Services

Describe the agency's proposed community collaboration and partnerships. The description should include:

The interagency collaborations the program will use to serve the target population. The highest scoring for this proposed service will be awarded to proposals that provide at least five (5) distinct interagency collaborations to be used for the proposed program.

C.9 Supportive Education/Supportive Employment (SE/SE) Services

Proposers must demonstrate the ability to assist clients in accessing an array of educational and vocational services consistent with the clients' goals.

C.9.1 Experience

Describe the agency's experience assisting clients to access educational and vocational support services. A Proposer that demonstrates at least four (4) years of experience will receive a higher score in this section.

C.9.2 Proposed Services

Describe the proposed educational and vocational opportunities your program will assist clients to access. Identify at least two (2) educational and/or vocational services to which clients may be linked.

C.10 Case Management

Proposer must demonstrate the ability to provide planning and coordination of care with essential linkage to community-based programs.

C.10.1 Experience

Describe the agency's experience conducting planning and coordination of care.

C.10.2 Proposed Services

Describe the strategies to be used to ensure clients obtain necessary community supports, assistance with medication, (i.e., reminder calls, pharmacy calls, health insurance, and resource applications including food stamps, transportation, etc.) and applications for disability when warranted. Medical

Case Workers shall provide support to client regarding education and employment (as needed).

C.11 Peer Support Services

Proposers must demonstrate a commitment and ability to provide recovery-based supportive services and to employ multiple strategies for helping individuals develop ways to meaningfully engage their time, including social, recreational, faith-based, and family or other culturally relevant activities based on clients' preferences and Contract.

Supportive services shall include accompanying and advocating for client and providing education and employment (as needed).

C.11.1 Experience

Describe the peer supportive services and/or parent partner services currently provided directly or through linkage to other community-based organizations and providers to the population currently served. Identify at least five (5) peer supportive services listed in Paragraph C.11 the agency currently provides.

C.11.2 Proposed Services

Describe at least five (5) types of peer supportive services identified in Paragraph C.11 that Proposer will provide directly or through linkage to other community-based organizations and providers which ensure that required services and supports are available to the population to be served.

7.9.5 Proposed Staffing Plan (Section D) (Limit to 2 pages, excluding charts)

D.1 Proposer must provide a detailed staffing plan that will ensure full compliance with the Contract's requirements and the Proposer's stated methodology of providing program services. The staffing plan must be supported by and consistent with the Proposer's budgeted costs. The plan must address the following sub-sections.

Proposer must demonstrate that staff assigned to perform the PIER Model work is qualified by training and/or experience to serve adolescents and young adults between the ages of 12-25 and meet the staffing ratio identified in the SOW. Proposer must also complete “**Table 2 - Proposed Agency Staff**”. This table may be copied and attached as a separate sheet. Please make sure that it is labeled:

“Table 2 - Proposed Agency Staff”

Staff	Discipline	License/ Credentials	Position and Duty	Language(s) Spoken	Minimum Years of Experience Providing Mental Health Services

D.2 Staff Training

Describe the agency’s plan for providing PIER Model Implementation training to staff in order to effectively serve the target population. The plan should address all of the following: training of new and on-going full-time and part-time employees, volunteers, peer and parent partners, and other persons involved in the project that will deliver or facilitate the delivery of services.

D.3 Supervision

Describe the plan for supervision that includes all of the following: full-time and part-time employees, and volunteers.

D.4 Work Stoppage

Describe the plan for providing qualified trained personnel in the event the project incurs a work stoppage, such as a workers’ strike.

7.9.6 Proposer’s Quality Assurance Plan, Data Collection, and Outcomes (Section E) (Limit 4 pages, excluding supporting documents)

E.1 Present a comprehensive Quality Assurance Plan to be utilized by the Proposer as a self-monitoring tool to ensure the required services are provided as specified in Appendix A (Statement of Work) and the Performance Requirements Summary Chart in Appendix B (Statement of Work Exhibits).

The following factors may be included in the plan:

- a) Activities to be monitored to ensure compliance with all contract requirements;
- b) Monitoring methods to be used;
- c) Frequency of monitoring;
- d) Samples of forms to be used in monitoring;
- e) Title/level and qualifications of personnel performing monitoring functions; and
- f) Documentation methods of all monitoring results, including any corrective action taken.

E.2 Present a comprehensive plan demonstrating the ability to collect the Early Psychosis Program (EP) Learning Network data collection, manage and submit data as directed by the Department to demonstrate client outcomes inclusive of the guidelines set forth by the comply with PIER Model data collection requirements.

E.2.1 Experience

Describe the agency’s past experience in collecting outcomes data for other MHSA-funded Evidenced Based Practices.

E.2.2 Proposed Services

Describe at least three (3) strategies the agency plans to utilize to ensure the program complies with data collection requirements.

7.9.7 Proposer’s Green Initiatives (Section F) (limit 1 page)

F.1 Present a description of proposed plan for complying with the green requirements as described in Paragraph 11.0 of

the SOW. Describe your company's current environmental policies and practices and those proposed to be implemented.

7.9.8 Exhibit 1 Proposer's Organization Questionnaire/Affidavit and Required Support Documentation

The Proposer shall complete, sign, and date Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) in Appendix D (Required Forms). The person signing the form must be authorized to sign on behalf of the proposer and to bind the applicant in a contract.

7.9.9 Proposal shall include all completed, signed, and dated forms identified in Appendix D (Required Forms).

- Exhibit 1 Proposer's Organization Questionnaire/Affidavit and CBE Information
- Exhibit 2 Prospective Contractor Reference
- Exhibit 3 "Intentionally Omitted"
- Exhibit 4 "Intentionally Omitted"
- Exhibit 5 Certification of No Conflict of Interest
- Exhibit 6 Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 7 "Intentionally Omitted"
- Exhibit 8 "Intentionally Omitted"
- Exhibit 9 Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 10 Contractor Employee Jury Service Program Certification Form and Application for Exception
- Exhibits 11 "Intentionally Omitted"
- Exhibits 12 - 14 "Intentionally Omitted"
- Exhibits 15 - 18 "Intentionally Omitted"
- Exhibit 19 "Intentionally Omitted"
- Exhibit 20 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- Exhibit 21 Bidder's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking
- Exhibit 22 "Intentionally Omitted"
- Exhibit 23 "Intentionally Omitted"

7.10 "Intentionally Omitted"

7.11 Firm Offer-Withdrawal of Proposal

7.11.1 Proposals submitted pursuant to this RFS are considered a firm offer of the Proposer. Until the proposal submission deadline, errors in proposals may be corrected by a request in writing to withdraw the proposal and by submission of another set of

proposals with the mistakes corrected. Corrections will not be accepted once the deadline for submission of proposals has passed.

7.12 Proposal Submission

7.12.1 The original Proposal and five (5) copies must be typewritten, double spaced, and securely bound, pursuant to Paragraph 7.8.1 The Proposal(s) shall be enclosed in a sealed envelope or box, plainly marked in the upper left-hand corner with the name and address of the proposer and bear the words:

"PROPOSAL FOR PIER MODEL IMPLEMENTATION"

The proposal(s) shall be delivered or mailed to:

**Julie Ho, ASM I
County of Los Angeles – Department of Mental Health
Contracts Development and Administration Division (CDAD)
550 South Vermont Avenue, 5th Floor, Room 500
Los Angeles, CA 90020**

It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Submitting proposers shall bear all risks associated with delays in delivery by any person or entity, including the U.S. Mail. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in Paragraph 7.3 (RFS Timetable), will not be accepted and returned to the sender unopened. Timely hand-delivered proposals are acceptable. No facsimile (fax) or electronic mail (e-mail) copies will be accepted.

All proposals shall be firm offers and may not be withdrawn for a period of thirty (30) days following the last day to submit proposals.

8.0 SELECTION PROCESS AND EVALUATION CRITERIA

8.1 Selection Process

8.1.1 The County reserves the sole right to judge the contents of the proposals submitted pursuant to this RFS and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal on Monday, **September 10, 2018**.

Evaluation of the proposals will be made by an Evaluation Committee selected by the Department. The Committee will

evaluate the proposals and will use the evaluation approach described herein to select a prospective contractor. All proposals will be evaluated based on the criteria listed below. All proposals will be scored and ranked in numerical sequence from high to low. The County may also, at its option, invite proposers being evaluated to make a verbal presentation or conduct site visits, if appropriate. The Evaluation Committee may utilize the services of appropriate experts to assist in this evaluation.

After a prospective contractor has been selected, the County and the prospective contractor(s) will negotiate a contract for submission to the Board of Supervisors for its consideration and possible approval. If a satisfactory contract cannot be negotiated, the County may, at its sole discretion, begin contract negotiations with the next qualified proposer who submitted a proposal, as determined by the County.

The recommendation to award a contract will not bind the Board of Supervisors to award a contract to the prospective contractor.

The County retains the right to select a proposal other than the proposal receiving the highest number of points if County determines, in its sole discretion, another proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the County.

8.2 Adherence to Minimum Requirements (Pass-Fail)

8.2.1 County shall review Exhibit 1 (Proposer's Organization Questionnaire/Affidavit and CBE Information) in Appendix D (Required Forms) and determine whether the Proposer meets the minimum requirements as outlined in Paragraph 3 (Proposer's Minimum Qualifications) of this RFS.

Failure of the Proposer to comply with the minimum requirements may eliminate its proposal from any further consideration. The County may elect to waive any informality in a proposal if the sum and substance of the proposal is present.

8.3 Disqualification Review

8.3.1 A proposal may be disqualified from consideration because the Department determined it was non-responsive at any time during the review/evaluation process. If the Department determines that a proposal is disqualified due to non-responsiveness, the Department shall notify the Proposer in writing.

Upon receipt of the written determination of non-responsiveness, the Proposer may submit a written request for a Disqualification Review within the timeframe specified in the written determination.

A request for a Disqualification Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Disqualification Review is a proposer;
2. The request for a Disqualification Review is submitted timely (i.e., by the date and time specified in the written determination); and
3. The request for a Disqualification Review asserts that the Department's determination of disqualification due to non-responsiveness was erroneous (e.g. factual errors, etc.) and provides factual support on each ground asserted as well as copies of all documents and other material that support the assertions.

The Disqualification Review shall be completed and the determination shall be provided to the requesting proposer, in writing, prior to the conclusion of the evaluation process.

Proposer can also be disqualified for Paragraph 5.8 (Determination of Proposer Responsibility).

8.4 Proposal Evaluation and Criteria (10,000 points, 100%)

8.4.1 Any reviews conducted during the evaluation of the proposal may result in a point reduction.

8.4.2 Executive Summary (200 points, 2%)

Proposers will be evaluated on their executive summary containing the information requested in Paragraph 7.9.2 Paragraph A of this RFS.

8.4.3 Proposer's Qualifications (1600 points, 16%)

Proposer will be evaluated on their experience and capacity as a corporation or other entity to perform the required services based on information provided in Paragraph 7.9.3 (Proposer's Background and Experience (Paragraph B.1)) of the proposal.

Proposer will be evaluated on the verification of references provided in Paragraph 7.9.3 (Proposer's References (Paragraph B.2)) of the proposal. In addition to the references provided, a review will include the County's Contract Database and Contractor Alert Reporting Database, if applicable, reflecting past performance history on County or other contracts. This review may result in point deductions up to one hundred percent (100%) of the total points awarded in this evaluation category. Additionally, a review of terminated contracts will be conducted which may result in point deductions.

A review will be conducted to determine the significance of any litigation or judgments pending against the proposer as provided in Paragraph 7.9.4 (Proposer's Pending Litigation and Judgment (Paragraph B.3)) of the proposal.

8.4.4 Proposer's Approach to Providing Required Services (4500 points, 45%)

The proposer will be evaluated on its description of the methodology to be used to meet the County's requirements based on information provided in Paragraph 7.9.4 (Proposer's Approach to Provide Required Services (Section C)) of the proposal.

8.4.5 Staffing Plan – (1600 points, 16%)

Proposers will be evaluated on their staffing plan as set forth in Paragraph 7.9.5.

8.4.6 Quality Assurance Plan, Data Collection, and Outcomes (2000 pts, 20%)

The Proposer will be evaluated on its ability to establish and maintain a complete Quality Control Plan to ensure the requirements of this contract are provided as specified. Evaluation of the Quality Control Plan shall cover the proposed monitoring system of all services listed on the Performance Requirements Summary (PRS) based on the information provided in Paragraph 7.9.6 (Proposer's Quality Assurance Plan, Data Collection, and Outcomes) of the proposal.

8.4.7 Green Initiatives – (100 points, 1%)

Proposers will be evaluated on their plan to comply with the green initiatives requirements as indicated in Paragraph 7.9.7, Section F of this RFS.

8.5 Summary Proposal Evaluation Criteria

SECTION	MAX POINTS	PERCENTAGE
A. Executive Summary	200	2%
B. Proposer's Qualifications	1600	16%
C. Proposer's Approach to Providing Required Services	4,500	45%
D. Staffing Plan	1600	16%
E. Quality Assurance Plan, Data Collection and Outcomes	2000	20%
F. Green Initiatives	100	1%
Total:	10,000	100%

8.6 "Intentionally Omitted"

8.7 Department's Proposed Contractor Selection Review

8.7.1 Departmental Debriefing Process

Upon completion of the evaluation, the Department shall notify the remaining proposers in writing that the Department is entering negotiations with another proposer. Upon receipt of the letter, any non-selected proposer may submit a written request for a Debriefing within the timeframe specified in the letter. A request for a Debriefing may, in the Department's sole discretion, be denied if the request is not received within the specified timeframe.

The purpose of the Debriefing is to compare the requesting proposer's response to the solicitation document with the evaluation document. The requesting proposer shall be debriefed only on its response. Because contract negotiations are not yet complete, responses from other proposers shall not be discussed, although the Department may inform the requesting proposer of its relative ranking.

During or following the Debriefing, the Department will instruct the requesting proposer of the manner and timeframe in which the requesting proposer must notify the Department of its intent to request a Proposed Contractor Selection Review (see Paragraph 8.7.2 Proposed Contractor Selection Review), if the requesting proposer is not satisfied with the results of the Debriefing.

8.7.2 Proposed Contractor Selection Review

Any proposer that has timely submitted a notice of its intent to request a Proposed Contractor Selection Review as described in Paragraph 8.7.2 (Proposed Contractor Selection Review) may submit a written request for a Proposed Contractor Selection Review, in the manner and timeframe as shall be specified by the Department.

A request for a Proposed Contractor Selection Review may, in the Department's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a Proposed Contractor Selection Review is a proposer;
2. The request for a Proposed Contractor Selection Review is submitted timely (i.e., by the date and time specified by the Department);
3. The person or entity requesting a Proposed Contractor Selection Review asserts in appropriate detail with factual reasons one or more of the following grounds for review:
 - a. The Department materially failed to follow procedures specified in its solicitation document. This includes:
 - i. Failure to correctly apply the standards for reviewing the proposal format requirements.
 - i. Failure to correctly apply the standards, and/or follow the prescribed methods, for evaluating the proposals as specified in the solicitation document.
 - iii. Use of evaluation criteria that were different from the evaluation criteria disclosed in the solicitation document.
 - b. The Department made identifiable mathematical or other errors in evaluating proposals, resulting in the proposer receiving an incorrect score and not being selected as the recommended contractor.
 - c. A member of the Evaluation Committee demonstrated bias in the conduct of the evaluation.
 - d. Another basis for review as provided by state or federal law; and

4. The request for a Proposed Contractor Selection Review sets forth sufficient detail to demonstrate that, but for the Department's alleged failure, the proposer would have been the lowest cost, responsive and responsible bid or the highest-scored proposal, as the case may be.

Upon completing the Proposed Contractor Selection Review, the Department representative shall issue a written decision to the proposer within a reasonable time following receipt of the request for a Proposed Contractor Selection Review, and always before the date the contract award recommendation is to be heard by the Board. The written decision shall additionally instruct the proposer of the manner and timeframe for requesting a County Independent Review. (See Paragraph 8.8 (County Independent Review Process) below.

8.8 County Independent Review Process

- 8.8.1 Any proposer that is not satisfied with the results of the Proposed Contractor Selection Review may submit a written request for a County Independent Review in the manner and timeframe specified by the Department in the Department's written decision regarding the Proposed Contractor Selection Review.

A request for County Independent Review may, in the County's sole discretion, be denied if the request does not satisfy all of the following criteria:

1. The person or entity requesting a County Independent Review is a proposer;
2. The request for a County Independent Review is submitted timely (i.e., by the date and time specified by the Department); and
3. The person or entity requesting review by a County Independent Review has limited the request to items raised in the Proposed Contractor Selection Review and new items that (a) arise from the Department's written decision and (b) are one of the appropriate grounds for requesting a Proposed Contractor Selection Review as listed in Paragraph 8.7.2 (Proposed Contractor Selection Review) above.

Upon completion of the County Independent Review, Internal Services Department will forward the report to the Department, which will provide a copy to the proposer.