



DEPARTMENT OF MENTAL HEALTH

hope. recovery. wellbeing.

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November 29, 2022

TO: Interested Proposers

FROM: Peter de Gyarfas, Administrative Services Manager II
Contracts Development and Administration Division

SUBJECT: **REQUEST FOR PROPOSALS – DEPARTMENT OF MENTAL HEALTH
BID #DMH112922B1 – CONTRACTING FOR MOBILE CRISIS
OUTREACH TEAMS METRO SERVICES**

A. BACKGROUND

The Los Angeles County (LAC or County) Department of Mental Health (DMH or Department) is issuing this Request for Proposals ("RFP") to develop Mobile Crisis Outreach Teams (MCOT) Metro Services ("Services") to assist the County in its efforts to provide economic recovery and resilience to the communities most impacted by the COVID-19 pandemic. Additional services may be requested of the selected Proposer(s) on an ongoing basis at the discretion of the County.

B. THE LOS ANGELES COUNTY DEPARTMENT OF MENTAL HEALTH

The LACDMH is the largest county-operated mental health department in the United States, directly operating programs at more than 85 sites, and providing services through contract programs and LACDMH staff at approximately 300 co-located sites with other County departments, schools, courts and various organizations. Each year, the County contracts with close to 1,000 organizations and individual practitioners to provide a variety of mental health-related services. On average, more than 250,000 County residents of all ages are served every year.

The mission of the Department is to optimize the hope, wellbeing and life trajectory of the County's most vulnerable through access to care and resources that promote not only independence and personal recovery but also connectedness and community reintegration.

C. SCOPE OF THE PROPOSED PROJECT

The purpose of this RFP is to solicit proposals from organizations that are willing and capable of providing the services detailed herein commencing by no later than a date agreed upon by the Department and the awardee. Proposers responding to this RFP must be able to provide the full scope of services outlined in Attachment I (Description of Services).

As a result of this RFP, the Department may negotiate and enter into a contract with one or more Proposers based upon proposals and any additional information that the Department may choose to gather from qualified Proposers in accordance with this RFP. The proposed resultant Contract(s) shall be based on Attachment III (Sample DMH Mental Health Legal Entity Contract).

D. TERM OF SOLICITATION AND AVAILABLE CONTRACTS

The LACDMH will be accepting proposals on an open and continuous basis until the needs of the Department are met. Proposals will be reviewed and awarded on a flow basis based solely on the needs of the Department.

1. LAC METROPOLITAN TRANSPORTATION AUTHORITY

The LAC Metropolitan Transportation Authority (Metro) is partnering with LACDMH to bring MCOT services to rail stations and bus lines with the highest needs. Proposers may submit proposals to provide MCOTs for the following sites (listed by highest priority – routes and maps will be provided upon award):

- a. Union Station (East and West Portal + multiple subway lines);
- b. 7th Metro Center Station;
- c. North Hollywood;
- d. Pershing Square Station;
- e. Westlake/McArthur Park;
- f. Hollywood/Western; and
- g. Universal City/Studio City

The highest priority bus lines are (bus line routes and maps will be provided upon award):

- h. Line 207 (Local) – Athens-Hollywood via Western Ave.;
- i. Line 4 (Local) – Downtown LA-West LA-Santa Monica via Santa Monica Blvd.; and
- j. Line 720 (Rapid) - Santa Monica-Los Angeles via Wilshire Blvd.

Note: Contracting is not guaranteed for all proposals submitted in response to this RFP. LACDMH will keep all qualified proposals on file for future use to fulfill the Department's needs as necessary. This solicitation may close without review of any remaining proposals once the needs of the Department have been met or when funding has been exhausted. Submission of a proposal confirms that proposer understands that a contract may not be awarded.

E. TERM OF CONTRACT

The proposed Contract term shall commence upon contract execution through June 30, 2024.

F. PROPOSAL SUBMISSION INSTRUCTIONS

Proposers are prohibited from contacting or communicating by any means with County employees, consultants, or elected officials of the County concerning this RFP. Questions may be directed to the DMH Solicitations Team via e-mail at SolicitationsTeam@dmh.lacounty.gov. Failure to comply with instructions in this RFP could result in disqualification from the solicitation process.

Proposals, RFP Attachment II, must be e-mailed in zip files or Portable Document File (PDF). E-mail submissions shall be submitted to the email address listed below and shall include appropriate instructions to access the documents, if necessary.

DMH Solicitations Team
SolicitationsTeam@dmh.lacounty.gov

False, misleading, incomplete, or deceptively unresponsive statements in connection with any proposal shall be sufficient cause for rejection of the proposal. The review and determination in this area shall be at the sole judgment of the Department Director, whose decision shall be final.

G. PROPOSAL REVIEW AND SELECTION PROCESS

The Proposal Review and Selection Process is intended to allow LACDMH maximum flexibility in competitively awarding a contract. The Board of Supervisors ("Board") delegated authority to the County's Chief Executive Officer ("CEO"), or her designee, to enter into contracts for these Services, and to have ultimate decision-making authority regarding selection of a proposals, the terms of any resultant contracts, and the determination of which proposals best serve the interests of the County.

As a result, LACDMH may either (1) request further information, documents, presentations, and/or conference calls or in-person interviews substantiating Proposer's qualifications, experience, and readiness to provide the services described in the RFP; (2) enter into negotiations with one or more Proposer(s); and/or (3) take no further action.

LACDMH will evaluate the proposals and will use the evaluation approach described herein to select prospective contractor(s):

1. Proposer Minimum Mandatory Qualifications (Section 3.1 of proposal) **(Pass/Fail)**
2. References (Section 3.2 of proposal) **(Pass/Fail)**
3. Cost Proposal (Section 3.3 of proposal) **(Pass/Fail)**
4. Financial Viability (Section 3.4 of proposal) **(Pass/Fail)**

H. DEBRIEFINGS AND PROTESTS

As this solicitation is open on a continuous basis, Proposers will have the opportunity to correct or amend proposals that are incomplete or that fail to meet requirements. However, if deficiencies are not corrected, and upon completion of the review and selection process, the Department will notify non-selected entities via e-mail and offer an opportunity for a debriefing. Proposers wishing to protest, pursuant to the process set forth below, must first request and receive a debriefing. The debriefing will discuss the Proposer's proposal based on the Review Committee's score. The requesting Proposer shall be debriefed only on its proposal. There will be no discussion of proposals from other Proposers. Request for debriefing must be submitted by e-mail within **three business days** of date shown on the Department's notification, to the below e-mail address:

DMH Solicitations Team
SolicitationsTeam@dmh.lacounty.gov

A protest may be submitted to the e-mail in subparagraph 1, above, within **three business days** after the debriefing, if the requesting Proposer is not satisfied with the results. Only protests submitted from debriefed Proposers shall be considered. The Department will only consider protests satisfying the criteria set forth below and received in writing by the Department by the deadline set forth above. Any protest received after such deadline will be denied. Timely protests must assert, 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.
- 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 Review Committee demonstrated bias in the conduct of the review.
 - d. Another basis for review as provided by State or federal law.

Proposers will be notified by the Department of the decision on any protest that is received in a timely manner. Such notification will explain the basis for the decision. The Department head's (or her designee's) decision on any protest will be final.

Throughout the protest process, the Department has no obligation to delay or otherwise postpone contract award because of any Proposer's protest. In all cases, the Department reserves the right to make contract awards when it is determined to be in the best interest of the County.

Please note: The Department's failure to review and award a contract because the needs of the Department have been met does not meet criteria for a protest or appeal. Submission of a proposal confirms that Proposer understands that a contract may not be awarded.

I. NOTICE TO PROPOSERS REGARDING THE PUBLIC RECORDS ACT

Proposals in response to this RFP shall become the exclusive property of the County. 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." 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 Proposer must specifically label only those provisions of their respective proposal which are "Trade Secrets," "Confidential," or "Proprietary" in nature. 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 "Trade Secrets," "Confidential," 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 a Public Records Act request.

J. CONFLICT OF INTEREST

Proposers shall comply with all applicable federal, State, and local laws and regulations governing conflict of interest including, but not limited to, 2 CFR Part 200, Section 200.112 and 24 CFR Section 570.611. Proposer represents and warrants that no County employee whose position enables him/her to influence the RFP, and no spouse or economic dependent of such employee, is or shall be employed in any capacity by Proposer, or shall have any direct or indirect financial interest in the RFP. Proposer represents and warrants that it is aware of, and its authorized officers have read, the provisions of Los Angeles County Code Chapter 2.180 entitled "Contracting With Current or Former County Employees," and that submission of a proposal or execution of any contract will not violate those provisions. Anyone who is a former employee of County at the time of execution of a contract or who subsequently becomes affiliated with Proposer in any capacity, shall not participate in the provision of services or performance provided under a contract or share in the profits of Proposer earned for a period of one year from the date he/she separated from County employment. Proposers shall immediately notify County in writing of any potential conflict of interest affecting the awarded funds in accordance with 2 CFR Section 200.112.

K. COUNTY RIGHTS AND RESPONSIBILITIES

The County has the right to amend, re-issue, or cancel this RFP by written addendum. The County is responsible only for that which is expressly stated in this solicitation document and any authorized written addenda thereto. Such addenda shall be made available via the DMH (Open Solicitations) webpage, <https://dmh.lacounty.gov/contract-opportunities/open-solicitations/>, and the Doing Business With Los Angeles County (Open Solicitations) webpage, <https://doingbusiness.lacounty.gov/open-solicitations/>. Should an addendum require additional information not previously requested, Proposer's failure to address the requirements of any such addendum may result in the proposal not being considered, as determined in the sole discretion of the County.

The County reserves the right to reject any and all responses and/or waive any irregularities or informalities.

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.

L. COST OF PREPARATION

No reimbursement will be made for any costs incurred prior to a formal notice to proceed under an appropriately executed Contract.

Attachments (5)

c:	Lisa H. Wong, Psy.D.	Jennifer Hallman
	Connie D. Draxler, MPA	Emily Issa
	Debbie Innes-Gomberg, Ph.D.	Stella Krikorian
	Amanda Ruiz, M.D.	Otilia Holguin
	Miriam Brown, L.C.S.W.	