



DEPARTMENT OF MENTAL HEALTH
REQUEST FOR APPLICATIONS
FOR
24-HOUR RESIDENTIAL TREATMENT CONTRACT
AND
ACUTE PSYCHIATRIC INPATIENT CONTRACT
RFA #DMH091521B1

Prepared By
County of Los Angeles – Department of Mental Health
Contracts Development and Administration Division

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ACUTE PSYCHIATRIC INPATIENT CONTRACT
TABLE OF CONTENTS**

<u>SECTION</u>	<u>PAGE</u>
1.0 GENERAL INFORMATION.....	1
1.1 Scope of Work	1
1.2 Overview of Solicitation Document.....	2
1.3 Terms and Definitions	4
1.4 Applicant’s Minimum Mandatory Qualifications	4
1.5 Intentionally Omitted	5
1.6 Contracting Process.....	5
1.7 Contract Term.....	6
1.8 County Rights and Responsibilities	6
1.9 Contact with County Personnel	6
1.10 Mandatory Requirement to Register on County’s WebVen.....	7
1.11 County Option to Reject Applications	7
1.12 Protest Process.....	7
1.13 Notice to Applicant’s Regarding Public Records Act.....	8
1.14 Indemnification and Insurance	8
1.15 Intentionally Omitted	8
1.16 Injury and Illness Prevention Program (IIPP).....	8
1.17 Background and Security Investigations.....	9
1.18 Confidentiality and Independent Contractor Status	9
1.19 Conflict of Interest	9
1.20 Determination of Applicant Responsibility	9
1.21 Applicant Debarment.....	10
1.22 Applicant’s Adherence to County Child Support Compliance Program.....	12
1.23 Gratuities	12
1.24 Notice to Applicants Regarding the County Lobbyist Ordinance.....	13
1.25 Federal Earned Income Credit	13
1.26 Consideration of GAIN/GROW Participants for Employment.....	14
1.27 County’s Quality Assurance Plan	14
1.28 Recycled Bond Paper.....	14
1.29 Intentionally Omitted	14
1.30 Jury Service Program.....	14

<u>SECTION</u>	<u>PAGE</u>
1.31 Intentionally Omitted	16
1.32 Intentionally Omitted	16
1.33 Notification to County of Pending Acquisitions/Mergers by Proposing Company..	16
1.34 Intentionally Omitted	16
1.35 Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996	16
1.36 Contractor’s Charitable Contributions Compliance	16
1.37 Defaulted Property Tax Reduction Program.....	17
1.38 Intentionally Omitted	18
1.39 Time off for Voting.....	18
1.40 Applicant’s Acknowledgement of County’s Commitment to Zero Tolerance Policy on Human Trafficking.....	18
1.41 Intentionally Omitted	18
1.42 Default Method of Payment: Direct Deposit or Electronic Funds Transfer	19
1.43 Applicant’s Acknowledgement of County’s Commitment to Fair Chance Employment Hiring Practices	19
1.44 Prohibition from Participation in Future Solicitation(s).....	19
2.0 INSTRUCTIONS TO APPLICANTS	20
2.1 County Responsibility.....	20
2.2 Truth and Accuracy of Representations	20
2.3 RFA Timetable	20
2.4 Application Requirements Review.....	21
2.5 Applicants’ Questions.....	21
2.6 Applicant Conference.....	22
2.7 Preparation and Format of the Application	22
2.8 Application Submission	26
2.9 Acceptance of Terms and Conditions of Contract	27
2.10 Application Withdrawals	27
3.0 APPLICATION REVIEW/SELECTION/QUALIFICATION PROCESS	27
3.1 Review Process	27
3.2 Disqualification Review	28
3.3 Selection/Qualification Process.....	28
3.4 Contract Award	29

APPENDICES:

Appendix A Required Forms

Appendix B Transmittal Form to Request an Application Requirements Review

Appendix C County of Los Angeles Policy on Doing Business with Small Business

Appendix D Jury Service Ordinance

Appendix E Listing of Contractors Debarred in Los Angeles County

Appendix F IRS Notice 1015

Appendix G Sample 24-Hour Residential Treatment Contract

Appendix G-1 Sample Acute Psychiatric Inpatient Contract

Appendix H Background and Resources: California Charities Regulation

Appendix I Defaulted Property Tax Reduction Program

Appendix J Minimum Mandatory Qualifications

Appendix K Application Checklist

Appendix L Rate Methodology Chart

1.0 GENERAL INFORMATION

The County of Los Angeles (LAC or County), Department of Mental Health (DMH or Department) issues this Request for Applications (RFA) to facilitate the expansion of the service network of 24-Hour Residential Treatment including: Mental Health Rehabilitation Centers; Psychiatric Health Facilities; Enriched Residential Services; Skilled Nursing Facility-Special Treatment Programs; Mental Health Congregate-Style Care Services; Medical Intensive Skilled Nursing Facility and Psychiatric Services; Crisis Residential Treatment Programs; and Acute Psychiatric Inpatient services that include: Psychiatric Diversion Programs and Institution of Mental Disease Exclusion Population Services; and Behavioral Health and Physical Health. Expansion of the contractor pool will enable DMH to meet the demand for intensive treatment for individuals released from State hospitals, County Psychiatric Emergency Services, State prisons and County jails, and individuals in need of treatment at the most appropriate level of care. This RFA intends to identify qualified entities to enter into a 24-Hour Residential Treatment Contract and/or an Acute Psychiatric Inpatient Contract to provide one or more residential treatment service and/or acute psychiatric inpatient service types.

Interested and qualified entities that meet and can meet the Minimum Mandatory Qualifications (MMQs) identified in Section 1.4 of this RFA are invited to submit an Application as described in this RFA. Application responses will be used to qualify entities to enter into a 24-Hour Residential Treatment Contract and/or an Acute Psychiatric Inpatient Contract.

Upon execution of the Contract(s), qualified entities will become LACDMH contracted service providers. Execution of the Contract does not guarantee a contractor any minimum amount of business; however, referrals for services to contracted services providers will be made on an as-needed basis.

Applicants must keep their Application up to date with all applicable and current services. Any changes to these services should be relayed to the LACDMH Contract Administrator immediately as services may be requested based on the service categories identified in the Applicant's submission. The Contract Administrator can provide any technical assistance required to any contracted service provider.

1.1 Scope of Work

Appendix G (Sample 24-Hour Residential Treatment Contract, including Exhibit C, Statement of Work (SOW)), and Appendix G-1 (Sample Acute Psychiatric Inpatient Contract, including Exhibit A, Statement of Work (SOW)), provide detailed descriptions of the types of service. Interested entities must identify which services they are qualified to provide, including the number of available beds, when applicable, by reviewing the following SOWs:

- 1.1.1 Appendix G, Exhibit C-1: SOW 1124 – Mental Health Rehabilitation Center (MHRC);

- 1.1.2 Appendix G, Exhibit C-2: SOW 1125 – Psychiatric Health Facility (PHF);
- 1.1.3 Appendix G, Exhibit C-3: SOW 1126 – Enriched Residential Services (ERS);
- 1.1.4 Appendix G, Exhibit C-4: SOW 1127 – Skilled Nursing Facility (SNF) – Special Treatment Programs (STP);
- 1.1.5 Appendix G, Exhibit C-5: SOW 1134 – Mental Health Congregate-Style Care Services;
- 1.1.6 Appendix G, Exhibit C-6: SOW 1135 – Medical Intensive Skilled Nursing Facility and Psychiatric Services;
- 1.1.7 Appendix G, Exhibit C-7: SOW 1136 – Crisis Residential Treatment Programs (CRTP);
- 1.1.8 Appendix G-1, Exhibit A: SOW – Acute Psychiatric Inpatient Services;
- 1.1.9 Appendix G-1, Exhibit A – SOW Service Exhibit I: Psychiatric Diversion Programs and Institution of Mental Disease Exclusion Population Services; and
- 1.1.10 Appendix G-1, Exhibit A – SOW Service Exhibit II: Behavioral Health and Physical Health

Residential treatment services and acute psychiatric inpatient services shall be provided by contracted services providers based solely on the needs of the Department and only to those referred by LACDMH. Reimbursement will only be made for clients referred by LACDMH with accompanying clinical documentation of care and services provided. Invoices must substantiate the referral and services provided. Please see the SOWs listed in this Section 1.1 for further detail.

Referrals from LACDMH shall reflect the needs of the Department, client acuity, and placement in the least restrictive, and most geographically advantageous environment. Self-referrals or referrals from other entities to 24-Hour Residential Treatment providers and/or an Acute Psychiatric Inpatient provider will not be accepted or reimbursed without prior, written approval from DMH.

1.2 Overview of Solicitation Document

This RFA is composed of the following parts:

- **GENERAL INFORMATION:** Specifies the Applicant's minimum qualifications, provides information regarding some of the requirements of the 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract and the RFA process.
- **INSTRUCTIONS TO APPLICANTS:** Contains instructions to Applicants on how to prepare and submit their Application.
- **APPLICATION REVIEW/SELECTION QUALIFICATION PROCESS:** Explains how the Application will be reviewed, selected, and qualified.
- **APPENDICES:**
 - A - **Required Forms:** Forms contained in this section must be completed and included in the Application.
 - B - **Transmittal Form to Request an Application Requirements Review:** Transmittal sent to Department requesting an Application Requirements Review.
 - C - **County of Los Angeles Policy of Doing Business with Small Business:** County Code.
 - D - **Jury Service Ordinance:** County Code.
 - E - **Listing of Contractors Debarred in Los Angeles County:** Contractors who are not allowed to contract with the County for a specific length of time.
 - F - **IRS Notice 1015:** Provides information on Federal Earned Income Credit.
 - G - **Sample 24-Hour Residential Treatment Contract:** The 24-Hour Residential Treatment Contract used for this RFA. The terms and conditions shown in the 24-Hour Residential Treatment Contract are not negotiable.
 - G-1 - **Sample Acute Psychiatric Inpatient Contract:** The Acute Psychiatric Inpatient Contract used for this RFA. The terms and conditions shown in the Acute Psychiatric Inpatient Contract are not negotiable.
 - H - **Background and Resources: California Charities Regulation:** An information sheet intended to assist Nonprofit agencies with compliance with SB 1262 – the Nonprofit Integrity Act of 2004 and identify available resources.

- I - **Defaulted Property Tax Reduction Program:** County Code.
- J - **Minimum Mandatory Qualifications**
- K - **Application Checklist**
- L - **Rate Methodology Chart**

1.3 Terms and Definitions

Throughout this RFA, references are made to certain persons, groups, or departments/agencies. For convenience, specific definitions can be found in Appendices G and G-1, Sample Contracts, Paragraph 2 - Definitions.

1.4 Applicant's Minimum Mandatory Qualifications

Interested and qualified Applicants that meet the MMQs identified in Appendix J of this RFA, are invited to submit an Application as described herein. Application responses will be used to qualify multiple contractors to enter into contracts with LACDMH on an as-needed basis.

1.4.1 Applicants must identify which treatment service type(s) they are qualified and ready to provide by reviewing the following SOWs found in Exhibit C of Appendix G, Sample 24-Hour Residential Treatment Contract, and Exhibit A of Appendix G-1, Sample Acute Psychiatric Inpatient Contract:

- 1.4.1.1 Appendix G, Exhibit C-1: SOW 1124 – Mental Health Rehabilitation Center (MHRC);
- 1.4.1.2 Appendix G, Exhibit C-2: SOW 1125 – Psychiatric Health Facility (PHF);
- 1.4.1.3 Appendix G, Exhibit C-3: SOW 1126 – Enriched Residential Services (ERS);
- 1.4.1.4 Appendix G, Exhibit C-4: SOW 1127 – Skilled Nursing Facility (SNF) – Special Treatment Programs (STP);
- 1.4.1.5 Appendix G, Exhibit C-5: SOW 1134 – Mental Health Congregate-Style Care Services;
- 1.4.1.6 Appendix G, Exhibit C-6: SOW 1135 – Medical Intensive Skilled Nursing Facility and Psychiatric Services;

- 1.4.1.7 Appendix G, Exhibit C-7: SOW 1136 – Crisis Residential Treatment Programs;
 - 1.4.1.8 Appendix G-1, Exhibit A: SOW – Acute Psychiatric Inpatient Services;
 - 1.4.1.9 Appendix G-1, Exhibit A – Service Exhibit I: Psychiatric Diversion Programs and Institution of Mental Disease Exclusion Population Services; and
 - 1.4.1.10 Appendix G-1, Exhibit A – Service Exhibit II: Behavioral Health and Physical Health
- 1.4.2 Applicants must identify the bed capacity for their agency based on the applicable SOW(s) listed above.
- 1.4.3 Applicants must provide proof of appropriate and valid licensure and certification, as applicable to the level of care provided, and appropriately labeled, as detailed in Appendix J, Minimum Mandatory Qualifications, of this RFA.
- 1.4.4 If Applicant’s compliance with a County contract has been reviewed by LACDMH and the Auditor-Controller within the last 10 years, Applicant must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County. **LACDMH will verify to ensure Applicants are not on either Debarment List.**
- 1.4.5 Applicant must not be on the Los Angeles County’s Debarment List (<http://doingbusiness.lacounty.gov/debarmentlist.htm>) or on the Office of Inspector General (OIG) Health and Human Services (HHS) Debarment List: (www.oig.hhs.gov/fraud/exclusions.asp). **LACDMH will verify to ensure Applicants are not on either Debarment List.**

1.5 Intentionally Omitted

1.6 Contracting Process

The objective of this RFA process is to secure qualified Applicants to provide 24-Hour Residential Treatment and/or an Acute Psychiatric Inpatient services. Specific tasks, deliverables, etc. are described in each SOW listed in 1.4.1. If and when additional unique and/or special services are needed by the Department,

agencies that are awarded a contract through this process may be solicited for these unique and/or special services.

1.6.1 Contracts with a detailed scope of work will be executed with all Applicants determined to be qualified.

1.6.2 Upon LACDMH's execution of these contracts, the qualified Applicants will become County contractors, and thereafter provide services on an as-needed basis.

1.7 Contract Term

1.7.1 The term of the contracts will be five fiscal years with an optional five-year extension. Optional periods will be exercised at LACDMH's discretion.

1.7.2 LACDMH will continuously accept Applications throughout the duration of the RFA to qualify Applicants. Contracts will be effective upon execution by the Director of LACDMH or designee, through June 30, 2026, unless sooner extended or terminated as authorized by the Los Angeles County Board of Supervisors (Board).

1.8 County Rights and Responsibilities

The County has the right to amend this RFA by written addendum. The County is responsible only for that which is expressly stated in the RFA 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 RFA. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Application 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.

1.9 Contact with County Personnel

Any contact regarding this RFA or any matter relating thereto must be in writing and must be e-mailed. Please specify "RFA – 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract" in the subject title of the e-mail to:

County of Los Angeles – Department of Mental Health
Contracts Development and Administration Division
Attention: Tamon Go, ASM I
SolicitationsTeam@dmh.lacounty.gov

If it is discovered that an Applicant contacted and received information from any County personnel, other than through the Solicitations Team email address regarding this RFA, County, in its sole determination, may disqualify their Application from further consideration.

1.10 Mandatory Requirement to Register on County's WebVen

Prior to executing a 24-Hour Residential Treatment Contract, all potential contractors must register in the County's WebVen. The WebVen contains the Applicant'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/>.

1.11 County Option to Reject Applications

The County may, at its sole discretion, reject any or all Applications submitted in response to this RFA. The County shall not be liable for any cost incurred by an Applicant in connection with the preparation and submittal of any Application. The County reserves the right to waive inconsequential disparities in a submitted Application.

1.12 Protest Process

1.12.1 Under Board Policy No. 5.055 (Services Contract Solicitation Protest), any prospective Applicant may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Section 1.12.3 below. Additionally, any actual Applicant may request a review of a disqualification under such a solicitation, as described in the Sections below.

1.12.2 Throughout the review process, the County has no obligation to delay or otherwise postpone an award of contract based on an Applicant 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.

1.12.3 Grounds for Review

Unless State or federal statutes or regulations otherwise provide, the grounds for review of any Departmental determination or action should be limited to the following:

- Review of Application Requirements Review (Reference sub-paragraph 2.4 in the Application Requirement Review)
- Review of a Disqualified Application (Reference sub-paragraph 3.2 in the Application Review/Selection/Qualification Process)

1.13 Notice to Applicants Regarding Public Records Act

- 1.13.1 Responses to this RFA shall become the exclusive property of the County. At such time as the Department recommends the qualified Applicant(s) to the Board of Supervisors (Board) and such recommendation appears on the Board agenda, all Applications submitted in response to this RFA become a matter of public record.
- 1.13.2 Upon receipt of a Public Records Act request, County will use reasonable efforts to notify Applicant(s) prior to disclosing any sensitive information provided to County in connection with this RFA. To the extent reasonably practicable, County will give Applicant(s) the opportunity to identify exemptions from disclosure for any documents included in records responsive to a Public Records Act request. Notwithstanding anything to the contrary contained in this RFA, nothing in this RFA is intended to supersede, modify or diminish in any respect whosoever any of the County's rights, obligations, and defenses under the Public Records Act, nor will the County be held liability for any disclosure of records, including information that the County determines in its sole discretion is a public records subject to disclosures under the Public Records Act.
- 1.13.3 In the event the County is required to defend an action on a Public Records Act request for any Applicant's documents, information, books, records, and/or contents of an Application, the Applicant agrees to defend and indemnify the County from all costs and expenses, including reasonable attorney's fees, in action or liability arising under the Public Records Act.

1.14 Indemnification and Insurance

Applicant shall be required to comply with the Indemnification provisions contained in Appendices G, and G-1, Sample Contracts, sub-paragraph 8.23. Applicant shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendices G and G-1 Sample Contracts, sub-paragraphs 8.24 and 8.25.

1.15 Intentionally Omitted

1.16 Injury and Illness Prevention Program (IIPP)

Applicant shall be required to comply with the State of California's Cal OSHA's regulations. Section 3203 of Title 8 in the California Code of Regulations 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.

1.17 Background and Security Investigations

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

1.18 Confidentiality and Independent Contractor Status

As appropriate, contracted service providers shall be required to comply with the Confidentiality provision sub-paragraph 7.6 and the Independent Contractor Status sub-paragraph 8.22 in Appendices G, and G-1, Sample Contracts.

1.19 Conflict of Interest

No County employee whose position in the County enables him/her to influence the selection of a contractor for this RFA, or any competing RFA, nor any spouse or economic dependent of such employees, shall be employed in any capacity by an Applicant or have any other direct or indirect financial interest in the selection of a contractor. Applicant shall certify that he/she is aware of and has read Section 2.180.010 of the Los Angeles County Code as stated in Appendix A - Required Forms Exhibit 2, Certification of No Conflict of Interest.

1.20 Determination of Applicant Responsibility

1.20.1 A responsible contractor is one 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 contractors.

1.20.2 Applicants are hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may determine whether the Applicant is responsible based on a review of the Applicant'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 Applicant against public entities. Labor law violations which are the fault of the subcontractors and of which the Applicant had no knowledge shall not be the basis of a determination that the Applicant is not responsible.

1.20.3 The County may declare an Applicant to be non-responsible for purposes of this 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract if the Board of Supervisors, in its

discretion, finds that the Applicant 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 Applicant'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.

- 1.20.4 If there is evidence that the Applicant may not be responsible, LACDMH shall notify the Applicant in writing of the evidence relating to the Applicant's responsibility, and its intention to recommend to the Board of Supervisors that the Applicant be found not responsible. LACDMH shall provide the Applicant and/or the Applicant's representative with an opportunity to present evidence as to why the Applicant should be found to be responsible and to rebut evidence that is the basis for LACDMH's recommendation.
- 1.20.5 If the Applicant presents evidence in rebuttal to LACDMH, LACDMH 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 Applicant shall reside with the Board of Supervisors.
- 1.20.6 These terms shall also apply to proposed subcontractors of contractors on County contracts.

1.21 Applicant Debarment

- 1.21.1 Applicant is hereby notified that, in accordance with Chapter 2.202 of the County Code, the County may debar the Applicant 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 years but may exceed five years or be permanent if warranted by the circumstances, and the County may terminate any or all of the Applicant's existing contracts with County, if the Board of Supervisors finds, in its discretion, that the Applicant 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 Applicant'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.

- 1.21.2 If there is evidence that the apparent highest ranked Applicant may be subject to debarment, LACDMH shall notify the Applicant in writing of the evidence which is the basis for the proposed debarment, and shall advise the Applicant of the scheduled date for a debarment hearing before the Contractor Hearing Board.
- 1.21.3 The Contractor Hearing Board shall conduct a hearing where evidence on the proposed debarment is presented. The Applicant and/or Applicant'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 Applicant should be debarred, and, if so, the appropriate length of time of the debarment. The Applicant and LACDMH shall be provided an opportunity to object to the tentative proposed decision prior to its presentation to the Board of Supervisors.
- 1.21.4 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.
- 1.21.5 If an Applicant has been debarred for a period longer than five years, that Applicant may, after the debarment has been in effect for at least five 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 Applicant 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.
- 1.21.6 The Contractor Hearing Board will consider requests for review of a debarment determination only where (1) the Applicant has been debarred for a period longer than five years; (2) the debarment has been in effect for at least five 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.

- 1.21.7 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.
- 1.21.8 These terms shall also apply to proposed subcontractors of contractors on County contracts.
- 1.21.9 Appendix E 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.

1.22 Applicant's Adherence to County Child Support Compliance Program

Applicants 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 RFA. 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).

1.23 Gratuities

1.23.1 Attempt to Secure Favorable Treatment

It is improper for any County officer, employee or agent to solicit consideration, in any form, from an Applicant with the implication, suggestion or statement that the Applicant's provision of the consideration may secure more favorable treatment for the Applicant in the award of a contract or that the Applicant's failure to provide such consideration may negatively affect the County's consideration of the Applicant's submission. Applicant 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 a contract.

1.23.2 Applicant Notification to County

Applicant 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 Applicant's submission being eliminated from consideration.

1.23.3 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.

1.24 Notice to Applicant Regarding the County Lobbyist Ordinance

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 RFA process, it will be the responsibility of each Applicant to review the ordinance independently as the text of said ordinance is not contained within this RFA. Thereafter, each person, corporation, or other entity submitting a response to this RFA, must certify that each County Lobbyist, as defined by Los Angeles County Code Section 2.160.010, retained by the Applicant 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 by completing and submitting the Familiarity with the County Lobbyist Ordinance Certification, as set forth in Appendix A - Required Forms Exhibit 5, as part of their Application.

1.25 Federal Earned Income Credit

Contracted services providers shall notify their 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 the Internal Revenue Service Notice No. 1015. Reference Appendix F.

1.26 Consideration of GAIN/GROW Participants for Employment

As a threshold requirement for consideration of a contract, Applicants 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. Applicants shall attest to a willingness to provide employed GAIN/GROW participants access to the Applicant's employee mentoring program, if available, to assist these individuals in obtaining permanent employment and/or promotional opportunities. Applicants who are unable to meet this requirement shall not be considered for a 24-Hour Residential Treatment Contract and/or an Acute Psychiatric Inpatient Contract.

Applicants shall complete and return the form, Attestation of Willingness to Consider GAIN/GROW Participants, as set forth in Appendix A - Required Forms Exhibit 9, as part of their Application.

1.27 County's Quality Assurance Plan

After award of a Contract, the County or its agent will monitor the Contractor's performance under the Contract on an annual basis. Such monitoring will include assessing Contractor's compliance with all terms and conditions in the Contract and performance standards identified in the SOWs. Contractor's deficiencies which the County determines are significant or continuing and that may jeopardize performance of this 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 any and all Contracts, in whole or in part, or impose other penalties as specified in the Contracts.

1.28 Recycled Bond Paper

Applicant shall be required to comply with the County's policy on recycled bond paper as specified in Appendices G and G-1 Sample Contracts, sub-paragraph 8.39.

1.29 Intentionally Omitted

1.30 Jury Service Program

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 the Jury Service Ordinance, Appendix D, and the pertinent jury service

provisions of the Appendices G and G-1 Sample Contracts, sub-paragraph 8.8, both of which are incorporated by reference into and made a part of this RFA. The Jury Service Program applies to both Contractors and their Subcontractors. Applications that fail to comply with the requirements of the Jury Service Program will be considered non-responsive and excluded from further consideration.

1.30.1 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 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 deduct 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 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 90 days or less within a 12-month period are not considered full-time for purposes of the Jury Service Program.

1.30.2 There are two 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 that has a contract with the County or a Subcontract with a County Contractor and has received or will receive an aggregate sum of \$50,000 or more in any 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 or fewer employees; and, 2) annual gross revenues in the preceding twelve months which, if added to the annual amount of this contract is less than \$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.

1.30.3 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 the Contractor Employee Jury Service Program Certification Form and Application for Exception, as set forth in Appendix A - Required Forms Exhibit 10, and include with its submission all necessary documentation to support the claim such as tax returns or a collective bargaining agreement, if applicable. Upon review of 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.

1.31 Intentionally Omitted

1.32 Intentionally Omitted

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

Applicant shall notify the County of any pending acquisitions/mergers of its company unless otherwise legally prohibited from doing so. If the Applicant 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 Applicant on Appendix A - Required Forms Exhibit 1, Applicant's Organization Questionnaire/Affidavit. Failure of the Applicant to provide this information may eliminate its Application from any further consideration.

1.34 Intentionally Omitted

1.35 Business Associate Agreement Under the Health Insurance Portability and Accountability Act of 1996 (HIPAA)

Contractor shall 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 of Appendices G and G-1, Sample Contract.

1.36 Contractor's Charitable Contributions Compliance

1.36.1 California's "Supervision of Trustees and Fundraisers for Charitable Purposes Act" regulates receiving and raising charitable contributions. Among other requirements, those subject to the Charitable Purposes Act must register. The 2004 Nonprofit Integrity Act (SB 1262, Chapter

919) increased Charitable Purposes Act requirements. Prospective contractors should carefully read the Background and Resources: California Charities Regulations, Appendix H. New rules cover California public benefit corporations, unincorporated associations, and trustee entities and may include similar foreign corporations doing business or holding property in California. Key Nonprofit Integrity Act requirements affect executive compensation, fund-raising practices and documentation. Charities with over \$2 million of revenues (excluding funds that must be accounted for to a governmental entity) have new audit requirements.

1.36.2 All prospective contractors must determine if they receive or raise charitable contributions which subject them to the Charitable Purposes Act and complete the Charitable Contributions Certification, Exhibit 11 as set forth in Appendix A - Required Forms. A completed Exhibit 11 is a required part of any agreement with the County.

1.36.3 In Exhibit 11, prospective contractors certify either that:

- they have determined that they do not now receive or raise charitable contributions regulated under the California Charitable Purposes Act, (including the Nonprofit Integrity Act) but will comply if they become subject to coverage of those laws during the term of a County agreement,
- OR -
- they are currently complying with their obligations under the Charitable Purposes Act, attaching a copy of their most recent filing with the Registry of Charitable Trusts.

1.36.4 Prospective County contractors that do not complete Exhibit 11 as part of the RFA process may, in the County's sole discretion, be disqualified from contract award. A County contractor that fails to comply with its obligations under the Charitable Purposes Act is subject to either contract termination or debarment proceedings or both. (County Code Chapter 2.202)

1.37 Defaulted Property Tax Reduction Program

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 the Defaulted Tax Program Ordinance, Appendix I, and the pertinent provisions of the Appendices G and G-1, Sample Contract, Sub-paragraph 8.53, both of which are incorporated by reference into and made a part of this RFA. The Defaulted Tax Program applies to both Contractors and their Subcontractors.

Applicants shall 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 RFA or shall certify that they are exempt from the Defaulted Tax Program by completing Certification of Compliance with The County's Defaulted Property Tax Reduction Program, Exhibit 12 in Appendix A – 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-compliance contractor (Los Angeles County Code, Chapter 2.202).

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

1.38 Intentionally Omitted

1.39 Time Off for Voting

The Contractor 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 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.

1.40 Applicant's Acknowledgement of County's Commitment to Zero Tolerance Policy on Human Trafficking

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 Applicants engaged in human trafficking from receiving contract awards or performing services under a County contract.

Applicants are required to complete Exhibit 13 (Zero Tolerance Policy on Human Trafficking Certification) in Appendix A (Required Forms), certifying that they are in full compliance with the County's Zero Tolerance Policy on Human Trafficking provision as defined in Section 8.54 (Compliance with County's Zero Tolerance Policy on Human Trafficking) of Appendices G and G1 Sample Contract. Further, contractors are required to comply with the requirements under said provision for the term of any Contract awarded pursuant to this RFA.

1.41 Intentionally Omitted

1.42 Default Method of Payment: Direct Deposit or Electronic Funds Transfer

- 1.42.1 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 a 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).
- 1.42.2 Upon contract award or at the request of the A-C and/or DMH, contractors shall submit a direct deposit authorization request with banking and Applicant 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.
- 1.42.3 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.
- 1.42.4 Upon contract award or at any time during the duration of the contract, a contractor may submit a written request for an exemption to this requirement. The A-C, in consultation with DMH, shall decide whether to approve exemption requests.

1.43 Applicant's Acknowledgement of County's Commitment to Fair Chance Employment Hiring Practices

On May 29, 2018, the Los Angeles County Board of Supervisors approved a Fair Chance Employment Policy in an effort to remove job barriers for individuals with criminal records. The policy requires businesses that contract with the County to comply with fair chance employment hiring practices set forth in California Government Code Section 12952, Employment Discrimination: Conviction History (Section 12952).

Contractors are required to complete Exhibit 15 (Compliance with Fair Chance Employment Hiring Practices Certification) in Appendix A (Required Forms), certifying that they are in full compliance with Section 12952, as indicated in the 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract. Further, contractors are required to comply with the requirements under Section 12952 for the term of any contract awarded pursuant to this RFA.

1.44 Prohibition from Participation in Future Solicitation(s)

An Applicant, or a Contractor or its subsidiary or Subcontractor ("Applicant/ Contractor"), is prohibited from submitting a bid or proposal in a County

solicitation if the Applicant/Contractor has provided advice or consultation for the solicitation. An Applicant/Contractor is also prohibited from submitting a bid or proposal in a County solicitation if the Applicant/Contractor has developed or prepared any of the solicitation materials on behalf of the County. A violation of this provision shall result in the disqualification of the Applicant/Contractor from participation in the County solicitation or the termination or cancellation of any resultant County contract.

2.0 INSTRUCTIONS TO APPLICANTS

This Section contains key project dates and activities as well as instructions to Applicants in how to prepare and submit their Application.

2.1 County Responsibility

The County is not responsible for representations made by any of its officers or employees prior to the execution of the 24-Hour Residential Treatment Contract and/or Acute Psychiatric Inpatient Contract unless such understanding or representation is included in the contract(s).

2.2 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with an Application shall be sufficient cause for rejection of the Application. The evaluation and determination in this area shall be at the Director's sole judgment which shall be final.

2.3 RFA Timetable

LACDMH requires Board approval to enter into contracts with qualified agencies. In order to obtain this approval, LACDMH must have a ready list of agencies prepared to provide services immediately. For those agencies that have the capacity to provide services immediately upon Board approval, the following RFA Phase 1 timetable shall apply:

RFA Phase 1 Timetable

2.3.1	Release of RFA	09/15/2021
2.3.2	Applicants' Written Questions due	09/29/2021
2.3.3	Request for an Application Requirements Review due	09/29/2021
2.3.4	Questions and Answers Released	10/13/2021
2.3.5	Applicant Conference 10:00 – 11:30 a.m. (Pacific Time)	10/13/2021
2.3.6	Initial Applications due by 12:00 p.m. (Pacific Time)	10/27/2021

RFA – 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract Application **must be emailed to:**

County of Los Angeles – Department of Mental Health
Contracts Development and Administration Division
SolicitationsTeam@dmh.lacounty.gov

For agencies that need more time beyond Phase 1 Timetable above, please note that this RFA is open and continuous through June 30, 2031. Interested Applicants may submit questions, request an Application Requirements Review, and submit an Application at any time within this timeframe. LACDMH will respond and process submissions at its discretion and based on the needs of LACDMH.

2.4 Application Requirements Review

Any person or entity may seek an Application Requirements Review by submitting Appendix B - Transmittal Form to Request an Application Requirements Review to LACDMH. **The request must be emailed to the address listed above.** A request for an Application Requirements Review may be denied, in LACDMH's sole discretion, if the request does not satisfy all of the following criteria:

1. The request for an Application Requirements Review is made within 10 business days of the issuance of the RFA document;
2. The request includes documentation that demonstrates the underlying authority of the person or entity to submit an Application;
3. The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
4. The request asserts that either:
 - a. application of the minimum qualifications, 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 Applicants.

The Application Requirements Review shall be completed and LACDMH's determination shall be provided to the requesting person or entity, in writing, within a reasonable.

2.5 Applicants' Questions

Applicants may submit written questions regarding this RFA by e-mail only to the SolicitationsTeam@dmh.lacounty.gov. Please specify "RFA – 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract" in the subject title of the e-mail.

All initial questions must be received on or before September 29, 2021, by 12:00pm Pacific Time. All questions, without identifying the submitting company, will be compiled with the appropriate answers and addressed at the Applicant Conference, as detailed in Section 2.6 below, and issued as an addendum to the RFA. The

addendum will be posted to LACDMH's website and LA County's Doing Business With Us websites at:

LACDMH - <https://dmh.lacounty.gov/contract-opportunities/>

LA County Doing Business With Us - <http://camisvr.co.la.ca.us/lacobids/BidLookUp/BidOpen Start.asp>

When submitting questions please specify the RFA section number, paragraph number, and page number and quote the language that prompted the question. This will ensure that the question can be quickly found in the RFA. LACDMH reserves the right to group similar questions when providing answers.

Questions may address concerns that the application of minimum qualifications, evaluation criteria, and/or business requirements would unfairly disadvantage Applicants or, due to unclear instructions, may result in the County not receiving the best possible responses from Applicants. The Addendum will be posted to LACDMH's website at <https://dmh.lacounty.gov/contract-opportunities/>

2.6 Applicant Conference

A virtual Applicant Conference will be held to discuss this RFA. The conference is scheduled as follows:

Date: Wednesday, October 13, 2021

Time: 10:00 – 11:30 a.m. (Pacific Time).

Location: Virtually via Microsoft Teams Live Event

Click this link to join:

[Applicant Conference – RFA DMH091521B1](#)

2.7 Preparation and Format of the Application

In preparing the Application, the Applicant shall submit the following:

One PDF copy named "RFA for 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract Bid No. DMH091521B1 – [Applicant's Name]" shall be emailed to SolicitationsTeam@dmh.lacounty.gov via a **One Drive** editable and downloadable link.

In preparing the Application, the Applicant shall ensure the following:

- Text must be typewritten and double-spaced. The font must be Arial with a font size of 12 points. No other font typeface or smaller point size may be used in the Application. Font type and font size in charts, tables, graphs, and footnotes will not be considered in determining compliance. Margins must be at least one inch each (left, right, top, bottom).
- Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the Application. The

Cover Page should be Page 1 and the Transmittal Letter should be Page 2, etc. Appendices and Exhibits should be clearly labeled in the Application, and the pages should be numbered consecutively to continue the sequence.

- **Cover Page** - The cover page shall identify the document as an Application stating “**RFA – 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract – APPLICATION**”, Application submission date, and the Applicant’s name.

The content and sequence of the Application must be as follows:

- **Transmittal Letter**
- **Table of Contents**
- **Minimum Mandatory Qualifications**
 - **Attachments for all appropriate and valid licensure and certifications shall be labeled according to the instructions found in Appendix J, Minimum Mandatory Qualifications, of this RFA (e.g. Attachment I-1a – MMQ, Attachment II-3b – MMQ, Attachment IV-2a – MMQ, etc.)**
- **Required Supportive Documentation (Section A)**
- **Required Forms (Section B)**
- **Proof of Insurability (Section C)**
- **Appendix K – Application Checklist (Section D)**

2.7.1 Transmittal Letter

The transmittal letter must be printed on the Applicant’s letterhead. The transmittal letter must include the Applicant’s legal name and “Doing Business As” (DBA), headquarter address, telephone, e-mail address, and facsimile numbers of the person or persons to be used for contact and who will be authorized to represent the Applicant. The transmittal letter must bear the signature of the person authorized to sign on behalf of the Applicant and to bind the Applicant in a contract.

If Applicant is already a Mental Health Legal Entity (LE) Contractor, please indicate this in the transmittal letter. Identify the LE number for your agency and the current LE Contract number.

2.7.2 Table of Contents

The Table of Contents must be a comprehensive listing of material included in the Application. This section must include a clear definition of

the material, identified by sequential page numbers and by section reference numbers.

2.7.3 Applicant's Minimum Mandatory Qualifications

Applicants applying for the 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract RFA must meet all MMQs as stated in Appendix J, Minimum Mandatory Qualifications, at the time of submission. If DMH deems that the Applicant does not meet these qualifications, the Application shall not receive further consideration, but may reapply if their circumstances change.

2.7.4 Required Supportive Documentation (Section A)

Corporations or Limited Liability Company (LLC) (Section A.1):

The Applicant must submit the following documentation with the Application:

- 1) A copy of a "Certificate of Good Standing" with the state of incorporation/organization.
- 2) A conformed copy of the most recent "Statement of Information" as filed with the California Secretary of State listing corporate officers or members and managers.

Limited Partnership (Section A.2):

The Applicant must submit a conformed copy of the Certificate of Limited Partnership or Application for Registration of Foreign Limited Partnership as filed with the California Secretary of State, and any amendments.

If you are a current Mental Health LE Contractor, this is not required. We have this information in our files.

The Applicant must complete and include Required Forms, Exhibits 7 and 8 as set forth in Appendix A (Section A.3):

1) Prospective Contractor List of Contracts, Exhibit 7

The listing must include all Public Entity contracts for the last three years. A photocopy of this form should be used if necessary. If you are a current Mental Health LE Contractor, this is not required. We have this information on file.

2) Prospective Contractor List of Terminated Contracts, Exhibit 8

Listing must include contracts terminated within the last three years with a reason for termination. If you are a current Mental

Health LE Contractor, this is not required. We have this information on file.

Applicant's Pending Litigation and Judgments (Section A.4)

Identify by name, case and court jurisdiction any pending litigation in which Applicant is involved, or judgments against Applicant in the past five years. Provide a statement describing the size and scope of any pending or threatening litigation against the Applicant or principals of the Applicant.

LACDMH, at its sole discretion, may delay award of a contract or disqualify the Application in its entirety depending on the number and scope of pending litigation and judgements.

2.7.5 Required Forms (Section B)

Applications must include completed, signed, and dated forms as provided in Appendix A – Required Forms (Exhibits 1 – 15):

- Exhibit 1 Applicant's Organization Questionnaire/Affidavit and CBE Information
- Exhibit 2 Certification of No Conflict of Interest
- Exhibit 3 Applicant's Equal Employment Opportunity (EEO) Certification
- Exhibit 4 Request for Preference Program Consideration
- Exhibit 5 Familiarity with the County Lobbyist Ordinance Certification
- Exhibit 6 Intentionally Omitted
- Exhibit 7 Prospective Contractor List of Contracts
- Exhibit 8 Prospective Contractor List of Terminated Contracts
- Exhibit 9 Attestation of Willingness to Consider GAIN/GROW Participants
- Exhibit 10 Contractor Employee Jury Service Program Certification Form and Application for Exception
- Exhibit 11 Charitable Contributions Certification
- Exhibit 12 Certification of Compliance with the County's Defaulted Property Tax Reduction Program
- Exhibit 13 Zero Tolerance Policy on Human Trafficking Certification

Exhibit 14 Intentionally Omitted

Exhibit 15 Compliance with Fair Chance Employment Hiring Practices Certification

2.7.6 Proof of Insurability (Section C)

Applicant must provide proof of insurability that meets all insurance requirements set forth in Appendices G, and G-1, Sample Contracts, Paragraphs 8.24, General Provisions for all Insurance Coverage, and 8.25, Insurance Coverage. If Applicant does not currently maintain the required coverages, a letter from a qualified insurance carrier indicating a willingness to provide the required coverage should the Applicant be selected to receive a contract award may be submitted with the Application.

2.7.7 Application Checklist (Section D)

Applicant must completely fill out and sign Appendix K, Application Checklist. On Appendix K, the Applicant indicates which services their entity is qualified and willing to provide, and designates which contract(s) are applicable. Applicant should read all SOWs found in Appendix G, Sample 24-Hour Residential Treatment Contract, Exhibit C, and Appendix G-1, Sample Acute Psychiatric Inpatient Contract, Exhibit A, prior to completing the Application Checklist.

2.8 Application Submission

Applications must be submitted electronically as noted in this Section 2.8.

Applications with the subject line “RFA for 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract Bid No. DMH091521B1 – [Applicant’s Name]” shall be emailed to SolicitationsTeam@dmh.lacounty.gov via a One Drive editable and downloadable link.

Hand-delivered and facsimile (fax) Applications copies will not be accepted.

LACDMH will continuously accept Applications throughout the duration of the 24-Hour Residential Treatment Contract and Acute Psychiatric Inpatient Contract terms. All Applications received by the Phase 1 due date and time stated in Section 2.3 will be reviewed. Applications submitted after Phase 1 due date and time shall be considered for review at the convenience of the County.

Since Applications may be submitted on a continuous basis, it is acceptable for Applicants to resubmit or submit revised/amended Applications at any time.

2.9 Acceptance of Terms and Conditions of Contract

Applicants understand and agree that submission of the Application constitutes acknowledgement and acceptance of, and a willingness to comply with, **ALL** terms and conditions of the Appendix G – Sample 24-Hour Residential Treatment Contract and/or Appendix G-1 – Sample Acute Psychiatric Inpatient Contract. Signature by the authorized signer of the Applicant on the signature page of the Contract(s) constitutes acceptance of the Applicant of ALL Contract terms and conditions.

2.10 Application Withdrawals

Applicants may withdraw their Application at any time prior to contract award, upon written request to LACDMH contact as listed in Section 1.9 (Contact with County Personnel).

3.0 APPLICATION REVIEW/SELECTION/QUALIFICATION PROCESS

3.1 Review Process

Applications will be subject to a detailed review by qualified County staff. The review process will include the following steps:

3.1.1 Adherence to MMQs

County shall review the Applicant's Organization Questionnaire/Affidavit - Exhibit 1 of Appendix A, Required Forms, and determine if the Applicant meets the MMQs as outlined in Appendix J, Minimum Mandatory Qualifications.

Failure of the Applicant to comply with the MMQs may eliminate its Application from any further consideration. LACDMH may elect to waive any informality in an Application if the sum and substance of the Application is present.

3.1.2 Required Forms

Applications must include all forms as provided in Appendix A, Required Forms (Exhibits 1-15). Applicants must complete, sign and date all forms. A list of required forms is referenced in Section 2.7.5, above

3.1.3 Proof of Insurability

Applicants shall comply with the Indemnification provisions contained in Appendices G and G-1 Sample Contract, Paragraph 8.23.

Applicants shall attest in **Section C** of the Application that Applicant shall procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendices G and G-1 Sample Contract, Paragraphs 8.24 and 8.25 if Applicant is selected for award of a contract.

3.2 Disqualification Review

An Application may be disqualified from consideration because LACDMH determined it was non-responsive at any time during the review/evaluation process. If LACDMH determines that an Application is disqualified due to non-responsiveness, LACDMH shall notify the Applicant in writing.

Upon receipt of the written determination of non-responsiveness, the Applicant 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 LACDMH'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 an Applicant;
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 LACDMH'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 Applicant, in writing, prior to the conclusion of the evaluation process. Since Applications may be submitted on a continuous basis, it is acceptable for Applicants to resubmit or submit revised/amended Applications at any time.

3.3 Selection/Qualification Process

LACDMH will select Applicants that are qualified and experienced in providing services found in Appendix G, Sample 24-Hour Residential Treatment Contract, Exhibit C, SOW, and/or Appendix G-1 Sample Acute Psychiatric Inpatient Contract, Exhibit A, SOW. However, in order to insure LACDMH has a varied pool of qualified contractors, LACDMH may offer 24-Hour Residential Treatment Contracts and Acute Psychiatric Inpatient Contracts to Applicants that offer a more narrow scope of services in more highly specialized areas.

3.4 Contract Award

Applicants who are notified by LACDMH that they appear to meet the necessary qualifications and experience (i.e., they are qualified) may still not be recommended for a 24-Hour Residential Treatment Contract and/or Acute Psychiatric Inpatient Contract if other requirements necessary for award have not been met. Other requirements may include acceptance of the terms and conditions of the 24-Hour Residential Treatment Contract and/or Acute Psychiatric Inpatient Contract, and/or satisfactory documentation that required insurance will be obtained. Only when all such matters have been demonstrated to LACDMH's satisfaction can an Applicant, which is otherwise deemed qualified, be regarded as "selected" for recommendation of a Contract.

LACDMH will execute Board of Supervisors-authorized 24-Hour Residential Treatment Contracts and/or Acute Psychiatric Inpatient Contracts with each selected Applicant. All Applicants will be informed of the final selections.