LAC + USC MEDICAL CENTER RESTORATIVE CARE VILLAGE CRISIS RESIDENTIAL TREATMENT PROGRAM

1.0 CRTP APPLICANT'S MINIMUM QUALIFICATIONS

Interested and qualified applicants that can demonstrate their ability and qualifications to successfully provide the required services outlined in Addendum No. 9 - Attachment III (Statement of Work) are invited to submit an application, provided they meet all the following mandatory requirements:

1. As of the date of release of this RFA Addendum No. 9, Applicant must be a current, licensed mental health residential program provider in the State of California (State).

   Applicant must submit a copy of current license and include the name and site address of each licensed program.

2. Applicant must be in "good standing" with the licensing authority of the licensed mental health residential program.

   Applicant must provide any corrective action/remedy for any findings within the last 12 months (as of the date of release of this RFA Addendum No. 9).

3. As of the date of release of this RFA Addendum No. 9, Applicant must have an electronic health record (eHR) system in place that interfaces with County's claiming system.

   Applicant must submit a copy of its eHR contract with the information technology vendor providing the service.

4. Provide copies of the company's most current and immediately preceding two fiscal years' financial statements (for example: 2021 and 2022). Statements should include the company's assets, liabilities and net worth. At a minimum, the statements should include the Balance Sheet, Statement of Income, and the Statement of Cash Flows. It should be noted that depending on the nature of the entity, (i.e., for-profit, non-profit, governmental), the title of these documents may differ. For example, for a non-profit entity the Balance Sheet is referred to as the Statement of Financial Position. If audited statements are available, these should be submitted to meet this requirement. Do not submit Income Tax Returns to meet this requirement. Financial statements will be kept confidential if so stamped on each page.

   Upon receipt of this information, DMH will conduct a review to determine agency's financial capability. Depending on the results of this assessment, DMH may request additional information or disqualify the application in its entirety.

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5. If Applicant's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Applicant must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over $100,000.00, 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.

Submission not required. DMH will verify.

2.0 Application Format

2.1 Executive Summary (Section A – no more than 3 pages)

The Executive Summary shall condense and highlight the Applicant's background and experience and provide DMH with a broad understanding of the Applicant's approach for the provision of mental health residential programs.

This section will not be scored but instead will be used as an introduction to the Applicant's agency.

2.2 Applicant's Qualifications (Section B)

The Applicant's qualifications shall demonstrate that the Applicant's organization has the experience and financial capability to perform the required services. The following sections must be included:

2.2.1 Applicant's Minimum Qualifications (Section B.1)

Provide all relevant documents to substantiate that the Applicant meets the minimum requirement(s) stated in Section 1.0 above (CRTP Applicant's Minimum Qualifications) and has the capability to perform the required services as a corporation or other entity.

This section will be scored on a pass/fail basis. If Applicant cannot fully substantiate that they meet all minimum qualifications in Paragraph 1.0 – CRTP Applicant's Minimum Qualifications, the application will be immediately disqualified.

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2.2.2 Applicant's Experience (Section B.2)

1) Applicant must describe (in narrative form) and substantiate with documentation at least 3 years' experience (within the last five years) delivering culturally and linguistically appropriate licensed mental health residential program services to adults 18 years of age and older with mental illness. Applicant shall identify key staff, including management, who have experience providing these services and delivering services to individuals with co-occurring substance use disorders and individuals incarcerated due to the alleged commission of low level offenses, the incipience of which may be the result of, or associated with, their mental illness.

Applicant must include a 4-page maximum narrative and submit documentation, including program descriptions, individualized treatment plans, flyers, etc. to substantiate this experience.

100 points max

2) Applicant must describe (in narrative form) and substantiate with documentation at least 3 years' experience (within the last five years) providing case management and linkage services to clients. Applicant shall describe the provision of linkage to educational, prevocational and employment opportunities and access to emergency, transitional, temporary, and permanent housing to clients.

Applicant must include a 4-page maximum narrative and submit documentation, including program descriptions, individualized treatment plans, flyers, etc.

100 points max

3) Applicant must provide the following data for the Applicant's current residential program for the last 12 months and whose data reflects that patients are connected to effective treatment in a timely manner:

a. Average length of time to respond to referrals;
b. Available Beds/slots (daily) / Average census;
c. Occupancy Rates and Length of Stay;

d. Statistics on client, staff and community-related safety incidents or complaints, including 911 calls, related to the facility;
e. Rates of repeated use of beds by the same client within 30 days of discharge; and
f. Statistics / information on where clients are sent upon discharge.

100 points max

2.2.3 Applicant's Pending Litigation and Judgments (Section B.3)

Identify by name, case and court jurisdiction any pending litigation in which Applicant is involved as a defendant or plaintiff, and any judgments against Applicant in the past five years. Applicant shall provide a statement describing the size and scope of any pending or threatened litigation against the Applicant or principals of the Applicant.

If Applicant does not have any pending litigation or judgements to report, please provide a statement indicating this. Do not leave this area blank.

This section will be scored on a pass/fail basis. Upon receipt of this information, DMH will conduct a review of items reported. Depending on the scope and size of items reported, the County may disqualify the application in its entirety.

2.3 Applicant's Proposed Annual Budget (Section C)

Complete an annual proposed budget using the excel template provided as Exhibit 9 - Budget Template in Section E (Required Forms). Applicants must provide an estimated annual budget for CRTP services at full occupancy (16 adult beds) that includes the following items:

1) All CRTP services as described in Exhibit C (Statement of Work);
2) Food – three balanced meals per day and two healthy snacks per day;
3) Medical waste management;
4) Waste management (including garbage and recycling);
5) Linen services; and
6) Security.

i. Awardee shall utilize their own medical waste management, waste management, linen, and security vendors for the LAC+USC site.

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ii. Awardee will be responsible for the provision of food services. Food services includes food preparation and/or delivery and clean-up before and after meals. Awardee will have the option to use their own food vendor or contract directly with the food vendor on the LAC+USC campus. For budgeting purposes, please use an estimate of no more than $39/day per client. The CRTP site is equipped with a commercial dishwasher, refrigerator, microwave and re-thermalization unit which may be used by awardee or food vendor; however, cleaning of these items will also be the Awardee's responsibility, if used, and returned to a reasonably clean working condition.

iii. Applicants shall not include any building lease/rent expenses, utilities, or building maintenance amounts in Exhibit 7 Budget form in Section E (Required Forms). These items will be part of a County gratis lease for the site that is awarded.

iv. Start-up costs must not be included in the proposed budget. DMH may provide start-up costs, but these will be based on the implementation plan of the program to be developed between DMH and awardee.

v. Complete budgets shall be evaluated and the ranked whereby the lowest budget will receive the highest points.

Note: The implementation of California Advancing and Innovating Medi-Cal (CalAIM- *https://www.dhcs.ca.gov/CalAIM*) became effective on July 1, 2023. LACDMH adheres to the California Department of Health Care Services (DHCS) requirements for claiming and reporting.

2.4 Acceptance of Terms and Conditions of Sample Contract and/or Requirements of Statement of Work and Attachments (Section D)

2.4.1 It is every Applicant's duty to thoroughly review the Addendum No. 9 – Attachment II (Sample Contract) and Addendum No. 9 – Attachment III (Statement of Work) to ensure compliance with all terms, conditions, and requirements. Applicants will be evaluated, on a pass/fail basis, on their willingness to accept the Terms and Conditions outlined in the Sample Contract and the requirements of the Statement of Work

It is the County's expectation that in submitting an application, the Applicant will accept, as stated, the County's terms and conditions in the Sample Contract (Addendum No. 9 - Attachment II) and the County's requirements in the Statement of Work (Addendum No. 9 - Attachment III).

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Applicants are further notified that the County may, in its sole determination, disqualify any Applicant with whom the County cannot satisfactorily negotiate a contract.

2.4.2 Section D of an Applicant's response must include:

1) A statement offering the Applicant's acceptance of or exceptions to all terms and conditions listed in the Sample Contract; and

2) A statement offering the Applicant's acceptance of all requirements listed in the SOW.

2.5 Required Forms and Corporate Documents (Section E)

2.5.1 Applicants must include all completed, signed, and dated forms identified in Section E (Required Forms) and as listed below.

1) Organization Questionnaire/Affidavit
2) Certification of Compliance
3) Request for Preference Consideration
4) Debarment History and List of Terminated Contracts
5) Community Business Enterprise (CBE) Information (Excel Worksheet)
6) Intentionally Omitted
7) Intentionally Omitted
8) Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R. Part 76)
9) Estimated Annual Budget
10) Declaration

2.5.2 **Corporate Documents**

1) Corporations or Limited Liability Company (LLC):
Each Applicant must submit the following documentation with its application:
- A copy of a "Certificate of Good Standing" with the state of incorporation/organization.

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- 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.

2) Limited Partnership:
If the Applicant is a limited partnership, 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.