



DEPARTMENT OF MENTAL HEALTH

WORK ORDER SOLICITATION

FOR TEMPORARY PERSONNEL SERVICES

BID NO. DMH07142025B1

July 14, 2025

Prepared By
County of Los Angeles
Contracts Development & Administration Division

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APPENDICES

- A Sample Work Order:** Identifies the terms and conditions in the Work Order.
- B Required Forms:** Forms that must be completed and included in the proposal.
- C Solicitation Requirements Review (SRR) Request:** Transmittal form sent to Department requesting a Solicitation Requirements Review.
- D 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.

1.0 SOLICITATION INFORMATION AND MINIMUM MANDATORY REQUIREMENTS

Release Date	July 14, 2025
WOS Contact	Yanira Yeh, ASM I via email: SolicitationsTeam@dmh.lacounty.gov
Request for a Solicitation Requirements Review (SRR) Due (Refer to Section 10 – Protest Process Overview)	July 28, 2025 at 9:00 am (Pacific Standard Time)
Written Questions Due	July 28, 2025 at 9:00 am (Pacific Standard Time)
Questions and Answers Released via Addendum (Date subject to change at the County's sole discretion)	July 30, 2025 at 12:00 pm (Pacific Standard Time)
Proposals Due	August 4, 2025 at 12:00 pm (Pacific Standard Time)
Anticipated Contract Term	See Paragraph 3.2.1
Minimum Mandatory Requirements	See Paragraph 4.0 (Minimum Mandatory Requirements)

2.0 INTRODUCTION

- 2.1** The Los Angeles County (County or LAC) Department of Mental Health (Department or DMH) is issuing this Work Order Solicitation (WOS) to solicit proposals for two (2) time-limited Work Orders with a qualified As-Needed Psychiatry Services Contractor(s) that can provide Temporary Personnel Services for additional classifications.

The LACDMH has accepted two grant awards from the Department of Health and Human Services (DHHS) Substance Abuse and Mental Health Services Administration (SAMHSA) Center for Mental Health Services: 1.) Regular Services Program (RSP) Crisis Counseling Assistance and Training Program; and 2.) SAMHSA Emergency Response Grant (SERG) – California Wildfires and Straight-line Winds.

Services funded through these grants will be targeted to LAC residents impacted by the fires that affected the Los Angeles metropolitan area from January 7, 2025 through January 31, 2025. Temporary personnel of various classifications will partner with LACDMH to serve fire victims throughout LAC only in Fiscal Year (FY) 2025-2026.

- 2.2** Work Order #1 will be awarded for Temporary Personnel working under the RSP Crisis Counseling Assistance and Training Program.

Work Order #2 will be awarded for Temporary Personnel working under the SERG.

Both Work Orders will be awarded solely on lowest cost bid(s). Interested Contractors may bid on one (1) or both Work Orders. Please note that if bidding on both Work Orders, each bid for these will be evaluated independently of the other. Receiving an award for one Work Order does not guarantee an award for another.

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

3.0 PURPOSE

3.1 Statement of Work (SOW)

Selected Contractor(s) will implement the requirements outlined in:

- Exhibit A (SOW and Attachments) of Appendix A (Sample Work Order) of this WOS RSP Crisis Counseling Assistance and Training Program; and
- Exhibit B (SOW and Attachments) of Appendix A (Sample Work Order) of this WOS SERG

3.2 Work Order: Terms and Conditions

Selected Contractor(s) will implement the requirements outlined in Appendix A (Sample Work Order) of this WOS.

3.2.1 Anticipated Work Order Term

The Work Order term is anticipated to be as follows:

- Work Order #1 – RSP Crisis Counseling Assistance and Training Program – Upon execution through 2/19/2026.
- Work Order #2 – SERG – Upon execution through 6/15/2026.

Each Work Order is anticipated to commence upon execution as authorized under delegated authority by the LAC Chief Executive Office (CEO).

3.2.2 Payment

Per Section 5.0 PAYMENT, Subsection 5.4 Invoices and Payments of the As-Needed Temporary Psychiatry Services Master Agreement, payment will be made only for providing the tasks, deliverables, and any other work authorized pursuant to the awarded Master Agreement Work Order(s) and through a complete invoice – see attached Exhibit A (SOW and Attachments) Attachments B (Fiscal Provisions) and B-1 (Invoice Template) and Exhibit B (SOW and Attachments) Attachments B (Fiscal Provisions) and B-1 (Invoice Template). Note: Invoice templates are attached as samples and may be revised upon Work Order award(s) to capture required information for reports and audits related to both grants. Final invoice drafts will be provided to awardee(s).

4.0 MINIMUM MANDATORY REQUIREMENTS

Interested and qualified Contractors are invited to submit a proposal(s), provided they meet all the following minimum mandatory requirements at the time of proposal submission:

- 4.1 As of the date of release of this WOS (July 14, 2025), Proposer must have an executed Master Agreement for As-Needed Psychiatry Services that includes additional temporary classifications.

Submission not required. LACDMH will verify.

- 4.2 If Proposer's compliance with a County contract has been reviewed by the LAC Department of the Auditor-Controller within the last 10 years, Proposer 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 a period of 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. LACDMH will verify.

5.0 LACDMH'S RIGHTS AND RESPONSIBILITIES

5.1 Representations Made Prior to Work Order Execution

LACDMH is not responsible for representations made by any of its officers or employees prior to the execution of the Work Order unless such an understanding or representation is included in the Work Order.

5.2 Final Work Order Award by the Board of Supervisors

Notwithstanding a recommendation of a Department, agency, individual, or other, the Board retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement or Work Order, and to determine which proposal best serves the interests of the County. The Board is the ultimate decision-making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract or Work Order.

5.3 LACDMH's Option to Reject Proposals

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

5.4 LACDMH's Right to Amend Work Order Solicitation

LACDMH has the right to amend the WOS by written addendum. LACDMH is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum will be made available to each person or organization which LACDMH records indicate has received this WOS. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of LACDMH. LACDMH is not responsible for and will not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

5.5 Contact with LACDMH Personnel

All contact regarding this WOS or any matter relating thereto must be in writing, and e-mailed to:

Yanira Yeh, ASM I
SolicitationsTeam@dmh.lacounty.gov

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

5.6 Protest Policy Review Process

5.6.1 Under Board Policy No. 5.055 ([Services Contract Solicitation Protest](#)) any prospective Proposer may request a review of the requirements under a solicitation for a Board-approved services contract, as described in Paragraph 5.6.3 (Grounds for Review) below. Additionally, any actual Proposer may request a review of a disqualification or of a proposed Work Order award under such a solicitation, as described respectively in the paragraphs below. It is the responsibility of the Proposer challenging the

decision of a Department to demonstrate that the Department committed a sufficiently material error in the solicitation process to justify invalidation of a proposed Work Order award.

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

5.6.3 Grounds for Review

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

- 5.6.3.1 Solicitation Requirements Review (referenced in Paragraph 9.1)
5.6.3.2 Disqualification Review (referenced in Paragraph 9.2)

6.0 Overview of County's Preference Programs

- 6.1 The County has three preference programs: the Local Small Business Enterprise (LSBE), Disabled Veteran Business Enterprise (DVBE), and Social Enterprise (SE). The Board encourages business participation in the County's contracting process by continually streamlining and simplifying our selection process and expanding opportunities for these businesses to compete for County opportunities.
- 6.2 The Preference Programs (LSBE, DVBE, and SE) require that a business complete certification prior to requesting a preference in a solicitation. This program and how to obtain certification are further explained in Paragraphs 6.5, 6.6, and 6.7 of this solicitation. Additional information on the County's preference programs is also available on the Department of Consumer and Business Affairs' (DCBA) website at: <http://dcba.lacounty.gov>.
- 6.3 In no case will the Preference Programs (LSBE, DVBE, and SE) price or scoring preference be combined with any other county preference program to exceed fifteen percent (15%) in response to any County solicitation.
- 6.4 Sanctions and financial penalties may apply to a business that knowingly, and with intent to defraud, seeks to obtain or maintain certification as a certified LSBE, DVBE, or SE when not qualified.

6.5 Local Small Business Enterprise (LSBE) Preference Program

- 6.5.1 The County will apply the LSBE preference during the solicitation process to businesses that meet the definition of an LSBE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.204 of the Los Angeles County Code](#).
- 6.5.2 The business must be certified by DCBA prior to requesting the LSBE preference in a solicitation. To apply for certification as an LSBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 6.5.3 Businesses requesting the LSBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) in Appendix B (Required Forms) and submit their LSBE certification approval letter ("Certification for Non-Federally Funded Solicitations") from the DCBA with their proposal.

6.6 Social Enterprise (SE) Preference Program

- 6.6.1 The County will apply the SE preference during the solicitation process to businesses that meet the definition of an SE for solicitations not subject to the federal restriction on geographical preferences, consistent with [Chapter 2.205 of the Los Angeles County Code](#).
- 6.6.2 The business must be certified by DCBA, prior to requesting the SE preference in a solicitation. To apply for certification as an SE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 6.6.3 Businesses requesting the SE preference must complete and submit Exhibit 3 (Request for Preference Consideration) in Appendix B (Required Forms) and submit their SE certification approval letter ("Certification for Non-Federally Funded Solicitations") from the DCBA with their proposal.

6.7 Disabled Veteran Business Enterprise (DVBE) Preference Program

- 6.7.1 The County will apply the DVBE preference during the solicitation process to businesses that meet the definition of a DVBE, consistent with [Chapter 2.211 of the Los Angeles County Code](#).
- 6.7.2 The business must be certified by DCBA, prior to requesting the DVBE preference in a solicitation. To apply for certification as a DVBE, businesses should contact DCBA at <http://dcba.lacounty.gov>.
- 6.7.3 Businesses requesting the DVBE preference must complete and submit Exhibit 3 (Request for Preference Consideration) in Appendix B (Required Forms) and submit their DVBE certification approval letter from the DCBA with their proposal.

6.8 Preference Program Enterprises (PPEs) - Prompt Payment Program

It is the intent of the County that Certified Preference Program Enterprises (PPEs) receive prompt payment for services they provide to County Departments. Prompt payment is defined as fifteen (15) calendar days after receipt of an approved, undisputed invoice which has been properly matched against documents such as a receiving, shipping, or services delivered report, or any other validation of receipt document consistent with Board Policy 3.035 ([Preference Program Payment Liaison and Prompt Payment Program](#)).

7.0 PROPOSAL REQUIREMENTS AND EVALUATION

This Paragraph provides Proposers with proposal submission requirements and submittal instructions, and identifies evaluation criteria.

7.1 Truth and Accuracy of Representations

False, misleading, incomplete, or deceptively unresponsive statements in connection with a proposal will be sufficient cause for rejection of the proposal. The evaluation and determination in this area will be at the Department's sole judgment and their judgment will be final. All proposals must be firm and final offers but may be withdrawn at any time when requested in writing.

7.2 Proposers' Questions

- 7.2.1 Proposers may submit written questions regarding this WOS by e-mail to: SolicitationsTeam@dmh.lacounty.gov. All questions must be received by

the date and time specified in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements). All questions, without identifying the submitting company, will be compiled with the appropriate answers and issued as an addendum to the WOS.

- 7.2.2** When submitting questions, please specify the WOS, 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 WOS. LACDMH reserves the right to group similar questions when providing answers.

7.3 Intentionally Omitted

7.4 Preparation of the Proposal

One (1) proposal must be submitted via electronic mail (e-mail) to: SolicitationsTeam@dmh.lacounty.gov by the date and time listed in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements). All proposals must be submitted in the prescribed format. Any proposal that deviates from this format may be rejected as nonresponsive without review at LACDMH's sole discretion.

7.5 Proposal Requirements and Evaluation Criteria (100%)

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

7.5.1 Cover Page

See Appendix B Required Forms Exhibit 1 – this section is not scored or evaluated but must be completed and attached to Proposal.

7.5.2 Budget – 100% of final score

Proposer shall provide an estimated one-month budget for all services in the Exhibit A, SOW or Exhibit B, SOW or both if bidding on both Work Orders. If bidding on both Work Orders, a separate and distinct estimated budget must be completed for each and shall be evaluated and scored independently of each other.

Proposer must complete Exhibit 3 (Estimated Budget Template) of Appendix B (Required Forms). Budget shall be inclusive of all costs.

The maximum number of possible points will be awarded to the lowest cost for the total one-month estimated budget. All other proposals will be compared to the lowest cost and points awarded accordingly for this section.

However, should one or more of the Proposers requests and be granted the preference referenced in Section 6.0 (County's Preference Programs) of this WOS, the cost component points will be determined as follows:

- 15% of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all Proposers who requested and were granted the preference.

In no case will any preference be combined to exceed 15% of the lowest responsible bid meeting specifications.

The Work Orders awarded based on this WOS will have a budget equal to the amount submitted in the winning bid(s). The budget will not be increased absent extraordinary circumstances outside the control of the Proposer(s). Any increase in the budget(s) will be at the sole discretion of LACDMH.

7.5.3 Appendix B (Required Forms) Proposal must include all completed, signed, and dated forms identified in

- Exhibit 1 Cover Page
- Exhibit 2 Request for Preference Consideration
- Exhibit 3 Estimated Budget Template
- Exhibit 4 Contribution and Agent Declaration Form
- Exhibit 5 Declaration

All forms will be reviewed for content and completion. Any incomplete or illegible items may result in points deductions from final score.

7.6 Proposal Submission

Proposals must be submitted as follows:

7.6.1 A Portable Document Format (PDF) copy or zip files, in an encrypted format, of the complete proposal must be submitted by the date and time listed in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements), via electronic mail (e-mail) as follows:

To: Yanira Yeh, ASM I at SolicitationsTeam@dmh.lacounty.gov
Subject: Proposal for WOS Bid No.DMH07142025B1

7.6.2 No hard copies delivered in person or facsimile (faxed) responses will be accepted. Please note, each email attachment file size may be limited. Multiple emails will be accepted. All proposal documentation must be attached, not linked.

7.6.3 Proposers must also clearly identify any and all confidential, proprietary and trade secret information, as part of its proposal submission. Proposers must specifically identify only those parts of the Proposal that are actual trade secrets, confidential, or proprietary in nature. Blanket or categorical statements of confidentiality, or the marking of each page of the proposal as "Trade Secret," "Confidential," or "Proprietary," are not acceptable, and will be rejected in the sole discretion of the County.

7.6.4 It is the sole responsibility of the submitting Proposer to ensure that its proposal is received before the submission deadline. Submitting Proposers will bear all risks associated with delays in delivery. Any proposals received after the scheduled closing date and time for receipt of proposals, as listed in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements), will not be accepted.

8.0 SELECTION PROCESS OVERVIEW

8.1 Selection Process

LACDMH reserves the sole right to judge the contents of the proposals submitted pursuant to this WOS and to review, evaluate and select the successful proposal(s). The selection process will begin with receipt of the proposal on the date outlined in Paragraph 1.0 (Solicitation Information and Minimum Mandatory Requirements).

8.2 Evaluation of Proposals

All proposals will be evaluated based on adherence to Minimum Mandatory Requirements and lowest cost bid. All proposals will be scored and ranked in numerical sequence from high to low.

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

9.0 PROTEST PROCESS OVERVIEW

9.1 Solicitation Requirements Review

Any person or entity may seek a Solicitation Requirements Review by submitting Appendix C (Solicitation Requirements Review (SRR) Request) to the Department conducting the solicitation. A request for a SRR may be denied, in the Department's sole discretion, if the request does not satisfy all the following criteria:

- 9.1.1** The request is made within the time frame identified in the solicitation document;
- 9.1.2** The request includes documentation (e.g., letterhead, business card, etc.), which identifies the underlying authority of the person or entity to submit a proposal.
- 9.1.3** The request itemizes in appropriate detail, each matter contested and factual reasons for the requested review; and
- 9.1.4** The request asserts either that:
 - 9.1.4.1** application of the Minimum Mandatory Requirements and evaluation criteria unfairly disadvantages the person or entity; or,
 - 9.1.4.2** due to unclear instructions, the process may result in the County not receiving the best possible responses from prospective Proposers.

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

9.2 Disqualification Review

A proposal may be disqualified from consideration because a Department determined it was non-responsive at any time during the review/evaluation

process. If a Department determines that a proposal is disqualified due to non-responsiveness, the Department will notify the Proposer in writing.

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

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

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

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

9.3 Department's Debriefing Process

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

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