



Request for Proposals

Project Management Services

Applications due by December 21, 2021 @ 5:00pm



Table of Contents

<u>1 RFP SUMMARY</u>	3
<u>2 ELIGIBILITY</u>	3
2.1 MINIMUM QUALIFICATIONS	3
2.2 EVALUATION CRITERIA	4
<u>3 REQUESTED INFORMATION</u>	4
3.1 PAST EXPERIENCE	4
3.2 STAFF EXPERIENCE	5
3.3 EXECUTIVE SUMMARY	5
3.4 ADDITIONAL SECTIONS	6
3.5 ADDITIONAL REQUIRED DOCUMENTS	6
<u>4 AGREEMENT TERMS</u>	6
<u>5 ROLES AND RESPONSIBILITIES</u>	7
5.1 CONTRACTORS	7
5.2 PARTICIPATING COUNTIES	7
5.3 CALMHSA	7
<u>6 SUBMISSION INSTRUCTIONS AND REQUIREMENTS</u>	8
6.1 PROPOSAL TIMELINE	8
6.2 SUBMITTAL ADDRESS	8
6.3 RFP QUESTIONS AND CLARIFICATIONS	8
6.4 WITHDRAW	9
6.5 REVIEW OF APPLICATIONS	9
6.6 NEGOTIATIONS WITH POTENTIAL PROPOSERS	9
6.7 PROTEST PROCEDURES	10
6.8 NOTICE REGARDING PUBLIC RECORDS ACT REQUEST	10
6.9 FORMAT OF PROPOSAL	11



1 RFP Summary

The California Mental Health Services Authority (CalMHSA) seeks proposals from entities with experience providing project management and support services for a large, multi-dimensional behavioral health facility development program. Preference would be for experience with psychiatric health facilities.

CalMHSA is soliciting proposals from organizations with expertise and capabilities to provide project management services in the following areas:

1. Overall project management
2. Site acquisition
3. Facilities development
4. Stakeholder engagement

The project will utilize existing data to support a psychiatric bed facility build out throughout California based on regional needs and specifications. The five regions are:

1. Superior
2. Greater Bay Area
3. Central California
4. Southern
5. Los Angeles

2 Eligibility

2.1 Minimum Qualifications

1. The selected vendor shall have experience providing project management to support the development of large, multi-layered health facilities.
 - a. Additional experience with psychiatric health facility development, particularly:
 - i. Acute Inpatient Psychiatric Hospitals
 - ii. Subacute locked and secure facilities



1. Mental Health Rehabilitation (MHRC)

2. Skilled Nursing Facilities- Special Treatment Programs (SNF/STP)

- iii. Adult Community Residential - Unlocked type

1. Enhanced/Augmented Board and Care

2. Residential Treatment

3. Enhanced Residential Rehabilitation

*This experience is not required but may be helpful to a proposer.

2. Experience shall include significant knowledge of the licensing and building requirements for the above-mentioned facility types.

2.2 Evaluation Criteria

Proposals will be based on the following key areas:

1. Experience of the Organization
2. Experience of Project staff
3. Proposed Execution Plan
4. Budget

3 Requested Information

The following response components are required for each Scope of Work. CalMHSA is not responsible for costs associated with the development of proposals, nor the shipping or delivery of such.

3.1 Past Experience - 5 Pages Maximum

Please submit the following components as part of your response:

1. Background of organization

- a. Please describe your organizational experience in facility development. Please include:



- i. Types of facilities supported
- ii. Scale of facilities
- iii. Locations of facilities
- iv. Please include a list of all County Behavioral Health Departments that you have worked with on past projects.

- b. How does your organization prioritize cultural humility in the development and acquisition process?

3.2 Staff Experience - 3 Pages Maximum

1. Description of the key personnel, qualifications of each personnel, and a description of their role as it relates to the proposed project.
2. Description of any subcontractors.
3. Additional information requested within Section 3.4 shall not be counted as part of this page limit.
4. Resumes are not included as part of the page limit.

3.3 Executive Summary

Please submit the following components as part of your response (10 pages Maximum Total):

1. In 5 pages or less, please provide a workplan for the first 60 days following contract agreement, given the information in the proposal.
 - a. What are the steps you would take? What are the proposed action steps?
 - b. What would be needed from CalMHSA and/or our Members?
2. In 5 pages or less, given your organizational expertise, please describe what are the most pertinent opportunities to improve the behavioral health bed continuum needs in California? Who are the key populations to be served? Who are key partners who should be included?



3.4 Budget

Please provide a full description of Budget which should be no more than 3 pages. The budget description should include an estimated staffing breakdown and costs, description of additional costs (such as contractors), breakdown by year, and any other pertinent information to assist in the understanding of the proposed budget.

3.5 Additional Requested Sections

1. Resumes of key staff.
2. Matrix of proposed staffing. Matrix shall include subcontractors.
3. Three (3) Letters of Support - Letters shall be provided by past contractors of related/similar projects on their letterhead. The organizations providing letters of support may be contacted in order to validate the letter provided.

3.6 Additional Required Documents

Please submit the following documents, found in the Bonfire Portal under “Files”:

1. Signed Copy of CalMHSA’s Conflict of Interest Policy

4 Agreement Terms

The Agreement is subject to fund availability. If it is determined funds are no longer available, the Agreement may be terminated without cause or penalties.

The Agreement is intended to commence on January 30, 2022 or upon CalMHSA approval, and expire on January 30, 2025 or at a date determined by CalMHSA.

The resulting Agreement will not take effect until fully executed by all parties and all insurance requirements have been met.

The Agreement term may change if CalMHSA makes an award earlier or later than expected, or if CalMHSA cannot execute the Agreement due to unforeseen circumstances.

5 Roles and Responsibilities

This outlines the roles and responsibilities for each phase of the project.

5.1 Contractor(s)

1. The selected contractor shall work directly with the CalMHSA staff for the implementation of the proposed project.
2. The selected contractor will be able to effectively work independently as appropriate with adequate oversight from CalMHSA staff.
3. The selected contractor shall work with selected counties, as requested or agreed upon by CalMHSA.
4. The selected contractor will provide regular updates to the CalMHSA leadership, including but not limited to Executive Staff and Board of Directors.
5. The selected contractor shall work with the appropriate California State entities, as appropriate to benefit the project.
6. The selected contractor shall work with additional partners, as identified by CalMHSA, including but not limited to California Behavioral Health Directors Association, California State Association of Counties, etc.

5.2 Participating Counties

1. Provide County specific clarification and direction
2. Provide final sign-off of development iterations

5.3 CalMHSA

The CalMHSA as the contract holder, takes responsibility for the following key components:

1. Identify a stakeholder / sponsor individual who can provide “Sign-Off” and make key project decisions.
2. Provide a project lead, provide acceptance criteria and accept deliverables.
3. Identify a project working team to provide feedback and work with vendor teams.
4. Participate in frequent standup team meetings.
5. Coordinate vendor requests.

6. Review deliverables and provide feedback in a timely manner.
7. Provide overall management of Scope, Timeline and Deliverables.
8. Coordinate meetings, work sessions, risks, and documentation.
9. Facilitate project decisions with County.

6 Submission Instructions and Requirements

6.1 Proposal Timeline

EVENT	Key Dates
RFP Issued	11/10/2021
RFP Questions Due	11/17/2021 @ 5:00pm
RFP Questions Answered	11/23/2021
Intent to Submit Due	11/26/2021 @ 5:00pm
Deadline for Proposals to be Submitted	12/21/2021 @ 5:00pm
Application Review	12/22/2021-1/10/2022

6.2 Submittal Address

All Submissions must be submitted electronically using CalMHSA's e-Procurement Portal, Bonfire:

<https://calmhsa.bonfirehub.com/>

6.3 RFP Questions and Clarifications

All questions and requests must be submitted through CalMHSA's e-Procurement Portal at: <https://calmhsa.bonfirehub.com/>. The deadline to submit questions for this RFP is **November 17, 2021 at 5:00 pm**. The FAQ responding to the questions will be posted on **November 23, 2021 at https://calmhsa.bonfirehub.com/** and on the CalMHSA website.

To ensure all parties have access to the same information at the same time, except as stated below, CalMHSA will NOT respond to questions as they are received and will not accept telephonic questions.



It is the sole responsibility of the proposer to refer to the FAQs, which will be posted on CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

If a Proposer is unable to submit questions via the Bonfire e-Procurement Portal, the Proposer must provide CalMHSA with an email justification at info@calmhsa.org outlining why the Proposer is unable to do so.

If a question relates to a proprietary/trade secrets aspect of a proposal and the question would expose proprietary information if disclosed to competitors, the proposer must mark the question as "CONFIDENTIAL." With the question, the proposer must submit a statement explaining why the question is sensitive. If CalMHSA concurs that the disclosure of the question or answer would expose proprietary information, the question will be answered by email reply, and both the question and answer will be kept in confidence. If CalMHSA does not concur regarding the proprietary nature of the question, the question will not be answered in this manner and the vendor will be notified and asked whether the vendor would like the question to receive a public response or no response at all.

6.4 Withdraw

A proposer may withdraw or amend its proposal, but only before the Application Submittal Deadline, directly on CalMHSA's e-Procurement Portal at <https://calmhsa.bonfirehub.com/>.

6.5 Review of Applications

CalMHSA will receive all applications and review for completeness and adherence to the RFP rules stated in this document. Following the initial review, all qualified applications will be reviewed and scored by a review panel. The evaluation panel will conduct a fair and impartial evaluation of proposals received in response to this RFP.

The review panel is comprised of individuals with varied backgrounds to include professional expertise, lived experience, personal knowledge, etc. Panelists' information will not be disclosed as a matter of confidentiality. CalMHSA is committed to ensuring the RFP review panel is representative of California's racial, ethnic, and cultural diversity.

6.6 Negotiations with Potential Proposers

Selection will not be based exclusively on price. CalMHSA reserves the right to negotiate with proposers who, in the opinion of the review panel, have submitted the best proposal in an attempt to reach an agreement. If no agreement is reached, CalMHSA may negotiate with other proposers or may choose to extend the proposal period. CalMHSA also reserves the right to meet with vendors to gather additional



information. Additional information may include, but is not limited to, a demonstration of skills described in the proposal.

6.7 Protest Procedures

Protests must be received no later than five (5) business days after the Notice of Intent to Award is posted on the CalMHSA website. The sole bases for protest are that the award was (1) in violation of law, (2) in violation of the provisions of this RFP, or (3) in violation of CalMHSA's procurement process. All protests must be in writing and (1) state in detail each and every ground asserted for the protest, citing to the law, RFP provision, or particular provision of the procurement policy on which the protest is based; (2) explain why the error prevented the aggrieved organization from being awarded the contract; and (3) identify the remedy sought.

Written protests can be sent to the following:

Via Email:

info@calmhsa.org

Via Certified Mail:

CalMHSA
Attn: Chief Administrative Officer
PO Box 22967
Sacramento, CA 95822

Within 14 days of receipt of any protest, CalMHSA's Executive Director will provide a written decision which shall be final upon transmission to the protesting party. If the Executive Director determines that the error identified by the protesting party has deprived that party from receiving the contract, the Executive Director may act to rectify the error, including but not limited to cancellation of the RFP or proposed contract, correction or other revision of the awarded contract, termination of an improperly awarded contract, or affirmation of an existing contract if the discovered defect is immaterial or the Executive Director determines that affirmation is in the best interest of CalMHSA.

6.8 Notice Regarding Public Records Act Request

CalMHSA is subject to the Ralph M. Brown Act and the California Public Records Act. All proposals received for this RFP are ultimately subject to public review, however, during the competitive bid process all proposals will be kept confidential. Upon award and execution of contract by awardee(s), all proposals and supplemental information will be subject to public review, with the exception of those elements of a proposal which contain elements that are clearly marked as confidential or trade secrets. Any such designation should be accompanied by a brief explanation of the reason the information is non-public and



protected from disclosure under California law. CalMHSA reserves the right to disregard such designations if they have been applied indiscriminately to non-protected information, and in no event shall CalMHSA, its agents, representatives, consultants, directors, or officers be liable to a responding party for the intentional or inadvertent disclosure of all or a portion of a proposal submitted under this RFP, regardless of whether it was marked as confidential or trade secret.

Although the California Public Records Act allows certain confidential or trade secret information to be protected from disclosure, CalMHSA may not be in a position to establish that the information submitted is protected. If CalMHSA receives a request for public disclosure of all or any portion of a proposal that has been designated as exempt from disclosure, CalMHSA will use reasonable efforts to notify the responding party of the request and give such party an opportunity to assert, at its own expense, a claimed exception under the California Public Records Act or other applicable law within the time period specified in the notice issued by CalMHSA and allowed under the California Public Records Act.

6.9 Format of Proposal

Proposals must be submitted through CalMHSA's e-Procurement Portal at: <https://CalMHSA.bonfirehub.com/>. Submissions by other methods will not be accepted. Internet Explorer 11, Microsoft Edge, Google Chrome, or Mozilla Firefox. Javascript must be enabled.

Browser cookies must be enabled. Respondents should contact Bonfire at Support@GoBonfire.com for technical questions related to submissions or visit Bonfire's help forum at <https://bonfirehub.zendesk.com/hc>.

Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. All PDFs documents must be formatted in Times New Roman, 12 pt font, double spaced, unless otherwise indicated in the Requested Information. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.