



**Solano County Health & Social Services
 Behavioral Health Division**

Request for Qualifications #: 2019-BH01

Therapeutic Foster Care (TFC) Services

Issued: March 29, 2019

Applications due: April 26, 2019, 5:00 PM PST

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1 SCOPE OF SERVICES

1.1 Overview

Solano County Health and Social Services Department – Behavioral Health Division (County) is the primary agency responsible for the administration of mental health programs designed to serve families and children needing specialty mental health services (SMHS) in Solano County.

The County is seeking qualified agencies to assist with the implementation of Therapeutic Foster Care (TFC) services as defined by the Department of Health Care Services (DHCS) and the California Department of Social Services (CDSS) in the Medi-Cal Manual for Intensive Care Coordination (ICC), Intensive Home Based Services (IHBS) & Therapeutic Foster Care (TFC) for Medi-Cal Beneficiaries (3rd edition).

The services will be provided in accordance with the *Katie A. v. Bontá* Settlement Agreement, and the Continuum of Care Reform (CCR) legislation using the values, principles and practices articulated in the Integrated Core Practice Model for Children, Youth, and Families.

The purpose of this Request for Qualifications (RFQ) is to create a list of agencies that meet minimum qualifications for TFC services. The qualified Applicants will be placed on an eligibility list and may be eligible for future contracts with Solano County Behavioral Health for TFC services.

1.2 Background

In December 2011, the State of California entered into a settlement agreement of the class action lawsuit *Katie A. v. Bontá*. The State subsequently took a series of actions to transform the way children and youth in foster care, or at risk of placement in California's foster care system, access mental health services in a more intensive array of well-coordinated, clinically-appropriate, and community-based mental health service settings. One aspect of these settlement activities includes the development of a TFC service model as a way of delivering SMHS to children and youth.

TFC is a short-term, intensive, highly-coordinated, trauma-informed, and individualized intervention provided by a foster parent with appropriate qualifications, training and supervision to a child or youth who has complex emotional and behavioral needs. TFC is available as an Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) benefit to children and youth under the age of 21, who are Medi-Cal eligible and meet medical necessity criteria for SMHS.

TFC is intended for children and youth who require intensive and frequent mental health support in a family environment. TFC is appropriate for children and youth with intensive mental health needs who have already been receiving other SMHS that have proven insufficient, and are at risk of placement in residential or hospital settings but could be effectively served in the home or community. Children/youth may also qualify for TFC if they are transitioning from a residential, inpatient, or institutional setting to a community setting and other SMHS will not be sufficient to prevent deterioration, stabilize the child/youth, or support effective rehabilitation.

TFC is not a stand-alone service; instead, it is part of a spectrum of resources, supports, and services that includes Intensive Care Coordination (ICC) and other medically necessary SMHS

outlined in a comprehensive mental health Client Service Plan. There must be a Child and Family Team (CFT) in place to guide and plan TFC and other SMHS provision.

TFC parents will work under the supervision of a licensed Foster Family Agency, hereafter known as a TFC Agency, who will recruit, train, and oversee TFC parents. The TFC Agency is responsible for ensuring that the TFC parent(s) meet both Resource Family Approval (RFA) program standards and the required qualifications as a TFC parent.

For more information on the TFC model and services, see also:

- [All County Information Notice \(ACIN\) No. I-05-17 / Mental Health and Substance Use Disorder Services \(MHSUDS\) Information Notice 17-009](#)
- [Service Delivery Through The TFC Service Model](#)
- [TFC Service Model Parent Qualifications](#)

The TFC Agency must employ a Licensed Mental Health Professional (LMHP) or a Waivered or Registered Mental Health Professional (WRMHP) who will provide ongoing supervision and intensive support to the TFC parent(s). The TFC agency assumes ultimate responsibility for directing the interventions provided by the TFC parent.

1.3 TFC Agency Qualifications

To meet eligibility for TFC services under this RFQ (minimum qualifications), Applicants must:

1. Be a California Foster Family Agency that meets licensure and accreditation requirements established by the California Department of Social Services (CDSS); able to approve TFC homes; and the ability to accept children/youth for placement from Solano County Child Welfare Services and/or Probation.
2. Be a Medi-Cal certified Specialty Mental Health Services (SMHS) provider that has a contract with a MHP as a Medi-Cal provider for at least one-year. The contract must be in good standing with no lawsuits, judgements, or plans of corrective action.

1.4 Description of Services

The TFC Agency will be responsible for delivering and monitoring TFC services through TFC parents. Both will be key participants in the therapeutic treatment process of the children/youth receiving TFC services. TFC services will assist children/youth to achieve their mental health treatment plan goals and objectives, improve functioning and well-being, and remain in community settings, avoiding residential, inpatient, or institutional care.

The TFC Agency will:

- A. Recruit, train, approve, re-approve as necessary, and supervise parents who meet both:
 - i. Resource Family Approval (RFA) standards following RFA licensing requirements as set forth in [Assembly Bill 403 and in the California Code of Regulations \(CCR\) Title 22, Division 6, Chapter 9.5](#) or [Welfare and Institutions \(W&I\) Code 16519.5](#).

- ii. TFC parent requirements as stated in All County Information Notice (ACIN) No. I-05-17/Mental Health and Substance Use Disorder Services (MHSUDS) [Information Notice 17-009, Attachment 2 – TFC Service Model Parent Qualifications](#).

Provide or arrange for, at a minimum, 40 hours of initial TFC Parent training to be completed prior to the parent being eligible to provide TFC services, and an additional 24 hours of continued annual training. An outline and agenda of the TFC parent trainings must be provided to and approved by Solano County Behavioral Health in advance of the training. The training shall include, at a minimum, the following topics as defined by the [TFC Training Resource Tool Kit](#):

- b. Introduction to TFC and the Mental Health Service System
 - c. Understanding Child and Adolescent Development and Age-Appropriate Interventions for Positive Behavior Management
 - d. Working with Abused, Neglected, and/or Delinquent Children/Youth Using a Trauma-Informed Approach
 - e. Preventing and Managing a Crisis
 - f. Communication and Relationship Building with Children/Youth and Families
 - g. Cultural Competency
 - h. Client Sensitivity
 - i. Parent Self-Care
- B. Ensure that TFC Parents meet California’s Medicaid rehabilitation provider qualification for “other qualified provider” (see [California State Medicaid Plan Attachment 3.1 A Rehabilitation Mental Health Services](#)). TFC parents, approved as Medi-Cal service providers, must meet and maintain all relevant requirements as a Medi-Cal provider and comply with Medi-Cal documentation standards including, but not limited to: having a National Provider Identifier, using a taxonomy code, only providing services that TFC Parents are allowed to provide, completing daily progress notes that meet Medi-Cal and Solano County documentation standards, and meet privacy and confidentiality requirements of the Health Insurance Portability and Accountability Act (HIPAA).
- C. Employ a Licensed Mental Health Professional (LMHP) or a Waivered or Registered Mental Health Professional (WRMHP) who will provide supervision and intensive support to TFC parents. The LMHP/WRMHP will provide face-to-face supervision in the home a minimum of 1 hour per week to review the treatment plan, review and co-sign the TFC parents’ daily progress notes, and ensure that each progress note meets Medi-Cal and contractual documentation requirements.
- D. Actively participate in the CFT to identify supports for the child and family, including linking with a TFC Parent who can best meet the child or youth’s individual needs, and integrate the TFC Parent into the CFT. The TFC Agency and Parent will collaborate and coordinate with the CFT, including the mental health Primary Service Coordinator, in the development and implementation of the Client Services Plan, including assessing the child/youth’s progress in meeting goals.
- E. May provide a wide array of other SMHS, if these SMHS are included in the TFC Agency’s contract with the MHP.

1.5 Tracking and Reporting

The TFC Agency will be required to demonstrate the effectiveness of the TFC services through outcome measures. Applicants must provide a summary of outcome targets, how targets will be achieved, and methods of quantifying outcomes. The following list of outcomes should be addressed in the application; however, this list is not exhaustive and will be finalized upon execution of a contract. Applicants are encouraged to present additional measurable outcomes.

- A. The TFC Agency will be required to report on the total number of children/youth who receive TFC and the length of stay for each.
- B. The TFC Agency will be required to report how many CFT meetings are attended by both TFC Parents and TFC Agency staff.
- C. The TFC Agency will be required to report how many children/youth receiving TFC transition to a lower level of care, and how many require a higher level of care despite receiving TFC services.
- D. The TFC Agency will be required to provide an end-of-the-year narrative report identifying areas of success as well as challenges in the prior year.

1.6 Funding Availability

Funding for implementation of Solano County TFC services is available through fiscal year **July 1, 2019 - June 30, 2020**. The anticipated budget for TFC services is **\$108,000 - \$194,000**. The payment rate is based on a negotiated rate of cost-per-day, per TFC parent. Applicants shall provide an estimated budget to serve **6 youth for 180 days each**. The current minimum rate for County-owned FFA's (outlined in [Information Notice 17-021](#)) should be used as a baseline. If the budget exceeds that daily minimum, please provide justification along with justification for all other expenses.

No monies from this program may be used to supplant state, county or local general fund monies available to the agency for any purpose. Activities funded under this RFQ must be new or enhancements to existing activities. Funds are not allocated for capital improvements.

2 REQUEST FOR QUALIFICATIONS PROCESS

2.1 Eligible Applicants

"Applicant" is any individual or entity that submits an Application in response to this RFQ. Eligible applicants may be non-profit organizations, for-profit organizations, and government entities that meet minimum qualifications as outlined in Section 1.3.

2.2 Inquiries

Inquiries regarding the RFQ may be made by email to the RFQ Coordinator at jjjohnson@solanocounty.com with the Subject Line: **RFQ #2019-BH01**.

All emailed inquiries must be received by April 16, 2019, 5:00pm PST. Emailed inquiries will be answered in written format via email and online at:

<http://solanocounty.com/depts/hss/announcements.asp> on or before **April 19, 2019**.

2.3 Timeline

The following Schedule of Events reflects important dates for the selection process; however, the County reserves the right, at its sole discretion, to adjust this schedule as it deems necessary. Notification of any adjustment to the Schedule of Events will be posted on the Solano Behavioral Health website. Applicants are responsible to view the website continually for any revisions.

EVENT		DATE
1	County Issues RFQ Packet	March 29, 2019
2	Deadline for Submitting Written Questions to RFQ Coordinator at jjjohnson@solanocounty.com	April 16, 2019, 5:00 pm PST
3	Written Responses to RFQ inquiries issued	April 19, 2019
4	Deadline for Submitting an Application to: Solano County Health & Social Services c/o Research & Planning, MS 5-200 RFQ# 2019-BH01 275 Beck Avenue Fairfield, CA 94533	April 26, 2019, 5:00 pm PST
5	Intent to Award Issued	May 6, 2019
6	Contract Development & Negotiations Period	May 7 – May 24, 2019
7	Completed Contract Signed by Contractor	June 14, 2019
8	Contract Approved by the County Administrator or Board of Supervisors (as appropriate)	June 25, 2019
9	Services Begin	July 1, 2019

2.4 Application Submission and Withdrawal

Applicant must fully complete the Application in the format required by the County and respond to every question.

One (1) “wet-signed” (in blue ink) Application Packet, plus five (5) additional copies must be submitted to the County in a sealed package and be clearly marked as: **“RFQ #2019-BH01”**

Applications shall be hand-delivered or mailed (hard copies only – no email or faxed Applications will be accepted) by **5:00 pm PST on April 26, 2019** to:

**Solano County Health & Social Services
 c/o Research & Planning, MS 5-200
 RFQ #2019-BH01
 275 Beck Avenue
 Fairfield, CA 94533**

NOTE: Postmarking by the due date shall not substitute for actual receipt by the County. **Applications must be actually received no later than the Application Deadline time of 5:00 PM, April 26, 2019 in order to be considered.** The County assumes no responsibility for delays caused by any delivery service.

The County will not pay any costs associated with the preparation, submission, or presentation of any Application. To withdraw an Application, the Applicant must submit a written request, signed by an authorized representative, to RFQ Coordinator. After withdrawing a previously submitted Application, the Applicant may submit another Application at any time up to the deadline for submitting Applications. Applications submitted after the deadline will not be considered.

3 INSTRUCTIONS TO APPLICANTS

3.1 Mandatory Application Form

The County has provided a Application Form (**Attachment A**) in an electronic format on the Solano County Health & Social Services website:

<http://solanocounty.com/depts/hss/announcements.asp>

Applicant must fully complete and sign the Applicant Form, responding to every question, and attach all necessary requested documents. Applicants must fill in desired check boxes and adhere to page limits where indicated.

Failure to follow the specified Application Form and format may, at the County's sole discretion, result in the rejection of the Application.

3.2 Application Format

Notwithstanding the hard-copy format imposed by the Application Form in Attachment A, all Applicants must follow additional formats set forth herein:

- Standard, white 8 1/2" x 11" paper, with 1-inch margins
- Arial font size 11
- All Application pages (including attachments) sequentially numbered
- All responses, as well as any reference material presented, written in English, adhering to character limits where applicable
- All monetary amounts detailed in United States currency and rounded to the nearest whole dollar

3.3 Signatures

All signatures must be handwritten, legible and written in **BLUE** ink. Signature stamps are prohibited.

3.4 Application Submission

One (1) "wet-signed" (in blue ink) original of the Application, plus five (5) additional complete copies must be submitted to the County in accordance with Section 2.4.

4 EVALUATION, SELECTION, AND AWARD PROCESS

4.1 Compliance

The County will review all Applications to determine compliance with basic Application requirements as specified in this Application. Incomplete Applications may disqualify the Applicant from further consideration in this process.

4.2 Evaluation Process

The evaluation process is designed to identify all Applicants that meet minimum qualifications for TFC services.

Applications will be evaluated as set forth below.

An Evaluation Committee (EC) will evaluate all Applications. The EC will be composed of Behavioral Health staff and other parties that may have relevant expertise or experience. The EC will score and recommend Applications in accordance with the evaluation criteria set forth in this RFQ. Evaluation of the Applications shall be within the sole judgment and discretion of the EC.

The EC will identify if the Applications meeting minimum qualifications as identified in Section 1.3. Applications that meet minimum qualifications will then be assigned a number of points for each Application Element (Qualifications, Program Narrative, Supplemental Questions, and Budget) as follows:

Application Elements	Maximum Score
Applicant Qualifications	10 Points
Scope of Services	40 Points
Supplemental Questions	30 Points
Budget / Budget Narrative	20 Points
Total Maximum	100 Points

4.3 Application Review Criteria

The following criteria will be used by the EC to assign points for each Application Element. Final selection is at the sole discretion of the County or its designee, which reserves the right to reject any or all Applications, or to make no selection based on this RFQ.

Item	Possible Points	Points Total
Applicant Qualifications		10
Length of time providing Medi-Cal services	5	
Proficiency in intensive SMHS	5	
Program Narrative		40
Outreach and Training	10	

Child & Family Teams	10	
Staffing and Supervision	10	
Tracking and Reporting	10	
Supplemental Questions		30
Question 1	8	
Question 2	8	
Question 3	8	
Question 4	6	
Budget/Budget Narrative		20
Appropriate	8	
Adequate	8	
Audited Financial Statement	4	
Total Possible Points		100

4.4 Best Value

The County will select the application(s) that present(s) the best value and is most advantageous to the County and the public. Accordingly, County may not necessarily award the applicant with the lowest price application if doing so would not be in the overall best interest of the public. Solano County reserves the right to expand or reduce the proposed scope of work during the contracting process based on budget constraints.

5 CONTRACT INFORMATION

5.1 Contract Applications

Complete a statement of acknowledgment (Attachment A-Application form, page 1) that the Applicant has reviewed the Proposed Solano County Standard Contract (Attachment B) and has accepted it with or without qualification. If the Applicant makes qualifications, those qualifications must be identified and listed along with suggested modifications to the contract.

(Note: Contract Exhibits A and B - the scope of work and budget - will be finalized during the contracting process.)

If the Applicant makes no qualifications to the Standard Contract, including its exhibits, then it shall be deemed that the Applicant accepts these items without reservation.

5.2 Contract Term/Duration

A contract that results from this RFQ may be awarded for one (1) year (approximately July 1, 2019 - June 30, 2020). Any contract that results from the RFQ may be extended for up to a total

of three years. Additional contracts may arise from the list of qualified applicants as funding is available and community need is identified.

Note: The timeframe above is estimated. The award of funds does not authorize work to begin. Contracts must be fully executed before services can begin. In addition, services cannot begin prior to the contracted start date.

5.3 Funding and Payment Structure

The contract to be negotiated will be a fee for service contract, unless another methodology is requested in the proposal and accepted by Solano County during contract negotiations. Funding will be negotiated and allocated based on the proposal submitted, and reimbursement for the program/services will be based on the negotiated rate per day. All costs such as personnel, subcontractors, operating expenses and indirect costs must be reflected in the proposed budget.

5.4 Budget Definitions

- A. **Personnel Costs** must include positions, salary, and "FTE" (actual percentage of time devoted to the project) for each position. Salary and fringe benefits must be pro-rated for non-full-time employees, if agency provides fringe benefits to part time employees. Salaries are fixed compensation for services performed by staff that are directly employed by the Applicant and are paid for on a regular basis. Employee benefits and employer payroll taxes include employer's contributions or expenses for social security, employee's life and health insurance plans, unemployment insurance, pension plans, and other similar expenses. These expenses are allowable when they are included in the contract and are in accordance with the agency's approved written policies.
- B. **Salaries and Benefits** of personnel involved in more than one program must be charged to each program based on the actual percentage of time spent on each program. The annualized actual percentage charged for a particular position (e.g., Project Director) cannot exceed the annual percentage approved in the award. Similarly, the dollar amount charged for a particular position also must not exceed the dollar amount in the approved award. Functional timesheets or an allocation plan must be maintained which support the time charged.
- C. **Operating Expenses** are defined as necessary expenditures exclusive of personnel salaries, benefits and equipment. Such expenses include specific items directly charged to the project. The expenses must be program-related (i.e., to further the program objectives) and be incurred during the grant period. County reserves the right to make the final determination if an operating expense is allowable and necessary.
- D. **Indirect costs** are shared costs that cannot be directly assigned to a particular activity but are necessary to the operation of the Agency and the performance of the program. The costs of operating and maintaining facilities, accounting services and administrative salaries are examples of indirect costs. Indirect costs should be calculated as a percentage of salaries and benefits and operating expenses. If an agency uses an indirect rate above 10%, a Cost Allocation Plan that supports a higher indirect cost rate must be provided.

5.5 Contract Award Process

- A. After the evaluation of Applications and final consideration of all pertinent information available, the County will either reject all Applications or issue a written notice of intent to award. The notice shall not create rights, interests, or claims of entitlement in the apparent best evaluated applicants.

- B. This RFQ, its attachments, submitted questions and their answerers, and the Applications from the best evaluated applicants shall be incorporated into the final contract.
- C. The apparent best evaluated applicants should be prepared to enter into a contract with Solano County which shall be substantially the same as the Standard Contract included in Attachment B to this RFQ. Notwithstanding, Solano County reserves the right to add terms and conditions, deemed to be in the best interest of the County, during final contract negotiations.
- D. Contracts must be fully executed before services can begin. Services cannot begin prior to the contracted start date.
- E. If an applicant fails to sign and return the contract drawn pursuant to this RFQ and final contract negotiations within 14 days of its delivery to the applicant, Solano County may cancel the award and award the contract to the next best evaluated applicant.

6 TERMS AND CONDITIONS

6.1 Protests and Appeals

Any actual applicant who believes that the process was not conducted per the instructions provided in this RFQ and wishes to protest the notice of intent to award may submit a protest in writing to the Director of General Services within 7 calendar days after such applicant knows or should have known of the facts giving rise to the protest, but in no event later than 7 calendar days after the date of the notice of intent to award. All letters of protest shall clearly identify the reasons and basis for the protest. The protest must also state the law, rule, regulation, or policy upon which the protest is based. The Director of General Services will issue a written decision within 10 working days after receipt of the protest which shall include the reason for the action taken and the process for appealing the decision.

6.2 County Purchasing Policy

The [County's Purchasing & Contracting Policy Manual](#) is fully incorporated into and made a part of this RFQ by this reference and governs this RFQ.

6.3 RFQ Amendment, Cancellation and Right of Rejection.

- A. Solano County reserves the unilateral right to amend this RFQ in writing at any time by posting the amendment on the Solano County website. Applicants are responsible to view the website periodically for any amendments to the RFQ. Applicants shall respond to the final written RFQ and any exhibits, attachments, and amendments.
- B. Solano County also reserves the right, in its sole discretion, to reject any and all Applications or to cancel or reissue the RFQ.
- C. Solano County reserves the right, in its sole discretion, to waive variances in Applications provided such action is in the best interest of County. Where Solano County waives minor variances in Applications, such waiver does not modify the RFQ requirements or excuse the Applicant from full compliance with the RFQ. Notwithstanding any minor variance, Solano County may hold any Application to strict compliance with the RFQ.

6.4 Confidentiality

Solano County will retain a master copy of each response to this RFQ, which responses will become a public record after the award of a contract unless the Applications or specific parts of the Applications can be shown to be exempt by law under Government Code section 6250 et seq. Applicants may clearly label part of a submission as "CONFIDENTIAL" if the Applicant agrees to indemnify and defend the County for honoring such a designation. The failure to have so labeled any information shall constitute a complete waiver of all claims for damages caused by any release of the information. If a public records request for labeled information is received by the County, the County will notify the applicant of the request and delay access to the material until 7 working days after notification to the applicant. Within that time delay, it will be the applicant's duty to act in protection of its labeled information. Failure to so act shall constitute a complete waiver.

6.5 Reservation of Rights

- A. Solano County reserves the right to reject any and all bids, or to cancel this RFQ in part or in its entirety.
- B. Solano County reserves the right to waive any variances in Applications provided such action is in the best interest of Solano County.
- C. Solano County reserves the right to amend this RFQ at any time. Solano County also reserves the right to cancel or reissue the RFQ at its sole discretion.
- D. Any bid received which does not meet the requirements of this RFQ, may be considered to be non-responsive, and may be rejected. Solano County may reject any bid that does not comply with all of the terms, conditions, and performance requirements of this RFQ.
- E. Solano County reserves the right to cancel any award and re-solicit bids for services herein specified due to the increased or added costs, if in its opinion increased prices are greater than those of the general market.
- F. Solano County reserves the right to cancel any award and re-solicit bids in the event services cannot commence with ten (10) days after the specified date for start of work.
- G. Solano County reserves the right to reject any and all Applications considered not to be in the best interest of Solano County.
- H. Solano County reserves the right to waive any and all minor irregularities in bids.
- I. Solano County reserves the right to reduce or increase any specification, in whole or in part due to budget constraints.

END OF REQUEST FOR QUALIFICATIONS