

COUNTY OF SANTA CLARA
SANTA CLARA VALLEY HEALTH AND HOSPITAL SYSTEM,
MENTAL HEALTH DEPARTMENT

REQUEST FOR INTEREST TO
CONDUCT A COMPREHENSIVE GAP ANALYSIS
OF
THE FAMILY & CHILDREN'S SERVICES
DIVISION'S CONTINUUM OF CARE

PROPOSAL DUE DATE:

October 16, 2009
TIME: 5:00 p.m.

A. GENERAL

The Santa Clara County Mental Health Department (SCCMHD) is seeking interested vendors to perform a Gap Analysis on the SCCMHD Family and Children Services Division (FCSD). The intent of this project is to inventory the current system of care; identify service gaps and other improvements that would streamline services; and provide improved treatment outcomes for clients. This analysis will be used as one of analytical tools in the redesign of the FCSD system of care.

B. SCOPE OF WORK

1. Perform a "Gap Analysis" of the F&C system of care that identifies the strengths and weakness of the current service continuum.
2. Analyze and identify gaps in the continuum of services that impacts the effectiveness of the clinical services provided to youth and families with particular focus youth from the Juvenile Justice and Social Service systems.
3. Provide relevant service system comparisons with other similar sized counties which will include:
 - a. A county-to-county comparison of the range of services;
 - b. Comparison of interdepartmental collaborations and agreements that strengthen the continuity of care for youth served across departments;
 - c. Review authorization and quality improvement systems.
4. Recommend an integrated Continuum-of-Care that matches service needs to service levels of care with:
 - a. Standardized assessment tools that incorporate clinical, developmental and trauma based functional scores that can address identified gaps and assist in matching clients to treatment modality and intensity;
 - b. Promising and best practice models that have been utilized in the public community mental health system for youth services;
 - c. Family structure and pro-social parenting skills.
5. Propose quality improvement measurements that promote service improvements in quality and efficiency

C. SUBMISSION OF APPLICATION

Individuals interested should submit their application immediately. Applications must consist of;

- A brief letter of interest that addresses;
 - Successful completion of a similar project.
 - The ability to plan, convene, facilitate and provide a written report.

- The ability to provide clear, timely communication between and among MHD staff, contract providers, county department representatives and an F&C Re-Design Team.
- A resume
- Three professional references:
 - Company Name
 - Company Contact Person
 - Company Address
 - Phone Number
 - Fax Number
 - Email address
 - Brief description of what the referenced project and how it relates to this proposed project.

Applications will be submitted no later than **Friday October 16, 2009, 5:00 p.m.**
to:

Santa Clara Valley Health and Hospital System
Mental Health Department
828 South Bascom Avenue, Suite 200
San Jose, CA 95128
Attn: Proposal for F&C Division Gap Analysis

Three (3) copies of the application will be submitted. The application should be firmly sealed in an envelope and clearly marked.

D. GENERAL DESCRIPTION OF PROPOSED AGREEMENT

Upon conclusion of the Request For Interest process, MHD may select one or more proposers to enter into a Service Agreement to perform the tasks outlined in the Scope of Work.

All Agreements will require the proposer to adhere to the terms of their proposal and to act in accordance with all applicable laws and regulations.

The RFI does not commit the County to pay any costs incurred in the submission of a proposal or in making any necessary studies or designs for the preparation thereof, nor the purchase or contract for the services.

After acceptance of the successful proposal(s) by the County, the successful proposer(s) will be obligated to enter into an agreement consistent with the proposal submitted.

This agreement is anticipated to begin on or about the end of October 2009.

E. INQUIRIES AND/OR CLARIFICATIONS

Any requests for clarification of the RFI will be made **IN WRITING** and delivered to or emailed:

Patrick Garcia
Mental Health Department
828 South Bascom Avenue
San Jose, California 95128
Telephone: (408) 793-6452
Fax: (408) 885-5792
Email to: Pat.Garcia@hhs.co.santa-clara.ca.us

F. INSTRUCTIONS TO PROPOSERS

These instructions outline the guidelines governing the format and content of the proposal and the approach to be used in its development and presentation. Only that information which is essential to an understanding and evaluation of the proposal should be submitted. No limitation on the content of the proposal is intended in these instructions and inclusion of any pertinent data or information is permitted.

G. PROPOSER CONTACT

Proposer will provide the name, address, telephone, FAX number and e-mail address of an individual in their organization to whom notices and inquiries by the County should be directed as part of this application.

Name: _____
Address: _____
Telephone #: _____
FAX #: _____
E-Mail Address: _____

H. EVALUATION PROCEDURE AND CRITERIA

An evaluation committee will be formed to review all proposals. A preliminary review will be made of all proposals prior to setting up interviews in order to develop a short list of qualified proposals. The short list will be comprised of applications that demonstrate the ability to meet the needs of the Mental Health Department. Interviews from the short list will then be held with all responsible applicants who submit applications within a competitive range, price and other relevant factors.

Interviews are tentatively between the first two weeks in November 2009. A scheduled date and time will be worked out with the applicants.