

SANTA CLARA COUNTY MENTAL HEALTH DEPARTMENT

Request For Interest Mental Health Services Act – Workforce Education & Training October 1, 2007

Purpose

With this Request For Interest (RFI), Santa Clara County Mental Health Department (SCCMHD) seeks to identify an innovative consultant (or team of consultants) with the skills and experience necessary to develop a comprehensive Workforce Education and Training Plan (WE&T) with particular attention to core Mental Health Service Act (MHSA) values including cultural competency and the thoughtful inclusion/integration of mental health consumers and their family members as employees in all levels of the system. This Plan will be submitted to the State Department of Mental Health (DMH) in order to secure funds available to SCCMHD under the MHSA.

This RFI will help the SCCMHD assess the availability of qualified consultants.

Background

The SCCMHD is a part of the Santa Clara Valley Health and Hospital System. SCCMHD has already received initial funding from the Mental Health Services Act (Proposition 63) to start services for underserved populations in the County. Over the next few years funding for more MHSA components will be available to help SCCMHD transform its mental health system.

One of these components is WE&T. Workforce development and education and training needs include: 1) Addressing identified occupational shortages in both county mental health and private organizations providing services in the public mental health system, and 2) Education and training for all individuals who provide or support services in the public mental health system. This is education and training that contributes to developing and maintaining a culturally competent workforce, to include consumers and family members providing consumer- and family-driven services that promote wellness, recovery and resilience, and lead to measurable, values-driven outcomes.

The MHSA mandates that the State Department of Mental Health (DMH) implement a five-year education and training development plan. Each county's individual Plan will inform the broader DMH Plan. County Plans will be evaluated for their contribution to meeting specific strategies that are stipulated in the MHSA, and address workforce needs. These strategies are available for review at the web site links to DMH provided below.

Project Scope

The consultant(s) will help the SCCMHD achieve DMH requirements for its WE&T Plan per DMH requirements (Program requirements can be obtained at this website: http://www.dmh.ca.gov/DMHDocs/docs/notices07/07-14_Enclosure1A.pdf)

The consultant will complete the following:

1) Needs Assessment

The consultant will conduct a WE&T Needs Assessment that will, among other things, provide information regarding quantitative workforce shortages and diversity needs in the county with particular emphasis on county operated and contracted services.

2) Stakeholder Process

With strong support from SCCMHD, and a team of Stakeholders will be developed which includes county and contract providers, consumers, family members, educational institutions and others. With support from this group, the consultant will gather data on needs and resources and will identify existing community resources that could become involved in workforce development. Stakeholder processes include but are not limited to meetings, focus groups, surveys, interviews, etc.

3) Develop A Workplan

Working with the Stakeholders, needs and resource data will be analyzed and used to develop recommendations for The WE&T work plan that will emphasize several features including but not limited to:

- Workforce Staffing and Support
- Training and Technical Assistance
- Mental Health Career Pathway Programs
- Residency, Internship Programs
- Financial Incentive Programs

Products

- Workforce Needs Assessment
- Written documentation of Stakeholder Process
- Work plan for WE&T as required by DMH

Resources

1. Statewide information on the Mental Health Services Act can be found at www.dmh.ca.gov/mhsa/default.asp.
2. For statewide information pertaining to Workforce Education and Training go to

www.dmh.ca.gov/mhsa/EducTrain.asp , and
www.dmh.ca.gov/DMHDocs/docs/notices07/07-14_Enclosure1A.pdf

3. Finally, development and implementation information on the MHSAs in Santa Clara County can be found by going to the MHSAs page link in the Mental Health Department's web page at www.sccmhd.org

Minimum Qualifications

The consultants responding to this RFI will have:

- Familiarity with the Mental Health Services Act (California Code of Regulations, Title 9, Division 1, Chapter 14) and, in particular, workforce requirements and related core values and goals.
- Knowledge of and experience with innovative and traditional mental health workforce development issues and strategies, including the requirements for the development and maintenance of a culturally competent workforce and the inclusion and integration of mental health consumers and family members as employees into the workforce as peer professionals.
- Familiarity with the California public mental health system, including county-operated and contracted services, and consumer-operated services. (Knowledge of such resources in Santa Clara County preferred).
- Familiarity with mental health provider training opportunities Statewide. (Knowledge of such resources in Santa Clara County preferred).
- General familiarity with SCCMHD (www.sccmhd.org)
- Familiarity with non-traditional, culturally competent mental health services.
- Familiarity with the inclusion and integration of mental health consumers and family members into the workforce at various levels within the organization in both consumer and family operated programs as well as in integrated county and contract services.
- Experience with our public stakeholder processes and values regarding community outreach and inclusion.
- Experience gathering quantitative and qualitative data.
- Excellent analytical and writing skills. • Experience indicating the ability to formulate and write an innovative strategic workforce and development plan.

Time Frame for Project and Funding

The anticipated time period for the project is November 2007– April 2008. Project cost is not to exceed \$100,000

Information Requested from Interested Parties

Applicant must submit the following:

1. A letter of interest that is no more than 5 single spaced pages
2. A statement of qualifications
3. A resume (or resumes if a group is responding) including at least 2 references with names and phone numbers.

Information should be submitted as soon as possible and no later than October 31, 2007 to:

Deane Wiley, PhD
WET Training Director
Santa Clara County Mental Health Department
828 S Bascom Avenue, Suite 200
San José, CA 95128

Letters of interest and supporting documents must be submitted in hard copy. Applications will be reviewed and evaluated. The top 3 applicants will be interviewed to discuss Plan themes, specific goals related to SCCMHD and specific applicant knowledge and experience regarding related topics. The SCCMHD will then select the consultant(s) based upon their Letter of Interest, subsequent interview and discussion of the SCCMHD's goals of the WE&T Plan and enter into a contract with them.

Disclaimer

While consultants and subsequent interviewees, responding to this RFI will receive careful consideration, their response and participation does not in any way guarantee they will be selected to work on SCCMHD's WE&T project.

Contact for Questions

Please contact Charley Hodson, Interim WE&T Training Coordinator, if you have questions. He can be reached at:

Email: InternProgram@aol.com (preferred method)

Phone: 408 793-5847

Fax: 408 885-5789

Indemnification and Insurance Requirements

Any contract resulting from this RFI will be subject to Santa Clara County's insurance and indemnification policies. Policies include:

1. Insurance—A certificate of insurance or letter is required from the contractor's insurance broker indicating compliance, or ability to comply with the insurance requirements as stated in attachment B2a, contained herein. Proof of insurance is to be provided at the time a contract is signed.

2. Indemnification—applicant will indemnify, reimburse, hold harmless and defend the County of Santa Clara, its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with performance of a contract by applicant(s) excepting only loss, injury or damage caused by the sole negligence or willful misconduct of personnel employed by the County.

Appeal Procedure

If the responses to the RFI are considered sufficient, and no subsequent RFP is issued, the following appeal procedure shall apply.

In the event that an applicant decides to appeal the SCCMHD decision, a **written appeal** must be submitted to the Director of Mental Health within five (5) working days after receipt of a certified or registered letter from SCCMHD informing the applicant that they have not been selected. Appeal is submitted to:

Nancy Peña, Ph.D.
Director of Mental Health
828 S. Bascom Ave., Suite 200
San Jose, CA 95128

The Director of Mental Health Services will respond to the appeal within five (5) working days of the receipt of the written appeal. SCCMHD may establish a meeting with the applicant to discuss concerns. Decisions by the Director of Mental Health are final.

EXHIBIT B-2A (revised)

INSURANCE REQUIREMENTS FOR
STANDARD SERVICE CONTRACTS
BETWEEN \$50,001 AND \$100,000

Indemnity

The Contractor shall indemnify, defend, and hold harmless the County of Santa Clara (hereinafter "County"), its officers, agents and employees from any claim, liability, loss, injury or damage arising out of, or in connection with, performance of this Agreement by Contractor and/or its agents, employees or sub-contractors, excepting only loss, injury or damage caused by the negligence or willful misconduct of personnel employed by the County. It is the intent of the parties to this Agreement to provide the broadest possible coverage for the County. The Contractor shall reimburse the County for all costs, attorneys' fees, expenses and liabilities incurred with respect to any litigation in which the Contractor is obligated to indemnify, defend and hold harmless the County under this Agreement.

Insurance

Without limiting the Contractor's indemnification of the County, the Contractor shall provide and maintain at its own expense, during the term of this Agreement, or as may be further required herein, the following insurance coverages and provisions:

A. Evidence of Coverage

Prior to commencement of this Agreement, the Contractor shall provide a Certificate of Insurance certifying that coverage as required herein has been obtained. Individual endorsements executed by the insurance carrier shall accompany the certificate. In addition, a certified copy of the policy or policies shall be provided by the Contractor upon request.

This verification of coverage shall be sent to the requesting County department, unless otherwise directed. The Contractor shall not receive a Notice to Proceed with the work under the Agreement until it has obtained all insurance required and such insurance has been approved by the County. This approval of insurance shall neither relieve nor decrease the liability of the Contractor.

B. Qualifying Insurers

All coverages, except surety, shall be issued by companies which hold a current policy holder's alphabetic and financial size category rating of not less than A- V, according to the current Best's Key Rating Guide or a company of equal financial stability that is approved by the County's Insurance Manager.

EXHIBIT B-2A (revised)

C. Notice of Cancellation

All coverage as required herein shall not be canceled or changed so as to no longer meet the specified County insurance requirements without 30 days' prior written notice of such cancellation or change being delivered to the County of Santa or their designated agent.

D. Insurance Required

1. Commercial General Liability Insurance - for bodily injury (including death) and property damage which provides limits as follows:
 - a. Each occurrence - \$1,000,000
 - b. General aggregate - \$1,000,000
 - c. Products/Completed Operations aggregate - \$1,000,000
 - d. Personal Injury - \$1,000,000

2. General liability coverage shall include:
 - a. Premises and Operations
 - b. Products/Completed
 - c. Personal Injury liability
 - d. Severability of interest

3. General liability coverage shall include the following endorsement, a copy of which shall be provided to the County:

Additional Insured Endorsement, which shall read:

“County of Santa Clara, and members of the Board of Supervisors of the County of Santa Clara, and the officers, agents, and employees of the County of Santa Clara, individually and collectively, as additional insureds.”

Insurance afforded by the additional insured endorsement shall apply as primary insurance, and other insurance maintained by the County of Santa Clara, its officers, agents, and employees shall be excess only and not contributing with insurance provided under this policy. Public Entities may also be added to the

EXHIBIT B-2A (revised)

additional insured endorsement as applicable and the contractor shall be notified by the contracting department of these requirements.

4. Automobile Liability Insurance

For bodily injury (including death) and property damage which provides total limits of not less than one hundred thousand dollars (\$100,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.

4a. Aircraft/Watercraft Liability Insurance (Required if Contractor or any of its agents or subcontractors will operate aircraft or watercraft in the scope of the Agreement)

For bodily injury (including death) and property damage which provides total limits of not less than one hundred thousand dollars (\$100,000) combined single limit per occurrence applicable to all owned, non-owned and hired aircraft/watercraft.

5. Workers' Compensation and Employer's Liability Insurance

- a. Statutory California Workers' Compensation coverage including broad form all-states coverage.
- b. Employer's Liability coverage for not less than one million dollars (\$1,000,000) per occurrence.

E. Special Provisions

The following provisions shall apply to this Agreement:

1. The foregoing requirements as to the types and limits of insurance coverage to be maintained by the Contractor and any approval of said insurance by the County or its insurance consultant(s) are not intended to and shall not in any manner limit or qualify the liabilities and obligations otherwise assumed by the Contractor pursuant to this Agreement, including but not limited to the provisions concerning indemnification.
2. The County acknowledges that some insurance requirements contained in this Agreement may be fulfilled by self-insurance on the part of the Contractor. However, this shall not in any way limit liabilities assumed by the Contractor under this Agreement. Any self-insurance shall be approved in writing by the County upon satisfactory evidence of financial capacity. Contractors obligation hereunder may be satisfied in whole or in part by adequately funded self-insurance programs or self-insurance retentions.

EXHIBIT B-2A (revised)

3. Should any of the work under this Agreement be sublet, the Contractor shall require each of its subcontractors of any tier to carry the aforementioned coverages, or Contractor may insure subcontractors under its own policies.
4. The County reserves the right to withhold payments to the Contractor in the event of material noncompliance with the insurance requirements outlined above.

F. Fidelity Bonds (Required only if contractor will be receiving advanced funds or payments)

Before receiving compensation under this Agreement, Contractor will furnish County with evidence that all officials, employees, and agents handling or having access to funds received or disbursed under this Agreement, or authorized to sign or countersign checks, are covered by a BLANKET FIDELITY BOND in an amount of AT LEAST fifteen percent (15%) of the maximum financial obligation of the County cited herein. If such bond is canceled or reduced, Contractor will notify County immediately, and County may withhold further payment to Contractor until proper coverage has been obtained. Failure to give such notice may be cause for termination of this Agreement, at the option of County.