REQUEST FOR INFORMATION

AB 109
ASSERTIVE COMMUNITY TREATMENT SERVICES

ISSUED: December 30, 2015
DUE: February 3, 2016
VENTURA COUNTY BEHAVIORAL HEALTH (VCBH)

REQUEST FOR INFORMATION (RFI) FOR
AB 109 ASSERTIVE COMMUNITY TREATMENT (ACT) SERVICES

DUE DATE: FEBRUARY 3, 2016

This RFI, issued on December 30, 2015, is issued for the sole purpose of obtaining information regarding the interest/availability of AB 109 ACT service providers. The information gathered will be used to: (1) identify the available providers for future use and (2) evaluate procurement options. This RFI does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. All costs associated with responding to this RFI will be solely at the interested party’s expense. All submitted documentation will remain confidential, become the property of VCBH when submitted to VCBH, and may be considered public information under the California Public Records Act, Government Code §6250.

VCBH Background

VCBH is the public authority at the County level for alcohol, drug, and mental health services. As a public agency, VCBH is responsible for assisting many of the County’s most vulnerable residents. The VCBH Mental Health Division provides leadership, coordination, and oversight of prevention, early intervention, treatment, and recovery support services for the following populations:

- Transitional Aged Youth (TAY) ages 18 to 25, Adults, and Older Adults who have a serious and persistent mental illness.
- Children and adolescents who have a severe emotional disturbance and behavioral problems.
- Individuals in acute psychiatric crisis.
- Individuals who have Medi-Cal, private insurance, no insurance, or who are underinsured.

VCBH is committed to providing comprehensive mental health services and ensuring that a full continuum of care is available for our clients. VCBH provides mental health services through county operated outpatient clinics, regionally based county service teams, and various contract providers. VCBH strives to ensure that the mental health services that are provided to our clients are consumer driven, integrated, recovery oriented, and culturally competent.

VCBH AB 109 ACT Clientele and Target Population

VCBH currently has three active ACT programs. One ACT program is for the AB 109 population and the other two ACT programs engage and serve individuals being released from either the local jail or from an inpatient psychiatric facility. Additionally, VCBH is
considering an expansion of these ACT teams to include individuals referred via AB 1421 (Laura’s Law). The consumers referred to the AB 109 ACT program will have a history of severe mental illness that cannot be properly treated at outpatient centers and lower levels of care. The consumers will be 18 years and older. Historically the demographics of VCBH clients overall are:

- 50% Male and 50% Female
- 46% Latino, 4% African American, 2% Asian/Pacific Islander, 1% Native American
- 9% are 19-24 years of age, 48% are 25-64 years of age, and 4% are 65+ years of age
- 12% monolingual Spanish speaking
- 33% are diagnosed with Psychosis
- 50% are diagnosed with a Mood Disorder
- 28% of all clients are Dually Diagnosed

Scope of Work

VCBH is seeking a provider capable of operating and managing an AB 109 ACT program, serving clients returning from locked acute settings or incarceration, and serving those who fail to engage in mental health services due to chronic mental illness. Interested providers must show capability in successful outreach and engagement to this difficult to engage population. ACT services include: mental health treatment, psychiatric care and management, medication education, alcohol and other substance abuse treatment, life skills training, vocational training and counseling, advocacy regarding criminal justice, social services, and social security issues, coordination of budgets with client’s payee program, and linkage to housing as well as other supports and peer recovery centers.

VCBH Vision

Providers must clearly demonstrate in their letter of interest that they can effectively outreach and engage clients in treatment, increase clients skills and ability to live in the community, and assist clients to achieve the highest level of independence possible. Act services are accomplished by:

- Having a low client to staff ratio
- Providing services that center around the clients recovery plan
- Assisting clients with benefits when needed
- Providing culturally responsive and adaptive interventions
- Linking clients to appropriate resources

Required Service Structure

Interested providers must be available to provide a 24/7 response 365 days per year. In addition, the AB 109 ACT program must meet all the: (1) requirements listed above, (2) program requirements under Title 9, and (3) Special Treatment Program requirements.
Eligibility

Suspension, Debarment, Corporation Active Status Designation

In order to submit a letter of interest, providers must not be listed as an ineligible person on the U.S. Department of Health and Human Services Office of Inspector General’s List of Excluded Individuals/Entities from federal programs or the California Department of Health Care Services Suspended and Ineligible Provider List for Medi-Cal program services. VCBH plans to use the following links to identify individuals and entities that are not eligible to contract with VCBH: http://exclusions.oig.hhs.gov/ and http://files.medical.ca.gov/pubsdoco/SandILanding.asp.

Providers registered with the California Secretary of State as a corporation, limited liability company, or limited partnership must have an active status designation on the California Secretary of State Business Entities Search website. VCBH plans to use the following link to verify a business entity’s status: http://kepler.sos.ca.gov/.

Contract Failures, Sanctions, and Disciplinary Actions

VCBH requires that all providers self-disclose any: (1) contract failures within the past two years, (2) convictions against them or any individual with their organization for violations of criminal law, (3) any sanctions, and (4) any disciplinary actions by any federal or state law enforcement agency, regulatory agency, or licensing agency (including exclusion from Medicare and Medicaid programs).

Required Experience

Providers must have a minimum of three years experience providing services that are the same as the services specified under this RFI.

Option to Reject Letter of Interest

VCBH reserves the right to reject a letter of interest based upon a provider’s prior history with the County or with any other party based on their prior unsatisfactory performance, criminal, adversarial or contentious behavior, significant failure(s) to meet contract milestones, or other significant contractual failures.

RFI Questions

Providers responding to this RFI shall demonstrate their ability to implement, manage, and evaluate the performance of the program described in this RFI. Letters of interest shall include a response to the following areas of interest/questions:

I. Organization Profile (Limited to 7 pages of text)

a) Organization ownership. If incorporated, the state in which the organization is
incorporated and date of incorporation.
b) Location of the organization’s offices.
c) Location of the office servicing any California contracts.
d) Number of employees both locally and nationally.
e) Name, address, and telephone number of the agency’s point of contact related to the submitted letter of interest.
f) Organization background
g) Philosophy/treatment strategies in serving AB 109 ACT clients.
h) Describe your clinical risk management and consumer rules.
i) Availability to provide services. Please detail how soon your agency could become available to provide services in Ventura County.

II. **Organization Experience and Qualifications** (Limited to 5 pages of text)

a) Experience, qualifications, and length of time providing the type of services described in this RFI. Provide a list of your AB 109 ACT and other ACT contracts, location, number of clients served, and timeline of operation (start and end dates of service).
b) Identify key staff and their position within the organization—specify those individuals that will be directly involved in meeting the day to day requirements of the program, supervising staff, and managing/overseeing the program services.

III. **Contract Failures/References** (Limited to 2 pages of text)

a) Disclosure of any alleged significant prior or ongoing contract failures (within the last two years), any past or pending civil or criminal litigation or investigations which involve your agency or which your agency has been found guilty or liable, and any sanctions or disciplinary actions.
b) Provide two references for which you have provided AB 109 ACT services. For each reference, please include: name, phone number, organization, and term of contract/services.

**Letter of Interest Content and Format**

**Content**

The letter of interest should include a response to the questions located in the RFI Questions section above. Responses must be in the order listed, labeled, and adhere to the page limits. No attachments may be included.

**Format**

Please respond to this RFI on 8 1/2” X 11” paper using either Times New Roman or Arial font and no smaller than 11 point font size. Margins should be one inch all around. All pages must be numbered. Single or double spacing is acceptable. Letters of interest must be binder clipped.
Questions about this RFI

All questions related to this RFI may be directed to Maryza Seal by email at maryza.seal@ventura.org or by mail (see below) before January 15, 2016. Mrs. Seal is the only individual at VCBH that is authorized to answer questions related to this RFI. Questions will be posted on the VCBH website (see section below).

VCBH Contracts Administration
Attention: Maryza Seal, AB 109 ACT Services RFI
1911 Williams Drive, Suite 200
Oxnard, CA 93036

VCBH Website

The RFI, Questions and Answers, and any general updates will be posted on the VCBH website at the following address:

http://vchca.org/behavioral-health/request-for-proposals

Submittal Deadline

Letters of interest should be sealed and clearly marked: AB 109 ACT Services RFI and must be delivered no later than 4:00 p.m.,* February 3, 2016 to:

VCBH Contracts Administration
Attention: Maryza Seal, AB 109 ACT Services RFI
1911 Williams Drive, Suite 200
Oxnard, CA 93036

*Note: The website www.time.gov (Pacific Time Zone) will be used as the official US time.

Please submit five (5) identical hard copies of the letter of interest. In addition to submitting the hard copies of your letter of interest, please submit an electronic version of your letter of interest to Maryza Seal at maryza.seal@ventura.org.

Agencies are responsible for making certain their letters of interest are received by the VCBH Contracts Administration Division on or before the submittal deadline and that the hard copies of the letters of interest are time stamped by VCBH staff. The receiving time in the VCBH Contracts Administration Division will be the governing time for acceptability of letters of interest---no late submittals will be allowed.