

Mental Health Services Act Transition Age Youth Mental Health, Wrap-Around, and Supportive Housing Services RFP #: EVALUATION TOOL					
Reviewer Information	Enter Recommended Ranking (#1 being Highest; #5 being Lowest)				
	Bidder #1	Bidder #2	Bidder #3	Bidder #4	Bidder #5
Reviewer #: _____					
Agency: _____					
Title/Position: _____					
Phone/Cell/Email: _____					
Cost Proposal (Total Project Cost & Revenues) Enter amounts in the columns at the right, under the appropriate Bidder.	Budget Summary	Budget Summary	Budget Summary	Budget Summary	Budget Summary
Total Proposed Budget:					
Benefits Percentage (= Retirement + Health + Dental ÷ Total Salaries; Cap is 20%):					
Administrative Percentage (= total budget ÷ Administrative Costs; Cap is 15%):					
Total Direct Service Revenue from Medi-Cal FFP:					
Total Projected Revenue from Client Rents:					
Proposed MHSA CSS Funding (=Total Budget - FFP - Client Rents):					
Projected Service Sites - For each proposed service site enter an "X" to indicate the Bidder's proposed service sites. If the Bidder does not propose to serve the indicated city/site, leave the cell blank.	Bidder #1	Bidder #2	Bidder #3	Bidder #4	Bidder #5
Sanger					
Reedley					
Pinedale					
Coalinga					
Kerman					
Selma					
Mendota					
Firebaugh					
Kingsburg					
Mobile Services (Write in cities/towns to serve)					
Other (Write in city/town to serve)					
Other (Write in city/town to serve)					
Other (Write in city/town to serve)					

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Proposal Content Requirements (Check list)

This section is to be utilized as a checklist. Each binder should contain the items below. Place an "X" if the binder contains the requested item.	Bidder #1	Bidder #2	Bidder #3	Bidder #4	Bidder #5
1. RFP Page 1 and Addendum(s) Page 1 (if applicable)					
2. Proposal Identification Sheet					
3. Cover Letter					
4. Table of Contents					
5. Conflict of Interest					
6. Trade Secret Acknowledgement					
7. Certification - Disclosure - Criminal History & Civil Actions					
8. Self-Dealing Transaction Disclosure (Financial)					
9. References					
10. Participation					
11. Exceptions					
a) Exceptions to General Conditions					
b) Exceptions to General Requirements					
c) Exceptions to Specific Terms and Conditions					

Proposal Content Requirements (Check list - Continued)

This section is to be utilized as a checklist. Each binder should contain the items below. Place an "X" if the binder contains the requested item.	Bidder #1	Bidder #2	Bidder #3	Bidder #4	Bidder #5
d) Exceptions to Scope of Work					
e) Exceptions to Proposal Content Requirements					
f) Exceptions to any other part of this RFP					
12. Vendor Company Data:					
a) Familiarity/Experience					
b) Similar or Related Contracts					
c) Staff Qualifications					
d) Letters of Support					
e) Current Operations					
f) Financial Statements for last 3 years (should be noted as available, but not included)					
g) Terminated Contracts					
h) Pending and/or Resolved Litigation in last 5 years					
i) Payment Problems with County in last 3 years					
13. Scope of Work					
14. Cost Proposal and Budget Narrative					
15. Check List					

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CAPABILITY & QUALIFICATIONS					
SCORING METHODOLOGY	BIDDERS				
Please evaluate each award criteria below to determine if: • The proposal demonstrates the Bidders' experience/ability/knowledge in the given area(s); • What level the Bidders' experience/ability/knowledge is demonstrated; • The weighted importance of the criteria to the overall RFP and proposal evaluation. • Scoring Scale is "1" (lowest) to "10" (highest)	Bidder #1	Bidder #2	Bidder #3	Bidder #4	Bidder #5
1. Management Plan - Is the Bidder's organizational plan and management structure adequate and appropriate for overseeing the proposed services? Does the bidder demonstrate knowledge and experience with providing professional team management and client/family-centered services?					
2. Target Population - Does the Bidder's proposal include a clear and concise description and understanding of the TAY and Adult population(s) which they propose to serve?					
3. Linguistically and Culturally Sensitive Services - To what degree does the Bidder's proposal demonstrate experience in and/or ability to provide age-appropriate TAY mental health services to the target population(s) they propose to serve, including experience and knowledge of working with the Latino, African American, Southeast Asian, LGBTQ and other minority populations?					
4. Target Population Assessment - Does the provider's proposal include an assessment of the targeted TAY populations, including penetration rates, ethnicities and languages spoken?					
5. Accessible Services - Does the provider's proposal include a clear and concise plan for providing age-appropriate TAY mental health services in rural areas that are NOT included in their proposal as a recommended physical service site?					
6. Age Appropriate Services - Does the Bidder's proposal demonstrate their experience/qualifications for providing a age-appropriate TAY mental health services in Fresno County?					
7. Transitional Services - Does the Bidder's proposal demonstrate a clear and concise plan to transition current TAY mental health consumers, with no break in services, to a new service location and/or new provider if necessary?					
8. Collaboration of Services - Does the Bidder's proposal demonstrate their experience/qualifications of partnering closely with County and/or other community program providers in order to deliver expanded services?					
9. Treatment Focus - To what degree does the Bidder's proposal demonstrate a focus on, and an ability to serve consumers of the targeted TAY population who are un-served and underserved who need specialty mental health services and are not currently receiving these services or have not been previously successfully engaged and linked to services?					
10. Treatment Experience - To what degree does the Bidder's proposal reflect <u>experience and expertise</u> in, and a plan for reaching consumers of the targeted TAY population who are un-served and underserved who need specialty mental health services and are not currently receiving these services or have not been previously successfully engaged and linked to services?					
11. Service Delivery - To what degree does the Bidder's proposal reflect experience and expertise in providing services designed with evidence of a Recovery framework, including stabilization, engagement/motivational enhancement, prolonged stabilization, and recovery & rehabilitation?					

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12. FSP Experience - Does the Bidder explain how they plan to provide: case management and crisis outreach/intervention that are available 24 hours a day/7 days a week, medication evaluation and support, peer support services, supported independent permanent housing, consumer self-directed plans of care/wellness and recovery plan, and education and training in independent living skills as described within the Scope of Work?					
13. FSP Staffing Ratio - Does the Bidder's proposal include a staffing pattern/ratio of not more than 1 staff to 15 (1:15) consumers?					
14. Consumer Satisfaction Survey -Does the Bidder's proposal reflect a willingness, understanding and/or experience utilizing a Consumer Satisfaction Survey? NOTE: Awarded Contractor shall be required to participate in the MHP's Consumer Satisfaction Survey.					
15. MHSA Guiding Principles - To what degree does the Bidder's proposal reflect their understanding of the MHSA guiding principles? NOTE: Sample policies and responses should embrace welcoming language and a "whatever it takes" approach that recognizes services being provided to complex individuals.					
16. Schedule of Services - Does the Bidder's proposal include a clear and concise schedule of service delivery, including days and times?					
17. Wellness and Recovery Treatment Model - To what degree does the Bidder describe the treatment model that will be used specific to the priority population which promotes the philosophy of wellness and recovery? NOTE: Bidder should define the type and percent of services that will be provided in-office or out-of-office (i.e.: client's home, school, etc.).					
18. Language and Culture - Does the Bidder's proposal describe how the Bidder will meet Fresno County MH consumer's varied language and cultural needs, including experience in securing bilingual and culturally competent staff?					
19. Medi-Cal Certification - Does the Bidder's proposal identify the ability of the Bidder to become Medi-Cal certified within 90 days of the start of the contract?					
20. Medi-Cal Eligibility Verification - Does the Bidder's proposal describe a process for verifying and assisting consumers to obtain and maintain eligibility? NOTE: Direct program staff are required to receive training from the County regarding eligibility for Medi-Cal. Providers must verify the client's third-party payer (i.e.: Medi-Cal) eligibility prior to starting services and every month thereafter.					
21. Executive/Administrative/Management Staff - Does the Bidder provide a list of all members of the Board of Directors (job description not required) and a list of all executive/administrative/ management staff, including head of service? NOTE: Head of Service must be a licensed MH professional; the following must be included for each individual: Name, title, education, other qualifications related to MH administration; expertise in MH administration, including previous experience in County MH systems; minimum of 3 professional references; and roles and responsibilities in the organization.					
22. Administrative Support Staff (Billers/Clerical) - Does the Bidder provide a list of all staff (or indicate to be hired), numbers to be hired, FTE, and roles and responsibilities?					
23. Direct Clinical Service Staff - Does the Bidder provide a list of all direct service staff members projected to be hired? Does the Bidder provide for each staff or discipline the expected staffing levels based on the projected volume of service? Also, the following information for each staff or discipline must be provided: job titles, numbers to be hired, FTE, educational level, and roles and responsibilities of each clinical staff member in the organization.					

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SCORING METHODOLOGY (Continued)	BIDDERS				
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24. Non-Licensed Staff - Does the Bidder provide a list of all Non-Licensed staff, including minimum educational level and MH experience? Bidder should include: job titles, numbers to be hired, names (or To Be Hired), FTE, educational level, and roles and responsibilities of each non-licensed staff member in the organization. NOTE: MHP prefers these staff have a minimum of a Bachelors Degree in the Behavioral Sciences.					
25. Productivity - Does the Bidder's proposal include clear and concise expectations regarding caseload size and productivity of full-time MH staff?					
26. Medication Storage and Disposal - Does the Bidder's proposal include a description of how the Bidder will conform to pertinent State and Federal standards for medication storage and disposal?					
27. Quality Improvement (QI) Plan - Does the Bidder's proposal include a plan to develop a QI Plan? NOTE: QI Plans are submitted annually by December 31st.					
28. Program Outcomes Monitoring - For each priority population, does the Bidder's proposal describe plans on monitoring quality of care, effectiveness of interventions and services, and consumer's satisfaction with services? NOTE: Bidder must describe the method to compare the outcomes of new clients to those planned for program discharge, including instruments to be used to gather data.					
29. Performance Outcome Measures - Does the Bidder's proposal reflect an understanding and/or experience utilizing the Performance Outcome Measures instruments mandated by the State and the County?					
30. Staff Training Needs - Does the Bidder's proposal describe how Bidder will provide for its employees' educational and training needs related to specific MH and cultural needs of the population being served?					
31. Summary of Qualifications and Strengths of the Organization - Does the Bidder's proposal include a summary of the organization's qualifications and strengths in meeting the needs of the proposed targeted TAY population?					
32. Cost Proposal - Does the Cost Proposal outline a cost effective approach in which direct and non-direct costs are clearly defined?					
33. Cost Proposal for Medication Costs - Does the Cost Proposal include a line item for medication costs for non-Medi-Cal eligible consumers and did their proposal clearly explain how they would provide medications to these consumers?					
34. Budget Narrative - Does the budget narrative outline a cost effective approach in which direct and non-direct costs are clearly defined?					
35. Service Description - Do the service descriptions address all the areas identified in the RFP?					
36. Satisfy County Needs - Will the proposed services satisfy County and Consumer needs and to what degree?					
37. Knowledge - Does the Bidder clearly demonstrate knowledge or awareness of the problems associated with providing the services proposed, including the knowledge of laws, regulations, statutes and effective operating principles required to provide these services to TAY, as well as adults?					
38. California County - Does the Bidder clearly demonstrate experience in providing the desired services in a California County?					
39. Financial Sustainability - Does the Bidder's proposal clearly demonstrate financial sustainability?					
Capabilities and Qualifications Section Score:					

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**STRENGTHS & WEAKNESSES OF
PROPOSAL**

Bidder #1

Strengths:

1.

2.

3.

Weaknesses:

1.

2.

Bidder #2

Strengths:

1.

2.

3.

Weaknesses:

1.

2.

Bidder #3

Strengths:

1.

2.

3.

Weaknesses:

1.

2.

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RFP #: EVALUATION TOOL

Bidder #4

Strengths:

1.

2.

3.

Weaknesses:

1.

2.

Bidder #5

Strengths:

1.

2.

3.

Weaknesses:

1.

2.

**ADDITIONAL INFORMATION
REQUESTED**

Bidder #1

1.

2.

3.

Bidder #2

1.

2.

3.

Bidder #3

1.

2.

3.

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Bidder #4

1.

2.

3.

Bidder #5

1.

2.

3.

**SUMMARY OF WRITTEN PROPOSAL
REVIEW****Bidder #1****Bidder #2****Bidder #3****Bidder #4****Bidder #5**