



sonoma county
DEPARTMENT OF HEALTH SERVICES
BEHAVIORAL HEALTH DIVISION
Bill Carter, LCSW – Division Director

Substance Use Disorder (SUD) Services Request for Proposals Virtual Pre-Bid Conference

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Melissa Struzzo, SUD & Community Recovery Services Section Manager
Bruce Robbins, Administrative Services Officer I

Zoom Meeting

Monday, August 9th, 2021, 10:30am to 12:00pm

Welcome and Introductions

This conference is being recorded and will be posted on 8/10/2021 at:

<https://sonomacounty.ca.gov/Health/Behavioral-Health/Substance-Use-Disorder-Services/>

- DHS-BHD SUDS RFP Team:
 - Melissa Struzzo, SUD Services Section Manager
 - Bruce Robbins, ASO I
 - Kaylee Fabela, Administrative Aide

Supplier Portal

- You must register to access Portal
- Download RFP documents
- Submit documents
- FAQ/Contact Us Link
- Any issues accessing or downloading or submitting documents, contact:

supplier-desk@sonoma-county.org

- Supplier Portal accessed at:

<https://esupplier.sonomacounty.ca.gov>

Purpose of Pre-Bid Conference

- Overview of the RFP requirements (including Service Types), process and timeline
- Questions:
 - Are welcome and encouraged and must be in writing so we can share all questions and answers with all potential bidders
 - Questions can be entered into the chat box or sent via email directly to DHS-Contracting@sonoma-county.org by **5pm on August 17, 2021**
 - Final answers to questions will be answered in writing by **August 24, 2021** and will be shared with all potential bidders through an addendum on the county's Supplier Portal (the Department's written responses are its final response).

Overview – Background

- ▶ Through this RFP, DHS-BHD is seeking CBOs to provide a wide variety of SUD treatment services, including:
 - ▶ Outpatient Drug-Free (ODF) Treatment
 - ▶ Narcotic Treatment Program (NTP) – Methadone
 - ▶ Intensive Outpatient Treatment (IOT), including General and Perinatal
 - ▶ Adolescent Treatment Program (ATP)
 - ▶ Residential Therapeutic Treatment
 - ▶ Perinatal Residential Substance Use Treatment Services
 - ▶ Short-Term Recuperative Care
 - ▶ Case Coordination for SUD Court Programs

Overview – Structure

- ▶ You may submit proposals for one or more Service Types
- ▶ Indicate which Service Types you are bidding on and the percentage of the expected service level that you are proposing to meet
- ▶ Evaluation and scoring will be conducted separately for each Service Type
- ▶ Multiple awards for a given Service Type may be issued in order to meet the expected service level

Overview – Term and Funding

- ▶ Initial 18-month term (1/1/22 to 6/30/23)
- ▶ Possibility of one extension up to one additional year
- ▶ Anticipated funding amount for all services (subject to change):
 - ▶ \$3,668,024 in FY 21-22
 - ▶ \$7,653,238 in FY 22-23
- ▶ Department does not currently operate under the Drug Medi-Cal Organized Delivery System (DMC-ODS) pilot program waiver

Overview – Schedule

Key Dates	Event
August 3, 2021	Release Request for Proposals
August 9, 2021	Optional Virtual Pre-Bid Conference
August 17, 2021	Proposer Questions Due by 5:00 p.m.
August 24, 2021	County Responds to Questions
September 7, 2021	Proposals Due by 2:00 p.m.
September 8-17, 2021	Proposals Evaluated by County
September 17, 2021	Finalist Interviews Conducted (if needed)
September 20, 2021	Notice of Intent to Award <i>(subject to delay without notice to proposers)</i>
January 1, 2022	Board of Supervisors Awards Contract <i>(subject to delay without notice to proposers)</i>

Proposal Submittal Format

- ▶ Must submit one (1) electronic copy to the County of Sonoma's Supplier Portal. The link to the Supplier Portal is:
<https://esupplier.sonomacounty.ca.gov>
- ▶ Hard copy, emailed, and faxed submissions will not be accepted.
- ▶ **Due Date:** Proposals must be received no later than **2:00 p.m. on 9/7/21.**
- ▶ Supplier Portal system will accept PDF, Word, and Excel documents.
- ▶ **PDF** is the preferred format for your proposal documents.
- ▶ **Budget templates should be submitted in Excel.**

Proposal Submittal Format

- ▶ For ease of review and to facilitate evaluation, the proposals for this project should be
 - ▶ No longer than 5 pages
 - ▶ Plus no more than 4 pages per Service Type
 - ▶ Single-spaced
 - ▶ Double-spaced between paragraphs
 - ▶ 12 point Times New Roman font
 - ▶ 1 inch page margins
 - ▶ Headers and footers may appear outside of this margin
 - ▶ Doesn't include Cover Letter, Letters of Support, or Budget Templates

Overview – General Requirements

- ▶ DHCS AOD certification
- ▶ Title 9 Facility Licensing Regulations and Certification of AOD Counselors
- ▶ Certifications and accreditations for NTP services
- ▶ Minimum Quality Treatment Standards for DMC and SABG
- ▶ Perinatal Practice Guidelines (PPG)
- ▶ Youth Treatment Guidelines (YTG) for SABG
- ▶ DMC and SABG Special Terms and Conditions (Attachments 15.5 and 15.6 in RFP)
- ▶ CalOMS and SWITS data collection/reporting
- ▶ Location of services

Scope of Services – Administrative Metrics for all Service Types

- ▶ CalOMS admission and discharge information completed in SWITS
- ▶ Client assessment
- ▶ Individualized client treatment plan
- ▶ Discharged clients given information and referrals for supportive services

Scope of Services – Service Types

- ▶ For all Service Types, see RFP for:
 - ▶ Core Programmatic Requirements (activities that fall under Service Type)
 - ▶ Minimum Program Outcome Metrics
 - ▶ Referral Sources

Service Type 1 – Outpatient Drug-Free (ODF) Treatment

► **Budget Template**

- SUD FY 21-22 Outpatient & DMC Rate and Costs (Attachment 15.2)

► **Funding Regulation Requirements**

- Must be qualified to bill Drug Medi-Cal (non-ODS)

Service Type 1.1 – ODF - General

- ▶ **Annual (12-month) Estimated Level of Service Need**
 - ▶ Individual counseling - Approximately 4,000 face-to-face visits
 - ▶ Group counseling - Approximately 16,000 face-to-face visits
 - ▶ Approximately 1,000 unique clients served

Service Type 1.2 – ODF - Probation Day Reporting Center (DRC)

➤ **Additional Programmatic Requirements**

- Services to be provided on-site at Probation Department offices – 3315 Airway Drive, Santa Rosa

➤ **Annual (12-month) Estimated Level of Service Need**

- Individual Counseling: Approximately 300 face-to-face visits
- Group Counseling – Approximately 1,500 face-to-face visits
- Approximately 470 unique clients

Service Type 2 – Narcotic (Opioid) Treatment Program (NTP)

➤ **Budget Template**

- SUD FY 21-22 Outpatient & DMC Rate and Costs (Attachment 15.2)

➤ **Funding Regulation Requirements**

- Must be qualified to bill Drug Medi-Cal (non-ODS)

➤ **Annual (12-month) Estimated Level of Service Need**

- Individual Counseling – Approximately 80,000 service units (10-minute increments)
- Doses – Approximately 133,000 service units (daily)
- Approximately 450 unique clients served

Service Type 3 – Adolescent Treatment Program (ATP)

► **Budget Template**

- SUD FY 21-22 Cost-Based Program (Attachment 15.3)
- SUD FY 21-22 Outpatient & DMC Rate and Costs (Attachment 15.2) – *For DMC outpatient treatment costs (if able to bill DMC)*

► **Funding Regulation Requirements**

- Must meet SABG requirements
- 5 extra points in the scoring for this Service Type if you are qualified to bill DMC (non-ODS) for these services

► **Annual (12-month) Estimated Level of Service Need**

- Approximately 250 hours of Outreach annually
- Approximately 60 hours/week Outpatient Services
- Approximately 170 unique clients served

Service Type 4 – Intensive Outpatient Treatment (IOT) Services

► **Budget Template**

- SUD FY 21-22 Outpatient & DMC Rate and Costs (Attachment 15.2)

► **Funding Regulation Requirements**

- Must be qualified to bill Drug Medi-Cal (non-ODS)

Service Type 4.1 – IOT for SUDS Court Participants

- ▶ **Annual (12-month) Estimated Level of Service Need**
 - ▶ 110 participants

Service Type 4.2 – Perinatal IOT Program

- ▶ **Additional Core Programmatic Components**
 - ▶ Childcare services, as needed
 - ▶ Transportation services, as needed
- ▶ **Annual (12-month) Estimated Level of Service Need**
 - ▶ 20 pregnant and/or parenting individuals
- ▶ **Additional Funding Regulation Requirements**
 - ▶ Must also meet SABG requirements for provision of these services

Service Type 5 – SUD Court Program Coordination Services

- ▶ Proposals for associated treatment (Outpatient, IOT, Residential) services for SUD Court participants should be included in the corresponding Service Type
- ▶ **Budget Template**
 - ▶ SUD FY 21-22 Cost-Based Program (Attachment 15.3)

Service Type 5.1 – Drug Court Program Coordination

- ▶ **Annual (12-month) Estimated Level of Service Need**
 - ▶ 70 participants

Service Type 5.2 – DUI Court Program Coordination

- ▶ **Annual (12-month) Estimated Level of Service Need**
 - ▶ 40 participants

Service Type 6 – Residential Therapeutic Treatment

► **Budget Template**

- SUD FY 21-22 Residential Rates and Costs (Attachment 15.4)
- Board & Care costs cannot be included in proposed rate

► **Funding Regulation Requirements**

- Must meet SABG requirements for provision of these services

Service Type 6.1 – Residential General

- ▶ **Annual (12-month) Estimated Level of Service Need**
 - ▶ 80 beds

Service Type 6.2 – Perinatal Residential SUD Treatment Services

- ▶ Services provided to pregnant and parenting clients
- ▶ **Annual (12-month) Estimated Level of Service Need**
 - ▶ 15 beds
- ▶ **Additional Funding Regulation Requirements**
 - ▶ 5 extra points in the scoring for this Service Type if you are currently qualified to bill DMC (non-ODS) for these services

Service Type 7 – Short-Term Recuperative Care/Non-medical Detoxification Services

► **Budget Template**

- SUD FY 21-22 Residential Rates and Costs (Attachment 15.4)

► **Annual (12-month) Estimated Level of Service Need**

- On average, ten (10) beds (up to a maximum of 3,650 bed days)

Content

- **Cover Letter**
- **Organizational Information**
 - IRS Status
 - Number of years in business
 - Core competencies
 - List of all contracts with County
- **Organizational Risk Assessment**
 - Fiscal, contract performance and other questions that help to determine the potential risk level for the County in contracting with your organization

Content

➤ **Qualifications and Experience**

- Experience (in services specified in this RFP)
- References (at least 3 for whom similar services have been provided)
- Letters of Support (2 from entities with which you have collaborated in the past)
- Compliance Program
 - Policies, procedures and standards of conduct
 - Employee exclusion screening process
 - Internal auditing process
 - Credentialing processes

Content

- **Project Approach and Work Schedule**
 - Overall philosophy of the program/provider, as well as brief history of experience working in the SUD field (specific to services in this RFP)
 - Resumes of Key Staff Positions (as related to services in this RFP)
 - List of Board of Directors
 - Organization-Wide Organizational Chart
 - Cultural Responsiveness - Describe how your organization provides culturally appropriate and responsive services

Content

- ▶ Program Narratives for each Service Type being proposed must include the following elements:
 - ▶ Program Description
 - ▶ Proposed Service Type
 - ▶ % of how much of expected service level you are proposing to meet
 - ▶ How you meet requirements needed to provide Service Type
 - ▶ Geographic coverage
 - ▶ Service Population - Description of any sub-populations you may be equipped to serve or may be unable to serve through the program

Content

► Service Delivery

- Describe any evidence-based treatments that will be utilized in service delivery
- Typical length of service provision
- Processes that will be used to address care coordination, transition, recovery issues, relapse prevention and recidivism

► Staffing

- Program organization chart
- Proposed staff qualifications
- All proposed positions must be listed in this section and must match the submitted Budget Templates

Content

- ▶ Facilities
 - ▶ List address locations of all sites where services will be provided
 - ▶ All sites must meet all Federal, State and County requirements, including Americans with Disabilities Act
 - ▶ If facilities are not presently available, describe plans to secure facilities
- ▶ Regulation Requirements - Demonstrate that you are able to meet regulation requirements for Service Type
- ▶ Quality Assurance and Evaluation - Plans for quality assurance and evaluation of proposed services and expected outcomes

Content

- ▶ Implementation Timeline, if not currently providing proposed service
- ▶ Program-specific Cultural Responsiveness

Content

➤ Cost

- Fill out appropriate budget template(s) (Attachments 15.2, 15.3 and 15.4)
- Information should be included for each Service Type on a single template (in the “Program” columns or tabs)
- Clearly state ALL of the costs, direct and indirect, associated with the project
- Completed template(s) should include budget narratives that provide adequate justification for all listed expenses

Content

- **Identification of Subcontractors**
- **Contract Terms**
- **Insurance**
- **Accessibility Standards**
- **Other Agencies Procurements**
- **Additional Information**

Scoring Criteria

- Proposals will be evaluated using the following criteria (total of 100 points for each Service Type that is being bid on):

Criteria	Points
Qualifications, Experience, & Expertise (Sections 7.1, 7.2, 7.4)	15
Compliance Program (Section 7.4.5)	5
Organizational Risk Assessment (Section 7.3)	7
Cultural Responsiveness (Section 5.4)	8
Overall Total for AGENCY Section:	35

Scoring Criteria

Criteria	Points
Project Approach & Work Schedule (Section 7.5)	
Program Description	5
Service Population	5
Service Delivery	10
Staffing	6
Facilities	5
Regulation Requirements	6
Quality Assurance and Evaluation	6
Implementation Timeline	2
Program-specific Cultural Responsiveness	5
<i>***5 bonus points available for Service Type 3 and 6.2 if qualified to bill DMC for these services</i>	
Overall Total for PROGRAM Section:	50

Scoring Criteria

Criteria	Points
Service-Specific Budget (Section 7.6)	
Budget Template - attachment	10
Budget narrative (included in the Budget Template)	5
Overall Total for COST Section:	15
GRAND TOTAL:	100

Attachments

- ▶ Sample Professional Services Agreement and Insurance Requirements
- ▶ Budget Templates
- ▶ Drug Medi-Cal (DMC) Special Terms and Conditions
- ▶ Substance Abuse Block Grant (SABG) Special Terms and Conditions
- ▶ SUD Treatment Service Activity Definitions
- ▶ Living Wage Solicitation Form

Budget Templates

- Attachment 15.2. Budget Template A – SUD FY 21-22 Outpatient & DMC Rate and Costs
- Attachment 15.3. Budget Template B – SUD FY 21-22 Cost-Based Program
- Attachment 15.4. Budget Template C – SUD FY 21-22 Residential Rates and Costs

Reminder – Key Dates

- Questions regarding the RFP should be emailed by **5pm** on **Tuesday, August 17, 2021** to:

DHS-Contracting@sonoma-county.org

- Addendum to RFP with answers to questions received will be posted to Supplier Portal on **August 24, 2021**

- Proposals should be submitted electronically through the Supplier Portal by **2pm** on **September 7, 2021**:

<https://esupplier.sonomacounty.ca.gov>

**Thank you for your interest in
submitting a proposal!**