Request for Statement of Qualifications (RFSQ) For Mental Health Services Act (MHSA)

RFSQ No. DMH030719B1
Purpose of the Request for Statement of Qualifications (RFSQ) Solicitation

Gather a ready-pool of qualified entities to provide an array of services that use Mental Health Services Act (MHSA) funding for LACDMH.

MHSA Master Agreements are **NOT FUNDED**. They create a list of agencies that may be solicited should LAC-DMH need these services.
**MHSA RFSQ SOLICITATION TERM**

<table>
<thead>
<tr>
<th>OPEN AND CONTINUOUS</th>
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<tr>
<td>March 7, 2019 through June 30, 2027</td>
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**Extension**

The County may extend the solicitation through June 30, 2029, for a maximum of ten (10) years.
Step One

WebVen Registration

What is WebVen
The WebVen contains the Proposer’s business profile and identifies the goods/services the business provides.

Register in the County’s WebVen at http://camisvr.co.la.ca.us/webven/

(See RFSQ Section 1.4)
Web Ven Page

Your Registration Starts Here

- If new, click here.
- If already a vendor, click here.
- Can’t find what you need? Click here.
- Not sure? Click here.
Print Vendor Registration confirmation. It will give you a Vendor ID Number.

We will ask for this in Minimum Mandatory Qualifications (MMQs).
Step Two - Accessing The Solicitation Documents

dmh.lacounty.gov

Go to this website first.
Step Three

OPEN SOLICITATIONS

Request for Statement of Qualifications (RFSQ) for Mental Health Services Act (MHSA)
RFSQ No. DMH030719B1 (Open date: 03/07/2019 Close date: Open and Continuous)

Release memo – RFSQ MHSA

1. RFSQ – MHSA
   Read thoroughly. All instructions are here.

2. Appendix A – Required Forms (Exhibits 1-14)
   Read thoroughly. Complete. Sign.

3. Appendix B – Transmittal Forms to Request a Solicitation Requirements Review
   Read thoroughly. Only submit if contesting requirements.

4. Appendix C – G – County Policies
   Read thoroughly. No signature needed.

5. Appendix H – Sample MHSA Master Agreement and MHSA MA Exhibits (A – L)
   Read thoroughly. No signature needed.

6. Appendix I – Background and Resources: California Charities Regulations
   Read thoroughly. No signature needed.

7. Appendix J – Defaulted Property Tax Program
   Read thoroughly. No signature needed.

8. Appendix K – Statement of Qualifications (SOQ) Form
   Read thoroughly. Complete. Sign.

9. Addendum One – MHSA RFSQ Proposers’ Questions and Answers
   Read thoroughly. No signature needed.

Print all documents.

dmh.lacounty.gov/contract-opportunities/open-solicitations/
The content and sequence of the SOQ (Proposal)

- Transmittal Letter – Paragraph 2.71 of RFSQ
- Table of Contents – Paragraph 2.72 of RFSQ
- Minimum Mandatory Qualifications – Paragraph 1.4 of RFSQ
- Proposer’s Qualifications (Section A) – Paragraph 2.73 of RFSQ
- Required Forms (Section B) – Paragraph 2.74 of RFSQ
- Proof of Insurability (Section C)
- Proof of Licenses (Section D)
Minimum Mandatory Qualifications

Proposer must have a minimum of three (3) years’ experience within the last five (5) years providing mental health services as described in Section 1.1 (Scope of Work).

Proposer must register in the County’s WebVen.

Submit three (3) signed letters of references to substantiate Proposer’s experience.

Proposer shall provide a copy of the WebVen Identification Number as “Attachment II- MMQ.”

(See RFSQ Section 1.4)
Minimum Mandatory Qualifications (cont.)

No submission needed. Los Angeles County will verify.

<table>
<thead>
<tr>
<th>Debarment Lists</th>
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<tbody>
<tr>
<td>Proposer must not be on the Los Angeles County’s Debarment List</td>
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<tr>
<td>Proposer must not be on the Office of Inspector General (OIG) Health and Human Services (HHS) Debarment List</td>
</tr>
<tr>
<td>LACDMH will verify to ensure Proposer is not on either Debarment List.</td>
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www.oig.hhs.gov/fraud/exclusions.asp

RFSQ Section 1.4
Minimum Mandatory Qualifications (cont.)

No submission needed. Los Angeles County will verify.

If Proposer’s compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Proposer must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over $100,000, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six (6) months or more from the date of disallowance, unless such disallowed costs are the subject of current good faith negotiations to resolve the disallowed costs, in the opinion of the County. LACDMH will verify to ensure Proposer does not have disallowed costs and/or resolved disallowed costs.
Preparation and Format of the Statement of Qualifications (SOQ or Proposal)

One (1) Original + Two (2) Copies + One (1) CD or USB drive

Pages 26-30 of RFSQ document detail how SOQs should be submitted.
For the purposes of this RFSQ, County is waiving the insurance requirements contained in Appendix H – Sample Master Agreement, sub-paragraphs 8.23 – General Provisions for all Insurance Coverage and 8.24 – Insurance Coverage until Proposer is awarded a contract.

Provide a written and signed statement indicating that:

1.) your agency will comply with the insurance requirements contained in Appendix H – Sample Master Agreement, sub-paragraph 8.22 should your agency be selected/awarded a funded contract

AND

2.) your agency will procure, maintain, and provide to the County proof of insurance coverage for all the programs of insurance along with associated amounts specified in Appendix H – Sample Master Agreement, sub-paragraphs 8.23 and 8.24 should your agency be selected/awarded a funded contract.
Section D – Proof of Licenses

Proposer must furnish a copy of all applicable licenses based on proposed services. If licenses are not required to provide services, provide us a written statement that indicates this.
SOQ Submission

The SOQ Package must be delivered to:

Attention: Solicitations Team
County of Los Angeles – Department of Mental Health
Contracts Development and Administration Division
550 South Vermont Avenue, 5th floor, Room 500
Los Angeles, CA 90020
Monday through Friday 8 a.m. through 5 p.m.
Contact Us

Any contact regarding this RFSQ or any matter relating thereto must be in writing and must be e-mailed as listed below. Please specify “RFSQ – MHSA” in the subject title of the e-mail and send to:

SolicitationsTeam@dmh.lacounty.gov
I’ve submitted my SOQ/proposal and required documentation.
Now what????

1. You will receive and sign a MHSA Master Agreement (MA). This contains all the legal terms and conditions as required by the County.
2. The MA agreement will be effective upon date of execution through June 30, 2027.
3. There are NO SERVICES or FUNDING attached to this MA.
4. You will be added to a list of potential contractors based on the services you indicate that your agency can provide.
5. If/when the Department requires these services, you will be solicited and required to compete for a funded contract with funded services.