



## **County Of Siskiyou**

### **Request for Proposals (RFP) RFP # 24-83 – Behavioral Health**

**for**

### **Project Base Camp Data Evaluation and Support**

**Proposals may be emailed to:**

[rfp\\_rfb\\_submissions@co.siskiyou.ca.us](mailto:rfp_rfb_submissions@co.siskiyou.ca.us)

**Proposals Due by:  
April 11, 2024  
4:00PM**

**County of Siskiyou  
Request for Proposals  
For Project Base Camp Data Evaluation and Support**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

**Estimated Timeline of Events**

<b>Date</b>	<b>Activity</b>
3/28/2024	Release of Request for Proposals (RFP)
4/4/2024	Deadline to Submit Questions
4/11/2024	Submission of Proposals due by 4:00 PM
4/15/2024	Review of Proposals
4/15/2024-4/22/2024	Notification of Final Selection
TBD	Professional Service Agreement Processed
TBD	Professional Service Agreement Start Date

## 1.0 Preface

Siskiyou County Behavioral Health (SCBH) was awarded a Proposition 47 grant through the California Board of State and Community Corrections (BSCC) to implement the County's first low-barrier homeless shelter for individuals involved in the criminal justice system who have a mental health and/or substance use disorder. The grant period is 9/1/2022 through 6/1/2026.

The purpose of this RFP is to solicit responses from interested research contractors to assist the County in data collection and evaluation of the grant program. Eligible contractors must be aligned with the California State University system to enhance student learning opportunities to satisfy the requirements of the Proposition 47 grant.

## 2.0 Scope of Work

Services the successful Proposer will be expected to provide, include but are not limited to:

### a. Data Collection and Evaluation

- a. Develop a process to collect and evaluate the process and outcome measures found in Table 1 below.
- b. Regularly share the evaluation outcomes with the Local Advisory Committee and program team.
- c. Table 1 minimum process and outcome measures:

<b>Table 1: Process and Outcome Measurements</b>	
<b>Discipline Area</b>	<b>Measurement for Data Collection</b>
process measures	<ul style="list-style-type: none"><li>• Is the program accurately described based on the services provided?</li><li>• What is the level of community-based involvement?</li><li>• Was the program implemented as planned and on time?</li><li>• Do the referral and screening processes work as planned?</li><li>• Number and FTE of staff hired</li><li>• Number of guests served in the program</li></ul>
program outcome measures	<ul style="list-style-type: none"><li>• Number of guests who participated in the program</li><li>• Number of guests who transitioned into stable housing</li></ul>
outcome measures (Overall)	<ul style="list-style-type: none"><li>• Qualitative guest and staff survey results on program experience</li><li>• Exiting housing status</li></ul>

	<ul style="list-style-type: none"> <li>• Change in monthly income or employment status</li> </ul>
outcome measures (Mental Health)	<ul style="list-style-type: none"> <li>• Engagement in Mental Health treatment</li> <li>• Engagement in Mental Health Peer Support Groups</li> <li>• Engagement in MRT Groups</li> </ul>
outcome measures (SUD)	<ul style="list-style-type: none"> <li>• Engagement in SUD treatment</li> <li>• Was the individual able to reduce use, or have total abstinence, from substances (self-reported score)</li> </ul>
outcome measures (Criminal Justice)	<ul style="list-style-type: none"> <li>• Completion or progress in the Mental Health Diversion program?</li> <li>• # of new arrests or convictions</li> </ul>

d. Additional data elements to be analyzed include the following:

- Recidivism records
- Mental Health Diversion Services
- Mental Health Services
- Substance Use Services
- Self-Report surveys
- Shelter and community-based services received

b. Quarterly Report Development and Completion

a. Coordinate with the Project Director to develop and submit the quarterly reports in compliance with Attachment A: Proposition 47 Cohort 3 Data Reporting Guide.

c. Local Advisory Committee

a. Attend and participate in local advisory committee meetings as requested by County staff.

b. Assist the Project Director and program team to facilitate all aspects and tasks related to the local advisory committee meetings.

d. Local Evaluation Plan

a. Coordinate with the Project Director to develop and submit the BSCC Local Evaluation Plan in accordance with Attachment B: Proposition 47 Grant Program Cohort 3 Local Evaluation Plan.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

### **3.0 Submission Requirements**

**Proposal Format:** Proposals must contain the following:

#### **1. Cover Letter**

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

#### **2. Qualifications**

- a. Describe your company's experience with the services specified in this RFP. Examples of completed projects, as current as possible, should be submitted as appropriate.
- b. Describe your company's relationship to the California State University system and the utilization of student learning.

#### **3. Company Profile**

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

#### **4. Approach:**

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above.
- b. Describe what student learning opportunities are available through your company and how students will be utilized throughout the life of the grant.

#### **5. References:**

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

#### **6. Price Proposal:**

- a. Provide a budget that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended or required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

**Conflict of Interest:** Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the

County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

#### 4.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

1. Qualifications
2. Approach
3. Experience and references
4. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities selected during the evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

#### 5.0 General Information

Proposals must be submitted by way of electronic means, as described below:

- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to [rfp\\_rfb\\_submissions@co.siskiyou.ca.us](mailto:rfp_rfb_submissions@co.siskiyou.ca.us) and must be received by **April 11, 2024 at 4pm** Please include "RFP # 24-83" in subject line.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project(s) to Cate Trost, Project Coordinator, by email [atrost@co.siskiyou.ca.us](mailto:atrost@co.siskiyou.ca.us). Please CC Maddelyn Bryan, Housing Coordinator at [mcbryan@co.siskiyou.ca.us](mailto:mcbryan@co.siskiyou.ca.us).

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County

that relates to the requirements of the project(s) or which is relevant for the project(s).

- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

## **6.0 Attachments**

1. Attachment A: Proposition 47 Cohort 3 Data Reporting Guide
2. Attachment B: Proposition 47 Grant Program Cohort 3 Local Evaluation Plan