

ATTACHMENT I - APPLICATION
24-Hour Residential Treatment and Acute Psychiatric Inpatient Contract
Addendum 12 for Child and Adolescent Psychiatric Crisis Stabilization
Unit/Urgent Care Centers

APPLICATION FORMAT

1.0 Executive Summary (Section A – no more than 2 pages)

The Executive Summary shall condense and highlight the Applicant's background and experience and provide Los Angeles County (LAC) Department of Mental Health (DMH) with a broad understanding of the Applicant's approach for the provision of child and adolescent CSU/UCC services.

This summary must also include the following information:

- 1.1 Applicant's full business name and business address;
- 1.2 Lead staff for this application (title, e-Mail, and telephone number); and
- 1.3 Site location for this application.

This section will not be scored but instead will be used as an introduction to the Applicant.

2.0 Applicant's Minimum Mandatory Requirements (Section B)

Interested and qualified Applicants that can demonstrate their ability and qualifications to successfully provide the required services outlined in Attachment III - Statement of Work (SOW) are invited apply provided they meet all of the following mandatory requirements:

This section will be scored on a pass/fail basis. If Applicant does not fully meet all requirements in this Paragraph 2.0, the application will be immediately disqualified.

- 2.1.1 As of the date of release of this Addendum 12, Applicant must be a current Mental Health Services Legal Entity (LE) contractor with the LACDMH.

LACDMH will verify. Submission not required.

- 2.1.2 As of the date of release of this Addendum 12, Applicant must have five (5) years of experience providing: 1.) trauma focused mental health services, 2.) crisis intervention, and 3.) crisis stabilization to children 0-12 years.

LACDMH will verify current and past LE agreements. Submission not required.

- 2.1.3 Applicant must have active contracts with the LAC Department of Children and Family Services (DCFS) **and** LAC Probation Department (PD)

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providing services to children (ages 0-12) in the Child Welfare and Juvenile Justice System.

Applicant must provide contract name, contract number and type of services provided. LACDMH will verify this information with LAC DCFS and LAC PD.

- 2.1.4 LACDMH will review LE Contract in section 2.1.1 for a current fiscal year financial viability assessment. If a review has not been conducted during the current fiscal year, LACDMH will request audited financial statements for the last two fiscal years to conduct an assessment.

LACDMH will verify. Submission not required. If, at a later date, LACDMH requests audited financial statements and these are not provided by a due date given by LACDMH, this application will be disqualified from further consideration.

- 2.1.5 If Applicant's compliance with a County contract has been reviewed by the Department of the Auditor-Controller within the last 10 years, Applicant must not have unresolved questioned costs identified by the Auditor-Controller, in an amount over \$100,000.00, that are confirmed to be disallowed costs by the contracting County department, and remain unpaid for six 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. DMH will verify.

Submission not required. LACDMH will verify.

3.0 Applicant's Pending Litigation and Judgments (Section C)

Identify by name, case and court jurisdiction any pending litigation in which Applicant is involved as a defendant or plaintiff, or judgments against Applicant in the past five years. Applicant shall provide a statement describing the size and scope of any pending litigation against the Applicant or principals of the Applicant. Only include those items that have moved on to litigation. Do not include pending claims that have not progressed to litigation.

If Applicant does not have any pending litigation or judgements to report, please provide a statement indicating this. Do not leave this area blank.

This section will be scored on a pass/fail basis. Upon receipt of this information, LACDMH will conduct a review of items reported. Depending on the scope and size of items reported, the County, in consultation with legal counsel, may disqualify the application in its entirety.

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4.0 Applicant's Proposed Annual Budget (Section D)

Complete an annual proposed budget using the Excel template provided as Exhibit 7- Budget Template in Section F (Required Forms). Applicants must provide an estimated annual budget for Psychiatric CSU/UCC services at full occupancy (9 child and adolescent chairs).

- 4.1 Applicants shall not include any building lease/rent expenses, utilities, or building maintenance amounts in Exhibit 7 Budget form in Section F (Required Forms). These items will be part of a County gratis lease for the site that is awarded.
- 4.2 Start-up costs must not be included in the proposed budget. Start-up costs will be negotiated with the awarded Applicants upon contract award. Negotiations will include an implementation plan of the program to be developed between LACDMH and awardees.

Note: The implementation of California Advancing and Innovating Medi-Cal (CalAIM- <https://www.dhcs.ca.gov/CalAIM>) became effective on July 1, 2023. LACDMH adheres to the California Department of Health Care Services (DHCS) requirements for claiming and reporting.

5.0 Evaluation Items (Section E)

- 5.1 Applicant must describe (in narrative form) and substantiate with documentation at least 5 years' experience delivering culturally and linguistically appropriate licensed mental health program services to children 0-12 years of age.

Applicant must include a 4-page maximum narrative and submit copies of documentation, that may include program descriptions, individualized treatment plans, staff training items, staff rosters with languages, flyers, etc. to substantiate this experience.

100 points max

- 5.2 Applicant must describe (in narrative form) and substantiate with documentation at least 5 years' experience delivering mental health services to children or adolescents 0-17 years of age in the Child Welfare and Juvenile Justice System and identify their current service modality to address crisis intervention, crisis stabilization services and trauma issues.

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Applicant must include a 4-page maximum narrative and submit documentation, including program descriptions, individualized treatment plans, flyers, etc. to substantiate this experience.

100 points max

- 5.3 Applicant must describe (in narrative form) and substantiate with documentation at least 3 years' experience (within the last five years) providing case management and linkage to community resources and access to different discharge options for children 0-12 years of age.

Applicant must include a 4-page maximum narrative and submit documentation, including program descriptions, individualized treatment plans, flyers, etc.

100 points max

- 5.4 Applicant must provide the following data for the Applicant's current outpatient services to children 0-12 years of age. Data must be for the last 12 months (as of the date of release of this Addendum 12) and data must reflect how patients are connected to effective treatment in a timely manner:

- a. Average length of time to accept clients upon receipt of referrals;
- b. Average Length of Stay in the program/services;
- c. Statistics on Special Incident reports and Safety Intelligence reports;
- d. Rates of repeated admissions to the program within 6 months; and
- e. Statistics / information on the level of care upon discharge.

There is no page limit for this section.

200 points max

6.0 Required Forms (Section F)

Applicants must include all completed, signed, and dated forms identified in Section F (Required Forms) and as listed below.

- Exhibit 1 Organization Questionnaire/Affidavit
- Exhibit 2 Certification of Compliance
- Exhibit 3 Request for Preference Consideration
- Exhibit 4 Debarment History and List of Terminated Contracts
- Exhibit 5 Community Business Enterprise (CBE) Information
- Exhibit 6 Intentionally Omitted
- Exhibit 7 Budget Template
- Exhibit 8 Intentionally Omitted

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- Exhibit 9 Contribution and Agent Declaration Form
- Exhibit 10 Intentionally Omitted
- Exhibit 11 Certification Regarding Debarment, Suspension, Ineligibility and
Voluntary Exclusion – Lower Tier Covered Transactions (45 C.F.R.
Part 76)
- Exhibit 12 Declaration

**6.0 Acceptance of Terms and Conditions of Sample Contract and/or
Requirements of Statement of Work and Attachments (Section G)**

- 6.1 It is every Applicant's duty to thoroughly review the Attachment II (Sample Contract) and Attachment III (Statement of Work) to ensure compliance with all terms, conditions, and requirements. Applicants will be evaluated, on a pass/fail basis, on their willingness to accept the Terms and Conditions outlined in the Sample Contract and the requirements of the Statement of Work

It is the County's expectation that in submitting an application, the Applicant will accept, as stated, the County's terms and conditions in the Sample Contract and the County's requirements in the Statement of Work).

Applicants are further notified that the County may, in its sole determination, disqualify any Applicant with whom the County cannot satisfactorily negotiate a contract.

- 6.2 Section G of an Applicant's response must include:
- 1) A statement offering the Applicant's acceptance of all terms and conditions listed in the Sample Contract; and
 - 2) A statement offering the Applicant's acceptance of all requirements listed in the SOW.