



**Lake County Behavioral Health Services**  
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**Request for Proposals  
(RFP)  
Early Psychosis Intervention  
Supported Employment/Education  
Program**

**Overview**

Lake County Behavioral Health Services (LCBHS) is seeking to contract with an organization capable of establishing and managing a Supportive Employment and Supportive Education Services Program for the LCBHS First Episode Psychosis Intervention (EPI) Program. LCBHS invites organizations to submit proposals for evidence-based Supported Employment and Supported Education programs for individuals with mental illness. Budget requests may not exceed \$325,000 for up to 4 years, or \$81,450/year. Proposals are due April 8, 2022 by 5pm.

The unemployment rate in the United States for individuals receiving public mental health services is approximately 80 percent. According to the National Alliance on Mental Illness (NAMI) report entitled "Road to Recovery: Employment and Mental Illness," most individuals with mental illness want to work and approximately 6 out of 10 will succeed with appropriate supports in place. In addition to financial stability, employment provides individuals with identity, purpose, and a sense of belonging, which have proven to be critical elements of recovery for those experiencing mental illness. The purpose of the Supported Employment and Supportive Education Program for individuals with mental illness is to create economic and educational opportunities for individuals as well as support a sense of wellbeing and community belonging.

Effective employment models exist for people with mental illness; unfortunately, a significant number of people with mental illness do not receive adequate support for long-term success in the workforce. Supported Employment helps people with serious mental illness achieve self-sufficiency and recovery. Key characteristics of supported employment programs include:

- A focus on competitive employment
- Rapid job search assistance
- Integrated work setting
- Focus on personal preferences and strengths of the participants
- Individualized long term supports.

The expected outcome of the program is to increase the number of individuals aged 15 to 25 with serious mental illness who obtain and retain gainful employment.

Supported Education Programs are community partnerships made up of mental health consumers, family members, agency staff, and school personnel. The purpose of these partnerships is to pool resources to maximize educational opportunities and employment outcomes for people experiencing mental illness. Supported Education Programs modify educational environments by making them more receptive, supportive, and encouraging. These modifications are over and above existing educational supports, services, and accommodations. Programs vary in structure and design according to the unique assets of each community, school, and participating agency.

Supported Education Programs can be a critical component of recovery for young people experiencing serious mental illness, wrapping services around them to ensure they continue to experience key developmental milestones and prevent the potentially deleterious sequelae often associated with the onset of a serious mental illness early in life. Supported Education Programs focus on the following outcomes:

- Assisting mental health consumers to effectively link to school.
- Supporting consumers/students to remain in school
- Facilitating educational and employment outcomes for students experiencing mental illness.

Young people experiencing serious mental illness are successful in integrated education settings when provided with appropriate ongoing supports. Accommodations and services required by students with mental illness are similar or identical to those provided to students with other disabilities. Students with psychiatric disabilities are neither more prone to crisis nor more disruptive to the campus environment than other students, and so stigma reduction is often a critical component of a successful Supported Education Program. As a result of participating in a Supported Education Program, students experience improvements in work readiness, social skills, and self-esteem.

It is LCBHS' intent to identify an experienced organization that will establish a Supported Employment and Education Services Program which focuses on people age 15-25 who are in the Early Psychosis Intervention (EPI) Program. The contracted organization will be part of the LCBHS EPI team and dedicated to the target population; serve as liaison with local resources and build linkages with community partners. The contracted organization will train, develop, and implement evidence-based and best practice models, innovative techniques and strategies for supported employment and education to project staff, interns, and the EPI Team. The contractor agrees to collect and report data via a quarterly evaluation component which encompasses monitoring and assessment of consumer placement and match.

A broadly utilized Supported Employment/Education Services Program is a critical component of an effective Early Psychosis Intervention Program; see attached fidelity scale for reference.

## **Applicant Requirements**

Eligible Applicants will meet the following minimum requirements:

- A registered 501(c)3 nonprofit organization, a local government or a state or federally recognized tribal entity.
- At least two years of experience providing same or comparable services to the target population.
- The ability to establish, coordinate and maintain Supported Employment/ Education Services Program and linkages with all agencies, County services, pool of businesses, industries, home based arts/crafts, landscaping, private employers for placement of target population.
- The proven capacity to access and manage public and private funding.
- Applicant will be required to participate in an ongoing evaluation by the LCBHS-EPI evaluator in addition to State quarterly reporting requirements.

Applicants must be prepared to develop, adopt, and implement needed guidelines, plans, and protocols to support the proposed program and services. LCBHS is seeking to fund potential awardees with a track record of leadership in the community and in developing and maintaining supportive relationships with the defined target population in Lake County.

## **Proposal Submittals**

Applications must be electronically submitted to the LCBHS by 5pm on April 8, 2022, to **elise.jones@lakecountycalifornia.gov**. Proposals must be 12-point font, not to exceed 20 numbered pages. A complete application will include the following:

1. Organizational details. Include organizational chart with resumes, a letter of support from the applicant governing Board and copy of nonprofit status, as appropriate. Include applicable experience in the administration of Supported Employment and Educational Services with young people who have behavioral health needs. Reference any applicable experience in the operations of employment and/or educational supportive services.
2. A full description of the proposed project, including a description of the operational and service delivery program and the expected measurable and clearly defined outcomes.
3. Details on the population intended to be served and how the program will coordinate with other LCBHS programs, other County services and agencies.
4. Operational details, including staff descriptions, training, and a timeframe for operation.
5. A process for review and evaluation of outcomes.
6. Operational budget. Project is Supportive Services Only (SSO) and as such, a proposed budget can only include supportive services, and administration costs that cannot exceed 10 percent of the grant request. A funding request to operate a supportive service facility in a leased structure is allowed. The cost would be included in the supportive services budget. Please submit an operational budget detailing the request, other necessary funds, and their sources, and whether the

funding is secured, pending/ anticipated, or proposed.

## **Award Process**

### Scoring of Proposal

A panel of RFP reviewers will score each proposal. A maximum of 100 points for each proposal is possible using the following scoring:

1. Program Narrative 40 Points
2. Budget 20 Points
3. Applicant Qualifications 40 Points

To be considered for an award, the proposal must have a minimum score of 75 points. Based on overall scores, RFP reviewers will recommend to the LCBHS Director selection of the agency/agencies/awardee(s) to potentially fund to implement the EPI Supported Employment and Education Services Program. Funding for program implementation will be contingent upon review and approval from the Lake County Board of Supervisors.

Applicants' Conference. All interested County and/or community-based providers **must** participate in an Applicants web conference on March 25, 2022 at 1:00pm. Applicants must email [elise.jones@lakecountycalifornia.gov](mailto:elise.jones@lakecountycalifornia.gov) to RSVP for the applicant conference.

## **Rules and Considerations**

- The cost of developing and submitting a proposal in response to this RFP is the responsibility of the applicant and will not be reimbursed through any contracts resulting from this RFP process or from any other County funds.
- LCBHS may issue an RFP amendment to provide additional data and/or make changes or corrections. The amendment will be sent to each applicant who attended the Applicants' Conference. LCBHS may extend the RFP submission date if necessary to allow applicants adequate time to consider such information and submit required data.
- The RFP process may be cancelled in writing by LCBHS prior to award if LCBHS determines cancellation is in the best interest of the Department.
- The RFP process and any contract resulting from the process may be cancelled at any time if identified funding becomes unavailable.
- Any contracts awarded as a result of this RFP is subject to pending or perfected protests. The award is subject to cancellation or modification by LCBHS in accordance with the resolution of any such protest.
- Contractor(s) (whether by contract or County) will be required to participate, through the County, in federally mandated data collection efforts, including participation in the EPI quality data assurance evaluation and LCBHS Performance Review.
- Selected contractor(s) must adhere to the County's contracting process,

providing all information as requested by LCBHS. Selected contractor will also be informed of the County’s insurance coverage requirements, where applicable, and the process for contract approval (where applicable) by the County of Lake.

**Additional Information**

This RFP and all forms and materials for submitting a proposal are available on the LCBHS website: <http://www.lakecountyca.gov/Page776.aspx>

LCBHS recognizes additional questions may arise after the Applicants’ Conference. To be fair to all applicants, additional questions after the Applicants’ Conference must be submitted in writing. Questions and answers will be disseminated weekly via email to all submitters. Questions about the RFP should be submitted in writing to [elise.jones@lakecountyca.gov](mailto:elise.jones@lakecountyca.gov).

All RFP submissions will be reviewed promptly. LCBHS’ goal is to announce selection or next steps by April 15, 2022.

Applicants who are not selected may appeal LCBHS selection of awardee within three (3) business days of notification. Appeals must be addressed to the LCBHS Director. Appeals must be in writing and shall be limited to the following grounds:

- LCBHS failed to follow the RFP procedures, which affected the proposal scoring.
- The RFP evaluation criteria were not appropriately applied to the proposal.
- The LCBHS Director will respond to the appeal within two business days and the decision of the LCBHS will be final and not subject to further review.

**Important Dates**

<b>Activities</b>	<b>Dates</b>
Request for Proposals – Posted Online	03/08
<b>Applicant Conference</b> (Zoom information above)	03/25 @ 1:00pm
<b>RFP Proposal Due Date</b> (via email only, see above)	04/08 @ 5pm
Applicant Interviews by appointment	04/15
Recommendation to LCBHS Director	04/15
Award Letter	04/22
Contract process begins	05/01