



Request for Application

Driving-Under-the-Influence (DUI)
Medication Assisted Treatment (MAT) Integration/Outreach Pilot Project
October 2018

Department of Health Care Services
Substance Use Disorder Compliance Division
MS 2602
PO Box 997413
Sacramento, CA 95899-7413

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A. Purpose, Background and Description of Services

1. Purpose

The Department of Health Care Services (DHCS), Substance Use Disorder Compliance Division solicits applications from entities that can provide consulting services under the grant for the Driving-Under-the-Influence Medication Assisted Treatment Integration/Outreach Pilot Project (henceforth "DUI MAT Project"). Applications must address all of the services described throughout this Request for Application (RFA).

As described in the Scope of Work attachment (Exhibit A), Contractor agrees to provide to the California Department of Health Care Services (DHCS) the following services:

- A. Stakeholder Communication Plan
- B. Customized Hand-Out Materials
- C. Identification of Undiagnosed/Unmet Polysubstance Addiction
- D. Case Management Framework
- E. Pilot Program Applications
- F. Selection of Participating Driving-Under-the-Influence (DUI) Programs and Alcohol and Other Drugs (AOD) Counselors
- G. Subcontracting
- H. Technical Assistance Calls
- I. Technical Assistance Visits
- J. Medication Assisted Treatment (MAT) Toolkits
- K. Data Collection and Best Practice Performance Measures
- L. Quarterly Reporting
- M. Deliverables Schedule.

2. Period of Performance

The length of the resulting contract will be twenty-one (21) months. DHCS anticipates the contract term to be from January 1st, 2018 through September 29th, 2020. The agreement term may change if DHCS makes a selection earlier than expected or if DHCS cannot execute the contract in a timely manner due to unforeseen delays.

3. Background

DHCS received funds from the Substance Abuse and Mental Health Services Administration (SAMHSA) to improve access to services for MAT and Alcohol and Other Drug (AOD) counseling services. DHCS is utilizing a portion of the SAMHSA funding to create an early recognition and intervention pilot for DUI program participants with Opioid Use Disorder (OUD) or other Substance Use Disorders. DUI program participants will receive assessments based on the American Society of Addiction Medicine (ASAM) assessment criteria, allowing for identification of needs and integration into the organized delivery system of care. The program will support the creation of linkages to resources and referral options to MAT in order to reduce opioid overdoses, opioid related traffic fatalities, and curb recidivism amongst this specialized population.

B. Time Schedule

Included below is the tentative time schedule for this procurement. If DHCS finds a need to alter the timelines listed herein, either an addendum or correction notice will be issued announcing the alternate timelines.

Event	Date
RFA Released	10/01/2018
Application Due Date	10/31/2018
Contractor Selected	11/08/2018
Proposed Start Date of Agreement	01/01/2019

C. Scope of Work

Refer to the DUI MAT Project Scope of Work (SOW), which is attached as Exhibit A. The SOW is referred to throughout the RFA and provides a more detailed description of the DUI MAT Project Contractor's requirements.

D. Qualification Requirements

Failure to meet the following requirements by the application submission deadline will be grounds for DHCS to deem an Applicant non-responsive. In submitting an application, each Applicant must certify and prove that it possesses the following qualification requirements.

1. Applicant Requirements

- a. Project management knowledge and experience
- b. ASAM knowledge and experience
- c. MAT knowledge and experience
- d. Curriculum and training knowledge and experience
- e. Data collection knowledge and experience

2. Corporations, Partnerships, Limited Liability Companies

As required by California law, business entities must be in good standing and qualified to do business in California.

3. Past Business Practice

Applicants must have a past record of sound business integrity and a history of being responsive to past contractual obligations.

E. Questions

Direct questions about the services or about the instructions herein to DHCS as indicated below.

Email Inquiries
Email Address: Tracy.Langlands@dhcs.ca.gov Subject: Questions RFA #18-95381

F. Reasonable Accommodations

For individuals with disabilities, DHCS will provide assistive services such as reading or writing assistance, and conversion of the RFA, questions/answers, RFA addenda, or other Administrative Notices into Braille, large print, audiocassette, or computer disk. To request copies of written materials in an alternate format, please use one of the following methods below to arrange for reasonable accommodations.

Reasonable Accommodation Requests
Email Address: Tracy.Langlands@dhcs.ca.gov Subject: Reasonable Accommodations RFA #18-95381 Fax: 916-327-9285

G. State's Rights

1. If deemed necessary by DHCS, DHCS may collect additional applicant documentation, signatures, missing items, or omitted information during the response review process. DHCS will advise the Applicant orally, by fax, email, or in writing of any documentation that is required and the submission due date. Failure to submit the required documentation by the date and time indicated may cause DHCS to deem a response non-responsive and eliminate it from further consideration.
2. The submission of a response to this RFA does not obligate DHCS to make a contract award.
3. DHCS reserves the right to deem incomplete responses non-responsive to the RFA requirements.
4. DHCS reserves the right to modify or cancel the RFA process at any time.
5. The following occurrences may cause DHCS to reject a response from further consideration:
 - a. Failure to meet the state applicant requirements by the submission deadline.
 - b. Failure to comply with a request to submit additional documentation in a timely manner.
 - c. Failure to comply with all performance requirements, terms, conditions, and/or exhibits that will appear in the resulting contract.

H. Submission of RFA Responses

1. Submission Instructions

- a. Applications shall be submitted electronically by **4:00 p.m. on October 31, 2018** at the email address shown below. If the Applicant is unable to email the application please contact DHCS with the preferred delivery method. DHCS will not consider late application packages.

Application Submissions
Email Address: Tracy.Langlands@dhcs.ca.gov Subject: RFA #18-95381 Application Submission

2. Proof of Timely Receipt

- a. To be timely, DHCS must receive responses in the manner and at the stated place of delivery no later than 4:00p.m. on the submission due date.
- b. Untimely responses will be deemed non-responsive.

I. Narrative Format and Content Requirements

In preparing an application response, all narrative portions should be straightforward, detailed, and precise. DHCS will determine the responsiveness of an application by its quality; not its volume, packaging, or displays. Be sure to keep to the page limitations as set forth. DHCS will not count any information contained on pages past the set limits.

1. Format requirements

Submit one application with cover page. Include the name of the Applicant entity along with contact information.

Format the narrative portion of the narrative application as follows:

- 1) Use one-inch margins at the top, bottom, and both sides.
- 2) Use a font size of not less than 11 points.
- 3) Sequentially paginate the pages in each section.

2. Content requirements

This section specifies the order and content of each application. Applications must conform to the page limitations. Assemble the materials in the following order:

a. Executive Summary Section

This section must not exceed **one page** in length.

In preparing the Executive Summary, do not simply restate or paraphrase information in this RFA. Describe or demonstrate, in the Applicant's own words, the following information:

- 1) A brief overview of the DUI MAT Project that demonstrates an understanding of California's needs and the importance of this Project.

- 2) Why the proposing entity should be chosen to undertake this work at this time.
- 3) Innovative approaches to providing the requested services.

b. Applicant's Capability to Implement Section

This section must not exceed **one page** in length.

- 1) Describe how the Applicant will enact the following four phases of implementation:
 - a. Service preparation
 - b. Initial deployment of services
 - c. Collection of data
 - d. Formation of best practice performance measures
- 2) Applicant must list all staff involved in the project with a percentage of time dedicated to the project.

c. Planning & Implementation Section

This section must not exceed **ten pages** in length.

- 1) Describe the overall approach and/or methods that will be used to accomplish the SOW. Include a description for accomplishing the requirements in each of the thirteen (13) categories outlined in the SOW:
 - Stakeholder Communication Plan (5A)
 - Customized Hand-Out Materials (5B)
 - Identification of Undiagnosed/Unmet Polysubstance Addiction (5C)
 - Case Management Framework (5D)
 - Pilot Program Applications (5E)
 - Selection of Participating Driving-Under-the-Influence (DUI) Programs and Alcohol and Other Drugs (AOD) Counselors (5F)
 - Subcontracting (5G)
 - Technical Assistance Calls (5H)
 - Technical Assistance Visits (5I)
 - Medication Assisted Treatment (MAT) Toolkits (5J)
 - Data Collection and Best Practice Performance Measures (5K)
 - Quarterly Reporting (5L)
 - Deliverables Schedule (5M)

d. Management Plan Section

This section must not exceed **two pages** in length.

- 1) Describe how the Applicant will effectively coordinate, manage, and monitor the efforts of the assigned staff, including Subcontractors and/or Consultants, to ensure that all tasks, activities, and functions are completed effectively and in a timely manner.
- 2) Describe how the Applicant will ensure that grant funds do not supplant other funding.
- 3) Describe the fiscal accounting processes and budgetary controls that will be employed to ensure the responsible use and management of contract funds and accurate invoicing. Describe the ability to make payments to DUI programs. Include at a minimum, a brief description of the proposing entity's fiscal reporting and monitoring capabilities to ensure contract funds are managed responsibly.

e. Attachments (Required Documents)

Place the following documentation as attachments in the order shown below.

1) Resumes

The Applicant shall provide resumes of all staff providing contract services.

2) Budget

The Applicant shall provide a Budget for each consulting contractor including staff classifications, number of persons, names of staff, major tasks/activities, deliverable responsibilities, anticipated number of hours of work under the contract, hourly rate, and labor costs. A Budget template is included in this RFA as an attachment (Exhibit B). Applications must also submit a Budget narrative describing the Proposed Budget. Must not exceed **three pages** in length.

3) An Organization Chart

Include an organization chart of the key staff. The organization chart must show the distinct lines of authority between and among the divisions that will perform the DUI MAT Project work and the primary reporting relationships within the Applicant's organization. Show the relationships between management, key decision makers, supervisory personnel and/or independent Consultants.

J. Evaluation and Selection

A multiple stage evaluation process will be used to review and/or score narrative applications. DHCS will reject any application that is found to be non-responsive at any stage of evaluation and/or exceeds the specified page limits. In evaluating RFA responses and assigning points, raters may consider issues including, but not limited to, the extent to which a response:

- a. Is lacking information, lacking depth or breadth, or lacking significant facts and/or details;
- b. Is fully developed, comprehensive, and has few if any weaknesses, defects, or deficiencies;
- c. Clearly demonstrates the Applicant's understanding of DHCS' needs, the services sought, and/or the contractor's responsibilities;
- d. Illustrates the Applicant's innovative approach and capability to perform all services and meet all SOW performance requirements;
- e. Will contribute to the achievement of DHCS' goals and objectives if implemented; and/or
- f. Demonstrates the Applicant's capacity, capability, and/or commitment to exceed regular service needs.

Points	Interpretation	General basis for point assignment
0	Inadequate	Applicant does not include a response and/or supporting information for the requirement(s) or does not commit to meet the RFA requirement(s).
1	Barely Adequate	Response and/or supporting information just meets the RFA requirement(s) and/or the information is unclear. Response provides very minimal descriptive information to support the Applicant's claim that they understand and intend to meet the requirement(s). Response is lacking information, lacking depth or breadth or lacking facts and/or details.
2	Adequate	Response and/or supporting information meets the basic RFA requirement(s) and demonstrates an understanding of, and the ability and intent to meet the requirement(s). There may be omission(s), flaw(s) and/or defect(s) but they are inconsequential and acceptable.
3	More than Adequate	Response and/or supporting information demonstrates a thorough, detailed and complete understanding of the requirement(s), demonstrates the ability and intent to meet the requirement(s), provides evidence of current ability to comply, and/or provides detailed plans or methodologies to further assure compliance with the requirement(s). The response is not considered excellent or outstanding but is above average and has no flaw(s), omission(s) or defect(s).
4	Excellent or Outstanding	Response and/or supporting information demonstrates a thorough, detailed and complete understanding of the requirement(s). Response demonstrates the ability and intent to exceed the requirement(s), provides evidence of current ability to comply, and proposes innovative and detailed plans or methodologies that further assure how the requirement(s) will be exceeded.

1. Stage 1 – Narrative application evaluation/scoring

Raters will individually and/or as a team review, evaluate and numerically score applications based on each application's adequacy, thoroughness, and the degree to which it complies with the RFA requirements.

DHCS will use the following scoring system to assign points. This Section outlines the considerations that raters may take into account when assigning individual points to a narrative application.

Below are the point values and weight values for each rating category that will be scored. Applications, excluding the Budget Section, will be scored on a scale of 0 to 92 points, as follows:

Narrative Rating Category	Total Points
Executive Summary	12
Applicant's Capability	12
Planning and Implementation	52
Management Plan	16
Total Points Possible	92

2. Stage 2 – Proposed Budget

DHCS will use the following scoring system to assign points:

Points	Interpretation	General basis for point assignment
0	Inadequate	Applicant does not include a response and/or supporting information for the requirement(s) or does not commit to meet the RFA requirement(s).
5	Barely Adequate	Response and/or supporting information just meets the RFA requirement(s) and/or the information is unclear. Response provides very minimal descriptive information to support the Applicant's claim that they understand and intend to meet the requirement(s). Response is lacking information, lacking depth or breadth or lacking facts and/or details.
10	Adequate	Response and/or supporting information meets the basic RFA requirement(s) and demonstrates an understanding of, and the ability and intent to meet the requirement(s). There may be omission(s), flaw(s) and/or defect(s) but they are inconsequential and acceptable.
15	More than Adequate	Response and/or supporting information demonstrates a thorough, detailed and complete understanding of the requirement(s), demonstrates the ability and intent to meet the requirement(s), provides evidence of current ability to comply, and/or provides detailed plans or methodologies to further assure compliance with the requirement(s). The response is not considered excellent or outstanding but is above average and has no flaw(s), omission(s) or defect(s).
20	Excellent or Outstanding	Response and/or supporting information demonstrates a thorough, detailed and complete understanding of the requirement(s). Response demonstrates the ability and intent to exceed the requirement(s), provides evidence of current ability to comply, and proposes innovative and detailed plans or methodologies that further assure how the requirement(s) will be exceeded.

3. Stage 3 – Final Score Calculation

DHCS will use the formula shown below to calculate final application scores and to determine the highest scored application.

Narrative Application Score = Total Point Score

K. Narrative Application Rating Factors

Raters will use the following criteria to score the narrative applications.

Executive Summary

Executive Summary Rating Factors	
1. To what extent does the application provide a brief overview of the DUI MAT Project that demonstrates an understanding of California's needs and the importance of this Project?	
2. How well does the application describe the participant and DUI MAT Project outcomes that are expected and how they will be achieved?	
3. How well does the Applicant demonstrate that they are qualified and should be chosen to undertake this work?	
Executive Summary Score	Possible Points 12

Applicant's Capability

Applicant's Capability Rating Factors	
1. To what extent does the application demonstrate that the Applicant and selected contractors can perform all of the requirements as outlined in the SOW?	
2. To what extent does the application describe the Applicant's experience that qualifies the proposing entity to undertake this Project?	
3. How well does the application describe the four stages of implementation?	
Applicant's Capability Score	Possible Points 12

Planning & Implementation

Planning & Implementation Rating Factors	
	1. To what extent does the Applicant identify specific outreach methods including preparing an outreach plan, engaging participants, stakeholder engagement, engaging local criminal justice entities, engaging the Courts, and local OUD treatment providers?
	2. To what extent does the Applicant describe their understanding of assessment tools and techniques?
	3. To what extent does the Applicant describe his or her approach to creating applications and assessment tools for identifying participants with OUD?
	4. To what extent does the Applicant describe his or her approach to assessing and recommending treatment options?
	5. To what extent does the Applicant describe the methodology and approach to creating a case management framework that facilitates the coordination of referrals to outpatient, residential or MAT services?
	6. To what extent does the Applicant describe how they will select the twenty-seven (27) qualified DUI programs to perform services?
	7. To what extent does the Applicant describe their method of creating and distributing subcontracts once DHCS has conferred awards?
	8. To what extent does the Applicant describe how they will ensure timely submissions of quarterly deliverable reports and invoices to DHCS?
	9. Does the Applicant describe how each deliverable will be delegated and completed?
	10. To what extent does the Applicant describe their methods in ensuring proper and timely payments to the Subcontractors?
	11. To what extent does the Applicant describe how they will identify and track additional metrics aimed at quality improvement?
	12. To what extent does the Applicant describe how they will approach creating the final report?
	13. Does the Applicant describe analysis & data metrics that span the entire contract period?
Planning & Implementation Score	Possible Points 52

Management Plan

Management Plan Rating Factors	
1. To what extent does the Applicant describe how they will effectively coordinate, manage, and monitor the efforts of the assigned staff, including Subcontractors and/or Consultants, to ensure that all tasks, activities, and functions are completed effectively and in a timely manner?	
2. How well does the application ensure that grant funds will not be supplanted?	
3. To what extent does the Applicant describe the fiscal accounting processes and budgetary controls that will be employed to ensure the responsible use and management of contract funds and accurate invoicing?	
4. To what extent does the applicant describe the ability to make quarterly payments to the Subcontractors?	
Management Plan Score	Possible Points 16

L. Disposition of Materials Following Award

All materials submitted in response to this RFA will become the property of DHCS and, as such, are subject to the Public Records Act (GC Section 6250 et. Seq.). DHCS will disregard any language purporting to render all or portions of any response confidential.

M. Award Objections

California law does not provide a protest or appeal process against award decisions made through an informal selection method. Applicants submitting a response to this RFA may not protest or appeal the award. DHCS' award decision shall be final.

N. RFA Attachments

- | | |
|-----------|-----------------|
| Exhibit A | Scope of Work |
| Exhibit B | Budget Template |