

Attachment 1: Required Attachments Checklist / Table of Contents

A responsive proposal shall consist of all the required items identified below. Complete this checklist by marking the box with an "X" for each item you are submitting to the MHSOAC.

Place this Checklist on top of your Proposal package for use as the Table of Contents. List the page numbers that correspond to your Proposal.

Proposer Name:

<u>Form</u>	<u>Form Name/Description</u>	<u>Page #</u>
<input type="checkbox"/> Attachment 1	Required Attachments Checklist / Table of Contents	1
<input type="checkbox"/> Attachment 2	Mandatory Letter of Intent	_____
<input type="checkbox"/> Attachment 3	Proposal/Proposer Certification Sheet	_____
<input type="checkbox"/> Attachment 4	Proposal Cover Letter (in Envelope 2)	_____
<input type="checkbox"/> Attachment 5	Proposer Qualifications	_____
<input type="checkbox"/> Attachment 6	Proposal Narrative	_____
<input type="checkbox"/> Attachment 7	Work Plans for Deliverables	_____
<input type="checkbox"/> Attachment 8	Cost Proposal Sheet (in Envelope 2)	_____
<input type="checkbox"/> Attachment 9	Bidder Declaration (GSPD-05-105)	_____
<input type="checkbox"/> Attachment 10	Darfur Contracting Act Certification (if applicable)	_____
<input type="checkbox"/> Attachment 11	Secretary of State Registration	_____

ATTACHMENT 2: Mandatory Letter of Intent

MHSOAC's Community Planning Process Evaluation Contract

RFP Number 12MHSOAC009

Proposer Name:

Contact Person:

Phone Number:

Email Address:

The Mandatory Letter of Intent is due to the MHSOAC by November 7, 2012. Please mail this form to the MHSOAC's Contracts Unit, postmarked by mail or deliver notice to:

ATTN: Contracts Unit, Norma Pate
Mental Health Services Oversight
and Accountability Commission
1300 17th Street, Suite 1000
Sacramento, California 95811

ATTACHMENT 3: Proposal/Proposer Certification Sheet

This Proposal/Proposer Certification Sheet must be signed and returned along with all the "required attachments" as an entire package in duplicate with original signatures by a representative authorized to bind the organization. The proposal must be transmitted in a sealed envelope (separate from the sealed envelope that includes the cost proposal) in accordance with RFP instructions.

Place all required attachments with this certification sheet.

The signature affixed hereon and dated certifies compliance with all the requirements of this proposal document.

An Unsigned Proposal Certification May Be Cause for Rejection

Company Name	Telephone Number
Address	Fax Number
Contact Name	Title
Authorized Signature	Date

ATTACHMENT 4: Proposal Cover Letter

Title: MHSOAC's Community Planning Process Evaluation Contract

The undersigned Proposer hereby proposes to provide the services specified in Request for Proposal Number 12MHSOAC009.

Proposer Name:

Pursuant to the attached provisions of this program, our all-inclusive amount is entered below.

Total Amount of Proposal:

ATTACHMENT 5: Proposer Qualifications Summary

MHSOAC's Community Planning Process Evaluation Contract

Proposer Name:

The Proposer Qualifications Summary is required. Sections 1 through 6 below will be used to determine if the minimum qualifications are met. Sections 1 through 11 will be used to determine the score for minimum and desired qualifications. This narrative should clearly explain how the Proposer meets minimum qualifications. If a team is proposed, indicate which individual on the team has the requisite experience. A maximum of 10 pages may be submitted for the Proposer Qualifications Summary. The following sections should be included to describe the Proposer's experience:

1. Comparable experience in development of program/process inventories, data/inventory analysis, and large-scale evaluations geared toward development of curriculum and training activities in mental health systems
2. Experience that demonstrates capability to manage a project of similar, scope, duration, and funding
3. Demonstrated experience in collaborating with diverse consumer/family member advisory groups and working with other stakeholders, including local program, data, and training experts (as may be required by contract)
4. Experience with culturally competent approaches to inventory design and evaluation geared toward development of curriculum and training programs
5. Experience working with large-scale datasets, including gaining access to data that may include full Health Insurance Portability and Accountability Act (HIPAA) compliance
6. Familiarity with age-specific, evidence-based mental health practices
7. Demonstrated successful experience with MHSA evaluation
8. Experience with collecting, analyzing, and interpreting public statewide data for evaluation purposes
9. Experience with evaluation within public mental health systems
10. Experience in incorporating concepts of client and family resilience and recovery into evaluation efforts and curriculum development
11. Extensive experience related to minimum qualifications

ATTACHMENT 6: Proposal Narrative

MHSOAC's Community Planning Process Evaluation Contract

Proposer Name:

Describe how the Proposer proposes to conduct the activities associated with completion of the deliverables inherent in the MHSOAC Community Program Planning Process Evaluation Contract. In this attachment, the proposer shall also detail qualifications of the key personnel and provide a description of how they will conduct the strategies and activities associated with the development and completion of the MHSOAC's Community Planning Process Evaluation Contract. Refer to Sub-Section 5 "Proposal Narrative" of Section E Proposal Requirements for more details. A maximum of 12 pages may be submitted for this narrative.

ATTACHMENT 7: Work Plan

Proposer Name:

DELIVERABLE 1:	Responsible Staff	Timeline
Report of Research Design and Data Collection Training Plan		Key Milestones; Projected Start Date; and Projected Completion Date for each Essential Element

DELIVERABLE 2:	Responsible Staff	Timeline
Data Analytic Plan		Key Milestones; Projected Start Date; and Projected Completion Date for each Essential Element

DELIVERABLE 3:	Responsible Staff	Timeline
Summary of Consultation Provided to Client Contractors re: CPP Process Inventory		Key Milestones; Projected Start Date; and Projected Completion Date for each Essential Element

DELIVERABLE 4:	Responsible Staff	Timeline
Report of Other Public Community Planning Processes		Key Milestones; Projected Start Date; and Projected Completion Date for each Essential Element

DELIVERABLE 5:	Responsible Staff	Timeline
Summary Report of Results from Data Analysis/Evaluation		Key Milestones; Projected Start Date; and Projected Completion Date for each Essential Element

DELIVERABLE 6:	Responsible Staff	Timeline
Final Report of Promising CPP Process Practices		Key Milestones; Projected Start Date; and Projected Completion Date for each Essential Element

DELIVERABLE 7:	Responsible Staff	Timeline
Summary of Consultation Provided to Client Contractors re: CPP Process Curriculum, Training, and Technical Assistance		Key Milestones; Projected Start Date; and Projected Completion Date for each Essential Element

ATTACHMENT 8: Cost Proposal Sheet

Proposer Name:

DELIVERABLES:	Amounts
1. Report of Research Design and Data Collection Training Plan	\$
2. Data Analytic Plan	\$
3. Summary of Consultation Provided to Client Contractors re: CPP Process Inventory	
4. Report of Other Public Community Planning Processes	\$
5. Summary Report of Results from Data Analysis/Evaluation	\$
6. Final Report of Promising CPP Process Practices	\$
7. Summary of Consultation Provided to Client Contractors re: CPP Process Curriculum, Training, and Technical Assistance	\$
TOTAL AMOUNT FOR ALL DELIVERABLES:	\$

State of California
Mental Health Services Oversight
and Accountability Commission

MHSOAC's Community Planning
Process Evaluation Contract
RFP 12MHSOAC009

ATTACHMENT 9: Bidder Declaration (GSPD-05-105)

The Bidder Declaration form (GSPD-05-105) is a required submittal. It is available at the following website: <http://www.documents.dgs.ca.gov/pd/delegations/GSPD105.pdf>

ATTACHMENT 10: If applicable

DARFUR CONTRACTING ACT CERTIFICATION

Public Contract Code Sections 10475 -10481 applies to any company that currently or within the previous three years has had business activities or other operations outside of the United States. For such a company to bid on or submit a proposal for a State of California contract, the company must certify that it is either a) not a scrutinized company; or b) a scrutinized company that has been granted permission by the Department of General Services to submit a proposal.

If your company has not, within the previous three years, had any business activities or other operations outside of the United States, you do **not** need to complete this form.

OPTION #1 - CERTIFICATION

If your company, within the previous three years, has had business activities or other operations outside of the United States, in order to be eligible to submit a bid or proposal, please insert your company name and Federal ID Number and complete the certification below.

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that a) the prospective proposer/bidder named below is **not** a scrutinized company per Public Contract Code 10476; and b) I am duly authorized to legally bind the prospective proposer/bidder named below. This certification is made under the laws of the State of California.

<i>Company/Vendor Name (Printed)</i>		<i>Federal ID Number</i>
<i>By (Authorized Signature)</i>		
<i>Printed Name and Title of Person Signing</i>		
<i>Date Executed</i>	<i>Executed in the County and State of</i>	

OPTION #2 – WRITTEN PERMISSION FROM DGS

Pursuant to Public Contract Code section 10477(b), the Director of the Department of General Services may permit a scrutinized company, on a case-by-case basis, to bid on or submit a proposal for a contract with a state agency for goods or services, if it is in the best interests of the state. If you are a scrutinized company that has obtained written permission from the DGS to submit a bid or proposal, complete the information below.

We are a scrutinized company as defined in Public Contract Code section 10476, but we have received written permission from the Department of General Services to submit a bid or proposal pursuant to Public Contract Code section 10477(b). A copy of the written permission from DGS is included with our bid or proposal.

<i>Company/Vendor Name (Printed)</i>	<i>Federal ID Number</i>
<i>Initials of Submitter</i>	
<i>Printed Name and Title of Person Initialing</i>	

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ATTACHMENT 11: Secretary of the State Registration

Proposer must provide evidence of registration with the Secretary of the State to do business in California.