

ATTACHMENT 6: Proposal Narrative

MHSOAC's Recovery Orientation of Programs Evaluation

Proposer Name:

In this section, the Proposer shall describe the organization and key personnel who will carry out the work, as well as a description of the strategies and activities associated with the development and completion of this contract. The items listed below must be included in the Proposal Narrative.

The maximum number of pages for each section is five (5). Any information contained on pages that go beyond the five (5) page limit per section will not be reviewed or considered during the scoring process. Information included in the Evaluator Qualifications section does not need to be repeated.

Description of Organization (No more than 5 pages)

Provide a brief synopsis of the firm history and mission, as it relates to this effort, for all participating organizations. If collaborative, clearly articulate which firm is lead.

Description of Personnel (No more than 5 pages)

Provide information regarding the proposed project team, including a list all proposed team members/personnel, their titles, and a brief description of their current jobs.

Include a description of the staffing plan for this project (i.e., each person's proposed role on the team, including the percent time that each would put forth on this project). Please note whether each proposed staff is a member of the lead firm, collaborating firm, or a subcontractor. Provide an organizational chart describing reporting relationships across the team.

If subcontractors are to be included in the team, the Proposer shall identify those persons or firms, the anticipated portions of work to be done by the subcontractors, and a description of how the subcontracted work will be directed, monitored, and evaluated by the lead Proposer.

Resumes, sample work products, and up to three (3) letters of support and/or letters of recommendation may be included as Attachments to this section (and will not be counted toward the 5 page limit). This additional information may or may not be referred to for scoring purposes; thus, please ensure that all relevant information is included within the Proposal Narrative or Proposer Qualifications sections.

Plan to Complete Scope of Work (maximum of 5 pages)

Present your plan for addressing the different deliverables articulated in the Scope of Work. Please include a brief overview of the following:

- Steps for identifying, describing, and assessing existing measures of recovery orientation, including a full description of those measures and assessment of their utility for use in contexts within California's public community-based mental health system (i.e., plan to complete Deliverables 1).
- Steps for evaluating the recovery orientation of services/programs delivered within the CSS Component adult system care, and how the sample of counties participating in the evaluation will be identified (i.e., plan to complete Deliverable 2).
- Steps for creating recommendations and resources for evaluating recovery orientation (e.g., toolkit) and recommendations and resources promoting practices that encourage recovery orientation (i.e., plan to complete Deliverables 4 and 5).
- Steps for creating policy and practice recommendations for ensuring, maintaining, and strengthening the recovery orientation of services/programs (i.e., plan to complete Deliverable 6).

Assuming the contract will begin November 1, 2014; develop a timeline for completing each deliverable.

Data Collection Training and Technical Assistance Plan (maximum of 5 pages)

The evaluation of the recovery orientation of services/programs (i.e., the work that will be completed per Deliverables 2 and 3) will most likely involve new data being collected by participating counties/providers. Present your proposed plan for how you would support participating counties/providers in the administration and completion of possible data collection methods (i.e., measurement(s) of recovery orientation). The proposed plan should result in a process that would lessen the burden on participating counties/providers while allowing the Contractor to collect all necessary data for the evaluation. Please include a description of how collected data could be transferred to the Contractor in a secure fashion. Please provide examples of past trainings and technical assistance that would be comparable, and the outcome of various techniques used to provide such training and technical assistance.

Overcoming Challenges (maximum of 5 pages)

The evaluation will be dependent on the cooperation of a sample of counties/providers that are willing to volunteer for participation and provide the Contractor with the collected data, as well as any existing client-level data. These counties/providers will likely be at various stages in terms of their ability to participate fully in this evaluation. Please identify and then present your plan for overcoming obstacles that may appear as a result of variability in county/provider ability to participate fully in this evaluation.