



COLORADO

Department of Human Services

Request for Proposals

Behavioral Health Workforce

RFP IHJA 2022000173

December 15, 2021

Basic Information and Timeline

Single Point of Contact	Raven Lopez raven.lopez@state.co.us
Solicitation Description	Training for Children, Youth, and Families - Behavioral Health Workforce
Anticipated Contract Start Date	Upon Execution of a Contract
Anticipated Contract Term	Upon execution of a contract through June 30, 2022, and a second term from July 1, 2022, through June 30, 2023. The resulting contract may be renewed for additional terms at the sole discretion of the State, contingent upon funds being appropriated, budgeted, and otherwise made available, and other contractual requirements, if applicable, being satisfied.
Submission Method	Electronic only. See Section C Below.
Pre-bid Conference Date	N/A
Questions Due Date	December 29, 2021 @ 1pm
Responses Posted to VSS	January 07, 2022
Proposal Due Date and Time	January 21, 2022 @ 5:00pm
Public Opening Date, Time, and Link	January 24, 2022 @ 8:00am Link to Public Opening: meet.google.com/izb-bkop-nof (US) +1 570-729-5043 PIN: 194 317 455#

*All dates and times are subject to change and are in Mountain Time.

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A. Quick Resources

1. For questions about this solicitation, contact the Single Point of Contact identified above.
2. For help with Vendor Self Service (ColoradoVSS), contact the VSS Help Desk (vsshhelp@state.co.us) or call 303-866-6464.
3. For information about doing business with the state of Colorado generally, please visit <https://osc.colorado.gov/spco/accesscolorado>.
4. The Department is always interested in improving. Please take the following survey at any time:
<https://docs.google.com/forms/d/e/1FAIpQLScIgv9lgrT3x5AGzcvT1xkvpucrRhhN5QJ23vLcbyfvc2smaw/viewform>

(We do actually read the responses)

B. Introduction and Background

Senate Bill 21-137 provided the Colorado Department of Human Services (CDHS) - Office of Behavioral Health (OBH), \$2,000,000 to provide training to the existing behavioral healthcare workforce to be certified in federally reimbursed services. It is the intention of OBH to award the use of these funds through a competitive process to implement or expand community-based behavioral health services for children, youth, and families with complex or severe behavioral health needs. Services are expected to

be promising practices or evidence-based practices, require workforce development, and are reimbursable through federal funding, such as Medicaid or Title IV-E.

OBH anticipates more than one award to be made from this solicitation. Awardees will be required to demonstrate increased capacity in servicing children, youth, and families with complex or severe behavioral health needs, have sustainable funding for the chosen evidence-based and promising practice and submit all required data and reports per Section E - Application Content.

Preferred programming includes but is not limited to:

1. Programs implementing Parent-Child Interaction Therapy (PCIT), Brief Strategic Family Therapy (BSFT), Multisystemic Therapy, Functional Family Therapy, Dialectical Behavioral therapy, and other Evidence Based Practices (EBPs) **and** Promising Practices (PPs) identified through SB 19-222, the Family First Prevention Services Plan, and the Behavioral Health Taskforce. The SB 19-222 report can be found [here](#) and the Family First Prevention Plan, listing approved services can be found [here](#) starting on page 16.
2. Programs implementing within rural and frontier communities. A map of county designations can be found [here](#).
3. Residential programs expanding community-based programming.

C. How to Submit a Proposal

1. **In General.** Email the proposal, Signature Page, and any other required documents in one zip file as an attachment to: RFP_IHJ.orb7j3213lv1emun@u.box.com. Please be aware of email server file size limitations. The maximum file size the Department can accept is 15 GB.
2. **Only Attachments.** Only the zip file goes through. The Department cannot see any text or messages sent to the email address identified above. Written questions may be emailed to the Single Point of Contact.
3. **File Names.** The zip file name should start with the vendor's name, solicitation type and solicitation number (e.g., "ABC Co., RFP 2021000XXX ...").
4. **Timing.** The zip file typically uploads within five minutes; however, vendors should submit zip files at least thirty minutes prior to any deadline to ensure the file is received.
5. **Confirmation.** Vendors will receive an email confirmation from box.com that the zip file was uploaded correctly. If not, please contact the Single Point of Contact.
6. **No Encryption.** Do not encrypt emails sent to the submission email as it may prevent full submission.
7. **Pre-bid Conference.** There will not be a pre-bid conference.
8. **Questions.** Vendors may submit questions by email to the Single Point of Contact prior to the Questions Due Date identified in the Basic Information and Timeline above. The Department may answer some, all, or none of the questions asked by posting them publicly.
9. **Late Proposals will not be accepted unless specifically allowed by rule and at the Department's sole discretion.**

D. Proposal Format

Maximum Length. Proposals should not exceed ten pages (excluding the budget). The Department may evaluate proposals negatively if this page limit is not followed.

E. Proposal Content

1. **Application Substance.** Please respond to the following:
 - i. Describe the Evidence-Based Practice (EBP) or Promising Practice (PP) to be implemented. This should include the name, training requirements, and national certification requirements.
 - ii. Describe why the particular EBP or PP was selected.
 - iii. Describe the qualifications of direct service staff, supervision requirements and support staff that will be utilized as a part of this funding.
 - iv. Describe the fidelity measures and efforts that will be used to ensure that the EBP and PP are implemented to ensure fidelity. This should include training material and details regarding consultation with national organizations.
 - v. Describe anticipated funding sources through the programmatic timeframe.
 - vi. Describe the targeted population for the EBP and PP, including age, family structure, rural/frontier, expected number of individuals or families to be served each fiscal year, and how those populations will be identified and engaged.
 - vii. Describe expected outcomes for the identified population, including lengths of services, and how the data will be collected and analyzed.
 - viii. Describe the anticipated sustainability plan and how federal funding will be leveraged.
 - ix. Describe how you will collect and analyze data and report data requirements to OBH quarterly. This will include monthly training provided and the number of children or youth, plus their families provided services.
 - x. Provide written letters of recommendation from three (3) governmental agencies or representatives that you have the capability to perform these services.
 - xi. Describe how the organization is committed to equity, diversity, and inclusion.

2. **Cost.** Offerors shall complete the Budget Template attached as Exhibit B. The budget must be a deliverable-based budget that describes costs and ensures that costs are tied to services that meet or exceed the requirements and expected outcomes.

Deliverables shall include:

- i. Preparation of training materials including research of national associations and planning to provide training.
- ii. Providing training.
- iii. Collecting data and providing it to OBH.

Offerors will be evaluated on appropriateness and competitiveness of proposed project costs.

F. How Proposals are Evaluated

1. **In General.** The Department will identify the proposal(s) most advantageous to the State through an objective and competitive process. A committee will review all acceptable proposals and may request more information or clarifications from any vendor. The committee will then recommend one or more proposals for award. The Single Point of Contact will notify all vendors of the final decision.
2. **Mandatory Criteria.** The Department may identify mandatory criteria. However, the Department reserves the right to waive mandatory requirements pursuant to Rule 24-103-301-03.
3. **Evaluation Factors.** The Department may evaluate proposals based on the information requested or referenced in the proposal content section, or as noted throughout the solicitation.
4. **Additional Factors.** Responses will be evaluated based on the appropriateness, efficacy, and fit with the needs of the program evident in the response.
5. **References.** The Department may contact references, whether provided or not, and also consider them as part of the evaluation.

G. Ethics

1. Any person involved in the purchasing process for the state, any end users of such goods and services, any vendor or contractor that does business with the state, and any other interested third parties to the procurement process shall enhance the proficiency and stature of the purchasing process by adhering to the highest standards of ethical behavior.

H. Administrative Information

1. **Communication.** All communication regarding this solicitation must be done through the Single Point of Contact identified above. Unauthorized contact with any Department personnel other than the Single Point of Contact regarding this solicitation is prohibited and may result in disqualification.
2. **Notices.** The Department may modify this solicitation by posting changes via the Colorado Vendor Self-Service (VSS) website (<http://www.colorado.gov/vss>). All communications will be posted on the VSS, and/or through a direct email from the Single Point of Contact.
3. **Modifications of Proposals.** Proposals may be modified or withdrawn by the vendor prior to the established proposal due date and time.
4. **Public Opening.** On the date and time shown above, the Department will hold a public opening pursuant to Rule 24-103-201-13. Vendors may request an accommodation to attend the public opening from the Department.
5. **Presentations or Site Visits.** At the Department's sole discretion, the Department may request presentations or site visits. Vendors should not, however, prepare the proposal with the assumption that an opportunity for oral presentations or revisions will be offered.

- 6. Acceptance of solicitation terms.** A proposal submitted in response to this solicitation shall constitute a binding offer and acknowledgment that all terms and conditions of this solicitation are accepted. Vendors must identify any variations between its proposal and the solicitation. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance.
- 7. Contract.** Vendors must agree to the State's contract terms. Please note that any attached model contract lists the State's required legal provisions but may not include the specific scope of work and requirements for this solicitation. Vendors must review any attached contract terms and note any exceptions. Modifications to the State's contract terms constitute increased risk and costs to the State. Therefore, Vendor's noted exceptions may be considered in any evaluation.
- 8. Award.** The Department will notify all vendors who submitted a proposal when it issues a Notice of Intent to Award. The awarded vendor(s) must act in good faith to execute an agreement on or before the Anticipated Contract Start Date identified above. If this date is not met, through no fault of the State, the State, at its sole discretion, may cancel the Notice of Intent to Award.
- 9. Protests.** Any actual or prospective vendor who is aggrieved in connection with the solicitation or award of a contract may protest to Chris Frenz (christopher.frenz@state.co.us), Procurement Director, Division of Contracts and Procurement, Department of Human Services. The protest shall be submitted in writing within ten business days after such aggrieved person knows, or should have known, of the facts giving rise thereto.
- 10. CORE Registration.** Unless otherwise noted, before the Department can award to any vendor, that vendor must be registered in CORE, which can be completed through the VSS site.
- 11. EFT.** Awarded vendors are encouraged to sign up for EFT transfers.
- 12. Secretary of State Registration.** Before Contract execution, the awarded vendor must be registered to do business in the State of Colorado. If a vendor is a foreign corporation (formed under a statute or common law in a jurisdiction other than Colorado) or other foreign entity transacting business in the State of Colorado, it shall warrant that it currently has obtained and shall maintain any applicable certificate of authority to transact business in the State of Colorado and has designated a registered agent in Colorado to accept service of process.
- 13. Confidentiality.** Anything submitted by a vendor is likely to become public information. Vendors may submit, as a part of its solicitation response, a written request for classification of certain portions of the response as confidential information. Material for which confidentiality has been requested shall be readily identifiable and separable from other portions of the solicitation to facilitate public inspection of the non-confidential portion of the solicitation response. In no event shall an entire solicitation response be classified as confidential.

- 14. Background Checks.** Pursuant to C.R.S. §27-90-111 and Department policy, any vendor, and its agent(s), who has direct contact with vulnerable persons in a state-operated facility, or who provides state-funded services that involve direct contact with vulnerable persons in the vulnerable person's home or residence, shall:

 - i. submit to and successfully pass a criminal background check, and
 - ii. report any arrests, charges, or summonses for any disqualifying offense as specified by C.R.S. §27-90-111 to the Department.
- 15. Proposal Prices.** Estimated proposal prices are not acceptable. Best and final offers may be considered in determining the apparent successful vendor. Proposals shall be firm for a period of not less than 180 calendar days from the date of award.
- 16. Cancellation.** A solicitation may be cancelled only when there are cogent and compelling reasons to believe that the cancellation of the solicitation is in the state's best interest. An award of a contract under a solicitation may be cancelled, in whole or in part, when the procurement official determines in writing that such action is in the state's best interest.
- 17. Costs.** The Department is not liable for any cost incurred by vendors prior to any formal contract, purchase order, or other agreement. No property interest of any nature shall occur until a contract is signed by all concerned parties.
- 18. Proposal Rejection.** The Department may reject a proposal, waive informalities, and minor irregularities, or accept any portion.
- 19. Tax ID.** Any tax identification number provided must be that of the vendor responding to the solicitation. The vendor must be a legal entity with the legal right to contract.
- 20. News Releases.** Vendors may not issue any news releases pertaining to this solicitation without the Department's prior written approval.
- 21. Taxes.** The Department is exempt from all federal excise taxes under Chapter 32 of the Internal Revenue Code (Registration No. 84-730123K) and from all state and local government use taxes C.R.S. §39-26-114(a). The Colorado State and Local Sales Tax Exemption Number is 98-02565. When materials are purchased in certain political subdivisions (for example - City of Denver), the vendor may be required to pay sales tax even though the ultimate product or service is provided to the State of Colorado. This sales tax will not be reimbursed by the State.
- 22. E-Verify.** Vendors must participate in the federal E-Verify program, or the Colorado Department of Labor and Employment Program as required by C.R.S. §8-17.5-101.
- 23. Services Outside of Colorado or the United States.** Vendors must disclose services performed outside of Colorado or the United States as required by C.R.S. §24-102-206.
- 24. Notice to Nonresident Bidders.** If a nonresident vendor is from a state that provides a bidding preference to vendors from that state, then a comparable percentage disadvantage will be applied to the bid of that nonresident vendor pursuant to C.R.S. §24-103-908. The vendor may obtain additional information from the department of personnel's website.

I. Exhibit List

Exhibit A - Statement of Work (SOW) (***Review Only***)

Exhibit B - Budget Template (***Return***)

Exhibit C - CDHS Personal Services Contract Template (***Review Only***)

Exhibit D - Miscellaneous Provisions (***Review Only***)

Exhibit E - Supplemental Provisions for Federal Awards (***Review Only***)

Exhibit F - HIPAA Business Associate Agreement (BAA) (***Review Only***)

J. Signature Page

The Vendor must complete and submit the Signature Page along with the proposal.

Vendor Name	
Vendor Address	
Vendor Contact Name	
Vendor Contact Email	
Vendor Contact Phone	
Does the Vendor have any perceived, potential, or apparent conflicts of interest? If so, please disclose them.	
Is the Vendor a Service-Disabled Veteran Owned Small Business pursuant to C.R.S. §24-103-905?	
Is the Vendor currently on any debarred list?	
Name of person authorized to submit this proposal	
Signature from an authorized individual. Signatures may be physical or electronic as defined by the Uniform Electronic Transactions Act. Some examples of acceptable signatures are DocuSign, Adobe, or scanned physical copies.	