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ADMINISTRATION  
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**Request for Qualifications:**

**Master Lease Transitional Housing for Diversion Clients**

**Qualification Statements Due to Contra Costa Behavioral Health Services by 5pm on February 12, 2021**

Please Submit Statements to:

Adam Down  
Contra Costa Behavioral Health Services  
1340 Arnold Drive, Suite 200  
Martinez, CA 94553  
[adam.down@cchealth.org](mailto:adam.down@cchealth.org)  
925-348-6839



## **Background:**

In May 2020, Contra Costa County entered into an agreement with the Department of State Hospitals (DSH) under Assembly Bill 1810 to administer pre-trial jail felony mental health diversion program for individuals charged with felony offenses in Contra Costa County. Program participants are individuals with serious mental disorders who have committed certain felony crimes and found by a Court of competent jurisdiction to qualify for diversion services pursuant to Penal Code § 1001.36. As part of this agreement, County has agreed to provide wraparound behavioral health services, which will be coordinated by the Forensic Mental Health Services Unit (FMH) of Contra Costa Behavioral Health Services (CCBHS). The program will serve misdemeanor or felony mental health diversion clients.

## **Request for Qualifications:**

Contra Costa County is seeking to engage a qualified community partner to provide master lease transitional housing services for up to 14 participants, at any given time, in the program. The available budget is up to \$250,000 per year through the contract period of April 30, 2023. Housing placements are expected to be transitional and developed from referrals from FMH. Housing units are required to be clean and sober facilities. The initial award is anticipated to be a one year contract with the expectation of at least one year renewal pending satisfactory performance.

## **Successful RFQ applicants will:**

- Be a public agency, either not-for-profit or for-profit.
- Have experience providing master leasing services to individuals and families experiencing mental illness, forensic populations and/or other special needs populations, in the Greater Bay Area, particularly Contra Costa County.
- Have the ability to work collaboratively with CCBHS and its partner agencies.

## **Qualification Statement:**

### Characteristics and Qualifications of Applicant Agency

- 1) Write a narrative describing the characteristics and qualifications of the applicant agency who will be managing the master leasing program and delivering services to residents. Please describe, at minimum, your organizational history and qualifications with regard to operating a master leasing program including elements a through p below. Include a description of your experience providing housing for individuals and families experiencing mental illness, forensic populations and/or other special needs populations in a clean and sober environment. (5 pages maximum, 30 points)
  - a. Provide services in accordance with the AB 1810 statute and all State, Federal and Local Fair Housing laws and regulations, and the State of California's Landlord and Tenants laws.
  - b. Provide consultation and technical support to the FMH staff with regard to services provided under the master leasing program.
  - c. Acquire and maintain master-leased housing units throughout Contra Costa County.
  - d. Negotiate lease terms and ensure timely payment of rent to landlords.



- e. Integrate innovative practices to attract and retain landlords and advocate on behalf of clients.
  - f. Leverage other rental subsidy programs including, but not limited to, Section 8. 7
  - g. Ensure condition of leased units meet habitability standards by having Housing Quality Standard (HQS) trained staff conduct unit inspections prior to a unit being leased and annually as needed.
  - h. Establish maximum rent level for Fair Market Rent (FMR) as published by US Department of Housing and Urban Development (HUD) for Contra Costa County in the year that the unit is initially rented and for each year thereafter.
  - i. Provide quality property management services to clients living in master leased properties.
  - j. Maintain property management systems to track leases, occupancy, and maintenance records.
  - k. Maintain an accounting system to track rent and security deposit charges and payments.
  - l. Provide and/or coordinate with outside contractors and contract agency maintenance staff for routine maintenance and repair services and provide after-hours emergency maintenance services to Clients.
  - m. Ensure that landlords adhere to habitability standards and complete major maintenance and repairs.
  - n. Process, oversee and coordinate with FMH for evictions for non-payment of rent, criminal activities, harmful acts upon others, and severe and repeated lease violations.
  - o. Work collaboratively with clients to remain compliant with the terms of the property lease.
  - p. As appropriate, work with FMH to refer clients to support services which promote housing retention.
- 2) Describe the number and location(s) of the properties you currently lease. Describe your agency's experience in acquiring and maintain master lease rental units and how your agency will apply its knowledge to this project. (1 page maximum, 5 points)
  - 3) Describe how your programs have supported individuals in maintaining housing facilitating permanent housing and how you will support individuals in this project. (1 page maximum, 5 points)
  - 4) Provide a description of your experience working with forensic mental health populations, including experience and strategies to prevent and manage substance use. (1 page maximum, 5 points)
  - 5) Describe your experience implementing programs which adhere to the Federal, State and Local Fair Housing Laws and Regulations, the State of California's Landlord and Tenants laws, and Consumer Rights. (1 page maximum, 5 points)
  - 6) Describe how you address cultural and linguistic competency in your current programming. Please include how applicants have demonstrated the ability to work successfully in racially/ethnically diverse settings and/or to collaborate with agencies with such experience. Bilingual services are desired. Applicants should have the ability to work successfully with individuals of diverse sexual orientations and gender identities and/or to collaborate with agencies with such experience. (1 page maximum, 5 points)



7) Organizational Capacity (2 pages maximum, 20 points total)

- a. Describe current agency staffing. Including the title, role and years of experience for each staff member. (5 points)
- b. Describe how your agency will ensure a sufficient amount of housing stock to meet the program requirements. If available, provide the number of units, the number of bedrooms in each unit and the location of each unit that will be acquired through this project. (5 points)
- c. Describe program staffing and each staff member's role and/or function in the project. Include the FTE for each staff member assigned to the project. (5 points)
- d. Describe how the project will be reviewed and evaluated. Describe the property management, data systems and accounting systems you currently use. Provide a brief description of how you can support FMH to measure program outcomes. Explain your experience collecting quantitative (i.e., demographics, assessment scores, etc.) data in order to capture and document outcomes. (5 points)

8) Budget and Budget Justification (1 page each, 20 points total)

- a. Include a budget outlining the expected cost of the master leasing program, broken down by major cost categories. The total amount available for the initial contract year is up to \$250,000 and should fund master lease rental units and any staffing necessary to support clients and maintain a safe living environment. If applicable, provide a list of resources expected to be leveraged. (10 points)
- b. Include a budget justification/narrative. (10 points)

**Rules and Considerations:**

- The cost of developing and submitting a proposal in response to this RFQ is the responsibility of the applicants and will not be reimbursed through any contracts resulting from this RFQ process or from any other county funds.
- CCBHS may issue an RFQ amendment to provide additional data required and make changes or corrections. CCBHS may extend the RFQ submission date if necessary to allow applicants additional time to consider such information and submit required data.
- The RFQ may be cancelled at any time by CCBHS.
- Scoring determinations shall be at the sole discretion of CCBHS and review committee.
- Review committee may waive defects as to form or content at their sole discretion.
- Any contract resulting from this process may be cancelled by the Board of Supervisors with a 30-day notice any time funding is unavailable.
- Contracts awarded as a result of this RFQ are subject to pending appeals by other applicants.
- Contractor(s) will be required to participate, through the County, in state-mandated surveys and data collection efforts.
- Selected contractor(s) must adhere to Contra Costa County's contracting process, providing all information as requested by CCBHS. Selected contractor(s) will also be informed of the County's insurance coverage requirements, where applicable, and the process for contract approval (where applicable) by the Board of Supervisors.



**Questions or Comments:**

Adam Down  
Behavioral Health Services Administration  
1340 Arnold Drive, Suite 200  
Martinez, CA 94553  
925-348-6839  
Adam.Down@cchealth.org

**Tentative Timeline:**

Due Date: 5:00 PM February 12, 2021. Electronic Copies Preferred

Review Date: Week of February 22<sup>nd</sup> through 26<sup>th</sup> (tentative)

Award Date: March 1, 2021 (tentative)

