

CONTRACTING METHODOLOGIES

I. Services Eligible to be Purchased from any Qualified Provider

Certain services may be purchased from any qualified provider who meets the Mental Health Services Division's standards and criteria for providing the service. This option is used when the division is interested in attracting a number of providers to give the same type of service. Board authorization for contracting will be obtained by describing services to be rendered, duration, and price.

Rates for similar services are set by the county based on one or more of the following criteria:

- State established rates
- Bay Area rates
- Historical cost information
- Private sector rates

Services/facilities included in this category are:

- Long term locked facilities without specialized treatment programs
- Psychiatrists and psychologists and Group Practices in the provider network for the Mental Health Plan (MHP)¹
- Acute inpatient private hospitals for adults and youth
- Housing providers able to offer additional consumer housing

Contract renewal is based on the provider meeting the performance standards of the contract. For independent practitioners, this shall include continued eligibility for credentialing as a member of the provider network. These contracts do not require a Request for Proposal (RFP) process. Every year a public notice² shall be issued to announce the availability of contracts under this category. Standards may be revised yearly. The notice will be published consistent with the division's RFP procedure notification.

¹ For inpatient attending physicians at hospitals and Cordilleras, the panel is determined by the hospital in conjunction with the Mental Health Services Division.

² See Attachment D – Public Notices

There is no guarantee of the volume of referrals the contractor will receive. If the county wishes to limit providers in any of these categories, an RFP will be issued.

II. Services Subject To Competitive Award Procedures - Outpatient Administrative Services - Three-Year RFP Process

Certain services are appropriate for an RFP competitive award procedure. The RFP process is commonly used when the county is buying dedicated capacity for services, e.g., a certain number of treatment slots, etc. As described below, for certain services, an RFP will be issued at least every three years.

When mental health services are delivered in collaboration with a partner agency, such as Education, Human Services Agency and /or Probation, the RFP process must involve and be acceptable to that partner agency. Limitations and/or conditions necessary to partner agencies could result in a request to waive the RFP process.

Services in this category include but are not limited to:

- Dual diagnosis services (mental illness/substance abuse)
- Child abuse treatment programs
- Children=s early intervention programs (including contracts let by the Prenatal to Three Initiative)
- Juvenile sex offender programs
- Partial hospitalization for adults and youth
- Children=s day treatment programs

III. Services Subject to Competitive Award Procedures - Long Term Clinical Programs – Five-Year RFP Process

This classification is for contracts which provide a service where continuity of the provider is essential for clinical reasons, and/or where the investment in property and/or assets to provide the services makes it impractical to use an RFP process on a less than a five-year basis.

Services in this category include, but are not limited to:

- Residential/step-down programs for youth.
- Cordilleras sub-acute program

- Substance abuse/mental health residential programs for clients with dual diagnosis.

IV. Unique Services

Unique services may be purchased on an as-needed basis, without issuing an RFP. This category includes, but is not limited to:

- Services that uniquely fit the needs of a limited number of San Mateo clients and are purchased on an individual basis. For example, services from a unique residential or day treatment program for one or two children or adults.
- School-linked services (ex.: Daly City Youth Health Center).
- Services offered by an independent practitioner (who is not an MD or Ph.D.), or by an organizational provider to meet certain cultural, linguistic, or geographic needs of a limited number of clients.
- Services for which it is not likely that other providers will respond, or can be competitive. For example, services funded by grants or foundations which restrict the possible choice of providers.
- Self-help programs.
- Jointly-owned assets (e.g., housing with residential treatment or supportive services).