

**Contra Costa County Employment and Human Services Department  
Children and Family Services Bureau**

**Request for Interest (RFI) #734**

**Clinical Licensing Supervision Services**

The Contra Costa County Employment and Human Services Department (EHSD), Children and Family Services (CFS) Bureau is seeking qualified individuals and/or agencies to provide individual and/or group Clinical Licensing Supervision Services to CFS Staff. CFS provides child welfare services to Contra Costa County residents through various offices countywide.

**I. STATEMENT OF PURPOSE**

The intent of this **Request for Interest (RFI) #734** is to invite qualified individuals and/or agencies to submit a letter of interest (Qualifications Statement) that describes qualifications to serve as a practicing Licensed Clinical Social Worker (LCSW) and/or Licensed Marriage and Family Therapist (LMFT) for the CFS Bureau.

The purpose of Clinical Licensing Supervision services is to enhance the Social Worker's professional skills, knowledge, and attitudes in order to achieve competency in providing quality case management, improve outcomes and prepare the individual for licensure.

In order to meet the standards of the Board of Behavioral Science Examiners (Board) to become a licensed LCSW or LMFT, individuals with advanced degrees must register with the California Board of Behavioral Sciences (BBS), and be issued an associate registration number. Associates are required to accumulate a specified number of individual and/or group supervision hours through their clinical practice.

EHSD is looking for a practicing LCSW and/or LMFT that meets the necessary qualifications to provide the clinical supervision to CFS staff needed to support licensure requirements through the BBS. Experience working for a Child Welfare agency as a Social Worker, Supervisor or trainer is preferred. Clinical supervision experience is also preferred.

This RFI is not in itself an offer to work, nor does it commit Contra Costa County to fund any proposals submitted. The County is not liable for any costs incurred in the preparation or research of proposals.

**II. FUNDING**

EHSD will award a county standard contract in an amount up to \$133,900 (inclusive of all expenses) to the selected agency/individual. The anticipated contract duration is twenty-four (24) months for the period of July 1, 2022 to June 30, 2024 with \$66,950 as the contract limit for the first twelve (12) months and \$66,950 as the contract limit for the last twelve months. The possibility of a twelve (12) month renewal for the period of July 1, 2024 to June 30, 2025 with a contract limit of \$66,950 will depend on Contractor performance, availability of funds, and services needed. Funding source is one hundred percent (100%) State funds.

### **III. SCOPE OF SERVICES**

The scope of services is a general guide and is not intended to be a complete list of all work necessary to complete the project. The following are responsibilities assumed necessary to complete the projects described in this RFI.

Responsibilities will include but are not limited to the following:

1. Serve as a Clinical Supervisor for EHSD staff who meet the requirements for supervision as specified in the Licensed Professional Clinical Counselor (LPCC), Licensed Clinical Social Worker (LCSW) and/or Licensed Marriage and Family Therapist (LMFT) Group Supervisee Application for Licensure and Examination.
2. Provide weekly individual and/or group on-site supervision to EHSD staff seeking LCSW or LMFT licensure at CFS designated offices.
3. Supervise a maximum of twelve (12) staff seeking LCSW/LMFT licensure or as determined by the CFS Division Manager.
4. Provide clinical supervision, support and training to EHSD staff including case-specific consultation and guidance as it pertains to the clinical supervision requirements.
5. For Group Clinical supervision and training:
  - Provide up to two (2) clinical supervision and training groups to a maximum of eight (8) supervisees one (1) day each week for two (2) hours each group at the following locations as needed: 4549 Delta Fair Blvd, Antioch; 500 Ellinwood Way, Pleasant Hill; 1275A Hall Avenue, Richmond.
6. For Individual Clinical supervision:
  - Provide up to six (6) hours of individual clinical supervision per week with EHSD staff seeking licensure at the following locations as needed: 4549 Delta Fair Blvd, Antioch; 500 Ellinwood Way, Pleasant Hill; 1275A Hall Avenue, Richmond.
7. Provide additional or ad-hoc supervision and/or trainings as requested by the CFS Division Manager or County to include, but not limited to, review and/or specialized sessions.
8. Prepare, identify and produce agendas, training plans and curriculum in advance in order to meet staff learning objectives.
9. Maintain, prepare and provide necessary documentation for staff as required by the BBS to support BBS Clinical Supervision verification requirements.
10. Notify the EHSD Division Manager if any staff is not performing at a satisfactory level.

11. Interface with CFS Staff Development Division Manager on a regular basis to ensure integrity and consistency of the clinical supervision services and training groups throughout EHSD.
12. Gather statistical data for measuring performance outcomes.
13. Provide ad hoc and monthly reports as required by EHSD Division Manager.
14. Maintain good standing with the BBS.

#### **IV. MINIMUM QUALIFICATIONS**

Any response that does not demonstrate that the respondent meets the minimum qualifications below will be considered non-responsive and will not be eligible for award of the contract:

1. Current LCSW, LMFT or Licensed Clinical Psychologist with at least two (2) years relevant experience in the social work/child welfare field.
2. Demonstrated knowledge of the issues facing children and families involved in Contra Costa County's public child welfare system.
3. Must meet BBS requirements to provide clinical supervision.
4. Strong decision-making skills and good judgment/problem solving abilities.
5. Strong written and excellent oral communication skills.
6. Ability to pass a background check as duties may include access to confidential records.
7. Must have adequate financial resources to maintain service delivery throughout contract term, as contract is billable in arrears.
8. Have a computer system with Internet access to provide reports and necessary documentation to EHSD.

#### **V. LICENSING REQUIRED**

Current & Valid LCSW, LMFT and/or Licensed Clinical Psychologist.  
Valid Class C California Driver's License.

#### **VI. INSURANCE REQUIRED**

Current Commercial General Liability Insurance is required.  
Current Professional Liability Insurance is required.  
Current Automobile Insurance is required.

Current Workers Compensation Coverage or Worker’s Compensation Exemption Form is required.

**VII. REVIEW AND SELECTION CRITERIA**

EHSD staff will evaluate submission packages to identify the most qualified respondent(s). If more than one respondent is deemed highly qualified, EHSD may require oral interviews and/or supplemental information from those respondents before making a final selection. Contract negotiations will begin upon identification of the most qualified respondent(s). If a satisfactory contract cannot be negotiated in a reasonable period, EHSD, in its sole discretion, may terminate negotiations with the respondent(s) and begin contract negotiations with another qualified respondent(s).

See below scoring criteria that will apply to all submission packages, for a total possible 100 points.

Points	Item
5	Letter of Interest (Qualifications Statement) describing interest in the position and relevant experience and abilities.
10	Résumé of experience and other factors relevant to the services described in this RFI.
60	Work plan proposal that includes how many interns will be observed and allocation of hours.
10	Two (2) letters of verifiable business references.
10	Clinical Social Worker (LCSW) and/or Marriage and Family Therapist (MFT) Licensure.
5	Experience in providing clinical supervision.

The contracting individuals and/or agencies receiving funding awarded under this RFI will be responsible for adhering to the then current and applicable County Health Orders and County Policies.

**VIII. SUBMISSION REQUIREMENTS**

Interested parties **must** submit all of the following documentation to be considered a Respondent for this RFI:

1. A Letter of Interest (Qualifications Statement) describing interest in the position and relevant experience and abilities.
2. A résumé of experience and other factors relevant to the services described in this RFI. Include information addressing work similar to this project, any related completed projects, and training.
3. A work plan proposal to include how many interns will be served and how work hours will be allocated.
4. Copy of current, valid, LCSW and/or LMFT license.

5. Two (2) letters of verifiable business references.

Interested parties must submit complete proposals including all documentation indicated above, along with the Respondent's email address and contact phone number, to:

Contra Costa County - Employment and Human Services Department  
Contracts Unit, Attention: **RFI #734**  
40 Douglas Drive  
Martinez, CA 94553

Telephone: (925) 608-4969  
E-mail: [contractbid@ehsd.cccounty.us](mailto:contractbid@ehsd.cccounty.us)  
Website: [www.ehsd.org/rfi](http://www.ehsd.org/rfi)

Submissions may be sent **via postal mail or e-mail** only. For email, attachments must be in MS Word, MS Excel, and/or PDF file format. E-mail submissions should state "RFI 734" in the subject line.

**Responses must be received no later than 5:00 p.m., Friday, December 10, 2021.** Please note that responses will not be returned, postmarks will **NOT** be accepted, and late deliveries will **NOT** be accepted.

#### **IX. RESTRICTIONS AND DISCLOSURES**

Any information deemed confidential or proprietary by the Respondent must be clearly marked and identified by the Respondent as such and include an explanation of why such information is exempt from disclosure under applicable law. Such clearly marked and identified confidential or proprietary information will be protected and treated with confidentiality only to the extent permitted by law. Information not protected from disclosure by law will be considered a public record.

Proposals will be received, maintained, and may be disclosed to the public consistent with the California Public Records Act (PRA) and the Freedom of Information Act. Proposals will be exempt from disclosure until the evaluation and selection process has been completed. Respondents should be aware that EHSD is required by law to make its records available for public inspection and copying, with certain exceptions. (See California Public Records Act, California Government Code Section 6250 et seq. and the Freedom of Information Act - 5 U.S.C. Sec. 552).

EHSD will not notify Respondent of requests for release of information or that EHSD released data unless EHSD receives a request for information previously marked and identified by the Respondent as confidential or proprietary. If EHSD receives a request for release of such previously marked and identified confidential or proprietary information, EHSD will notify the Respondent of such request to allow the Respondent to challenge such request consistent with applicable law.

The County reserves the right to reject any proposal and negotiate any terms that best serves the County. All proposals become the property of the County, without obligation to the Respondent. The RFI process may be cancelled at any time without written notice.

Only Respondents submitting a proposal in accordance with RFI 734 may appeal the RFI process. Appeals must be submitted in writing. The appeal request must clearly state the area(s) of contention, how the individual/organization was damaged, and actions sought.

Appeals must be submitted and addressed as follows:

Contra Costa County  
Employment and Human Services Department  
Attention: EHSD Director  
40 Douglas Drive  
Martinez, CA 94553

Appeals may be sent via postal mail or e-mailed to [contract\\_clerk@ehsd.cccounty.us](mailto:contract_clerk@ehsd.cccounty.us) with “RFI 734 Appeal Submission” in the subject line, and must be received within ten (10) business days from the date of the award/denial letter. The appellant will receive written notification of a final decision on the appeal.