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# NOTICE OF COMPETITIVE SOLICITATION

**HCA Solicitation # 2021HCA30**

**SOLICITATION TITLE: Infant– Early Childhood Mental Health Workforce Collaborative (IECMH-WC)**

**SOLICITATION BUDGET: $340,000**

**SOLICITATION POSTING DATE:** 12/28/2021

**RESPONSE DUE DATE:** 2/2/2022

**Find the full solicitation on** [Washington’s Electronic Business Solution (WEBS)](https://pr-webs-vendor.des.wa.gov/). Vendors not registered in WEBS will not receive updates or amendments to the solicitation, which may put them at a disadvantage.

**Estimated Schedule of Procurement Activities**

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| --- | --- |
| Issue Request for Proposals | December 28, 2021 |
| Questions Due | December 28, 2021 – January 12, 2022 |
| Answers Posted**\*** | January 17, 2022 |
| Pre-Proposal Conference RSVP Due | January 20, 2022 at 3:00 p.m. PT |
| Pre-Proposal Conference | January 21, 2022 at 1:30 p.m. PT |
| Complaints Due (if applicable) | January 26, 2022 |
| Proposals Due | February 2, 2022 by 3:00 p.m. PT |
| Evaluate Proposals**\*** | February 3, 2022 – February 8, 2022 |
| Conduct Oral Interviews with Finalists, if required | February 11, 2022 |
| Announce “Apparent Successful Bidder” via WEBS\* | February 16, 2022 |
| Debrief Request Deadline | February 17, 2022 – February 22, 2022 |
| Begin Contract Work | March 1, 2022 |

**\****Dates are anticipated and subject to change without an official amendment.*

HCA reserves the right in its sole discretion to revise the above schedule at any time.

**Purpose and Objectives**

**Purpose**

The purpose of the IECMH-WC is to partner with the HCA to support and expand the Washington Apple Health IECMH workforce. The Contractor will be responsible for managing a professional development program that provides DC:0-5™ trainings to mental health providers and allied professionals across the state. The Contractor will be responsible for all facilitation and coordination aspects of the professional development program, as well as data management, evaluation, and quality improvement. The Contractor will center principles of diversity, equity, and inclusion in all aspects of the professional development program.

**Background**

Washington’s youngest children and their families are identified as needing ongoing and increased quality and access to mental health services. Mental health professionals need access to training and other professional development opportunities to support their practice in implementing developmentally appropriate services for infants, young children, and their families. HB 1325 was signed into law in April 2021 to address this need by supporting use of the DC: 0-5 for the mental health assessment and diagnosis of children from birth through five years of age. Because providers may not receive training in the DC: 0–5 as a part of their education, a professional development enhancement is needed to support implementation.

HCA is taking steps to build workforce knowledge and capacity through collaboration with external partners. Funds for this training have been directed to HCA to support HB 1325 through Section 215 Proviso 43; however, HCA does not have the capacity to manage an effort of this scope; nor the expertise or network to provide IECMH training in an effective way.

For this reason, HCA is seeking to identify a Contractor to fully manage this IECMH-WC.

**Objectives**

* Partner with HCA to ensure alignment with vision, scope, and associated Apple Health policies to support and expand the IECMH workforce.
* Manage a customizable professional development program for IECMH mental health clinician participants, allied professional participants and other stakeholders serving the Medicaid population.
  + Coordinate DC: 0-5™ Clinical and Overview trainings for diagnosing mental health clinicians and allied professionals serving the Medicaid population.
  + Coordinate DC: 0-5™ Overview trainings for allied professionals.
  + Coordinate DC: 0-5 Training-of-Trainer (TOT) process, including identification of qualified participants, offering TOT training, and supporting provisional trainers to reach certification.
* Manage marketing and outreach efforts to build awareness, generate interest, and reach the target population.
* Manage a single registration process including ensuring registrants are Medicaid providers and allied professionals, managing and tracking participant data, and resolving barriers encountered by registrants.
* Award certificates of attendance and CEUs to participants.
* Provide evaluation of training program, including both qualitative and qualitative measures, and use evaluation data to continuously improve the training experience for participants.
* Center principles of equity, diversity, and inclusion in the development and execution of all offerings.
* Provide additional supports or services that help to support, develop, or expand the IECMH workforce serving the Medicaid population.

**Minimum Qualifications**

All bidders must meet the following minimum qualifications:

1.3.1. Licensure

1.3.1.1. Licensed to do business in the State of Washington or provide a commitment that it will become licensed in Washington within 30 calendar days of being selected as the Apparent Successful Bidder.

1.3.2. IECMH Experience

1.3.2.1. Must have experience with IECMH principles and practice, including but not limited to the DC 0-5™.

1.3.2.2. Must have experience supporting mental health clinicians and/or key allied professionals in an infant-early childhood mental health system of care.

1.3.2.3. Must have experience managing marketing and outreach efforts to the IECMH community, including multiple channels and targeting audiences.

1.3.3. Professional Development Coordination and Facilitation:

1.3.3.1. Must have experience facilitating and/or coordinating professional development offerings.

Bidders failing to demonstrate in their Bids that they meet these minimum qualifications will be considered nonresponsive and will therefore be disqualified from further consideration.

**Solicitation Coordinator**

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| --- | --- |
| Name | **Briana Leach** |
| E-Mail Address | [HCAProcurements@hca.wa.gov](mailto:HCAProcurements@hca.wa.gov) |

**WEBS Commodity Codes**:

924-04 – Advisory Services, Educational

924-05 – Course Development Services, Instructional/Training

924-18 – Educational Services, Alternative

924-41 – Instructor-led, Classroom Training (Non-Technical)

924-40 – Instructor-led, Classroom Training (Technical)

924-42 – Instructors, Classes for the Public

715-47 – Manuals: Parts, Personnel, Policy, Purchasing, Training, etc., Not Otherwise Classified

924-60 – Not-for-Credit Classes, Seminars, Workshops, etc.

924-64 Partnering Workshop Facilitation Services

924-77 Teacher Certification Services

952-90 Training and Instruction (For Clients, Not Staff)

924-86 Vocational Training, All Types (Including Vocational Rehabilitation and Technical Education)

918-38 Education and Training Consulting

924-25 For Credit Classes, Seminars, Workshops, etc.

915-23 Conference Coordinating and Planning Services

962-34 Event Planning Services

918-67 Human Services Consulting (To Include Mental Health Consulting Services)

952-62 Mental Health Services: Vocational, Residential, Etc.

924-35 In-Service Training (For Employees)

924-71 School Operation and Management Services

924-78 Teaching and Instruction Services (Including Elementary and Secondary Education, Higher Education and Adult Education)

Submit any questions or concerns regarding this solicitation to the Solicitation Coordinator shown above.