

**Request for Letters of Interest (LOI) No. MHC/029**

**Behavioral Health Youth Advisory Board Member Mentorship  
(BHYABMM) Program  
Release Date: March 28, 2024**

**DEADLINE TO EXPRESS INTEREST  
By 5:00 PM Pacific Daylight Time (PDT), April 12, 2024**

**This will be the only publicized notification of this  
Request for LOI**

The County of Sacramento Department of Health Services (DHS), Behavioral Health Services (BHS), is seeking a qualified organization or individual to enter into a contract to implement the BHYABMM program. A qualified organization or individual/sole proprietor must have experience working with youth and governing bodies. DHS will contract with a qualified organization or individual/sole proprietor, which will be expected to provide one on one and group support (in compliance with the Brown Act), encouragement, guidance, transportation to and from face to face meetings (when applicable), education, instruction and coaching for up to 10 youth board members to help integrate and meaningfully engage them from the beginning of and throughout their board service.

**A. Background**

A report on Youth Advisory Board (YAB) members' perspectives conducted by the U.S. Department of Housing and Urban Development found that YAB members indicated that they were not provided with adequate training about system functioning to allow them to fully participate in decision-making. They indicated wanting more training and mentorship so that they could make better-informed decisions and contributions to the conversations. Youth members sometimes needed practical supports to enable them to participate fully such as financial compensation, transportation, coaching to prepare for presentations and information about system structures and government processes. Thus, it has been observed that there is often a large gap between rhetorical commitment of ensuring youth participation in policy and program arenas and actual power sharing with young people in decision-making.

**B. Purpose**

BHS' intent through this LOI is to collaborate with one organization or individual/sole proprietor to implement the BHYABMM program for Sacramento County. The BHYABMM program addresses the gap identified above by providing a relevant program model, which helps youth acclimate to their new board member role and guide their participation without bias. A mentor will assist youth in learning about and contributing to the governance process on the Sacramento County Behavioral Health Youth Advisory Board, which is a subcommittee of the Sacramento County Mental Health Board (MHB). Over the course of a year, the mentor will coach youth on a range of topics, including Board member expectations, governance oversight responsibilities, Open Public Meetings Act regulations, behavioral health jargon and acronyms, how different entities in the health system and community interact, reports to understand performance metrics, legislation that impacts mental health, and key issues the board will address at meetings. The program will help youth focus on empowerment and the importance of mental health. Engaging youth through this program will provide a platform for youth to voice their experiences and contribute to mental health initiatives. As a result, youth board members can contribute more effectively and improve services and supports for other youth in the behavioral health system. Their personal experiences and insight can improve services for themselves and the broader community of emerging adults by increasing focus on a youth's role in treatment and recovery; more flexible delivery of services; greater cultural sensitivity; and improved service coordination, process, and outcomes. The overall goal is to bring youth voice at the systems level while fostering development of confident, independent, and motivated youth leaders. Outcomes include connectedness, authentic decision-making, positive youth development, and reciprocity such as adult-youth partnerships that will result in BHS having programming that is informed by youth voice through this program.

### **C. Scope of Work Overview**

The organization or individual/sole proprietor will provide training, outreach, education, mentorship, transportation, facilitation, and coaching meetings. The organization or individual/sole proprietor will be responsible to perform the following activities that include, but are not limited to:

1. Provide orientation for youth board members and ensure role expectations and responsibilities are clear and explicit.
2. If applicant is an organization, during the contract process, provide a budget with a staffing model that would include a minimum of 1.0 Full Time Equivalent (FTE) Child/Youth Liaison. If applicant is an

individual/sole proprietor, during the contract process, provide a budget that includes a position that is equivalent to 1.0 FTE Child/Youth Liaison.

3. Coach youth board members on a range of topics, including governance oversight responsibilities, Open Public Meetings Act regulations, Robert's Rules of Order, behavioral health jargon and acronyms, how different entities in the health system interact, reports to understand performance metrics, legislation and key issues the board will address at its meetings.
4. Conduct meetings before and after board meetings. Youth board members may have specific questions about the meeting agenda and materials, board issues, or basic terminology.
5. Provide information to MHB members about the BHYABMM program, as well as respond to any questions or concerns individuals on the MHB may have pertaining to youth initiatives or needs.
6. Recruit youth to participate on the MHB (when applicable) and support and coordinate with the Sacramento County Board of Supervisors regarding their appointments.
7. Develop relationships with, and provide outreach to, adult board members and organizational leaders.
8. Create opportunities for youth board members to engage in conversations with MHB members, organizational leaders, and other youth leaders.
9. Create opportunities for youth board members to meet with BHS leadership and participate in the policy and procedure development, the competitive procurement process, and other opportunities to share youth voice such as community input sessions.
10. Provide transportation to and from face to face meetings (when applicable).
11. Provide culturally responsive encouragement to support youth board members in their health and wellness.
12. Increase youth board members' knowledge of behavioral health services and available community resources for children, youth,

Transitional Age Youth (TAY), adults, older adults and family members and/or natural supports through mentoring and training.

13. Decrease the experience of isolation and/or lack of community supports for children, youth, TAY, adults, older adults and family members and/or natural supports as a result of mentoring.
14. Provide and manage a budget on how the funds will be spent.
15. Oversee and manage the youth board social media accounts in collaboration with Sacramento County.
16. Attend the Sacramento County Board of Supervisors and committee meetings (when applicable).
17. Attend MHB, Mental Health Services Act Steering Committee, Alcohol and Drug Advisory, Children's System of Care subcommittee meeting and share with the youth and share back the youth reports if youth cannot participate themselves.

Effective implementation of this contract will require regular reporting, meetings, and updates between the Contractor and BHS.

#### **D. Available Funding**

1. AVAILABLE ANNUAL FUNDING: \$75,000.

<b>Fund Source</b>	<b>Total Available Funds for Fiscal Year (FY) 2024-25</b>
Realignment	\$75,000
<b>TOTAL</b>	<b>\$75,000*</b>

\* Approximate amount

2. Funding may be renewed annually through FY 2028-29.
3. The total available funds are subject to change.
4. Funds will solely support the BHYABMM program. Funds will pay for the organization's operations and overhead including transportation costs and stipends designed to compensate for the youth's time.

5. The County reserves the right to make adjustments to contract maximum.

#### **E. Request for LOI Submission Instructions**

The Request for LOI for the BHYABMM Program requires:

1. Organizations or individuals/sole proprietor to meet the qualifications stated, complete and submit the BHYABMM LOI form attached below. The LOI form is three pages, and all pages must be completed and submitted.

#### **2. LOI forms must be received by email at this address:**

[DHS-BHS-LOIMHC029@saccounty.gov](mailto:DHS-BHS-LOIMHC029@saccounty.gov)

**Email subject line must read, "LOI No. MHC/029"**

3. **LOI not received by 5:00 pm (PDT) on April 12, 2024 at the above email address will be rejected.** LOI forms received at any other email address will not be accepted. It is the responsibility of applicants to submit the LOI form by the time and date to the email address specified above.
4. **Faxed, mailed or hand-delivered submissions will not be accepted.**
5. This Request for LOI is non-binding and does not obligate the applicant to contract with the County.
6. **A response to this Request for LOI is required for an applicant to receive funding and contract with the County.**
7. **Please note that receipt of response does not guarantee funding.**

#### **F. Rights of the County**

The County reserves the right to:

1. Issue addendums or supplements.

2. Cancel this public notice and/or issue a Request For Application (RFA) or Request for Proposals (RFP) for these services, or to reject any or all LOI submissions. Only those applicants that successfully respond to this LOI are eligible to participate in the RFA or RFP for these services if an RFA or RFP is utilized in the future. In addition, the County reserves the right to make a contract award to one or more bidders for all or part of the services.

**LOI Form ON NEXT PAGE**

**Behavioral Health Youth Advisory Board Member Mentorship  
(BHYABMM) Program Letter of Interest (LOI) Form**

**Request for LOI #MHC/029**

Organization's Legal Name:	
Primary Point of Contact Name/Title:	
Address:	
City, State and ZIP Code	
Telephone:	
Contact Email Address	

**Also Complete Next Page**

**Minimum Qualifications – Interested organizations or individuals/sole proprietors must meet ALL of the following minimum requirements:**

1. Single organization responses only. No partnerships, multi-agency or fiscal sponsorship responses will be accepted for the purpose of this LOI.
2. Ability to provide each of the scope of work requirements listed in this LOI.
3. Have one (1) or more years of experience engaging youth as partners in decision-making (e.g. reviewing policies and procedures, developing youth-led agendas around mental health, making recommendations that impact youth programs, etc.).
4. Have three (3) or more years of leadership experience providing empowerment, education, training, mentoring, and publicly funded support services to children, youth, TAY, adults, older adults, and their families in Sacramento County.
5. Have three (3) or more years of experience working with diverse individuals including race, culture, gender, sexual orientation, gender identity and expression, language, abilities, and age, and has experience in addressing the needs of individuals related to diversity.
6. Have three (3) or more years of experience with programs and services related to the unique mental health needs of Sacramento County's youth and TAY populations.
7. Have three (3) or more years of experience implementing policy, programs or services in partnership with a government entity.
8. Have knowledge of the purposes, functions and activities of various public and private healthcare entities, including advocacy groups, involved in mental health and substance abuse.
9. Have knowledge of the Lanterman-Petris-Short Act, the Short-Doyle Act, and other laws and regulations regarding the delivery of mental health services.
10. Have knowledge of structures and functions of county governments.

The successful applicant shall be required to sign a Sacramento County contract, and must agree to all terms and conditions of the contract, including insurance requirements. Of particular note is the Abuse or Molestation insurance requirement. Coverage may be written as part of the Commercial General Liability, or part of the



contractor's Professional Liability, or on a stand-alone basis. Minimum limits shall not be less than \$250,000 per person or per occurrence and \$1,000,000 aggregate.

Submission of this LOI form serves as notice that our organization is interested in contracting for the BHYABMM Program.

I hereby certify that my organization meets all of the above minimum requirements:

\_\_\_\_\_  
Signature of Organization Director or Designee

\_\_\_\_\_  
Date

Printed Name/Title: \_\_\_\_\_