



Sole Source Request Form Instruction Sheet

COUNTY POLICY ON SOLE SOURCE CONTRACTS:

It is the policy of the County of Orange to solicit competitive bids and proposals for its procurement requirements. Per the Contract Policy Manual, a sole source procurement shall not be used unless there is clear and convincing evidence that only one source exists to fulfill the County's requirements, CPM section 4.5. All sole source purchases requiring Board of Supervisors approval shall be justified as meeting the sole source standard in the Agenda Staff Report. The Agenda Staff Report shall clearly state that it is a sole source procurement. The Sole Source Justification, as described below, shall be attached within the Agenda Staff Report (CPM, Section 4.5)

SECTION I – INSTRUCTIONS FOR COMPLETING THE ATTACHED FORM

(To be completed by the department's end-user, Program Manager, or Subject Matter Expert)

1. Formal justification is required for sole source procurements when competitive bid guidelines require pricing from competing firms.
2. A written justification will be prepared by the department and approved by the department head or designee.
3. Prior to execution of a contract, the County Procurement Officer or designee shall approve ALL sole source requests for commodities that exceed \$250,000 annually, services exceeding \$75,000 annually and all Board contracts despite the amount. Board approval is required for all sole source contracts for commodities that exceed \$250,000 annually and services exceeding \$75,000 annually or a two (2) year consecutive term, regardless of the contract amount. Any amendments to Board approved sole source contracts require a new sole source form.
4. If vendor is a retired, former Orange County employee, CEO Human Resource Services shall approve the sole source request, regardless of the sole source amount.
5. Valid sole source requests will contain strong technological and/or programmatic justifications. Requests will explain how it is a sole source purchase, provide a clear and convincing justification and detail the purchasing history (who, what, when, how and where).
6. Sole source procurements may be approved based upon emergency situations in which there is not adequate time for competitive bidding.
7. Sole source requests for Human Service contracts will be guided by the regulations of the funding source.
8. Each question in Section II of this form must be answered in detail and the form signed by the department head with concurrence of the Deputy Purchasing Agent.
9. All sole source request forms must be entered into the County's online bidding system along with its supporting documentation.
10. The Deputy Purchasing Agent (DPA) shall retain a copy of the justification/approval as part of the contract file.
11. Request for Solicitation Exemption *(For purchases with special circumstances, and/or when it is determined to be in the best interest of the County)* – check the Solicitation Exemption box and complete additional question no 8.



Sole Source Request Form

Sole Source Bidsync # 042-1495331-DMA

SECTION II – DEPARTMENT INFORMATION (Complete in its entirety)

Department: Health Care Agency, Behavioral Health Agency, MHS Innovation Projects		Date: Sept. 30, 2021	
Vendor Name: Mindstrong, Inc.		Sole Source BidSync Number: 042-1495331-DMA	
Is the above named vendor a retired employee of the County of Orange? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", review and Approval is required from CEO Human Resource Services prior to contract execution.			
Contract Term (Dates): 01/01/2022 – 04/26/2023	Is Agreement Grant Funded? Funding Source <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Percent Funded:	Proprietary? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Contract Amount? \$4,500,000		Is this renewable? If yes, how many years? No	
Type of Request: <input checked="" type="checkbox"/> New <input checked="" type="checkbox"/> Multi-Year <input type="checkbox"/> Renewal <input type="checkbox"/> Amendment <input type="checkbox"/> Increase			
Renewal Year: N/A		Did vendor provide a sole source affidavit? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please attach	
Board Date: TBD	ASR Number: TBD	If not scheduled to go to the Board explain why?	
Does Contract include Non-Standard Language? If yes, explain in detail. No, it does not include Non-Standard Language			
Was Contract Approved by Risk Mgmt.? N/A		Was Contract Approved by County Counsel? In process	
Were any exceptions taken? If yes, explain in detail. No. The vendor did not take any exceptions.			
<input checked="" type="checkbox"/> DPA certifies that they have read and verified that the information is true and satisfies the sole source requirements listed in the County Contract Policy Manual.			
<input type="checkbox"/> Solicitation Exemption <i>(For purchases with special circumstances, and/or when it is determined to be in the best interest of the County.)</i>			



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SECTION III – SOLE SOURCE JUSTIFICATION

- 1. Provide a description of the type of contract to be established.** *(For example: is the contract a commodity, service, human service, public works, or other – please explain.) Attach additional sheet if necessary.*

This request is for a professional services contract with Mindstrong, Inc. (Mindstrong) for the provision of tele-mental health services to adults, ages 18 and older, living in Orange County (OC). Mindstrong is a digital mental health application (“app”) being offered to residents as part of Orange County’s participation in the Help@Hand Project. Help@Hand is a time-limited Mental Health Services Act (MHSA) Innovation (INN) project that includes a collaborative of California Counties and Cities that share the same goal: to improve the mental health of California communities and behavioral health care system by using new technology and programs.

Funding for this MHSA INN project was approved by the Mental Health Services Oversight and Accountability Commission (MHSOAC) in April 2018. A small pilot of Mindstrong telehealth services launched in May 2019 at a UCI outpatient clinic. This contract will expand Mindstrong services to the broader OC community and allow services to continue throughout the remaining time left in the Help@Hand project (i.e., April 2023).

- 2. Provide a detailed description of services/commodities and how they will be used within the department. If this is an existing sole source, please provide some history of its origination, Board approvals, etc.** *(This information may be obtained from the scope of work prepared by the County and the vendor’s proposal that provides a detailed description of the services/supplies.) Attach additional sheet if necessary.*

In 2018, the Health Care Agency (HCA) entered into a Participation Agreement (PA) with the California Mental Health Services Authority (CalMHSA) to provide administrative oversight and project management of the Help@Hand project. At the request of the HCA, CalMHSA executed a contract with Mindstrong to provide tele-mental health services to eligible OC residents. The contract between CalMHSA and Mindstrong was executed in July 2018 and will end on December 31, 2021.

This contract will continue Mindstrong for currently enrolled residents and expand services to the broader OC community throughout the remaining time in the Help@Hand project (April 2023). The scope of work will include, but not be limited to:

- Provide Mindstrong Services to currently enrolled OC residents and new eligible residents, including crisis response coordination that follows existing procedures used by County or third-party organizations utilizing Mindstrong services.
- Support marketing and outreach efforts, including the development of outreach strategy and collateral material to support enrollment efforts.
- Provide access to key performance metrics on a weekly basis for the duration of the contract.
- Provide member-level data including, but not limited to in-app data, user data, survey responses at a minimum of a monthly basis.

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- Provide product release notes, documentation, and demos for any changes to the System and Mindstrong Services.
- Support program implementation and product training and/or quarterly communications, as required.
- Work with County and Program Evaluation vendor to provide data necessary to support evaluation activities.
- Maintain existing demo accounts for County stakeholders.
- Participate in ongoing contract management, implementation and monitoring meetings with County and program partners.

3. Explain why the recommended vendor is the only one capable of providing the required services and/or commodities. How did you determine this to be a sole source and what specific steps did you take? Please list all sources that have been contacted and explain in detail why they cannot fulfill the County's requirements. Include vendor affidavit and/or other documentation which supports your sole source. *(Responses will include strong programmatic and technological information that supports the claim that there is only one vendor that can provide the services and/or commodities. Your response will include information pertaining to any research that was conducted to establish that the vendor is a sole source, include information pertaining to discussions with other potential suppliers and why they were no longer being considered by the County.) Attach additional sheet if necessary.*

As noted above, Orange County is participating in a time-limited MHSA INN project called Help@Hand, which is a statewide project of multiple California Counties and Cities that share the same goal: to improve the mental health of California communities and behavioral health care system by using new technology and programs. Through a Joint Powers of Authority (JPA), the HCA initially executed a PA with CalMHSA to provide administrative oversight and project management of the Help@Hand project. Through this JPA, CalMHSA executed a contract with Mindstrong, Inc. in July 2018, to provide telehealth services to eligible Orange County residents. The contract between CalMHSA and Mindstrong, Inc. will expire on December 31, 2021, and the HCA has identified that a sole source contract with Mindstrong, Inc., as there are no other vendors with the required qualifications and historical knowledge to continue project services and facilitate a large-scale expansion in the timeframe left for this project

Since July 2018, the HCA, in partnership with Mindstrong, engaged in extensive implementation activities, including the development of a Mindstrong informational video, referral process, program and workflow integration, outreach materials, written and video informed consent and data tracking materials. In May 2019, the HCA launched a small-scale pilot of Mindstrong services at an outpatient psychiatry clinic. From launch to September 2021, there are 200 individuals enrolled in services. The referral and informed consent are currently being converted into an automated process to allow for efficient outreach and engagement. In addition, planning efforts have been underway to expand Mindstrong to serve the broader Orange County community, including but not limited to adults who test positive for COVID-19. A sole source contract will ensure continuity of services for individuals currently enrolled in Mindstrong services and allow for the expansion of tele-mental health services to the broader community as Orange County enters its final phase of this INN project, which is expected to end in April 2023. Furthermore, the digital mental health apps in the Help@Hand project must fall within one of three specific categories/components approved by the MHSAOAC. The apps, including Mindstrong, were vetted by CalMHSA through a Request for Statement of Qualifications (RFSQ). Mindstrong qualifies within the digital phenotyping (i.e., passive data collection) component of the project and in 2018, passed the HCA IT security vetting process.

There are no other vendors with the required qualifications and historical knowledge to continue project services and facilitate a large-scale expansion in the timeframe left for this project.



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4. How does recommended vendor's prices or fees compare to the general market?**Attach quotes for comparable services or supplies. Attach additional sheet if necessary.**

As mentioned above, the digital mental health apps in the Help@Hand project must fall within one of three specific categories/components approved by the MHSOAC. The apps, including Mindstrong, were vetted by CalMHSA through a RFSQ. Mindstrong qualifies within the digital phenotyping (i.e., passive data collection) component of the project and in 2018, passed the HCA IT security vetting. There are no other vendors who have met these qualifications that are available for a price comparison.

5. If the recommended vendor was not available, how would the County accomplish this particular task?**Attach additional sheet if necessary.**

If the recommended vendor was not available, Orange County would need to terminate the Help@Hand project early and revert MHSO Innovation dollars. Due to the time-limited nature of this INN project, there is simply not enough time left in the Help@Hand project, and it would not be in the best interests of the County to hold up the service in order to complete an RFP.

6. Please provide vendor history – name change, litigation, judgments, aka, etc. for the last 7 years.

Vendor has not undergone name change, litigation, or judgments within the last 7 years

7. If vendor is a retired, former employee, has the vendor previously been rehired as a contractor within the last three years? ☐ Yes ☒ No

If yes, provide explanation/support for hiring the retired, former employee as a vendor and provide contract dates, scope of work, and total amounts paid under each contract.

N/A vendor is not a former or retired County employee.

8. Explain (in detail) why a request for Solicitation Exemption is needed. (Only applicable for Solicitation Exemption)**Attach additional sheet if necessary.**

N/A



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SECTION IV – AUTHOR/REQUESTOR

Signature: DocuSigned by: <i>Flor Yousefian Tehrani</i> B7F5258DD30B40D...	Print Name: Flor Yousefian	Date: 10/4/2021
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SECTION V – CEO Human Resource Services APPROVAL (Review and approval is required when vendor is a Retired, Former Employee.)

Signature:	Print Name: N/A	Date:
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SECTION VI – DEPUTY PURCHASING AGENT CONCURRENCE

Signature: DocuSigned by: <i>Dene Andrea</i> EEE0554A2348496...	Print Name: Dene Andrea	Date: 10/4/2021
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SECTION VII – DEPARTMENT HEAD APPROVAL

Signature: DocuSigned by: <i>Anna Peters</i> F5ECD6B5CB4742B...	Print Name: Anna Peters	Date: 10/4/2021
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SECTION VIII – COUNTY PROCUREMENT OFFICE

Prior to execution of a contract, the County Procurement Officer or designee shall approve All Sole Source requests for Commodities that exceed \$250,000, Capitol Assets and services exceeding \$75,000, and All other Sole Source requests that require Board approval despite the amount. Approvals are obtained electronically through the County's online bidding system.

SOLICITATION EXEMPTION – CEO USE ONLY:

Board of Supervisor Notification Date:			
Comments:			
CPO:	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied	CFO: <input type="checkbox"/> Approved <input type="checkbox"/> Denied
CPO Authorized Signature:	Date:	CFO Authorized Signature:	Date:

Release Bid Workflow

Name: Dene M Andree
Phone: 888-886-5400
Email: dandree@hca.com
Status: Submitter Oct 4, 2021 12:48:59 PM PDT

Dene M Andree
Submitter

Jeff M Miller
(for CFO SG Routing Group)
Approved

Bid Information

Bid Number:
SG-169337-010

Bid Title:
TELE MENTAL SERVICES TO RESIDENTS OF ORANGE COUNTY ADULTS AGES 18+

Status

Approved

[View Workflow History](#)

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