



**Workforce Education and Training Five-Year Plan  
Psychiatric Mental Health Nurse Practitioners – RFP #13-4157  
Call-In Q&A's from Mandatory Bidders' Conference  
January 16, 2014**

Following are general summaries of questions asked at the Mandatory Pre-Proposal Conference on 1/16/2014, and the responses to the questions:

**Question 1:** *Section G3 asks the institution to give the “mean number of hours spent by your program at public mental health sites.” How exact does that number have to be?*

**Answer:** There is nothing in the RFP that requires the Proposer to provide exact figures. We anticipate that Proposers will provide the information to the best of their abilities.

**Question 2:** *In terms of that same question, what period of time should we be looking at in terms of figuring out student data, since it differs from year to year where our students are placed?*

**Answer:** OSHPD did not define a specific time period for this information. We anticipate that the Proposers will provide the data that they feel best supports their proposals.

**Question 3:** *We have two (2) tracks: One (1) is a community mental health and one (1) is military mental health. We require placement in county's public mental health facilities for one track, but not for the other. Do we list it that way or put some sort of asterisk there or how do we qualify that?*

**Answer:** The Proposer should provide information in the most concise manner and in the manner that the Proposer feels best supports their proposal.

**Response: Question 4:** *What are some of the typical administrative cost categories that have been identified in the past that you've seen as necessary to support the program from what's been learned so far?*

**Answer:** OSHPD listed several items on page 7 of the RFP, under Cost Detail, Section 4C in the definition of the administration rate.

**Response: Question 5:** *For example, when you say mentoring as an example of administrative costs, I think of that as the fees that are required by an agency for supervision. Is that what you're talking about?*

**Answer:** No. An example of mentoring would be career mentoring or other types of typical mentoring activities. If you are not sure whether a cost you list in the proposal is an administrative cost, then you would indicate it in your proposal in a manner that best describes the activity.

**Question 6:** *One of our partners is a community psychiatric residency program. We place students in that site along with other county sites. To develop that site we anticipate co-locating additional faculty from the residency program to oversee fellows. Would that be considered consultative or mentoring costs?*

**Answer:** Faculty costs would be administrative costs. Dollars that are not going directly towards students' stipends is considered to be administrative.

**Question 7:** *Is that \$900,000 spread out over three (3) fiscal years?*

**Answer:** That is correct.

**Question 8:** *And does the total amount have to be evenly distributed over the three (3) years?*

**Answer:** Stipends are distributed over two (2) years and the administrative rate is distributed over three (3) years. The Proposer may determine how many dollars shall be spent each year in each category. The budget rate on page 11 requests a calculation of the administrative rate and the number of stipends that will be awarded. OSHPD does not specify how much must be spent per year.

**Question 9:** *Fiscal Years (FY) 2014-15 and FY 2015-16 fund stipends for two (2) classes, is that correct?*

**Answer:** The stipend funds are to fund two (2) cohorts, with up to \$18,500 per student.

**Response:** *Not per year, per student?*

**Answer:** Correct.

**Question 10:** *Ours is a doctoral program not a master's program and it's three (3) years long. Would we be eligible or could we fund, for example, people in year three (3) who are graduating in 2016?*

**Answer:** The intent of this RFP is to fund final year students who will do their payback in the community Public Mental Health System and who will do their field placement in the community Public Mental Health System.

**Question 11:** *So doctoral students are eligible? It says for master's degree in the Scope of Work?*

**Answer:** If the Doctor of Nursing Program (DNP) can satisfy the requirements of this RFP (i.e., providing stipends to two different cohorts of students who commit to working in the Public Mental Health System and monitoring students for compliance with their payback agreement), then the DNP is eligible.

**Question 12:** *We have a DNP too. They are essentially the same as master's students; they're just doctorate students but taking the master's curriculum and the additional doctoral courses added to that.*

**Answer:** I would articulate that clearly in the proposal. Thank you for posing that question.

**Question 13:** *If we are requesting a certain number of stipends and basing our administrative costs on that but we don't actually get that number of students, we will obtain less money for stipends but our administrative costs don't change, what do we do about that?*

**Answer:** The administrative costs are calculated on a per stipend rate. The purpose of the RFP is to award stipends and to increase the number of psychiatric mental health nurse practitioners in the Public Mental Health System.

**Question 14:** *No more than twenty-five percent (25%) of the total amount can be for administrative costs. So can the administrative costs only be twenty-five percent (25%) of the total three (3)-year award or is it twenty-five percent (25%) of each year of stipend award and then an equivalent amount for that 3<sup>rd</sup> year when there's no stipends?*

**Answer:** The administrative rate is twenty-five percent (25%) of the total award.

**Question 15:** *So during years one (1) and two (2), that would have to be substantially less than twenty-five percent (25%)?*

**Answer:** We cannot advise the Proposer on how to structure the administrative rate over that period of time.

**Question 16:** *The administrative rate is down quite a bit from the last RFP, isn't it?*

**Answer:** No, it is not. In the development of these RFPs we went back and looked at the administration rate of the contracts that were let through a competitive bid process during the previous Five-Year Plan and the twenty-five percent (25%) is in line with the administrative rate of those contracts.

**Question 17:** *In the evaluation, thirty (30) points are awarded for the lowest rate. So for example, a ten percent (10%) administration rate would win over twenty-five percent (25%) administration rate?*

**Answer:** A maximum of thirty (30) points is awarded for cost effectiveness of stipend administration. However, a maximum of fifteen (15) points is awarded for strength of program, and a maximum of fifteen (15) points is assigned to OSHPD-defined Counties of Need. A selection committee would look at each of those items and assign points accordingly.

**Question 18:** *The fifteen percent (15%) is out of the two (2)-year program, so if we have twenty (20) students, it's fifteen percent (15%) out of that group, right?*

**Answer:** It would be fifteen percent (15%) of each cohort.

**Question 19:** *The RFP says any costs other than stipends must be fully documented. Is that in case of an audit or do you want documentation of all those categories of administrative costs?*

**Answer:** It means two (2) things. We ask that the Proposer explain their administrative costs. And, if selected as a Contractor, the Contractor(s) would need to keep records in case of an audit to make sure OSHPD is fiscally responsible and there is no co-mingling of funds.

**Question 20:** *In terms of what you need in the proposal, you need an explanation of main administrative costs; that we will use ten percent (10%) of an administrative person's time, for example, but you don't need to know how much money we think we're going to be spending on paper?*

**Answer:** Correct.

**Question 21:** *Do you have a sense of how many awards you'll be making?*

**Answer:** The number of awards will be determined by the number of proposals received and the strength of those proposals.

**Question 22:** *Why do we need to register on BidSync?*

**Answer:** It is the State's competitive bidding process.

**Question 23:** *If we registered on BidSync previously, do we need to register again?*

**Answer:** No. Once registered, a Proposer can look at various RFPs. There is a Help option on BidSync if a Proposer encounters any problems.

Adjourned at 3:45 p.m.