



**Workforce Education and Training (WET) Five-Year Plan
Peer Personnel Preparation RFP#: 13-4127
Call-In Q&A's from Mandatory Bidders' Conference
January 23, 2014 – 3:00 PM**

Following are general summaries of questions asked at the Mandatory Pre-Proposal Conference on 1/23/2014, and the responses to the questions:

Question 1: *Is there any restriction on for-profit or non-profit?*

Answer: No, there are no restrictions on for-profit or non-profit.

Question 2: *On page 4 of RFP, grid at top of page, clarify column #4, which states the number of peer positions to be added in the organizations.*

Answer: The grid on page 4 refers to item A in the Eligibility section and requests that the Proposer describe the locations and positions of need in their county or group of counties as referenced in item A of the Eligibility section.

Question 3: *We are considering county positions, but we are also considering positions that are with CBOs as well. Do we add that in this count?*

Answer: Yes, that is correct.

Question 4: *You stated the goal of the RFP funding is to provide training for consumer peers that support each other, crisis, suicide prevention, and support for people. However, in the objectives it stated for the funding and through the RFP it doesn't clearly identify any focus on crisis support training or towards helping people in a peer support capacity, etc. We want to clearly understand how we should approach this issue.*

Answer: The goal of the RFP is to support peer personnel including families by providing training in one (1) or more of the following: "crisis management, suicide prevention, recovery planning, targeted case management and other related peer training and support functions to facilitate the deployment of Peer Personnel as a necessary and effective service to clients and family members and as triage and targeted case management personnel." The Proposer should describe the kind of training provided and how this training enables participants to meet the minimum qualifications for identified positions.

Question 5: *Is it possible to collaborate across organizations in such a way to build on more than one (1) of the segments of \$500,000 for the three (3) year period? Could one (1) agency, such as a CBO, write a proposal to meet certain criteria to serve a large urban population and then another entity, such as collaboration from a county or training institute, submit another proposal to serve the same population so that there would be the means to provide a richer program? In other words, can more than one entity deliver services to the same population to expand the capacity with the funding provided?*

Answer: Several organizations or counties, or entities within a particular area can submit a proposal for consideration.

Question 6: *Is there a way to expand the capacity of a program under the proposal by having two (2) different entities submit related proposals to serve one (1) group more richly? I'm looking for a way to fund a group to fund two (2) aspects of a related program, so that the results could then exceed the limitation of the \$500,000 for the three (3) years.*

Answer: The goal of this RFP is to enter into a contract or contracts with Proposers who can furnish all the services described in the Scope of Work. Proposals that are submitted will be evaluated on their ability to meet the Scope of Work. The cost of all tasks and milestones over three (3) Fiscal Years (FY) cannot exceed \$500,000.

Question 7: *Can the training be in resiliency and recovery planning?*

Answer: Yes. That could be included as "other related peer training and support functions." The Proposer must ensure that the training meets the minimum qualifications of the identified positions of need and that successful completion of the training would meet the minimum qualifications for those positions.

Question 8: *If you have programs across two (2) different geographic regions and you would like to apply for both, can you do so?*

Answer: Yes, a Proposer can submit more than one (1) proposal.

Question 9: *When you ask us to identify the number of positions we expect to be filled, is that a projection under this funding for the total of the three (3) fiscal periods? Or is it a projection for each fiscal period? I am assuming you don't expect us to place people in April through June.*

Answer: OSHPD is requesting that Proposers provide the expected total number of positions to be filled over a three (3) year period.

Question 10: *Regarding pro-rating, how does the funding work? If awarded a grant, how do you get paid if you're going to pro-rate the payment? How does that work?*

Answer: There are two (2) parts to this question. The first part of the question refers to the mechanism by which a successful Proposer is reimbursed for services. Attachment 6, Rate Proposal Worksheet, documents the deliverables that a successful Proposer would be expected to provide as part of his/her contract. After each deliverable, the RFP states that "Funding shall be contingent on the Contractor demonstrating the success of the outreach efforts, to the satisfaction of OSHPD, by documenting the deliverable identified above. Contractor shall be required to provide a progress report with the information required in Attachment 10." Once OSHPD approves the progress report, funds will be disbursed to the Contractor.

The second part of the question refers to the pro-ration of payment in Deliverable 4. Deliverable 4, seventh bullet states, in pertinent part, that "OSHPD may pro-rate payment based on the percentage of positions that have been filled with Peer Personnel who have successfully completed the educational training program."

OSHPD expects that the successful Proposer would train a sufficient number of individuals to fill all the positions identified.

Question 11: *My understanding from reading the RFP is that this is not exclusively for new positions; the training can be for current peer staff, so how does it work when it comes to positions to be filled and things like that?*

Answer: The RFP is not exclusively for new positions. The Purpose and Funding Section, of the RFP, item D states that the purpose of the funding is to “*increase the total number of Peer Personnel employed in the Public Mental Health System by recruiting and retaining Peer Personnel in identified entry-level positions.*” A Proposer may provide training to current peer staff that would enable them to meet the minimum qualifications necessary for advancement into identified peer positions.

Question 12: *You mean the position has to be a paid position or volunteering work?*

Answer: Employment can be paid or unpaid. However, the positions have to be identified as positions of need as verified by the County Mental Health Director.

Question 13: *If we are going to sub-contract, does the sub-contractor need to be identified or can it be let out for competitive bids?*

Answer: The Proposer is required to either identify the sub-contractors they intend to contract with as part of their proposal or, if they fail to do so and if their proposal is successful, submit to OSHPD the subcontracts which are proposed to be entered into in connection with the contract for approval. See Exhibit D, Item 1, page 46.

Question 14: *At the time we submit the proposal, do we have to have some kind of agreement with the sub-contractors?*

Answer: No, the Proposer does not have to have a formal written agreement with sub-contractors at the time of proposal submission.

Question 15: *If you have a contract through county funds or from public mental health funds, does that qualify as part of mental health?*

Answer: Yes it does. If the Proposer has a contractual relationship, through a contract or Memorandum of Understanding (MOU) with their county department of mental health, they are considered part of the Public Mental Health System. The definition of the Public Mental Health System can be found in Title 9, California Code of Regulations, Section 3200.253.

Question 16: *Are peer run programs given any extra consideration in this process?*

Answer: No. Each proposal will be evaluated in the same manner using the Selection Criteria on page 7 of the RFP and the Evaluation Tool on page 10 of the RFP.

Question 17: *If, due to union and budgetary restrictions, we propose to fill unpaid positions, would that be acceptable?*

Answer: Yes, if the Proposer proposes to train people to fill entry-level positions (paid or unpaid) that have been defined as positions of need and verified as such by the County Mental Health Director, that would be acceptable.

Question 18: *You mentioned that you could train new people for entry-level positions that you've identified or you could train people that are already existing staff and demonstrate that they advance as a result of the training; can you do both at the same time or do you have to choose one direction or the other?*

Answer: A Proposer can do both; a career counseling program that assists participants to develop an individualized career plan that includes short and long-term goals for entering, re-entering or advancing in the public mental health workforce is one of requirements of this RFP.

Question 19: *Will this funding for this program continue after the three (3) year period?*

Answer: The Budget Act of 2013 established an appropriation for Peer Personnel which is the basis of this RFP. OSHPD is unable to comment on future funding that has not yet been appropriated.

Question 20: *On page 53 in terms of the timeline, can we assume that is a typo for the Fiscal Year (FY) 2013-14, 2014-15?*

Answer: The quarterly reports are the reports that the successful Proposer would need to submit in the FY corresponding to the deliverables. The proposed contract award date is April 2, 2014 so the successful Proposer would be expected to submit a quarterly report at the end of June, reflecting the first three (3) months of operations.

Question 21: *On that same quarterly progress report in the final year, data on demographic penetration rate, could you clarify that? When you say service, do you mean more people trained or served?*

Answer: The penetration rate refers to individuals served. As part of the evaluation, the successful Proposer will respond to the question as to whether, as a result of the activities funded by this RFP, they have increased the number of individuals served from an identified population of need.

Question 22: *Regarding the length of contract, if a successful bidder is awarded the contract and it takes longer to get a project started than previously planned, does the funding automatically end after three (3) years or would there be a possibility of a no-cost extension if they needed additional time?*

Answer: The period of the contract is from April 2, 2014 through June 30, 2016 and the Proposer should identify how they intend to meet the criteria outlined in the Purpose and Funding Section within that timeframe. If during the contract period a situation arises as proposed in the above question, it would have to be discussed between the successful Proposer and OSHPD staff.

Question 23: *Regarding the next conference call, if there is more than one (1) representative, how many representatives need to participate on the call?*

Answer: Only one (1) representative from an organization that plans to submit a proposal needs to participate on the next call.