



**Workforce, Education and Training (WET)  
Education Capacity – Psychiatrists  
RFP 14-5017  
Mandatory Bidders' Conference  
May 27, 2014- 3:00 PM – Room 336**

Following are general summaries of questions asked at the Mandatory Bidders' Conference held on May 27, 2014, and answers to those questions.

**Question 1:** *On p. 12, the RFP indicates that a total of \$6,750,000 shall be available for the program over three fiscal years. Does this mean more than one program may be awarded?*

**Answer:** Yes, more than one program may be awarded.

**Question 2:** *Three questions addressed the definition of the Public Mental Health System (PMHS). They asked for a definition of PMHS, if any sites that have a contractual relationship with the County Department of Mental Health could be included in the Statement of Agreement and whether emergency rooms could be considered part of PMHS.*

**Answer:** Per California Code of Regulations (CCR), Title 9, 3200.253, Public Mental Health System is defined as publicly-funded mental health programs/services and entities that are administered, in whole or in part, by the State Departments or county. It does not include programs and/or services administered, in whole or in part by federal, state, county or private correctional entities or programs or services provided in correctional facilities.

As a result, county-contracted sites can be listed in the Statement of Agreement between Proposer and County. This can include community based organizations. Whether emergency room settings are considered part of the PMHS would depend on whether the County Department of Mental Health/Behavioral Health has a contractual relationship with the emergency room facility. If your proposal states an emergency room facility, please be clear as to whether it has a contractual relationship with a county.

**Question 3:** *There is no requirement that a program train a specific number of residents or fellows? Is a goal of the RFP to ensure that residents/fellows are exposed to PMHS?*

**Answer:** The goal of the RFP is to familiarize as many residents/fellows as possible with the PMHS, to have them work in the PMHS during their rotations, and to encourage them to continue working in the PMHS. The RFP does not specify the number of new residents/fellows that a program must propose to train. However, the evaluation section on page 11 emphasizes the "Strength of the Program" so special emphasis will be placed on programs' demonstrated partnerships with the PMHS.

**Question 4:** *The academic year will be closing soon and all general residency slots and placements are already done. So if this program starts in August can the first year be a startup year, not when we place residents?*

**Answer:** It is essential you outline what your program can do and when residents will be placed. Each proposal will be evaluated on its strengths and competitiveness.

**Question 5:** *If we don't get our accreditation until September or October, we wouldn't qualify, right?*

**Answer:** Correct. The "Minimum Qualifications for Proposers" on page 4 states that "proposals are requested from any accredited psychiatric residency/fellowship in the State of California." The RFP does not specify an accrediting body.

**Question 6:** *Our residency program is three years long and residents won't complete their requirements and become Board certified until the fourth year. Are we still eligible?*

**Answer:** Yes. Section I on page 33 requires the Proposer to explain how the program will encourage individuals who successfully complete the requirements of a psychiatric residency/fellowship program to continue working in the PMHS.

**Question 7:** *Seven questions concerned recruitment incentives. The questions asked whether the incentives can be given to residents at any stage of their training as a supplement to their usual salary so long as their training is in the PMHS; whether the incentives are considered a stipend; whether all residents or only graduating fellows are eligible for the incentives; and whether funds that are not part of the Administration Rate can be used for incentives.*

**Answer:** The recruitment incentives are not considered a stipend for the purposes of this RFP. However, the recruitment incentives are an allowable expense under the Administration Rate; can be provided to a resident/fellow at any stage in their training; and can be used in the manner the program deems necessary so long as the residents/fellows have indicated a commitment to working in the PMHS after completing their program. In no instance can more than \$112,500 per fiscal year be spent on the Administration Rate and no more than \$112,500 per fiscal year can be spent on recruitment incentives. In addition, no participating psychiatric resident/fellow may receive more than \$22,500 of these funds per fiscal year. Only Administration Rate funds can be used to pay for recruitment incentives; the remaining funds must be used to pay for faculty co-located in the PMHS.

**Question 8:** *If a Proposer received funding from OSHPD in the past, are they still eligible to apply for this grant?*

**Answer:** Yes, as long as they're not duplicating what they are already doing under their current contract and are able to show that they are using the new contract's additional funds to expand capacity by adding more residents/fellows and more resident/fellow hours.

**Question 9:** *Three questions addressed the definition of the term capacity. All three asked if it is mandatory to expand the residency program by adding hours and slots.*

**Answer:** Capacity is defined in the model contract (Section 1A) as the Proposer co-locating faculty in PMHS which will supervise additional psychiatric residency/fellowship positions and additional psychiatric resident/fellowship hours. The goal is to have more psychiatrists work in the PMHS. OSHPD needs to know how much time fellows/residents spend in the PMHS to evaluate what is being proposed to determine if the proposal represents an increase in capacity and, if so, how much of an increase. The model contract does not specify how many positions or hours must be added but it does specify that the funds will be used for additional positions and hours.

**Question 10:** *But it doesn't say how many?*

**Answer:** No, it doesn't say how many.

**Question 11:** *Are we going to be provided with the minutes of this phone call?*

**Answer:** The Questions & Answers will be posted on bidsync on May 30 by 4:00 p.m.

**Question 12:** *Our program has not yet hired the faculty member. Do we have to identify the individual we hope to hire as part of the proposal or can we describe the minimum qualifications and the job description?*

**Answer:** Proposers must describe the position and the level of the position but they do not need to provide the name of the individual who will be filling that position.

**Question 13:** *Do all awarded dollars have to be spent by Fiscal Year 2016-17?*

**Answer:** Yes, all the funds have to be spent by Fiscal Year 2016-17.

**Question 14:** *Do the questions in Section U, 2 through 6 (page 7) refer to current or proposed program?*

**Answer:** They refer to the current program.

**Question 15:** *Do the questions in Section U, 2 through 6 refer to clinical hours per year or to the total number of clinical hours that students are required to complete?*

**Answer:** Since it does not specify, a Proposer can state the clinical hours in the manner that makes the most sense for their program so long as they specify whether the hours they are indicating refer to a fiscal year or total clinical hours.

**Question 16:** *Does the total number of clinical hours referred to in item U2 on page 7 refer to the number of hours students complete in community psychiatry?*

**Answer:** No, it refers to the total number of hours students need to complete to satisfy program requirements. The total number of hours in community psychiatry is asked in question U3.

**Adjourned:** Bidders' Conference concluded at 3:50 p.m. We look forward to reviewing all the proposals that are submitted.