



Office of Statewide Health Planning and Development



**Workforce Education and Training (WET)  
Comprehensive Assessment of Consumer, Family Member,  
and Parent/Caregiver Workforce  
RFA #14-5540 Questions and Answers**

The following is a summary of the questions asked at the Mandatory Bidders' Conference held on February 27, 2015 and their respective answers.

**Question 1:** *Can you clarify the scope of the surveys? Does OSHPD want all 58 counties plus all community based organizations (CBOs) to be included?*

**Answer:** On page four (4) of the Request for Application (RFA), it states that a contractor should actively engage all 58 of California's county behavioral/mental health programs, CBO's throughout California and consumer, family member, and parent/caregiver (CFP/C) training organizations. This is a statewide assessment that contains a minimum of three (3) different survey templates: 1) minimum of one (1) for the Public Mental Health System (PMHS) workforce; 2) minimum of one (1) for key County and CBO personnel; and 3) minimum of one (1) for CFP/C training organizations.

**Question 2:** *Does OSHPD want each applicant to bid on all counties or do you want applicant to select counties?*

**Answer:** It is a statewide assessment which the contractor should actively engage the entire state. Furthermore, in Section B "Purpose and Description of Services" of the RFA, the contractor is responsible for researching and analyzing information across the nation for certain elements.

**Question 3:** *What percentage of the workforce is the contractor required to survey?*

**Answer:** There is not a minimum percentage of people to survey. However, a potential contractor should identify how they plan to complete the required activities as described in Section B "Purpose and Description of Services" of the RFA.

**\*\*Correction to Answer\*\*:** While there is not a minimum response rate we will hold the contractor to when surveying the workforce, OSHPD does expect the contractor to survey all PMHS workforce across Counties and CBOs to accurately capture how much of the PMHS workforce are CFP/C including demographics. The potential contractor should identify how they plan to engage in outreach to achieve a high survey response rate.

**Question 4:** *How many CBOs and/or PMHS employers are there across the state? Is it the contractor's responsibility to assembly these lists as well as identify key personnel and leadership?*



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**Answer:** OSHPD does not have a comprehensive list of CBOs or PMHS employers in California. Part of the required activities as a result of this grant agreement is to identify and engage key County and CBO personnel. It is the contractor's responsibility as part of Deliverable 2 as stated in the RFA. OSHPD will be actively involved throughout the process and assist where possible, but the contractor is responsible for all duties and activities listed under Section B "Purpose and Description of Services".

**Question 5:** *How is OSHPD defining the PMHS workforce?*

**Answer:** On page 27 of the RFA, the definition of the PMHS workforce means "current and prospective department and/or county personnel, county contractors, volunteers, and staff in community-based organizations, who work or will work in the Public Mental Health System. *Title 9, CCR, 3200.254.*" The PMHS does not include programs and/or services administered, in whole or in part by federal, state, county or private correctional entities.

**Question 6:** *What percent of funds are indirect versus direct?*

**Answer:** OSHPD does not set separate out budget categories for either direct or indirect costs. OSHPD provides information on the cost and payment structure on page 19 of this RFA. Each of the three (3) deliverable has different parameters on budget limitations and how it will be paid out. The contractor is left to determine their own budget within the budget restrictions in the RFA. The numbers inputted into Attachment 5 "Sample Rate Proposal Worksheet" will be contractually binding if awarded.

**Question 7:** *Does OSHPD have a vision for covering each county or are you looking for the contractor to include that vision in their proposal?*

**Answer:** That is an essential component of Deliverable 2, which is to gather the information from as many County, CBOs, and CFP/C training organizations, and PMHS workforce as possible. In the proposal, applicants should demonstrate how they intend to reach out to all counties, CBOs and training organizations. On page 11 of the RFA, the evaluation criteria outlines the importance of the detailed work plan and schedule for task completion. This is where applicants identify how they plan to complete the activities and deliverables.

**Question 8:** *Is there an allowance for overlap between deliverables?*

**Answer:** A deliverable can be started before one is finished, however the potential contractor is subject to the deadlines that OSHPD established for each deliverable. Therefore, there is a maximum amount of time allowed for each deliverable, but there are not restrictions on beginning them early.

**Question 9:** *Does OSHPD want the contractor to analyze and summarize the data and compare between counties and states?*



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**Answer:** Yes. Deliverable 1 should create the means to gather the data via survey templates. Deliverable 2 is where the contractor disseminates those surveys and gathers the data. Deliverable 3 is where the data gathered from Deliverable 2 and other appropriate information gathered from research is analyzed and compiled in reports. For all activities associated with each deliverable, please refer to Section B “Purpose and Description of Services”.

**Question 10:** *The RFA references certain components be compared across the nation, is it up to the contractor to propose a method for collecting information about what’s going on in other states across the nation?*

**Answer:** OSHPD outlines what the required activities are for each deliverable, however it is up to the proposer to outline how they intend on completing the deliverables and subsequent activities. Every time it says “across the nation”, the proposer will tell OSHPD how they intend to conduct that research and analyze the information. In the state of California it will be the surveys, however that may not be applicable for gathering information from the other states.

**Question 11:** *In reference to page 5 item iv, can OSHPD provide an estimation of how many total meetings the contractor should be involved in?*

**Answer:** OSHPD cannot provide an aggregate number since many of the meetings are not scheduled yet. However, OSHPD will be available throughout the grant agreement to facilitate the process of participating in these meetings. Participation in these meetings is one of the critical outreach methods.

**Question 12:** *Could you talk a little about the incentive piece?*

**Answer:** Page 5 of the RFA states that “in all outreach activities, include information regarding an incentive to Counties and CBOs that encourages them to participate in the assessment in exchange for receiving additional points in future OSHPD Consumer and Family Member related Employment Requests for Applications (RFA)”. This should be a part of the message included in a potential contractor’s outreach efforts to get counties and CBOs to participate in the assessment. Potential contractors do not have to administer an incentive program, but just include this information in the outreach materials. There are no other incentives allowed as part of this RFA.

**Question 13:** *Please confirm what if any progress reports are required for Deliverables 1 and 3.*

**Answer:** There is not a progress report template for Deliverables 1 and 3. OSHPD will hold calls and meetings if necessary to get updated on the progress of completing Deliverables 1 and 3. Deliverable 2 has a progress report template because the payment structure is set-up to provide the Grantee funds throughout the course of competition for that deliverable so long as sufficient progress has been made and demonstrated via the progress report. However, OSHPD will play an active role



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throughout this grant agreement including all deliverables. Staff will review and approve the deliverables and will be involved throughout the development process of each of the deliverables to ensure that sufficient progress is being made.

**Question 14:** *Can you confirm what Section 3 “Aggregate and Analyze Data, and Develop Reports” subsection b “Report 2” should say?*

**Answer:** In reference to this section, a typographical error was made and “and needs across counties and CBOs” should be deleted. Subsection b “Report 2”, item ii, should state “Current career tracks/ladders for CFP/C workforce across counties and the nation”. The “and needs across counties and CBOs” should have been included on Subsection b “Report 2”, item i, and should read “Different types of positions and the environments that the CFP/C workforce are employed in and the different types of functions they serve in those positions across counties and the nation and needs across counties and CBOs”.