



## Office of Statewide Health Planning and Development



Workforce Education and Training Five-Year Plan  
**Marriage and Family Therapists - RFP # 13-4155**  
RFP Questions and Answers  
Mandatory Bidders Conference: January 15, 2014

**Question 1:** Attachment 7 reads, “The budget should be allocated over five (5) years to suit the proposer’s needs,” though the RFP indicates this is a 3 year grant. Is this an error?

**Answer:** That is a typographical error. The contract will be for three (3) fiscal years.

**Question 2:** Is there a separate process for renewal for programs that already receive MFT stipend funding?

**Answer:** There is not a separate renewal process for current programs. This MFT RFP will award contracts to stipend programs in accordance with the Five-Year Plan (2014-2019). The previous MFT stipend contracts were funded in accordance with the Five-Year Plan (2008-2013). If a Proposer was awarded under the Five-Year Plan (2008-2013), they may apply under this RFP.

**Question 3:** We currently have an active MFT stipend program in year 3 of 5. Are we able to apply for under this RFP as well? Possibly as an expanded program or at a different site?

**Answer:** The previous MFT stipend contracts were funded in accordance with the Five-Year Plan (2008-2013). If a Proposer was awarded under the Five-Year Plan (2008-2013), they may apply under this RFP.

**Question 4:** On page 5 under section 3.d., the RFP mentions PMHNPs. Can you please clarify what this is?

**Answer:** That is a typographical error. The RFP should say MFTs.

**Question 5:** Are individual proposals limited to a specific dollar amount?

**Answer:** Yes. The proposals are limited to \$6,200,000 for Fiscal Years (FYs) 2014-15, 2015-16, and 2016-17. No less than \$4,650,000 of that amount shall be spent on educational stipends over FYs 2014-15 and 2015-16.

**Question 6:** What is the formula to calculate administrative cost?

**Answer:** The administrative rate is calculated as follows: The total administration rate shall not exceed 25 percent of the total agreement amount. Administration rate is defined as **any and all** activities/charges associated with administering the stipend program which includes but is not limited to, salaries, fringe benefits, vacation accrual, consultant costs, equipment, supplies, travel, sub-agreements, alterations and renovations and any costs associated with conferences, operation and maintenance of facilities, including building operation, library expenses, space, utilities, payroll, accounting, and off-campus research.

**Question 7:** *Are we required to submit a budget narrative or justification in addition to Attachment 7?*

**Answer:** There is in no requirement that the Proposer submit a budget narrative or justification in addition to Attachment 7. Proposals should provide straightforward and concise descriptions of the Proposer's ability to satisfy the requirements of this RFP.

**Question 8:** *Are there page limits or formatting requirements?*

**Answer:** There are no page limits or formatting requirements.

**Question 9:** *The contract appears to end on June 30, 2017. The 2016-17 recipients will not complete their 12 month employment obligation when the contract ends. Will it be expected that those recipients secure employment by the end of the contract but not be monitored for completion of their employment obligation?*

**Answer:** The Proposer must monitor students after they have secured employment to ensure that students who begin, but do not finish, an academic school year or withdraw from the stipend program, repay the stipend funds received. Therefore, in accordance with Section M of the model contract, it is expected that the Proposer will be "responsible for monitoring the employment status of graduates of the MFT stipend program subsequent to the completion of" their degrees.