



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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**COUNTY OF ALAMEDA BEHAVIORAL HEALTH CARE SERVICES (BHCS)
ADDENDUM NO. 1
TO
RFP NO. 15-01
FOR
SCHOOL-BASED COUNSELING ENRICHED SPECIAL DAY CLASS**

NOTICE TO BIDDERS

This county of alameda, BHCS RFP Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the county's small local emerging business (SLEB) vendor database or from other sources. If you have registered or are certified as a SLEB please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB vendor database. This RFP Addendum will also be posted on the BHCS website located at <http://www.acbhcs.org/Docs/docs.htm#Procurement> and the general services agency (GSA) contracting opportunities website located at & http://www.acgov.org/gsa/purchasing/bid_content/contractopportunities.jsp.

This document includes points that may not have been sufficiently emphasized in either the Bidders' Conferences or the Request for Proposals (RFP). **The Addendum is the final word and response from the County.**

Changes are noted in **yellow highlight and bold** while deletions are noted in ~~strike through~~.

CLARIFICATIONS & CORRECTIONS/CHANGES THAT PERTAIN TO...

I. RFP

- Section II.E. Submittal of Proposals/Bids, page 14, updated the following paragraph:
2. Bidders must submit proposals which clearly state Bidder and RFP names, specifying the **County Region(s) School Site** for which Bidder is applying on the first page of the proposal. **There should be one proposal for each school site selected.** Proposals shall include:
 - a. One original hard copy proposal in a three-ring binder, with original ink signatures. Original proposal is to be clearly marked on the cover (it should be clear who the Bidder is and to which ~~priority program category for which~~ **School Site** Bidder is proposing to serve on the front of the binder);
 - The original proposal must include evidence that the person(s) who signed the proposal is/are authorized to execute the proposal on behalf of the Bidder.
 - b. Seven copies of proposal. Copies must be unbound without a three-ring binder.
 - c. Enclosed with the hard copy include, a USB flash drive clearly marked with the Bidder and RFP names, specifying the **County Region School Site** for which Bidder is applying with the following saved on it:
 - An electronic copy of the proposal, saved with Bidder's name;
 - An electronic copy of the completed Exhibit B-1 Program Budget, saved with the Bidder's name.



II. FILLABLE FORMS TEMPLATE

- Section I. 4. Bidder Minimum Qualifications, page 7, changed to:
 - d. Bidder must not have a current open QA Plan of Correction. **Provide a written confirmation that Bidder does not have any open QA investigations and/or Plan of Correction with BHCS.**

BHCS will check internally with Quality Assurance that Bidders do not have any open QA investigations and/or Plan of Correction with BHCS.

BIDDER QUESTIONS THAT PERTAIN TO...

- Why only in Oakland?**

The RFP is not for new programs. These are existing programs that BHCS Leadership assigned to current contracted providers who are already delivering similar service because there was not enough time to pull together a competitive procurement process without causing disruption in the delivery of client services.
- The proposal clearly states that a FTE licensed clinician is required per classroom. In previous similar programs, there has been a process to obtain a waiver of this requirement. Will that be offered in this case?**

The minimum requirement for the clinician is one FTE LPHA. Please see page 30 for definition of LPHA.
- Can we submit letters of recommendation from other counties/school districts?**

You can use them as references in the Fillable Forms Template. BHCS will contact them at a later time during the evaluation process.
- Would letters of support be reviewed given they are not requested?**

No. They will be removed and will not be reviewed.
- Can we include Alameda County BHCS staff as references?**

No. Sections 5.b. Organizational Capacity and Reference of Fillable Forms Template on page 10 clearly state that you are not to include BHCS staff as reference.
- How was the budget for these classrooms developed? It is less than some similar classrooms are currently budgeted for to serve similar populations. What is the rationale for this?**

The budget was based on the level of mental health staff required to deliver the clinical services with a maximum of 14 students per classroom. This also includes estimated administrative and operating costs for delivering services. The amount does not include the academic staff which is to be provided by OUSD.
- Is there a limit for administrative costs?**

No, there is no limit. But you have to explain in your budget narrative how you came up with your calculations especially if it is higher than average.
- The staffing model appears to be a reduction from former day treatment ratios – curious about how staffing model was developed and informed by any best practices currently?**

The staffing model is no longer based on a day treatment model. It was developed based on availability of funds.
- Which ones are the two new sites?**
 - a. Castlemont
 - b. Bridge Academy at Melrose

10. **Who are the current mental health providers at each of the schools?**
a. Lincoln Child Center: Hoover, Fremont
b. East Bay Agency for Children: Think College Now
11. **We currently employ lots of LPHA but does this requirement mean we have to currently employ the proposed licensed clinician for our proposal?**
No. You can hire the LPHA at a later time.
12. **May services be provided off the school site? (e.g. in the home)?**
Yes, as needed to meet the needs of the family.
13. **May services be provided on non-school days (e.g. winter break)?**
Only as designated by the IEP team and as authorized by the school district.
14. **How many school days are scheduled for the classroom?**
Approximately 200 days including Extended School Year.
15. **When on the school site, will services only be provided in the Special Day Class (SDC) or may they be provided in mainstream classes or Resource Centers?**
Services are not limited to the SDC.
16. **Will providers be required to conduct or utilize crisis prevention techniques consistent with OUSD CPI training and utilization or are we no longer expected to certify all SDC staffing these interventions?**
Yes, as long as staff has been properly trained on those interventions.
17. **Section E: Specific Requirements: Wont the community functioning evaluation be eliminated when CANS is implemented? The specific requirements section seems to require both.**
If you refer back to that section, the criteria state "Depending on Alameda County's CANS implementation, either complete CANS... or Administer the Community Functioning Evaluation (CFE)..."
18. **The psychiatrist backup/medication support: is this position provided by the provider?**
Yes.
19. **Can the psychiatrist be an independent contractor?**
Yes.
20. **Can you provide the averages the current sites are incurring in regards to the ratio of Mental Health vs Case Management vs Medication Support?**
No. We want you to propose what you think is the best ratio for these services.
21. **Individual therapy for each client at least one time per week is 12-14 hours?**
Yes, that's the minimum requirement.
22. **The program serves both medi-cal and non medi-cal? Documentation for non medi-cal?**
Yes, the documentation is the same for non-Medi-Cal.
23. **What kind of evidence do you need that the person who signed the proposal is authorized to execute the proposal on behalf of the Bidder?**
A signed statement by either the Executive Director or the Board President on the agency letterhead stating the person who signed the proposal is authorized to execute the proposal on behalf of the Bidder.

BIDDER'S CONFERENCES ATTENDEES

The following participants attended the Bidders' Conferences:

Organization Name	Representative	Contact Information
A Better Way	Roger Ailshie	Phone: 510.601.0203
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