



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
MANUEL JIMENEZ, JR., MA MFT, DIRECTOR

Network Office
1900 Embarcadero Cove, Suite 205
Oakland, CA 94606
(510) 567-8296 / Fax (510) 567-8290

COUNTY OF ALAMEDA BEHAVIORAL HEALTH CARE SERVICES (BHCS)

ADDENDUM No. 1

to

RFP No. 16-04 Early Childhood Mental Health Consultation (ECMHC) Program

**Specification Clarification/ Modification and Recap of the Networking/ Bidder's Conferences
held on Thursday July 28, 2016 and Friday July 29, 2016**

This County of Alameda, General Services Agency (GSA), RFP/Q 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/Q Addendum will also be posted on the GSA Contracting Opportunities website located at http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp.

County of Alameda Behavioral Health Care Services

RFP No. 16-04, Addendum No. 1

The following Sections have been modified to read as shown below. Changes made to the original RFP document are in **bold** print and **highlighted**, and deletions made have a ~~strike through~~.

CLARIFICATIONS & CORRECTIONS/CHANGES THAT PERTAIN TO...

I. RFP

- Section I. A. Intent: The following sentence has been added as the last sentence to the section: **BHCS intends to provide ongoing funding for two calendar years.**
- Section I. B. Background on page 3: BHCS recently developed ECMHC Standards of Practice **which were used as a framework in developing this RFP to** pilot and standardize as part of this program.
- Section II. B. Calendar of Events on page 12: Change of Proposal Due Date:

Event	Date/Location	
Request for Proposals (RFP) Issued	Thursday, July 21, 2016	
Bidder's Written Questions Due	By 5:00 pm on the day of 2 nd Bidder's Conference – BHCS strongly encourages Bidders to submit written questions earlier.	
1 st Bidders' Conference	Thursday July 28, 2016	9:30 am – 11:00 am 1900 Embarcadero Cove, Suite 205, Oakland Wildcat Canyon Room
2 nd Bidders' Conference	Friday July 29, 2016	9:30 am – 11:00 am Public Works Agency 951 Turner Court, Room 231, Hayward
Addendum Issued	Tuesday August 2, 2016	
Proposals Due	Friday August 12, 2016 by 2:00 pm Monday August 15, 2016 by 2:00PM	
Review/Evaluation Period	August 12, 2016 – September 2016	
Oral Interviews (as needed)	September 9, 2016	
Award Recommendation Letters Issued	September 19, 2016	
Board Agenda Date	November 2016	
Contract Start Date	January 2017	

II. FILLABLE FORMS TEMPLATE

- Section 7. a & b. Cost on pages 29-30:
 - Annualized program budget requests cannot exceed ~~\$250,000~~ **\$227,833**.
 - The following sections have been removed:
 - ~~**MH Professional Contracted Service**~~
 - ~~For each Position/Title providing a direct service to participants that is not a direct employee of the organization.~~
 - ~~**Note: This is for contracted Direct Services positions only.**~~
 - ~~**Client Supportive Expenditures**~~

County of Alameda Behavioral Health Care Services
RFP No. 16-04, Addendum No. 1

- ~~Enter the costs of direct supportive expenditures to clients. These expenses include client travel and transportation.~~
 - ~~**Note:** Use the standard categories as much as possible before adding any additional expenditure categories.~~

▪ ~~**Service Hours**~~

- ~~For Annualized Programs:~~
 - ~~Include the Total Hours to be provided for twelve months for all types of services including:~~
 - ~~Peer Support Services~~
 - ~~Note: Bidder's must complete the Services Hours section of the budget workbook.~~
 - ~~Cost Per Hour will be automatically calculated.~~
- The Attachment 1A is deleted and replaced with **Revised Attachment 1A Fillable Forms Template**.
The revised version is a fillable form.

County of Alameda Behavioral Health Care Services
RFP No. 16-04, Addendum No. 1

RESPONSES TO BIDDERS QUESTIONS

General Questions:

- Q1)** What is the total funding amount?
A1) Per page 3 of the RFP, BHCS intends to award one contract for a total annual allocation of \$227,883 per contract year.
- Q2)** On page 5, section E, please clarify if programs that have received QRIS money but no ECMHC are eligible partners?
A2) ECE programs that received QRIS funding which did not include QRIS Early Childhood Mental Health Consultation are eligible partners.
- Q3)** Page 5 - Specific Requirements "ECE not receiving or received prior consultation" – does this include agencies that may have worked with a Consultant 3-4 years ago? Please elaborate.
A3) BHCS intends for ECMHC to provide services to untouched sites that have not received consultation services. Contractor will need to identify if sites have received ECMHC services in the past.
- Q4)** What about QRIS sites that received coaching and were assigned to mental health consultants by First 5 Alameda County?
A4) Agencies may have received support and/ or consultation services from First 5 that do not include ECMHC making them eligible for services. Bidders can include in their proposal how they will identify eligible ECE partners. Contractor can also with the ECMHC Coordinator to refine their plan to identify and partner with eligible ECE programs.
- Q5)** Given that the RFP states that the ECE program could not have already received ECMHC, does this then eliminate most, if not all Head Starts and Early Head Starts?
A5) All Head Starts and Early Head Starts are not eliminated. Agencies should be selective in identifying Head Starts and Early Head Starts. Contractor may receive Technical Assistance in defining ECMHC services and working to identify Head Starts and Early Head Starts to work with.
- Q6)** Do ECEs have to be Centers or can it be Family Child Care (FCC)?
A6) ECMHC services should not focus on FCCs at this time.
- Q7)** Is the RFP focused on children feeding into Title I schools or schools with low API?
A7) No, not necessarily.
- Q8)** Has ACBHCS identified ECE sites they want to include or particular geographic areas?
A8) BHCS has not identified specific ECE sites or particular geographic areas. Bidders should propose geographic areas they plan on working with in their response.
- Q9)** Is the grantee expected to cover broad areas of the county or is ok to serve 1-2 locations?
A9) Bidders may serve 1 to 2 geographic locations and describe this in their proposal.

County of Alameda Behavioral Health Care Services

RFP No. 16-04, Addendum No. 1

- Q10)** How many years is the funding expected? Will contractor have to re-apply each year? Is funding only for 1 start-up year?
- A10)** **BHCS expects to fund the program for two years pending funding availability with the intent to fund ongoing based on agencies performance. Contractor will not have to re-apply annually.**
- Q11)** The RFP timeline indicates that the contract start date is January 2017, will the total contract award of \$227,883 be prorated from January to June 2017? Will a new contract be issued July 1, 2017?
- A11)** **Yes, the total contract award will be prorated. Yes, pending funding availability, a new contract will be issued July 1, 2017.**

ECMHC Program Specific Questions:

- Q12)** How will the funding of one agency help to expand the Standards of Practice? Are their future plans to expand the standards? Thoughts?
- A12)** **BHCS is using the program as a pilot to later expand. BHCS will use information from the evaluator and contractor to identify best practices and standards to spread. Findings from the project may be used to fund future program expansion.**
- Q13)** Is the Scope to provide services in eight classrooms for the year, or could the program incrementally reach 8 classrooms?
- A13)** **BHCS anticipates that the program may need to build to incrementally reach 8 classrooms during the year.**
- Q14)** Does the ECMHC consultant have to be 2.0 FTE or equivalent FTE?
- A14)** **The program requires 2.0 FTE of ECMHC consultants. Bidders can propose reasonable and well thought out justification for part time positions that include the minimum standard of supervision for each staff member.**
- Q15)** Is the time of the Clinical Supervisor an allowable cost? What is the range of FTE for the Supervisor?
- A15)** **Yes, Clinical Supervisor FTE is an allowable cost. Page 8 of the RFP includes information on Supervision requirements. Bidders can explain their rationale for Clinical Supervisor FTE in their proposal.**
- Q16)** Could funding be used to also include services for a Family Partner or Occupational Therapist?
- A16)** **No. Not at this time.**
- Q17)** If the program doesn't start until January and is prorated, then how will staff training take place before time awarded?
- A17)** **Per page 9 of the RFP, during the first six months of the project, Contractor will hire and train ECMHC consultants and identify and establish Service Agreements/ MOUs with ECE programs.**
- Q18)** Regarding the MOU on page 6, would a formal MOU need to be in place by 8/12/16, or would it be more along the lines of a letter of intent?
- A18)** **Per page 9, during the first six months of the project, Contractor will hire and train ECMHC consultants and identify and establish Service Agreements/ MOUs with ECE programs.**

County of Alameda Behavioral Health Care Services

RFP No. 16-04, Addendum No. 1

Q19) Are MOUs needed before or after the RFP is due?

A19) Please refer to question 15 above.

Q20) Will ABA/ behavior support services be considered mental health services as well?

A20) No. Not at this time.

Q21) On page 8 at the top, with reference to assessment tool and evaluation, since those are both BHCS-led, do we need to address how those processes will be developed?

A21) Yes. Bidders should describe their plan for assessment of ECE site readiness, as well as how they will address outcomes included on pages 9 and 10 of the RFP. Please note, the outcomes are broad outcomes. The awarded contractor will work with external evaluator to develop specific measures for each of the broad outcomes.

Q22) How many years is the funding expected? Will contractor have to re-apply each year? Is funding only for 1 start-up year?

A22) BHCS expects to fund the program for two years pending funding availability with the intent to fund ongoing based on the agency's performance. Contractor will not have to re-apply annually.

Q23) The RFP timeline indicates that the contract start date is January 2017, will the total contract award of \$227,883 be prorated from January to June 2017? Will a new contract be issued July 1, 2017?

A23) Yes, the total contract award will be prorated for the first Fiscal Year. BHCS intends to renew the contract thereafter pending funding availability for the remaining duration of the contract term. A new contract will be issued July 1, 2017.

Q24) How will the funding of one agency help to expand the Standards of Practice? Are their future plans to expand the standards? Thoughts?

A24) BHCS is using the program as a pilot to later expand. BHCS will use information from the evaluator and contractor to identify best practices and standards to spread. Findings from the project may be used to fund future program expansion.

Submission and SLEB Specific Questions:

Q25) On page 14, item #2b there is mention of the copies being "unbound." Should we just use large clips to hold each document together?

A25) Proposal copies can be submitted with paper clips or large clips. They should not be stapled or in a binder.

Q26) For attachment 1A, should we list all funding related to early childhood work or just mental health consultation?

A26) Attachment 1A should include funding just for mental health consultation.

County of Alameda Behavioral Health Care Services

RFP No. 16-04, Addendum No. 1

Q27) Page 36 of the Fillable Forms states that bidders must either meet the definition of a SLEB or subcontract with a certified SLEB for 20 percent of the contract. On the county website where a SLEB is defined (<http://acgov.org/auditor/sleb/overview.htm>), I also see under point D that nonprofit CBOs are exempt from the SLEB requirements. Does this mean that nonprofit agencies are exempt from this requirement for this application? If so, how would we fill out page 36 of the form template?

A27) **That is correct. The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements and are not required to subcontract with a SLEB:**

- **non-profit community based organizations (CBO) that are providing services on behalf of the County directly to County clients/residents;**
- **non-profit churches or non-profit religious organizations (NPO);**
- **public schools; and universities; and**
- **government agencies.**

Bidders who meet this exemption should check the second box on SLEB Partnering Information Sheet on page 36 of the Fillable Forms Template and state their exemption on the text field.

Q28) In reading this RFP, the following language is confusing: per page 12, As a result of the County's commitment to advance the economic opportunities of these businesses, Bidders must meet the County's SLEB requirements in order to be considered for the contract award. Usually when I have seen this in the past, it signifies that there will be a preference in points (5%) to small and emerging businesses but this is written in a fashion that makes me think a place like UCSF Benioff Children's Hospital which has community benefit programs within the hospital that have needed qualifications to apply, are not eligible to apply since BHCO is not a small and emerging business. Can you please clarify?

A28) **Bidders need to meet the minimum qualification on page 5 of the RFP to be considered. Bidders who are SLEB certified will receive 5% additional points and an additional 5% local bid preference. Bidders that are local but not SLEB certified, will receive 5% local preference points.**

Q29) So if we have a contract should, we still apply for SLEB for extra local points? We are not a small emerging.

A29) **It is the agency's decision to apply for SLEB certification. Please refer to page 6 of Fillable Forms for required documentation to receive local bid preference points. Please see answer 28 above.**

County of Alameda Behavioral Health Care Services
RFP No. 16-04, Addendum No. 1

BIDDERS CONFERENCES

The following participants attended the Bidders Conferences:

Organization Name	Representative	Contact Information
ALAMEDA COUNTY BEHAVIORAL HEALTH CARE SERVICES	Edilyn Dumapias	Phone: (510) 383-2873
		E-Mail: edumapias@acbhcs.org
		Certified SLEB: n/a
	Rickie M. Lopez	Phone: (510) 777-2111
		E-Mail: rlopez@acbhcs.org
		Certified SLEB: n/a
	Rachel Garcia	Phone: (510) 383-1744
		E-Mail: ragarcia@acbhcs.org
		Certified SLEB:
Early Childhood (B-8) Division Director; Alameda County BHCS Children System of Care	Margie Gutierrez-Padilla	Phone: (510) 481-4206
		E-Mail: mpadilla@acbhcs.org
		Certified SLEB: n/a
ECMHC Coordinator Early Childhood Consultation and Treatment Program ACBHCS	Maria Coleman	Phone (510) 481-4202
		E-Mail: mcoleman@acbhcs.org
		Certified SLEB: n/a
Lincoln Families	Brooke Barnett	Phone: (510) 368-5324
		E-Mail: brookebarnett@Lincolnfamilies.org
		Certified SLEB:
CHO – Spark Children’s Hospital Oakland	Rose Messina	Phone: (510) 428-3885
		E-Mail: Rmessina@mail.cho.org
		Certified SLEB:
City of Fremont	Annie Bailey	Phone: (510) 574-2111
		E-Mail: abailey@fremont.gov
		Certified SLEB:
SFCS East Bay	Carol Singer	Phone: (510) 704-7475
		E-Mail: Csinger@sfcs-eastbay.org
		Certified SLEB:
Alameda Family Services	Susan Ono	Phone(510) 629-6324
		E-Mail: sono@alamedafs.org
		Certified SLEB:

County of Alameda Behavioral Health Care Services
RFP No. 16-04, Addendum No. 1

Jewish Family Services	Holly White	Phone: 510-704-7840
		E-Mail: hwhite@ifcs-eastbay.org
		Certified SLEB:
City of Fremont	Reva Srinivasan	Phone: (510) 574-2124
		E-Mail: risrinivasan@fremont.gov
		Certified SLEB:
Autism Learning Partners	Lysa Snowden Clinical Director East Bay	Phone: (925) 830-8308
		E-Mail: Lsnowden@autismlearningpartners.com
		Certified SLEB:
Brighter Beginnings	Lesley Sternin	Phone: (510) 903-7513
		E-Mail: lsternin@brighter-beginning.org
		Certified SLEB: