

Alameda County Behavioral Health

RFP No. 19-01, Addendum No. 1

ALAMEDA COUNTY BEHAVIORAL HEALTH

ADDENDUM No. 1

to

RFP No. 19-01 Emotional Emancipation Circles for Transitional Age Youth Pilot

**Specification Clarification/ Modification and Recap of the Networking/ Bidder's
Conferences held on**

Monday March 4, 2019 and Tuesday March 5, 2019

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

https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp

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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...

No clarifications or corrections/ changes at this time.

RESPONSES TO BIDDERS QUESTIONS

General Questions

Q1) If your agency utilizes a curriculum that is very similar to EEC, can you (we) apply our curriculum?

A1) No. The purpose of this RFP is to provide EEC series and tailor activities to better engage TAY. The awarded Contractor is required to use the EEC curriculum.

Q2) Would we be disqualified if we only served youth aged 16-24 through this proposal?

A2) Bidders must meet minimum qualifications included in section I.D. to be eligible to apply. Bidders proposing to serve specific age groups should provide their rationale.

Q3) Can Bidders partner with other organizations to provide EECs?

A3) Per Section I.D. Bidder Minimum Qualifications on page 5, Bidders cannot subcontract any portion of services described in this RFP. Bidders are encouraged to partner and collaborate in a non-financial way with other agencies to recruit participants.

EEC Pilot

Q4) Will we able to see the curriculum before we apply?

A4) Please see Appendix B Emotional Emancipation Circles Overview on page 38 of the RFP for information on the EEC curriculum and links with additional sources of information on the EEC model.

Q5) Is it an option to hold virtual EEC sessions?

A5) No. Not at this time.

Q6) Can sessions happen outside of Alameda County?

A6) No. EEC series must happen in Alameda County.

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Q7) How many levels of training EEC?

A7) There are two levels of training:

- 1. EEC Facilitator**
- 2. EEC Trainers**

The awarded Contractor is only required to complete EEC Facilitator training.

Q8) How long is the initial facilitator training?

A8) Facilitator training is around 18 hours in total over 2.5 days. The awarded Contractor may work with EEC Consultants to schedule Facilitator training.

Q9) Please describe what this means: *Each series shall consist of six to eight 90 minute sessions or two day extended sessions covering topics outlined in the EEC curriculum. At least two of the EEC series shall be provided in two day extended session.* Is the series of 6 or do we have an option of providing 2 day extended session in place of one of the series?

A9) Per Section I.F.2. on page 7, EEC series may consist of sessions covering topics included in the EEC curriculum:

- Six to eight 90 minute sessions; OR**
- Two day extended sessions.**

At least two of the six EEC series shall be provided in the two day extended sessions.

Q10) In the RFP it says min of 6 EEC series and celebration, can clarity be provided regarding context of celebrations. Is there an expectation that contractor link TAY to culturally inclusive community based celebrations ie. Juneteenth?

A10) Per Section I.F.2. on page 7, EECs series shall incorporate a celebration. The celebration is for participants to confirm their participation and engagement in the EECs and being part of an inclusive community. The awarded Contractor is responsible for hosting the celebration after EEC series completion. The celebrations are separate from community based celebrations. Linking to community celebrations is optional and not required as part of this RFP.

Q11) Are bidders required to set up EEC's geographically (e.g. you have to have groups in North, Central, South sections of AC)?

A11) Per Section I.F.3., ACBH encourages the awarded Contractor to provide EEC series in each County region – North, Central, South, and East.

Staffing

Q12) Based on RFP, there are two required positions, are staff required to be full time at 40 hours per week?

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A12) Per Section I.F.3. on page 8, Bidders shall include a Program Supervisor and Program Coordinator as part of their proposed staffing plan. Bidders shall propose the FTE for these positions and can include additional staff as appropriate and with justification demonstrating their role and how it will improve project services.

Q13) Can we utilize existing staff?

A13) Bidders may propose to use existing staff or hire new staff as appropriate to provide program services. Pilot funds should not be used to supplant for other services.

Q14) Are program staff expected to case manage participants?

A14) Case management is not included in this pilot. The awarded Contractor may refer clients to case management services as appropriate.

Q15) Are we required to recruit the 4 TAY to complete the training prior to completing initial circles (on the front end) or after Year 1?

A15) Please reference RFP section I. F. 3 on page 9. The awarded Contractor may recruit Facilitators through:

- **Working with EEC Consultants to identify EEC Facilitators from a pool of individuals who have completed an EEC series;**
- **Recruiting TAY from existing services or partnerships; and/or**
- **Recruiting EEC participants to complete EEC Facilitator training and obtain certification.**

Data Tracking

Q16) Documentation requirements for service providers?

A16) Per Section I.F.4. on page 10, the awarded Contractor shall track data to regularly report on project measures and outcomes. The awarded Contractor will track and report on the following:

- **Number of participants per session; and**
- **Number of participants that complete at least half of EEC sessions.**

The awarded Contractor will conduct quarterly and annual project evaluations and reports.

Fiscal

Q17) What are the employee benefits % limits?

A17) In general, ACBH does not set percentage requirements on employee benefits paid by non-County providers and/or interested Bidders. Bidders should enter the percentage allocated for employee benefits and taxes in their

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budget detail tab and explain the rate (if deemed necessary at the discretion of the Bidder) in their Budget Narrative.

Q18) Can we pay stipends to TAY Facilitators?

A18) Yes, per Section I.F.3. on page 9, EEC Facilitators shall receive reimbursement from the awarded Contractor, as such Bidders shall propose their plan for providing reimbursement. There is a line item available in the Operating Expenses section of the Budget Detail tab for Bidders to allocate stipends.

Q19) Can we provide incentives for TAY participants (gift cards, stipends, etc.)?

A19) Yes, Bidders may provide incentives for participants. Incentives or client supportive expenditures may be included and added in the yellow blank fill-in cells available on the Operating Costs section (rows 79 and 80 of the Budget Detail Tab) and explain in the Budget Narrative.

Q20) Can the Transportation line item on the budget; include cost of purchasing bus vouchers to incentivize attendees to attend EECs?

A20) No. Bidders should include bus vouchers for clients in their Budget as client supportive expenditures. Please see response to Q20 above.

Q21) Are Flex Funds part of funding to provide things like food at groups, incentives to attendees to participate, etc?

A21) Bidders may use a portion of the \$311,007 or subsidize their own agency's funds for client incentives, food at groups, etc. Bidders should provide justification on how this will enhance project services in their bid and in their Budget Narrative.

Bid Submission

Q22) Who should be references? Funders, partners, etc?

A22) Please reference II. Table 1. 5. on pages 17-18 for additional information on references. Per the RFP, do not include ACBH staff as references. Bidders References may be funders, partners, collaborators, etc that Bidders have worked with on a similar scope, volume, and requirements to those outlined in the RFP.

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| Village Connect | Gaylon Logan | Phone: 510-504-0536 |
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| Fayeth Gardens | Velda Goe | Phone: 209-808-8601 |
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BIDDERS CONFERENCES

The following participants attended the Bidders Conferences:

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