

**Alameda County Behavioral Health
RFP No. 18-09, Addendum No. 1**

ALAMEDA COUNTY BEHAVIORAL HEALTH (ACBH)

ADDENDUM No. 1

to

**RFP No. 18-09 Southeast Asian Unserved and Underserved Ethnic and Language
Populations Prevention and Early Intervention Services**

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

Tuesday, December 11, 2018 and Wednesday December 12, 2018

This County of Alameda, General Services Agency (GSA), 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/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...

I. RFP

- Section II. Table 1, 6.c.iii on page 23, Attachment added:
 - iii. Bidder's planned organizational infrastructure, including:
 - 5. If Bidder intends to ~~collaborate with and/or subcontract/ partner in a financial relationship~~ with another service provider, describe rationale for how collaboration will enhance services delivery. Including:
 - How Bidder will work with the other service provider both programmatically and financially. **Including a brief description of subcontractor's roles and responsibilities;**
 - Systems to monitor, evaluate, and reach program goals; ~~and~~
 - Experience ~~collaborating~~ **subcontracting** with other service provider/s including addressing barriers.
- Section II. Table 1, 6.d. on pages 23 and 24, Attachment added and renumbered:
 - d. Describe in detail, Bidder's ability and experience in **Forming Partnerships and Collaborations** in program service delivery including:
 - i. Strategies to collaborate and experience collaborating with community members and leaders, CBOs and providers that serve the priority population. Provide examples of experience and results of these collaborative efforts. Include existing program partnerships and collaborations and how these partnerships and collaborations will support expansion to County-wide services. **Include any MOUs with program partners and/or collaborators as Attachment 4.**
 - ii. A maximum of three Letters of Support include as Attachment 4 **5**.
- Appendix D Bid Submission Checklist, on page 57, Attachment added:
 - d. Attachments:**

Bidders must submit all Attachments as part of their bid packet.

 - Attachment 1: Example of Data Tracking System or Template
 - Attachment 2: Organization Chart
 - Attachment 3: Program Chart
 - Attachment 4: MOUs with program partners and/or collaborators**
 - Attachment 4 **5**: Letters of Support

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RESPONSES TO BIDDERS QUESTIONS

General Questions

Q1) Are any additional PEI procurements anticipated for other Unserved and Underserved Ethnic and Language Populations?

A1) Not at this time.

Q2) What are the key differences from the previous RFP?

A2) Though this RFP is based on the previous RFP #17-09 UELP PEI Services, it is a completely separate competitive bidding process. It incorporates information addressed in RFP #17-09 Addenda and an updated budget template. These minor changes made do not impact scope, deliverables, or desired outcomes.

Q3) Are entities that were awarded a bid in the previous 2017 UELP/ PEI RFP still eligible to bid in this current RFP (given the previous RFP would only allow each provider one bid for one population)?

A3) As this is a new and separate competitive bidding process, any agency that received a contract through RFP #17-09 may submit a bid and be considered a contract award through this process. All interested Bidders are encouraged to apply.

Program Model

Q4) Do the 12 Mental Health referrals only refer to Mental Health Referrals or could these referrals be to tradition healers/ wellness centers?

A4) Per page 8, Section I.F.2 of the RFP, awarded Contractor shall provide and track referrals and linkages to mental health treatment services within County-funded Specialty Mental Health Services or Medi-Cal funded services.

Q5) Outreach workers 0.5 FTE – we need more languages than 6 – how can we handle this?

A5) Bidders shall propose their plan to have program staff who are proficient in the priority population's language and cultural congruency within the Southeast Asian communities. Bidders may propose the language capacity of program staff based on community needs and agency capacity. Bidders may also utilize program funds for interpretation services as appropriate.

Q6) Under 6.b.i. (Outreach and Psycho-Education) and 6.b.ii. (Mental Health Consultation) where do these tasks go?

A6) Below are the deliverables associated with each UELP services:

Outreach and Psycho-Education:

- **Provide at least seven community events annually;**
- **Provide at least two psycho-education workshop to community groups monthly;**

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- Provide at least six support groups annually based on content determined by community need and preference;
- Provide at least six educational workshops annually; and
- Actively promote program services in at least ten widely distributed and easily accessible community-based sources, including newsletters, brochures, directories, newspapers, websites, etc.

Mental Health Consultation:

- Provide at least eight mental health consultations to CBOs, health care providers or community groups annually.

Preventive Counseling:

- Provide preventive counseling sessions in a combination of field based and office based services to at least 80 individuals annually.

Mental Health Referrals:

- Provide mental health referrals and successful linkages to at least 12 clients annually;
 - At least 66 percent of those clients who receive referrals will successfully link with the services to which they are referred. The awarded Contractor shall track any mental health referrals and report this information as requested to BHCS.

Subcontracting

Q7) In section II. Table 1. 6.c.iii you ask, “5. If bidder intends to collaborate with other service providers describe your rationale for how collaboration will enhance services delivery.” Are you asking about formal co-applicants or collaborators during the course of service delivery?

A7) This refers to subcontractors. Please see updates in clarification above.

Q8) If an applicant is proposing a subcontractor to assist with delivery of program services, when must the required documentation be submitted: Formal written agreement for financial subcontracting AND Memorandum of Understanding (MOU)?

A8) Please see updates in clarification above. A fully executed MOU will be due to ACBH prior to Board of Supervisors approval. Bidders intending to partner or collaborate with other agencies (without a financial partnership) shall include a MOU/s as Attachment 4 in their bid. This may include an MOU for use of space, resources, etc.

Bid Submission

Q9) May we respond to each of the questions in the MS Word Template at a length we deem appropriate as long as the total length of the responses does not exceed the 26 page maximum?

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A9) Yes. The page maximums are suggested by section, however please follow instructions included in Section II.E. Submittal of Proposals/Bids. The proposal cannot exceed 26 pages excluding Exhibits and Attachments.

Q10) On the word doc template, can we remove all the questions so we have more space on the page (or are the questions needed for the reviewers)?

A10) Yes, Per II. F. on page 18 of the RFP, Bidders may use the provided MS Word Template to complete and submit proposals or utilize their own template that conforms to the Submittals of Proposals/ Bids.

Q11) On page 16, number 5, please clarify: "5. Submitted proposals shall be valid for a minimum period of eighteen months."

A11) Per Section I.A. of the RFP on page 3, "proposals shall form the basis for any subsequent awarded contract", the awarded Contractor will be held accountable to the budget and information included in their proposal for a minimum of eighteen months. Additionally, II.H. on page 36, "The County shall have the right to invite the next highest ranked Bidder to enter into a contract", in this case, the next highest ranked Bidder's contract will be based on their submitted proposals.

Budget

Q12) If you are planning to have matching funds (other grants, etc), do we include this in total budget as long as cost for this funding is \$580,000?

A12) Include match funds as Revenue and provide information in your bid submission and your budget narrative on how revenue will be used to support the proposed program.

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BIDDERS CONFERENCES

The following participants attended the Bidders Conferences:

Company Name and Address	Representative Name	Contact Information
Alameda County Behavioral Health Care Services Network Office 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Liz Delph	Phone: (510) 777-2146
		E-Mail: elizabeth.delph@acgov.org
		SLEB Certified: Yes <input type="checkbox"/>
Alameda County Behavioral Health Care Services Network Office 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Rachel Garcia	Phone: (510) 383-1744
		E-Mail: rachel.garcia2@acgov.org
		SLEB Certified: Yes <input type="checkbox"/>
Alameda County Behavioral Health Care Services Network Office 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Fonda Houston	Phone: (510) 777-2143
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Alameda County Behavioral Health Care Services Network Office 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Michiko Ronné	Phone: (510) 383-2874
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Alameda County Behavioral Health Care Services Network Office 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606-5235	Ricki Michelle Lopez	Phone: (510) 777-2111
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Alameda County Behavioral Health Care Services 2000 Embarcadero Cove, Suite 400 Oakland, CA 94606-5235	Kelly Robinson	Phone: (510) 383-1792
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Alameda County Behavioral Health Care Services 2000 Embarcadero Cove, Suite 400 Oakland, CA 94606-5235	Cheryl Narvaez	Phone: (510) 567-8203
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Asian Health Services 310 8th St. #210 Oakland, CA 94607	Kao Saechao	Phone: (510) 735-3900
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		SLEB Certified: Yes <input type="checkbox"/>
Center for Empowering Refugees and Immigrants (CERI) 544 International Blvd Oakland, CA 94606	Leva Zand	Phone:
		E-Mail:
		SLEB Certified: Yes <input checked="" type="checkbox"/>

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Community Health for Asian Americans 1141 Harbor Bay Pkwy, Suite 105 Alameda, CA 94502	Nwe Oo	Phone: (510) 835-2777
		E-Mail: nwe.oo@chaaweb.org
		SLEB Certified: Yes <input checked="" type="checkbox"/>
Community Health for Asian Americans 1141 Harbor Bay Pkwy, Suite 105 Alameda, CA 94502	John Chung	Phone: 510-835-2777 x14
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		SLEB Certified: Yes <input checked="" type="checkbox"/>
Hume Center	John Thomas	Phone: (925) 363-5798
		E-Mail: johnthomas@juno.com
		SLEB Certified: Yes <input checked="" type="checkbox"/>
Hume Center	Priya Aslam	Phone: (510) 745-9151
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Company Name and Address	Representative Name	Contact Information
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		SLEB Certified: Yes <input type="checkbox"/>
Independent Consultant	Deborah Rogers	Phone:
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		SLEB Certified: Yes <input type="checkbox"/>
Lao Family Community Development, Inc. 1551 23rd Ave. Oakland, CA 94606	Brad Meyer	Phone: (510) 215-1220
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		SLEB Certified: Yes <input checked="" type="checkbox"/>