

# **Alameda County Behavioral Health**

**RFP No. 19-03, Addendum No. 1**

**ALAMEDA COUNTY BEHAVIORAL HEALTH**

**ADDENDUM No. 1**

**to**

**RFP No. 19-03 Special Day Classes for Oakland Unified School District**

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

**Tuesday, April 2, 2019 and Wednesday, April 3, 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](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...

#### 1. RFP

- **Section I.A. Intent** – Language updated as follows:

The contracts that result from this RFP process will **may** be prorated for the fiscal year at the contract start date,

- **Section I.F.2 Service Delivery Approach** – Language updated as follows:

**For the I-CESDC programs**, Bidders must also provide medication support, as needed, to clients with full-scope Medi-Cal who can be served under EPSDT. **CESDC student-clients with full scope Medi-Cal may be redirected back to their health care plan through ACBH Acute Crisis Care and Evaluation for Systemwide Services (ACCESS) to receive psychiatry and medication support services.**

- **Section I.F.3 Planned Staffing and Organizational Capacity** – Language updated as follows:

**For the I-CESDC programs**, a prescriber's time must also be included to accommodate those student-clients with full-scope Medi-Cal who need medication support. **CESDC student-clients with full scope Medi-Cal may be redirected back to their health care plan through Alameda County ACCESS to receive psychiatry and medication support services.** The Mental Health Support Staff shall **may** include an additional LPHA or a Mental Health Rehabilitation Specialist (MHRS).

- **Section II.F. Response Format/Proposal Responses** – Language updated as follows:

Bidders **may** shall use the provided MS Word Bid Response Template to address and complete your proposals.

- **Section II. Table 1** – Language updated as follows:

<b>6. BIDDER EXPERIENCE, ABILITY AND PLAN</b>	<b>ii. Bidder's planned organizational infrastructure, including:</b> <b>1. Proposed organizational chart that illustrates where the program will sit within the organization (include as Attachment 1);</b> 2. Capacity or plan to track and enter data following County requirements; and
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	3. Capacity or plan to meet Federal, State, and Medi-Cal billing, clinical, and quality assurance requirements.
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- **Section II. Table 3** – Sections re-numbered as follows:

- 6.a.i. Understanding of the priority population
- 6.a.ii. Experience with the priority population
- 6.b.i. Proposed supports
- 6.b.ii. Plan to provide services
- 6.c.i. Planned staffing structure
- 6.c.ii. Capacity and organizational infrastructure
- 6.d. Partnerships and collaboration
- 6.e. Tracking data and outcomes

### 2. Bid Response Template

The Bid Response Template is deleted and replaced with a revised Bid Response Template, with a revision made to sections 6.b.ii and 6.c.ii.

### 3. Budget

The budget template is deleted and replaced with a revised RFP #19-04 Budget Template. The percent of Mental Health Services vs. Case Management has been revised from 95 percent/5 percent to 80 percent/20 percent.

## RESPONSES TO BIDDERS QUESTIONS

### Proposal Format

- Q1)** Should bidder submit one proposal per classroom or one proposal per panel/process (e.g. if a bidder wishes to bid on TCK and Bridges, would that be one proposal since both schools fall under section 1a, or two separate proposals?)
- A1)** **Bidders should submit one proposal for each of the school site locations in which they propose providing services. Proposals should demonstrate an understanding of the nuances of each school population, student, faculty and staff diversity, and particular components of family and community engagement. Please see page 28 of the RFP, under Section II.G. Evaluation Criteria/Selection Committee.**
- Q2)** How many proposals do we submit? Do we have to submit a proposal packet per school site or one per panel/age? If you are applying for more than one school in a panel, do you have to do a proposal per site or can you include multiple sites?(reference Pg 3 of proposal)
- A2)** **Please see the response to Q1.**

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- Q3)** Are we allowed to delete the instructions within the Bidder Response Template in order to maximize the space to write the narrative?
- A3)** **Yes, Bidders may delete the prompts within the Bidder Response Template as they see fit.**
- Q4)** Is the narrative template mandatory? If so, do the template headers and questions count toward the page limits?
- A4)** **Please see Clarifications & Correction, RFP Section II.F. above and response to Q3 for more information.**
- Q5)** Can we attach additional items like policies, job descriptions, or resumes?
- A5)** **No. Please see page 21 of the RFP: “Any superfluous and unrequested material submitted with the bid will be removed and will not be viewed by the Evaluation Panel.”**
- Q6)** Can former references include retired ACBH staff?
- A6)** **Yes. References cannot include current ACBH staff.**
- Q7)** Where should we place the Organizational Chart in the proposal? It is not referenced within the Bid Packet, and typically it would be placed after the Organizational Structure section.
- A7)** **The Organizational Chart should be included as Attachment 1. Please see Clarifications & Correction, RFP Section II. Table 1 above.**
- Q8)** Is there a need for a Program Organization Chart as well, or just a Agency level Organizational Chart?
- A8)** **No, a Program Chart is not requested.**
- Q9)** On the budget template, where would contracted Clinical Supervisor-s go?
- A9)** **If these staff are not providing direct services, please list contracted Clinical Supervisors under Professional & Specialized Services on lines 88-91. If all or a portion of their time is to provide direct services, please include this FTE under the MH Professional Contracted Services on lines 46-50.**

### Start Date

- Q10)** Can agencies incur costs for activities prior to Sept 1st?
- A10)** **ACBH cannot reimburse any costs incurred prior to the first day of the month of Board of Supervisors (BOS) approval; currently scheduled for September 2019. Providers may engage in program start-up activities prior to September 1, 2019 at the awarded Contractor/s’ discretion and with a separate source of funds.**

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**Q11)** How does the county expect to time their awards and notifications and contracting process to start with the school start date? Currently the board approval date is slated after the school start date.

**A11)** **The September 2019 BOS meeting date is the earliest ACBH can plan for. Providers will be notified of their contract award recommendation prior to the scheduled BOS meeting date, per the RFP Calendar of Events on page 17. Pending any bid protest and/or appeals to the RFP process, contracts will have already been negotiated and signed by the BOS meeting date. Providers will be notified of BOS approval immediately after the BOS meeting date, which will then allow providers to invoice and claim any services and/or activities occurring during the month of September 2019.**

**Q12)** The calendar of events indicates the contract start date is Sept 1, 2019. Who will be providing these services between the beginning of the school year and Sept 1?

**A12)** **Oakland Unified School District (OUSD) is ultimately responsible for providing services to all District programs. OUSD will provide transitional services at the start of school until the selected providers are in place in the programs.**

**Q13)** School begins on 8/12/19. Who will provide services until 9/1/19?

**A13)** **Please see response to Q12.**

**Q14)** Given the contract start date after the start of the school year, would the County consider proposals that include a planning period aimed at building a school's capacity to undertake a program xxx to this new program model and a change of contract provider for SY2020?

**A14)** **While providers are not able to invoice or obtain reimbursement for services prior to the contract start date, bidders may still include an implementation plan that accounts for initial start-up activities.**

### School Year

**Q15)** Will these programs include ESY [Extended School Year] (some current I-CESDC do not offer ESY so the provider's billing is mostly limited to the 180 day regular school year).

**A15)** **Yes, the awarded Contractor/s will be expected to provide access to services year-round. Bidders should consider the fluctuations in both the Medi-Cal billable and MHSA services and activities throughout the year as they develop their budgets.**

**Q16)** Is extended school year service required as part of the proposal?

**A16)** **Please see response to Q15.**

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- Q17)** Does the number of work hours used to calculate billing percentages account for the number of school days (180)?
- A17) No, the number of work hours used to calculate billing percentages is based on a year-round schedule. Please see instructions to budget template.**

### Funding

- Q18)** What does it mean that non-MediCal services will be funded through MHSA CSS (page 6)—does that mean the district doesn't need to use its realignment ERMHS dollars to pay for non-MediCal youth?
- A18) MHSA CSS will fund activities that are not typically billable to Medi-Cal. These MHSA funds are not related to the ERMHS realignment or non-Medi-Cal services as outlined in the Special Education Local Plan Area (SELPA) Memorandum of Understanding (MOU) with the County and OUSD.**
- Q19)** Is the full contract amount being awarded in this first year or is it being pro-rated?
- A19) It is ACBH's intention to award the full annual allocation based on the anticipated contract start date of September 1, 2019, pending any delays to the Calendar of Events (page 17 of the RFP). Bidders may submit budgets that include September 2019 and October 2019 start-up costs for qualifying pre- and post- episode opening activities.**
- Q20)** Can you clarify the information that MHSA funding is limited three years? Will the services be placed up for bid again after three years? Or will providers be expected to reduce services after three years to account for reduced funding?
- A20) ACBH cannot commit to the same level of MHSA funding beyond three years, at which point the service levels will be adjusted accordingly.**

### Staffing

- Q21)** What staff will the district contribute to each classroom type (Elementary I-CESDC, CESDC, and Middle/High I-CESDC)? Will the district be providing teachers? Instructional aides?
- A21) OUSD will provide teachers, instructional aides, and other district para-professionals. Please refer to page 14 of the RFP, under Section I.F.3, and Exhibit E: ERMHS Letter of Agreement.**
- Q22)** What does staffing look like on the district side across all three levels (i.e. teacher, aid, social worker, etc.), including roles?
- A22) Please see response to Q21.**

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**Q23)** One page 13, the RFP states that Mental Health Support Staff shall include an additional LPHA or MHRS. Please clarify: must mental health staff include an additional LPHA/MHRS? Or could mental health support staff include non-LPHA/MHRS staff only, if the team also includes 1.0 FTE clinician?

**A23)** **Please see Clarifications & Correction, RFP Section I.F.3 above The proposed team must include 1.0 FTE clinician, and may include an additional LPHA, MHRS, or other appropriate adjunct staff, including Family Partners.**

**Q24)** Must the Clinician FTE be a licensed clinician or may it include a pre-licensed clinician if they are supervised and operate under the licensure of a credentialed supervisor?

**A24)** **The clinician is not required to be licensed. However, they must be appropriately supervised, registered with the Board of Behavioral Sciences (BBS) or other authorized licensing board, and pre-licensed.**

**Q25)** Page 13: Does the clinician have to be licensed? In other words, is the definition of LPHA "licensed or does it include BBS-registered?)

**A25)** **Please see response to Q24.**

**Q26)** Is the MH clinician of the classroom required to be licensed therapist?

**A26)** **Please see response to Q24.**

### Other

**Q27)** Will the current waiver for OUSD fire clearances remain in effect for these programs?

**A27)** **Standard ACBH Medi-Cal Site Certifications and Fire Clearance policies and procedure remain applicable for these programs.**

**Q28)** Clarify whether elementary school classrooms will serve all grade levels, or just specific ones?

**A28)** **All grade levels are eligible for services, and site-specific grade levels will be determined by OUSD.**

**Q29)** Is medication support part of the CE programs?

**A29)** **All students in the CESDC programs who have Medi-Cal as their primary health insurance will have access to their health care plan through ACBH ACCESS to receive psychiatry and medication support services. Although the CESDC awarded Contractor/s will not be required to provide these services, ACBH does require that they assist families with accessing them.**

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**Q30)** Regardless of MediCal status, do we enter in to the County claiming system or is there a different process?

**A30)** **At this time, all services are to be entered into the County claiming system unless otherwise directed by ACBH. Any changes to the claiming process will be communicated by ACBH to the awarded Contractor/s.**

**Q31)** How many students in each classroom?

**A31)** **At the elementary level, each classroom has up to 13 enrolled students. At the middle and high levels, each classroom has up to 16 enrolled students, unless otherwise indicated by OUSD. Students at all grade levels may be participating in general education classes for portions of their day, leaving the overall daily census of the CESDC and I-CESDC classrooms at a lower level.**



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Seneca Family of Agencies	Robin Detterman	Phone: (510) 872-2046
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