

Mental Health Services Oversight and Accountability Commission

RFP Families of Clients and Consumers-003

Questions and Responses 1

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	RFP Section Reference	Question	Commission Response
1	p. 7 – 5. Contract, Term	“a period of...3 years....and 3 months....The intention...is to provide....3 months at the end to submit outstanding deliverables....” May we bill for administrative time for those final three months?	This is a deliverables-based contract. Proposers are to propose the cost for each deliverable, which may include costs for preparing the deliverable, which may include administrative time.
2	p. 7 – 5. Contract, Term	“Final reports must be submitted prior to the end of the...contract in order to be paid.” This language seems to contradict p. 87, which says, “For services satisfactorily rendered (i.e., upon receipt and approval of agreed upon deliverables)...” Could you clarify payment schedule?	This is a deliverables-based contract in which the contractor will be paid based on submitted deliverables and acceptance by the Commission. All deliverables must be submitted within the contract term in order to be considered for payment. Specific deliverable and payment schedules will be determined by Commission staff once the contract has been executed.
3	p. 7 – A. Award Procedures	“If there are two or more Proposals with the same total score, the tie will be broken by a coin toss administered by the Commission.” Will applicants be notified if they have identical scores? Who will be present to witness the coin toss?	The RFP process, including the scoring, is considered a confidential process. As such, if there is a tie in the scoring, applicants will not be notified of the tie, but the process will be documented as to how the winning proposer was selected.

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4	p. 9 – Local Level Entity	<p>On p. 7, it states, “Contractors shall...contract with at least one LLE in each of the five regions.”</p> <p>On p. 18, it states, “Proposers...may contract with up to 5 such affiliates.”</p> <p>Is five the maximum or the minimum number of LLEs? If it is the maximum, may we partner with other entities that are not considered LLEs?</p>	<p>An LLE is not the same as an affiliate. The RFP allows a proposer to contract with as many LLEs as they wish. If the proposer has affiliates, they may only contract with up to 5 such affiliates. All LLEs must meet the requirements stated in the RFP.</p>
5	p. 10 – Local Level Entity	<p>“The LLE must have a physical presence in the county/region....”</p> <p>Please define “physical presence.” Is it sufficient for the LLE to have organized programming at a community-based location or must it have an office of its own in the region?</p>	<p>For the purposes of this RFP, physical presence is defined as a continuous location in which the proposer conducts their normal course of business without specifically tied to an individual project.</p>

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6	p. 11 – Training and Education	<p>“Training...shall include interpretation and translation training...”</p> <p>Does this mean training in how to interpret/translate materials/programs for speakers of languages other than English or does it mean the actual translation/interpretation into other languages?</p>	<p>The intent is to provide training as to how to interpret/translate materials/programs for speakers of languages other than English and/or to support the workforce of interpreters and translators for specific languages in the region.</p>
7	p. 11 – Training and Education	<p>“Basic...education courses to increase accessibility...”</p> <p>If we already provide beginner-level trainings to law enforcement, may we apply to continue these trainings or must we propose trainings with new content?</p>	<p>Existing training courses may be used as long as the training meets all of the requirements in the RFP.</p>
8	p. 12 – Meetings	<p>Will the kickoff meeting be online or in-person? How often will “periodic” in-person meetings take place? Will the locations rotate for these meetings or will they all take place in the same location? May we budget for travel and accommodations for these meetings if necessary?</p>	<p>Meetings may be on-line or in-person depending on the location of the contractor and the Commission. There is no expectation that the Contractor would incur a cost to attend these meetings. For planning purposes, budget no cost and expect meetings will be on-line. Commission staff and the Contractor will specify the details for meetings once the contract has been executed.</p>

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9	p. 14 – Additional State Level Support	If the \$30,000 in funds (\$10K/year) for additional state level projects are not fully expended, what will happen to these funds?	If the \$10,000 is not spent annually, then it will roll over to the next year and be available for spending. At the end of the contract term, if there are funds that have not been spent, they will stay with the Commission and not be distributed to the Contractor.
10	p. 15 – Proposer Background	What kind of documentation would MHSOAC like of the counties in which the applicant has a branch/physical location?	There is no requirement as to the type of documentation that may be submitted to support an applicant has a branch/physical location. It is up to the applicant to provide adequate and reasonable support.
11	p. 16 – Proposer Background	What kind of support documentation would MHSOAC like for the number of staff employed by the organization. Does the agency want an employee roster?	There is no requirement as to the type of documentation that may be submitted to support the number of staff employed by the organization. It is up to the applicant to provide adequate and reasonable support.
12	p. 16 – Proposer Background	What support would be acceptable for the number of paid staff who identify as members of the Population? Are we required to name individuals?	There is no requirement as to the type of documentation that may be submitted to support the number of paid staff who identify as members of the Population. It is up to the applicant to provide adequate and reasonable support.
13	p. 18 – LLE	Organization Address (must be in the area where the activity/event will be held) Please define “area” – does this mean in the same region? Same city/town?	For the purposes of this RFP, area is defined as region, meaning one of the five regions defined by County Behavioral Health Directors Association.

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14	p. 18 – LLE – Documented Relationship	If there is a preexisting, current MOU between the applicant and an LLE, is that sufficient or does the MOU have to specifically reference this RFP?	For the purposes of this RFP, the MOU must address all of the requirements in the RFP. There is no requirement that it has to be a new or pre-existing agreement.
15	p. 28 – Proposal Format	Does the proposal and attachments need to be paginated as a single document or do we simply have to paginate within each document?	The proposal and all attachments may be submitted as one document or multiple documents.
16	p. 28 – Proposal Format	Is there a preferred font? Font size? Line spacing?	For the purposes of this RFP, there is no required font, font size, or line spacing.
17	p. 28 – Proposal Scoring	What will be the composition of the Evaluation Panel? Will there be external panelists or will all panelists be MHSOAC staff?	The RFP process, including the scoring, is considered a confidential process. No information regarding the scoring panel will be disclosed.