



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
AARON CHAPMAN, M.D., INTERIM DIRECTOR



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COUNTY OF ALAMEDA BEHAVIORAL HEALTH CARE SERVICES (BHCS)

ADDENDUM No. 1

to

RFP WET 082013

for

High School Behavioral/Mental Health Career Pathways

Specification Clarification/Modification and Recap of the Networking/Bidders Conferences
Held on **September 9th** and **September 10th**, 2013

This County of Alameda, BHCS 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 Addendum will also be posted on the BHCS website located at <http://www.acbhcs.org/Docs/docs.htm#Procurement> and the General Services Agency (GSA) contracting opportunities website located at & http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp.

This document includes points that may not have been sufficiently emphasized in either the Bidders’ Conferences or the Request for Proposals (RFP). **The Addendum is the final word and response from the County.**



Alameda County is committed to reducing environmental impacts across our entire supply chain. If printing this document, please print only what you need, print double-sided, and use recycled-content paper.



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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~~.

- RFP WET 082013 – Page 10 – F. Deliverables/Reports
Bullet No. 1 – Recruiting and enrollment of students into the project within the first three months of the contract as evidenced by registration and/**or** attendance sheets.
- RFP WET 082013 – Page 12 – B. Calendar of Events
Responses to Written Questions Posted/**Addendum Issued** – September 16, 2013
- RFP WET 082013 – Table 1 – Page 22
6.b. Bullet No. 1 - Provide resumes and job descriptions for staff, which describes the necessary roles, responsibilities and qualification requirement for each position **as Attachment C**.
- RFP WET 082013 – Table 1 – Page 23
8. Budget – Page Max – Two Not including Exhibit ~~B~~ **B-1**: Budget Worksheet
- RFP WET 082013 – Page 25 – Paragraph 3
If the two-stage approach is used, bidders receiving the highest preliminary scores and with at least 250 points ~~shall~~ **may** be invited to an oral presentation and/or interview.
- RFP WET 082013 – Table 3 – Page 26
5. a. Fiscal Management Capacity: Reviewed for completeness, Dun and Bradstreet rating **or** **Audited Financial Statements for the past three years**.

Bidder's Dun and Bradstreet Supplier Qualifier Report must be ranked a six or lower for BHCS to consider Bidder for contract award.

To be considered for contract award, Bidder's audited financial statements must be satisfactory, as deemed solely by the County. BHCS reserves the right to disqualify proposals with unsatisfactory audited financial statements.

- RFP WET 082013 – Table 3 – Page 27
6.a. Bidder Experience, Ability, and Plan – Bullet 2 .3 – Does the proposal provide the number of students to be served? **Is the proposal realistic in terms of the number of students served in relation to the type of program (i.e. internship, workshop, etc.)?**

- RFP WET 082013 – Table 3 – Page 31
Preference Points, if applicable
SLEB – **Points equaling five percent (5%) of Bidders total score, for the above Evaluation Criteria, will be added. This will be the Bidder’s final score for purposes of award evaluation.**
LOCAL - **Points equaling five percent (5%) of Bidders total score, for the above Evaluation Criteria, will be added. This will be the Bidder’s final score for purposes of award evaluation.**
- RFP WET 082013 – Page 33
8. Bidders may request a copy of the ~~Master~~ **Standard Services**
- **Fillable Forms Template**
Fillable Forms Template – Exhibit A Bid Response Packet has been updated. Please use the new version posted on the BHCS website on August 28, 2013.
- Fillable Forms Template – Exhibit A Bid Response Packet – Page 10
5.a. *Fiscal Management Capacity – Include a recent (within the last twelve months) of Bidder’s Dun & Bradstreet Qualifier Report **or Audited Financial Statements for the past three years** as ATTACHMENT B*
- Fillable Forms Template – Exhibit A Bid Response Packet – Page 13
6.b. *Organizational Background, Capacity, and Staffing – **Include Project Director and Project Staff Resumes as ATTACHMENT C.***

Responses to Written Questions

- Q1) What is the Bidder's Dun & Bradstreet Qualifier Report?
- A1) **Dun and Bradstreet qualifier report provides information about an organization’s creditworthiness. For information on how to obtain a Supplier Qualifier Report, contact Dun & Bradstreet at 1-800-424-2495, or visit <http://www.dnb.com/government/contractor-management-portal.html>**
- Q2) Do I need to sign up in any way for the bidder's conference? Or can I just show up. I'm assuming that the two dates are the same conference, with two dates to accommodate more peoples' schedules. Is that right?
- A2) **Bidders are not required to sign –up. Attendance to at least one Bidder’s Conference is strongly encouraged.**
- Q3) In the RFP I downloaded from the BHCS site, it references Attachments Exhibit A through Exhibit I, but those attachments are not included in that RFP. I'm wondering where I can obtain those attachments as it looks like they are needed for application completion
- A3) **Please see RFP Fillable Forms Template/Bid Response Packet Instructions and Forms.**

- Q4) Will only one organization be getting funded through this grant? Or do multiple organizations have the opportunity to get funding?
A4) BHCS may award the contract to a single or multiple vendors, please see RFP page 3.
- Q5) How many projects are able to be funded?
A5) Please see Answer 4.
- Q6) Will there be a meeting surrounding the RFP?
A6) High School Behavioral/Mental Health Career Pathways Bidders' Conferences will be held on Monday, September 9 and Tuesday, September 10. Please see RFP for time and locations.
- Q7) In a CBO/school partnership, what is the preference for who teaches the curriculum, the CBO or a teacher from the school? Does the curriculum need to be facilitated by a credentialed teacher?
A7) BHCS has no preference about who teaches the curriculum and expects the Bidder to provide this information.
- Q8) Should the work-learning activities happen during the school day or can they be conducted after school?
A8) BHCS expects the Bidder to provide this information, related to the Bidder's program design.
- Q9) Plan to sustain 2 years past 2016 with BHCS funding/partnership or without?
A9) BHCS intends to fund this project for 36 months as stated in the RFP, page 3.
- Q10) Must the bidder include in the application a detailed plan for project sustainability for the 2 years beyond the contract period?
A10) Yes, please see page 7 of RFP.
- Q11) Do schools with established academies have an advantage over new programs?
A11) BHCS has no preference of either new programs or established programs.
- Q12) Would experience with pipeline programs focused on other health careers (not behavioral health but medical careers, etc.) count as experience with "similar project"?
A12) Yes, please see pages 8 & 9 of RFP.

Q13) Deliverables – How many students need to be enrolled?

A13) BHCS expects all proposals to be realistic and reasonable in terms of the number of students served in relation to the type of program proposed (i.e. internships, workshops, etc.). Please see above edit to Page 27 of RFP.

Q14) How many students are you hoping to target?

A14) Please see Answer 13.

Q15) Is there scoring based on number of students served? Is there an appropriate minimum number to serve?

A15) Scoring is based on all components of the RFP. No, please see Answer 13.

Q16) If you're a CBO, does it look better to provide services in more than 1 school?

A16) Please see Answer 13.

Q17) Can enrollment of students begin in the Pathway by Fall of 2014?

A17) Please see Deliverables/Reports, section F, page 10 of RFP.

Q18) Would it be possible to start the project in September, to coincide with the school year, rather than January?

A18) The contract is expected to begin in January 2014. BHCS expects Bidder to provide an implementation schedule, including timeline for all planning and development activities preceding service delivery.

Q19) What is meant by enrollment on page 10, where it talks about "recruitment and enrollment of students"? Can you expand on what exactly enrollment is?

A19) Recruitment and enrollment involve identifying and selecting student participants who have demonstrated interest in exploring behavioral/mental health careers into the High School Behavioral/Mental Health Career Pathways project.

Q20) So, if it's the Pathway, you can't start an academic program in the middle of the school year. There are actual classes that do not begin until September or last week of August. Can you register students into the program during an introductory period, and then not have the actual classes begin until later?

A20) Please see Answer 18.

Q21) Can prep time be included within the first three months?

A21) Yes, please see answer 18.

Q22) Who are the RFP Evaluators and how are they selected? What is their expertise?

A22) The Evaluators may be composed of County staff and other individuals with expertise or experience in Workforce Development, Youth Development and School-based programs, please see page 24 of RFP.

Q23) The timelines stated [in] today's meeting should have occurred during August. Any chance all the other deadlines get extended?

A23) We do not anticipate extending deadlines at this time. However, Bidders will be notified of any changes.

Q24) Can a Bidder partner with CBOs outside of Alameda County?

A24) No

Q25) Must all the subcontractors have audited financials for the last 3 years? Or only the primary Bidder?

A25) The primary Bidder.

Q26) For the MOU attachment requirement, does CBO need to submit an already existing MOU or develop a specific one just for this proposed project?

A26) A current MOU is required incorporating the High School Behavioral/Mental Health Career Pathways Project. It may be added to an existing MOU.

Q27) For CBOs with existing MOU with school district or specific for this project?

A27) Please see Answer 26.

Q28) Can you clarify the role of sub-contractor vs. collaborator? How do you define for this project?

A28) Subcontractor is an individual or in many cases a business that signs a contract to perform part or all of the obligations of another's contract. There is a signed agreement between the prime and the sub.

A collaborator, works with the prime to achieve a common goal that may be without a signed agreement, but with mutual understanding that each may benefit from the resulting project.

Q29) Bidders not meeting the definition of a SLEB are required to subcontract with a SLEB for at least 20% of contract award. Can you clarify? Is this 20% of \$300K?

A29) The 20% would come out of the Bidder's total budget.

Q30) Are any points added if any sub-contactors are SLEBs? Or is it only when the primary Bidder is a SLEB?

A30) Preference points are only awarded if the prime Bidder is local (5%) and/or SLEB certified (5%). BHCS strongly encourage Bidders to contact the Auditor's Office and submit applications to become SLEB certified to be eligible for the preference points. For more information please see: <http://acgov.org/auditor/sleb/overview.htm>.

Q31) What is the maximum percentage for Benefits and Taxes?

A31) Base the percentage on your organizations actual benefit costs.