



ALCOHOL, DRUG & MENTAL HEALTH SERVICES  
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## **COUNTY OF ALAMEDA BEHAVIORAL HEALTH CARE SERVICES (BHCS)**

### **ADDENDUM No. 1**

**to**

### **RFP No. 17-01 Peer Respite Program**

**Specification Clarification/ Modification and Recap of the Networking/ Bidder's Conferences  
held on Thursday January 12 and Friday January 13, 2017**

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 [http://www.acgov.org/gsa/purchasing/bid\\_content/ContractOpportunities.jsp](http://www.acgov.org/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 I. B. Background, page 4: modified the second paragraph to add the following language:

SB 82, under the management of the California Health Facilities, Finance Agency (CHFFA), has awarded Alameda County grants to support capital improvements for the creation and expansion of additional crisis capacity for adults including this peer-run respite program. ~~BHCS developed a committee to plan for crisis support programs in the County.~~ **This RFP implements a grant awarded to Alameda County by CHFFA for the establishment of a Peer Respite Program as described by the County in an application for SB 82 grant funds. Alameda County is the grantee and is obligated under the grant to execute a Grant Agreement with CHFFA which sets out the requirements for the use of the grant funds. If funds are used to acquire or improve a facility not owned by the County, the Grant Agreement requires that the County and the property owner enter into a long-term lease for a term at least as long as the expected useful life of the capital improvements funded by the CHFFA grant. The Lease must provide The County with access and use of the premises improved by the grant for the full term of the Lease. The purpose of the Lease Agreement is to ensure the continued services to the public by the program described in the grant application for the full useful life of the improvements in the facility that was improved through the use of public funds. If the Lessor or awarded Contractor should default on terms of the Lease Agreement or fail to provide the services as anticipated at a standard acceptable to the County, then County can replace that contracted provider with a new provider of the program services in the improved facility or the County may directly operate the program. Failure by the County to provide the intended program as described in the grant application or to uphold and enforce terms of the Grant Agreement, directly or through its contractor(s) will constitute a default of the Grant Agreement by County and could result in CHFFA requiring full repayment of the grant award amount at any time during the useful life of the funded improvements.**

Individuals who experience severe mental health challenges, generally seek initial crisis services from Psychiatric Emergency Services (PES) and acute inpatient care, resulting in individuals waiting until the crisis has escalated to seek support. In addition to overcrowding in PES and the inpatient hospital, over the past few years, Alameda County has experienced major decreases in services available to vulnerable “safety-net populations” living in poverty who are enrolled in public programs such as Medi-Cal or who are uninsured. Simultaneously, rapidly rising housing costs have exacerbated the effects of recent shelter, halfway house, and single room occupancy building closures.

Individuals who struggle with mental health are often living in poverty and housing stressors can easily contribute to an episode of crisis. ~~The BHCS crisis planning group identified various mental health crisis programs to support the community including implementing a consumer run Peer~~

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Respite program to provide short term services to adults experiencing mental health crisis. BHCS brought together a Stakeholder Committee in 2015 with representatives including consumers, family members, and service providers, as well as from the County Social Service Agency, Sheriff's office and Public Defender to conduct a comprehensive review of the programs that could serve the population that is targeted by AB 1421, also known as Laura's Law, for the purpose of considering alternatives to AB 1421 that are more compassionate. The stakeholder group arrived at consensus on 11 different system and program recommendations which included a Peer Respite program. These recommendations are outlined in the ACBHCS report: [Re-Envisioning Engagement: AB1421 Stakeholder Planning BHCS Response and Implementation Plan](#) and was approved by the Board of Supervisors on November 17, 2015. This RFP also includes Peer Navigation, which was part of the nine initial recommendations approved by the Board in February 2014.

While Alameda County has a well-established group of peer-led organizations and advocacy groups who provide peer support and community organizing around mental health, there is no peer run respite program in Alameda County. The provision of Peer Respite services will provide the community with significant capacity for voluntary crisis and recovery support services.

The ongoing program is funded through the Mental Health Services Act Prevention and Early Intervention (MHSA PEI) dollars under the Early Intervention category. It is the goal of this Peer Respite Program to address and promote recovery and related functional outcomes for a mental illness early in its emergence and provide relapse prevention services.

BHCS will set-up two contracts with the successful Bidder – one for the lease agreement using CHFFA funds for capital improvements and the other for the program.

- Section I. C. Scope, page 5: These onetime funds cannot be used for operating or administrative costs and must be used and invoiced to the County before December 31, 2017.
- Section I. F. 1. Understanding and Experience with Priority Population Needs, page 7: Potential participants may have Medi-Cal or be eligible for Medi-Cal or uninsured and should not be at imminent risk of danger to others or themselves.
- Calendar of Events, page 12: Modified as follows:

Event	Date/Location	
Request for Proposals (RFP) Issued	Thursday January 5, 2017	
Bidder's Written Questions Due	By 5:00 pm on the day of 2 <sup>nd</sup> Bidder's Conference – BHCS strongly encourages Bidders to submit written questions earlier.	
1 <sup>st</sup> Bidders' Conference	Thursday January 12, 2017	10:30 am – 12:00 pm 1900 Embarcadero Cove, Suite 205, Oakland (Wildcat Canyon Room)
2 <sup>nd</sup> Bidders' Conference	Friday January 13, 2017	1:30 pm – 3:00 pm 951 Turner Court, Hayward

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<b>Event</b>	<b>Date/Location</b>	
		Public Works Agency (Conference Room 230ABC)
Addendum Issued	<del>Monday January 23, 2017</del>	<b>Friday, January 20, 2017</b>
<b>Proposals Due Tuesday February 14 by 2:00 PM</b>		
Review/Evaluation Period	February – March 2017	
Oral Interviews (as needed)	Thursday March 16, 2017	
Award Recommendation Letters Issued	Wednesday March 24, 2017	
Board Agenda Date	June 2017	
Contract Start Date	<del>June 2017</del>	<b>July 2017</b>

- Appendix A. Glossary: the following acronyms were added:
  - AB 1421 - also known as “Laura’s Law” which was passed in 2002 provides court-ordered intensive outpatient services for individuals with a recent history of recurrent psychiatric emergency room visits and hospitalizations who are significantly deteriorating and unwilling/unable to engage in voluntary services to support their recovery.
  - MHSA PEI – Proposition 63, also known as the Mental Health Services Act was passed by the California voters in November 2004. MHSA PEI programs prevent mental illness from becoming severe and disabling and improves timely access for underserved populations.

**RESPONSES TO BIDDERS QUESTIONS**

**General Questions:**

- Q1) Based on the criteria below, since Heart and Soul would be providing services to Alameda County residents and clients, I'd like to confirm that we qualify for this contract award whether or not we partner with a SLEB.  
"The following entities are exempt from the Small and Emerging Local Business (SLEB) requirements as described above and are not required to subcontract with a SLEB: non-profit community based organizations (CBO) that are providing services on behalf of the County directly to County clients/residents;" (<http://acgov.org/auditor/sleb/overview.htm>)
- A1) **The following entities are exempt from the Small and Emerging Local business (SLEB) requirements and are not required to subcontract with a SLEB:**
- **Non-profit community based organizations (CBO) that are providing services on behalf of the County directly to County clients/residents;**
  - **Non-profit churches or non-profit religious organizations (NPO);**
  - **Public schools; and universities; and**
  - **Government agencies.**

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**Bidders who meet this exemption should check the second box on SLEB Partnering Information Sheet on Page 40 of the Fillable Forms Template and state their exemption on the text field.**

- Q2) I have a question for you regarding the bidders conference on January 12th and 13th for RFP #17-01. Is this conference mandatory? I know in the RFP it says that it is not its just highly recommended but I'm hearing that it is and if so do I have to attend both dates?
- A2) **The Bidders' Conference is highly recommended, but not mandatory. You do not need to attend both.**
- Q3) Will there be a conference line to dial into for the Bidders' Conference?
- A3) **Not at this time. All questions and responses will be included in the Addendum to be issued on Monday, January 23, 2017.**
- Q4) Can you send a list of agencies within Alameda County that would be eligible to apply as the lead for this RFP?
- Q4) **Any agency that meets all of the listed criteria on Section I. D. Bidder Minimum Qualifications, on page 5 is eligible to apply. BHCS does not have a mechanism for compiling this list.**
- Q5) Can we submit proposal before the deadline?
- A5) **Yes.**
- Q6) Do the fillable forms tell you how many characters are allowed? Is Adobe Acrobat needed to fill out forms or is Adobe Reader ok?
- A6) **No, the fillable form template does not indicate how many characters are allowed; only page maximums. Yes, Adobe Reader is okay to fill out the fillable form template.**
- Q7) Website URL for Fillable Forms Template?
- A7) You can access it on BHCS' website: <http://www.acbhcs.org/docs/RFP/2017/17-01%20Peer%20Respite%20Fillable%20Forms%20Template%20&%20%20Instructions%20to%200Bidders2.pdf>  
or GSA's website:  
[http://www.acgov.org/gsa\\_app/gsa/purchasing/bid\\_content/contractingdetail.jsp?BID\\_ID=1761](http://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractingdetail.jsp?BID_ID=1761)
- Q8) Even though there will be two contracts (MHSA & CHFFA), CBOs should submit one application (for both), correct?
- A8) **Yes.**

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**Billing/Invoicing Questions:**

- Q9) I see there is a criteria to obtain an approved Medi-Cal Administrative Activities (MAA) claim plan through the State, will Medi-Cal billing be necessary for us to receive payment for services rendered?
- A9) **No. There is no expectation to do Medi-Cal billing for specialty mental health services at this time, however, the awarded Contractor will receive training and technical assistance to obtain and get an approved MAA plan with the State so BHCS can bill those services to the State.**
- Q10) Prorating CHFFA Funds: How is this to be done if the tenant improvements required exceed the prorated amounts?
- A10) **CHFFA funds will not be prorated. Bidders can access up to \$373,172 in capital improvements. Any excess amount will not be covered by the grant.**
- Q11) Can the \$373,172 be used as a down payment of the purchase of a property?
- A11) **Yes, as long as it can be expended by December 31, 2017.**
- Q12) Can CHFFA funds be used for rent or lease payments while facility is under construction or improvements
- A12) **No. Rent or lease payments cannot be charged to the CHFFA grant while the facility is under construction. It can be charged to the ongoing program budget instead.**
- Q13) This is in regards to operational funds: Once we are in our property and preparing our staff for their work, we will need to pay them during the on-boarding process. Can we request a cash advance from the county to pay them for their time, or for trainings, prior to opening to the public?
- A13) **Yes, subject to the terms and conditions included in the County's Cash Advance Policy [http://www.acbhcs.org/providers/network/docs/Forms/Cash\\_Advance\\_Policy.pdf](http://www.acbhcs.org/providers/network/docs/Forms/Cash_Advance_Policy.pdf)**
- Q14) Under revenue section, must we list all current funding amounts from outside sources for overall agency operations?
- A14) **No. Only revenue for this program.**

**Peer Respite Program Questions:**

- Q15) Will there be technical assistance to support the use of the required BHCS electronic data collection and entry, currently InSyst?
- A15) **Yes. The awarded Contractor will receive this training during the first contract year.**
- Q16) What are the qualifications of the LPHA?
- A16) **The definition of the LPHA are included in the RFP's glossary, Page 37: "Licensed clinical staff (MD, PhD, MFT, LCSW) and staff who are registered with the California Board of Behavioral Sciences, usually registered MFT/ASW interns; psychologists who are waived by the State**

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**to provide services; and Master’s level clinical nurse specialists who have national or state license to practice independently.”**

- Q17) Are we only allowed to serve Alameda county clients and BHCS clients?  
A17) **Yes. Section I. F. p. 6 of the RFP defines the priority population as “adults age 18-64 residing in Alameda County.” But you are also allowed to serve clients who are not currently known to BHCS as long as they are a resident of Alameda County.**
- Q18) Could the respite accept private pay clients?  
A18) **No. See Section I. F. p. 6-7 of the RFP for additional definition of the priority population which states: “Potential participants may have Medi-Cal or be eligible for Medi-Cal or uninsured and should not be at imminent risk of danger to others or themselves.”**
- Q19) In terms of self referrals, must they be open to county services?  
A19) **No.**
- Q20) Data Collection: Is there specific provided or required software?  
A20) **A BHCS data collection system will be provided.**
- Q21) Page 8: Section C. Is the expectation that there will be one full-time LPHA for “program oversight” in addition to the one full-time Peer Navigator? So at least 2 full-time staff at all times?  
A21) **Yes, one full-time LPHA and one full-time Peer Navigator are expected to be included in the proposed staffing pattern. The shifts that they are scheduled to work can be counted in the required coverage of two staff at all times.**
- Q22) Page 9: Section 5. “Reduction in recidivism” – Is this referring to consumer involvement in the criminal justice system or re-hospitalization?  
A22) **This refers to the latter - re-hospitalization including crisis stabilization units.**
- Q23) Will the WRAP training be provided by PEERS? - Initial and continued certification.  
A23) **BHCS will coordinate the initial WRAP training during the first contract year.**
- Q24) Is the “Risk Factors and Barriers” section to address mainly homelessness and/or history of violence?  
A24) **Bidders are to describe their understanding of the risk factors and barriers for the for the priority population in their bid submission.**
- Q25) Will we (the program) be a diversion or do people have to step down from hospital?  
A25) **The Peer Respite Program can be either diversion or step down from hospital.**
- Q26) On Page 3 under Intent it states “potential consumers must also have identified housing.” On Page 7 it states “individuals in the priority population may be experiencing homelessness.” Please clarify.

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- A26) **Identified housing is defined on Page 37 in the Glossary as “An identified place to stay after leaving Peer Respite services. This may include consumer’s place of residence, a shelter, and/or home of a family or friend.” Therefore, consumers who are homeless must have a shelter where they can stay upon discharge from the program.**
- Q27) Is the 75 clients annually unduplicated?  
A27) **Yes.**
- Q28) Are drop-ins considered “served”?  
A28) **Drop-ins are considered served if an intake assessment occurs and client data is captured.**
- Q29) ADA access requirement specifics?  
A29) **ADA requirements must meet local city ordinances.**
- Q30) Will individuals on 5150's be eligible to attend the respite?  
A30) **No. BHCS is not designating this Peer Respite Program as a 5150/locked facility. Therefore there will be no appropriate staffing to lift 5150 holds.**
- Q31) What is the differentiation between “admissions” and “served”?  
A31) **There is no difference between admissions and served.**
- Q32) Must all staff be pre-identified or committed at the time proposal is submitted?  
A32) **No. Include the staffing pattern and description of positions in your bid submittal.**
- Q33) Can agencies use their own intake assessment tool?  
A33) **Yes, as long as it captures the required data for InSyst. We are also asking Bidders to provide a sample of their intake assessment tool as Attachment 1A.**
- Q34) Must a full-time staff be present during overnight coverage (i.e., LHPA or Peer Nav.)?  
A34) **No, staff can be any mix of full and part-time as long as there are two staff/bodies present for all 24 hours, seven days a week.**
- Q35) Can it (the program) be gender specific? Or sexual orientation specific? Can there be a particular emphasis on a narrower age range?  
A35) **No. The Peer Respite Program must mirror Alameda County’s SB 82 application and agreement submitted to the State.**
- Q36) When getting a letter of intent from the property owner to either lease or sell their property for use of the Peer Respite, should the letter state that they understand BHCS will be the Lessee or Purchaser of their property? In other words, should the bidder's name not appear on the lease or purchasing paperwork?  
A36) **The Bidder’s name should be on all paper work. The lease and leasing process will come later during contract negotiations. The Lessee will still be the CBO with a relationship to the County.**

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**Other:**

This is Aaron Ortiz, Executive Director of La Familia Counseling and we are SLEB certified. This is not a question but I want to let you know that we have a property in Oakland with a kitchen and an indoor basketball court. We are willing to partner with another agency to lease this property. If you are interested, I would be happy to talk to you after this meeting.

<b>BIDDERS CONFERENCES</b>
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The following participants attended the Bidders Conferences:

1.	Organization Name	Representative	Contact Information
1.	Alameda County Behavioral Health Care Services 1900 Embarcadero, Ste. 205 Oakland, CA 94606	Edilyn Dumapias	Phone: (510) 383-2873
			E-Mail: <a href="mailto:edumapias@acbhcs.org">edumapias@acbhcs.org</a>
			Prime Contractor:
			Subcontractor:
			Certified SLEB: n/a
2.	Alameda County Behavioral Health Care Services 1900 Embarcadero, Ste. 205 Oakland, CA 94606	Rickie M. Lopez	Phone: (510) 777-3211
			E-Mail: <a href="mailto:rlopez@acbhcs.org">rlopez@acbhcs.org</a>
			Prime Contractor:
			Subcontractor:
			Certified SLEB: n/a
3.	Alameda County Behavioral Health Care Services 1900 Embarcadero, Ste. 205 Oakland, CA 94606	Belinda Davis	Phone: (510) 383-2875
			E-Mail: <a href="mailto:bdavis@acbhcs.org">bdavis@acbhcs.org</a>
			Prime Contractor:
			Subcontractor:
			Certified SLEB: n/a
4.	Alameda County Behavioral Health Care Services 2000 Embarcadero Oakland, CA 94606	Khatera Aslami-Tamplen	Phone: (510)
			E-Mail: <a href="mailto:kaslami@acbhcs.org">kaslami@acbhcs.org</a>
			Prime Contractor:
			Subcontractor:
			Certified SLEB: n/a
5.	Alameda County Behavioral Health Care Services 2000 Embarcadero Oakland, CA 94606	Michael Huff	Phone: (510) 383-1793
			E-Mail: <a href="mailto:mhuff@acbhcs.org">mhuff@acbhcs.org</a>
			Prime Contractor:
			Subcontractor:
			Certified SLEB: n/a
6.	RDA Consulting	Gary Spicer	Phone: (510) 381-2213
			E-Mail: <a href="mailto:gspicer@acbhcs.org">gspicer@acbhcs.org</a>
			Prime Contractor:
			Subcontractor:

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	<b>Organization Name</b>	<b>Representative</b>	<b>Contact Information</b>
			Certified SLEB: n/a
7.	<b>PEERS</b> 333 Hegenberger Rd., Ste. 250 Oakland, CA 94621	<b>Vanetta Johnson</b>	Phone: 510-832-7337 E-Mail: <a href="mailto:vjohnson@peersnet.org">vjohnson@peersnet.org</a> Prime Contractor: Yes Subcontractor: Certified SLEB:
8.	<b>Mandala Project</b> PO Box 2102 Alameda, CA 94501	<b>William S. Pegg</b>	Phone: 510-912-1259 E-Mail: <a href="mailto:bluedot121@gmail.com">bluedot121@gmail.com</a> Prime Contractor: Subcontractor: Certified SLEB:
9.	<b>ACNMHC</b> 3238 Adeline St. Berkeley, CA 94703	<b>Katrina Killian</b>	Phone: 510-295-7730 E-Mail: <a href="mailto:kkillian@acnetmhc.org">kkillian@acnetmhc.org</a> Prime Contractor: Yes Subcontractor: Certified SLEB:
10.	<b>Heart and Soul, Inc.</b> 210 Industrial Road, #205 San Carlos, CA 94070	<b>Cardum Harmon</b>	Phone: 650-232-7426 / 707-450-7757 E-Mail: <a href="mailto:cardumh@heartandsoulinc.org">cardumh@heartandsoulinc.org</a> Prime Contractor: Subcontractor: Certified SLEB: No
11.	<b>La Familia</b> 26081 Mocine Ave. Hayward, CA 94544	<b>Aaron Ortiz</b>	Phone: 510-300-3111 E-Mail: <a href="mailto:aortiz@lafmiliacounseling.org">aortiz@lafmiliacounseling.org</a> Prime Contractor: Subcontractor: Yes Certified SLEB: Yes
12.	<b>Alameda County Network of Mental Health Clients</b> 3238 Adeline St. Berkeley, CA 94703	<b>Shawna Sanchagrin</b>	Phone: 510-652-7451 E-Mail: <a href="mailto:ssanchagrin@acnetmhc.org">ssanchagrin@acnetmhc.org</a> Prime Contractor: Subcontractor: Certified SLEB: Yes
13.	<b>PEERS</b> 333 Hegenberger Rd., Ste. 250 Oakland, CA 94621	<b>Lynn Rivas</b>	Phone: E-Mail: <a href="mailto:lrvivas@peersnet.org">lrvivas@peersnet.org</a> Prime Contractor: Yes Subcontractor: Certified SLEB: Yes
14.	<b>Recovery Connections Community</b>	<b>Michelle Campbell-Mateo for Bobby Mickerson</b>	Phone: 919-639-2724 E-Mail: <a href="mailto:bmickerson@recoveryconnectionscommunity.com">bmickerson@recoveryconnectionscommunity.com</a>

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	<b>Organization Name</b>	<b>Representative</b>	<b>Contact Information</b>
			<a href="mailto:Michellemateo24@gmail.com">Michellemateo24@gmail.com</a>
			Prime Contractor:
			Subcontractor:
			Certified SLEB: Yes
15.	<b>Alameda County Behavioral Health Care Services 1900 Embarcadero, Ste. 205 Oakland, CA 94606</b>	<b>Michiko Ronne</b>	Phone: 510-383-2874
			E-Mail: <a href="mailto:mronne@acbhcs.org">mronne@acbhcs.org</a>
			Prime Contractor:
			Subcontractor:
			Certified SLEB: n/a
16.	<b>Building Opportunities for Self-Sufficiency (BOSS)</b>	<b>Sonja Fitz</b>	Phone: 510-649-1930
			E-Mail: <a href="mailto:sfitz@self-sufficiency.org">sfitz@self-sufficiency.org</a>
			Prime Contractor:
			Subcontractor:
			Certified SLEB: Yes
17.	<b>HHREC</b>	<b>Colette Winlock</b>	Phone: 510-834-5990
			E-Mail: <a href="mailto:colettewinlock@hhrec.org">colettewinlock@hhrec.org</a>
			Prime Contractor: Yes
			Subcontractor:
			Certified SLEB: