

Trauma Informed Care Project
RFQ No: TIC-1
Addendum to RFQ Bid Conferences-October 26th, 2011

NOTICE TO BIDDERS

Alameda County Behavioral Health Care Services (BHCS) RFQ Addendum has been electronically issued to potential bidders, who attended the Bidder's Conferences, via email. The RFQ Addendum is also posted on the BHCS website at <http://www.acbhcs.org/Docs/docs.htm#RFP>
No additional questions will be accepted for this RFQ.

UPDATED INFORMATION 11/10/11

It has come to BHCS' attention through the Auditor-Controller's Office of Contract Compliance (OCC) that for outpatient mental health entities the US Small Business Administration defines a small business as having a **\$10,000,000** average budget over the previous three years, NOT \$6,500,000-as stated in page 21 of the RFQ for Trauma Informed Care.

If this new maximum dollar amount will qualify your agency to become SLEB certified please follow the directions in the RFQ on how to become SLEB certified.

The information on this new amount can be found on page 34 code 621420 of the SBA Standards document, which can be found at <http://www.acbhcs.org/Docs/docs.htm#RFP>

Question 1: How much money is it for the one year project?

Answer 1: The maximum amount of funding that will be awarded for this project is \$220,000 for one year of services. See page 9 under SCOPE.

Question 2: Do the deliverables have to be delivered and completed in one year's time?

Answer 2: This is a time limited 12 month project and all work must be completed in those 12 months, with no extensions.

Question 3: What is meant to pilot and finalize the trauma informed tool and provide training on it?

Answer 3: The vendor will identify local practices as well as evidenced-based practices and develop a tool(s) that providers can use to assist staff in better working with their clients around trauma. In order to create the best tool possible it will be piloted, then refined if necessary, and then the vendor will train groups on how to implement the tool. See page 8 under INTENT.

Question 4: Does an organization have to be a SLEB-certified vendor to apply for this RFQ?

Answer 4: An organization does not have to be a SLEB to apply; however, "a non-certified SLEB bidder must partner 20% of contract value with a certified SLEB vendor." See page 21 under County Provisions 2b.

UPDATED INFORMATION 10/31/11: If a vendor can justify why they cannot subcontract 20% to a SLEB, then the Office of Acquisition Policy (OAP) may approve this request. Any potential vendor who would like to make a justification can do so under Exhibit I. However, vendors should be aware that if they are chosen as the lowest responsible bidder with a request to waive

SLEB subcontracting requirements the OAP may not grant the waiver, meaning the identified vendor will need to follow SLEB protocol (20% subcontracted to a SLEB vendor) in order to be the winning bid.

Question 5: What is a SLEB Vendor?

Answer 5: The acronym SLEB stands for Small, Local, Emerging Business. See pages 20 through 22 under County Provisions. For additional questions you may contact the Auditor's-Controller's Office of Contract Compliance (OCC) at (510) 891-5500 or ACSLEBcompliance@acgov.org

Question 6: Does a sub-contractor need to be a SLEB vendor?

Answer 6: No a subcontractor does not need to be a SLEB vendor as long as the Bidder is a certified SLEB vendor or the bidder is a non-certified SLEB vendor with 20% of the contract value already identified as going to a SLEB vendor.

Question 7: How do SLEB preference points apply in an RFQ process?

Answer 7: SLEB preference points are defined as a 5% preference for local vendors and 5% for certified SLEB vendors-for a maximum bid preference of 10% (See page 22 under County Provisions 3.

In an RFQ process the County is looking to award a contract based on the lowest responsible bidder's price. SLEB preference is given in the following manner for RFQ bids: 1) if a bidder is a local vendor 5% is deducted from the overall bid price-making their bid lower; 2) if a bidder is a certified SLEB vendor (meaning local and certified) 10% is deducted from the overall bid price. Reducing a bid's price is only for the purpose of giving preference to small/emerging local and local vendors. The standard agreement that will be developed will be based on the actual budget from the lowest responsible bidder.

Question 8: Can an organization receive local points if they are not a certified SLEB vendor?

Answer 8. Yes, if an organization meets the local criteria (See page 20 under County provisions 1.) AND fully completes Exhibit G. Exhibit G and all required documents identified in Exhibit G must be turned in with an organizations bid for this RFQ.

Question 9: Will an agency receive preference points for employing CalWorks clients?

Answer 9: No, a bidder will not receive preference points for employing CalWorks Clients. However it is a requirement of the RFQ that Exhibit H: Alameda County Vendor First Source Agreement Vendor Information is completed and turned in with a bidders proposal.

Question 10: What is a tool? Is a dialogue a tool?

Answer 10: Yes, a dialogue is an example of a "tool." A tool is a tangible product or method a person can use to understand or work better with individuals and families who have experienced trauma. We are looking for "tools" that are easy to understand, easy to share, easy to use.

Question 11: How many convenings are required?

Answer 11: It is the vendor's role to determine this.

Question 12: What is a UELP and how do I find out about this group of cultural providers?

Answer 12: The acronym UELP stands for Underserved Ethnic Language Populations. A number of UELP programs were established through the Mental Health Services Act Prevention and Early Intervention services to provide culturally relevant supports to diverse populations who have not previously accessed mental health services. More information about this group can be found at <http://www.acbhcs.org/MHSA/pei/pei.htm>

Question 13: Is there an evaluation for this pilot. How does the beta testing process fit into this?

Answer 13: This pilot does not include a program evaluation. We expect the contractor to use the beta-testing process to show that the tool has efficacy before it is deployed and people are trained to use it (Efficacy: the tool operates according to its design specifications and produces the intended outcome).

Question 14: Can two agencies partner in the RFQ?

Answer 14: Yes. Having a subcontractor is allowed on this RFQ.

Question 15: How many subcontracts can a vendor have?

Answer 15: The bidder may identify as many subcontractors as they desire; however the bidder will need to clearly articulate their leadership role and the roles of the subcontractor(s). See page 9 under SCOPE. Bidder will also need to clearly identify subcontractors in their proposed budget under the line item of Professional and Specialized Services.

Question 16: Will this RFQ process reward collaboration?

Answer 16: Collaboration will not be given preference points. This Request for Quotations is to solicit quotes and select the lowest bidder whose response best meets the County's requirements. See page 8 under INTENT.

Question 17: How does the vendor determine which groups are involved in the convenings?

Answer 17: The vendor will determine the groups involved in the convenings by the research that is conducted on the communities in Alameda County who face trauma and are at risk or who have behavioral health issues.

Question 18: Are stipends OK?

Answer 18: The vendor can use their budget to pay clients and family members stipends for participation in this project.

Question 19: There are a lot of communities in Alameda County that have experienced trauma and behavioral health challenges. How should the vendor identify which diverse communities to include in this effort?

Answer 19: The vendor will be given a list of BHCS stakeholder groups that are connected to programs and people who deal with trauma informed care practices. The vendor will determine how to engage the variety of communities that experience trauma.

Question 20: If the contractor recommends the establishment of an Advisory Council to BHCS on Trauma Informed Care, how would it be staffed after the contract is over?

Answer 20: BHCS will seek recommendations from the vendor on this issue through the deliverable of a sustainability plan.

Question 21: Who is the audience and age range for the tools/strategies?

Answer 21: The entire age spectrum is the universe. It is up to the vendor to start with a wide net and then determine how to scope the project so it works efficiently with age groups and remains within budget.

Question 22: What are the expectations around languages other than English?

Answer 22: Alameda County has many large refugee communities that experience trauma and behavioral health issues. Threshold languages (languages that are most prevalent other than English) include: Spanish, Cantonese, Vietnamese and Farsi. BHCS expect s the contractor to engage these communities and if tools are developed that can be used by these communities, BHCS will work to have the tools translated.

Question 23: There is a lot of kinds of trauma; should the tool try to address all kinds?

Answer 23: BHCS expects the vendor to do some reasoned and systematic thinking about trauma and what people need to build their resilience. The vendor should look for approaches to building resilience that are common across cultures (ethnic or cultural rituals) and types of trauma, and suggest strategies that build on these approaches.

Question 24: What does “local” mean?

Answer 24: Alameda County.

Question 25: How should we balance practice based evidence (local approaches to “what works”) with Evidence Based Practice (EBP)?

Answer 25: Profile our county’s local leadership, programs and practices to gauge what tools and strategies might spread easily. Look at EBPs and gauge which ones would fit into the cultural and economic diversity of our county. Pick the ones that are simple, easy to use and will apply to our diverse populations.

Question 26: Is there enough money in the budget for this project?

Answer 26: BHCS expects the contractor to start by casting a wide net and then defining a scope of work for the project that can be supported by the required deliverables and fits the budget. BHCS staff created a draft budget and are confident that the deliverables can be produced within the \$220,000.

Question 27: This RFQ blends the topics of Trauma Informed Services and Trauma Interventions. How should we deal with that?

Answer 27: It is up to the vendor to distinguish between the two and educate the community about it. It is also up to the vendor to determine how the final set of tools/strategies addresses either one of them (or both).

Question 28: On page 19, Terms & Conditions (O. Award, #1): "The award will be made to the lowest responsible bidder who best meets the requirements of these specifications, terms, and conditions." How/who will decide what 'best meets the requirements of these specifications, terms, and conditions?' What is the process for decision-making? How will responses to each question be weighted (is there a point system?)

Answer 28: This Request for Quotations is to solicit quotes and select the lowest bidder whose response best meets the County's requirements. BHCS will award this RFQ to the bidder who meets the vendor minimum qualifications and has the lowest bid. In the event there is an exact tie for the lowest bid a group of qualified BHCS staff will evaluate the bidders qualifications to determine the most responsible bidder. If this happens, the Prevention Coordinator will not be part of the determination panel since she is running the RFQ process and will be directly overseeing this contract.

Question 29: Do you have to be a certified SLEB at the time of grant submission? Can you show proof of submission/qualifications for SLEB?

Answer 29: A bidder does not need to be SLEB certified at the time they submit their bids, but they do need to show proof of submission of their SLEB application. However, if during the selection process bidders with only a pending SLEB application will not receive the preference points. If a vendor chooses to become a SLEB during this RFQ process please contact the Auditor's-Controller's Office of Contract Compliance (OCC) at (510) 891-5500 or ACSLEBcompliance@acgov.org to inform them you are applying to this RFQ, which may help accelerate the SLEB certification process.

Question 30: Exhibit M, Part I, Description of the Proposed services and Part J., Implementation Plan & Schedule: What is the maximum number of pages for these parts of the bid?

Answer 30: If no page limit is listed each bidder may use their own judgment in the number of pages; however please remember this is an RFQ where BHCS is looking to award this project to the lowest responsible bidder who meets the minimum qualifications.

The following participants attended the Bidders' Conferences:

Organization	Representative	Contact Information
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Name		
HUME Center	Mahnaz Amini Dr. Raman Kular (not present)	Phone:
		E-Mail: Mahnazamini@sbcglobal.net Rkular11@gmail.com
		Prime Contractor: HUME
		Subcontractor:
		Certified SLEB:
Seneca Center	Megan McQuaid	Phone:
		E-Mail: Megan-mcquaid@senecacenter.org
		Prime Contractor: Seneca Center
		Subcontractor:
		Certified SLEB: no
BOSS Building Opportunity for Self-Sufficiency	Michael S Yomagata Clinical Director	Phone: M: 510-621-8886, O: 510-899-4106
		E-Mail: myamagataboss@yahoo.com
		Prime Contractor: BOSS & ACNMHC
		Subcontractor:
		Certified SLEB: Yes (BOSS)

Organization Name	Representative	Contact Information
BOSS (organizer) ACNMHC (board)	Michael Diehl BOSS Community Organizing Team ACNMHC Board Chair, Healing Trauma POCC	Phone: 510-688-6685; BOSS: 510-649-1930
		E-Mail: adversary359@yahoo.com
		Prime Contractor: BOSS
		Subcontractor:
		Certified SLEB: yes (BOSS)
ACNMHC Alameda County Network of Mental Health Clients	Nancy Thomas Finance Manager	Phone: 510-652-5891
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		Subcontractor:
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Resource Development Associates	Roberta Chambers, PsyD	Phone: 510-984-1478
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		Subcontractor:
		Certified SLEB: Yes
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Organization Name	Representative	Contact Information
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		Certified SLEB:
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		Prime Contractor: Bonita House, Inc.
		Subcontractor:
		Certified SLEB: Yes