



ADDENDUM TO RFP BID CONFERENCE AUGUST 17TH, 2010 FOR MAXIMIZING OPPORTUNITIES FOR MOTHERS TO SUCCEED

This document includes points that may not have been sufficiently emphasized in either the Bidder's Conference or the RFP. Please note that the addendum is the final word of the County.

Clarifications

Bidders:

- It is the intent of this RFP is to result in one contract with one administrative entity to carry out the scope of work.

Budgeting & Budget Forms:

- Bid proposals should not exceed \$202,192 of County funds.
- Bid proposals should include an annualized budget. The annualized budget will be prorated based on the contract start date.
- Make sure benefits and taxes are filled in.
- Use budget form on: <http://www.acbhcs.org/Docs/docs.htm>

Exhibits

- *Exhibit B:* Bid Form Instructions were replaced. See page 26 of RFP. <http://www.acbhcs.org/Docs/docs.htm>
- *Exhibit C:* Insurance Requirements page 29 has added: Item E: Employee Dishonesty and Crime coverage requirements.
- *Exhibit K:* page 43 has changed. Item number 8 (now item number 7) should read: "The County will pay Contractor monthly as agreed upon in Exhibit B Provisions, not to exceed the total lump sum price quoted in bide response."
- *Exhibit K:* on page 43 has removed:
 - 4. Invoices shall contain County PO number, invoice number, remit to address and itemized products and/or services description and price as quoted and shall be accompanied by acceptable proof of delivery.
 - 5. Contractor shall utilize standardized invoice upon request.

Response Format:

- When using *Exhibit M:* Response Content & Completeness Checklist
 - Pay attention to maximum page lengths. Any page over the page length will be blacked out.
 - Bidders should submit Exhibits listed in order listed in the checklist, *Exhibit M*.
- Remember that in Section II. E. **RESPONSE FORMAT Organizational Experience & Capacity** and **Technical Criteria** will be most heavily weighted.
- **Organizational Experience & Capacity**-inquires about an agency's experience to date
- **Technical Criteria**-inquires about what an agency proposes for this program. Please note organizational charts are important in understanding proposed program designs.
- Ensure all response sections are included; organizations may be disqualified for incomplete submittals.

SLEB Points:

- To date, BHCS has been able to negotiate with General Services Agency (GSA) to allow non-profits to receive preference points. However, in the future, BHCS encourages nonprofits to apply for the SLEB preference.
- Currently, non-profits (501(c)(3) are waived from applying for Small, Local and Emerging Business (SLEB) application. (For additional details, see below).
- In recent years, human service agencies have been asked to adhere to the Alameda County SLEB requirement. Normally in a bid process, bidders receive a 5% point preference for being a SLEB. **Non-profits are exempt from the SLEB requirements and must indicate their 501 (c) (3) status in their bid as ATTACHMENT 16.** BHCS has a temporary agreement with Alameda County GSA to grant five percentage points for being *either* a non-profit Community-Based Organization (CBO) *or* a SLEB. This means that non-profit CBOs may choose not to fill out the SLEB package and they will not be disadvantaged in the point scoring with a SLEB-certified organization. For-profit CBOs must still apply to become a SLEB to receive the five percent award.
- Please note that to claim the 5 % local preference, Exhibit G must be signed and submitted with your proposal.

Other:

- Potential bidders should not contact RFP Evaluation Panel members. Bidders should only contact the County liaison Gilda Mansour gmansour@acbhcs.org
- The appeal process is now run through the Auditor's Office, rather than the Agency Director's Office.

Important Dates-

- Questions regarding the RFP will only be accepted until August 17th at 5:00 pm.
- BHCS Addendum responses will be posted online on August 23rd, 2010 by 5:00pm.
- The deadline to submit a Bid Proposal is on September 13th, 2010 by 5:00 p.m. Bids will be time/date stamped and any proposals received after 5:00 pm will be rejected.
- Should the Evaluation Panel elect a Vendor Interview, the Vendor Oral Interviews will be held September 29th, 11:00 am-2:00 pm at 2000 Embarcadero Cove, 5th Floor Alvarado Niles.
- BHCS anticipates a contract start date of November 1st, 2010.

Question & Answers

Q1. Can bidders use the indirect rate approved in the federal indirect rate agreement for the MOMS program?

A1. The County expects bidders to create a budget based on appropriate and reasonable line items, including the indirect rate (overhead costs).

Q2. How many clients will a case manager be accountable for having served in a year?

A2. Each case manager is expected to provide services for an estimated 71 clients per year based on a five year study. Additionally, case managers will be responsible for conducting group case management once per week to participants who have not been assigned a case manager within Santa Rita Jail.

Q3. Are the case managers expected to deliver the 8-week curriculum to MOMS participants?

A3. No. Case managers do not deliver the curriculum. The curriculum is taught by a MOMS teacher who is hired by the Sheriff's Office.

Q4. What is the average number of participants in the 8-week curriculum component?

A4. The curriculum consists of two parts: Core I (first 4 weeks) has an average class attendance of 20. Core II (second 4 weeks) has an average class attendance of 15.

Q5. Are there any business or locations requirements for non-profits bidding on this RFP?

A5. No. Page 15 of the RFP states the minimum requirements.

Q6. Who has to complete the SLEB Forms?

A6. At this time, a for-profit organization wishing to obtain the 5 percent preference for being a SLEB or sub-contracting with a SLEB would need to fill out the forms.

Q7. If an organization is not a small, local or emerging business in Alameda County does the bidder still need to complete Exhibit E: Common Application for Local Certification?

A7. No.

Q8. Do organizations have to complete the SLEB Bidder/Sub-contractor documentation in Exhibit F if the organization is a community based non-profit?

A8. Not at this time.

Q9. Is the Project Organizational Chart requested as ATTACHMENT 8 different than the Organizational Chart requested as ATTACHMENT 2?

A9. Yes. The chart requested as ATTACHMENT 8 should represent how the organization would look if the MOMS program was incorporated into the organization. The chart requested as ATTACHMENT 2 should represent the bidder's current organizational structure.

Q10. If the MOMS case managers serve 25-30 women at any given time for a maximum of 18 months, how will each case manager serve 75 women per year?

A10. The 75 figure given at the bidder's conference was an estimate. A report done after five years of the program estimated that about 61 unique clients were seen by a case manager. It does not mean that every woman will receive 18 months of service; some may receive less due to turnover or not requiring that length of service. It is expected that some women will graduate from the program depending on the attainment of their Individual Action Plan goals.

Q11. Are case managers expected to pay for needed household items, such as cribs and furniture?

A11. No. Case managers are expected to assess needs with mothers and create pathways and linkages for mothers to obtain needed items. It is not expected that case managers will pay for these items, but rather connect mothers to services that will be able to help mothers obtain needed items.

Q12. Are bidders and awarded providers expected to provide car insurance coverage for employees who own and use their own cars for the MOMS program?

A12. Yes. Please see item B. in Exhibit C on page 29 of the RFP, which states: "All owned vehicles, hired or leased vehicles, non-owned, borrowed and permissive uses. Personal Automobile Liability is acceptable for individual contractors with no transportation or hauling related activities." Bidders are expected to research the cost of this insurance coverage and include it in their bid response.

Q13. Who is expected to provide maintenance for MOMS housing?

A13. MOMS participants may transition to housing in various locations. As expressed in Q11. It is expected that case managers help mothers assess needs and create pathways to obtaining maintenance services. However, if a MOMS participant transitions to housing within Oakland Housing Authority (OHA), the OHA is responsible for building maintenance.

Q14. Is it possible for the meetings between the vendor and Sheriff's Office to occur at a location other than Santa Rita Jail?

A14. The meeting locations are not specified in the RFP. The intent of the meeting requirements is to ensure that regular and proper communication occurs between the vendor, BHCS and the Sheriff's Office. BHCS expects that a structure for regular communication will be developed among BHCS, the Sheriff's Office and the vendor. The time, place and type of communication will be determined with the provider during start-up.

Q15. What does 'clinical supervision' refer to; does the position of the supervisor require a particular degree, license or credential?

A15. For the purposes of this RFP, clinical primarily means the operational oversight regarding the knowledge and delivery of case management services. For this function it is expected that the supervisor will have a strong understanding of and extensive experience with how to provide case management. Secondly, clinical means providing guidance to case managers in accessing alcohol or drug treatment services to support their recovery. For this function it is preferred, but not required that the supervisor has earned some form of drug counseling certification.

Q16. How often do BHCS and the Sheriff's Office anticipate calls from participants during non-work hours?

A16. The exact number of after hour calls is not collected at this time. It is expected that In addition to referring clients to community-based mental health services and advocating for access, case managers will also be available after hours to support clients in times of crisis. It is expected that what is deemed a crisis will be discussed between each case manager and their participants.

Q17. Will the awarded organization receive a cost of living adjustment (COLA)?

A17. As stated on page 16 of the RFP; *"BHCS has historically given cost of living adjustments (COLAs) to contractors as funding is available. The COLA increase is generally based on SEIU negotiated COLA amounts and is subject to Board of Supervisors' approval."*

Q18. Why is this program going to bid?

A18. There was an existing provider that did not wish to continue providing the services. The Sheriff's Office elected to maintain the program, but in the long term agreed that a community based organization (CBO) would be best to run the program, because CBOs are better connected to the community and more able to link the participants with community resources.

Q20. Who is currently running the program?

A20. The Sheriff's Office is currently running the program.