



**Workforce Education and Training Five-Year Plan
Marriage and Family Therapists - RFP # 13-4155
Call-In Q&A's from Mandatory Bidders' Conference
January 15, 2014**

Following are general summaries of questions asked at the Mandatory Pre-Proposal Conference on 1/15/2014, and the responses to the questions:

Question 1: *We printed the RFP when it was issued on 12/27/2013, but on that version Butte County is not on the list. Then a few days later on the RFP, it has Butte County listed. Was the RFP updated since December 27th?*

Answer: There have been no updates to the RFP. We issued several RFPs on December 27, 2013. For RFP# 13-4155, Marriage and Family Therapists, Butte County is not listed as one of the OSHPD-defined Counties of Need.

Question 2: *Just to clarify once more, on page 5 under section 3.d., the RFP mentions PMHNPs. Is that a typo?*

Answer: That is a typographical error. The RFP should say MFTs.

Question 3: *I noticed that Fresno is not listed as a County of Need, although it's pretty well documented that there is a high need in Fresno County. However, if we were to submit a proposal, I think we just need to show that at least fifteen percent (15%) of the students that we provide stipends to come from those Counties of Need, correct?*

Answer: That is correct; fifteen percent (15%) of the cohort needs to be placed in the Counties of Need.

Question 4: *Please clarify how "County of Need" is defined?*

Answer: The definition for OSHPD-defined Counties of Need is located in the Definitions (Exhibit G), starting on Page 50 of the RFP and is defined as follows: "OSHPD-defined Counties of Need are counties in which two (2) or fewer stipend recipients were placed in field placement and employment payback in Fiscal Year (FY) 2012-13."

Question 5: *If we were to apply for the funding, would we be expected to work with the whole State, just a region, or just a few of the OSHPD-defined Counties of Need? How big a scope is this?*

Answer: The goal of the RFP is to enter into a contract or contracts to furnish the services as described. A Proposer, in their bid, can identify how they are going to best meet the criteria outlined in this RFP. The Proposers will elect how their organization can best meet the needs of the RFP.

Response: *Ok, that's helpful.*

Question 6: Clarify what you said earlier about the proposal deadline, February 20th, I understand that. Then you had another date, February 28th. Is that when you are going to announce awards?

Answer: February 28th is the date of the Notice of Intent to Award.

Question 7: A Notice of Intent to Award, meaning that the selection has been finished and it's an intent?

Answer: That is correct.

Question 8: There wasn't anything in this RFP that referred to current programs. In prior RFPs, we needed to demonstrate what we've done with our existing contract and we want to make sure that this isn't needed for this particular RFP?

Answer: Information on current programs is not a requirement of this RFP. All bidders will be responding to the RFP in the same manner.

Question 9: I am confused about the ending of the contract. I know it's two (2) years of stipend funding and then one (1) year of follow-up. That was addressed in the Questions and Answers. My sense is that those who get these contracts will need to continue tracking the students even after the end of the contract to make sure that they fulfill their yearlong payback obligation. Is that correct?

Answer: That is correct.

Question 10: Since our contract with you would be over at that point, what would be the mechanism, say if a student didn't complete their obligation? Would we just keep operating as if we still had a contract with you to submit reports and do the payback process?

Answer: The Proposer would not be submitting reports. However, if a student breached their contract with the program, and hence with OSHPD, the funds would need to be returned to OSHPD.

Question 11: In Exhibit A, 5Q it mentions ensuring that both first- and second-year students, or part-time and full-time students are able to apply. Would there be an issue with third-year students applying for these funds? We have a two and a half to three-year program.

Answer: The intent of this RFP was to ensure that final year students are eligible.

Question 12: Regarding the fifteen percent (15%) requirement that students be placed in Counties of Need, both for traineeship and employment, it's difficult to be able to guarantee that agencies in the Counties of Need will employ our students, although it sounds like that's what you're specifically looking for?

Answer: We're looking for fifteen percent (15%) of the students to enter into field work placement and payback employment in OSHPD-defined Counties of Need. How the Prosper intends to meet that requirement and how the Proposer works with OSHPD-defined Counties of Need is at the Proposer's discretion. As long as the proposal is clear and concise and we understand the proposal, we should be able to review it accordingly.

Question 13: About the budget and the limitations, is there a particular amount you're looking for in an annual budget or is it just based on what our program's need is? There is probably a point where you can be over the amount on an annual basis?

Answer: It is each Proposer's responsibility to submit a proposal that best explains and justifies their proposal. There is a set amount of funding that is allocated for stipends and a set amount for the administrative rate. The Proposer would need to explain the number of stipends that they are proposing to award and the administrative rate.

Question 14: *So over the three (3) years you can't exceed the \$6,200,000?*

Answer: That is correct.

Question 15: *But how much money is allocated for the entire program? How many applications/proposals might you fund?*

Answer: It's difficult for us to opine or venture to guess how many proposals/bids we will receive from this RFP.

Question 16: *Is there a set amount of money OSHPD set aside for this program?*

Answer: A total of \$6,200,000 is available for the Marriage and Family Therapists Stipend program and up to \$18,500 will be made available per student.

Question 17: *We are leaning towards putting forth a region-wide proposal. So if things went right and you liked the proposal but we asked for too much money, is there any way that could be accounted for or negotiated?*

Answer: Proposals cannot exceed \$6,200,000.

Question 18: *We're not going to ask for that much. We're just going to ask for what we think the Central Valley should get. So is it worth our effort to write a proposal since you seem to imply that you want somebody to do it for the whole state?*

Answer: OSHPD is looking for contractors who can best meet the needs outlined in the RFP in the most effective manner. To make this determination, we provide a calculations page which provides guidance to potential bidders on how to determine the number of stipends. If your proposal is responsive to this RFP, the scoring committee will be able to work through that and determine the best needs of the State based on the evaluation criteria. The evaluation tool assigns thirty (30) points to how cost effectively an organization is providing the stipends; fifteen (15) points is assigned for the strength of the program and fifteen (15) points is assigned to OSHPD-defined Counties of Need.

Question 19: *How much money do you think you're going to give to the Central Valley?*

Answer: We can't answer that until we see individual proposals. The Proposer should work through the guidance provided in the Evaluation tool on Pages 10 and 11. The Proposer will be held to the number of stipend recipients the Proposer indicates they can fund and employ.

Question 20: *Does an organization have to be a non-profit or a 501(c)(3) to meet the eligibility criteria?*

Answer: No, it does not.

Question 21: *Regarding the section on Page 6, D2, you give the answer as Yes or No; does that still give room for elaboration if the answer may not be Yes or No?*

Answer: If the Proposer would like to provide additional information, they should do so.

Question 22: *In referring to public mental health sites, are these defined as they've been defined in the past in that public mental health is either a county-based or county-funded Community Based Organization?*

Answer: That is correct. If there's a contractual relationship between the County Department of Mental Health and a Community Based Organization (CBO), then that is considered part of the public mental health system.

Question 23: *If we have any questions that occur after this bidders' conference, is there any way that we can email you?*

Answer: No. This conference is held for the purpose of clarifying any questions. To reply to any other questions after today's conference, would or could circumvent the competitive bidding process. Would you like to take a moment to think if you have any other questions?

Response: *No, we're good.*

Bidders' conference adjourned at 3:42 p.m. Thank you, we look forward to seeing your proposals.