



Office of Statewide Health Planning and Development



**Workforce Education and Training  
Peer Personnel – RFP #13 - 4127  
Mandatory Bidders' Conference: February 10, 2014**

Following are general summaries of questions asked at the Mandatory Pre-Proposal Conference on 2/10/2014 and the responses to the questions:

**Question 1:** *How do we get a verification letter from one (1) County Mental Health Director if we have a program that is in four (4) or five (5) different counties?*

**Answer:** If the proposal is for multiple counties, the Proposer would provide verifications from the County Mental Health Directors from each of the counties identified. If the proposal is for multiple counties, with one of the counties acting as the fiscal sponsor, the proposer should provide a letter of verification from the County Mental Health Director of the county that is the fiscal sponsor.

**Question 2:** *If counties have different pay rates for proposed positions how do we account for the variance?*

**Answer:** The RFP does not require that proposals account for pay rates and/or pay variance.

**Question 3:** *If we're including certificate programs, can we recruit from a program that is longer than one (1) academic year? For instance, can we recruit from a program that is thirteen (13) or fourteen (14) months long? And if we can't directly utilize that certificate program can we conduct outreach targeting people that are already midway through that certificate program?*

**Answer:** Yes, a proposal can propose working with those programs and can conduct outreach that is targeting individuals who are midway through the certificate program. However, the training or academic program proposed must meet the minimum qualifications of the RFP and cannot be more than one (1) academic year or nine (9) months in length. The education and training must enable an individual to satisfy the minimum requirements for entry into position of need the County and/or CBO identified as verified by the County Mental Health Director.

**Question 4:** *In regards to Disabled Veteran's Business Enterprise (DVBE) preference points; is the contractor required to do general outreach to solicit the DVBE vendors or can they contract with a State-certified DVBE vendor directly?*

**Answer:** Proposers are not required to do general outreach to solicit DVBE vendors. The RFP does not have a DVBE requirement. For more information on DVBE preference points the proposer should refer to the State Contract Manual.

**Question 5:** *To what extent does the County have to be involved in developing the proposal? And to what extent are you looking for a proposal that trains people for county positions; that is for positions outside Community Based Organizations (CBO)?*

**Answer:** The positions in which trained Peer Personnel are placed can be in the County or in the CBO or both. The RFP requires that a program train and place individuals in positions in the County Public Mental Health System (PMHS). The County PMHS is defined in Title 9, California Code of Regulations as publicly-funded mental health programs/services and entities that are administered, in whole or in part, by the County Department of Mental Health.

**Question 6:** *In \_\_\_ County, mental health is subcontracted and our program's contract is with the Adult System of Care. Do we only need a verification letter from the County Mental Health Director or do we also need the verification from the head of the Adult System of Care?*

**Answer:** The RFP only requires verification from the County Mental Health Director.

**Question 7:** *Aside from Attachment 6 in the application, do you require any other budget documentation such as an itemized detail?*

**Answer:** The RFP requests that the Proposer provide a cost estimate for each identified deliverable. An itemized budget detail is not required.

**Question 8:** *In terms of cost per placed individual, there are huge cost differentials in terms of pay in different parts of the State. Is there any thinking about how that can be balanced with regards to proposal's strength in the region?*

**Answer:** The RFP does not request information regarding the salary of Peer Personnel who will be trained and placed. The RFP asks the Proposer to estimate the cost to the organization for placing trained Peer Personnel in positions in the Public Mental Health System.

**Question 9:** *There doesn't seem to be any specification on font size or spacing?*

**Answer:** That is correct. The RFP does not specify font size or spacing.

**Question 10:** *Will the programs describe what they are proposing to do in the Detailed Work Plan Attachment and in the Strength of the Program section? Are there any page limits?*

**Answer:** Attachment 5-Work Plan, Executive Summary, History and Schedule for Task Completion will be the proposal. There are no page limits.

**Question 11:** *Are we being told that there isn't an expectation as to what the duration of employment will be at the culmination of this training program?*

**Answer:** The RFP does not specify a period of time for payback.

**Question 12:** *In regards to placement within the Public Mental Health System: We are talking about the placement of peers in different service settings where they're working with people who are clients of the public mental health system as opposed to the idea that it would be only placement within the County Department of Mental Health. Is that correct?*

**Answer:** The RFP states that one of the purposes is to increase the total number of Peer Personnel employed in the Public Mental Health System (PMHS). If a CBO has a contractual relationship including a Memorandum of Understanding with the County Department of Mental Health that agency is considered part of the community PMHS and would qualify as an eligible site.

**Question 13:** *Since there is no guarantee that this funding will be ongoing past June 30, 2016, will credit be given to programs that include sustainability plans as part of their proposal?*

**Answer:** To maintain the integrity of the competitive solicitation process, OSHPD cannot advise the Proposer on what specific information to provide in its proposal. The Proposer may provide information sufficient to identify the strength of the program being proposed.

**Question 14:** *Can peer employment positions that are being looked at incorporate residential care? Is there anything that precludes us from including housing positions in this proposal?*

**Answer:** OSHPD cannot advise the Proposer on what to include or where trained Peer Personnel should provide services. The RFP states that one of the purposes is to increase the total number of Peer Personnel employed in the Public Mental Health System (PMHS).