



**Workforce Education and Training (WET)
Consumer and Family Member Employment
Local Organizational Support and Development Networks
Q and A's from Mandatory Bidders' Conference
Request For Application (RFA) #14-5369
September 17, 2014 – 3:00 PM – Room 336**

Following are questions asked at the Mandatory Bidders' Conference held on September 17, 2014, and their respective answers.

Question: *If awarded, can a Community Based Organization provide training for their staff?*

Answer: If the proposing organization is a part of the Public Mental Health System (PMHS) as defined on page 31 of the enclosed sample grant agreement, then the staff could be included as eligible participants for the activities associated with this RFA.

Question: *Is OSHPD looking for local or regional agencies to provide these services to the county/CBO employers or are state-wide agencies also eligible to apply?*

Answer: If an organization meets the criteria listed in Section C. Minimum Qualifications for Applicants, then they are eligible to apply regardless of whether they are a local, regional or state-wide agency. This RFA is open to any public, private, and/or non-profit organization. The proposing organization must be: (i) able to identify and work in partnership with one or more Public Mental Health System (PMHS) employers including counties, community-based organizations, others, and (ii) able to provide training and technical assistance, and develop and disseminate organizational tools and best practices to PMHS employers that support the employment and retention of consumers and family members into their workforce.

Question: *Would Peer to Peer organizations qualify for this RFA?*

Answer: If an organization meets the criteria listed in Section C. Minimum Qualifications for Applicants then they are eligible to apply regardless of what type of organization they are.

Question: *Can an application request of \$2,000,000 be responsive, if it is from a collaborative of four (4) organizations together representing the entire state with no duplication of type of consumer and family member employment?*

Answer: Section E. Application Requirements and Information, item 5 Award and Protest states that the "total costs of all tasks and milestones cannot exceed \$500,000 per Agreement". The total amount available for this RFA is \$2,000,000, but each Grant Agreement cannot exceed \$500,000. Therefore application requests of \$2,000,000 will not be responsive as it exceeds the maximum amount allowed per application of \$500,000 no matter the number of organizations in collaboration.

Question: *Can multiple counties apply together?*

Answer: Yes, multiple counties may apply together, however one county would have to be a fiscal sponsor that contracts directly with OSHPD. The award cannot exceed \$500,000 regardless of how many counties or community-based organizations apply together. So organizations may apply as one group, but would still be subject to the same limitations as a group.

Question: *Can an applicant propose to serve more than one PMHS employer and in more than one County?*

Answer: Yes, an applicant may propose to serve more than one PMHS employer so long as the applicant identifies those PMHS employers in their application and includes the participation verification form for each PMHS employer. The participation verification form can be found in Attachment three (3) on page 18.

Question: *Do you only need two professional references or two references in addition to the participation verification forms by each identified PMHS employer that the applicant proposes to support?*

Answer: The professional references and the participation verification form are two different aspects of the application. In order for an application to be responsive, a proposer must provide two professional references from any organizations that speak to their ability to provide similar services within the last four years using the template on page 16 of the RFA. Additionally applicants must provide participant verification form(s) for each individual PMHS employer that is identified to be supported as a result of this RFA using the form on page 18 of the RFA. The participation verification forms are documentation that attests that the PMHS employer will be collaborating with the proposer.

Question: *Does the PMHS employer who must sign the participation verification form, also have to be one of the professional references?*

Answer: No, the PMHS employer who signs the participation verification form is to verify that the proposing organization and the PMHS employer will be working together to complete the activities outlined in this RFA. The professional references are separate from the participation verification form(s) and do not need to be completed by the same organizations, but may be.

Question: *Would an existing or potential Memorandum of Understanding (MOU) need to be provided in addition to the participation verification form that the RFA outlines?*

Answer: No, that is not required under this RFA. Only the signed participation verification form on page 18 must be submitted for each PMHS employer that the applicant identifies as supporting.

Question: *The participation verification form states that it could be signed by the Mental Health Director or Designee? Who could be the other person that is authorized to sign it?*

Answer: It would depend on each individual County. In some counties the designee may have the authority and in others, it could only be the County Mental Health Director who can sign. It is the responsibility of the proposer to identify who is the appropriate person to verify their County's participation.

Question: *If the professional references are not included in the application package, could that render the RFA application non-responsive?*

Answer: Yes, this would deem the application non-responsive as outlined on page p. 9 of the RFA, "all applications shall include the documents identified in Attachment 1, Required Attachment Checklist. Applications not including the proper required attachments shall be deemed non-responsive. A non-responsive application is one that does not meet the basic application requirements".

Question: *Is this a cost reimbursement or deliverables based budget?*

Answer: An applicant shall use Attachment 5 (Sample Rate Proposal Worksheet) to identify their yearly budget for the major budget categories. The major budget categories are 1) training/technical assistance and 2) disseminating tools and best practices. Within those budget

categories proposers shall identify two types of costs 1) Personnel Services Cost and 2) Administrative Costs. Be sure to identify the proposed number of activities per major budget category (training/technical assistance and development/dissemination of tools and best practices), per fiscal year in your application. The accurateness of this is crucial as it is what will be included in the progress reports, which will be used when invoicing and receiving payment. The payment will be tied to your program completing the number of activities you have outlined in that year. If awarded, the awardee would be reimbursed consistent with Section E. and Section F. of the Sample Grant Agreement.

Question: *What is the timeframe for cost reimbursement/payment to be made?*

Answer: OSHPD has 45 days from the day the invoice is received to process it. If that deadline is not met then OSHPD is subject to a penalty. In this RFA, progress reports and invoices are due no more than quarterly.

Question: *Can you please clarify the difference between Administrative Costs and Administrative Rate?*

Answer: Administrative Rate and Administrative Costs are used interchangeably in this RFA. For the purposes of this RFA, the definition given on page 7 for Administrative Costs should be used for Administrative Rate.

Question: *Can you explain the indirect and direct costs? Administrative costs looks like it is including some direct operating costs or combining these costs?*

Answer: There are no indirect or direct costs defined in this RFA. In this RFA there are only personnel costs and administrative costs.

Personnel costs are defined as total costs of personnel to complete all activities outlined in the application for each deliverable. This includes, but is not limited to trainers, coordinators and/or support staff that contribute to the completion of the deliverables outlined in the application. There are no restrictions on the percent of the yearly budget allocated to personnel services.

Administrative costs are defined as any and all activities/charges associated with administering the activities outlined in the application for each deliverable including equipment, supplies, travel, operation and maintenance of facilities, including building operation, space, utilities, payroll, and accounting. The total administrative cost/rate shall not exceed 15 percent of the yearly budget. Payroll in this section is clarified to mean payroll services.

Question: *Would the sub-contractors fall under the personnel costs?*

Answer: It would depend on what activities and type of work the sub-contractors would be conducting. To fall under personnel costs the sub-contractors would need to be contributing to the deliverables outlined in the application whether that's training, coordinating, or outreaching.

Question: *Is this RFA geared towards consumers and family members in specific roles, such as direct service positions?*

Answer: The aim of this RFA is to fund organizations to provide support to PMHS employers who are currently employing or looking to employ consumer and family members. This RFA focuses on the PMHS employers, not the consumer and family members directly. However, the training for the PMHS employers could surround training on how to employ consumer and family members in any capacity. There are not specific consumer and family member positions outlined in this RFA that PMHS employers should be trained on specifically.

Question: *Are there any age restrictions on the consumers and family members that will be impacted by this RFA?*

Answer: The purpose of this RFA is to fund organizations to support the PMHS employers so the ages of consumers and family members are not under the purview of this RFA. If you are providing training for a PMHS employer on how to best support the consumer and family member workforce of a certain age population, you are more than welcome to, but the training is directed at the employers themselves not the consumers and family members.

Question: *On page 5, can you explain what is required from the potential applicant for the needs assessment of the Public Mental Health System (PMHS) employers?*

Answer: The applicant should complete and submit an assessment that evaluates the identified needs of the PMHS employers the applicant proposes to support via this application. The assessment should engage individuals (Director, Manager, Supervisor and staff) within the identified PMHS employers that would be supported via this application and can be completed through focus groups and/or key-informant interviews, and/or a combination of the aforementioned. To those employers you are going to ask them several questions outlined on page 5, so you can identify their needs. The activities that the proposer will complete will be based on these identified needs of the PMHS employers. The assessment should be included in your application and should drive your work-plan.

Question: *What does Public mental Health System Employers (PMHS) consist of?*

Answer: Public Mental Health System means publicly-funded mental health programs/services and entities that are administered, in whole or in part, by the Department or County. It does not include programs and/or services administered, in whole or in part, by federal, state, county or private correctional entities or programs or services provided in correctional facilities. This is the definition as defined in the regulations: *Title 9, CCR, Section 3200.253*

Question: *Is there a distinction between mental health and behavioral health in this RFA?*

Answer: For the purposes of this RFA, mental health and behavioral health can be used interchangeably.

Question: *If a proposer was to bring in a partner or was to leverage additional funding, would additional points be given for that and is there a place to note that in the budget?*

Answer: The Evaluation Process located on page 10 does not reference bringing in additional partners or funding directly, but this may be considered by evaluators in the strength of program.

Question: *Is there an emphasis or desire to serve a specific geographic area and/or reach as many organizations as possible?*

Answer: Page 10, Evaluation Process, item c. states that “the final awards will be to the highest scored applications that meet geographic representation in California”. So geographic representation is a part of the evaluation process in addition to the number of PMHS employers supported.

Question: *If I am not the person completing the application package, is it ok that another representative joined the call to satisfy the requirement?*

Answer: Yes, so long as an authorized individual from the organization attended the mandatory pre-application conference then that requirement is satisfied.