



**Workforce Education and Training (WET)
Public Mental/Behavioral Health Workforce Retention
Q and A's from Mandatory Bidders' Conference
Request for Application (RFA) #14-5665 April 27, 2015**

The following is a summary of the questions asked at the Mandatory Bidders' Conference held on April 27, 2015 and their respective answers.

Question 1: Would foster parents meet the Public Mental Health System (PMHS) high priority definition?

Answer: The Office of Statewide Health Planning and Development (OSHPD) does not identify positions as "high priority" by the PMHS. Each applicant has the opportunity to identify positions that are identified as "high priority" for the specific County(s) and/or Community Based Organization(s) (CBO) they propose to serve. Each applicant must receive a participation verification form from each County and/or CBO they will be serving which is located on page 17. In those verification forms, Counties and CBOs shall identify retention challenges which shall be summarized in the applicants Detailed Work Plan, Section a. and b., on page four of the RFA. In that section, the retention challenges should include positions identified as "high priority" by the specific County(s) and CBO(s) that will be served. Your proposal must address those positions that were identified as "high priority" by the specific County(s) and CBO(s) you propose will be served.

Question 2: Can a contractor's activities be completed in a shorter period of time than the June 30, 2015 to June 30, 2017 timeframe?

Answer: The contract period identifies the longest it can be, but the contractor can complete the activities sooner. You are not required to go to the end of the contract time so long as you complete all required activities/deliverables. However, you cannot go past the June 30, 2017 date.

Question 3: Is the 10 percent indirect cost figured into the \$75,000 limitation?

Answer: Yes, the indirect cost cannot be more than 10 percent of \$75,000 which equals \$7,500 and leaves \$67,500 available for direct program costs, should you decide to use the full 10 percent for indirect program cost.

Question 4: Since Fiscal Year 2014-15 will be over by the time this grant is awarded, does the \$75,000 limit apply to the 2 years?

Answer: Yes, the \$75,000 is for the entire length of the contract and is not a per year limit.



Question 5: Can proposers submit more than two professional references?

Answer: OSHPD asks that you only provide two references using the template that is provided in the RFA.

Question 6: Can contractors charge counties or CBOs (PMHS employers) to participate in training that is conducted under this contract?

Answer: No, you cannot charge county or CBO employees that you are providing services to that OSHPD funds are already paying for.

Question 7: The two references on page 15 and 16 and the CBO verification form on page 17, are they the same or can they be different?

Answer: They can come from the same organization or person, but the verification form on page 17 is to be signed by the county or CBO you plan to serve if awarded. The reference form is for someone to identify services you have already provided in the past.

Question 8: Is there a limit of the number of verification forms for PMHS employers a proposal can have?

Answer: There is not a limit. The number depends on the number of counties or CBOs you plan to supply services to.

Question 9: Is there a minimum number of PMHS employers a proposal has to support?

Answer: If awarded, the contractor would have to serve at least one PMHS employer.

Question 10: To follow up with the question regarding charging for training(s), are we talking about any training or training that falls under this retention grant?

Answer: Any training that OSHPD is paying for, you cannot charge for. However, if you are doing something else that OSHPD is not funding then you could charge for that.

Question 11: Can a proposal include services to be provided to ourselves?

Answer: Yes, so long as the proposing entity is a PMHS employer.

Question 12: What is the format of the work plan that is referred to on page 4 and 5?

Answer: There is no specific format that a proposal has to be submitted with, however responses should follow the order in which the questions are asked. In addition, the tables/templates we provided should be used as described in the Detailed Work Plan. There is not a page limit or font or other requirements of that nature.



Question 13: The 10 percent indirect cost budget category is for activities such as administrative support, but can we charge for startup costs?

Answer: There are two budget categories. The direct program costs are defined as costs that can be more directly attributed to the completion of program activities which can include but not be limited to salaries for program staff, materials/supplies required for a program activities, program consultants/contractor, and travel. As the activities are completed, OSHPD will pay after completion of those activities are verified. Indirect costs are defined as costs that are indirectly attributed to the completion of the program services which can include but not be limited to Utilities, Rent, and Administrative service/payroll staff. All costs incurred are reimbursed based upon the prorated rate set in the Sample Rate Worksheet. Since funds are only paid based upon completion, there is not reimbursement for start-up costs.

Question 14: If working with underserved Asian Pacific Islander population, can training for our staff that is outside our agency be an activity proposed?

Answer: In your application you are asked to provide a description of what are the retention challenges for that specific population you are seeking to retain and then provide your approach to meet those challenges. You provide the problem or retention challenges and then you provide the solutions you propose to implement. As long as the PMHS employer verifies the challenges and you explain how your proposed solutions will address those challenges, that should be sufficient.

Question 15: The work plan asks to address a schedule. Is that the same thing as letter e, in Item 2 of “Developing an Application” or are you looking for a different time line?

Answer: That is a separate time line that includes some of the main components that you are doing and the time frame when they would potentially be completed. That is usually done in the table format and it does not include all the descriptions, because the descriptions are in your application.

Question 16: Follow up, where would you like us to put that schedule? Would it be after section H before project personnel?

Answer: Yes, that would be appropriate.

Question 17: If proposed services were to retain cultural competent providers. Would that be an activity that would be eligible?

Answer: Yes, sounds like you are talking about continued education or on the job training. That falls under the activity types explained in Section B “Purpose and Description of Services”. As long as you identify the population you will serve and then the challenges for that population, followed with your approach to address those challenges, you are able to propose different approaches.