



**Evaluation of Changing and Emerging Needs of Public
Mental/Behavioral Health Workforce
Request for Application (RFA) #15-6414**

**Questions and Answers from Mandatory Bidders' Conference
February 11, 2016**

Question 1: Is there a page limit for the proposal?

Answer: No, there is not a minimum or maximum number of pages. However, you must follow the format provided and use the templates and tables provided to answer questions in the order they are asked.

Question 2: In the discussion on workforce models, I can interpret that two ways. One is a general description of different models of care, or models of components of individuals working in a team, or individually to deliver services. Or I can see it as a quantitative analytic tool for forecasting or calculation purposes. Which of these do you have in mind?

Answer: What OSHPD is looking for is more of the quantitative analytic tool/report for forecasting or calculation purposes.

****Additional Clarification to Answer**:** What OSHPD is looking for is more of the quantitative analytic tool/report for forecasting or calculation purposes which summarizes and analyzes current health workforce planning models that assess effectiveness and use of different provider types providing like services to determine which of these models most effectively address California's PMHS needs. Using this data, the contractor would be able to develop a workforce planning model(s) to effectively address the PMHS needs throughout different California counties.

Question 3: Research question #1 Does OSHPD have any recommendation on how many key informant interviews are expected and what kind of representation as far as the region and the state?

Answer: No, there is no specific recommendation. The essential components are outlined on page 6 of the RFA in section D, Developing an Application, Narrative and Work Plan. The applicant shall provide a comprehensive narrative and detailed work plan which demonstrates an overall understanding of the RFA requirements. A detailed description of the methodology/strategies, work plan/timeline, and key milestones that will be used to answer research question 1.

****Additional Clarification to Answer**:** While there is not a specific recommendation on the number we will hold the contractor to when conducting key informant interviews, OSHPD does expect the contractor to gather sufficient representation across Counties and State to adequately capture issues that have or will impact the PMHS workforce. The potential contractor should identify how they plan to engage in outreach to achieve a high response rate.

Question 4: Referencing that same question, it states key informant interviews and focus groups. Does OSHPD expect both?

Answer: Yes the requirement is for both key informant interviews and focus groups.

Question 5: Regarding deliverables 2 and 3 can you provide some guidance on the summary of information requirement.

Answer: For deliverable 2 the summary of information gathered through secondary data analysis and deliverable 3 the summary of information gathered through key informant interviews and focus groups, summary information should be in the form of report(s) that at a minimum, analyze the impact(s) of the stated examples of recent policy and regulatory changes and what the impact(s) have had or will have on the need for different types of mental/behavioral health workforce positions in the PMHS

Question 6: Are we able to create a partnership as co-applicants and apply together?

Answer: The RFA is open to all organizations that meet the Minimum Qualifications as specified on page 6. One organization would apply, be awarded, and enter into the agreement with OSHPD and would be fully and entirely responsible for meeting all the requirements, terms, and conditions of the agreement. If the organization wants to partner with another entity, they would do their own agreement and/or MOU (Memorandum of Understanding) with that partnering entity. The award cannot exceed \$150,000 regardless of how many organizations apply together. OSHPD does not dictate what an applicant shall propose so long as the proposal meets the Cost Detail Format and Requirements specified on pages 7-8 of the RFA. Section E. Application Requirements and Information, item 5 Selection and Protest on page 13 of the RFA states that the “total costs of all tasks and milestones shall not exceed \$150,000”.

Question 7: The timeline runs from May 2016 to May 2017 and there are eight deliverables, if an award is made April 1, 2016, we would need some time to go through our approval process. Can you clarify if OSHPD is expecting the deliverables immediately?

Answer: No, OSHPD is not expecting deliverables done immediately. The deliverables have to be done before the end of the contract, giving OSHPD 3 weeks prior to the final deliverable due dates to review and provide feedback to be incorporated by the contractor into the final deliverables prior to final submission.