

COMMUNITY-BASED PROGRAMS FOR SUBSTANCE USE PREVENTION – NORTHWEST/NORTHEAST CSA QUESTIONS & ANSWERS

REVISED 7/18/2017 - The following are answers to questions that were posed by prospective applicants:

- 1. Funding available: up to \$150k for individual contracting will be available. Is this \$150k per year per area (i.e., \$150k for NW and \$150k for NE?)**

Yes.

- 2. Page 12: Submission of Proposals states two different numbers to be submitted. Is it 5 copies or 8 copies that are requested in addition to the one original?**

Please submit 5 copies of the proposal.

- 3. Do you require partners (e.g., subcontractors)?**

For FY17/18, no partners or subcontractors are required to complete the capacity building activities.

- 4. Attachment E shows required monthly/annual activities and related total reimbursement values per year paid for these activities. Attachment D Budget shows a traditional budget (e.g., personnel & fringe, operating expenses.) How will we/you reconcile these two methods of billing for services when we invoice? Is a reporting/invoicing form available to review now?**

BHRS intends to pay contractors a 1/12 payment per month for a July 2017 – June 2018 period. We will engage successful applicants in negotiations to determine the feasibility and advisability of a 1/10 payment with all deliverables for the year being completed in a 10-month period. A sample reporting/invoicing form will be shared at the informational meeting on July 14th.

- 5. Page 7, Section 1.a.iii: Documentation of a policy enacted by the contractor's board of directors related to acceptance of donations, goods, volunteers, or sponsorship from tobacco, marijuana and alcohol companies or their affiliates. Discussion of policy considerations will include benefits and risks of industry affiliations. The policy may include, but not be limited to, decisions by the board of directors on the following:**
 - 1. Whether to accept sponsorship of programs, events, participants, etc., by the alcohol, tobacco, and /or marijuana industries.**

- 2. Allowable donations and in kind goods from alcohol, tobacco and/or marijuana industries.**
- 3. Alcohol, tobacco, and/or marijuana industry partnership through staff volunteer activities.**

Question: In order to better understand the type of policy the County is asking for, can you please provide a sample such policy or clearly outline the County's required components necessary to include in said policy?

As part of the Training Academy during FY 2017-18, contractors will receive training on the sponsorship activity. Template language will be available during that training.

- 6. Required Annual Activities, A3. Board policy decision on ATOD industry sponsorship (\$2,000 for policy development only, \$3,000 for board dialogue). Question: Can the County please clarify what is meant by \$2,000 for policy development only, \$3,000 for board dialogue.**

- a) **Policy Development** - A copy of the drafted policy the board will discuss;
- b) **\$3,000 for board dialogue** - Evidence that the Board had a discussion on the policy (agenda, board minutes with the Board decision).

- 7. Required Annual Activities, A6. Organizational by-laws language. Question: What is the required activity?**

Once the policy is discussed, the organization can choose to change its bylaws to include its decision on the sponsorship issue. This may or may not be appropriate based on the organization and how its bylaws are written.

- 8. Required Annual Activities, A10. At least one staff member attend the statewide Cultural Competency training in July 2017. Question: July 2017 will have passed before the contract is awarded. How will the awarded contractor be expected to comply with this requirement?**

This requirement was discussed, then added after a monthly Prevention Partnership all-county meeting. Any applicant who is part of the current monthly meeting structure knows about this requirement and negotiated how many people they intend to send to the training. Any applicant who is not currently part of the monthly meetings will not have this requirement included in their scope of work. A comparable alternate cultural competence training may be considered if needed.

- 9. Required Annual Activities, A12. Submission of annual cultural competency plan by September 30, 2017. Question: Is this date**

correct, or was that based on the assumption of attending the statewide cultural competency training in July 2017? Even so, there is no guarantee that the board will have voted, nor the program fully staffed by this date.

An annual cultural competency plan is required of all current BHRS contracts. If an applicant organization already has other contracts with BHRS, this requirement stands. Any applicant who is new to the BHRS contract system will negotiate an appropriate and reasonable timeline with BHRS.

- 10. Required Annual Activities, A13.1. Option 1: Completion of site visit requirements with no corrective action plans (CAP) will pay full \$5,000; or A13.2 Option 2: If CAPs are needed, CAPs will be submitted within 30 days of receipt of site visit outcomes (pays \$2,500); AND completion of CAP activities within 60 days (or within timeline negotiated with contract monitor) pays \$2,500. Question: Please clarify who is paying whom in these scenarios. Without context it is unclear.**

AOD staff will conduct an annual site visit to review contract compliance and progress of program activities. Overall, we place the value of the work related to the site visit at \$5,000. Because contractors are being paid on a monthly flat rate, the amounts here are the amounts BHRS will withhold should the contractor not meet the site visit requirements as stipulated.

- 11. Page 14, Section D.1, Minimum Requirements, d. Board, or governing body, authorization letter included granting permission to submit the proposal; Question: Our agency has submitted such board authorization in the past, and received the approval of the County. However, in our most recent proposal to SMC BHRS, the same resolution was deemed insufficient. In order to ensure that we can be fully compliant, we request that the County please provide the specific language necessary to meet this requirement, or provide a template which proposers can use to fulfill this mandate.**

A letter from your board should include specific language that states who has the authority to submit a response to a request for proposals, when that authority begins and when that authority ends. To simply state that the Executive Director has the authority to conduct normal company business is not sufficient.

- 12. Page 16, Section V, Proposal Submission Requirements, number 4 states: "Has a claim of violation been made against you or your organization. How did you address the claims or violations?" Question: What kind of violation is the County asking about? Fire clearance violation? Contract violation? And how far back in time does the County want for such records? Or is the County requesting**

information on litigation the proposer is currently involved in (or for the past 'x'# of years) and how that is being handled (or was settled), which is similar in content to the following number, Requirement 5. Please clarify what specifically we should include in our answer to number 4, and within what timeframe.

We are more interested in claims or violations in which the health and well-being of our clients was compromised, if there was a misappropriation of funds, if there was fraud of any kind, or if there was a claim/violation in regards to an illegal activity. In addition, we are interested in any claims or violations that involve the services indicated in the RFP. We are not concerned about a fire clearance violation or other violations that may be the purview of a licensing organization such as the California Department of Community Care Licensing. Please go back 5 years in your report of claims or violations, and explain how you respond or address claims or violations when they are made.

13. If a proposer is submitting for both regions, must they submit 2 separate proposals, or is one proposal, outlining both service areas, sufficient?

Please submit two separate proposals so that each proposal is distinct. You may include the same information for each proposal.

14. Question: Can the County please specify font type, font size, and line spacing for the narrative?

12 point font, Times New Roman font, 1" margins, and 1.15 line spacing.

15. Question: Can the County please provide Enclosures 5 and 6, so proposers can review requirements?

The reference to Enclosures 5 & 6 should have been removed as they are not relevant to this RFP. Please disregard.

16. Question: Can the County please tell us where in the RFP the required staffing structure is outlined, what qualifications are necessary, and where we should include qualifications in submitted responses, so that proposers can ensure compliance? There are currently no instructions about how or where to include staffing information (e.g. narrative?, org chart?, attachments?)

Because we are building capacity, we will take people with no current capacity to do AOD prevention and work with them through the Training Academy to build their capacity in the next year. Our staff and consultants will be working with contract staff to provide additional training and technical assistance as needed. Our expectation is that the staff who will be working on AOD prevention activities be the ones who are sent to the

Training Academies. Therefore, submission of a staffing structure is not required.

17. Question: Can the county please tell us where the Cover Sheet should be included in the submitted proposal?

The front.

18. Can the County please indicate which Attachments are expected to be included in submitted proposals, and where they are supposed to be included?

Attachment A, B and E are reference materials to assist you in responding to the RFP.

Attachment C – Application Cover Sheet should be included at the front of your submission.

Attachment D – Budget should be included after you have responded to items 1-6 in Section V of the RFP.

19. Question: Can the County please indicate where proposers are supposed to state intent to meet these deliverables? There is currently no place for proposers to address these deliverables in the narrative or by a required attachment.

Before you begin the “Experience and Statement of Qualifications section” to make sure that the statement is easily seen by reviewers.

20. Question: Can the County please provide instructions on where program design should be included within Section V – Submission Requirements, so that proposers can describe program design and be evaluated appropriately?

For the purposes of the FY17/18 capacity building year, San Mateo County is prescribing the scope of work to be completed. No need to submit a program design.

21. Question: If the County adds new questions/prompts for the narrative section to address this issue, please increase the page limit to account for the volume of new information we are required to provide in our narrative.

We encourage applicants to be succinct in their responses to the RFP. Please consider the page limit as BHR’s opinion on how much space we believe you need to be able to address the question we pose. You may consider providing some major examples rather than providing every single example. The only area where you should take additional pages are Section V, subsection 4 & 5.

22. Question: Will the County please provide a single, clear and complete checklist of components that are required to be submitted in the proposal?

Yes. Please review Enclosure 1 to this Q&A.

23. What is meant by “using alcohol drug industry dollars” in proposal?

Please specify where this reference is located.

24. Who is the coalition? Do we make our own coalition of teens or is there an existing one?

People recruited by contract agencies. Each contract agency develops a coalition. New organizations may be able to collaborate with other existing groups in the community but are required to engage community members (coalitions) in the work.

25. May we see a budget proposal that was adopted elsewhere in the County?

The sample set of deliverables is a good example to use.

26. Are we limited to only utilizing resources that originate from San Mateo County?

NO. San Mateo County utilizes information and resources from any and all appropriate sources in or out of San Mateo County.

27. When and where is the state cultural competency training?

There are trainings happening July 13-14 in Sacramento and August 3-4 in Long Beach. New contractors not able to attend the trainings can negotiate to attend an equivalent training or simply remove that deliverable from the contract.

28. Is there an outline or template for the cultural competency plan?

Contractors will be provided the required components of a cultural competency plan. Sample plans will also be made available.

29. Do subcontractors need to live in San Mateo County?

No. Contractors and subcontractors need to have the ability to work in San Mateo County. Ability can be demonstrated by previous work or connections with organizations that work in the county.

30. What data sources are available to identify and serve priority populations?

Census data. Drug use reports. The state of California has a data portal that will provide data.

31. Must we incorporate all priority areas in Attachment B?

No. Please focus on the deliverables tables provided in the RFP.

32. Is there an established hourly rate paid to attend meetings and provide workshops?

Please focus on the deliverables tables provided in the RFP.

33. Can we pay our media coordinator more than the Living Wage (\$14-\$17 an hour)?

Yes.

34. Does creative material and processes belong to us the contractor?

Any material that a contractor develops for the purposes of delivering services through a contract with San Mateo County is the property of San Mateo County. We are generous in allowing partner organizations in using materials they develop.

35. Are for-profit entities eligible to bid for this award?

Yes.

36. Is the awardee expected to maintain an address in the identified Community Service Areas? If so, is one location that serves both CSAs acceptable?

The ideal applicant will have a presence in the community or will partner with organizations in the community. Yes, one in one of the service areas would be acceptable.

37. Please define “sponsorship initiatives”

An effort to educate community members, organizations, policymakers, etc. about the implications of partnering with or accepting donations/grants/support from ATOD industries on their ability to provide ATOD prevention services in the community.

38. How will the awardee access the database referenced? Is it a similar function to Avatar?

Each awardee will be given access to the state database system and trained on how to input information into the system. Currently the system

is in transition and is expected to be online October 2017. Paper reports will be used until the new system is in place.

- 39. Please clarify the requirement to attend “the statewide Cultural Competency training in July 2017”. Are there preferred trainings for this, and will they be made available to bidders prior to the County’s decision on the proposal?**

Answered elsewhere.

- 40. RFP states, “... tentatively to begin September 1, 2017 and end June 30, 2020; with an option to renew for two (2) additional year pending...” Is this stating that there are a potential of 4 years and 9 months total period of performance for this contract?**

Yes.

- 41. Can the county please clarify that the requirements of the County of San Mateo Living Wage Ordinance apply to any and all individuals providing services, administrative, Management or direct care are subject to the living wage or does the wage requirement apply only to those contractor employees providing services within the County boundaries?**

The Living Wage Ordinance applies only to those employees that are included in the agency’s budget for SMC-funded activities. In addition, the amount of funding received from SMC must constitute over 50% of the total revenue before the Living Wage Ordinance applies.

- 42. Are for-profit entities qualified to apply for this award? If so, will county accept a tax id number under the Agency Tax Status?**

Yes.

- 43. Are matching funds required for this award? What sources of matching funds are available?**

Answered previously.

- 44. Budget document includes a parenthetical reference of “(<10% of Personnel Costs).” Is this intended to exclude Fringe from the base of this calculation? Is there a document that demonstrates how the County arrived at a 10% limitation on a bidder’s indirect rates?**

Fringe benefits are part of the calculations for Personnel Costs.

- 45. Budget – Can the County please provide examples of what they would expect to see in this category?**

The budget provides BHRS an indication of the applicant organization's perspective on what staffing and operating costs it anticipates will be needed to implement the program activities. BHRS intends to primarily focus on the required program deliverables and the costs associated with each activity. Once approved by DHCS, we intend to use the deliverables-based accounting structure for budgeting purposes.

46. Where would a provider include profit or other such pricing consideration?

The deliverables and pricing structure in Section II.A.1.a.iv should be reviewed. Other pricing considerations can be discussed during contract negotiations.

47. Is attendance at meetings and presence on social media on behalf of the contractor's organization or the County of San Mateo?

Contractors represent their organizations in meetings and social media platforms.

48. Is there a developed partnership distribution list?

It is the responsibility of the contract agency to develop and maintain a partnership distribution list.

49. The county has detailed required Monthly and Annual activities a bidder will be participating in, including a reimbursement rate. Is the bidder required to price their expected effort for these activities within their Attachment D Budget or is the Budget development centered on other activities, excluding the required activities, outlined in the requirements of the contract?

Contract activities and pricing are included in the Monthly and Annual activities section. The budget can reflect how the applicant organization intends to utilize those funds within a staffing/operations/etc. structure. Beyond what is found in Attachment E, additional activities/costs would need justification.

50. Please confirm the dates for the term of the contract in Enclosure 1 "the term of this Agreement shall be from July 1, 2016 through June 30, 2017" will be updated upon award.

Enclosure documents are for illustration purposes only so that applicants will know the contents of a contract with San Mateo County. The appropriate dates will be used and will be subject to contractor review for accuracy.

51. Please define NRT programs in the requirement “Contractor shall maintain all pertinent certifications and licensure for the operation of NRT programs. (AOD only)”

NRT is Narcotic Replacement Therapy and would not apply to this RFP. The agreement shown is a template of possible language.

52. Item B refers to CaLOMS and Drug Medi-Cal billing requirements, but the RFP does not appear to include the provision of direct SUD services, please clarify.

This RFP is only for AOD prevention services. References to CaLOMS or Drug Medi-Cal billing are treatment related and will not be part of a prevention contract.

53. Is the expectation that the contractor will provide services and translation in Spanish, Tagalog and Chinese, in addition to English?

BHRS expects AOD prevention services and education to be available and appropriate to the community being served. The areas being served through this RFP have a significant number of members who speak languages other than English. The ideal applicant will have demonstrated strategies to meet the language and cultural needs of the communities to be served.

54. RFP states, “... tentatively to begin September 1, 2017 and end June 30, 2020; with an option to renew for two (2) additional year pending...”. Is this stating that there are a potential of 4 year and 9 months total period of performance for this contract?

Yes. Please note that continuation of a contract is contingent upon many factors including availability of funding to the County and contract performance.

55. Pg 5, Section II – Scope of Work, A. Description, a. Year One SAPT Outcomes, i: In developing a scope of work that includes measurable objectives, will this mean that an evaluation needs to be created? Will there be support on the development and analysis of an evaluation?

For Fiscal Year 2017-18, we will simply be looking at completion of deliverables. Moving forward beyond the next year, yes, we intend to provide support for evaluation activities. Evaluation is also part of the Training Academy for next year.

56. Pg. 6, iv Required Annual Activities chart, A2: Regarding A2, Conducting a 2 hour training for countywide AOD prevention partnerships, would the funded agency develop their own training materials to facilitate?

Yes. We expect the funded agency to conduct a training on a topic that they have expert knowledge in. The specific topic will be discussed with you contract monitor to ensure we don't have too many duplicative training topics.

57. Do all three priority areas need to be addressed in the proposal?

The proposal only needs to respond to the required deliverables provided in the RFP.

58. Is there a specific target population that is desired? Do both youth and adults have to be served, or can programming be focused on one?

We expect funded agencies to serve the Community Service Area. Some topics may have a youth focus (tobacco, alcohol, marijuana), so we would expect strategies that would address youth needs. However, in order to be effective, the broader community also needs to understand the importance of the topic and why they should be concerned and get involved.

59. Are both Community Service Areas to be served, or can programming be focused on one?

The RFP is for two separate CSAs. An applicant can propose to serve or the other or both CSAs.

60. Is the funding award the same for all three years, if satisfactory completion of outcomes and deliverables are met, or could funding be increased for years two and three?

Specific contract amounts will be negotiated with contract agencies. On average, we expect contract amounts to be around \$150,000 per year.

61. Is there a minimum amount for the matching funds or is the whole award amount expected to be matched?

The agreement included is a template of possible contract language. In this case, the federal funding included does not require a match on the part of the selected provider.

62. Is the narrative to be single or double spaced? Any requirement on font type and size?

12 point font, Times New Roman font, 1" margins, and 1.15 line spacing.

63. We already have a plan to build capacity, can we use it?

Not clear on this reference. If it is related to the Cultural Competency plan, this is a document required by BHRS and must be written to meet stated standards. If an existing plan can be amended to meet this requirement, that would be appropriate. If this question relates to not having to attend training and/or replace with organizational training, then no, it cannot be replaced.

64. Can the Cultural Competency Plan deadline be extended?

See question 9

65. Do we need to articulate what the Cultural Competency Plan will look like or just state that we will comply and have a plan?

No. Requirements for the Cultural Competency Plan will provided at the execution of the funding agreement. The proposal should indicate agreement to comply with the requirements. Enclosure 2, page 10 of the RFP announcement provides some background.

66. We have a lot of volunteers, do you want those persons listed?

Only those responsible for the conducting work on behalf of this RFP should be included in the proposal.

67. Do you want reports of violation regarding the organization or fiscal, or both?

Both

68. Do we need to put the title of the person attending training?

It would be beneficial to provide to gauge the audience for training.

69. Will building a coalition be a part of our tasks?

Yes.

70. Do we need to have a youth and an adult coalition?

Yes. It is possible that the youth coalition is a subgroup of the larger adult coalition, and thus not independent groups, but monthly meetings with both are required. Reimbursement for coalitions is separate. Failure to conduct meetings for either one will result in reduced payment.

71. Because we have two boards, would we need to discuss which board we will use?

As part of the negotiation and monthly conversations with the funded agency's contract monitor, it will be determined if it makes sense to have discussions with both boards to address industry sponsorship.

72. Are the trainings within the Training Academy the only trainings we can utilize?

For the most part, yes. There may be a limited number of occasions when other training will be allowed. Such trainings require approval of the funded agency's contract monitor.

73. Are we developing a policy about taking industry funds? Is that part of our proposal and do we need to make a statement about that?

A policy is not required to be included in your proposal. Examples of policies will be provided as part of the training series. Proposals should indicate willingness to meet the list of required deliverables.

74. Is there a document that states what kinds of expenditures are allowable?

No. This is a deliverables based funding opportunity. Only activities listed in the RFP will be eligible for reimbursement, thus no list of expenditures is required.

75. Should we put something into the budget for operating expenses? What would that look like?

Yes. The funds for this RFP come from the state of California and currently required this information. Budgets provided in response to this RFP will not override the tables provided that detail payment amounts based on deliverables. Operating expenses may include: rent, janitorial services, technology, etc.

76. Will there be an invoice template?

Yes

77. Will we have to keep sign-in sheets to trainings, etc. as proof of attendance?

The funded agency will be responsible for providing appropriate documentation to verify completion of required activities and attach documentation to monthly invoices. Documentation may include sign-in sheets, completion certificates, photos, screenshots, etc. as appropriate.

78. When you say Northwest and Northeast CSAs, what areas are included?

Northwest: Daly City, Pacifica, Colma

Northeast: Brisbane, South San Francisco, San Bruno, Millbrae

79. On the budget there's a range, why is that?

There are a few instances that can determine this range. One case: the organization can send as few as two and as many as five individuals to training. Payment is based on the number of attendees. Organizations have the discretion in determining what is appropriate for their group.

80. What kind of detail would you like for the hallmark activity?

Details related to the hallmark activity are not required to be listed in the response to this RFP. The discussion about what would be appropriate for a hallmark activity will occur with the funded agency and the contract monitor over the course of the funding year. In the event that an organization has initial ideas that they would like to do for the hallmark activity, this information can be included in the response, but is not required.

81. Can we have our own evaluator?

While this is not expressly prohibited, this RFP will result in a deliverables based contract where the only items that are billable are those listed in the RFP. No evaluation activities can be invoiced for.

82. Do we have to identify who we are going to give presentations to?

Per activity A2 in the RFP, the 2-hour training will be provided to an existing group of prevention partnerships. For activity M9, the funded agency is responsible for advertising and recruiting participants for the community presentations.

83. Do we have to sign all of the attachments in the RFP?

No. Those attachments were only for your reference and review to see if you had any objections to the templated contract language.

ENCLOSURE 1: Proposal Checklist

(From) SECTION V – PROPOSAL SUBMISSION REQUIREMENTS

The proposal should be typewritten or prepared on a computer and have consecutively numbered pages and include the following information. The whole proposal should not exceed 8 pages not including attachments, exhibits or charts. Please use Times New Roman 12 point font, 1” margins, and 1.5 line spacing.

COMPONENT ORDER

ORDER	TITLE
1	Application Cover Sheet
	Complete the Application Cover Sheet in its entirety
2	Company Information
	Address, voice and facsimile numbers, and e-mail address of the contact person or persons (if not already included in Application Cover Sheet). List the name and title of each person authorized to represent the proposer in negotiations. Unless the proposer is an individual, all proposals must be signed with a firm/company/partnership/entity name and by a responsible officer or employee indicating that officer or employee’s authorization to commit the proposer to the terms of the contract. Obligations assumed by such signature must be fulfilled.
	Insert statement of intent to meet the required monthly and annual deliverables as stipulated in Section II – Scope of Work, Subsection A.1.a.iv, pages 6&7 of RFP Number FY 2016-008.
3	Experience and Statement of Qualifications
	Describe your organization’s history in serving San Mateo County, especially in providing alcohol, marijuana, tobacco, and other drug prevention programs and/or evaluation services? How long have you been involved in providing these programs/services?
4	Contract Compliance
	What is your track record with contract compliance, including accounting, recordkeeping requirements, and implementing new projects?
5	Claims or Violations
	Has a claim of violation been made against you or your organization. How did you address the claims or violations?
6	HIPAA Violation
	List any current licensure, HIPAA, non-discrimination claims against you/your organization and those having occurred in the past five years, especially any resulting in claims or legal judgments against you.
7	References
	List at least three business references for which you have recently provided similar services. Include contact names, titles, phone numbers and e-mail addresses for all references provided. References should be diverse (for example from peers, community agencies, County agencies, other counties,

	families, etc.).
8	Compliance Statement
	<p>Statement of Compliance with County Contractual Requirements. A sample of the County's standard contract is attached to this RFP. Each proposal must include a statement of the proposer's commitment and ability to comply with each of the terms of the County's standard contract, including but not limited to the following:</p> <ul style="list-style-type: none"> a) The County non-discrimination policy b) The County equal employment opportunity requirements c) County requirements regarding employee benefits d) The County jury service pay ordinance e) The hold harmless provision f) County insurance requirements g) The County Living Wage Ordinance h) All other provisions of the standard contract <p>In addition, the proposer should include a statement that it will agree to have any disputes regarding the contract venued in San Mateo County or Northern District of California.</p> <p>The proposal must state any objections to any terms in the County's contract template and provide an explanation for the inability to comply with the required term(s). If no objections are stated, the County will assume the proposer is prepared to sign the County standard contract template as-is.</p>
9	Budget
	Along with a budget you may include a narrative that explains budget line items.
10	Board or governing body authorization letter