

MENTAL HEALTH SERVICES ACT (MHSA) INNOVATION PROJECT PLANNING RFQ QUESTIONS & ANSWERS

The following are answers to questions that were posed by prospective applicants:

- 1. On page 7, Section F, 1. a) v., the RFQ lists Appendix 1 Budget/Quote. Is Appendix 1 a particular form that you would like us to use or do we just need to attach a budget in our own format as Appendix 1?**

References to Appendix 1 is an error. There is no budget template nor an Appendix 1. Please submit your own format, the budget must be deliverable based.

- 2. Page 2 of the RFQ states, "Please provide a detailed implementation plan, including your proposed activities, any recommendations for changes to the activities, and timelines." However, Section F: Proposal Submission Requirements does not request any information related to an implementation plan. Are respondents required to include an implementation plan as part of the five-page narrative? Alternatively, would a budget provided in Appendix 1 that includes detailed phases and tasks with estimated hours per staff member suffice?**

Yes, please submit an implementation plan that includes phases, tasks/activities and timelines. The implementation plan would include more detail (tasks/activities) than the budget, which will be based on the cost of tangible deliverables and anticipated due dates of each.

- 3. I'm still in the process of securing liability insurance - do I need to have the insurance in place by the time I submit the proposal?**

No, this would need to be in place prior to contract execution.