Request for Proposals

Program Two: Values, Practices and Polices Program
Component Four: Promoting Mental Health in the Workplace

Proposer Questions and CalMHSA Response

January 6, 2012
The CalMHSA Statewide Prevention and Early Intervention Programs Stigma and Discrimination Reduction Proposers’ Conference for Program Two: Values, Practices and Policies Program, Component Four: Promoting Mental Health in the Workplace was held on January 6, 2012 and included a total of 42 attendees. There were three ways for proposer attendees to participate during this Conference: in person, by webinar and conference call, or by conference call only. Additionally, a single written question was received prior to the Proposers’ Conference and was read aloud during the conference. The following Proposer Questions and CalMHSA responses are organized by the following headings:

- Proposal Format and Submission Requirements (6 questions);
- Minimum Requirements (1 question);
- Cost and Budget (3 questions);
- Letters of Support (1 question);
- Partnerships and Statewideness (2 questions); and,
- General (11 questions).

**Proposal Format and Submission Requirements**

1. **Proposer Question:**
The appendix is not included in the 30 page limit, is that correct? How about the letters of support? Are they included in the page limits?

   **CalMHSA Response:**
The appendix and letters of support are not included in the page limit.
## Proposal Format and Submission Requirements

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<th><strong>Proposer Question:</strong></th>
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| 2. | **Is there a font size requirement? Spacing requirement?**  
**CalMHSA Response:**  
Yes, these requirements are detailed in the RFP, Part B, Section 10 Proposal Package Formatting Requirements, page 16. Type size in the Project Narrative must be either Calibri or Times Roman size 12 point type or an equivalent font type and size. Text must be legible, typewritten, and double-spaced.  
| 3. | **Should original and copies be bound, stapled or paper clipped?**  
**CalMHSA Response:**  
The proposer may choose any of the above. The RFP requirement is to submit one signed original and ten copies of the proposal.  
| 4. | **Will the forms [Exhibits] be available in Microsoft Word format? Or can the forms be recreated in Word?**  
**Duplicate Question:**  
Will an on-line (MS word) version of format required be provided?  
**CalMHSA Response:**  
CalMHSA will make the Exhibit Forms available in a Fillable PDF format. Alternately, proposers may choose to recreate the forms in Microsoft Word, as long as all of the required elements are included.  

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<tr>
<th>Proposal Format and Submission Requirements</th>
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<tr>
<td>5. <strong>Proposer Question:</strong> Should the staffing plan include an organizational chart?</td>
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<tr>
<td><strong>CalMHSA Response:</strong> The RFP does not require the proposer to submit an organizational chart; it is discretionary, not mandatory.</td>
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<td>6. <strong>Proposer Question:</strong> Can the proposal be hand delivered prior to the deadline?</td>
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<tr>
<td><strong>CalMHSA Response:</strong> Yes, proposals may be hand delivered and submitted prior to the deadline. Hand delivered proposals should be checked in via the receptionist.</td>
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<td>7. <strong>Proposer Question:</strong> Can [the proposer] have a contract with member counties? Just not a cost settlement agreement?</td>
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<td><strong>CalMHSA Response:</strong> Yes.</td>
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<td>Cost and Budget</td>
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| **8.** | **Proposer Question:** Do we need to line-item detail the administrative costs and indirect costs?  
CalMHSA Response: Yes, it is required as a part of the Budget Narrative and Justification, Exhibit 4, Pages 46-50. |
| **9.** | **Proposer Question:** Is there a 15% limit to administrative/indirect costs?  
CalMHSA Response: There is no limit identified in the RFP. If the proposer’s administrative costs amount to more than 15% (the industry standard), the proposer must provide justification as to how the costs are: 1) reasonable and, 2) related to the services provided. |
| **10.** | **Proposer Question:** Can leveraging of resources be in-kind?  
CalMHSA Response: Yes. |
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<th>Letters of Support</th>
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<td><strong>11.</strong> Proposer Question:</td>
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<td>The RFP states, &quot;Proposer must submit three signed letters of support...,&quot; as a higher education system does this mean you want us to provide you a list of our behavioral health provider, and does this requirement include our campuses?</td>
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<td><strong>CalMHSA Response:</strong></td>
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<td>It is recommended that the proposer identify the best strategy for submitting letters of support. The letters of support should provide a holistic view of the proposer’s ability to complete the elements of the scope of work. RFP Part B, Section 11.7, Page 21 details the requirements of the Letters of Support, “The letters of support must substantiate or validate the proposer’s ability to serve the target population and general capability to implement the Scope of Work.”</td>
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### Partnerships and Statewidness

| 12. | **Proposer Question:**  
| | Is the expectation that we work with every county or can there be regional partnerships? How can statewidness be achieved?  
| | **CalMHSA Response:**  
| | Successful proposers are not required to work with all 58 counties; however, the proposal must include a plan to achieve statewidness. The aim is to create strategies that will ultimately be implemented across the state.  
| | **Related Question:**  
| | Just to be clear, can we write a proposal specific to one geographic location (i.e. Sacramento County)?  
| | **CalMHSA Response:**  
| | The goal of the strategic plan is to build statewide capacity to implement Stigma and Discrimination Reduction activities. Successful proposers will implement strategies that will address the needs of multiple counties across the state of California. Therefore, strategies that address the entire state, or regions, are preferred.  
| 13. | **Proposer Question:**  
| | How many partners are permitted for a proposer?  
| | **CalMHSA Response:**  
| | There is no limit. Proposers should use their best judgment.  

Proposer Question:
Will participants in the proposers’ conference have access to the names and contact information for the other participants so that we can potentially respond to the RFP together? If so, where can we get this information and by when?

CalMHSA Response:
With the approval/permission of the participants, a list of participants at the proposers’ conference will be made available on the CalMHSA website by January 20, 2012.

Additional Information Regarding Letter of Intent Submissions:
A list of organizations submitting a Letter of Intent (LOI) will be made available after the LOI deadline, January 25, 2012.

Proposer Question:
How are the mental health consumers chosen for review panels?

CalMHSA Response:
Review panelists will be chosen based upon selection criteria designed to ensure geographic, ethnic, cultural, and gender diversity and representation of individuals with both lived and professional experience.

Related Question:
Page 31, How can we submit papers to be considered for the review panel (i.e., consumers and family members)?

CalMHSA Response:
Consumers and family members interested in being considered for the review panel may obtain a copy of the Application for
**General**

Subject Matter Experts online at [www.calmhsa.org](http://www.calmhsa.org).

| 16. | **Proposer Question:**  
If the board/review panel includes MH Directors who contract with an agency, would that be considered a conflict of interest?  

**CalMHSA Response:**  
Yes, it would be a conflict of interest for a mental health director and/or county employee of a county, that contract with a proposer, to participate on the review panel. Please refer to the CalMHSA Procurement Policy, Section 6, Review Panel, Page 5, for more information, “All review panel members must sign a Non-Conflict Statement and comply with CalMHSA’s Conflict of Interest Policy.”  

**Related Question:**  
If the proposer’s agency contracts with the county, is that a conflict of interest?  

**CalMHSA Response:**  
No, having a contract with a county is not a conflict of interest. However, Subject Matter Experts will be disqualified prior to participating on the review panel if they disclose a personal or professional association with a proposer.

| 17. | **Proposer Question:**  
Why is CiMH conducting CalMHSA’s bidders’ conference?  

**CalMHSA Response:**  
CiMH was contracted by CalMHSA to conduct the initial RFP process in February 2011. CalMHSA requested CiMH to provide
**General**

Support to this RFP process due to CiMH’s previous history and experience working on this RFP. CiMH’s role in this current RFP process provides consistency with the process followed in February 2011. In this capacity, CiMH is in compliance with CalMHSA’s Procurement Policy.

| 18. | **Proposer Question:**  
Is there legislation to encourage employers to support the implementation of identified practices or is the goal to develop curriculum, etc. to provide support?  

**CalMHSA Response:**  
This program is just one component of a larger array of statewide projects that are a part of CalMHSA’s Stigma and Discrimination Initiative. One of the goals of this program is to increase awareness of existing policies and legislation. Another goal is to develop curriculum. |

| 19. | **Proposer Question:**  
Does this grant allow for the organization to hire a grant writer to prepare the RFP and do the management evaluation?  

**CalMHSA Response:**  
Costs associated with proposal preparation, and incurred prior to award, are outside of the scope of this RFP and may not be included in the proposal budget. |

| 20. | **Proposer Question:**  
Under type of organization section [on Exhibit 3], if a statewide association partners with two or more non-profit CBO’s, what |
### General

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<td>organization type should they select from the four options on Exhibit 3?</td>
<td>The fiscal sponsor or lead agency is responsible for the proposal certification (Exhibit 3). Proposers should select the appropriate legal designation of the lead organization or fiscal agency.</td>
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<td>Will a portion of the program entail the selected vendor [to] draft a California wide policy and standard operating Procedures to assure rights of the employees with mental health issues and processes to protect their rights and how to educate the employer on protecting the rights of employees who identify they have mental health conditions?</td>
<td>This is not a requirement of this RFP. However, it is an acceptable activity within the scope of work. Please refer to RFP Part D, Pages 27-35.</td>
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<td>What are the evidence based curriculum currently being used for these programs and will the awardee be able to select curriculum or is it assigned by CalMHSA?</td>
<td>Successful proposers will demonstrate knowledge about evidence based curricula. CalMHSA will not assign a specific curriculum.</td>
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| 23. **Proposer Question:**  
Can you please let us know when all of these questions will be address and posted on the website? Also give the website for us also.  

**CalMHSA Response:**  
Proposer questions and CalMHSA’s responses will be posted on the CalMHSA website ([www.calmhsa.org](http://www.calmhsa.org)) by January 20, 2012. |