

Bid Number: RFP12MHSOAC009
Bid Title: Community Planning Process Evaluation Contract
RFP Questions/Answers

Question 1 on Overall Bid

How do Deliverables 3 and 7 differ? Both require an accounting of technical assistance provided to the Contractor Client. Does 3 require an interim report, while 7 requires a final report? Or do they differ in some other way? (Submitted: Nov 13, 2012 12:45:27 PM PST)

Response to Question 1

Deliverables 3 and 7 require the Proposer to provide consultation to the Client Contractor regarding specific/different topics. Consultation done for Deliverable 3 should focus on development of the CPP process inventory; the Client Contractor will take the lead on development of this inventory and will refer to the Proposer for consultation throughout that process. Consultation done for Deliverable 7 should focus on development of the CPP process curriculum, training, and technical assistance; the Client Contractor will take the lead development of the curriculum and associated training/technical assistance and will refer to the Proposer for consultation throughout that process. After consultation occurs for each of the deliverables, the Proposer will be expected to provide a summary report that describes the items listed in the RFP (e.g., dates/times when consultation occurred). The report should only describe consultation that was provided regarding the specific topic specified for that Deliverable. Both reports are considered final; neither is interim.

Question 2 on Overall Bid

Can MHSOAC provide the grant announcement or proposed independent contracts for the client contractors? (Submitted: Nov 14, 2012 10:53:11 AM PST)

Response to Question 2

The Client Contract (MHSOAC-12-008) is posted to BidSync www.bidsync.com and can be found at <https://www.bidsync.com/DPX/ca/cdgs?ac=view&auc=1930695>. This information can also be found on the homepage of the MHSOAC website: <http://www.mhsoac.ca.gov/>

Question 3 on Overall Bid

How many independent client contracts will be awarded? (Submitted: Nov 14, 2012 10:53:28 AM PST)

Response to Question 3

Only one Client Contract will be awarded to a lead or prime contractor. However, collaborative proposals including subcontracts are acceptable and encouraged.

Question 4 on Overall Bid

Will the client contract(s) be awarded to client contractors already in place or newly developed client contractors? (Submitted: Nov 14, 2012 10:53:44 AM PST)

Response to Question 4

The Client Contract is a new contract that will be awarded to a contractor based on bids submitted in response to the Client Contract RFP (MHSOAC-12-008).

Question 5 on Overall Bid

What is the timeline for awarding the client contract(s)? (Submitted: Nov 14, 2012 10:54:02 AM PST)

Response to Question 5

The Client Contract is on the same timeline as the CPP Evaluation Contract; each contract has the same Key Action Dates.

Question 6 on Overall Bid

What is the anticipated amount to be awarded to the client contractor(s)? (Submitted: Nov 14, 2012 10:54:19 AM PST)

Response to Question 6

The allowed budget for the Client Contract can be found within the Client Contract RFP (MHSOAC-12-008) on page 12:
<https://www.bidsync.com/DPX/ca/cdgs?ac=view&auc=1930695>.

Question 7 on Overall Bid

Who are the target groups/organizations for the client contract(s)? (Submitted: Nov 14, 2012 10:54:36 AM PST)

Response to Question 7

Target groups/organizations for the Client Contract include those who meet the minimum and desired qualifications listed on page 6 of the Client Contract RFP (MHSOAC-12-008) (which can be found at <https://www.bidsync.com/DPX/ca/cdgs?ac=view&auc=1930695>).

Question 8 on Overall Bid

Will the evaluator have the opportunity to publish results in a peer-reviewed journal? (Submitted: Nov 14, 2012 10:54:53 AM PST)

Response to Question 8

The ability to publish the results of the evaluation via peer-reviewed journals will be negotiated once the contract is awarded. Overall, the MHSOAC is dedicated to dissemination of results of its evaluation efforts to stakeholders and the public at large.

Question 9 on Overall Bid

Is it possible for the SAME contractor to be awarded both the Community Planning Process Evaluation AND the Client Stakeholder contracts? Or is it designed to be two independent entities? (Submitted: Nov 14, 2012 1:28:04 PM PST)

Response to Question 9

Each RFP will be evaluated and scored separately. If one agency meets the minimum qualifications, costs, and exceeds other bidders in all of the other evaluation and scoring criteria for this RFP, as well as the Client Stakeholder RFP, there is no restriction that one agency could not be awarded both contracts.

Question 10 on Overall Bid

Is there an estimate of the number of Client Contractors who will be hired for this evaluation? If so, how many? (Submitted: Nov 14, 2012 1:28:21 PM PST)

Response to Question 10

Only one Client Contract will be awarded to a lead or prime contractor. However, collaborative proposals including subcontracts are acceptable and encouraged.

Question 11 on Overall Bid

How will the Client Contractors be selected? From where? Is there a sense of the geographic distribution of Client Contractors? (Submitted: Nov 14, 2012 1:28:57 PM PST)

Response to Question 11

The Client Contractor will be selected based on materials submitted in response to the Client Stakeholder RFP (MHSOAC-12-008)

(<https://www.bidsync.com/DPX/ca/cdgs?ac=view&auc=1930695>), which will be evaluated and scored using the Scoring Process described therein.

Question 12 on Overall Bid

What is the relationship between the consultant for this RFP, the nonprofit agency who will facilitate the Client Contractors committee, and the Client Contractors? (Submitted: Nov 14, 2012 1:30:01 PM PST)

Response to Question 12

The successful Proposer for the CPP Evaluation Contract will be required to work in collaboration with the Client Contractor, as described within the CPP Evaluation Contract RFP Section D, starting on page 11; this collaboration will require the successful Proposer to provide consultation, among other things, to the Client Contractor surrounding topics specified within the RFP. For a description of how the Client Contractor have been instructed to work with the CPP Evaluation Contractor, please see the Client Stakeholder Contract RFP (MHSOAC-12-008):

<https://www.bidsync.com/DPX/ca/cdgs?ac=view&auc=1930695>.

Question 13 on Overall Bid

This contract is entwined with and dependent on the Client Stakeholder contract...what is the process/remedy if the Client Stakeholder contractor does NOT perform as expected, thus preventing the Evaluation contractor from completing its deliverables? (or vice versa) (Submitted: Nov 14, 2012 1:32:21 PM PST)

Response to Question 13

The MHSOAC understands that some of the Deliverables listed within the RFP that are expected of the Proposer will be dependent upon work completed by the Client Contractor. The MHSOAC is committed to awarding both the Client Stakeholder and CPP Evaluation Contracts to Contractor that we feel confident will be able to carry out expected roles and duties in a timely manner. In addition, the MHSOAC is committed to providing its Contractor with support throughout the contract period that we hope will help to facilitate achievement of the project goals set forth in the contract within the

agreed upon time period. Nonetheless, when contracts are awarded, a contingency plan will be incorporated into both so that all parties are clear on the consequences of either contractor failing to deliver expected and agreed upon Deliverables and the ramifications that this would have on the other contract.

Question 14 on Overall Bid

What is the ultimate goal/benefits of this effort? Is it to add uniformity to the each county's CPP efforts in the future? Is it to ensure more thorough, more streamlined planning processes? Perhaps reduce the "reinventing the wheel" efforts that have occurred to date? Or??? What is driving this effort in the first place, given that each county's CPP efforts have already been evaluated when the program plans are submitted for funding? (Submitted: Nov 14, 2012 1:37:24 PM PST)

Response to Question 14

The ultimate goal of this effort is to evaluate the CPP process for quality improvement purposes. We hope that the evaluation will provide insight regarding specific CPP processes that are most effective and/or lead to desired outcomes. We hope to gain this information so that it can be incorporated into materials (e.g., a report that highlights promising practices; a curriculum and associated training/technical assistance) that will encourage client stakeholders to use CPP processes that are identified as being effective and/or having the potential to lead to desired outcomes.

Question 15 on Overall Bid

We understand that the evaluator will be responsible for gathering all necessary data from the counties. What assistance can we anticipate from MHSOAC in terms of facilitating our contact with the appropriate county-level mental health representatives to advance that effort? (Submitted: Nov 14, 2012 2:09:21 PM PST)

Response to Question 15

Page 13 of this RFP states that the data will be collected by the Client Contractor. The MHSOAC will aim to provide as much support to the Proposer and Client Contractor as possible aimed at encouraging appropriate county-level mental health representatives to be responsive to and collaborate with the contractor as needed.

Question 16 on Overall Bid

We understand that the Client Contractors will engage with public sector mental health leaders (e.g., county-level mental health directors) among other stakeholders to gather data. What opportunities will the Evaluation Team have to engage with those leaders earlier in the process in order to inform the evaluation design? (Submitted: Nov 14, 2012 2:09:34 PM PST)

Response to Question 16

The Proposer may engage with public sector mental health leaders (e.g., county-level mental health representatives) during the research design/development process as they see fit. Per the participatory research nature of this project, the Proposer should work with the Client Contractor to design methods for obtaining stakeholder involvement in the data collection development and implementation process, among other aspects of this project. As such, a method may be developed that includes involvement of public mental health leaders.

Question 17 on Overall Bid

Under item 5.2.f on page 27, the RFP notes that resumes, sample work products, letters of support and/or recommendations are allowed as attachments to the proposal narrative section. Will those items count toward the 12 page limit? (Submitted: Nov 14, 2012 2:48:33 PM PST)

Response to Question 17

Resumes, sample work products, and up to 3 letters of support and/or letters of recommendation may be included as Attachments to the Proposal Narrative section of the proposal. These attachments will not be counted toward the 12 page maximum for the Proposal Narrative.