



**Solano County Mental Health Services Act (MHSA)
Prevention & Early Intervention (PEI) School Age Project
Request for Proposals (RFP) #G099-0223-09
Applicant's Conference March 2, 2009**

**Written Responses to Questions from Applicant's Conference
March 5, 2009**

- 1. Does Solano County have Prevention and Early Intervention (PEI) funds beyond 2009-10 FY? Do we have future years funding for the plan here in the county? Is the state going to take PEI money in the future? How are the 2009-10 FY state budget cuts going to apply to Solano County?** The County has the money in the county for the first year of funding and will submit the request for additional funding to the California Department of Mental Health (DMH) with the 2009-10 MHSA Program Update. In regards to Proposition 1E, the County does not have specific information at this time on where the MHSA reductions may occur. We will keep you informed as we hear official information from DMH.
- 2. Did you receive any written communication for section 1.06? Are any written question accepted after 2/26/2009?** No written questions were received and no further written or verbal questions will be accepted. Questions can be asked at the Applicant's Conference today, March 2, 2009, until 11:30 AM to be included in the written response.
- 3. Regarding a Joint Agency Proposal—do all of the organizations applying together need to attend this meeting?** Per the requirements on page 4 of the RFP, at least one agency signing a Joint Agency proposal must attend the Applicant's Conference. If submitting a Lead Agency or Single Agency Proposal, the Agency submitting the Proposal must be in attendance.
- 4. Is there a definition of qualified agencies and organizations from page 1?** Per page 12 of the RFP, services may be provided by community based organizations, the County Office of Education, or school districts (either in house or through agency partnerships).
- 5. Are the addenda the application?** The majority of the Proposal consists of the forms provided in the addenda. The only additional documentation are the job descriptions or resumes of key personnel, financial statements, and subcontractor statements.
- 6. Are the forms available on-line?** Yes, the Addenda are available in Microsoft Word at www.solanocounty.com (follow the links for Services, RFP's Currently Available).

7. **May we make changes to the format?** You must use the format provided in the Addenda and respond within the page limitations and format criteria.
8. **Could we request an intent to apply application?** No intent to apply is included in this process.
9. **Is there a detailed scoring rubric?** Scoring will be based on criteria identified in Addendum I-B, Pages 20-22.
10. **How is the County making sure that organizations or agencies have fiscal stability to provide three year services?** Solano County will complete a fiscal review based on fiscal and budget documentation provided in the Proposal or requested by the County.
11. **Is there a primary focus?** Please see the Request for Proposals and Solano County's Prevention and Early Intervention Plan.
12. **What grades does this RFP include?** The School-Based Targeted Student Assistance Program serves Grades 4-8 (as stated on page 10 of the RFP) and the Educational Liaison to Multidisciplinary Teams serves secondary students (as stated on page 12 of the RFP).
13. **What does the 70% of funding on page 10 refer to?** Approximately 70% of the \$536,000 available for funding will be directed to School-Based Targeted Student Assistance Program. Approximately 15% of the \$536,000 available for funding will be directed to Educational Liaison to Multidisciplinary Teams, and approximately 15% of the \$536,000 available for funding will be directed to Coordination.
14. **Can 70% of funds be directed towards Tier 1 services?** No funds from this Proposal are for Tier 1 services.
15. **Do Tier 2 services have to be provided to students in the entire school district?** No, it is up to the Applicant to propose to whom they are providing services. Applicants should address how they will target students at the highest risk of school failure and underserved populations.
16. **How many students does the County expect bidders to serve?** No number is specified in the RFP.
17. **Who can provide coordination? Could one person provide coordination? Can an applicant only ask for the 15% coordination function?** Anyone can apply for the Coordination Function. Each service described in the RFP can be applied for separately or in conjunction to other services described.
18. **What percentage of time is dedicated to coordination?** No specific time is indicated. The Applicant should address the amount of time in their Proposal.
19. **What type of position should the Educational Liaison for Multidisciplinary Team be? Could it be an existing or a new person? Does it need to be director level of a person? Could it be a teacher?** The type of position is not specified. The Applicant should address the level of staff in their Proposal.

20. **Could you backfill to fulfill coordination piece?** The state does not allow MHSA funds to supplant existing funding. For more information on PEI supplanting guidelines please see page 19 of the Prevention and Early Intervention Component Guidelines: http://www.dmh.cahwnet.gov/Prop_63/MHSA/Prevention_and_Early_Intervention/docs/Rev_PEI_Guidelines_Referencing_RM.pdf.
21. **Could one Educational liaison represent multiple school districts?** Yes.
22. **Can be any person/district apply for the Educational Liaison to Multidisciplinary Teams or just the ones mentioned in the proposal? Could another community (e.g. Dixon or Benicia) build multi-disciplinary team with this funding?** Page 13 of the RFP states that the Educational Liaison to the Juvenile Probation Multidisciplinary Team Program is intended to fund activities in Vacaville, Vallejo, and Fairfield/Suisun School Districts where the rates of youth crime and gang involvement are the highest.
23. **Can the same person or Agency perform both the Educational Liaison to Multidisciplinary Teams and the Coordination Function?** Yes, provided that the Applicants meets the criteria outlined in the RFP.
24. **Section 2.04: can you talk about this section more? What is the specific nature of the data that needs to be collected? Can you include funds in budget for evaluation? Can you contract this section out?** 2.04 on pages 14-15 outlines the minimum reporting requirements. You may include additional evaluation criteria in your proposal based on your proposed outcomes. Funding for evaluation and reporting should be included in your proposal budget. You may utilize subcontractors, but they must be included in your proposal.
25. **Which items would be reported monthly or quarterly?** Reporting timeframes (monthly or quarterly) will be developed with Applicant during the contracting process.
26. **On page 28, there is a mention of Solano County Office of Education (SCOE) data collection services. Has that been described/clarified?** No specific data collection services from SCOE have been specified at this time. The County will clarify this during contract negotiations.
27. **Are there existing confidentiality agreements between the schools and police departments to report the number of police contacts?** Developing confidentiality agreements may be part of program development. In addition, police contacts may be reported by participant survey as stated on page 14.
28. **Are you asking for goals and activities for all three years in one form?** Activities should be listed for all three years in one form for the Scope of Work: Work Plan Form noting the timeline for each activity (Addendum IV-B). A separate Service Estimates Form must be completed for each year of funding requested. (Addendum IV-D).
29. **Most schools are open 10 months—are schools required to provide services during 12 months or the 10 months they are open?** Applicants may propose to provide services in the timeframe they deem best.
30. **We are going to write our budget and scope of work for what we have now. What if current services, such as Tier 1 services, are reduced in funds by next Fiscal Year?**

Can we change our Scope of Work to reflect changes in processes? The County will address any necessary changes in process and Scope of Work during contract negotiations.

31. **The Mental Health Director has previously expressed that if the project does not work, then the project may not continue. How does the evaluation tool work with that philosophy?** As stated on Page 1 of the RFP, “although this is a multiyear solicitation annual funding is contingent on 1) availability of funds and 2) meeting contractually-agreed-upon program outcomes.”
32. **Can MHSA funds be used to match Early Periodic Screening, Diagnosis, and Treatment (EPSDT)? Can we use Targeted Case Management (TCM) and Medi-Cal Administrative Activities (MAA) to leverage funds and use the MHSA as a match?** In order to participate in EPSDT, TCM, and MAA, agencies and organizations need to meet the terms and regulations of the programs and be certified.
33. **Will you make the inflation adjustment?** Yes, during contract negotiations adjustments for inflation will be made. Inflation adjustments are contingent on the availability of funds per Page 1 of the RFP.
34. **Schools have a state approved indirect rate—can schools propose different rates other than the state approved indirect rate?** You may apply for up to 15% of your budget for indirect costs. In deciding indirect costs, you should also consider the guidelines for your organization.
35. **Can job descriptions or resumes be provided? Or both?** Up to a total of 5 one page job descriptions or resumes may be included with the Proposal.
36. **Are there page limitations to Addendum VII?** Subcontractor statements may be up to two pages each.
37. **Is beyond page 41 is informational? Should page 41 be completed?** Page 41 must be completed and submitted with your Proposal. The Applicant and your subcontractors must agree or qualify to Exhibit 1 which is Pages 42-69.
38. **It sounds like there is encouragement for a county-wide application or a coordinated plan—will proposals be scored based on this?** We encourage coordination with other agencies, but scoring is based on criteria in Addendum I-B on Pages 20-22.
39. **Is preference given to those who have been trained in Tier 1 Interventions, such as BEST?** Tier 1 services must either be in the process of being implemented, or already implemented to receive funding for the School-Based Targeted Student Assistance Program. Scoring will be based on criteria identified in Addendum I-B, Pages 20-22.
40. **Will there be a geographical distribution of the funds throughout the county?** You may choose to apply for services for a specific geographic area or county-wide.
41. **Is it possible to apply for a certain amount of money and then have the committee reduce it to make it more equitable?** The Review Panel makes recommendations to the Mental Health Director on the amount of funds allocated to each Applicant.

42. **How many grants are you awarding?** The Review Panel will make recommendations to the Mental Health Director on the number of grants.
43. **Do you have examples of other counties achieving these goals/objectives?** We do not have examples from other counties, but you may contact other counties if you are interested.
44. **How would the school districts work together to build a countywide proposal?** School districts interested in working together should consult with each other.
45. **Can we have the sign in from today's Applicant's Conference distributed to the group?** We will share sign in sheet and contact information from today's participants with the written responses (since there were no objections).