



**Solano County Mental Health Services Act (MHSA)
Prevention & Early Intervention (PEI) Older Adult Project
Request for Proposals (RFP) #G099-0421-09
Applicant's Conference May 1, 2009**

**Written Responses to Questions from Applicant's Conference
May 6, 2009**

1. **What will be the effect on funding for this project if Proposition 1E on the May 19 special election passes?** Regarding Proposition 1E, the state has not announced which Mental Health Services Act (MHSA) funds would be reduced if the measure passes on May 19, 2009. The County has funds for the first year of Prevention & Early Intervention activities (Fiscal Year 2009-10), and will submit an annual request to California Department of Mental Health (DMH) for funding for future Fiscal Years. We will keep MHSA stakeholders informed as we hear official information from DMH.
2. **Could Workforce, Education, and Training (WET) funds designated for curricula development for PEI be cut by proposition 1E in the special election?** The proposed WET plan specifically designates \$10,000 to Older Adult PEI for curriculum development and training. This plan has not yet been approved by the Department of Mental Health. Regarding Proposition 1E, the state has not announced which Mental Health Services Act (MHSA) funds would be reduced if the measure passes on May 19, 2009.
3. **Did the Solano County Board of Supervisors recently revise the insurance requirements for non-profit contractors? How will this affect this contract?** We have not received instructions on lowered insurance requirements. If you have qualifications to the standard contract in the Request for Proposal (RFP) Exhibit 1, which has a \$5,000,000 insurance requirement, you should indicate that as a qualification in Addendum VIII. We will work with county counsel and risk management to incorporate qualifications, as appropriate.
4. **If an Applicant applies for more than one strategy, will each strategy be scored separately?** The Review Panel will score proposals as a whole, but may recommend funding for each strategy individually.
5. **How do you define the ages of older adult?** Solano County Mental Health defines older adults as no younger than 60 years of age.
6. **Can you explain the two services in the Navigator Program?** Basic services include a screening and referral to services in the community with 1-2 follow up

contacts to ensure connection to services was made. If there are no referrals readily available and there is evidence of risk of depression or early onset psychiatric illness, case management and “problem solving therapy” up to a year can be offered to a smaller number of clients.

7. **Are two years of audited financial statements required?** Per page 14, section 3.01, the latest two years of audited financial statements must be provided. If funds requested are less than \$100,000 per fiscal year and audited financial statements are unavailable, unaudited statements are acceptable.
8. **Is financial statement discussed in Addendum VI-A the same as the financial statement discussed in 3.01 on page 14?** Yes.
9. **Where are the page limits for each Addendum listed?** The page limits for each Addendum are listed in two places: in the instructions for that Addendum and on top of the Addendum.
10. **For the Scope of Work/Work Plan on page 27, should we designate the amount of time dedicated by staff to each activity in column 5?** Yes, indicate the amount of time or percentage of Full Time Equivalent (FTE) staff dedicated to each activity.
11. **Are there any requirements to use specific evaluation models?** No specific evaluation models are required; the Applicant can propose the evaluation model. Reporting requirements are included in the description of services on page 13.
12. **Where do we list matching or leveraged funds?** Matching or leveraged funds should be listed under other sources on the Line Item Budget Form on page 34.
13. **Do you want the job descriptions to be limited to one page?** Yes.
14. **Do you want letters of support?** No, only include the forms specified in the RFP.
15. **How will the contract be reimbursed?** This will be a cost reimbursable contract that can be invoiced monthly after services are provided.
16. **Where do we send the Proposals?** As indicated on page 6 of the RFP, Proposals should be sent or delivered to County of Solano, Department of Health & Social Services, Mental Health Division, Attention: Megan Richards, RFP Coordinator, RFP# G099-0421-09, 275 Beck Ave., MS 5-250, Fairfield, CA 94533.
17. **Due to the limited number of potential applicants at this Applicant Conference, is there a possibility that the county might re-open the RFP? Should we hold off in drafting our Proposals?** We will be holding an additional Applicant’s Conference on May 12, 2009 from 9:00-11:00 AM at 275 Beck Ave, Conference Room 1 in Fairfield, to allow additional potential Applicants the opportunity to respond to the RFP. Applicants only need to attend one Applicant’s Conference to be considered for funding. Proposals are still due on May 22, 2009 by 5:00 PM.