Solano County Mental Health Services Act (MHSA)

Prevention & Early Intervention (PEI)

Transition Age Youth (TAY) Project

Request for Proposals (RFP) #G099-0616-09

Applicant's Conference

June 26, 2009

Written Responses to Questions from Applicant's Conference

July 1, 2009

1. **Is the amount of funding described in the RFP from just MHSA or does it include Medi-Cal and other matching funds?** The funds described are those available through MHSA.

2. **Page 1 of the RFP mentions there is $144,000 for Year 1 and $288,000 per year for Year 2 and 3, adjusted for inflation. Is that $288,000 for Year 2 and $288,000 for Year 3? What formula do you use for inflation?** Yes, $288,000 is available in Year 2 and $288,000 is available in Year 3. You should write your Proposal based on these amounts and Solano County will adjust for inflation during contract negotiations.

3. **Start-up funding is not mentioned separately in RFP. Can we allocate funds for start-up?** There is no separate funding for start-up. Start-up costs may be incorporated into your Year 1 budget.

4. **Can the proposal be faxed?** Per Page 6 of the RFP, Proposals must be mailed or delivered and received by the RFP Coordinator by 5:00 PM on July 23, 2009.

5. **Do you have a broad community presence in Connected by 25?** There is a lot of community involvement in Connected by 25. Please contact Lynn DeLapp, Coordinator of Connected by 25, at ldelapp@dcn.org if you are interested in participating in a Connected by 25 Work Group.

6. **How many sites does Solano Community College have?** Solano Community College has 4 sites: the main campus in Fairfield and satellite campuses are in Vallejo, Vacaville, and Travis Air Force Base.

7. **Does Solano Community College have capacity to work with several partners in developing Proposals? Do all Applicants have equal access to college involvement?** Solano Community College is not required to assist in Proposal development. Responsibility for Proposal and project development lies within the proposing Agency. Applicants may contact Solano Community College directly to determine whether proposal development assistance is available and to what extent. Since Solano County Mental Health cannot control access to Solano Community College staff, Proposals will not be scored based on Solano Community College involvement. Solano County will work with the selected Applicant(s) to provide services in partnership with Solano Community College during implementation.

8. **What are the mandated disability services offered by Solano Community College and to what degree are they available?** Page 11 of the RFP describes the services currently offered by the Disability Services Program. Due to current economy and fiscal situation, the services offered may be reduced to mandated services only in the future. More information on the Disability Services Program, including mandated services, can be found on their website at http://www.solano.edu/counseling/dsp/ (see student and faculty handbook).

9. **Can you provide the administrative structure of the community college Disability Services Program?** The Disability Services Program falls under Student Services. Information on Student Services and the Disability Services Program, including staff and roles, can be found on their website at http://www.solano.edu/student_services/.

10. **When referring to TAY eligibility, are youth with provisional diagnoses eligible?** Youth with provisional diagnoses are not eligible under criteria in the RFP, but youth with provisional diagnoses may fall under At Risk Mental State (ARMS) as defined in the RFP and be eligible by being considered at-risk for a First Break.

11. **For TAY eligibility criteria, how do you define the span of a First Break? How do you determine that it is not a second break?** The qualified mental health professional diagnosing the youth should determine whether the youth is experiencing a First Break or a second break.

12. **Is the target population for Strategy 1 ages 18-25? Do the youth have to be out of school?** Yes, Strategy 1 targets youth ages 18-25. Youth must not be attending high school, but do not necessarily have to be high school graduates.

13. **Is there a possibility that courses/certificate programs mentioned in Strategy 1 could be developed and offered in adult schools rather than community college?** Per the RFP, courses need to be developed with Solano Community College.

14. **Does the funding for instructors and class design come from this grant?** Instructors and class implementation may be paid for from this grant. Per PEI guidelines, curriculum development is not appropriate use of PEI funds. Solano County's Workforce, Education, and Training (WET) plan includes $10,000 for curriculum development. There will be a separate planning process to access these funds in the future.

15. **Can the funding be used to develop a GED program?** Per PEI guidelines, curriculum development is not appropriate use of PEI funds. Per Page 13 of the RFP, you may propose educational programs that you deem appropriate.

16. **We do educational planning but don't do mental health assessments. Would we use a subcontractor for mental health assessments?** You may propose how you will provide mental health assessments, which may include utilizing a subcontractor.

17. **Does Strategy 2 have to be the parents or can it be caregivers?** Caregivers of youth ages 16-25 can be included.

18. **Does parent education strategy cover only the population who meets criteria for psychosis?** The parent education strategy (Strategy 2) is focused on prevention and is open to parents of all youth ages 16-25.

19. **Is the parent/caregiver education strategy billable?** Appropriate fees may be charged for parent education.

20. **How much funding is in the housing plan?** Solano County's allocation is $3.8 million for MHSA housing. Please contact Robert Sullens, MHSA Housing Coordinator at707-784-8374 for more information.

21. **Are all the forms available online?** All forms for the Proposal are available in Microsoft Word format from the Solano County website.

22. **For the Scope of Work/Work Plan, can we have more than 6 objectives?** No, the instructions on page 25 require 3-6 objectives.

23. **Is there a minimum number of participants that we need to serve?** There is no minimum number of participants expected. You may propose how many participants you will have based on your Scope of Work.

24. **Can you expand programs that are already in place?** Under MHSA you may expand programs to serve additional clients and/or offer additional services, but you may not supplant existing funds.

25. **Can an Applicant use Medi-Cal as matching funds?** An Applicant may propose to utilize Medi-Cal as matching funds, but must meet the terms and regulations of the program and be certified.

26. **How does Medi-Cal funds relate to "H&SS" and "OTHER" in the budget? How does Medi-Cal affect H&SS funding in terms of match, Federal Financial Participation (FFP), and the contract?** Medi-Cal billing and FFP would be considered matching funds and should be included in the "OTHER" column on the line item budget form. This does not affect the amount available that can be requested from MHSA ("H&SS" column) through this Proposal. If an Applicant proposes to utilize Medi-Cal matching funds, we will work with the Applicant during contract negotiations to reflect appropriate funding in the contract budget.

27. **On Page 35, do we have to use these line items for the budget or are these examples?** We have included commonly used budget line items, but you may specify other line items or additional line items based on your budget.

28. **Does the RFP mention the maximum indirect cost?** Per Page 32 of the RFP, indirect costs may be up to 15% of your total requested budget.

29. Do the job descriptions refer to jobs we already have in our agency or what is projected for this project? Job descriptions should be for this project only.

30. Would a consultant or a consulting psychiatrist be considered a subcontractor? Yes, and he or she must meet the terms of the Solano County Standard contract.

31. On Page 15, 3.01C, can you say what pages can be excluded in sequential numbering? All pages of your Proposal must be numbered sequentially, except the financial statements described in 3.01F.

32. Is there a way to get list of participants at today's Applicant Conference? Yes, a contact list of today's participants will be sent with the responses.

33. Can non-profit agencies be included in county trainings? The selected Applicant(s) will be included in trainings held by Solano County Mental Health, as appropriate.