

**CalWORKs Mental health Supportive Services RFP &
Homeless Family Solutions Systems Services RFP**

CalWORKs RFP Questions

QUESTION	ANSWER
<u>World Mission University</u>	
<p>1. For this proposal, are the participants of CalWORKs referred to the agency? If so, how many participants are expected to be served in a day or a month from an agency?</p>	<p>DPSS GAIN workers are required to make referrals to all providers. The agency determines the number of participants that can be served.</p>
<p>2. Is the fund amount (\$538,778) for each year or a total amount for 3 years? Is this project renewed up to 3 years?</p>	<p>The funding allocation of \$538,778 is listed for Service Areas (SAs) 2 & 5. This is an annual allocation for the duration of the 3 year contract, contingent on state funding. This RFP is for a period of 3 years</p>
<p>3. RFP 3.1.4 (p. 7) - What does it mean by “integrated MH services” specifically? a. Our agency has been providing services including MH outreach, education, MH promotion, individual/group therapy, prevention, referrals to other agencies, etc. Are these considered as integrated MH services? b. Does it need to include medical/psychiatric service or social services necessarily?</p>	<p>An “integrated level of services” means all traditional mental health services, including individual/group psychotherapy, medication/medication support, collateral, case management, crisis intervention, and rehabilitation services. a. Same as above. b. Same as above.</p>
<p>4. RFP 3.1.4 (p. 7) - “contracting with a private or public entity providing integrated MH services” a. Does this include contracts with LACDMH and/or other similar community service organizations? b. Provide an example.</p>	<p>a. Yes. b. Student training; university affiliations; Memoranda of Understanding (MOU); direct services; other legal entity affiliations.</p>
<p>5. RFP 3.16 (p. 7) - “minimal educational requirement of a Master’s degree in their clinical discipline.” a. Does this minimal educational requirement mean post-graduates only? b. Can I include current graduate students in the related discipline(s)?</p>	<p>a. No. We are requiring a minimal education experience of having a Master’s Degree. b. Post master’s graduate students in their respective fields can be included.</p>
<p>6. Required Forms (Exhibit 15) - The document has “Legal Entity” as providing services. a. What is the definition of Legal Entity? b. My agency is a non-profit organization with annual revenue of around 1 million. I am not sure if our agency is considered as a legal entity by definition of Exhibit 15. c. If we are not considered as a legal entity by LAC DMH, are we eligible to submit the proposal?</p>	<p>a. Legal Entity (LE), as defined in Exhibit 15 – Terms, Definitions, and Acronyms – is a mental health provider whose legal Schedule may be an association, corporation, partnership, sole proprietorship, or other legal Schedule of organization recognized by the State of California. The terms “organization,” “agency,” “company,” and “contractor” may be used interchangeably with “LE”. b. No. c. Yes.</p>
<u>Didi Hirsch Mental Health Services</u>	

CalWORKs RFP Questions

QUESTION	ANSWER
<p>7. Section 3: Proposer’s Minimum Mandatory Requirements, Paragraph 3.1.5, Page 7, states, “Proposer must have five years of demonstrated experience in contracting with either a private or public entity providing integrated mental health services to individuals and families.”</p> <p>If the Proposer itself has five years of experience providing integrated mental health services satisfying 3.1.4, does it also need to demonstrate 3.1.5?</p>	Yes.
<p>8. Section 7.8.5, paragraph 4, page 31, “Proposers must demonstrate presence in each of the SAs... via Memorandum of Understanding.”</p> <p>Ok to document presence with contracts as well as MOUs?</p>	Yes.
<p>9. Section 7: Proposal Submission Requirements, Paragraph 7.8.1.A. Cover Page, Page 29, states, “It must also indicate the SA in which the proposed services will be provided.”</p> <p>Do we submit a separate application for each Service Area in which we wish to provide services, or do we do a single application for all Service Areas?</p>	Proposers are required to submit individual proposals for each SA in which they chose to provide services.
<p>10. Section B: Proposer’s Performance History, First paragraph, p. 33, “Proposer must submit three signed letters of reference.”</p> <p>Can we use our GAIN office as a reference?</p>	Proposer has the option to select references as long as it meets the requirements of Section B.
<p>11. Appendix C: Required Forms.</p> <p>Will you provide us with fillable PDF forms?</p>	No, with the exception of Exhibits 14 and 15, which have been updated and will be posted on the website by Tuesday, September 6, 2016, along with instructions.
<p>12. Appendix C: Required Forms, Exhibit 15: Program Description.</p> <p>a. Are current CalWORKs awardees required to submit Exhibit 15 as part of the application?</p> <p>b. If no, do we need to submit it if we are applying to provide services in a new SA?</p>	a. Yes. Current CalWORKs awardees are required to submit Exhibit 15 as part of their application.
<p>13. Appendix C: Required Forms, Exhibit 15: Program Description.</p> <p>If you do not provide fillable forms for the exhibits, can we add extra pages to answer the questions in Exhibit 15?</p>	There is no page limit on required forms.
<u>Uplift Family Services</u>	
<p>14. Section 7.7, Page 27 – Preparation of Proposal Can our proposal be printed double sided?</p>	Yes – in keeping with the Green Initiative.

CalWORKs RFP Questions

QUESTION	ANSWER
<p>15. RFP pg. 34 – Section B.2; RFP requires Exhibit 2,3,4; RFP pg. 38 – Section B.2; Exhibit 14, 15 in Section F RFP pg. 37 – Exhibit 16 in Section E</p> <p>These six Exhibits are also listed for inclusion in 7.8.12 “Proposal Required Forms” (RFP Pg. 39). Should these six exhibits be included in BOTH placed in our proposal, or may we include them in one section only, and refer to that section in the other section(s)? If we may include just once, in which place would you like them?</p>	<p>Please include these exhibits in Section 7.8.12, Required Forms, Section I, and refer to them as appropriate in the narrative.</p>
<p>16. May we include attachments at the end of each section to support our proposal?</p>	<p>Page requirements will be strictly adhered to.</p>
<p>17. Can the org chart be an attachment at the end of Section B?</p>	<p>Organizational charts are to be provided in response to 7.8.5, A.1.</p>
<p>18. Will we get fillable forms for exhibits, including budget?</p>	<p>No, except for Exhibits 14 and 15, which were updated and posted on the DMH website, along with instructions, on September 6, 2016.</p>
<p>19. Section 7.7, page 27, “Proposal must be bound in a three-ring binder. A total of nine (9) copies of the entire proposal are required; one original document and eight (8) copies numbered 1-8. Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the Proposal. The cover page should be page 1, the transmittal letter should be page 2, etc. Appendices should be labeled and separated from the Proposal, and the pages should be numbered consecutively to continue the sequence.”</p> <p>What is considered our “appendices”? Is it the Proposal Required Forms (Section I)?</p>	<p>Additional supporting documents specific to responses to the narrative sections could be added to the back of the proposal and identified as appendices. The Proposal’s Required Forms are not considered “appendices.”</p>
<u>Children’s Institute</u>	
<p>20. We received the attached docs today and are a bit confused. Do we need to re-bid or is this just for new potential CW providers? I see the Homeless Family Solutions System is an option, meaning we can continue to provide CalWORKs without bidding for that program, correct?</p>	<p>The CalWORKs and HFSS RFPs were issued for Fiscal Years (FYs) 2017-18 through 2019-20. All existing providers who wish to provide CalWORKs services must respond to this solicitation. An email was sent by the Contracts Development and Administration Division (CDAD) on 8-5-16 regarding the mandatory bidders’ conference for all providers.</p>
<u>1736 Family Crisis Center</u>	
<p>21. In review of the RFP, I am wondering if DMH can make available Word versions of required forms/exhibits/etc., in addition to the PDF versions currently posted online. Please advise.</p>	<p>No, except for Exhibits 14 and 15, which were posted on the DMH website, along with instructions, on September 6, 2016.</p>

CalWORKs RFP Questions

QUESTION	ANSWER
<p>22. I see that respondents are required to submit copies of current and prior two fiscal year financial statements (Financial Capability Exhibit 13). Due to 1736 Family Crisis budget size, we are directed to submit copies of audited statements for the last FY until early 2017. Therefore, the only audited year's and the current statements would only be available in unaudited form. Will this suffice?</p>	<p>We consider the Financial Statement to be current if it's within 18 months. For example, if proposer's FY is Jul-Jun, we would take Fiscal Year End June 2015 as their current Financial Statement since it's been 14 months, which is within 18 months.</p>
<p>23. CW RFP page 27: Preparation of Proposal: "Pages must be numbered consecutively from beginning to end so that information can be located easily during review of the Proposal. The cover page should be page 1, the transmittal letter should be page 2, etc. Appendices should be labeled and separated from the Proposal, and the pages should be numbered consecutively to continue the sequence." Where should required and/or supplemental documents be attached (e.g., Organizational Chart, Quality Control Plan, MOUs, etc.) - within each applicable section after the narrative, or appended separately at the end of the proposal?</p>	<p>Required documents should be included within the required sections. Supplemental documents should be appended to the end of the corresponding section.</p>
<p>24. CW RFP page 35: Section C: Approach, 7.8.6.o: Proposer must provide description of training and education required for members of the multidisciplinary treatment team in order to fully implement services as specified in Appendix B, SOW. Are copies of staff degrees, licenses, and training certificates required?</p>	<p>No; however, they may be appended.</p>
<p>25. CW RFP page 37 (related to above question): Section E: Proposer's Staffing Plan, 7.8.8.2: Describe the duties and responsibilities of any proposed direct services employees, post-master's interns and peer volunteers. Are copies of job descriptions required?</p>	<p>No.</p>
<p>26. CW RFP page 33: Section B.2. Proposer's Performance History: References Do the entities providing the three (3) signed letters of reference need to be the same ones listed in Exhibit 2, or can they be different?</p>	<p>They may be the same or different.</p>

CalWORKs RFP Questions

QUESTION	ANSWER
<p>27. CW SOW page 12: 3.1.2 Language Ability: Contractor’s personnel who are performing services under this Contract shall be able to read, write, speak, and understand English in order to conduct business with the County. In addition to having competency in English, Contractor shall ensure there is a sufficient number of bilingual staff to meet the language needs of the community served which is to include threshold languages: Chinese, Cambodian, Korean, Russian, Armenian, Spanish, Tagalog, Vietnamese and Farsi. Do proposed program staff need to be fluent in the threshold languages listed in the SOW, or can language needs be met through a combination of bilingual program staff, professional interpreters, and culturally-linguistically-specific service partners?</p>	<p>Proposers are required to demonstrate that staff have competency in the languages represented in their SA. Language needs can be met through program staff and professional interpreters.</p>
<p>28. On p. 5 of the CalWORKs RFP (Section 2.5.3.2), the distribution of funding table indicates an expected number of awards and allocation per award by Service Area. Does the funding allocation per award represent a ceiling or maximum amount available, per contract or does DMH intend to make all awards equal within SAs?</p>	<p>As noted in 2.5.3.2, funding amounts per SA are the maximum available amount. Awards are equal within a SA.</p>
<p>29. Has the Department of Mental Health thought through the implications of disallowing trainees/interns in a master’s program to bill under their contracts, in as much as this training tool has been utilized by many agencies in order to professionally train and prepare students for careers working with the department of mental health, as well as agencies that are funded by the department of mental health? This important practical training includes learning complicated paperwork and working with a variety of mental disorders and illnesses that arise in DMH cases. Since all such cases are supervised by licensed professionals, the clients served get top notch services and the training of future licensed therapists improves greatly at the same time.</p>	<p>The implications have been thought through and, on page 12, 3.2.1, the RFP requires all professional staff and/or interns to have a minimum educational requirement of a Master’s degree in their clinical discipline.</p>
<p>30. Exhibit 4 Prospective Contractor List of Terminated Contracts Please describe what ‘terminated contract’ means. Does it only include contracts that were terminated for cause or does it also include contracts that expired and were not funded due to a lack of government funding overall, or that were reallocated for other purposes (e.g. to fund other types of activities)?</p>	<p>Terminated contract includes all terminated contracts.</p>

CalWORKs RFP Questions

QUESTION	ANSWER
<p>31. Exhibit 15 Legal Entity Agreement Negotiation Package, Section 2-c It states that Negotiation Packages solicited through this process must be included in the Required Forms – Exhibit 14A (Budget Forms – Exhibit 14A (Budget Forms section) as stated on solicitation requirements. Does this mean the Negotiation Package must be included in both Exhibits 14 and 15?</p>	<p>At the bidders’ conference it was clarified that only Exhibits 14 and 15 are required and should be included in Section I, Required Forms. These documents have been updated and were posted on the website on Tuesday, September 6, 2016, along with instructions. No other Negotiation Package schedules are required.</p>
<p>32. Exhibit 15 Legal Entity Agreement Negotiation Package, Section 2-d It states that the original Negotiation Package and each copy are to be typewritten and bound separately prior to submission. Does this mean the Negotiation Package is to be bound separately (e.g. stapled) from the rest of Exhibit 15 or from the rest of the proposal?</p>	<p>See response to question #31.</p>
<p>33. Exhibit 15 Legal Entity Agreement Negotiation Package, Section 6a & d 6a -- It states the Negotiation Package schedules are created in Microsoft EXCEL. Will we be provided an excel workbook of the schedules? 6d -- It states each Negotiation package schedule is password protected and the password is “dmh.” Will we be provided an excel workbook of the schedules that are password protected?</p>	<p>See response to question #31.</p>
<p>34. Exhibit 15 Legal Entity Agreement Negotiation Package, Section 7a & b If we are an existing contractor in one SA but are considering proposing services in additional SAs, will we need to have received a solicitation notice from DMH providing the necessary information for preparation of a proposed budget in response to this solicitation?</p>	<p>See response to question #31.</p>
<p>35. Exhibit 15 Legal Entity Agreement Negotiation Package, Instructions for completing the Negotiation Package, page I-5 It mentions one Excel Worksheet File saved on the LAC-CDAD Negotiation Package CD. Will each proposer receive a copy of this CD?</p>	<p>See response to question #31.</p>
<u>HealthRIGHT 360</u>	
<p>36. Page 32 – Exhibit 15 – Schedules 1-9 -- pdf only.</p>	<p>See response to question #31.</p>
<u>Silbert Consulting Services, Inc.</u>	

CalWORKs RFP Questions

QUESTION	ANSWER
<p>37. RFP, pg. 31, Section B.1.4 “Proposer must demonstrate their presence, commitment and experience in each of the SA(s) (if submitting multiple SA(s) to be served by documenting in their proposal their collaboration, via Memorandum of Understanding with other agencies in their community and the services that are currently being provided.”</p> <p>Do we need to submit MOUs for this proposal or simply state in this section with which agencies we have MOUs? If we need to submit MOUs, where should they be included in the proposal package?</p>	<p>Proposer is required to state/identify agencies with which it has MOUs. Copies of the MOUs are not necessary, but could be included in the Appendices at the end of the proposal.</p>
<p>38. RFP pg. #28, Section 7.8 – Proposal Format</p> <p>For the “Proposer’s Minimum Mandatory Qualifications including signed attestation,” what exactly should be included? A signed document attesting that the proposer meets the Minimum Mandatory Qualifications or other?</p>	<p>Proposer must provide a written statement or proof of documentation including a signed statement attesting compliance with the Minimum Mandatory Qualifications as listed in Section 3.0 of the RFP</p>
<p>39. Exhibit 15 in Appendix C – Program Description and Negotiation Package.</p> <p>Could you clarify what we should submit for this exhibit?</p>	<p>See response to question #31.</p>
<p>40. Exhibit 1 in Appendix C – Proposer’s Organization Questionnaire/Affidavit</p> <p>It states on the top of this form that this should be placed as the first page of the proposal. The proposal format in the RFP (pg. 28) shows the cover pages as the first page. Where should Exhibit 1 be placed?</p>	<p>Exhibit 1 should be included in Required Forms, Section I.</p>
<p>41. RFP pg. 30, Section B.1, A.1 – Proposer must submit an organizational chart.”</p> <p>Where should we include this chart in the proposal package?</p>	<p>Documents submitted under Proposer’s Qualifications are to be listed as stated in the CW RFP, 7.8.5 page 30, Section B.1.</p>
<p>42. RFP pg. 33, Section B.2 – Proposer must submit three (3) signed letters of reference.”</p> <p>Where should we include these letters in the proposal package?</p>	<p>Proposers are required to follow the identified format as listed on page 30 Proposer’s Qualifications 7.8.5.</p>
<p>43. RFP, pg. 36, Section D, Quality Control Plan – “The plan should include...samples of forms to be used in monitoring.”</p> <p>Where should we include these forms in the proposal package?</p>	<p>RFP 7.8.7 page 36 – QA Plan – Proposers are required to follow the identified format as listed in the RFP.</p>
<p>44. Exhibits 14 and 15 in Appendix C – Budget Narrative and Justification, and Program Description and Negotiation Package</p> <p>Should we include these exhibits in section F (Budget) or section I (Proposal Required Forms)?</p>	<p>These forms are to be submitted in the Required Forms, Section I.</p>
<p>45. Exhibit 16 in Appendix C – Supportive Services Staff Form</p> <p>Should we include this form in Section E (Staffing Plan) or Section I (Proposal Required Forms)?</p>	<p>All Required forms are to be submitted in the Required Forms, Section I.</p>

CalWORKs RFP Questions

QUESTION	ANSWER
<u>Five Acres</u>	
46. Does this funding use existing buckets or new ones?	Awarded proposers will be allocated CalWORKs funding.
47. What are the documentation requirements?	Documentation requirements will be consistent with any DMH/DPSS CalWORKs requirements, as stated in the Statement of Work (SOW). All other documentation requirements will be consistent with DMH contracts.
<u>Foothill Family Services</u>	
48. CalWORKs SOW, 2.21, page 5. Medication support services – is it expected that agencies would dispense medication from this site?	Yes, it's expected that mental health supportive services include medication support.
<u>Hillsides</u>	
49. Section 2.5.3.2, paragraph 1. On page 5 it indicates that only 4 awards will be awarded for SA 3. Does this mean that Pomona's separate award currently will be going away with the new RFP?	Pomona's one-time additional funding allocation is not included.
50. Section 3.1.9, paragraph 8, page 7. How can a provider draft a justification when there is a settlement agreement? Is it a letter or special form?	Proposers with Settlement Agreement(s) and/or an Extended Repayment Plan with DMH must provide appropriate and reasonable justification explaining how prior years' liabilities will have NO effect on the current year's services and/or proposed services in this RFP. Additionally, Proposers must show ability to provide services as prescribed in this RFP without any negative impact encountered by the provisions of the Settlement Agreement, including the repayment of amount(s) owed by the Proposer. This may include, but is not limited to, a business plan showing sources of income other than the funds available in the DMH LE Agreement.
<u>El Centro de Amistad</u>	
51. Section 2.5.3.2, paragraph 2, page 5. In reference to the SPA allocation for SPA 2, the total amount says \$538,778. We currently have a higher allocation. Will the proposed allocation be firm or is there a possibility for more money?	With the RFP process, DMH's CalWORKs allocation will be distributed as noted in Section 2.5.3.2.
<u>ENKI</u>	
52. Section F, Exhibit 14, paragraph 23, page 2. The administrative overhead. Do the categories need to be broken down or is a summary sufficient? For example, is it required to list each specific category, i.e. accounting, HR, IT, and associated cost, or is the total overhead cost acceptable?	Administrative and indirect costs should be broken down and justified.
53. Section F, paragraph 3, page 2, Exhibit 14. Budget narrative requires specific positions to be outlined and identified. Does this apply to administrative staff as well? There may be only 1 admin FTE, but several different staff may be involved for a small % of time.	Yes. This applies to all program and administrative staff.
<u>Hillview</u>	

CalWORKs RFP Questions

QUESTION	ANSWER
54. Section 7, paragraph 7.2, page 24. PowerPoint says Letter of intent due date is September 6, 2016, by 5:00 pm, but RFP says September 6, 2016, by 12:00 noon. As stated at the bidders' conference, we follow the RFP guidance, correct?	This was corrected at the Bidder's Conference. Letters of Intent are due September 6, 2016, at 5:00 pm.
55. For budget, Will the direct budget categories be expected to fall within a specific percentage to the total allocation, i.e. personal 65%, S & Supplies 10%?	CalWORKs Administration has a general guideline of a 70/30 split, to include 70% direct service staff.
56. Section 2.4, paragraph 2.5.3.2, page 4. Could a single legal entity be awarded more than one contract within a service area? If yes, would this require two proposals? Could the LE be eligible for multiple awards within 1 service area?	Yes, a LE may be granted more than 1 award within a SA. Only 1 proposal per Service Area is allowed; however, in accordance with RFP 8.0, Selection Process and Evaluation Criteria, section 8.1, Selection Process, page 41, the County reserves the right to grand awards in the best interest of the County.
<u>Pomona Valley YES</u>	
57. We have a Family Preservation program through DCFS, can we have concurrent enrollment in both programs – Family Pres and CalWORKs MHSS?	Yes. CalWORKs funding is specifically designed for identified mental health services as noted in the SOW – Appendix B.
58. In order to ensure that we have responded to all questions, can we provide a brief description of each section and question, i.e. 7.8.4 Executive Summary 1) Mission Statement 2) The location & geographic...	Proposer can select any format as long as it conforms to the page requirements of 7.8.4 and format specifications of 7.7
59. Does the entire proposal have to be double spaced or just the proposal narrative?	Yes.
60. Is there a limit of pages for section 7.8.1 thru 7.8.3 (cover page, transmittal letter, proposers' minimum mandatory qualifications, and table of contents)?	There was no specified page limit for 7.8.1 thru 7.8.3 in the RFP
61. Staffing – what type of services can our paraprofessional provide under this contract?	Proposer can identify services for paraprofessional as used in their respective agencies; however, for this RFP paraprofessionals may be used for case management services, rehabilitation, and employment services.
<u>Pacific Clinics</u>	
62. RFP Page 31 Section A, #4 – Are we to provide information on our presence, commitment and experience (including collaborators) in each Service Area we are proposing to service or only the Service Area that is the focus of that particular proposal?	Proposer is required to demonstrate their presence in each SA for which a proposal is submitted.
63. Are we to provide copies of the MOUs described on RFP Page 31 Section A #4 as attachments at the back of that section or will a list of partners within the narrative suffice?	Proposer is required to document in their narrative section agencies involved in collaboration. MOUs could be noted; however; copies are not required. Proposer has the option to include supporting information as an Appendix at the end of the proposal if desired.
64. Do we include Organization Charts and Reference Letters at the back of Section A of the narrative and do they count towards the page limit?	Information requested under 7.8.5 – Section A should be included as noted in the RFP under the appropriate section. The Organization Charts and Reference Letters will not be counted towards the page limit.
65. Do we need to include License Numbers on Required Forms Exhibit 17?	All Required Forms are to be completed as instructed in the RFP.

CalWORKs RFP Questions

QUESTION	ANSWER
66. Will we be given copies of the electronic forms in a non-PDF format we can edit?	See response to question #31.
67. Should Exhibit 15, Schedule 4 (negotiations package) be completed for CalWORKs sites only or for the entire legal entity?	See response to question #31.
68. Will the Employment Specialist we are asked to include in this program be billing his/her time under COS, Skill Building and/or Case Management?	The Employment Specialist will be able to bill time COS for rehabilitation services, collateral, consultation and plan development
69. If we would like to apply to operate multiple sites in a single area, do we complete a separate application for each site?	See response to question #56.
70. Is the allocated funding for each service area per provider or per site?	See response to question #56.
71. Must we request the set allocation or are we able to request a different amount?	Allocations are pre-determined per award within each SA.
72. In the Statement of Work on page 6 - #2.3 – What does it mean that CalWORKs will specify an allowable percentage of the allocation for outreach? Is there a specific percentage that will be allocated for COS?	For CalWORKs, COS can be billed for Community Client Services (unopened case), employment services and Mental Health Promotion for engaging and identifying CalWORKs participants to enter treatment. Based on the SA's need to engage/outreach CalWORKs participants, COS will be allocated.
73. In the Statement of Work on page 8 - #2.6.1 – Is the Employee Specialist required to work a 40 hour work week?	Supported Employment – Individual Placement and Support (SE-IPS) is a major component in the delivery of CalWORKs mental health supportive services. Proposer has the option to decide on allocated time.
74. Can a second year master's student provide mental health services? Statement of Work – page 7 - 3.1.6	RFP requires post-master's only.
75. SOW – page 9 – 2.7.1.2 and 2.7.1.3 – States that DMH is required to report within specific timelines. As providers, are we on the same or a tighter timeline?	DMH implies both directly operated and contracted agencies; therefore, proposers will be on the same timeline.

**CalWORKs Mental Health Supportive Services RFP &
Homeless Family Solutions Systems Services RFP**

HFSS RFP Questions

QUESTION	ANSWER
<u>Didi Hirsch Mental Health Services</u>	
1. Section 4: Proposal Submission Requirements, Paragraph 4.6, p. 9, asks for “Service Area to be served” in the Letter of Intent. Do we submit a separate letter of intent for each service area or do we group them all in one letter?	Proposer can group SAs to be served for the letter of intent.
2. Section 4: Proposal Submission Requirements, Paragraph 4.8.5, Executive summary, p. 13, asks for the “target population to be served.” May we contact the FSC in our proposed service area to get specific information about the population it serves?	Proposer has the option to gather information as long as it meets the requirements of Section B.
3. Section 4: Proposal Submission Requirements, Paragraph 4.8.7, Approach to Required Services, p. 15, states, “proposer will describe ... consultation and training to FSC team members.” Could DMH specify the kind of training and consultation it expects providers to do for FSC team members?	Trainings may be provided on Mental Health 101, which includes recognition of mental health symptoms, Child Abuse Reporting; Case Planning/Dispositioning and other in-house identified trainings to assist the FSC team in providing services to homeless individuals/families.
4. Section 2: Scope of Work, Paragraph 2.2.h, p. 4 states, “for participants who are not eligible for CalWORKs Mental Health Supportive Services, the MHC will provide referrals to mental health services via the DMH network of providers.” Can the MHC refer clients to his/her own agency?	Yes.
5. Section 4: Proposal Submission Requirements, Paragraph 4.8.9, Staffing Plan, p. 16 states, “Describe the responsibilities of any proposed direct services employees.” Are you asking us to restate the Scope of Work here?	Proposers are required to provide a response to each section.
6. Section 4: Proposal Submission Requirements, Paragraph 4.8.9, Staffing Plan, p. 16 states, “Provide names or indicate staff that is to be hired.” If staff needs to be hired, is it sufficient to give position title and description?	Yes. It’s sufficient to give position title and description.
<u>1736 Family Crisis Center</u>	
7. Can an applicant submit an HFSS Proposal in a Service Area if they are not submitting a CalWORKs proposal in that same Service Area? (we are participating in the CalWORKs RFP in other Service Areas)	Proposer can only submit a HFSS proposal within the SA for which a CalWORKs proposal will be submitted.
8. RFP section 4.8, page 11. Are we to submit the required forms twice if we are submitting proposals for CalWORKs & HFSS?	No. All required forms must be submitted for the respective proposal.
<u>St. Joseph Center</u>	

CalWORKs RFP Questions

QUESTION	ANSWER
9. HFSS SOW Appendix A, paragraph 1, page 7, 3.2.4. What are the HFSS meeting requirements?	As noted in the RFP 3, 2, 4; however, CalWORKs Administration will convene monthly CalWORKs SA and Quarterly CalWORKs meetings, and other training meetings. FSCs will also set meeting dates.
10. If providing services in SA 6, is it required that all services be provided at Weingart as stated in HFSS (SOW) page 4, section 2.4?	Yes. Weingart Center is listed as the FSC in SA 6.
11. Section 2.5.2.2, page 5. SAs 5 & 8 are not listed. Is funding only available to SAs 1-4 and 6-7?	Funding is not available in SAs 5 & 8.
<u>Hillsides</u>	
12. Section 4.8.7, paragraph 3, page 15. Will there be billing expectation for HFSS? Will there be COS billing for HFSS?	For the HFSS RFP, staff time (1 or 2 FTEs), which includes salary & employee benefits, services & supplies, and indirect costs, can be billed for services provided.
13. Section 4.7, paragraph 1, page 9. Can you confirm if the RFP for HFSS needs to be in its own separate binder or in the same 3 ring binder?	The RFP for HFSS should be placed behind the CalWORKs RFP and separated accordingly.
<u>Pacific Clinics</u>	
14. Are we to attach a signed statement attesting our plan to staff each co-located Mental Health Clinician position with one FTE licensed clinical staff to the Proposers Background and Experience section and if so, does this count towards our two page limit for that section?	No, a signed statement is not required under section 4.8.6.1 Proposers Background & Experience.