



ALCOHOL, DRUG & MENTAL HEALTH SERVICES
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COUNTY OF ALAMEDA BEHAVIORAL HEALTH CARE SERVICES (BHCS)
ADDENDUM No. 1
to
RFQ No. 17-08 African American Mental Health Programs

Specification Clarification/ Modification and Recap of the Networking/ Bidder's Conferences held on Tuesday August 8, 2017 and Wednesday August 9, 2017

This County of Alameda, General Services Agency (GSA), RFP/Q Addendum has been electronically issued to potential bidders via e-mail. E-mail addresses used are those in the County's Small Local Emerging Business (SLEB) Vendor Database or from other sources. If you have registered or are certified as a SLEB, please ensure that the complete and accurate e-mail address is noted and kept updated in the SLEB Vendor Database. This RFP/Q Addendum will also be posted on the GSA Contracting Opportunities website located at http://www.acgov.org/gsa/purchasing/bid_content/ContractOpportunities.jsp.

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The following Sections have been modified to read as shown below. Changes made to the original RFP document are in bold print and highlighted, and deletions made have a strike through.

CLARIFICATIONS & CORRECTIONS/CHANGES THAT PERTAIN TO...

I. RFQ

- Section I. A. Statement of Work on page 3: Program a. changed
 - a. Support Services for Genesis House **MHSA Permanent Supportive Housing site(s) in East Oakland**
- Section I. A. Statement of Work on page 3: Language removed
BHCS will use this Request for Quotes (RFQ) to establish four contracts, ~~for each,~~ with up to four agencies.
- Section 1.A. Statement of Work on pages 3 and 4: Language added
Any renewal of an awarded contract shall be contingent on the availability of funds, awarded Contractor's performance, **annual program review**, and continued prioritization of the activities and priority populations as defined and determined by BHCS.

BHCS intends to award contracts up to the allocated amounts included in the table above per contract year. **The County reserves the right to rebid the programs included in this RFQ after three years.**

- Section I. D. Bidder Minimum Qualifications on page 4: Language added
Bidders can be an agency, entity, or collaborative.
- Section I.E. Specific Requirements and Deliverables on page 6: Language Added
Bidders must have the organizational capacity to develop track, report and bill MAA after the first year of the project. This will include completing required County trainings, **developing a MAA plan**, and adhering to regulations and reporting requirements.
- Section I. E. Specific Requirements and Deliverables on page 6 re a. Support Services for Genesis House:
Language changed:
 - a. Support Services for Genesis House
~~Genesis House is currently under construction and will be a four unit housing facility for individuals with mental health issues who lack stable housing. Residents may also include their immediate family members. The awarded contractor will provide site based supportive services complementary to the intensive case management provided by external case managers and/or service providers. Residents of two other MHSA-funded residential sites in East Oakland, MacArthur Apartments and Brookfield Place, may also be served depending on the awarded Contractor's capacity and the needs of the Genesis House residents. Priority will be given to Genesis House residents.~~

BHCS provided funding to support the development and operations of several affordable and supportive housing projects in East Oakland and has additional projects planned for this region. Two of the currently operational sites contain 90 total housing units with 12 units specifically set aside for individuals with histories of homelessness and serious mental illness. The residents of these two properties are predominantly African American and on-site supportive services at these locations have been limited. BHCS has been working on other potential housing projects and partnerships in East Oakland where culturally responsive supportive services could provide a significant benefit to MHSA eligible and other tenants at these housing sites. The particular housing sites where supportive services will be provided will depend on the timing of project developments and partnerships as well as the timing of the contract with the selected bidders.

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The awarded contractor will provide services to accomplish the following goals:

- Support tenants in securing permanent, sustainable housing including coordination with property management and support with following lease expectations;
- Expand consumers' network of social support outside of the health care system;
- Foster increased client involvement in personally meaningful activities;
- Improve client health status through linkages to health care coverage, health care providers, and services as appropriate; and
- Support tenants increase annual incomes and access through effective linkages to clinical, social services, employment, education or public benefits.

- Section II. Calendar of Events on page 10: Language added

Calendar of Events	Date/Location	
Request for Quotes (RFQ) Issued	Tuesday August 1, 2017	
Bidder's Written Questions Due	By 5:00 pm on the day of 2 nd Bidder's Conference. BHCS strongly encourages Bidders to submit written questions earlier.	
Bidders Conference	Tuesday August 8, 2017	3:00 – 4:30 pm 1900 Embarcadero Cove, Oakland Brooklyn Basin, Suite 101
Bidders Conference	Wednesday August 9, 2017	2:00 -3:30 pm 951 Turner Court, Hayward Conference Rooms 230ABC
Addendum Issued	Wednesday August 16, 2017	
Bids Due	Thursday August 31, 2017 by 2:00 pm	
Award Recommendation Letters Issued	Tuesday September 5, 2017	
Board Agenda Date	October 2017	
Contract Start Date	October 1, 2017	

- Section IV. O. Submittal of Bids on page 17: Language added and deleted
2. Bidders must submit bids which clearly state Bidder and RFQ program/s applying for. Bidders must complete and submit their bid using the ~~Exhibit A, Exhibit B, Exhibit C, and Exhibit D~~ **Exhibit A; Exhibit B Budget Forms including Exhibit B, Exhibit B-1, and Exhibit B-2; SLEB Partnering Information Sheet; and Exceptions, Clarifications, Amendments** forms included in the Appendices.

II. Appendices

- Section V. Appendices C. PEI Categories Data and Reporting Requirements on pages 24 and 25: Language added **Programs b. Faith Based Mental Health Trainings and c. Emotional Support Groups fall under the Outreach PEI category. d. LGBTQ Youth Development Workshops fall under the Prevention PEI category.**
- Section V. Appendices C. PEI Categories Data and Reporting Requirements on pages 24 and 25: Documents added
Please see PEI Reporting Template for Outreach Programs and PEI Reporting Template for Prevention Programs.

III. Bid Response Forms

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- Bid Response Packet: Documents added
Exhibit C1A Insurance Requirements form and Exceptions, Clarifications, Amendments form added to Bid Response Packet.
Please see updated RFQ#17-08 Bid Response Forms UPDATE

RESPONSES TO BIDDERS QUESTIONS

General Questions:

- Q1) Please clarify the number of contracts that will come out of the RFQ and the number of providers.
A1) **BHCS will establish 4 contracts, one contract per program. BHCS will contract with two to four agencies to provide services. Per page 3, bidders can apply for multiple programs, however BHCS will only award a maximum of two contracts per bidder.**
- Q2) Why are the RFQ's designated for North County?
A2) **Program service areas were determined to have the greatest need based on data and community need.**
- Q3) Are there plans for a release for South and East County?
A3) **Per page 4, any renewal of an awarded contract shall be contingent on the availability of funds, awarded Contractor's performance and continued prioritization of the activities and priority populations as defined and determined by BHCS. BHCS will periodically reassess community need. Per page 12, the County reserves the right to re-bid this project.**
- Q4) What PEI categories do programs fall under?
A4) **Support Services for Genesis House is funded by MHSA CSS funding. b. Faith Based Mental Trainings and c. Emotional Support Groups fall under Stigma and Discrimination Reduction. D. LGBTQ Youth Development Workshops fall under the Prevention category.**
- Q5) Contract Evaluation and Assessment section, is this standard verbiage for RFQs?
A5) **Yes, this is standard GSA procurement language.**

Program Budget:

- Q6) Please confirm if budget should just be for the annual amount or a 3 year lump sum amount?
A6) **The budget should be based on an annual amount, not to exceed the amounts included in the table in I. A. Intent page 3.**
- Q7) What is the max allowable indirect rate?
A7) **The RFQ does not include a minimum or maximum indirect rate. Bidders should provide justification for their indirect/ administrative rate in Exhibit B-2 Budget Justification.**
- Q8) Is the award amount in one installment?
A8) **No. The awarded contractors will be reimbursed monthly based on monthly invoices submitted. Please reference Section III. M. Invoicing on pages 16 and 17 for additional information on the invoicing process.**
- Q9) Deliverables may be adjusted in subsequent years. Can total contract budgets to be adjusted in subsequent years as well?
A9) **No. Line items may be adjusted but the final budget amount is not anticipated to increase.**

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Q10) If BHCS increases deliverables, will it also increase the budget amounts?

A10) No. Please see response to Q9.

Bid Submission:

Q11) What exactly is required for submission? Page 26 doesn't include project description or plan. Please clarify that the only narrative required is the transmittal letter and budget narrative.

A11) Please reference Required Documentation and Submittals in Attachments, on page 26 of the RFQ for a checklist of documents required to be submitted as part of this RFQ.

Q12) Can agencies partner with other agencies for bids?

A12) Bidders can collaborate with other agencies to provide program services. However, BHCS will only contract with one agency (lead) and the awarded contractor will need to establish agreements with any agency/agencies they plan on working with to deliver program services prior to the program start date.

Q13) Can Bidders outside of Alameda County submit a bid/s?

A13) Bidders can be agencies, entities, or partnerships from counties other than Alameda County as long as they meet the minimum qualifications to be eligible to participate.

Q14) Clarification on if African American Steering Committee for Health and Wellness members (active or inactive) can respond to the RFQ.

A14) Yes, members of the African American Steering Committee for Health and Wellness may submit a bid/s.

Q15) Must a bidder be SLEB certified or a partner of a SLEB certified organization to apply?

A15) As indicated in Bid Response Packet – SLEB Information Sheet, "Bidders not meeting the definition of a SLEB (<http://acgov.org/auditor/sleb/overview.htm>) are required to subcontract with a SLEB for at least 20% of the total estimated bid amount in order to be considered for contract award." Bidders that are not SLEB certified will not receive the 10 percent preference points.

Q16) On page 17, it says use Exhibits A, B, C, and D. But in the "Required Documentation and Submittals" sheet, they (C and D) aren't listed. I see that C in an Insurance requirements sheet (info only? Nothing to fill out, yes?) Is D. the SLEB sheet?

A16) Bidders do not need to submit proof of insurance with their bid. The awarded contractors must provide proof of meeting the minimum insurance requirements included in Exhibit C prior to award. Please note, Exhibit C-2 includes insurance requirements for a. Support Services at MHSA Permanent Supportive Housing Site(s) in East Oakland, b. Faith Based Mental Health Trainings, and c. Emotional Support Groups and Exhibit C1A includes insurance requirements for d. LGBTQ Youth Development Services. Please see language added and deleted above for Section IV. O. Submittal of bids for additional clarification.

Q17) Only 1 page of narrative, correct.

A17) Yes. Exhibit B-2 Budget Justification should be completed for each program applying for.

Q18) No references, correct?

A18) References do not need to be submitted as part of this RFQ.

Q19) What is the length of funding?

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- Q20) Per pages 3 and 4 of the RFQ, funding will be continued contingent on the availability of funds, awarded Contractor's performance, annual program review, and continued prioritization of the activities and priority populations.
- Q21) Per page 6, what are BHCS approved tracking and reporting systems?
- A21) Please see the PEI Reporting Templates. Please note, reporting may transition to a BHCS electronic data collection tool such as Clinicians Gateway in subsequent years.
- Q22) Can applications be hand stamped if they are submitted via UPS/ Fedex or do they need to be hand-delivered?
- A22) Bids need to be received before the submission deadline, by 2:00 pm on Thursday August 31. Bids do not need to be hand delivered.

Award:

- Q23) Does "lowest bid" refer to the total amount or the cost per client?
- A23) No. The "lowest bid" is based on the lowest Extended Cost per Exhibit B form minus Local or SLEB preference points.
- Q24) How will BHCS determine "demonstrated understanding of African American experiences around mental health issues"?
- A24) Demonstrated understanding of African American experiences around mental health issues will be based bidder's description in their letter of submittal.
- Q25) What is or how does the Review Committee or process reflect the targeted community?
- A25) The process for an RFQ under current Alameda County policy does not include an evaluation panel. Bids must demonstrate that the bidder meets the minimum qualifications, specifications, terms, and conditions. All bids that meet the minimum qualifications, specifications, terms and conditions will then be ranked on total cost. The lowest bid meeting the minimum qualifications will be recommended for award. The Board of Supervisors must approve all awarded contracts and contractors in order to execute an award.
- Q26) How will BHCS measure cultural responsiveness?
- A26) BHCS will review bids to determine if bidders meet the minimum qualifications included in Section 1. D. Bidder Minimum Qualifications on page 5.
- Q27) What is/ are the most important factors in determining awarded bidders (ie. Amount, experience, etc)?
- A27) Per Section III. L. Award on page 25, the award will be made to the lowest responsible bidder who meets the requirements of these minimum qualifications, specifications, terms, and conditions.
- Q28) How will you evaluate effectiveness of program services?
- A28) Awarded contractors will submit data included in the PEI reporting templates quarterly during the first year of the program as well as a cumulative report annually. The frequency for reporting may change in subsequent years. BHCS will review conduct at a minimum annual program review to ensure programs are meeting deliverables and the community is benefitting from services. Please refer to Appendix B for overview of MHSA PEI regulations.
- Q29) What type of outcomes will contractors be expected to track? Will treatment outcomes be tracked?
- A29) Please reference the PEI Data Report templates for additional information on data to be tracked. These are not treatment programs and do not require tracking of treatment outcomes as this time.

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Q30) Are curricula in public domain after the contract is completed? Can the contractor continue to use/ train using them?

A30) Please reference page 18, #7 re Proprietary or Confidential Information.

Support Services at Genesis House Program Specific Questions:

Q31) Please clarify the “priority population” for the Genesis project: “individuals with mental health issues who lack stable housing,” does this include service to families?

A31) Yes. Genesis house residents, along with residents of other MHSA Permanent Supportive Housing sites, may include individuals and their family members.

Q32) How many residents are intended to be served for a. Support Services for Genesis House?

A32) Genesis House will have four units. Units may be occupied by individuals and/or family members. The length of time of occupants may also vary.

Q33) How will services under the Genesis project be targeted to African American residents given that housing is offered to people of all races?

A33) Support services will be linked with buildings that will predominantly serve African Americans. The program and housing sites cannot exclude individuals from supportive services and housing based on race, ethnicity, or other groups legally-protected against discrimination. However, the services should retain a cultural-focused designed to enhance the mental health and overall well-being of African American residents at the sites. Individuals from other groups may benefit from services as well.

Q34) If residents would include Brookfield Place or MacArthur Apartments, how many clients/ units are projected/ perceived to be included in the deliverable?

A34) The sites will have between 15 to 25 designated MHSA units within them and other non-MHSA designated units with residents that may also benefit from support services. The awarded contractor will provide services to at least 15 to 25 individuals at any point in time may benefit from services at Brookfield Place and MacArthur Apartments. The awarded contractor will work with up to three different property managers to coordinate these support services at the different housing sites.

Q35) For a. Support Services at Genesis House, given that there are 3 housing complexes included, could the project begin before Genesis construction begins?

A35) The specific sites where the awarded contractor will provide supportive services will depend on timing of the contract and project developments and partnerships.

Q36) Given that Genesis is currently “under construction”, to what extent would/ could the construction timeline impact this contract/ scope?

A36) Please see response to Q35 above.

Q37) If the contract encompasses services to MacArthur Apartments and Brookfield Place, will the budget amount be adjusted?

A37) No.

LGBTQ Youth Development Workshops Program Specific Questions:

Q38) Is there a specific format for LGBTQ youth Development workshops?

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A38) Pages 7 and 8, cover the topics that should be covered in the workshops and minimum length of workshops.



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BIDDERS CONFERENCES

The following participants attended the Bidders Conferences:

	Company Name / Address	Representative	Contact Information
1.	Alameda County BHCS 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606	Rachel Garcia	Phone: (510) 383-1744
			E-Mail: Rachel.Garcia@acgov.org
			Prime Contractor: N/A
			Subcontractor: N/A
			Certified SLEB: N/A
2.	Alameda County BHCS 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606	Edilyn Dumapias	Phone: (510) 383-2873
			E-Mail: Edilyn.Dumapias@acgov.org
			Prime Contractor: N/A
			Subcontractor: N/A
			Certified SLEB: N/A
3.	Alameda County BHCS 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606	Rickie M. Lopez	Phone: (510) 777-2111
			E-Mail: Rickie.Lopez@acgov.org
			Prime Contractor: N/A
			Subcontractor: N/A
			Certified SLEB: N/A
4.	Alameda County BHCS 1900 Embarcadero Cove, Suite 205 Oakland, CA 94606	Michiko M. Ronné	Phone: (510) 383-2874
			E-Mail: Michiko.Ronne@acgov.org
			Prime Contractor: N/A
			Subcontractor: N/A
			Certified SLEB: N/A

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	Company Name / Address	Representative	Contact Information
5.	Alameda County BHCS 2000 Embarcadero Cove, Suite 400 Oakland, CA 94606	Javarre Wilson	Phone: (510) 567-8189
			E-Mail: Javarre.Wilson@acgov.org
			Prime Contractor: N/A
			Subcontractor: N/A
			Certified SLEB: N/A
6.	Alameda County BHCS 2000 Embarcadero Cove, Suite 400 Oakland, CA 94606	Michael Huff	Phone: (510)
			E-Mail: Michael.Huff@acgov.org
			Prime Contractor: N/A
			Subcontractor: N/A
			Certified SLEB: N/A
7.	CIBHS 2125 19 th St, 2 nd Floor Sacramento, CA 95818	Karen Kurasaki	Phone: 916-284-8146
			E-Mail: kkurasaki@yahoo.com
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
8.	Tri Cities Community Development Center 37620 Filbert St Newark, CA 94560	Pastor Horacio Jones	Phone:
			E-Mail:
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
9.	Community of Youth Outreach P.O. Box 19500 Oakland, CA 94610	Sokander Iqbal	Phone: 510-866-1146
			E-Mail: siqbal@cyoinc.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
10.	Bay Area Community Services 629 Oakland Ave Oakland, CA 94611	Jovan Yglesias	Phone: 510-915-7662
			E-Mail: jyglesias@bayareacs.org
			Prime Contractor:

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	Company Name / Address	Representative	Contact Information
			Subcontractor:
			Certified SLEB:
11.	Love Center Community Development Corp.	Rebecca Matthews	Phone: 650-248-7672
			E-Mail: lovecentercdc@gmail.com
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
12.	CIBHS 2125 19 th St Sacramento, CA 95818	Sharon Wright	Phone: 916-379-5359
			E-Mail: swright@cibhs.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
13.	Bay Area Community Services 629 Oakland Ave Oakland, CA 94611	Sage Williams	Phone: 510-750-8815
			E-Mail: swilliams@bayareacs.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
14.	Project Eden/ Horizon Services Inc.	Rochelle Collins	Phone: 510-247-8200
			E-Mail: Rochelle.collins@hsimail.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
15.	BOSS 1918 University Ave	Dr. A. Pierre Keys	Phone:
			E-Mail: apkeys@self-sufficiency.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
16.	City or Refuge UCC	Rev. Dr. Toni Dunbar	Phone: 415-728-1709

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	Company Name / Address	Representative	Contact Information
	8400 Enterprise Way Oakland, CA 94621		E-Mail: t-dunbar@pacbell.net
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
17.	Tri-City Health Center	Amy Hsieh	Phone: 510-252-6806
			E-Mail: ahsieh@tri-cityhealthcenter.org
			Prime Contractor: Yes
			Subcontractor:
			Certified SLEB: Yes
18.	Roots Community Health Center	Noha Aboelata	Phone: 510-777-1177
			E-Mail: drnoha@rootsclinic.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
19.	Bonita House 6333 Telegraph Oakland, CA	Freshteh Ghoreish	Phone: 510-923-1099
			E-Mail: Freshteh@bonitahouse.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB: Yes
20.	Bay Area Youth Center 22245 Main St Hayward, CA	Michelle Gonzalez	Phone:
			E-Mail: michelle@baycyouth.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
21.	BHCS	Kelly Robinson	Phone:
			E-Mail:
			Prime Contractor:
			Subcontractor:

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	Company Name / Address	Representative	Contact Information
			Certified SLEB:
22.	Blackmen Speak	Joe Anderson	Phone: 903-306-4862
			E-Mail: blackmenspeak@gmail.com
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
23.	Building Opportunities for Self-Sufficiency (BOSS)	Sonja Fitz	Phone: 510-649-1930
			E-Mail: sfitz@self-sufficiency.org
			Prime Contractor: Yes
			Subcontractor:
			Certified SLEB: Yes
24.	Bonita House Inc.	Lorna Jones	Phone: 510-423-1099
			E-Mail: lorna@bonitahouse.org
			Prime Contractor: Yes
			Subcontractor:
			Certified SLEB: Yes
25.	BAYC/ Sunny Hills	Alex Volpe	Phone: 510-727-9401
			E-Mail: alex@baycyouth.org
			Prime Contractor: Yes
			Subcontractor:
			Certified SLEB: Yes
26.	Seneca Family of Agencies	Jake Tomlitz	Phone:
			E-Mail: jake-tomlitz@senecacenter.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
		Virginia Hall	

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	Company Name / Address	Representative	Contact Information
27.			Phone: 510-658-3582
			E-Mail: vkabst@yahoo.com
			Prime Contractor:
			Subcontractor:
			Certified SLEB:
28.	Bonita House	Shantell Herndon	Phone:
			E-Mail: shantell@bonitahouse.org
			Prime Contractor:
			Subcontractor:
29.	Alameda County Network of Mental Health Clinics	Katrina Killian	Phone:
			E-Mail: shantell@bonitahouse.org
			Prime Contractor:
			Subcontractor:
30.	Bay Area Youth Center	Satwinder Mahabir	Phone: 925-719-6106
			E-Mail: satwinder@baycyouth.org
			Prime Contractor:
			Subcontractor:
31.	Roots Community Health Center	Jessica Travenia	Phone: 510-424-1907
			E-Mail: Jessica@rootsclinic.org
			Prime Contractor:
			Subcontractor:
			Certified SLEB: