



**ALAMEDA COUNTY HEALTH, BEHAVIORAL HEALTH DEPARTMENT (ACBHD)
ADDENDUM NO. 1 WITH QUESTIONS AND ANSWERS
TO
REQUEST FOR PRE-QUALIFICATION (RFPQ) 24-07
*FISCAL YEAR (FY) 25-26 ENHANCEMENT FUNDS***

This County of Alameda RFPQ 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 RFPQ Addendum will also be posted on the GSA Contracting Opportunities website located at https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp

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. Bid Response Template

The Bid Response Template has been deleted and replaced with RFPQ #24-07 FY25-26 Enhancement Funds Bid Response Template Revised.

II. RFP - Section A Intent

These FY 25-26 Enhancement Funds are intended to support CBO capacity to deliver quality services to ACBHD clients and/or potential ACBHD clients who are at risk for serious mental health, **issues, substance use**, or co-occurring behavioral health issues in FY 25-26.

RESPONSES TO BIDDER'S QUESTIONS

PROGRAM SERVICES

Q1. Would things like social media be covered by Enhancement Funds?

A1. Yes, as long as the social media project clearly matches one of the five funding categories, demonstrates how it will benefit clients and staff, and all funds related to the project are fully expended in FY25-26.

Q2. Regarding Restriction Number 4 for the enhancement funding pertaining to any Eligible Category of expense (RFPQ p. 4 of 24), are the costs for new staff we assign to work on a specific project related to one of these Eligible Categories only during the 2025-2026 fiscal year eligible for reimbursement from Enhancement Funds? Likewise, are current staff we reassign to work on a specific project related to one of these Eligible Categories also just for the 2025-2026 fiscal year also eligible for reimbursement from Enhancement Funds?

A2. Yes, these funds may be used to support payroll and staffing costs, but only temporarily, during FY25-26. All FY25-26 Enhancement Funds must be fully expended by June 30, 2026.

Q3. I'd like to verify that it is allowable for [Bidder] to use funds for staff who are not working under the ACBHD contract. Is this acceptable, or can the funds only be used for staff working under the ACBHD contract?

A3. Yes, it is acceptable to use the FY25-26 Enhancement Funds for staff who are not working under an ACHBD contract, as long as these funds are used to support CBO capacity to deliver quality services to ACBHD clients and/or potential ACBHD clients who are at risk for serious mental health, substance use and/or co-occurring behavioral health issues, and are fully expended by June 30, 2026.

Q4. Is it allowable to use ACBHD funds for staff who are not working under the ACBHD contract, or can funds ONLY be used for staff working under the ACBHD contract?

A4. See above answer to Q3.

Q5. Can we use this funding to pay for: 1) One-time payment of our 2025-2026 Cohort of Bicultural/Bilingual mental health interns' stipend, training and books? 2) One-time payment for our clinical clinicians to provide consultations for our 2026-2026 intern cohort; and 3) for cultural practitioners to host one-day training for our 2025-2026 interns? Which budget line items would these three areas fall under?

A5. These may be allowable costs if the Bidder is able to demonstrate how they fit into any of the five funding categories; it is for the Bidder to describe how their projects meet the goals of the selected funding category(ies). Again, all FY25-26 Enhancement Funds must be fully expended by June 30, 2026.

Q6. In the category of Workforce Support, can we use funds to send our HR staff to SHRM trainings to better support staff onboarding and retention and benefits and compensation training?

A6. See above answer to Q5.

Q7. We work in multiple counties, with some staff dedicated to a site exclusively in Alameda, and other staff that support multiple sites. For example, our corporate HR team that oversees our onboarding process works across all sites.

Can this grant apply to training or recruitment and retention activities for the staff that work in both Alameda and other counties?

A7. Yes, as long as the project funds benefit ACBHD clients or potential ACBHD clients, and the funds are expended in FY25-26.

Q8. For funds in the technology category, is it ok if the technology benefits the entire agency which covers other counties?

A8. Yes, funds may benefit the entire agency, as long as the bidder can demonstrate how the requested project also benefits ACBHD clients/potential clients. See above answer to Q7.

Q9. Does bidding on two categories adversely affect an application compared to bidding on only one category?

A9. No, bidding on two categories does not affect the funding decision at all. All Bidders are limited to a total maximum contract allocation of \$90,000 and to bidding in no more than two categories.

Q10. Are there any specific restrictions on workforce retention activities?

A10. There are no specific restrictions on this category, other than the general restrictions mentioned throughout the RFPQ, including that the activities must demonstrably support workforce retention in support of ACBHD clients/potential clients and that all funds are fully expended by June 30, 2026.

Q11. Is it allowable to request funding for enhancements that would have an ongoing cost after the conclusion of fiscal year 2026, provided that the funding recipient take over cost after the conclusion of the fiscal year. (for example, a wifi subscription or EHR contract).

A11. Yes, as long as the enhancements fit into one or up to two of the identified categories and any ongoing costs beyond FY 25/26 are funded through other sources.

Q12. Regarding Eligible Category 3: Infrastructure, Technology and Renovations (RFPQ Page 4 of 24), if software is purchased during the project year, July 1, 2025 through June 30, 2026, but which requires some ongoing maintenance costs after the conclusion of the project year that we will pay for with other funds, is that software purchase an eligible cost?

A12. Yes, the use of funds for a one-time purchase that may require ongoing maintenance from other identified funding sources is permissible. All FY25-26 Enhancement Funds must be fully expended by June 30, 2026.

Q13. What documentation is required for the renovation category, considering that work may be performed by in-house maintenance department, and only materials will need to be purchased?

A13. If no external contractor is used for this category, no additional documentation is required. Bidders should list the detailed expenses and costs in their budget.

Q14. On page 4 of the RFP the category Infrastructure, Technology, and Renovations has a footnote that says "Bids for this category must include estimate(s) provided by a contractor and a timeline". Are required estimates and timelines to be summarized briefly and integrated into the 2 page narrative document, or are formal documents from the contractor to be provided in an attachment?

A14. Contractor estimates/timelines should be submitted and do not count in the narrative page requirements.

Q15. If we apply under the Transportation Supports category, would an EV charger be an eligible expense to request funding for?

A15. An electric vehicle (EV) charger, as a one-time purchase, would be an allowable expense. Bidder must demonstrate how the purchase benefits ACBHD clients.

Q16. What about if the existing vehicle that under the load [loan] contract which will due in fy 25,26?

A16. Loan repayments are allowable as long as they do not extend beyond June 30, 2026.

BUDGET

Q17. 90K total or per funding source?

A17. Each Bidder is eligible for a total or \$90,000

Q18. For the budget, is it allowable to build in administrative costs?

A18. Yes, administrative costs are allowable. All budgeted costs must be reasonable and justified.

BID SUBMISSION

Q19. On page 1 of the RFPQ under Section II. Budget, it states to avoid locking the Excel Budget Template. What is the county's preferred method of submission for the Budget? Should bidders submit the Budget as a separate Excel file, or include it as part of the proposal PDF?

A19. Please submit budget as an unlocked Excel file.

Q20. On pg 1 of the "Bid Submission Checklist" , #1 Exhibit A "Bidders must select one box under item 10 of Exhibit A Information and Acceptance Form....". I do not see an item #10. I am wondering if this should have stated item #6?

A20. Please see revised Bid Response Template, with the correct Exhibit A: Bidder Information and Acceptance, correctly listing all ten items.

Q21. For the SLEB Sheet. If we are claiming the Exemption due to our Non-Profit status, do we need to include a copy of our 501c3 letter showing that status?

A21. No, you do not need to provide your 501(c)(3) determination letter to demonstrate non-profit status. Please note your status in the "Bidder Claims Exemption" box.

Q22. The footnote on RFPQ page 8 notes, "Bidders who do not meet SLEB requirements may request a waiver." Please provide guidance on how a bidder may request a SLEB requirements waiver in their RFPQ response.

A22. Bidders that do not meet any of the stated exemptions should request a waiver from the SLEB requirements, on the SLEB Partnering Information Sheet, noting they do not meet the exemptions. ACBHD has been successful at requesting waivers for prior procurement processes with no disruption to the contracting timeline.

Q23. Please clarify if the Narrative is two pages total or is it two pages for each category we are proposing (so total 4 pages if writing for the up to two categories).

A23. The narrative section of the Bid Response Template should cover the entire request (one or two categories) and may not exceed two pages in total.

Q24. Are we allowed to add additional documentation/attachments (i.e. graphs, policy) to assist with our proposal?

A24. Do not include any unrequested material with your bid. As note on page 11 of RFPQ: "Any superfluous and unrequested material submitted with the bid will be removed and not reviewed by the Evaluation Panel."

Q25. To clarify, the proposal can be no more than 2 pages but does this include the financial report as well?

A25. The narrative proposal may not exceed two pages. The budget is submitted as a separate file and is not counted against the page maximum.

Q26. Is it one bid per organization or one bid per program under the same organization?

A26. It is one bid per organization. As noted on page 3 of the RFPQ, “ACBHD intends to make multiple awards, but no more than one award per Bidder, to Bidders whose response conforms to the RFPQ specifications.”

Q27. If an organization two Master contracts, may we apply as a bidder under each contract?

A27. Bidders are allowed to submit no more than one proposal per organization. See above answer to Q26.

Q28. Page 9 of the RFPQ specifies that an authorized statement must be provided and should be signed by the Executive Director or Board President on agency letterhead. For proof of authorization to execute on behalf of the bidder, would a pre-existing Board Resolution document, signed by the Board Secretary, be an acceptable form of submission?

A28. Yes, such a board resolution will fulfill this requirement.

Q29. Are we required to submit, along with our proposal, a letter of board approval?

A29. A letter of Board approval is one option. As noted on page 9 of the RFPQ “Proposals must include evidence that the person(s) who signed the proposal is/are authorized to execute the proposal on behalf of the Bidder, including but not limited to, a signed statement by either the Executive Director or the Board President on agency letterhead”.

Q30. Would our CEO's signature, alone, be sufficient with the application submission?

A30. Yes, a CEO signature would suffice. See above answer to Q29.

MINIMUM QUALIFICATIONS

Q31. If we are not currently working with Behavioral Health Department and not currently contracted, is it ok to partner with someone who is in order to meet mandatory requirements?

A31. It is allowable for a Bidder who meets the Minimum Qualifications as stated in the RFPQ on page 5 to subcontract with an organization in order to meet the program goals, as long as the subcontracting clearly supports the goals of the proposed project.

The following participants attended the RFP 24-07 FY 25-26 Information Sessions:

Wednesday December 18, 2024 @ 2:00pm – 3:30pm

Thursday December 19, 2024 @ 10:00am –11:30am

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A Better Way, Inc.	Warner Graham	
Abode	Jessica Arbildo	
Afghan Coalition	Tonya Bellati	
Alternative Family Services	Beverly Johnson	
Asian Health Services	Allison Yip	
Bay Area Community Health	Mounica Dugginapeddi	
Bay Area Community Resources	David Wight	
Bay Area Community Services	Michael Lim	
Beauty Makes Cents	Myeshia Jefferson	
Bi-Bett	Devan Cross	

Bonita House	Purvi Knopf	
Brighter Beginnings	Latisha Ibironke	
Cardea Health	Catherine Hayes	
Center for Empowering Refugees and Immigrants	Danielle Spoor	
City of Fremont Human Services Department	Paula Manczuk-Hannay	
Crisis Support Services of Alameda County	Narges Dillon	
Destiny Arts Center	Mike Lee	
Diversity in Health Training Institute	Sean Kirkpatrick	
Dream Youth Clinic	Breanna Pierce	
East Bay Agency for Children (EBAC)	Cory Stewart	

Eden Youth and Family Center	Brie Maske	
Eden Youth and Family Center	Karen Halfon	
Eden Youth & Family Center	Lara Leigh Ward	
Elevate	Stephanie Potts	
Family Paths	Barbra Silver	
Fred Finch Youth & Family Services	Sara Bohannon	
Hume Center	Andree Alarcon	
Hume Center	Clara Matta	

Hume Center	John Thomas	
JFCS- East Bay	Allyson Holmes-Knight	
Korean Community Center of the East Bay (KCCEB)	Dana Kurlander	
La Clinica de la Raza	Brianna Guardado	
Lincoln Families	Jessica Ekstrom	
Magnolia Women's Recovery Programs, Inc.	Linda Stewart	
Mental Health Association for Chinese Communities	Carole Wang	
Mental Health Association for Chinese Communities	Lisa Liu	

Native American Health Center	Ayela Mujeeb	
New Bridge Foundation	Nathalie Gireaud-Ferko	
Partnerships for Trauma Recovery	Ari Agha	
Partnership for Trauma Recovery	Gianina Pellgrini	
Peers Envisioning and Engaging in Recovery Services (PEERS)	Jennifer Vanaman	
Peers Envisioning and Engaging in Recovery Services (PEERS)	Kimberly	
Peers Envisioning and Engaging in Recovery Services (PEERS)	Sarah Marxer	
RAMS	Andrew Taw	

RAMS	Mory Chhom	
SAHA	Leigh Ann Brenneke	
Side by Side	Christine Garcia	
Telecare Corporation	Sarah Brewster	
Telecare Corporation	Tirra Stenstedt	
Through the Looking Glass	Megan Kirshbaum	
Through the Looking Glass	Nahoko Nishizawa	
Through the Looking Glass	Patricia Pamintuan	

Tiburcio Vasquez Health Center	Christina Antos	
UCSF Benioff Children's Hospital Oakland	Barbara Ivins	
Up River Solutions	Sara Lamnin	
WestCoast Children's Clinic	Pamela Neyland	