



ADDENDUM 12-01
SPECIFICATION CLARIFICATION/MODIFICATION AND RECAP OF THE NETWORKING/BIDDERS'
CONFERENCES
FOR
PEI PEER MENTORSHIP RFP 12-01
HELD ON
SEPTEMBER 20TH, 2011

NOTICE TO BIDDERS

THIS COUNTY OF ALAMEDA, BEHAVIORAL HEALTH CARE SERVICES (BHCS) RFP 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 ADDENDUM WILL ALSO BE POSTED ON THE BHCS WEBSITE LOCATED AT [HTTP://WWW.ACBHCS.ORG/DOCS/DOCS.HTM#RFP](http://www.acbhcs.org/docs/docs.htm#RFP)

Changes made to the original RFP document are highlighted and deletions made have a strike-through. The new documents (RFP and Budget Forms) have been uploaded to the BHCS website.

Budget Forms Clarifications

- Fill in the 'Target Population' cell in the FY 11/12 budget form. This will populate the other forms. This has been highlighted and clarified in the Budget Forms.
- If applicable, enter 'REVENUE', this has been highlighted in the Budget Forms.

Budget Questions

Q1. What is the difference between 'Full Time Equivalent' (FTE) and 'Number of Positions' on the Budget sheets?

A1. For the purposes of this RFP's Budget sheets, the term 'Number of Positions' is used to indicate the number staff working per job title/classification in this project. The term 'Full Time Equivalent' (FTE) refers to the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law. For example, if the normal schedule for a staff person is (40 hours per week * 52 weeks per year - 4 weeks regulatory/vacation (1920) then someone working 1440 hours during the year represents $1440/1920 = 0.75$ FTE.

Q2. How should Bidders include 'Administrative Costs' in the budgets?

A2. BHCS will accept **ONE** of two methodologies:

- Bidders may input an amount into the *ADMINISTRATIVE COSTS and provide the detail of those costs into the worksheets named Admin Detail sheets; or
- Bidders may input Administrative costs into 'Position Titles/Classifications', 'Number of Positions', 'FTE' and 'Annualized 12 Month Budget' under 'SALARIES & WAGES'.

Q3. Is there a cap on Administrative Costs?

A3. No. However, BHCS expects the Bidder to provide adequate detail of proposed Administrative Costs, which should be reasonable for the project's implementation. If a proposal is recommended for selection and BHCS determines that the administrative costs are not justified, then those administrative costs may

be reduced during contract negotiation. Although higher administrative expenses may be considered, BHCS has applied a guideline of keeping administrative expenses below approximately 15 percent of the program operating budget.

Q4. What should Bidders input in the Budget's 'Revenue' section?

A4. If Bidders have the opportunity to leverage funds for this project, Bidders should input the type (name of funding source) and amount into the budgets that will be leveraged for this project.

Q5. Can fiscal year 11/12 and 12/13 funding be rolled over into 13/14?

A5. No. Awarded contractor should spend all of the \$156,567 by the end of June 30, 2013.

Q6. Will start-up funds be provided to awarded contractors?

A6. No. Please refer to page thirteen of the RFP.

Contract Questions

Q7. Is it possible for an organization to bid on more than one project servicing different target populations?

A7. An organization may submit up to three proposals to serve each project/target population as defined in the RFP. If a Bidder chooses to apply to serve more than one target population, the Bidder must submit separate proposals for each target population to be served. This has been revised on page three of the RFP.

Format Questions

Q8. Are resumes included in the page limits?

A8. No. Inclusion of resumes and required attachments do not count toward the page limit. Please refer to pages ten through thirteen and Exhibit M in the RFP.

Q9. Do Bidders have to include their organization's full audited financial statements?

A9. Yes. Organizations must include their audited financial statements along with any relevant findings. Please refer to page fifteen of the RFP.

Q10. Does the Implementation Plan and Schedule have to be in the provided grid format?

A10. The Implementation Plan and Schedule must be included in the format provided in Exhibit P. However, Bidders may add rows as needed.

Program Questions

Q11. How formal does the existing peer mentorship training have to be?

A11. Please refer to the RFP's Glossary of Terms/Acronym list, which defines peer mentorship. BHCS is looking for programs that meet this definition.

Q12. How is 'inappropriately served populations' defined?

A12. This term has been added to the Glossary & Acronym List on page 22 of the RFP.

Q13. If a peer mentorship program occurs within a prison, is that considered a peer mentorship community?

A13. Prisons may be considered a community, as long as it also meets the definition of peer mentorship as listed in the Glossary & Acronym List on page 22 of the RFP.

Q14. When will funding begin for this program?

A14. The start date is set for March 2012 with some flexibility depending on the Board of Supervisors contract approval. Refer to page six and seven of the RFP for the Calendar of Events.

Q15. Do all project outputs (activities) have to occur County-wide?

A15. Yes. All project outputs are to be County-wide.

Q16. Have older adults been purposely excluded from the target population?

A16. This project does not target older adults. It specifically targets the populations defined on pages four and five of the RFP.

Q17. Can an organization serve as a subcontractor for all three of the target population/projects?

A17. Yes. Subcontractor organizations must be named and described. This has been clarified on page thirteen of the RFP.

SLEB Question

Q18. Who should Bidders contact regarding SLEB certification?

A18. Information and applications are provided in the RFP and online at:

<http://www.acgov.org/auditor/sleb/index.htm> and <http://www.acgov.org/auditor/sleb/documents.htm>.

The contact person is: Patricia McFadden at 510.891.3344.



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The following participants attended the Bidders' Conferences:

Company Name	Representative	Contact Information
Options Recovery Services	Dave Abramson	Phone: 707.953.6318
		E-Mail: daveabramson@comcast.net
		Prime Contractor: Options
		Subcontractor:
		Certified SLEB: Certified Small 07-90995 Exp: 3/31/2012
PEERS	Khatera Aslami	Phone: 510.299.0801
		E-Mail: kasalmi@peersnet.org
		Prime Contractor: PEERS
		Subcontractor:
		Certified SLEB: None found
Asian Community Mental Health Services	Esther Wong	Phone: 510.869.6087
		E-Mail: estherw@acmhs.org
		Prime Contractor:
		Subcontractor:
		Certified SLEB: None found
City of Fremont	Karen Grimisch	Phone: 510.574.2062
		E-Mail: kgrimsch@fremont.gov
		Prime Contractor:
		Subcontractor:
		Certified SLEB: None found
City of Fremont	Lis Cox	Phone: 510.574.2064
		E-Mail: lcox@fremont.gov
		Prime Contractor:
		Subcontractor:
		Certified SLEB: None found

