

**Solano County Board of Supervisors**  
County Administrator's Office



**RFP #2020-06**  
**Community Investment Fund**  
**Mental Health First Aid**  
**Addendum 1**

**June 1, 2020**  
**Proposers' Questions & Answers**

- Q1. I have both emailed and called the MHFA office about upcoming train the trainers courses and have received no responses at all. I also registered with them to be a virtual instructor myself and asked about more virtual trainers, and they did not answer this, either. It is hard to write the grant without knowing when and where for the budgeting. I have older figures of costs when I was trained myself in Santa Cruz last year. Should I use those?**
- A1. In an email from MHFA USA dated May 18, 2020, they stated the current cost of each instructor training is \$2,200. There is a separate training for adult instructors and youth instructors. They are currently providing training via Zoom, but plan on going back to in-person trainings when they are able to, currently planned for July 2020.
- Q2. It is a little hard to plan for budget if we do not know where the trainings are going to be and how long the trainings will be; how should we do that?**
- A2. In-person trainings are held nationally by MHFA USA with 2-3 trainings held a month. Training are between 3-5 days long. If staff need to be trained, it is advised to include travel costs, include airfare and hotel in your proposal. Should these not be needed, you may submit a budget modification during the contract year.
- Q3. Am I understanding that if we want to provide adult and youth trainings, we should add \$4,400 per staff member to be trained?**
- A3. Yes, the cost of the trainings is \$2,200 for Adult and \$2,200 for Youth per trainee, plus travel expenses if attending an in-person training.

**Q4. Our staff was scheduled for training; however, due to COVID-19, the training sessions were postponed. If we apply and we are unable to have staff trained, how would we handle it if staff cannot deliver services in August 2020?**

A4. Section 2B of the proposal should describe your start up plan, including an explanation of how you will train your staff. Staff may be trained during the contract period as part of the scope of work.

**Q5. How many training hours or trainings are expected by a contractor (i.e. monthly, quarterly, yearly)?**

A5. It is up to the proposer to indicate how many training hours or trainings that you can provide with the amount of funding you are requesting.

**Q6. Will trainings be delivered to clients?**

A6. Trainings are designed to be delivered to providers of services and people who may be engaging with people who are experiencing mental health concerns.

**Q7. How will the program and training be measured, in terms of outcome? The outcome indicator that is associated with the program design speaks mostly to partners (hospitals, clinics, etc.)**

A7. The resulting contract from this RFP will have both measures of output, such as numbers of people that were trained, as well as outcomes measures such as reporting how many who attended the training received their certification. The Proposer may propose additional outcome measures.

**Q8. What are the expectations around quality assurance?**

A8. Annual site visits are conducted on all contracts for quality assurance. At these visits, contract managers review back-up documents for fiscal activities, deliverables and performance measures. Where there is an evidence-based delivery model, indicators that the training is being delivered to fidelity is reviewed as well.

**Q9. What are some of the barriers being faced by the current MHFA providers in Solano County?**

A9. Some current barriers are providing trainings is group interaction is not currently allowed under COVID-19 related stay-at-home orders. In addition, it can be challenging for some professionals to find time to attend an 8-hour training.

**Q10. Please clarify the RFP...is it a 1 year or 3-year contract. There have been several places throughout the proposal that state 1 year.**

A10. The term of the contract will be approximately three years. In the Proposal, there are sections such as the budget where the proposer is asked to provide one document for each year of the three years.

**Q11. Do you have page limitation?**

A11. Yes. Please follow the page limitations as listed in each section within the proposal form.

**Q12. Is this a mandatory Bidder's Conference?**

A12. Yes.

**Q13. If provider chooses a specific needs area for instance, mental health, are they required to provide services for other needs area (homelessness, education)**

A13. This RFP requires the proposer to address Board of Supervisor's Priority Area of Mental Health. The Proposer may propose to provide the MHFA training to one or more target populations, such as educators or first responders.

**Q14. Please clarify the difference between the county coordinator and individual agency coordinator.**

A14. Proposers may propose to have an individual agency coordinator as a position in their contract to coordinate their program at the agency level. In addition, there is the opportunity to propose to provide county-level coordination between all agencies in Solano County who are offering MHFA training.

**Q15. What if no one applies to be the County Coordinator?**

A15. We would determine whether or not we need this function and how we could operate as a countywide system.

**Q16. I did not understand timeline for contract waivers. Can you clarify?**

A16. On page 2 of the Attachment A Proposal Form, Proposers must indicate that they have reviewed the Standard Agreement provided in Attachment B and can meet all the terms of the contract. If you are requesting a waiver to one or more terms in the Standard Agreement, this must be done in this section of the Proposal. This will be reviewed during contract negotiations to determine if the County can meet these terms.

**Q17. If there is a fiscal contact in additional to program contract- do we add them?**

A17. Proposers may indicate a fiscal contact as one of your three contact people on page 3 of the proposal. Fiscal contacts may also be added during contract negotiations.

**Q18. I think that we receive a statement regarding previous audits. What do you need for audits?**

A18. Audited financial statements can be provided through a link to the publicly available document, or by attaching the document to the proposal submission as indicated in Section 4C.

**Q19. Have you had written contracts with KP before?**

A19. Yes, the County of Solano has had contracts with Kaiser Permanente.

**Q20. What is the contract value per contractor? \$50,000 or \$250,000?**

A20. It is up to the proposer to propose a contract amount up to a total of \$260,000 annually.

**Q21. Is it possibly that we would not receive all the funding we ask for? Say we asked for \$100,000, is it possible we will only be given \$70,000?**

A21. The review panel may make a recommendation for an agency to receive less funding than in their original Proposal. Any necessary adjustments to the scope of work and budget would take place during contract negotiations.

**Q22. Is this a cost reimbursement contract? If so, why do you want cost for each person in training?**

A22. Yes, the resulting contract will be cost reimbursement, unless the Proposer proposes another methodology and this is accepted by the county. Cost per training is a part of the proposal that the review panel may consider.

**Q23. Regarding the budget document, please explain "County pays by line item in arrears."**

A23. The contractor pays for all costs and then submits the details of these costs to the county with a request for reimbursement. The county will reimburse up to the total of each line item in the budget.

**Q24. Can you explain the budget modification process?**

A24. A Budget Modification Request Form will be provided in the final contract. This request requires a justification and must describe how the modification will support the Scope of Work. The request must be submitted and approved in advance of the expenditure and requests are valid in the month that they are approved. The cut-off for budget modifications is April 15<sup>th</sup> each year.

**Q25: Our providers are members of a union. They must be paid for their education time. Is this allowable?**

A25: A request for this training expense may be listed and explained in the proposal.

**Q26. Is this an existing contract?**

A26. No, the Community Investment Fund is a new funding stream established by the Solano County Board of Supervisors.

**Q27. Who was the provider?**

A27. This is a new contract with a new funding stream so there is no previous provider.