

**Behavioral Health Services Oversight and Accountability Commission**  
**RFP 0-5/MBH-002**  
**Questions and Responses 1**

RFP Section Reference	Question	Commission Response
1	General	<p>This RFP references DVBE reporting but does not reference the DVBE incentive/encouragement for inclusion to enhance the participation of DVBEs in state contracting (Military and Veterans Code (M&amp;VC), Section 999.5 et seq.). Will this solicitation include the DVBE incentive in the RFP and other procurement opportunities for California (CA) certified DVBEs as subcontractors?</p>
2	General	<p>We are interested in responding to RFP 0-5/MBH-002. While our organization is less than five (5) years old, but the professionals on our team have greater than 5 years experience providing direct services to organizations serving the 0-5 and MBH populations. Will this be sufficient to meet the minimum requirements?</p>
3	Exhibit C, Page 65	<p>Exhibit C includes extensive provisions, and while the RFP notes the Commission may negotiate, it does not explicitly confirm flexibility. Will the Commission negotiate the terms and conditions in Exhibit C in good faith with the apparent awardee before contract execution?</p>

**Behavioral Health Services Oversight and Accountability Commission**  
**RFP 0-5/MBH-002**  
**Questions and Responses 1**

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4	Section 8. Proposer Instructions D. Confidentiality, Page 25	The RFP states confidentiality markings do not guarantee exemption but does not address dual submission. May proposers submit both a complete(non-redacted) proposal and a redacted version for Public Records Act purposes?	<p>Proposers may only submit one proposal for evaluation. The Commission will determine the validity of Proposer identified confidential information and any other information that may be redacted from the proposal for Public Records Act purposes.</p> <p>Section 8.J. states, “All materials submitted in response to this solicitation will become the property of the State of California and will be returned only at the Commission’s option and at the Proposer’s request. A copy of the proposal shall be retained for official files and will become a public record after the Notice of Intent to Award is posted. However, materials the Commission considered as confidential information will be returned at the request of the Proposer.”</p>
5	Section 8. Proposer Instructions D. Confidentiality, Page 25	If proposers can submit a complete and redacted version for Public Records Act purposes, what is the preferred submission method?	<p>Proposers may only submit one proposal for evaluation. The Commission will determine the validity of Proposer identified confidential information and any other information that may be redacted from the proposal for Public Records Act purposes.</p> <p>Section 8.J. states, “All materials submitted in response to this solicitation will become the property of the State of California and will be returned only at the Commission’s option and at the Proposer’s request. A copy of the proposal shall be retained for official files and will become a public record after the Notice of Intent to Award is posted. However, materials the Commission considered as confidential information will be returned at the request of the Proposer.”</p>

**Behavioral Health Services Oversight and Accountability Commission**  
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**Questions and Responses 1**

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6	Section 8. Proposer Instructions D. Confidentiality, Page 25	If proposers can submit a complete and redacted version for Public Records Act purposes, and the proposer is submitting multiple files, should they be in one email or separate emails?	<p>Proposers may only submit one proposal for evaluation. The Commission will determine the validity of Proposer identified confidential information and any other information that may be redacted from the proposal for Public Records Act purposes.</p> <p>Section 8.J. states, “All materials submitted in response to this solicitation will become the property of the State of California and will be returned only at the Commission’s option and at the Proposer’s request. A copy of the proposal shall be retained for official files and will become a public record after the Notice of Intent to Award is posted. However, materials the Commission considered as confidential information will be returned at the request of the Proposer.”</p>
7	Section 8. Proposer Instructions D. Confidentiality, Page 25	If proposers can submit a complete and redacted version for Public Records Act purposes, are there required file-naming conventions?	<p>Proposers may only submit one proposal for evaluation. The Commission will determine the validity of Proposer identified confidential information and any other information that may be redacted from the proposal for Public Records Act purposes.</p> <p>Section 8.J. states, “All materials submitted in response to this solicitation will become the property of the State of California and will be returned only at the Commission’s option and at the Proposer’s request. A copy of the proposal shall be retained for official files and will become a public record after the Notice of Intent to Award is posted. However, materials the Commission considered as confidential information will be returned at the request of the Proposer.”</p>

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## RFP 0-5/MBH-002

### Questions and Responses 1

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8 Section 8. Proposer Instructions D. Confidentiality, Page 25	The RFP says the Commission will “independently assess” exemptions but does not specify if proposers will be notified. How will the Commission determine whether marked confidential/proprietary information is exempt from disclosure?	The Commission will independently assess based on the information provided by the Proposer. This will be on a case-by-case basis.
9 Section 8. Proposer Instructions D. Confidentiality, Page 25	Will proposers be notified before any information is released under the Public Records Act?	No.  Section 8.J. states, “All materials submitted in response to this solicitation will become the property of the State of California...”  Subject to the Public Records Act, the Commission will release the information when requested.
10 Exhibit D Budget and Narrative, Line 73	The budget template states “administrative expenses may not exceed 15% of the total contract.” What costs fall under this cap? Do indirect costs, overhead, or shared services count? Is there flexibility if a proposer’s federally negotiated indirect cost rate exceeds 15%?	Administrative costs are those costs incurred that do not directly support the program services but are needed as part of managing the overall program, such as accounting support for invoicing.  This is not the same as federally negotiated indirect costs.
11 Section 3. Purpose, Page 4	The RFP states that the TA provider will provide technical assistance to assist the grantees in their grant reporting requirements. What are the grant reporting requirements for the 6 CBO’s receiving MHWA funds?	See excerpt from RFP 0-5-MBH-001 Addendum 2 after the Questions and Responses table for the list of reporting requirements for the 6 CBOs.

**Behavioral Health Services Oversight and Accountability Commission**  
**RFP 0-5/MBH-002**  
**Questions and Responses 1**

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12	Attachment 4: Proposed Workplan, D3. Staffing, Page 48	The response requested will not fit into the box below the specifications, how do you suggest that proposers complete this section? Is it appropriate to create an additional sheet to add as an appendix?	The response boxes are expandable. In those cases where it is not appropriate to use the response boxes an attachment may be provided as long as the response box references the location of the attached response.
13	Attachment 4: Proposed Workplan, D3. Staffing, Page 48	There appears to be no requirement for key staff bios or resumes. Can proposers include staff bios and/or resumes?	There is no requirement for staff bios and/or resumes. Proposers may include if it supports their proposal.
14	Attachment 2-1 and Attachment 6	References are requested in Attachment 2-1 for Minimum Qualifications Served and in Attachment 6. Can the same reference be included for both requirements, and if so, does the reference need to complete both Attachment 2-1 and Attachment 6?	A reference may be used in multiple places as long as they are addressing the requirement. The appropriate attachment must be used in each section.
15	Attachment 2-1	How many references are required for Attachment 2-1, Minimum Qualifications?	There is no minimum number of references. The requirement is for at least five (5) years of experience. This can be accomplished with one (1) or up to five (1) references
16	Section 5.B.5 (Page 9-10)	What is the minimum number of focus groups and key informant interviews required per county/grantee?	The RFP does not specify a minimum number of focus groups or key informant interviews per county/grantee. The scope and number of focus groups and interviews should be determined by the TA provider and detailed in their proposal based on what is needed to fulfill the deliverable requirements.

# **Behavioral Health Services Oversight and Accountability Commission**

## **RFP 0-5/MBH-002**

### **Questions and Responses 1**

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17  Section 5.B.4 (Page 9) and Section 5.C Goal #7 (Page 15-16)	Will Learning Collaboratives be conducted in-person, virtually, or hybrid? What is the expected duration of each collaborative? Who is responsible for guest speaker fees and grantee travel costs if in-person?	Proposers should describe their recommended approach, including proposed format duration, in their workplan response.  All costs associated with facilitating the Learning Collaboratives, including guest speaker fees and grantee travel costs are the responsibility of the TA provider.
18  Section 5.C Goal #10 (Page 17)	When will the Commission's evaluation team be selected and available for coordination?	This question is outside of the scope of information needed to respond to the requirements.
19  Section 5.C Goal #9 (Page 16-17)	What constitutes "regular" meetings - weekly, bi-weekly, or monthly?	Regular meetings will be defined as a minimum of monthly meetings with the Commission and a minimum of monthly meetings or touchpoints with each grantee partnership. The Commission reserves the right to require more frequent meetings as needed.
20  Section 5.B (Pages 7-10)	What is the expected frequency of in-person visits to each grantee location? Should proposers assume a certain number of site visits per grantee per year?	There is no requirement for in-person visits. Proposer should address in their proposed plans their suggested approach.
21  Section 5.B.2.a (Page 8)	Are there specific rapid cycle improvement software tools or platforms the Commission prefers?	No, there are no specific rapid cycle improvement software tools or platforms the Commission prefers.

# Behavioral Health Services Oversight and Accountability Commission

## RFP 0-5/MBH-002

### Questions and Responses 1

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22	Exhibit C, Section 26 (Page 70)	Will the TA provider have access to IIHI data? What level of HIPAA compliance infrastructure is required? Are Business Associate Agreements needed with grantees?
23	Exhibit C, Section 20 & 56 (Pages 69, 75-76)	Are there specific GenAI tools that are pre-approved for use? Can GenAI be used for administrative tasks (e.g., meeting transcription, report drafting) if disclosed? What constitutes "material impact" triggering notification requirements?
24	Section 5.C Multiple Goals (Pages 11-17)	Are there specific document formats required (PDF/A, accessible formats)? Must reports comply with Section 508 accessibility standards? Are there Commission templates or style guides that must be followed?
25	Section 5.B.4 (Page 9)	If virtual or hybrid format is acceptable, are there specific video conferencing platforms required or prohibited? Should session recordings be maintained? What are the requirements for document sharing and collaboration during sessions?
26	Section 7.D.3 (Page 21)	i. Are there minimum education or certification requirements for key personnel?  ii. Should resumes be included, or is the summary table sufficient?

# **Behavioral Health Services Oversight and Accountability Commission**

## **RFP 0-5/MBH-002**

### **Questions and Responses 1**

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27	Attachments 3 and 4	<p>Are there any restrictions on word limit, font, formatting in completing these attachments?</p> <p>There are no restrictions on the word limit, font, or formatting. Section 8.A. states, “Proposals are to be prepared in such a way as to provide a straightforward, concise explanation of capabilities to satisfy the requirements of this RFP. Colored displays, promotional materials, etc., are not necessary or desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.</p> <p>Proposers are encouraged to submit their proposal in either a Word format or a searchable PDF format. Proposers are responsible for ensuring all pages, attachments and signatures are included in the proposal. In addition, Proposer is responsible for ensuring all pages on the proposal are legible.”</p>
28	General Question	<p>Is there an expectation that grantee’s activities align with county behavioral health, child welfare, MCPs, First 5s, and other system partners?</p> <p>Grantees have already selected and established their programs. The Commission will provide outcomes to the TA provider.</p>
29	General Question	<p>Are there other maternal/0-5 initiatives the TA provider should align with to avoid duplication?</p> <p>All information required of the TA provider is stated in the RFP.</p>
30	General Question	<p>What assessment has BHSOAC already conducted of grantee readiness, partnership maturity, and data capacity? Will any assessments be available to the TA provider?</p> <p>The Commission has already conducted assessments of grantee readiness, partnership maturity, and data capacity. These assessments will be made available to the TA provider.</p>

# Behavioral Health Services Oversight and Accountability Commission

## RFP 0-5/MBH-002

### Questions and Responses 1

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31	General Question	Are any grantees expected to require intensive support early on due to limited existing infrastructure?
32	Contractor Responsibilities	Does BHSOAC expect eight separate county-level reports, one comprehensive statewide report, or both?
33	Contractor Responsibilities	Will grantees be required to facilitate introductions between the TA provider and local partners?
34	Contractor Responsibilities	Is there existing mapping or landscape work that the Commission expects the TA provider to use or align with?
35	Deliverables	Is the Commission's evaluation team internal, third party, or a combination?
36	Deliverables	Can you clarify how often coordination meetings with the evaluation team will occur? The RFP states "regular" meetings.
37	Deliverables	Will the evaluation team define the evaluation plan and data elements that the TA provider must help deliver/collect, or will the evaluation team work with the TA provider to finalize the evaluation plan and associated metrics?
38	Deliverables	If grantee reporting requires a new data system to be adopted, are TA providers expected to train grantees on how to use the new data system?

# **Behavioral Health Services Oversight and Accountability Commission**

## **RFP 0-5/MBH-002**

### **Questions and Responses 1**

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39	Deliverables	Are learning collaboratives expected to be in-person, virtual, or hybrid?
40	Deliverables	Should TA prioritize partnership-building, fiscal sustainability, data/reporting, or all three equally?
41	Deliverables	Are there existing statewide learning communities, advisory committees, or workgroups the TA provider would be expected to attend?
42	Deliverable Acceptance	Are partial payments permitted for large deliverables such as the landscape analysis, or must each deliverable be fully complete before invoicing?
43	Deliverable Acceptance	How long does the Commission typically take to approve deliverables and release payments?
44	Proposal Scoring	Who will conduct the technical review of applications and associated scoring?

# **Behavioral Health Services Oversight and Accountability Commission**

**RFP 0-5/MBH-002**

## **Questions and Responses 1**

### **Question 11 Response**

#### **C. EVALUATION**

1. Grantees shall collect data for program evaluation purposes and share with the Commission and TA Provider.
2. Specific data will be defined by the Commission and/or TA Provider.

#### **D. REPORTING**

1. Monthly Check-In
  - a. Grantee shall have monthly check-in communications with Commission staff. This can be done through a telephone or video call, as agreed by the Commission and Grantee. The intent is a quick communication status on the progress toward implementing the workplan. These check-ins provide an opportunity for the Grantee to discuss progress ahead of the quarterly reports. There is no report required for the monthly check-in.
2. Quarterly Meetings
  - a. Grantee shall meet with Commission staff on a quarterly basis to discuss the contents of the most recent Quarterly Report and topics related to the report. The Grantee and Commission staff will coordinate on meeting times.
  - b. Grantee shall submit quarterly reports within 30 days of the quarter end date that outline the efforts underway for all activities in the Workplan, as well as the outcomes of each completed activity.
  - c. The quarterly report shall include at least the following:
    - 1) Status of implementing the program.
    - 2) Status of hiring staff, if applicable.
    - 3) Identification of any bureaucratic barriers that prevent service delivery
    - 4) Identification of any funding challenges and potential sustainability strategies.
    - 5) Identification of any local/state policy changes needed to promote the effectiveness of service delivery.

# **Behavioral Health Services Oversight and Accountability Commission**

**RFP 0-5/MBH-002**

## **Questions and Responses 1**

- 6) What implementation steps were most difficult.
- 7) Final details of the quarterly report will be agreed to by the Commission and grantee.

### **3. Annual Report**

- a. Grantee shall submit an annual report within 30 days of the end of each grant year. The annual report is a “year-in-review” that will include information and data obtained from completing activities in the workplan throughout the year. The report will capture experiences, stories, successes, and challenges from members of the population.
- b. The report shall include at least the following:
  - 1) The number of clients served, and the support services requested and/or provided.
  - 2) Identified behavioral health needs of the Population and innovative strategies to meet the needs.
  - 3) Barriers to providing quality support services to children ages 0-5 and effective maternal behavioral health care.
  - 4) Experience in accessing county services for the population served.
  - 5) Recommendations on policies and community interventions for transforming the behavioral health system to better meet the needs of the Population.
  - 6) Specific information on what has been learned through this grant including successes and challenges.
  - 7) Final details of the annual report will be agreed to by the Commission and grantee.
- c. Grantees shall report all grant expenditure information to the Commission in an Annual Fiscal Report within 30 days after the end of each grant year. Funds awarded to a Grantee that are unspent within the grant term, and unspent accumulated interest, must be remitted to the Commission within 30 days after the end of the grant term.

### **4. Final Report**

- a. Grantees shall provide a final report within 30 days of the third grant year.
- b. The report shall include, but not be limited to the following:

# **Behavioral Health Services Oversight and Accountability Commission**

**RFP 0-5/MBH-002**

## **Questions and Responses 1**

- 1) Statistics and data analytics identified by the TA Provider.
- 2) Trending support services requested.
- 3) Challenges faced by this population.
- 4) Success stories.
- 5) Benefits to the partnership approach of providing services.
- 6) Recommendations for future work for the age 0-5 population.

5. Other Requirements

- a. Grantees shall engage in ongoing communication with the Commission and relevant constituents regarding progress within all facets of this project which may include the following:
  - 1) Maintain ongoing interaction with Commission staff and other Commission constituents.
  - 2) Participate in briefing calls with Commission staff to discuss project progress.
  - 3) Provide updates and presentations to the Commission.
  - 4) Develop and provide a plan for dissemination of deliverables to Commission community partners and other interested parties.