

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

	RFP Section Reference	Question	Commission Response
1	ALL	Does the funding allow for the inclusion of indirect costs?	The amounts listed on the cost sheet are the amounts the Commission will pay for each deliverable and cover all costs including direct and indirect.
2	Attachment 10: Contractor Certification Clauses (CCC307	Hello – we missed the meeting where this funding opportunity was discussed, and a partner organization thought they heard that this rfp requests no subcontractors in the proposal. I am checking to see if this is the case. We are part of a very successful collaboration of agencies in the East Bay that all serve newcomer refugees and immigrants. We would like to see if it is possible to have one lead organization apply, with about 6-7 subcontracting agencies. They would all be listed in the rfp of course. To do it this way, we would be able to provide some very effective services and programming for newcomers and immigrants. Is this possible? Thank you!	Subcontracting will be allowed for this procurement. See Addendum1
3	RFP I-R-003	How could funding for this RFP for Immigrants and Refugees Advocacy Local Organization (I-R-003) be impacted by the January 27th OMB memo which indicated the federal funding freeze? While the memo was rescinded, the administration may still pursue policies that withhold funding from various programs, including immigration assistance programs.	This procurement is funded through State funds and not Federal Funds. The OMB memo does not apply.

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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4	NA	Is one of the intentions of the funding to increase access to underserved populations and connect them to public benefits including Medi-Cal?	This is an advocacy contract which requires that the agency furthers the voice of the populations served through advocacy, education and training, and outreach and engagement. There are no specific requirements for connection to public benefits.
5	Contract Term and Funding, pg. 6	Given the amount of available funding and the size of the Bay Area region (12 counties), what are the expectations for coverage? What is the minimum coverage?	The Applicant should describe their capacity for coverage within the region they are applying for.
6	Outreach and Engagement Training and Education, pgs. 10-11 Local Level Advocacy, pg. 13	How is media defined?	Media can be written documents, videos, podcasts, or items of a similar nature.
7	Scope of Work, pg. 9	What is the expectation of conducting in-person activities vs virtual activities?	There is no specific requirement for in-person vs virtual activities as long as the population is represented and served. Page 6 – SOW – States - The activity may include online or virtual components but should not entirely consist of such.

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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8	N/A	What is the expectation of conducting in-person activities vs virtual activities?	There is no specific requirement for in-person vs virtual activities as long as the population is represented and served. Page 6 – SOW – States - The activity may include online or virtual components but should not entirely consist of such.
9	N/A	Should advocacy efforts be extended for the benefit of members of immigrant and refugee communities regardless of their socio-economic status or public insurance eligibility?	There is no eligibility requirement for this grant that specifies socioeconomic status or insurance eligibility.
10	N/A	Who should be included in the immigrant and refugee populations? Student visas, work visas, asylum claimants, etc.	For the purposes of this RFP, the definition of immigrant and refugee is provided in Section 1. Introduction.
11	N/A	Should the advocacy elements extend in any way beyond Behavioral Health initiatives (e.g. legal assistance, language accessibility)?	Yes, the advocacy elements can extend beyond the Behavioral Health initiatives
12	EXHIBIT C, GENERAL TERMS & CONDITIONS	In the section, #3 (Approval) and #32 (Notice) reference “Exhibit A” – Where can I find Exhibit A? Page 74 has “APPENDIX 1: CONTRACT EXHIBITS B & C;” however, it does not include Exhibit A	Exhibit A will be provided as part of the contract.
13	N/A	Are there any restrictions for requirements about how the funds must be allocated?	The amounts listed on the cost sheet are the amounts the Commission will pay for each deliverable.
14	N/A	Are there restrictions around indirect funds?	The amounts listed on the cost sheet are the amounts the Commission will pay for each deliverable and cover all costs including direct and indirect.

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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15	N/A	Can funds be directly distributed to community members to support with critical needs?	Funds cannot be directly provided as cash. All funds distributed need to directly support the activities in the RFP.
16	N/A	Does grant opportunity RFP I-R-003 require connecting participants to behavioral health care or other health care and/or reporting on the number of people linked to care, for example by referral care or an appointment for care?	<p>The RFP does not require connecting participants to behavioral health care or other health care.</p> <p>The types of data to be collected and submitted to the Commission will be defined after contract award.</p>
17	MINIMUM QUALIFICATIONS (ATTACHMENT 2) and PROPOSER BACKGROUND (ATTACHMENT 3)	For many of the questions in Attachments 2 and 3, you ask us to “Provide support.” Can you please give an example for EACH time that you ask us to provide support, what kind of support would be good for that particular question? For example, for “How many staff have lived experience as an immigrant or refugee?” you ask us to provide support. What is an example of support that we can provide? If you can please give an example of what support could look like for EACH time that you ask for support to be provided on a question in Attachment 2 and 3 , that would be very informative.	<p>The Commission is providing the Proposer the flexibility to determine that type of support that they can submit. There is no one-size fits all type of answer. Each response will be evaluated on its own, therefore provide enough information to validate the response.</p> <p>Examples include, but are not limited to</p> <ul style="list-style-type: none"> - Experience <ul style="list-style-type: none"> o Programs, flyers, pictures, etc., of previous activities - Staff <ul style="list-style-type: none"> o Staffing report, self-attestation signed by someone at the organization, etc.

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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18	MINIMUM QUALIFICATIONS (ATTACHMENT 2) and PROPOSER BACKGROUND (ATTACHMENT 3)	For each section (outreach and engagement plan, training and education plan, local level advocacy plan) you ask, “Provide a tentative high-level timeline to implement the plan over the contract period.” Can you give examples of the types of information you would like to see? What details do you need?	A timeline should provide dates and milestones for the tasks and activities being proposed, along with the deliverables
19	PROPOSED WORKPLAN (ATTACHMENT 4)	For each section (outreach and engagement plan, training and education plan, local level advocacy plan) you ask, “Provide a tentative high-level timeline to implement the plan over the contract period.” Can you give examples of the types of information you would like to see? What details do you need?	A timeline should provide dates and milestones for the tasks and activities being proposed, along with the deliverables
20	PROPOSER BACKGROUND (ATTACHMENT 3) and PROPOSED WORKPLAN (ATTACHMENT 4)	What are the word counts for each box of Attachment 3 and Attachment 4?	There are no restrictions for Word counts other than the overall Word limitations. Section 7, states, “Responses should be succinct and to the point of responding to the requirement. There are not additional points for the length of a response.”
21	ATTACHMENT 10: CONTRACTOR CERTIFICATION CLAUSES	Can we use an electronic signature from Docusign for the signatures needed on the attachments, or should we print, sign with ink, and scan the documents?	Docusign may be used. Exhibit C, General Terms and Conditions, 17. Electronic Signatures, allows for electronic signatures
22	3. BACKGROUND	Are there any federal funds that are allocated to the funding of this program?	No. This is all funded by State funds.

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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23	5. CONTRACT TERM AND FUNDING	Do we need to serve our entire region or can we serve a county within the region? Or several counties?	There is no requirement that the entire region needs to be served.
24	RFP Section C. Deliverables 7. Final Report a. Statistics and data analytics identified by the Commission.	Is there any additional guidance or examples from the previous awards that you can provide?	Information relative to the previous contract was presented during the November 21, 2024, Commission meeting. The meeting materials and recording are available at https://bhsoac.ca.gov/connect/commission-meetings/ .
25	ATTACHMENT 2: MINIMUM QUALIFICATIONS	Each question has a field/box after it, some have two. For example C.1. has a box after the question, we should put narrative here then the “provide support” we would reference an attachment that would validate how long our organization has been in existence? Or for C.2. we would request a staffing report from our HR department?	Correct. C.1 is asking for time and C.2. is asking for a count. C.1.a. and C.2.a. are the lines where you provide support for C.1. and C.2., which could be inserted here or referenced to another part in the proposal.
26	7. INFORMATION REQUIRED IN THE PROPOSAL	“There are no additional points for the length of a response.” Are there any word or character restrictions to responses?	There are no restrictions for Word counts other than the overall Word limitations.
27	ATTACHMENT 12: PAYEE DATA RECORD (STD 204)	The text and link on this attachment refer to the bidder declaration form. The bidder declaration form is Attachment 9, can you provide an updated link for the STD 204?	Thank you for bringing this to our attention. This will be corrected in Addendum 1.

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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28	F. REFERENCES (ATTACHMENT 6, 7 and 8)	<p>Attachment 6 - "a. A reference is required from each population identified in the Proposer Background as being currently served by the Proposer." To confirm, for example, if we propose to serve three populations we would submit 3 references. Also to confirm this can be a reference from an individual with the population or an organization we have worked with that serves the population?</p> <p>Attachment 7 - "a. Two (2) references are required from organizations that have worked with the Proposer in providing advocacy services to the identified population." Would this also be two references for each population served?</p> <p>"b. The same organization cannot be used for both references." This is referring to organizations provided in Attachment 6 so that there is no duplication in references?</p> <p>Attachment 8 - "c. The same individual cannot be used for both references." Is this referring to reference possibly already provided under attachment 6 and 7 to ensure no duplication?</p>	<p>Attachment 6 – A reference can be provided for each population or a reference can cover multiple populations. This may be from an individual or organization that you have worked with.</p> <p>Attachment 7 – two (2) references in total are required.</p> <p>The requirement for Attachment 7 that the same organization cannot be used for both references only applies to the two (2) references required for Attachment 7</p> <p>The requirement for Attachment 8 that the same individual cannot be used for both references only applies to the two (2) references required for Attachment 8</p>

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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29		Will the webinar be provided as a recording. We were not aware of the opportunity until after the webinar so we were unable to attend.	The procurement process is a confidential process. Therefore, the Bidders Conference was not recorded.
30	Attachment 5: Cost Proposal	Is it acceptable for the proposer to include indirect expenses in the calculation of the cost for each activity? What, if any, backup will be required for reporting on activities and their costs?	<p>The Cost Sheet already includes the amounts the Commission will pay for each activity. The amounts are expected to cover all Proposed costs.</p> <p>The amounts may not be changed unless the Proposer is proposing additional activities. In that case the individual activity costs cannot exceed the original cost on the cost sheet.</p>
31	Page 4, Section 2	For past state grants, we have been allowed to give stipends to organizations who have been working together on collaborative advocacy. Would this be possible with this grant? If so, what is the maximum stipend amount?	Stipends are allowed. There is no limit as long as the Contractor completes all of the required activities for the amounts listed on the cost sheet.
32	Page 11, Outreach and Engagement Section D.	We currently already have quantitative data to inform local and state level decision makers to support increasing positive behavioral health outcomes for the immigrant and refugee populations in the region. Can we use this data for this grant's deliverable 2? If not, can we collect qualitative data only?	Quantitative and qualitative data is required to be collected throughout the term of the contract.
33	Page 16, Section 7.	To clarify, are there word limits on the application text responses?	<p>There are no restrictions for Word counts other than the overall Word limitations.</p> <p>Section 7, states, "Responses should be succinct and to the point of responding to the requirement. There are not additional points for the length of a response."</p>

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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34	Page 17 Section C, Question 3.	What are examples of how we can provide support to prove the number of staff who have lived experience as immigrant or refugee?	The Commission does not require a specific type of document to support the number of staff. Examples of support include, but are not limited to staffing report, self-attestation signed by someone at the organization, etc.
35	Page 36, Attachment 3, Questions C.1-C.3	In the questions section, what's the difference between the general empty text box (Above) and "a. Provide Support" (below)? How should the applicant's responses differ?	<p>Page 36 is the scoring table. Page 47 is Attachment 3</p> <p>C.1. is asking for a timeframe C.1.a. is asking for the support for the timeframe provided in C.1. The support could be included here or a reference to where the support is in the Proposal.</p>
36	Page 56, Attachment 5	In the Cost Sheet, what is the cap for indirect cost?	The only limit/cap for costs is that the amounts listed are the amounts the Commission will pay for each activity. This is intended to cover all costs for each activity including direct and indirect costs
37	Section 2 (Purpose)	The RFP states that proposals involving subcontracting to other non-profits or for-profit organizations for advocacy, training, education, and outreach services are not allowed. However, we want to clarify whether it is permissible to use these funds to pay individuals we classify as "internal contractors," meaning 1099 or short-term contract staff who work under our direction and are not a separate external organization. Can the Commission clarify whether engaging and compensating these "internal contractors" (as opposed to sub-awards or subcontracts with a different non-profit or for-profit entity) is allowable under the RFP?	<p>Subcontractors will be allowed.</p> <p>See Addendum 1</p>

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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38	Sections 6.A & 7.D (Scope of Work / Proposed Workplan)	Are there any recommended or standardized outcomes and indicators that the Commission prefers beyond what is listed in the Scope of Work? For example, does the Commission have sample metrics or tools for measuring increases in knowledge or changes in attitudes that we could align with?	There are no recommended or standardized outcomes and indicators that the Commission prefers beyond what is listed in the Scope of Work.
39	1 F.1. a.	Some organizations serve many racial, ethnic and language populations and are required to list them all in the Proposer Background.	The requirement is, “Which immigrant and refugee populations do you currently serve?” The Proposer needs to determine how they want to respond to the requirement.
40	F.1. a.	Do they still have to provide a reference letter from each of the populations they serve but who are not included in the proposal for this RFP?	The references are only for the populations that are included in your proposal.
41	G.1.	The RFP does not allow subcontractors. What is the purpose of requiring the Bidder Declaration form?	Subcontractors will be allowed. See Addendum 1

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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42	D.2.3)	<p>Is this RFP asking for proposals that focus on immigrant and refugee populations from more than one country, culture and background? If yes, how will it be possible to conduct activities for immigrants and refugees from many groups who speak many different languages but little or no English? Imagine an activity presenting the BHSA to Afghans, Iraqis, and Pakistanis. A CBO may have staff who speak Dari, Pashto, Arabic and Urdu but the logistics of delivering an activity in a single event in a single space may be unworkable. Logistics may undermine effective outreach, engagement and learning. Conference interpreting equipment helps but presenting visual information in 6 languages is difficult in a single space.</p> <p>Multiple spaces will be costly and may make activities more expensive than the costs allowed. Activities could be ineffective because only superficial content can be conveyed.</p> <p>This leads to the following question: What is the optimal number of language groups who speak little or no English you envision participating in activities?</p>	<p>There is no requirement that the Proposer focus on one or more populations.</p> <p>There is no requirement for an optimal number of language groups who speak little or no English participating in the activities.</p>

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1

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43	D1.6 and 6) a), D2.5) and 5) a), 5 D3.5) and 5) a)	Is the evaluation data the proposer collects required to be quantitative, qualitative or both? Is the data collection to be done from the beginning to the end of the project?	The data collected by the Contractor will be both quantitative and qualitative through the term of the contract and is due in the annual and final reports.
44	Page.3	Page 3-There is no mention of Afghan refugees resettled in Sacramento and 6 other countries. Will Afghan refugees be considered as part of this RFP?	Yes, Afghan refugees will be considered as part of this RFP.
45	N/A	Since many local awards have been provided in previous years, why is another RFP being released?	The Commission receives annual funds and this procurement is for the current round of funds available for contracting.
46	N/A	How can we get access to community engagement activities gathered to understand refugee needs. This was completed by commission staff in August – November 2024.	The Community Engagement is included in the November 21, 2024 Commission meeting. Meeting materials are located at https://bhsoac.ca.gov/connect/commission-meetings/
47	N/A	Bidders conference was held on 1/30 - how can I get access to the recording?	The procurement process is a confidential process. Therefore, the Bidders Conference was not recorded.
48	N/A	We are considering to apply for RFP 1-R-003 "Immigrants and Refugees Advocacy". I was interested in listening to the recording of the Bidder Conference held 1/30. Can I get access to the recording?	The procurement process is a confidential process. Therefore, the Bidders Conference was not recorded.

Behavioral Health Services Oversight and Accountability Commission

RFP I-R-003

Questions and Responses 1