



VENTURA COUNTY
BEHAVIORAL HEALTH

A Department of Ventura County Healthcare Agency

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HEALTH, RECOVERY & WELLNESS

Ventura County Behavioral Health (VCBH)
Peer Services Request for Proposals (RFP)
Addenda #1, February 17, 2016
Questions and Answers

1	Question:	What is included with the office space? Does the bidder have to pay for furniture, utilities, phone lines, internet, computers, insurance, janitorial costs, and repairs and maintenance?
	Answer:	Included in the office space: phones (service and hardware), cubicles (6), offices (3), storage closet (1), maintenance, utilities, housekeeping, and existing furniture (see inventory). These items are provided in the office space and are not part of the RFP budget. Not Included in office space: computers, printers, fax machine, fax line, network wiring, services and hardware, and furniture not listed on the inventory list. These items should be part of operations and startup expenses. Floor plan attached.
2	Question:	Our agency considers 37.5 hours per week to be full time, is this acceptable to VCBH?
	Answer:	Yes, VCBH considers 37.5 hours per week to be a full time employee.
3	Question:	Will we have access to the building after regular business hours? Will keys be provided to our staff?
	Answer:	Yes, after regular business hours access will be given to staff that requires access, all staff will have access during regular business hours. Keys or access cards will be supplied as needed.
4	Question:	Where do you anticipate placement of the Peer Recovery Coaches? Will they have designated office space at these sites?
	Answer:	Yes, Peer Recovery Coaches will have designated office space at each clinic or program where they will be providing services.
5	Question:	On page 22 of the RFP, how does VCBH define an unduplicated client "served"?
	Answer:	An unduplicated client is a single client who is provided with single or multiple peer-based services either in an individual or group setting, in-person or by telephone. This unduplicated client is only counted as one client even if they receive multiple services.
6	Question:	On page 24 of the RFP, Section 3.0 D, how does VCBH define "productivity"?
	Answer:	Productivity is defined as the amount of direct client service hours provided divided by the total paid hours of the staff member equals the percent of productivity.

7	Question:	On page 20 of the RFP, how was the annual mileage of 74,500 calculated?
	Answer:	Annual mileage was calculated using the current mileage that Peer Recovery Coaches travel to provide service to VCBH clients. Example of mileage include: mileage between sites, if needed, transporting clients to appointments as required, mileage to meet clients at off-site locations, and meeting the RISE team in the community to provide services.
8	Question:	Are we required to submit insurance certificates with our proposal?
	Answer:	Insurance certificates are not required when the proposal is submitted. The successful bidder will be required to supply insurance certificates when the contract is finalized.
9	Question:	Can we include a table of contents within our proposal?
	Answer:	A table of contents can be included, but is not a requirement of the RFP.
10	Question:	Is VCBH looking to contract with one agency provider or multiple agency providers?
	Answer:	VCBH will be contracting with only one agency for the Peer Recovery Coach Services.
11	Question:	Does VCBH prefer a specific targeted population on this project? May the provider choose only one targeted population?
	Answer:	The targeted population for the RFP are the existing clients in VCBH clinics, or potential clients identified by the RISE team, who are severely and persistently mentally ill.
12	Question:	How will referrals be generated to the Peer Recovery Coaches?
	Answer:	Current VCBH clients or potential VCBH clients will be referred by the clinic or program where a Peer Recovery Coach is assigned.
13	Question:	What obligations, such as county meetings, will be expected of staff?
	Answer:	Peer Recovery Coaches are expected to attend clinical meetings at the VCBH clinics or programs where assigned. Management staff are expected to attend the monthly Behavioral Health meetings as well as the Adult & TAY sub-committee meetings.
14	Question:	Is there a specific length of service for the clients?
	Answer:	No, there is not a specific length of service as long as the services remain within the scope of the Peer Recovery Coach and are supportive of the client's treatment goals.
15	Question:	In what capacity are Peer Recovery Coaches expected to interact with the VCBH clinicians?
	Answer:	Peer Recovery Coaches are integrated into the clinic treatment teams. As such, they are expected to share information with the team, just as the team will share information with the Peer Recovery Coaches. We view this as one team and seamless approach to working with the clients. The Peer Recovery Coach will interact with county staff to advocate for a client, share observations and concerns about a client's presentation or challenges and discuss interventions to address barriers to treatment.

16	Question:	Is this grant currently being provided by Recovery Innovations or is it a new funding opportunity?
	Answer:	Yes, this is the Peer Recovery Coach program that is currently administered by Recovery Innovations and is not a new funding opportunity. The program is funded mainly by Mental Health Services Act (MHSA) Community Services and Support (CSS) funding and a small portion of funding comes from the State Senate Bill 82 Grant.
17	Question:	On page 21, Section 3.0, I, item 12 of the RFP, VCBH states: “ability to educate and support clients in their employment aspirations.” Does the term employment aspirations include employment goals the client may possess that extend beyond working as a Peer Recovery Coach, i.e. general employment in non-mental health industries?
	Answer:	Yes, VCBH would like the successful bidder to assist clients in obtaining work or volunteer opportunities outside of the mental health industry.
18	Question:	Please provide clarification on Question 1A of the RFP, “Location(s) from which employees will be assigned to the VCBH contract?” Is VCBH seeking information on where employees will be placed or is VCBH asking at what sites the persons we are planning to assign to this project are currently working at?
	Answer:	Question 1e, “Location(s) from which employees will be assigned to the VCBH contract”, refers to the Bidders location(s), from where potential staff will be assigned from to provide services as described in the RFP.
19	Question:	On page 22, Section 3.0, subsection II of the RFP, VCBH states: “Contractor will ensure the presences of an on-site operations supervisor as well as provide monthly mandatory clinical supervision by a qualified mental health provider.” What does VCBH mean by “qualified mental health provider?”
	Answer:	A qualified mental health provider is an individual who is licensed or registered with the Board of Behavioral Sciences (BBS) or Board of Psychology as a licensed Masters or Doctoral level clinician.
20	Question:	On pages 26 to 27, Section 3.3, subsection E of the RFP, VCBH states: “Bidders should provide a minimum of three (3) references from similar projects performed within the last three years. Information provided shall include: 1. Organization name 2. Project Manager name and telephone number 3. Project description 4. Project dates (starting and ending) 5. Staff assigned to the project and who will be assigned to the VCBH contract per this RFP 6. Dollar value of contract.” Please clarify if this is project partnerships and/or funders.
	Answer:	The 3 references should be from the funder of the projects performed.
21	Question:	On page 31, Question 3 of the RFP, VCBH states: “Proposed Budget Narrative (Not to exceed four (3) pages).” Please clarify page limit of “four” or “(3)” pages. Also, is this page limit in addition to the narrative that will be included in the body of Attachment “A”?
	Answer:	The “Proposed Budget Narrative” is limited to 3 pages plus the information included in Attachment A.