

Questions and Answers Regarding RFP Solicitation Received After Bidder's Conference

Updated July 8, 2015

Q: If the agency releases any amendment regarding these RFPs can we expect to see them posted on your website?

A: Yes, although we do not anticipate any.

Q: In reading through the FAQs, I noted that question 11 references “narrative statement outlined in Section J”. However, there is no narrative statement request in Section J. Was this question meant to refer to Section L, Attachment B, “Preparation of Background Statement?”

A: RFPs change from year to year. There is no “narrative statement” in this year’s RFP. Instead, it is referred to as a “background statement.” Please see Section L, page 3 of the RFP for specific instructions on what is required in the background statement.

Q: In the RFP, Section L page four “Preparation of Staff Qualifications” (Attachment C) the only information requested is a listing of staff name, title, duties education, experience and credentials (licenses and certifications) and also a certification that no staff have been convicted of any sexual offenses. Resumes are not requested in the RFP. However, the FAQ state that resumes are required. Which is correct?

A: RFP requirements can change from year to year. Resumes are NOT required this year; however, you can submit them as adjunct material to support Attachment C if you choose. Resumes cannot be submitted *in lieu* of Attachment C.

Q: In Section L, it states that “offerors are not required to submit solicitation sections C, D, E, F, G, H and I as part of the proposal.” Section J is not referenced. Do we need to submit Section J1-J10? These items appear to be examples of forms that must be completed once a contract is awarded and/or forms to be submitted with invoices during the term of the contract. Therefore, Section J1-J10 do not seem to be required to be returned with our proposal, is that correct?

A: You are correct, Section J1-J10 does not need to be returned with your proposal.

Q: Your Q and A from 6/22/15 states that there is a narrative required and described in Section C. However, there is no narrative described in the Section of the current RFP. There is a Background Statement required and described in this RFP, which includes copies of monitoring reports, primary and subcontractor service site addresses, vendor business and operating licenses and fire and safety compliance records. There is a Q and A in the July 11, 2012 section of your past Q and A that states the narrative was removed from the Statement of Work (Section C). When you reference “narrative” in the 6/22/15 Q and A are you referring to the Background Statement described in the current RFP?

A: I apologize for any confusion – I thought the question was, “Is there a narrative statement for requested services,” and I answered, “Yes.” The narrative statement I was referring to in the Q and A from 6/22/15 was a description of each service requested, staff requirements to perform such services, etc., which one can find in Section C. You are correct, there is no “narrative statement” required of the potential vendor this solicitation cycle. The “certification of compliance” and “background statement” are the current requirements. Please see Section L for instructions on how to prepare such.

Q: There are several service codes referenced in the RFP that are not included on the RFP price list. Will these services be required and, if so, why are they not on the prices list (2040, 2090, 6020, 6028)?

A: For this solicitation, only those services marked by an "X" under the Required Services column are being solicited. Offerors shall propose on only the required services.

Q: There are several services priced on the current Sonoma County pricing list that are not included in the RFP or on the pricing list for this RFP. Will these services be required, and, if so, why are they not listed in the RFP or on the RFP pricing list (2000, 6000, 6015, 6026, 6036, 6080)?

A: For this solicitation, only those services marked by an "X" under the Required Services column are being solicited. Offerors shall propose on only the required services.

Q: The RFP allows for the Mental Health Intake Assessments and Reports (5011) to be provided by either a Masters or Doctoral level professional. We will have an in-house Masters level professional providing this service. However, we will also be contracting with a Doctoral

level Psychologist to provide psych evaluations, psych testing and reports. Will the sub-contracted Doctoral Psychologist be required to also provide a Mental Health Assessment and Report as part of his/her psych eval/psych testing?

A: A 5010 (psychological evaluation and report) requires clarification of diagnostic impressions, assistance in differential diagnosis, and/or assist in treatment planning. As part of the evaluation, the evaluator shall render an opinion based on the results of available psychological testing. A 5020 (psychological testing and report) consists of a diagnostic interview and a battery of neuropsychological and/or personality tests (i.e., objective personality tests, projective personality tests, trauma symptoms personality) to assess personality and/or thought or neurological disorders and to assist with a diagnostic impression and treatment recommendations. A 5011 is a completely different service, and not a component of the 5010 or 5020, although both the 5010 and 5020 services include an evaluation component, as well as treatment recommendations, as does the 5011.

Q: Do we no longer need to explain how we will provide each service? Does the letter of compliance replace the description of supplying each service?

A: Section L of the RFP provides specific instructions on what a potential vendor needs to provide. There is no need to provide anything other than what is stated.