

California Reducing Disparities Project Phase 2
Questions & Answers from OHE.Solicitations.
(Posted 10/12/2015)

General:

1. *I am writing to inquire about the ways in which letters of intent can be submitted. Are we able to send a letter via email, or will they only be accepted through posted mail?*

Answer: Potential applicants are encouraged to send a Letter of Intent to CDPH, using the contact information provided in I.A.7. Letters should be postmarked by September 21, 2015 and should include:

- Name and number of Solicitation
- Population targeted
- Budget request (approximate)
- Short description of project

Letters of Intent are not binding. Those submitting a letter may elect not to submit an application.

2. *Is there a format for the letter of intent that is described at the CRDP bidders conference site? This is indicated as being required for submission by 9/21/15.*

Answer: There is no specified format

3. *We received the following information from the Office of Small Business & DVBE Services:*

“Small Business Certification Eligibility

Nonprofit organizations are *not* eligible for small business certification because the applicant business must be a for-profit business and owned by one or more individuals and/or businesses.”

(found on <http://www.dgs.ca.gov/pd/Programs/OSDS/Nonprofit.aspx>)

Basically, if a NP has a SB certification, they have filled out the application incorrectly. You must be FOR PROFIT to get a SB certification.

In Section V, part C, a & b, the TA Provider RFP (and I believe all the Phase 2 RFPs) offers preference points to small businesses. This would mean that a for-profit business could have a scoring advantage over a non-profit business. Such an advantage does not seem to be within the spirit or vision of the CRDP.

Answer: CDPH supports the state's small business goal and our policies are consistent with that of the state's in regards to small business preferences.

4. *We are a youth-serving organization that promotes self-sufficiency and engagement in social innovation among rural and inner-city youth. Since the Solicitations are organized by race and*

ethnic background, how should interested applicants that focus on the youth from all race/ethnic groups, like us, approach submitting a proposal?

Answer: Each applicant must address the needs of a specified community utilizing cultural and linguistically competent means. The communities are limited to African America, Asian Pacific Islander, Latino, LGBTQ and Native American.

- 5. On page 38 of the RFP, you outline preference points for small businesses, followed by preference points for non-small businesses. Non-small businesses that partner with a small business receive preference points regardless of the level of participation of that small business. We respectfully request the following changes: Eliminate the non-small business preference points, or, specify a minimum level of participation of 25% by small businesses (i.e. a dollar amount or percentage amount) in order to earn the preference points, with increasing points for increased participation.*

If engaging small businesses in the work of reducing health disparities for African American populations is an authentic priority of the State and the OHE, preference points should reflect this priority. The current structure effectively eliminates the small business preference, allowing non-small businesses to earn the preference simply by partnering with a small business, without specifying a minimum level of participation.

Answer: CDPH supports the state's small business goal and our policies are consistent with that of the state's in regards to small business preferences

- 6. Is there a final date set for when the answers to the last round of questions will be released (i.e. those that came into your email after Sept 8 but before Sept 15)? I have looked on Bid Sync and have not yet seen it posted.*

Answer: The mailbox is monitored daily and questions will be answered and posted on the CRDP Phase 2 website Frequently Asked Questions (FAQs) document and/or the CRDP Phase 2 Solicitations in PDF Forms (Solicitations with addenda). There will be a subsequent posting very soon to address remaining questions. A few questions may indicate that we will have to follow up later after we have done some research. All questions that come in by the deadline will be answered. You may continue emailing questions past the deadline which will be answered as we are able.

Statewide Evaluator/Technical Assistance Providers:

- 7. The RFPs for the TA Providers and Statewide Evaluation indicated that responses to written questions would be posted on 9/14/2015. I have not seen any responses posted on Bidsync and am wondering what the timeline for that might be. I am also wondering if the proposal submission deadline will be extended given that responses weren't posted on the date originally planned.*

Answer: The mailbox is monitored daily and questions will be answered and posted on the CRDP Phase 2 website Frequently Asked Questions (FAQs) document. Due to a very large number of questions the review cycle has been extended. The deadline for

submitting applications has been extended. Please visit the CRDP webpage or BidSync for the updated documents.

8. *Our organization has existing partnerships that would be extremely beneficial to this kind of project. May we partner with that entity through the subcontract mechanism?*

Answer: Yes, subcontracts are permitted.

9. *I realize this may be coming in too late, but I wanted to bring to your attention a problem with the current rule that an "entity" refers to a single legal entity, a single local government or a single UC, CSU, or community college campus.*

At many public universities, there are many departments and grant-funded programs. Allowing for only one application to be funded from an entity as diverse and large as a UC, CSU, or community college campus - you are restricting on-going relationships that could apply at a number of the contractor/grantee levels.

Can you please reconsider the rule that defines the universities as one entity, so that the wide range of projects the University houses can contribute - as appropriate - to Phase 2 depending on their various skills and partnerships?

Answer: CDPH has designed the qualifications to best ensure that there are no apparent conflicts of interest in the performance of the various functions of CRDP.

10. *There are no preference points for minority-owned businesses. Given OHE's desire to not reinforce disparities, we request the following changes: if permissible by state law, establish additional preference points for minority owned businesses.*

Answer: Current state law does not permit preference points for minority-owned businesses.

11. *We request that OHE clarify the purpose of the letter of support - is it to verify the proposers experience providing services to African American communities or to verify the proposers experience providing the requested services outlined in the SOW?*

Answer: The letters of support are intended to provide information regarding the proposers experience providing services in a culturally and linguistically competent manner to the target population communities. Letters of reference are intended to provide information regarding the proposers experience providing services outlined in the SOW.

Technical Assistance Provider

12. *In Section 2, v (p. 36), the TAP RFP states: "The Proposer shall complete the Reference Form (Attachment 4). The Proposer shall provide three references..." a. Can CDPH staff clarify if only Attachment 4 is required and not individual letters from the referring agency? b.*

Attachment 4 (p. 69) asks for a “Brief description of the working relationship.” Is there a word or page limit for this description and can the description be included as an attachment?

However, on both pages 35 and 42, as well as in the instructions on Attachment 4 itself (p. 67), (of the African American TA Provider solicitation), there is no mention of letters for references. Whereas under the population letters of support, the instructions are explicit about the need for letters.

Is the solicitation or the clarifying answer in error?

Answer: The applicant must complete Attachment 4 so that reference can be checked. Written Letters of Reference are not required.

13. *In reviewing the “Response to Solicitation” guidelines in the African American TA Provider solicitation, (Sec. IV., A-D, pp. 32-33), it states that hand delivery is an acceptable form of submission, but it doesn’t give an exact physical address (only the P.O./M.S.). I know OHE’s offices are in 1500 Capitol Ave. May we leave the proposal (+ 7 copies & electronic version) at the desk there in the lobby?*

Answer: The physical address of the California Department of Public Health - Office of Health Equity is: 1615 Capitol Avenue, Suite 73.230, MS 0022 Sacramento, CA 95814. OHE will post the physical address on the OHE and BidSync websites. OHE will also provide guidance and direction in the process of hand delivering applications.

Implementation Pilot Project:

14. *I am writing to inquire about the requirement in the Pilot Project RFP regarding #5 in the Proposed Evaluation Plan. This states:*

5. Evaluation Staffing Model:

In the event that the Grantee proposes to utilize a contractor to meet its evaluation requirements, the Grantee must provide the Contractor’s:

- i. Statement of qualifications, which demonstrates the Contractor’s qualifications to develop and implement an evaluation plan, working in a culturally and linguistically competent manner, and engaging the community throughout the process.*
- ii. Detailed statement of work, which demonstrates the ability of the Grantee to ensure effective and timely implementation of the Proposed Evaluation Plan.*
- iii. All contractors must be approved in advance by CDPH.*

a. How soon does the contractor need to be approved by CDPH?

Answer: The proposer should submit the name and qualifications of its evaluation contractor within its application, to the extent it is feasible. CDPH will score the application based on the merits of the information contained in the application. During the course of the grant, if subsequent contractors must be obtained, these must be submitted to the CRDP Contract Manager for advance approval.

b. How does the contractor go about getting approval?

Answer: Policies and procedures for contractor approval and other requirements will be provided to the grantees after the awards are made.

c. Is there an application within the RFP for approval?

Answer: Policies and procedures for contractor approval and other requirements will be provided to the grantees after the awards are made.

15. *I submitted a question below on Sept. 9. In reviewing the FAQ's from Sept. 17 and Sept 24, I don't see a clear answer to the question but I see more confusing answers to questions about Attachment 9 and the Evaluation Plan.*

The solicitation shows in the Organization of the Application, p. 29, that an Evaluation Plan is required both in the narrative and as Attachment 9. Then Attachment 1: Required Documents Checklist, p. 34, does not show the Evaluation Plan as a required attachment.

In addition to the Evaluation Plan in the narrative, is an Evaluation Plan required as an attachment?

The Sept. 24 FAQ says:

Is Attachment 9 of the IPP to be used to describe the evaluation approach and timeline as mentioned under D. Goals, 1. Goal 1, A. Evaluation Plan, #1& 4? If not, can you clarify how Attachment 9 should be used in writing up the Proposed Evaluation Plan?

Answer: Attachment 9 is a model template that applicants have the option of using to describe the evaluation as described on pages 8 – 10. Please follow the guidance provided under A. Evaluation Plan 1 – 9. Applicants are responsible for ensuring all 2 components described in A. Evaluation Plan are fully included within the Evaluation Plan.

Is Attachment 9 of the IPP to be counted as part of the 20 page narrative?

Answer: No, the 20 page narrative limit is in reference to the Evaluation Plan Narrative, a separate and distinct document.

The solicitation shows in the Organization of the Application, p. 29, that an Evaluation Plan is required both in the narrative and as Attachment 9.

IS AN ATTACHMENT 9 A REQUIRED PART OF THE APPLICATION OR NOT?

Answer: The evaluation plan is part of the narrative and must address the requirements explained in D. Goals, Goal 1, A. Evaluation Plan, 1-9. The applicant must submit Attachment 9, or a similar form of the applicant's choosing, along with the narrative. The attachment is not part of the page count.

16. *In the section on reference letters, two of the letters are supposed to be from community-based organizations. Could you clarify what organizations would be considered a CBO? Are they only nonprofit organizations or could they be private institutions or local public agencies as well?*

Answer: The two letters can be from any organization that has ties to the members of your community, including but not limited to, non-profits, not-for-profits, private institutions and local agencies.

17. *On page 22 of the RFP (Section III. 1.c) at the bottom it asks us to answer the following question: "In what ways does your program impact the community mental health need identified? Why is it effective?"*

On the top of page 23 (Section III. 1.d) it asks "In what ways does your program impact the community mental health need identified? How will it work to reduce disparities for the Latino population overall and any targeted subpopulations? Why is it effective? (10 points)"

Should the answer to this question be included in section 1.c or 1.d as it seems to be asking a similar question?

Answer: Please respond to each question individually.