California Reducing Disparities Project
Frequently Asked Questions
(October 26, 2015)

General Questions:

1. Are we required to submit a full 6 year budget or can we just budget for year 1 of the project?

Answer: You are required to submit a full six year budget.

2. Must tables or charts in the narrative comply with the requirements for font types and sizes in the narrative itself? If not, what are the requirements for charts and tables?

Answer: No. Where there are no requirements you may present your data in the format that best presents the information.

3. What goes in the column labeled "total discretionary hours"?

Answer: The total hours required for the deliverable. This should equal the sum of each of the hours columns for included staff.

4. In columns C,D,E are we listing the consultants or are we filling this in with the names of the staff?

Answer: It is unclear what this question is asking. The columns should include hours for all planned key staff and consultants. Lower level staff members that are not named in the Proposal may be represented by their position (For example: Administrative Assistant). Input the number of hours budgeted for each staff member per deliverable.

5. What goes in column F? Am I taking the hourly rate for the combined staff hourly rate and then multiplying that rate by the number of hours spent on each deliverable?

Answer: Column F should reflect the average hourly cost for the deliverable, i.e. the total cost divided by the total hours.

6. The attached Cost Form contains a column for "Hourly Rate." This rate will fluctuate greatly from year to year given raises as well as the loaded data such as travel that the form instructions specify applicants to include in the rate. How do you want us to show the hourly rate on this form? Can this be a range? Are samples of the completed Cost Form available?

Answer: If the proposed hourly rate varies from year-to-year, please include a specific rate for each year.

7. The Cost Form permits "Deliverables" data for only 3 staff per the 3 columns labeled "Estimated Consultant Hours [Project Role]." We are proposing approximately 15 staff. Are we correct in submitting a total of 5 Cost Forms (3 staff per page x 5 pages = 15 staff)?

Answer: Yes, that would be appropriate. Please label each page, "Page __ of __".

8. How do we propose related non-staffing costs such as computers, software, printing, postage and handling given that the Cost Form only includes data for Estimated Hours?

Answer: Hourly costs must be fully loaded and include all non-staffing costs. As stated in Attachment 12: Cost Form: "The Proposer further understands that the above quoted rate(s) must include all of the costs including operating expenses, labor, transportation/travel costs, mileage or per diem expenses, equipment costs, supplies, annual inflation costs/rate adjustments, profit margin, taxes, shipping, etc."

9. Are there Excel versions of the Cost Form that are available for download?

Answer: No. The applicant may complete the attachments using 1) handwriting, 2) computer applications that convert our files into fillable forms, 3) computer applications that convert our files into other file types, or, 4) other means such as a typewriter. It is the responsibility of the applicant to ensure that the information in the forms does not change in content or differ substantially in appearance. Applicant generated forms should have no discernible differences in the page layout.

10. For the African American TA Provider Solicitation, can you please confirm the following understanding of the five year implementation period:

- 1/7/2015-12/31/2020: Project Implementation
- 1/1/2021-1/2/2022: Project Close Year

Is this timing correct? Or is any continued support with implementation anticipated in 2021?

Answer: No additional TA will be required after 12/31/2020. The TA Providers have responsibilities preparing for and participating in the Final Convening in 2021.

11. Regarding attachment 12: Cost Form, Can we manipulate the form in order to fit all staffing or should we use 2 separate forms

Answer: Either solution would be acceptable. Proposer is responsible for ensuring that all form elements are clearly labeled and included in its submission.

12. Should total hours for all 6 years be included in attachment 12 or just year 1?

Answer: Hours should be included for all 6 years. The purpose of this form is to define the cost components of each deliverable, irrespective of the year it is delivered.

13. What is a unit?

Answer: Many deliverables, such as the Monthly Progress Reports, will be delivered multiple times. In this example, a unit would be one monthly report.

14. Are there any instructions or examples of completed forms available?

Answer: All instructions and examples available are included in the Solicitations and/or the Bidders Library.

15. The staff of one of our faculty members working on a proposal to be submitted under Solicitation #15-10609 has asked about the Attachment 12 cost form. Our PI is required to come up with hourly rate figures for each person, but is uncertain as to what to do with this information in the columns starting row 16 down. It is assumed that he needs to figure out what hours each staff member and consultant will use towards each deliverable for columns C,D, and E, but is uncertain as to where to list the rest of the staff costs and what is meant by units. I also confirmed that the consultants listed in the attached budget are outside consultants and not University employees. When you have a moment, can you confirm whether these individuals should be listed in this section of the Cost Form?

Answer: All staff must be included on Attachment 12, regardless of their employment status. All hourly rates must be fully loaded, including all of the costs including operating expenses, labor, transportation/travel costs, mileage or per diem expenses, equipment costs, supplies, annual inflation costs/rate adjustments, profit margin, taxes, shipping, etc. Many deliverables, such as the Monthly Progress Reports, will be delivered multiple times. In this example, a unit would be one monthly report.

16. It is assumed that the Discretionary hours are staff hours used that are not consultant hours. In the attached example, our PI assumes 80 discretionary hours and listed consultant hours for columns C-H. When you have a moment, can you confirm whether the cost form is being formatted correctly. If you have an example of a completed costs form available, would this be a form you could share?

Answer: All staff must be included on Attachment 12, regardless of their employment status. Discretionary Hours are the total hours required for the deliverable. This should equal the sum of each of the hours columns for included stuff. An example of a completed cost form is not available.

17. Are you requiring Attachment 13 (Sample State Contract and Exhibits) to be completed and included in the proposal submission? This Attachment is not listed in the Administrative Section list of attachments. If required, please confirm the section for which we should include it.

Answer: Proposers must thoroughly review Attachment 13 prior to submission. Attachment 13 should **not** be included in the proposal, however it will be included in the final agreement and will be binding.

18. Must the unanticipated tasks allocation be included within the $4M proposed total? If so, and we must allocate $100K for this category, does the $100K include the 15% indirect cost charge?

Answer: Yes, the unanticipated tasks must be included within the maximum budget. The 15% indirect would be based on the total budget submitted, including the unanticipated tasks.

19. Please advise regarding the data for the Unanticipated Tasks budget category per the solicitation instructions below. As these tasks are unanticipated, how do we identify who will complete the tasks which will then permit us to provide the hourly rate given that we propose 15 staff with widely varying hourly rates? Can we show this as TBD for columns 1-6?

> ***Deliverable 11: Unanticipated Tasks***
>
> *The State may add an additional amount in the contract for unanticipated tasks. In the event that additional work must be performed which was wholly unanticipated, and which was identified in neither the State's solicitation document nor the Vendor's bid submitted in response thereto, but which in the opinion of both parties is necessary to the successful accomplishment of the general scope of work. These tasks will be billed at the Contractor's average hourly rate.*
>
> > *Target Date for Completion: The Unanticipated Tasks deliverable is ongoing and shall be billed quarterly through the delivery of the final invoice.*

Answer: It is not necessary to include hours for the Unanticipated Tasks deliverable. Total Contract Cost is the only column needed to be included for this deliverable. Please see Section 3, Cost Proposal which says, in part: Proposer shall budget 5% of total base project cost or $100,000, whichever is less, for unanticipated tasks.

20. Where do we propose the non-staffing allocations, (e.g., supplies, travel, etc.). The Attachment 12 Cost Form captures only personnel related costs.

Answer: Hourly costs must be fully loaded and include all non-staffing costs. As stated in Attachment 12: Cost Form: "The Proposer further understands that the above quoted rate(s) must include all of the costs including operating expenses, labor, transportation/travel costs, mileage or per diem expenses, equipment costs, supplies, annual inflation costs/rate adjustments, profit margin, taxes, shipping, etc."

21. The Workplan Narrative includes specifying costs for each deliverable. Is there any other budget narrative or justification required?

Answer: No formal budget narrative or justification is required. If the Proposer believes the cost for a specific deliverable would benefit from an explanation or justification, it may include that in the Workplan Narrative.

22. It appears that there is conflicting information from the LGBTQ Technical Assistance Provider RFP, subsequent FAQs, and an addendum that I would like to clarify regarding References and Letters of Support. In the RFP it notes that 3 references are to be submitted via the completion of attachment 4 provided in the RFP. In the scoring rubric there is no mention of letters provided by each reference or Reference letters. However on page 12 number 55 of the Q&A document dated 9/24/15 there is a question to whether or not letters from each of the three references are required, to which the response is yes. **Can you please confirm whether or not letters from each of the three references are required ALONG with the completion of attachment 4?**

Answer: Written Letters of Reference are not required.

23. For the African American TA Provider Solicitation, are work samples allowable as additional attachments?
Answer: Yes. Prior work samples may be included as an appendix.

I reworded the requestors point so it appears as a question.

24. On p. 40 the instructions state there is a 5 page limit and that an org chart should be included (apparently within the 5 page limit). On p. 31 some additional criteria are noted that suggests these factors should be addressed in this 5 page narrative. (Side note: the inclusion of the org chart reduces the space available to address this content.) On p. 46 the scoring on this section provides additional details about what one should include to maximize scoring but it indicates a 10 page limit and adds the suggestion of going into detail perhaps about prior projects which is difficult to do in the 5 page limit.

Which set of instructions should we use to complete the narratives?

Answer: Each section has its own page limits. Proposers should ensure that the response fulfills the directions provided in all sections referenced. Along with the page limits, please note that the supporting information has no page limit.

Statewide Evaluator:

25. In regards to Statewide Evaluator Solicitation please confirm the overhead cap. Please confirm the percent of overhead or indirect costs that can be charged to the project.

Answer: The funding for CRDP is provided by state Mental Health Services Act funds and is administered according to state guidelines not federal. 15% is the cap for overhead expenses.

Technical Assistance Provider:

Capacity Building Pilot Project:

26. For the Capacity Building Pilot Project should a budget be prepared for just the first six months of the capacity building pilot project phase or the duration of the contract?

Answer: Prepare the budget for the first six months of capacity building. The CBPPs will develop IPP budgets during the capacity building stage.

Implementation Pilot Project:

Questions 27/27a.b. to 28 are from the same requestor. Please note the continuity and relatedness of each question.

27. It appears no entity shall be awarded multiple CRDP Phase 2 grants/contracts. Is this exclusion only for private legal entity, a single local government or a single UC, CSU or community college campus?

Answer: No, the one contract rule applies to all applicants. Non-profit community based organizations must be private legal entities in order to be eligible.

a. Thus allowing non-profit community based organizations to potentially submit and receive multiple bids?

Answer: No, the one contract rule applies to all applicants. Non-profit community based organizations must be private legal entities in order to be eligible.

b. If no entity will be awarded two contracts, however, a single entity may hold subcontracts from multiple prime contractors within a single contractor/grantee level?

Answer: That is correct.

28. May the second proposal be submitted by a collaborating prime contractor acting on behalf of the program developer? Thus allowing the developer/CBO to subcontract with the Prime Contractor to facilitate the CDP in its entirety? Would a description of the CDP be necessary?

Answer: The CDP must be described. As stated in the response to FAQ September 17, 2015, Question 14:

"The 'one contract' rule is intended to insure that funding is spread among a large number of qualified organizations. Proposers should not include proposed subcontractor relationships counter to this intent."

The hypothetical situation pondered in this question would appear to violate this principle. The ability to hold multiple subcontracts within a level was allowed to ensure that successful contractors and grantees have a sufficient pool of subcontractors to draw from. Proposers should not submit complex prime and subcontractor relationships that circumvent OHE's intent to spread the awards among a large number qualified organizations.

29. I am applying for the IPP program. I understood that the letters of support were to come primarily from community members, but the most recent FAQ's mention that 2 of the letters should be from organizations. Is that true for IPP applications, or only for TA Provider applications? Please see below. Thank you!

Answer: The answers in the FAQs are in reference to the TA Provider applications. The IPP solicitation asks for: "Evidence of strong support by the community that you serve, including but not limited to financial support, and volunteer support by client/consumer/family members, and testimonials and *letters of support by members of the community*."

30. Regarding Letters of Support for IPP grants, should all letters have to come from the population served (i.e., service participants) or should some come from members of the community who are professional service providers with whom the project collaborates?

Answer: Letters of Support must come from members of the population served. Collaborating professional service providers could generally be used as References.

31. Is there a limit of only three (3) letters or can additional letters be submitted with the proposal if the information in the form on Attachment 6 is completed for each letter?

Answer: We will only accept three (3) letter of support. If more than three letters are submitted, only the first three will be evaluated.

32. There is confusing information about whether DVBE is a requirement under the CRDP solicitations or not, and whether there are preference points. Could you kindly clarify if it is a requirement or not. And, if there are preference points, what are they (because points are stated for Small / Microbusiness & Non-Small Business Subcontractor, but there does not seem to be mention of DVBE, either on page 38 (of the African American TA Provider solicitation) or the relevant attachments.

> ***REFERENCE: On page 16 of the Bidders Conferences: Q&A Sessions, <u>released on 9/17,</u> it states:***
>
> ***15.*** *On page 66 of the technical assistance provider solicitations, there is reference to Disabled Veterans Business Enterprise participation. Is this a requirement for the technical assistance provider solicitation? If so, what is the minimum percentage for participation?*
> ***Answer:*** *CDPH supports the state goals of ensuring that Disabled Veterans Business Enterprises have adequate opportunity to participate in the state's procurements. However, it is not a requirement. Preference points will be awarded to proposers that meet these requirements as specified in the solicitations.*
> ***However, on page 3 of California Reducing Disparities Project Phase 2 Questions & Answers from OHE.Solicitations. (<u>Posted 09/24/2015</u>), it states:***
>
> ***11.*** *If we are not participating in the DVBE, then how should we answer the two questions under # 4 in Attachment 7? Do we mark Yes to "I certify that I have read and understand the requirements of DVBE participation and understand my obligations in regard to DVBE. I also understand that failure to meet the requirements of the DVBE will cause my proposal to be rejected before evaluation." and no to "DVBE Incentive Participation??"?*
> ***Answer****: That would be a correct response.*

Answer: Small/Microbusiness and DVBE participation is not required. Proposals including Small/Microbusiness participation are eligible for up to 5% preference points, relative to the highest scoring proposal submitted by an entity other than a certified small business. No preference points are included for DVBE participation.