



DEPARTMENT OF MENTAL HEALTH

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REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ) NO. DMH030719B1 MENTAL HEALTH SERVICES ACT

ADDENDUM NO. 1 – PROPOSERS' QUESTIONS AND ANSWERS RELEASED ON THURSDAY, MARCH 21, 2019

Question #1: We received the correspondence regarding the MHSA RFSQ, but it was addressed to an individual no longer with our agency. How can we update our contact information?

Answer: If your agency is reapplying, simply enter the correct/updated contact information. We will ensure your agency's contact information is updated in our database.

Question #2: What is a Legal Entity? Does the current Master Agreement qualify as a Legal Entity?

Answer: Legal Entity Contracts with LACDMH are Short-Doyle / Medi-Cal (SDMC) contracts authorized by California's Community Mental Health Plans (MHPs) to provide specialty mental health services. A current Master Agreement is not a Legal Entity Contract.

Question #3: We are a current Legal Entity Provider. Do we only submit Appendix K, without any of the attachments, letters of reference, table of contents, etc.?

Answer: Yes, current Legal Entity Providers do not need to submit a Statement of Qualification (SOQ) narrative. Only the RFSQ MHSA Statement of Qualifications Form (Appendix K) is required. The RFSQ MHSA SOQ Form (Appendix K) does not need to be in a binder and only one copy is required.

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Question #4: As a current Legal Entity Provider, we are submitting only Appendix K. Do we have to hand deliver, or can we send via US Mail or email?

Answer: Current LACDMH Legal Entity Providers may send Appendix K via e-mail to SolicitationsTeam@dmh.lacounty.gov.

Question #5: We received the notice regarding the MHSA RFSQ. Our agency already has a Master Agreement with LACDMH. Do we need to do anything?

Answer: All current MHSA Master Agreements expire on June 30, 2019. If you wish to continue being a LACDMH MHSA Master Agreement holder, you need to apply to RFSQ No. DMH030719B1.

Question #6: What is the WebVen ID Number?

Answer: Please refer to Sections 1.4.2 (Proposer Minimum Mandatory Qualifications) and 1.10 (Mandatory Requirement to Register on County’s WebVen) of the RFSQ.

Question #7: What does this mean, “SOQ responses will be used to qualify multiple contractor to enter into MHSA Master Agreement with LACDMH. There is no funding allocation for the MHSA Master Agreement.” Please clarify what this means.

Answer: The objective of this RFSQ process is to secure qualified proposers to provide mental health services as referenced in Section 1.1 (Scope of Work). Interested proposers must meet the Minimum Mandatory Qualifications (Section 1.4 of the RFSQ). The MHSA Master Agreements may be executed with qualified entities based on the service category(ies) identified in the SOQ Narrative and SOQ Form (Appendix K). The execution of the MHSA Master Agreement does not guarantee that an entity will be used by the County nor guarantee any minimum or maximum amount of utilization of services. Please refer to Section 1.6 (MHSA Master Agreement Process) in the RFSQ.

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Question #8: Page 25 of the RFSQ specifies that the completed application must be hand-delivered. Please expand on this: would delivery by FedEx or UPS meet this requirement? Would a private courier service be preferred?

Answer: If your agency does not have a current Legal Entity Contract with LACDMH, please refer to Section 2.7 (Preparation and Format of SOQ) and Section 2.8 (SOQ Submission). FedEx or UPS deliveries will not be accepted. Private courier or agency representative may deliver the proposal.

Question #9: We do not have experience providing mental health services for LACDMH. However, we have experience providing mental health services under other funding sources. Are we still eligible to apply for this opportunity? Also, what if we have only had two 2 funders that have funded our Mental Health services—do we still need 3 letter of reference?

Answer: Please refer to Section 1.4 (Proposer Minimum Mandatory Qualifications, Section 1.6 (MHSA Master Agreement Process), and Section 2.7 (Preparation and Format of the SOQ). The minimum three (3) letters of reference are required for all programs. If your agency does not meet this MMQ at this time, your agency may apply when the MMQs are met as this RFSQ is open and continuous.

Question #10: Does the letters of references need to come from funding agencies who awarded applicants with contracts to deliver categories of services stated in RFSQ or does the letters come from community partners who can attest to applicant’s experience with providing categories of services?

Answer: Signed letters from community partners are acceptable. Please refer to Section 2.7.3 (Proposer’s Qualifications). Signed letters of reference must attest your agency has a minimum three (3) years in the last five (5) years providing same or similar scope of services as referenced in Section 1.1 (Scope of Work).

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Question #11: Appendix H – Sample MHSA Master Agreement, section 8.24.4 Unique Insurance Coverage requires Technology Errors & Omissions Insurance. Please provide additional information as we price out the costs of this insurance.

Answer: For the purpose of this RFSQ, County is waiving the insurance requirements contained in Appendix H, Sample Master Agreement. However, the insurance requirements will not be waived for a Request for Services Solicitation or Work Order Solicitation. Please refer to Section 1.6 (MHSA Master Agreement Process), Section 1.14 (Indemnification and Insurance), and Proof of Insurability in Sections 2.7.5 and 3.1.3 of the RFSQ.

Question #12: Can the deadline be extended if we are not able to complete the required documentation?

Answer: As referenced in Section 1.7.3 (MHSA Master Agreement Term) and Section 2.3 (RFSQ Timetable) of the RFSQ, LACDMH will continuously accept SOQs throughout the duration of the MHSA Master Agreement.

Question #13: We are wondering what constitutes a prospective proposer reference (exhibit 6) and list of contracts (exhibit 7).

Answer: As an agency interested in LACDMH’s RFSQ for MHSA, your agency is referred to as “prospective proposer.” Please list three (3) references where the same or similar scope of services were provided in order to meet the MMQs stated in the RFSQ. Please refer to Section 1.4 (Proposer Minimum Mandatory Qualifications) and Section 2.7.3 (Proposer’s Qualifications) of the RFSQ. Exhibit 7 shall include a list of your current contracts in which your agency has provided services for the last three (3) years.