



DEPARTMENT OF MENTAL HEALTH

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August 18, 2023

Dear Prospective Applicant:

REQUEST FOR APPLICATIONS FOR UNITED MENTAL HEALTH PROMOTER SERVICES DMH RFA SOLICITATION NO. 07242023B1

QUESTIONS AND ANSWERS ADDENDUM NUMBER ONE (1)

APPLICANT'S QUESTIONS

1. Item 6.4 of Appendix A refers to a Contractor Project Manager, however, this position is not listed under the UMHP Team Members (page 1 of the SOW). Appendix B, Exhibit 7, also does not include the Project Manager.

a. Is the Supervising UMHP meant as a Project Manager equivalent?

Answer: No, the Supervising UMHP is meant to supervise the Senior UMHP and the UMHP and to work closely with the community and the Project Manager.

b. Is the Project Manager a standalone position and if so, can it be added to the budget and funded by this opportunity?

Answer: No, the Project Manager is not a standalone position. The Project Manager should be a licensed individual who will be responsible for the entire project and the point person for the Department. This position is part of the budget for the project.

2. Page 6 of 13 of Exhibit K refers to subcontractors and third parties. Are contractors expected/required to include subcontractors in their applications? If so, does subcontracts must also have an executed Master Agreement under MHSA?

Answer: No, Applicants are not required or expected to include subcontractors in their applications.

3. Are there percentage limits/recommended amounts for Flex Funds/Client Supports? Considering the expectation to provide 200 participants with safety net funding, should contractors make budget estimates based on allowable expenses per participant's reasonable allowable purchase limits (page 89 of Appendix A)?

Answer: Yes, all utilization of client support services should be done in consideration of the reasonable and allowable purchase limits in Attachment A. These funds should be used only when necessary and when all other resources have been explored and exhausted. We would suggest this funding not exceed ten percent of the budget, before administrative overhead.

4. Item 8.6.2.2 of the RFA (page 19) refers to Letters of References from "agencies that have worked with the Applicant where the same or similar scope of services was provided." Organizations that "worked with the applicant" might have been partners/subcontractors or information collaborators. Would letters from such entities be welcomed or is LACDMH expecting letters from contractor's funders?

Answer: Yes, letters of References from such entities are acceptable.

- a. Can Academic Institutions/School Districts, Hospitals or Elected Representatives that have worked with applicants provide letters of recommendation?

Answer: Yes.

5. In October 2022, we had received a notification from LA County informing us that the County would no longer be enforcing contracting requirements for weekly testing of unvaccinated exempt Contractor Personnel as required by Chapter 2.212 (COVID-19 Vaccinations of County Contractor Personnel) to Title 2 – Administration, Division 4 – Miscellaneous, of the Los Angeles County Code. Was this Exhibit [Exhibit F – COVID-19 Vaccination Certification of Compliance] an old document that should have been removed? Or is the County re-implementing this practice?

Answer: No, this is an old exhibit that is replaced with the exhibit in this Addendum Number One.

6. Which document should be utilized to submit for the Request for a Solicitation Requirement Review by 08/07/23?

Answer: Appendix C (TRANSMITTAL TO REQUEST A SOLICITATION REQUIREMENTS REVIEW) as indicated in the RFA Section 10.1 Solicitation Requirements Review.

7. Item 4.2 asks Applicants to “Submit copies of contracts, informal agreements, program pamphlets, announcements, etc. that substantiate the years of experience, the services provided in LAC, and the populations served.” Sharing contracts we have with other systems/departments/funders would be difficult as they might contain proprietary and/or personnel information. Can this request be limited to contracts with LACDMH?

Answer: Yes, the contracts can be LACDMH contracts. It is up to the Applicant to clearly show that they meet the Minimum Qualifications.

- a. The supportive information requested might cause the application file to be too large to be submitted via email. Could applicants submit these documents through a sharable folder/cloud service, including the link under Section B.1 of the application?

Answer: Yes, as long as these are encrypted files.

8. Item 4.3 asks Applicants to “Submit copies of lease, rent, ownership, etc. that confirms address and use of this site by Applicant.” Per previous question, the size of the final RFA response might exceed email transmittable limits. Could applicants submit these documents through a sharable folder/cloud service, including the link under Section B.1 of the application?

Answer: Yes, as long as these are encrypted files.

9. In the Statement of Work, page 66, Paragraph 5 (Section 1.1) United Mental Health Promoter’s Team, the RFA lists the specific FTE staff the UMHP Team will consist of, namely: 1) Six UMHP’s, 2) One Senior UMHP, 3) One Supervising UMHP, and 4) One Mental Health Clinical Supervisor. If we were to submit a proposal for more than one population listed on the page 67 (e.g. 1.2.1 Ages birth to five and 1.2.3 Older Adults), could the same team work with both populations? Or, instead, would a separate team be required for each population?

Answer: Each application should identify the priority population(s) for this project. The same team can work with both populations as long as the service level requirements are being met.

- a. Also, concerning the UMHP Team, are either of the Supervising staff required to be licensed or certified?

Answer: Yes, the Project Manager/Mental Health Clinical Supervisor is expected to be licensed.

10. Section 4.2 states: Submit copies of contracts, informal agreements, program pamphlets, announcements, etc. that substantiate the years of experience, the services provided in LAC, and the populations served. Will the County want the entire contract submitted to them? Or simply the front page and the signature page?

Answer: The application must include documents that clearly show your agency meets the minimum qualifications.

11. Section 2 (page 1) stated that "...throughout LAC. LACDMH intends to expand the UMHP by contracting for eight UMHP teams in each LAC Supervisorial District for a total of 40 teams." Does the term "expand" means that this initiative is being released in addition to ongoing UMHP efforts or will this be a replacement to the Innovation 2 project funded by LACDMH which currently employs a significant number of Community Ambassadors throughout the County of Los Angeles?

Answer: Yes, this will be in addition to the current UMHP expansion efforts, UMHP will be replacing the Community Ambassador project.

12. Section 8.6.4 states that "The maximum number of possible points will be awarded to the lowest cost application. All other applications will be compared to the lowest cost and points awarded accordingly." Will the County consider the salary/rates for UMHP-equivalent and supervisorial positions when reviewing budget?

Answer: LACDMH will consider the entirety of the budget amount provided in the budget template provided.

- a. Will these rates be made available to proposers?

Answer: No. Rates will not be provided. It is up to each Applicant to determine what the estimated cost for this program is.

13. In reviewing the dates on the above referenced solicitation it is my understanding that there is no final date to submit an application for this proposal. Is that correct?

Answer: Yes, that is correct. The solicitation will close when the needs of the Department are met.

a. Is there a preferred date to submit a proposal by?

Answer: No, there is not a preferred date but Applicants are advised that the solicitation will close as soon as the needs of the Department are met.

14. Can applicants submit multiple proposals for the same Supervisorial District? (Section 8.6)

Answer: No, only one application per Supervisorial District will be accepted. No more than two applications per Applicant will be accepted.

15. On page 21 of the RFP (8.6.4) it says: "The maximum number of possible points will be awarded to the lowest cost application. All other applications will be compared to the lowest cost and points awarded accordingly. However, should one or more of the Applicants request and be granted the preference, the cost component points will be determined as follows: Fifteen percent of the lowest cost proposed will be calculated, not to exceed \$150,000, and that amount will be deducted from the cost submitted by all Applicants who requested and were granted the preference. In no case will any preference be combined to exceed 15 percent of the lowest responsible bid meeting specifications." If applications are accepted on a rolling basis, how will DMH calculate the lowest bid?

Answer: Applications will be evaluated immediately upon receipt and in the order received on an on-going basis. Once eight teams in a Supervisorial District (SD) have been identified, applications for that SD will no longer be considered. This will continue until all SDs have reached the maximum number of teams.

16. How will contractors be distributed across each Supervisorial District? Will each contractor be required to cover the entire geography or will they be focused to distinct geographies (census tracts, cities, etc.)? Or will contractors be distributed by populations of focus? (section 2, page 1)

Answer: Contractors will be distributed according to geographically defined hyperlocal communities at high and highest need within a Service Area and Supervisorial District. This may change according to the needs of the communities.

17. RFP states (Section 4.2 of RFA, section 1.2 of SOW): Target Populations: (a) Ages birth to five, (b) LAC Department of Children and Family Services (DCFS) and/or juvenile justice involved (c) Older Adults (65+), (d) Unhoused population, (e) Transition Aged Youth (TAY), (f) Commercial Sexual Exploitation of Children and Youth (CSECY), (g) Lesbian, Gay, Bisexual, Transgender, Queer and/or Questioning, Plus (LGBTQ+), and (h) Early onset of first-psychotic episode and/or psychiatric hospitalization. For Target Populations: Can we decide which populations to serve, if so, is there a minimum number of focused populations that we must select?

Answer: Yes, your agency can select the populations to serve and there is no minimum number of focused populations that you must select.

18. Can the applicant modify the staffing model to have two Senior UMHPs vs one Senior UMHP and one Clinical Supervisor? (section 1.1 of SOW)

Answer: No, staffing should not be adjusted, the Project Manager is expected to be a licensed individual. All UMHP should have lived experience.

19. Can the Applicant modify the staffing model to have a Program Supervisor (no clinical background) and a Clinical consultant vs a dedicated Clinical Supervisor? (section 1.1 of SOW)

Answer: No, staffing should not be adjusted, the Project Manager is expected to be a licensed individual. All UMHP should have lived experience.

20. As there is no direct service component to the scope of work described in the RFA and the promoters are not licensed clinicians, why is the Clinical Supervisor position required? (section 1.1 SOW)

Answer: Through the years in the Department working with Peers, along with the past five years with the Community Ambassador project, it was learned the support of a Mental Health Clinical Supervisor is best for the staffing pattern for support of staff doing the work defined by this program.

21. Are Applicants able to subcontract for program delivery and/or training components? (Exhibit 7)

Answer: Applicants are not considered Contractors until they have been awarded a contract. The requirements of the Contract may not be subcontracted by Contractor without the advance approval of the County in accordance with Paragraph 8.40 Subcontracting of the Sample UMHP Contract (Appendix A).

22. Does the “client supports” line item include expenses for food during events/workshops? (Exhibit 7)

Answer: Yes, within reason, and in consultation with the Department, you may use these funds and/or administrative costs to support these events. These expenses should be used for client and community member engagement and not for staff or staff events.

23. When will DMH announce awards? (section 1 of RFA – Timeline)

Answer: Individual awardees will be notified upon completion of application review. As this is an open continuous solicitation and will remain open until the needs of the Department have been met, awards will be completed on a flow basis.

24. When will program begin? (section 1 of RFA – Timeline)

Answer: The program will begin immediately upon contract award.

25. Will there be ramp-up time/start up? (section 1 of RFA – Timeline)

Answer: The Department understands that when starting up new programs, implementation may start slowly. The Department will work with awardees in implementing their programming.

The following revisions are being made to the RFA:

Appendix A (Sample UMHP Contract) Paragraph 8.60 COVID-19 Vaccinations of County Contract Personnel shall be deleted in its entirety and replaced by the following:

1. At Contractor's sole cost, Contractor must comply with all applicable local, State, and federal laws, regulations, orders, policies and requirements that require its staff to be vaccinated against the novel coronavirus 2019 ("COVID-19"). If required by any applicable local, state, or federal law, regulation, order, policy and requirement to do so, all employees of Contractor and persons working on its behalf, including but not limited to, Subcontractors of any tier (collectively, "Contractor Personnel"), will be fully vaccinated against COVID-19 prior to (1) interacting in person with County employees, interns, volunteers, and commissioners ("County workforce members"), (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract (collectively, "In-Person Services").
2. Contractor Personnel are considered "fully vaccinated" against COVID-19 two (2) weeks or more after they have received (1) the second dose in a 2-dose COVID-19 vaccine series (e.g. Pfizer-BioNTech or Moderna), (2) a single-dose COVID-19 vaccine (e.g. Johnson and Johnson [J&J]/Janssen), or (3) the final dose of any COVID-19 vaccine authorized by the World Health Organization ("WHO").
3. Prior to assigning Contractor Personnel to perform In-Person Services, Contractor must obtain proof that such Contractor Personnel have been fully vaccinated by confirming Contractor Personnel is vaccinated through any of the following documentation: (1) official COVID-19 Vaccination Record Card (issued by the Department of Health and Human Services, CDC or WHO Yellow Card), which includes the name of the person vaccinated, type of vaccine provided, and date of the last dose administered ("Vaccination Record Card"); (2) copy (including a photographic copy) of a Vaccination Record Card; (3) documentation of vaccination from a licensed medical provider; (4) a digital record that includes a quick response ("QR") code that when scanned by a SMART HealthCard reader displays to the reader client name, date of birth, vaccine dates, and vaccine type, and the QR code confirms the vaccine record as an official record of the State of California; or (5) documentation of vaccination from Contractors who follow the CDPH vaccination records guidelines and standards. Contractor

must also provide written notice to County before the start of work under this Contract that its Contractor Personnel are in compliance with the requirements of this section. Contractor must retain such proof of vaccination for the document retention period set forth in this Contract, and must provide such records to the County for audit purposes, when required by County.

4. Contractor will evaluate any medical or sincerely held religious exemption request of its Contractor Personnel, as required by law. If Contractor has determined that Contractor Personnel is exempt pursuant to a medical or sincerely held religious reason, the Contractor must also maintain records of the Contractor Personnel's testing results. The Contractor must provide such records to the County for audit purposes, when required by County. The unvaccinated exempt Contractor Personnel must meet some or all of the following requirements prior to (1) interacting in person with County workforce members, (2) working on County owned or controlled property while performing services under this Contract, and/or (3) coming into contact with the public while performing services under this Contract, as determined by LACDMH:
 - a. Test for COVID-19 with either a polymerase chain reaction (PCR) or antigen test has an Emergency Use Authorization (EUA) by the FDA or is operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services. Testing must occur at least weekly, or more frequently as required by County or other applicable law, regulation or order.
 - b. Wear a mask that is consistent with CDC recommendations at all times while on County controlled or owned property, and while engaging with members of the public and County workforce members.
 - c. Engage in proper physical distancing, as determined by the applicable County department that the Contract is with.

A completed Exhibit F (COVID-19 Vaccination Certification of Compliance) is a required part of any agreement with the County.

Appendix A - Exhibit F (COVID-19 Vaccination Certification of Compliance) is deleted in its entirety and replaced with Exhibit F-2 (COVID-19 Vaccination Certification of Compliance) as attached hereto and incorporated by reference.

Except for the revisions contained in this Addendum Number One, there are no other revisions to the RFA. All other terms and conditions of the RFA remain in full force and effect.

Thank you for your interest in contracting with the County of Los Angeles.

Sincerely,

Yanira Yeh
Contract Development and Administration Division

c: Robert Byrd, Psy.D.
Wendi Tovey, LCSW
Stella Krikorian
Otilia Holguin

COVID-19 Vaccination Certification of Compliance

I, _____, on behalf of _____,
(the "Contractor"), certify that on County Contract ENTER CONTRACT NUMBER AND NAME:

☐ All Contractor Personnel* on this Contract are fully vaccinated as required by all applicable local, state, and federal laws, regulations, orders, policies and requirements that require its staff to be vaccinated against the novel coronavirus 2019 ("COVID-19")

☐ Most Contractor Personnel* on this Contract are fully vaccinated as required by all applicable local, state, and federal laws, regulations, orders, policies and requirements that require its staff to be vaccinated against COVID-19. The Contractor or its employer of record, has granted a valid medical or religious exemption to the below identified Contractor Personnel. [LIST ALL CONTRACTOR PERSONNEL]:

*Contractor Personnel includes subcontractors.

I have authority to bind the Contractor and have reviewed the requirements above and further certify that I will comply with said requirements.

Signature

Date

Title

Company/Contractor Name