



# DEPARTMENT OF MENTAL HEALTH

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September 9, 2024

Dear Prospective Vendor:

## REQUEST FOR SERVICES FOR EARLY PSYCHOSIS INTERVENTION – LOS ANGELES (EPI-LA) DMH RFS SOLICITATION NO. DMH08082024B1

### QUESTIONS AND ANSWERS ADDENDUM NUMBER ONE (1)

#### VENDOR'S QUESTIONS

##### RFS Document:

- 1) RFS - Early Psychosis Intervention-LA (**Subsection 2.2 (page 2)**): LACDMH seeks to award one (1) contract per LAC Service Area (SA) for SAs 1, 6 and 8. The estimated annual budget amount per contract is anticipated to be \$800,000 per year.

**Question A:** Can an agency propose a higher contract amount to cover the staff called for in the RFS, along with non-labor overhead costs?

**Answer A:** No, additional funds are not available for this program at this time.

**Question B:** Can an agency propose a lower staffing level that can be supported by the \$800,000 contract amount while fulfilling the SOW and performance measures?

**Answer B:** Yes, lower staff level can be proposed, but will be scored accordingly. If/when other bidder(s) accept the current staffing levels and funding amounts, these will be scored higher.

- 2) Regarding [RFS] Proposal Requirements and Evaluation page 17, Section 8:

**Question:** Are there any formatting or font requirements for the submission? Can you confirm submissions are single spaced?

**Answer:** No, there are no formatting or font requirements, but all items must be legible.

3) Regarding Proposal Requirements and Evaluation page 17, section 8:

**Question:** Should we number pages sequentially throughout submitted pdf document?

**Answer:** Yes, pages must be numbered sequentially throughout the document.

4) Regarding Proposer's Background and Experience page 18 (Section B.1):

**Question:** Can you confirm that for Section B Attachments, the only document that is *required* is a copy of lease/proof of site control in the service area?

**Answer:** Confirmed. The only document(s) that are required are copies of lease/proof of site control in the proposed Service Area. All other requirements will be verified by LACDMH.

5) For Sections C.1 and C.2 (pages 20-21):

**Question:** When supportive documentation such as flyers, announcements, etc. may be provided, in what section do we place this documentation?

**Answer:** Supporting documentation must be attached in sequence after the section it is supporting.

6) Regarding page 3 RFS, Paragraph 4.5 "LACDMH will verify that an annual fiscal viability assessment has been conducted in the last 12 months":

**Question:** Can you confirm that there is nothing for the bidder to submit here?

**Answer:** Confirmed. Submission is not required as LACDMH will verify.

7) Regarding RFS page 18, 8.5.3.1 Proposer's Background and Experience (Section B.1):

**Question:** How many pages of content can we write to document our background in the services to be provided? There was very little in the Minimum Mandatory Requirements that required a specific submission or response.

**Answer:** There is not a page limit for this section as Proposer must submit the required documentation requested to substantiate they meet the Minimum Mandatory Requirements. This will vary amongst all Proposers.

**STATEMENT OF WORK (Exhibit A):**

8) **Question:** Is there any desired or maximum length of stay for services?

**Answer:** Clients are recommended to be enrolled in services for a minimum of 2 years, but the maximum length of services is 5 years per State Regulations.

9) Appendix A - Early Psychosis Intervention-LA (Exhibit A -Statement of Work), **Subsection 6.4.2.6 (page 8):** In one place the County referenced a Parent Partner. In another (Page 8 of the SOW,) it is called a "Peer Specialist with experience with a family member."

**Question:** Please clarify these titles and which the County would like us to incorporate.

**Answer:** LACDMH requires a Peer Specialist and a Parent Partner to be included with each team.

10) Appendix A - Early Psychosis Intervention-LA (Exhibit A -Statement of Work), **Subsection 4.3.2 (page 3):** Screening of clients referred to EP team within two (2) business days of referral using approved interview and screening tools. All clients screened will be recorded on the Monthly Referral In/Out log.

**Question:** How will referrals be made to the EPI-LA program? Who will be the referring entities?

**Answer:** Outreach is a key component of this model. EPI-LA Contractors will receive referrals from schools, outpatient mental health providers, hospitals, urgent cares, social services, juvenile justice, and others, but outreach by the Contractor is a key requirement in order to yield referrals in the awarded Service Area.

11) Appendix A - Early Psychosis Intervention-LA (Exhibit A - Statement of Work), **Subsection 6.4.2 (page 7):** Based on standard expected staff productivity levels, the 9.5 FTEs called for in the RFS [SOW] would generate revenues (based on the County's current fee for service rates) that far exceeds the \$800,000 contract amount.

**Question A:** Can an agency propose a higher contract amount that is supported by the estimated revenue production of the 9.5 FTEs?

**Answer A:** No, additional funds are not available for this program at this time.

**Question B:** Can an agency propose fewer than the 9.5 FTEs based on what will be needed to produce \$800,000 in revenue, as well as fulfill the SOW and performance expectations?

**Answer B:** Yes, fewer than the 9.5 FTEs can be proposed, but will be scored accordingly. If/when other bidder(s) accept the current staffing levels and funding amounts, these will be scored higher.

12)Appendix A - Early Psychosis Intervention-LA (Exhibit A -Statement of Work), Subsection 6.4.2 (page 7): Based on market compensation analysis, as well as our current rates of pay, the labor and benefits costs alone for the 9.5 FTEs called for in the RFS [SOW] would exceed the “estimated \$800,000” contract amount.

**Question A:** Can an agency propose a higher contract amount to cover the staff called for in the RFS, along with non-labor overhead costs?

**Answer A:** No, additional funds are not available for this program at this time.

**Question B:** Can an agency propose a lower staffing level that can be supported by the \$800,000 contract amount while fulfilling the SOW and performance measures?

**Answer B:** Yes, a lower staff level can be proposed and will be scored accordingly. If/when other bidder(s) accept the current staffing levels and funding amounts, these will be scored higher.

13)**Question:** What size annual caseload (how many clients/families) do you anticipate in each Service Area?

**Answer:** The expected caseload for each EPI-LA program is 35 clients, with an annual total caseload of approximately 50-60 clients, depending on referrals and client retention.

14)**Question:** If the proposer is a current DMH provider of outpatient services, will the EPI-LA program and funding be added to its contract or will a separate contract for the EPI-LA program be developed?

**Answer:** EPI-LA Program awards will be effected through amendments to the current Mental Health Services Legal Entity Contract referenced in Proposer's Minimum Mandatory Requirements Section 4.2.

15)**Question:** Would the EPI-LA program qualify for the county's travel reimbursement as a field-based program?

**Answer:** No, the EPI-LA program does not qualify for the Los Angeles County travel reimbursement.

16)**Question:** If the proposer is part of a behavioral healthcare organization operating in multiple counties, can the Mandatory Minimum Requirements be met with programs provided in another county?

**Answer:** No, Mandatory Minimum Requirements cannot be met with programs provided in another County.

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

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

Sincerely,

Kiki Helland  
Contract Development and Administration Division

c: Debbie Innes-Gomberg  
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