



DEPARTMENT OF MENTAL HEALTH
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October 4, 2024

Dear Bidder:

**WORK ORDER SOLICITATION
FOR TRANSITION-AGE YOUTH DROP-IN CENTER SERVICES
SOLICITATION NO. 08262024B1**

ADDENDUM NUMBER ONE (1)

On August 26, 2024, the Los Angeles County (LAC) Department of Mental Health (DMH) released a Work Order Solicitation (WOS) for the Transition-Age Youth (TAY) Drop-In Center services. This Addendum Number One releases the Questions and Answers.

Thank you for your interest in contracting with LACDMH.

Sincerely,

Janet Betton

Janet Betton
Contracts Development and Administration Division

c: William Tanner
Elizabeth Powers
Stella Krikorian
Otilia Holguin

Attachment (1)

TRANSITION-AGE YOUTH DROP-IN CENTER
Questions and Answers
October 4, 2024

WOS DOCUMENT

1. In the eligibility requirements it states services are required to be open for the past year prior to the solicitation posting.

Although our Drop-In Center is new for us, we do run a 90-day interim supportive housing shelter, providing meals, housing, case management, laundry facilities, etc., would that experience be acceptable for eligibility?

Answer: Yes, if you can substantiate that you have been providing Drop In Center services for one (1) year.

2. In reference to Section 3.0 of the Minimum Mandatory Requirements, our agency holds an executed MHSA agreement and meets the necessary category and focal area. We currently operate a family resource center in SPA 7, which provides the services outlined in Section 3.4 to both families and the TAY population. Additionally, we have multiple funding sources, both private and public, specifically dedicated to serving TAY.

Given that our site is classified as a resource center, would we still meet the criteria to apply as a Drop-In Center under this bid?

Answer: Yes.

3. Regarding the minimum mandatory requirements on pg 3 - 3.3, Bidder must have site control of a brick and mortar Drop - In Center for past one year from 8.26.24. If we're sharing the site with a partner agency and they are the owner of the site, would a letter confirming the partnership suffice as site control?

Answer: Yes.

4. Regarding the extended hours: is it the expectation that the contractor do both the minimum 18 hours during the week and the minimum 12 hours on the weekend for a minimum total of 30 hours OR is it the case that the agency can do either weekday extended hours (at 18 hours) or weekend hours at (12 hours).

Answer: The contractor must do both, a minimum of 18 hours during the week (Monday through Friday) after 3pm, and a minimum of 12 hours on the weekend (Saturday and Sunday).

5. Also please confirm that the minimum required hours (18 or 12) are weekly and not monthly.

Answer: Yes, the minimum required extended hours addressed in Q4 are weekly.

6. Page 4 - 3.3 Bidder must demonstrate they have had site control of a brick-and-mortar Drop-In Center for the past one (1) year from the date of release of this WOS (08/26/2024)

We have owned a building for more than 20 years which we have renovated to provide state-of-the art drop-in services for TAY. Direct services will begin several months prior to the WOS start date. Would this meet the stipulation outlined in requirement 3.3?

Answer: No. While you have had site control for the requisite time, you have not had a Drop in Center in operation for the one (1) year requirement.

7. Is a descriptive narrative required as part of the Work Order Solicitation?

Answer: No.

8. Is the WOS proposal budget meant to be an all-inclusive budget for CSS and PEI. Or do we need to provide two separate budgets for each?

Answer: The WOS proposed budget is meant to be an all-inclusive budget.

9. If an existing funded drop-in center has been approved to have extended hours in the morning, would that still be allowable under this WOS?

Answer: Not for weekdays (Monday through Friday), refer to the SOW, Section 2.0 – Specific Work Requirements, which states, “*Extended hours shall be, at a minimum, eighteen (18) hours with a maximum of twenty-five (25) hours in the evening (after 3pm) Monday through Friday.*” For the weekend (Sat/Sun), LACDMH only requires extended hours be a minimum of 12 hours.

10. Is submitting our existing DMH contract sufficient evidence for demonstrating our ability to meet the requirements of 3.2 and 3.4 in the WOS?

Answer: Yes, but please provide the DMH contract name and number only. LACDMH will look it up.

11. Based on Sections 2.7 and 3.4 in the WOS, is the expectation, once funded, for agencies to provide drop-in services for a minimum of 48 hours M-F and 12 hours Sat/Sun; 60 total?

Answer: Yes, for Monday through Friday normal business hours must be a minimum of 30 hours and extended hours must be a minimum of 18 hours for a total of 48 hours. However, for weekends (Sat/Sun), extended hours shall be a minimum of 12 hours. LACDMH does not stipulate the minimum number of normal business hours for the weekend.

SOW

12. Referencing the SOW document, for the allowable expenses outlined in Section 2.2.1, are the motel/hotel allowance and food gift cards only permissible during extended hours?

Answer: Yes.

13. Referencing the SOW document, regarding the Outreach and Engagement services requirement in Section 2.2.9, are there any specific guidelines on the locations and frequency of outreach activities?

Answer: The outreach and engagement goals are to increase participation at drop-in center during extended hours of operation. Therefore, these activities should all be done during extended hours of operation in locations that are within walking distance and/or transportation limits for pickup/drop-off to the Drop-In Center facility (Example: High School within 1 mile walking distance from facility).

Outreach should be completed at least twice per week, but with no specific minimum amount of time for these activities. The preferred staff are clinical staff and peer specialist/employment specialist. (Example: Passing out promotional materials at a community event during extended hours for one hour is reasonable.)