



## OFFICIAL RESPONSES TO VENDOR QUESTIONS RFA-2023-BMHS-01-PEERS

No.	Question	Answer
1.	<p><b>General</b> Are Peer Support Agency Directors allowed to discuss their proposals with each other?</p>	<p>No. Please see <b>Section 3.3. Procurement Timetable and Contact Information, Subsection 3.3.3.</b> regarding communication about this RFA.</p>
2.	<p><b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.2.</b> Does a periodic trip to a grocery store count as a community outing? What about attendance at a gym or yoga/meditation studio?</p>	<p>Please see <b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.2.</b></p> <p>The activities listed in this section are representational, and not all inclusive. Activities are intended to be community-based for enrichment purposes. Going to a grocery store is not considered for enrichment purposes, however, going to a gym, yoga or meditation is considered for enrichment purposes.</p>
3.	<p><b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.3.2.1.</b> Certificate of Occupancy for Physical Locations: Does the Certificate of Occupancy (CO) need to be issued within a specific date? For example, is a CO from several years ago still valid?</p>	<p>Applicants are required to submit a valid and current Certificate of Occupancy appropriate for the use of the location.</p>



4.	<p><b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.3.2.1.</b> Certificate of Occupancy for Physical Locations: If an applicant cannot locate a Certificate of Occupancy on file with their town/city, and must arrange a building inspection, will proof of a pending inspection suffice if the Applicant is awarded a contract with the understanding that the CO will be submitted as soon as it is procured?</p>	<p>Yes, proof of a pending inspection will suffice until a Certificate of Occupancy is obtained.</p>
5.	<p><b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.3.2.2.</b> Hours of Operation Requirements: Please clarify if the total required number of hours of operation is 44 or 48 hours?</p>	<p>The total required number of hours of operation is 44 hours.</p>
6.	<p><b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.6.3.</b> Are Applicants expected to provide their own distinct Warmline services for their specific region?</p>	<p>Please see <b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.6.3.</b></p> <p>Each Applicant must provide Warmline services; however Applicants may choose to meet this requirement through hired staff, or through sub-contractors approved by the Department.</p>



7.	<p><b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.14.1.</b> Transportation is described as required via “an applicant-owned or leased vehicle.” Does this mean that reimbursement to employees for use of their own vehicle is not permitted for such activities?</p>	<p>Please see <b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.14.1.</b></p> <p>Applicants must transport members, participants, and guests, in a selected Applicant-owned or leased vehicle. Employee-owned vehicles shall not be used to provide transportation.</p>
8.	<p><b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.29.1.</b> Bi-annual Quality Improvement Review: Please clarify if bi-annual refers to twice a year or once every two years.</p>	<p>Quality improvement reviews will be conducted every other year.</p>
9.	<p><b>Section 1.2. Scope of Services, Subsection 1.2.5 Peer Support Services: All Regions, Subparagraph 1.2.5.33.3.</b> Annual Wellness Training: What types of training constitutes wellness training, and does it only need to be offered to staff, or are staff required to participate?</p>	<p>Applicants may provide any training that focuses on an integrated behavioral health and physical health training or other whole health wellness training. Applicants must ensure that wellness training is available to staff annually.</p>
10.	<p><b>Section 1.3. Compensation &amp; Contract Value, Subsection 1.3.2.</b> How were the various amounts of available funds determined?</p>	<p>Available funding was determined according to the following criteria:</p> <ul style="list-style-type: none"> <li>- Number of sites</li> <li>- Utilization, daily stats</li> <li>- Prior year actuals</li> <li>- Programs (respite)</li> <li>- 40% Increase for each region due to available funds</li> </ul>



<p>11.</p>	<p><b>Section 1.3. Compensation &amp; Contract Value, Subsection 1.3.3.</b>  A. Do Applicants need to provide a budget with their proposal or when they are awarded the contract?   B. Are budget templates for this RFA available?   C. What costs associated with the community-based outings can be included in the proposed budget? For example, are transportation costs, entry fees, or picnic supplies allowable?</p>	<p>A. Please see <b>Addendum #1</b>.   B. Please see <b>Addendum #1</b>.   C. Please see <b>Addendum #1</b>. Also, costs associated with community-based outings may include, but not be limited to: transportation, entrance fees, and supplies. Budgeted costs will be subject to approval by the Department, and must be accompanied by supporting documentation.</p>
<p>12.</p>	<p><b>Section 1.5. Mandatory Responses to RFA Questions</b>  A. Should Applicants include their current strategies only or what they propose for the upcoming contract period?   B. How much detail should Applicants provide in order to demonstrate ability to meet the requirements of the RFA; bullet by bullet confirmation that the item can be met, or a narrative explanation of services?   C. Is there a word limit on our responses?</p>	<p>Please see <b>Section 1.5. Mandatory Responses to RFA Questions</b>.   A. Selected Applicants are requested to provide information about their ability and experience meeting the deliverables for All Regions, and Regions 5 or 6 if applicable, described in the Scope of Services.   B. Applicants are required to provide responses in narrative form.   C. There is no word limit.</p>



13.	<p><b>Section 2. Notices</b> Please confirm the various submissions requested in this section apply after a contract is offered and are not required as a part of the initial contract proposal.</p>	<p>Please see <b>Section 2. Notices, Subsections 2.1.1.; 2.3.; 2.4.1.; and 2.5.5.8.</b> regarding documents that need to be submitted with the application.</p>
14.	<p><b>Section 2. Notices, Subsection 2.3. Application Submission, Subparagraph 2.3.1.2.</b> Please provide a general description about the limitations of “10MB,” i.e. approximately how many attachments is that, or can you let us know how to determine the size of attachments?</p>	<p>10 Megabytes (MB) is equal to 10,000 Kilabytes (KB). To find the size of a Word document, click on View, then click on Details. Generally, the size of the document is the last column on the right.</p>
15.	<p><b>Section 3. Application Process, Subsection 3.2. Application Content, Subparagraph 3.2.3.</b> Are resumes requested for key staff, or every staff member of the organization?</p>	<p>Please see <b>Section 3. Application Process, Subsection 3.2. Application Content, Subparagraph 3.2.3.</b>  Resumes must be provided for each individual performing functions identified with this RFA.</p>
16.	<p><b>Section 3. Application Process, Subsection 3.2. Application Content, Subparagraph 3.2.4.</b> Which licenses/certifications/permits are you referring to?</p>	<p>Any local or state fire, health and safety license, certifications or permits, such as certificate of occupancy, as applicable.</p>



<p>17.</p>	<p><b>Section 3. Application Process, Subsection 3.2. Application Content, Subparagraph Section 3.2.6.</b> References for the Applicant: May we use current or former Peer Support Agency (PSA) board members, current or former PSA members/participants, and former PSA employees as references?</p>	<p>Yes. Please see <b>Section 3. Application Process, Subsection 3.2. Application Content, Subparagraph Section 3.2.6.</b></p>
<p>18.</p>	<p><b>Section 3. Application Process, Subsection 3.2. Application Content, Subparagraph Section 3.2.6.</b> Three (3) references for the Applicant. The Applicant must submit three (3) written references from individuals or organizations who have knowledge of the Applicant's ability to deliver services applicable to this solicitation.  Can Applicants use the same references per application, or are separate references required for each application?</p>	<p>Applicants may use the same references for each application submitted.</p>
<p>19.</p>	<p><b>Appendix B</b> The check boxes/fields on Appendix B are not live. Should Applicants hand-write their responses, or is there another preferred format.</p>	<p>Applicants must print and complete the hard copy of Appendix B and/or convert Appendix B to a writable software in order to complete.</p>