



STATE OF CONNECTICUT
DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES
A Healthcare Service Agency

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RFP# DMHAS-CSD-SOR-HCWH- 2018
How Can We Help?

Addendum #3

The Department of Mental Health and Addiction Services (DMHAS) is issuing **Addendum #3** to the “How Can We Help?” RFP.

Questions and Answers

1. On p.4 of the RFP, it is stated “Priority will be given to proposals from the following areas: Danbury, Torrington, Manchester, Enfield, New Britain, Newington, Bristol, New London, Norwich, Meriden, Middletown, and the Route 8 and I-95 Corridors. For other areas, applicants must demonstrate and elaborate fully on the need of the geographic area. Priority will also be given to applicants that include a trained Recovery Coach as a component of their project and budget as well as to organizations that have not received funds from the State Targeted Response (STR) grant.”

a. On p. 6, it states: “**Eligibility.** Pursuant to C.G.S. § 17a-676 only private nonprofit organization and units of local government are eligible to submit proposals in response to this RFP. Also, any organization that has received STR grant funding from DMHAS in the past two years is not eligible for this funding, except as a fiduciary for another organization.”

- b. **Please clarify if organizations that have already received STR funding are 1. Eligible, but not a priority, or 2. Ineligible.**

Answer: Organizations that have already received STR funding can apply but will not be considered a priority, unless they are only serving as a fiduciary. If they are not serving as a fiduciary, they can still apply and may or may not be considered.

2. **The RFP doesn’t include Willimantic, Putnam or Danielson. Will other funding be made available for Northeastern CT?**

Answer: In the clarification that was posted, Putnam *is included* in the I-395 corridor towns. Any other funding that is awarded through a competitive procurement will be announced on the DMHAS website.

3. I see that Windham County is missing in this proposal- it this an error?

Answer: Putnam is included and that is part of Windham County.

4. Is West Haven, CT eligible for this project? I noticed the grant is available for I-95 Corridor towns, so I just want to confirm whether or not West Haven is applicable.

Answer: A correction was posted which clarifies that the “I-95 corridor” should have read “**I-395 corridor**”. Although West Haven was not identified in the RFP as a “priority” area, an applicant may submit a proposal for West Haven with a detailed explanation as to what the needs of the community are as stated in the RFP.

5. Do you require substance abuse license?

Answer: A DPH substance abuse treatment license is not required for this RFP.

6. The RFP states that proposers must possess a valid Business License. We are also request to provide Profit of CT Business Licensure in the Appendix. What specific documentation is being requested? If you are a municipality, do you need to be registered with the Secretary of State?

Answer: Please provide documentation that you are registered to conduct business in the State of Connecticut Office of Secretary of the State. Proposals should just include a printout of the current listing for the applicant agency from CONCORD (the Office of the Secretary of the State’s online verification system, available to the public).
<https://www.concord-sots.ct.gov/CONCORD/online?sn=PublicInquiry&eid=9740>

A Certificate of Legal Existence is also acceptable.

7. Can Local Health Department apply?

Answer: Yes, Local Health Departments are political subdivision of the state.

8. How can you count services to get to the 50 individuals?

Answer: One or more services provided to an individual counts as having served that individual. A minimum of 50 individuals need to be served during the year of this contract.

9. How do you use Peer Support?

Answer: Peer support is a type of support offered by an individual that has experience with the same condition, or in this case illness, as the person being supported. Another term used sometimes is recovery coaching.

10. What does not supplanting other services mean?

Answer: We are assuming that the question relates to this sentence in the RFP: “*SOR funding is not allowed to supplant existing opioid prevention, treatment or recovery support funding in Connecticut*”. This means that the funds allocated to an organization under this procurement cannot replace any other funding to provide the same or similar services for DMHAS.

11. Do you accept proposals from Soup Kitchens?

Answer: Yes

12. The submission requires applicants to provide a “conforming electronic copy of the original proposal.” Do you want the electronic copy on a flash drive, CD, or other format?

Answer: Flash drive is preferable, but CD is also acceptable.

13. Page 5 of the RFP states that the total funding available is \$600,000 annually and contract terms are two years, at the discretion of the Department. To confirm, are you anticipating that applications will propose a one-year program at a maximum total cost of \$75,000, but that proposals of up to two years with a maximum total cost of \$75,000 will be considered? Or are you anticipating two-year projects with a maximum budget of \$75,000 per year (total \$150,000)?

Answer: DMHAS is anticipating two-year projects with a maximum budget of \$75,000 per year (total \$150,000).

14. Page 6 requires that the proposer have a CT business license. For applicants using a fiduciary, does this requirement apply to the fiduciary or the "grassroots" organization who will be doing the majority of the work?

Answer: It applies to the fiduciary. If a fiduciary is being used, it's usually due to the fact that the fiduciary has the business license and the organization doing the work doesn't.

15. Page 20 specifies "proposers must demonstrate sufficient capacity to collect and manage Department-required data regarding admission, discharge, and services performed." Are these data regarding How Can We Help services performed (e.g. meetings with a Recovery coach, connection to community services such as recreation and food, etc.)? Or are these data specific to healthcare services utilized?

Answer: The data collected will be how many individuals were “served” and were they connected to treatment.

16. Will Form #6 – Proposal Cover Sheet and Form #7 – Budget be provided in a Word or Excel format

Answer: Yes, please send a request to Official Contact person at Lillian.Ruiz@ct.gov.

17. Is there a designated format for the submission of a Letter of Intent?

Answer: No, any written communication format that expresses intent to apply is acceptable. The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, and e-mail address.

18. Should a 12 month budget be submitted even though the contract begins December 1st?

Answer: Yes.

19. Is there a specific software system that will be utilized for data tracking on this project?

Answer: No

20. Can you please provide a list of attendees from the RFP Bidders Conference?

Answer: See Attachment A – RFP Conference Attendance Record

21. How can we access a list or more information about current providers in the Middletown area (particularly those funded by DMHAS or the federal funding)?

Answer: Please visit the DMHAS website:

<https://www.ct.gov/dmhas/cwp/view.asp?a=2902&q=335244>

Region 2 includes Middletown

22. Does anything (particular statement, phrasing, etc.) need to be submitted with the application if there is no confidential information included in the application?

Answer: No

23. Does the Proposal Cover Sheet need to be submitted if the agency is already receiving DMHAS funding for other programs at the agency, but the program being proposed for this RFQ would request new funding from DMHAS via this grant award?

Answer: Yes

24. Are the Letters of Reference optional or required? Pg. 21 of the bid contract states “A minimum of 3 must be provided”, however pg. 22 says “if required”? Our agency is currently receiving DMHAS funding for existing programs; I see that page 18 suggests we would not need the reference letters.

Answer: Proposers do not have to submit letters of reference if they are already DMHAS contracted agencies. If an agency is not a current contractor with DMHAS, then they are required to submit 3 letters of reference.

25. Is the “Compliance with Terms and Performance” item (Section 3(g), page 20) something we should be providing a written response to? Or is this something we should factor in to the rest of our written narratives?

Answer: Proposals must indicate applicant’s willingness and understanding of required compliance with Department Agency Terms and Conditions.

26. Would it be possible to receive a copy of the Department Agency Terms & Conditions, or can you direct me to where this document can be found?

Answer: Yes, see Attachment B – Agency Terms and Conditions

27. Is there an option to provide letters of support, particularly if Letters of Reference are not needed? If so, would this benefit our application and where can these letters be included in the application?

Answer: Proposers do not have to submit letters of reference if they are already DMHAS contracted agencies. If an agency is not a current contractor with DMHAS, then they are required to submit 3 letters of reference. It can be included in Section H Appendices.

28. Can you please confirm that the only content required for the LOI is a statement that says we intend to apply + the sender's contact info, including name, postal address, telephone number, fax number, and e-mail address?

Answer: The LOI must clearly identify intent to apply and the sender, including name, postal address, telephone number, fax number, and e-mail address.

29. Can you please provide multiple examples of what can be submitted as Appendix 5: "At least one work product that illustrates the applicant's ability to meet the qualifications for this project."?

Answer: A work product could be a program or procedure that explains or showcases outreach your agency has provided. It could also be something your agency is proud of or that demonstrates what the agency has done. It could be something as simple as a flyer or brochure or something more encompassing such as program policy and procedures for a specific population your agency serves.

30. How is "Appendix 6: Implementation plan" different from the Work plan (number 6 of section F: Main proposal)? Also this appendix is not included in the outline on page 22 is it required?

Answer: Appendix 6 is the Work Plan as described in Section F. Main Proposal Item #6.

31. Can one organization be named as a supporting partner in collaboration with more than one community organization? (ie. each organization would implement the 'How Can We Help?' initiative targeting their individual area; however, the organization serving as supporting partner would serve to train, oversee, and provide harm reduction supplies for each agency/organization that proposes and is contracted to implement the initiative) Likewise, if multiple organizations submit proposals which name said community organization as supporting partner will this potentially disqualify them or lower their priority status?

Answer: No

32. Can one organization serve as a fiduciary for multiple contracts?

Answer: Yes

33. Can a public health department or a taskforce formed by them officially collaborate with a service provider to propose program provision and receive funding; and if so, can they refuse to work with other service providers as a

resource for recent overdose statistics and contact information of individuals who have overdosed?

Answer: Yes, can collaborate with a service provider who would receive funding. No, they cannot refuse to work with other service providers.

34. With the understanding that priority will be given to organizations that have not received funds from the State Targeted Response (STR) grant, if an organization is submitting a proposal with a fiduciary organization who has received funding from the State Targeted Response (STR) grant, will that affect their priority status?

Answer: No

35. Are fillable versions of Forms available?

Answer: Yes, writeable versions will be released to all entities who submitted a Letter of Intent.

Section IV. Proposal Outline:

Please note that a change has been made to **Section IV. Proposal Outline**. **The Proposal Outline included in the Legal Notice is hereby deleted and replaced with the following:**

IV. PROPOSAL OUTLINE

		<u>Page</u>
A.	Cover Sheet	1
B.	Table of Contents	2
C.	Declaration of Confidential Information	Etc.
D.	Conflict of Interest - Disclosure Statement.	
E.	Executive Summary	
F.	Main Proposal.	
	1. Organizational Profile	
	2. Service Requirements	
	3. Staffing Plan	
	4. Data and Technology	
	5. Subcontractors	
	6. Work Plan	
	Identify the project’s milestones and timeline for completion of each. Provide a detailed schedule for the completion of all project activities.	
G.	Cost Proposal	
	1. Financial Profile.	
	2. Budget and Budget Narrative	
H.	Appendices	
	1. Proof of Non-Profit Status	
	2. Proof of CT Business Licensure (Office of the Secretary of State/CONCORD).	
	3. Job Descriptions/Table of Organization	
	4. Letters of Reference (if required)	
	5. Letters of Coordination/Support (if required).	
	6. Work Product.	
	7. Work Plan	
	8. Cover Letters from Previous 3 Audits	

I. Forms

Form #1: Gift and Campaign Contribution Certification

This form must be completed and included in Section I of the proposal.

a. **Form #2: Consulting Agreement Affidavit**

This form must be completed and included in Section I of the proposal .

b. **Form #3: Acknowledgment of Contract Compliance**

This form must be completed and included in Section I of the proposal.

c. **Form #4: Notification to Bidders**

This form must be completed and included in Section I of the proposal. For more information on completion of this report, go to www.ct.gov/chro

d. **Form #5: Employer Information Report**

This form must be completed and included in Section I of the proposal. For more information on completion of this report, go to www.eeoc.gov

e. **Form #6: Proposal Cover Sheet**

This form must be completed and included in Section I of the proposal.

f. **Form #7: Budget**

This form must be completed and included in Section I of the proposal