



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

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RFP# DMHAS-SWS-WOMEN'SREACH-2018

Addendum #1

The Department of Mental Health and Addiction Services (DMHAS) is issuing **Addendum #1** to the Women's REACH RFP.

Questions and Answers

1. *Which CT Business License are you looking for this RFP?*

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>

2. *Are the three women's navigators all full time positions?*

Answer: Yes, all three positions should be full-time.

3. *Is it mandatory for the 3 navigators cited in the RFP to be full-time navigators or could one have some supervisory responsibilities?*

Answer: While it is possible for one Navigator to assume some leadership duties, this should not be their primary function. All Navigators should carry an active caseload with the intention of serving as many women in the community as possible.

4. *Is it mandatory for all 3 navigators to be women who have been in recovery?*

Answer: Yes, being a person in recovery is a key component to this role. In addition to being in recovery, it is also expected that each Navigator is in a place in their personal journey where they feel they can use their personal experience to help others.

5. *How recent was the CAPTA (Child Abuse Prevention and Treatment Act) legislation amended? I have found pertinent materials on line but didn't find anything that was updated later than c. 2016.*

<https://www.acf.hhs.gov/cb/resource/capta2016>

Answer: The most recent update to CAPTA legislation was in 2016.

6. *Finally, Appendix 2 the CT Business license from the Secretary of State. We're not sure what this is? Could you send out a blank form or even just an explanation of what it looks like to help us find it.*

Answer: See answer to question #1

<https://www.concord-sots.ct.gov/CONCORD/online?sn=InquiryServlet&eid=99>

7. *Please provide the list of attendees from the October 18 bidder's conference.*

Answer: See attachment A

8. *Please provide a list of organizations who submitted an LOI.*

Answer: We will provide this information via an addendum after November 9th.

9. *Are applicants to include their work plan both in the main section of the narrative and in the appendix? Or can applicants just refer to the appendix in the narrative?*

Answer: The work plan narrative should be included in the main section and will be included in the page capacity. If you have a supplemental chart or grid to include, it may be included in the *appendix*.

10. *Would DMHAS like the executive summary to be single spaced or 1.5 spaced?*

Answer: The executive summary should use 1.5 spacing.

11. *Are there additional start-up funds above the annual budget or are start-up costs to be included in the annualized budget limit?*

Answer: No additional startup funding is available at this time.

12. *For the work plan, is DMHAS looking for the plan for start-up up to when the program is fully implemented? Or is DMHAS looking for both a start-up plan and the plan for carrying out all program activities during the course of the grant?*

Answer: An ideal proposal would include a work plan that outlined the plan for implementation from time of award as well as sustainability efforts to maintain longevity of the program.

13. *Is there a requirement for recovery navigators to have weekend hours?*

Answer: No, however, an ideal proposal would include a plan for coverage in the event of a crisis outside of normal business hours.

14. *Will DMHAS send out a list of agencies that have submitted a letter of intent or were at the Bidders' Conference?*

Answer: See attachment A for attendance record. List of agencies that submitted a letter of intent will be provided via addendum after November 9th.

15. *Do charts in the proposal need to comply with the 12-point font and 1.5 line spacing guidelines?*

Answer: No.

16. *I'm wondering if you can send me the blank Forms for the Women's REACH Grant proposal?*

Answer: Forms will be provided via email to all applicants that submitted a Letter of Intent.

17. Which CT Business License are you looking for for this?

Answer: See response to question #1

18. Can the department please provide the attendees of the bidder's conference?

Answer: See response to question #7

19. Can the department please provide the agencies who have submitted LOI's

Answer: See response to question #8

20. Where in the application may an agency submit an MOU?

Answer: MOUS are not requested as part of this proposal.

21. Are we able to include vehicle leases in our program budget? With three Women's Recovery Navigators who have to spend at least 70% of their time in the field, we anticipate a lot of travel.

Leased vehicles might make better fiscal sense than mileage reimbursement.

Answer: Yes, that can be determined by the agency and outlined in the proposal.

22. On page 18 of the RFP, DMHAS says proposals must demonstrate that a "sufficient number" of potential program participants are engaged. Is there a minimum number of potential program participants you expect to be engaged by region? If so, can you provide us with those numbers?

Answer: Not at this time.

23. What is a "DMHAS facilitated recovery collaborative"? (Page 19 of RFP)

Answer: Once contracts are established, DMHAS will facilitate a monthly meeting (or learning collaborative) with all the Recovery Navigators. The goal of this meeting will be to share best practices, offer training and support and have a place to share Women's REACH challenges and successes. Participation in the collaborative is mandatory.

24. On page 20 of the RFP, DMHAS says it expects the program to be implemented with "little or no implementation period." What is your definition of a "little" implementation period? In the Proposal Outline, the Work Plan is listed as part of the main proposal and as Appendix 5. In which part do you want it? If it is to be included solely in the Appendices, is there a page limit to the Work Plan?

Answer: Little implementation would speak to the ability of the agency to begin taking referrals and carry a caseload within one month of the contract execution. The work plan narrative should be included in the main section and will be included in the page capacity. If you have a supplemental chart or grid to include, it may be included in the appendix.

25. On page 14 of the RFP, Form #1: Gift and Campaign Contribution is listed as being required prior to contract execution as opposed to with the proposal. Do you still want a completed Form #1 with the proposal, as per the Proposal Outline?

Answer: Yes.

26. The Proposal Outline says that Form #6: Proposal Cover Sheet and Form #7: Budget "must be completed and included in Section I of the proposal." These Forms, however, are

also required as Section A and Section G of the proposal, respectively. Do you still want these two forms included in Section I of the proposal?

Answer: *Yes.*

27. *Will you make the Section I Forms available in Word or fillable PDF format so that they can be easily completed?*

Answer: *Yes, we will provide fillable forms to all applicants that submitted Letters of Intent.*

28. *Are the three women's navigators all full time positions?*

Answer: *Yes.*

29. *May a for-profit entity apply utilizing a non-profit fiduciary?*

Answer: *No, as outlined no subcontracts will be allowed for this program.*

30. *The RFP states no subcontractors; does this include subcontracted individuals to provide services?*

Answer: *Yes.*

31. *The RFP requires a 2-sided format; should the original copy be 2-sided as well?*

Answer: *Yes.*