

**Department of Mental Health and Addiction Services
RFQ #DMHAS-CSD-SOR-MES-2018**

**Pre-Conference Questions and Answers
October 16, 2018**

1. **Question:** What is the preferred method to submit a Letter of Intent?

Answer: With regard to the inquiry on submissions of Letters of Intent, please refer to Section I.C.7. of the Request for Proposal (RFP) below for additional information.

7. Letter of Intent. *A Letter of Intent (LOI) is required by this RFP. The LOI is non-binding and does not obligate the sender to submit a proposal. The LOI must be submitted to the Official Contact by US mail, fax, or e-mail by the deadline established in the Procurement Schedule. The LOI must clearly identify the sender, including name, postal address, telephone number, fax number, and e-mail address. It is the sender's responsibility to confirm the Department's receipt of the LOI. Failure to submit the required LOI in accordance with the requirements set forth herein shall result in disqualification from further consideration.*

2. **Question:** Does the following statement apply to the Mobile Employment Services (MES) RFP as it appears in another State Opioid Response (SOR) 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."?

Answer: No, the aforementioned statement above does not apply to the MES RFP.

3. **Question:** Will the Department share the number of DMHAS funded Recovery Houses, DMHAS funded Halfway Houses and DMHAS Supported Recovery housing in each town?

Answer: Please see information on MES DMHAS Funded Recovery Houses, Halfway Houses and Supported Recovery Housing by town below.

Recovery Houses:

Region 1: CASA, Bridgeport; Regional Network of Programs, Bridgeport

Region 2: Columbus House, New Haven; The Connection, New Haven

Region 3: Community Health Resources, Willimantic

Region 4: Intercommunity, Hartford; Mercy Housing & Shelter, Hartford

Region 5: McCall Foundation, Torrington; Wellmore, Waterbury

Halfway Houses:

Region 1: CASA, Bridgeport

Region 2: None

Region 3: SCADD, New London and Norwich

Region 4: Intercommunity, Glastonbury and Hartford; Youth Challenge, Hartford

Region 5: McCall Foundation, Torrington

Supported Recovery Housing:

Region 1: Pacific House, Stamford

Region 2: Step Up Inn, West Haven; Believe in Me Empowerment Corp., Hamden and New Haven; Stepping Stone House, Meriden and Middletown; Evergreen Family Oriented Tree, New Haven; RHEMA Community Development Corp., New Haven

Region 3: Community of Hope, Groton; ACURE, LLC, New London and Willimantic; Bethsaida Community, Inc., Norwich; Perception Programs, Willimantic; SCADD, Norwich; The Safe House, Willimantic

Region 4: Sober Solutions, Enfield, Manchester, and East Hartford; Community Partners in Action, Hartford; Intercommunity, Hartford; Sober Solutions, Manchester; Coram Deo, New Britain; Vita Pulita House, New Britain

Region 5: Key Recovery Sober Community Home, Torrington; Sober Solutions, Waterbury

4. **Question:** Please confirm that if the applicant is a current DMHAS contractor the applicant does not have to submit letters of reference or a financial audit (appendices 4 and 7).

Answer: Please refer to Section III. C. 2. e. and Section III. D. 1. of the RFP.

e. References: *If you do not currently or have not in the past three years provided contracted services to the Department, at least three (3) reference letters must be included in Section H of the proposal to support the description of your experience in providing these services. Letters must include agency name, contact name, mailing address, phone number and*

email address of the writer. Letters must also include the nature of the writer's relationship with the proposer and the extent of the proposer's provision of services to the writer. **This is NOT** a letter of support. The writer must be able to detail a prior relationship of services provided by the proposing agency.

1. Financial Requirements: Proposers must submit cover letters from their auditor for the last three (3) annual audits of their agency and a copy of their most recent financial audit, included in Section H of the proposal. If less than three (3) audits were conducted, detail must be provided as to why, and any supporting documentation assuring the financial efficacy of the applicant agency should be included (i.e. accountant prepared financial statement, a tax return, etc.).

If the three (3) most recent audits are available via the Office of Policy and Management's EARS system, such may be noted in the proposal and a hardcopy of the audit cover letters need not be provided.

5. **Question:** Will the Department be looking for contractors to provide MES on site at Residential Treatment programs?

Answer: No, Residential Treatment programs are not included in this RFP.

6. **Question:** Please provide a list of all DMHAS facilities where contractors would be expected to deliver services under this RFP.

Answer: Please see question #3 above for a listing of DMHAS contracted facilities that could be served by this RFP. However it should be noted that those responding to this RFP are not expected to serve ALL facilities in their respective regions.

7. **Question:** The RFP states the submission of multiple proposals is not an option with this procurement- does that mean we are limited to proposing to serve only one region?

Answer: Yes.

8. **Question:** If we are interested in providing services in two regions and allowed to make that proposal, can that be included in one proposal?

Answer: Providing services in two regions would constitute two proposals and multiple proposals are not allowed for this RFP.

9. **Question:** On page 18 the outline states that a minimum of 3 references must be provided (under E. Appendices and Forms, 4)- but page 17 states that applies only to those not currently or within the past 3 year having provided services to DMHAS. Which instructions should we follow?

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.

10. **Question:** Could you clarify what is expected under the Work Plan vs. the Implementation Plan?

Answer: The Work Plan and the Implementation Plan can be considered one in the same.

11. **Question:** What are the employment outcomes associated with this program?

Answer: The current DMHAS benchmark for all employment programs is 35%.

12. **Question:** How long is it anticipated that individuals being supported will continue to receive services? The RFP states that a minimum capacity for the year would be to serve 100, which would mean short term services for those being supported.

Answer: Of course turn-around time for individuals being served will vary based on their individual situations but the average time expected is 45-60 days.

13. **Question:** Is the intended budget \$50,000 per year?

Answer: The intended budget is \$100,000 per year.

14. **Question:** What are the benchmarks or outcomes required?

Answer: See question 11 above.

15. **Question:** Is one 40-hour per week FTE required?

Answer: One 40-hour FTE is required however time can be split if necessary to meet the needs of the program.

16. **Question:** Would we be able to check employment outcomes against Department of Labor wage data?

Answer: Currently, we do not have the capabilities to obtain wage data from DOL.

17. **Question:** The RFP states that this project will be funded for two years; is there a plan to fund this project beyond that period?

Answer: Any additional funding beyond the two years is unknown at this time.

18. **Question:** What is the source of funding for this project?

Answer: Funds related to this RFP are federally funded through the Substance Abuse and Mental Health Services Administration.