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|  | **COUNTY OF DANE**  DEPARTMENT OF ADMINISTRATION  **PURCHASING DIVISION**  Room 425 City-County Building  210 Martin Luther King Jr. Blvd.  Madison, WI 53703-3345  608/266-4131  FAX 608/266-4425  TDD 608/266-4941 |  |
| GREG BROCKMEYER  Director of Administration |  | CHARLES HICKLIN  Controller |

DATE: April 18, 2018

TO: All Proposers RFP #118033: Mental Health Feasibility Study

FROM: Carolyn Clow, Purchasing Agent

SUBJECT: ADDENDUM #1

**The following responses are provided to questions received:**

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| *Question #1* | *What will be the county’s role in identifying and engaging stakeholders to provide input to the contractor in performing the assessment and ensuring their availability in a timely manner due to the short project timeframe?* |
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| Answer #1 | The County will provide the Contractor with a list of contacts along with their contact information. If requested by the Contractor, the County can request that these contacts make every effort to prioritize meeting with and providing input to the Contractor. |
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| *Question #2* | *Technical Requirements Section 5.1.2 specifies that the “applicant shall be available to present findings from the report as directed.” Can the County please clarify how many presentations are anticipated and whether these would be in person presentations or could be accomplished via webinar?* |
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| Answer #2 | Since this study is intended to influence the 2019 budget process, it is intended that the Contractor present findings at a time when information is needed for the 2019 budget process, even if these findings are still preliminary. There may be the need for ongoing discussions during the course of the study, however, this would likely not rise to the level of a presentation. Making a presentation in person is ideal and should occur at least once. However, the County is open to the other formats that the Contractor identifies. |
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| *Question #3* | *Technical Requirements Section 5.1.3 specifies “Discussion of what is necessary to implement various recommended options…..” This appears to refer to content of the final report. Can the County please clarify that the “discussion” is part of the final report or how this relates to the overall project?* |
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| Answer #3 | As was mentioned in Question 2 above, because the 2019 budget process is completed according to a prescribed timeframe, discussions between the County and Contractor may be needed to influence 2019 budget decisions. These discussions will likely need to occur prior to the completion of the study. The Final Report should include what is necessary to implement identified options. |
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| *Question #4* | *Will the County ensure that the authors of the 2015 Workgroup Report (attached to the RFP) will be available to the awarded contractor for further discussion and input?* |
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| Answer #4 | The County can provide the Contractor contact information for the author of the attached 2015 Workgroups Report. |
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| *Question #5* | *What data can the County provide directly to the awarded contractor?  In what formats?* |
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| Answer #5 | The County can provide both budgetary and service information for county-funded providers. Information will be both electronic and hard copies. |

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| *Question #6* | *Can the county provide information about the anticipated budget or not-to-exceed amount for this project?* |
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| Answer #6 | The Contractor should provide budget information within it’s proposal response. The maximum amount of funding available is $140,000. |
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| *Question #7* | *Section 1.2.2 Objectives states, “the feasibility of a MH Crisis Restoration Facility…..  will be included in the context of his more thorough examination of available mental health resources.” Does the County expect the contractor to assess feasibility in terms of identifying initial capital or ongoing funding?  Or identify feasible site locations?  Or would “feasibility” be assessed more in the range of the array of existing and needed mental health services?* |
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| Answer #7 | Feasibility pertains to the existing service array and needed behavioral health services. However, estimating initial cost and ongoing funding would ideally be part of the study. |
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| *Question #8* | *Section 5.4 references results for evaluation of wait times for individuals to receive psychiatry, medication management, outpatient therapy, and other services that are provided in both the public and private behavioral health systems.  It also references outcomes comparison to national and state outcomes measurement. Can the County provide information regarding the data sources available to conduct this evaluation, i.e. does the County have data reports with this source information, or will this data need to be solicited from individual providers/agencies?* |
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| Answer #8 | The County is able to provide a limited amount of data reports and can direct the Contractor to some data sources that may be able to provide this information. |
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| *Question #9* | *Our interpretation of the time line is as follows:*   * *The contract starts June 1* * *Draft report is due August 1 (30 days before final report)* * *Final report is due September 1*   *This leaves 2 months to complete all of the work. Is this an accurate interpretation of the time line? Does this require our cost proposal include staff time budgeted for a maximum of 3 months from June through September? How rigid is the September 1 deadline?* |
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| Answer #9 | In order to help inform the 2019 budget process, it is intended that the Contractor share initial findings at a time when information is needed for the 2019 budget process, even if these findings are still preliminary. Timelines for producing a draft and final report should be included in the proposal as is deemed feasible by the proposer. This may include an overall timeline that extends beyond September 1st. |
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| *Question #10* | *The RFP sometimes refers to a review of the mental health system and at other times refers to a review of the mental health and substance use systems. Which one is correct?*   * *If the focus is on both systems, can you provide more information on whether one system should receive more prioritization or if an equally comprehensive review is being sought for both systems?* * *Also, are the unique needs of individuals with intellectual and/or developmental disabilities (I/DD) specifically to be included in the review?* |
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| Answer #10 | The purpose of this study is to explore behavioral health which includes both mental health and substance abuse services. Special attention should be given to the needs of individuals at risk of criminal justice system involvement. No other special populations are identified in the RFP. |
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| *Question #11* | *What is the total budget that has been allocated for the project?* |
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| Answer #11 | The maximum amount of funding available is $140,000. |
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| *Question #12* | *Is the project to encompass all age groups or is the focus on adults?*   * *A comprehensive evaluation of behavioral health services for youth would include child welfare, juvenile justice and schools. If the timeframe for the project is June and July, schools are not is session which would likely inhibit their involvement in the assessment.* * *If we are looking specifically at adults, what is the age range used to classify someone as an adult (e.g. 18 and older) in Dane County? For instance, criminal justice systems in some states are beginning to treat individuals between the ages of 18 to 25 in a different manner than individuals over the age of 26. This is because these individuals are seen as “transitioning young adults” and therefore should be treated differently than juveniles or adults.* |
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| Answer #12 | The primary focus of the study is intended to be adults, age 18 and over. The proposer is free to identify ways in which their approach to evaluating the needs of different subgroups would differ. |
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| *Question #13* | *Are services provided by both Medicaid and Medicare to be addressed?* |
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| Answer #13 | The study should evaluate behavioral health services as they are accessed by all members of the community, including all types of health care funding. This includes Medicaid, Medicare, as well as services covered under commercial insurance. |
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| *Question #14* | *Are social services and integrated health and dental services provided by federal, state, county, city, private non-profit, and faith-based community to be addressed in the gap analysis?* |
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| Answer #14 | The purpose of this study is to explore behavioral health which includes both mental health and substance abuse services provided by any entity in Dane County. |
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| *Question #15* | *Are mental health, substance abuse and general health and social services provided by law enforcement, the criminal justice system and juvenile justice system to be reviewed and addressed?* |
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| Answer #15 | The service systems that provide behavioral health services should be a part of this study, no matter who provides or funds the services. |
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| *Question #16* | *The 2015 Criminal Justice Workgroups unanimously recommended expanding and standardizing data collection practices to enable the disaggregated data by race, gender and ethnicity. The availability of these types of disaggregated data would greatly facilitate many of the research analyses that are required by the RFP.*   * *Were any data standardization measures implemented after the 2015 workgroup and would they be available for the project study?* * *Under the Length of Stay Recommendation section, certain data collection recommendations had timelines for their implementation. Were any mental health/substance use measures implemented and would they be available for the project study?* |
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| Answer #16 | Data developed in response to the recommendations from the 2015 Criminal Justice Workgroups Report can be found at this website: <https://cjc.countyofdane.com/Data-and-Dashboards>. Under current procedures, additional requests for data will need to be submitted to the Dane County Criminal Justice Council. Mental health/substance use measures within the criminal justice system have not been implemented. |
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| *Question #17* | *In Section 2.6, the last sentence is in bold and states that proposers must submit one complete electronic copy in MS Word or PDF format burned to a CD or DVD. However, the cover sheet’s special instructions gives the option of a flash drive as well. Can the Purchasing Division confirm that flash drives are acceptable for submission?* |
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| Answer #17 | Flash drives are acceptable. |
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| *Question #18* | *Can the Purchasing Division describe the standard quantitative calculation mentioned in Section 6.1? For example, how many points would be awarded to the proposal with the second or third lowest cost?* |
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| Answer #18 | Points will be awarded proportionately based on how close the cost is to the lowest cost. |
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| *Question #19* | Should “Timeline” as referenced in Section 3.4 and 4.5, also be included under Section 2.7 under “Response to general requirements”? We ask, as the items listed Under Section 2.7 require to be separated by tabs, therefore we want to organize our proposal appropriately. |
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| Answer #19 | Section 2.7 is providing instruction for the manner in which proposers should organize their responses. The timeline is part of section 4 and should be organized in order along with the other components of section four: introduction, organization capabilities, staff qualifications proposer references and timeline. |
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| *Question #20* | *Section 6.0 Cost Proposal refers to a “Cost Proposal Form,” and attachment G which is the “Cost/Financial Proposal.” Is attachment G the only required form for the cost proposal?* |
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| Answer #20 | Yes. |
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| *Question #21* | *Section 7.4 Dane County Sustainability Principles: DO we need to address these in any way?* |
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| Answer #21 | No, this section is for informational purposes. |
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Please acknowledge receipt of this addendum by noting “Addendum #1 Received” on the bottom of the Signature Affidavit when you submit your bid. If you have any questions regarding this addendum, please contact me at 608-266-4966.

Sincerely,

Carolyn A. Clow, CPPB

Purchasing Agent