California Community Colleges Student Mental Health Program (CCC SMHP) Training and Technical Assistance Request for Proposal Prospective Respondent’s Workshop

February 10, 2012
10:00am – 11:30am

Welcome!
Agenda

• Welcome & introductions

• Overview & instructions

• Overview of Training & Technical Assistance (TTA) Component of the CCC SMHP

• Submission guidelines

• Calendar

• Questions and Answers

• Adjourn
Prospective Respondent’s Workshop Overview

• In addition to previously submitted questions, participants will be given the opportunity to ask questions about the RFP during the course of this workshop

  • To submit a question during the workshop:

    • Please use the webinar service to submit your questions
    • Specify RFP section number, page number and a quote from the passage that prompted the question
Overview (Continued)

• To help guide the workshop and Q&A Process please respect the following ground rules:

• Questions are limited to:
  • RFP criteria
  • Requirements and/or unclear instructions in the RFP

• Questions of a technical and/or legal nature that may require further consideration will be answered and posted on the CCC SMHP website no later than **Friday February 17, 2012**
  • [www.cccco.edu/mentalhealth](http://www.cccco.edu/mentalhealth)
RFP Corrections

• If any ambiguity, conflict, discrepancy, omission, or other error in the RFP is discovered, immediately notify the CCC SMHP office at SMHP@foundationccc.org

• A clarifying addendum will be given to all participants of this conference

• The addendum will also be posted on the CCC SMHP website at:
  • www.cccco.org/mentalhealth
CCC SMHP Overview

• $6.9 million of funding from the California Mental Health Services Authority (CalMHSA)

• A joint-venture between the California Community Colleges Chancellor’s Office (CCCCO) and the Foundation for California Community Colleges (FCCC)

• California Community Colleges Student Mental Health Program (CCC SMHP)
CCC SMHP Overview (Continued)

• TTA Purpose:
  • Enable all 112 CCCs to implement and sustain prevention and early intervention (PEI) strategies that will allow campuses to address the mental health needs of the overall student population in general and student veterans in particular

  • Promote sustainable collaborative infrastructures between campuses and local mental health service systems

• Four main components:
  • Training and Technical Assistance (TTA)
  • Suicide Prevention Training For Faculty & Staff
  • Campus-Based Mini Grants
  • Evaluation
TTA Overview

• TTA services to be delivered consistent with existing CalMHSA service principles

• Focus of services:
  • Support campus-based grants (up to 12)
  • Support entire CCC system, with particular focus on student, and student veteran mental health services efforts

• TTA Objectives:
  • Direct expert mental health (PEI) consultation
  • 18 regional trainings
  • Campus specific trainings (in person and on-line) primarily to CCC faculty, staff, and students
  • Product development
TTA Overview (Continued)

• Service Evaluation
  • Immediately upon completion of service
  • 30 days to determine outcomes achieved
  • 6 months Technical Assistance to ascertain long term issues and evaluate service needs
  • Client evaluations must reflect an overall 90% satisfaction rate

• Develop a statewide TTA service implementation plan and a service marketing plan
TTA RFP Submission Format
(RFP page 25 – 26)

• Cover sheet and table of contents must be included

• The proposal shall not exceed thirty (30) pages, double-spaced typewritten. The budget narrative and required attachments shall not be counted towards the page limitation

• Type size shall be 12 point in Calibri font. This requirement will not apply to charts, graphs, tables or footnotes.

• Margins shall be at least one inch at top, bottom, left and right

• Pages shall be numbered consecutively from beginning to end including Appendices

• Section and item numbering and lettering shall conform to the RFP so that responses can easily be matched to questions
TTA RFP Submission Guidelines
(RFP page 4)

- Submit **five (5)** identical paper copies and **one (1)** electronic copy (PDF format) of the proposal on a USB “flash drive” memory storage device
  - The original proposal must be marked "ORIGINAL COPY". All documents contained in the original proposal package must have original signatures in **blue ink** as necessary and must be signed by a person authorized to bind the proposing firm

- Marketing literature shall not be included in the body of the proposal, but may be included as an addendum in the appendices of the proposal

- The envelope containing the copies of the proposal shall have the respondent’s company/organization name and address along with the RFP number on the outside of the envelope

- Proposals may be hand delivered or sent by U.S. Mail or common carrier by February 24, 2012 before 4:00pm PST to the following address only: (Postmarks will not be honored)
  - The Foundation for California Community Colleges
  - 1102 Q Street, Suite 3500
  - Sacramento, CA 95811
  - Attn: CCC Student Mental Health Program Office
• The FCCC will not provide a receipt of delivery. If you would like documentation of receipt, send the application certified/registered U.S. mail or utilize an overnight service that provides tracking. If hand delivering the application, request that the receptionist receiving the application in the FCCC’s office sign and date stamp your copy of the proposal.

• The FCCC will not accept any proposals submitted via facsimile or electronic mail transmission.

• Each proposal must conform to and be responsive to the requirements contained in the RFP. Omissions, inaccuracies or misstatements may be cause for rejection of a proposal.
TTA RFP Components
(RFP Page 27)

- Understanding the Problem Maximum: 40 points
- Operation and Service Delivery Maximum: 45 points
- Work Plan Maximum: 35 points
- Agency Qualifications Maximum: 15 points
- Project Personnel Maximum: 25 points
- Budget Proposal Maximum: 30 points

- **Total** Maximum: 190 points

- The minimum passing standard for the proposal will be 85 percent (162 points). In addition, a minimum passing score of 70% is required for each evaluation criteria. Scores will be determined by a Selection Review Committee
## TTA RFP Calendar

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Release of RFP (download from <a href="http://www.cccco.edu/mentalhealth">www.cccco.edu/mentalhealth</a>)</td>
<td>January 24, 2012</td>
</tr>
<tr>
<td>“Letter of Intent to Apply” form due</td>
<td>February 3, 2012 at 4:00 p.m., P.S.T.</td>
</tr>
<tr>
<td>Deadline for submission of questions by email</td>
<td>February 7, 2012 at 4:00 p.m., P.S.T.</td>
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<tr>
<td>Prospective respondent’s telephone conference.</td>
<td>February 10, 2012</td>
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<tr>
<td>Responses to questions from telephone conference published on <a href="http://www.cccco.edu/mentalhealth">www.cccco.edu/mentalhealth</a></td>
<td>February 17, 2012</td>
</tr>
<tr>
<td>Proposals Submission Deadline</td>
<td>February 24, 2012 at 4:00 p.m., P.S.T.</td>
</tr>
<tr>
<td>Proposal review</td>
<td>February 27 – March 9, 2012</td>
</tr>
<tr>
<td>Notice of Intent to Award posted online</td>
<td>March 12, 2012</td>
</tr>
<tr>
<td>Anticipated contract execution date</td>
<td>March 26, 2012</td>
</tr>
<tr>
<td>Implementation of services</td>
<td>April 2, 2012</td>
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• **Proposer Question:** Are there any limitations (page limit or other specifications) on what can be included in the APPENDIX? For example:
  - Staff and consultant resumes?
  - Letters of support-consultants?
  - Letters of Reference?
  - Workplan?
  - Logic Model?
  - Samples of products (publications)?
  - Subcontractors letter of support

• **CCC SMHP Response:** No, there are no limitations to the page limits for the Appendices. See RFP Section 5: “Requirements and Components for Proposal Preparation”, Item 1.4.
TTA RFP Questions & Answers

Previously submitted questions:

- **Proposer Question:** Is including subcontractor(s) allowed? If yes, and we include a subcontractor, how is their information to be included in the proposal (separate budget needed? Letter of Support?)

- **CCC SMHP Response:** Yes, subcontracting is allowable under this contract. Please see Section 7: “Terms and Conditions of the RFP”, #15: Subcontracting. The decision to use subcontractor(s) is determination of the proposer. If subcontractors are to be used, a description of their roles and responsibilities should be included within the design of the proposal, but the criteria for the 30 page maximum and a single proposed project budget remain the same.
Previously submitted questions:

- **Proposer Question:** Is the use of out of state consultants allowed for this project? Either for face to face trainings or webinars?

  - **CCC SMHP Response:** Yes on all points.

- **Proposer Question:** Where should the signed Assurance of Product Ownership by FCCC (Attachment 4) be included - Technical Proposal, Business Proposal or Appendix?

  - **CCC SMHP Response:** To the extent that the Proposer is able to secure the assurances for inclusion in the proposal from identified partners or sub-contractors, they can be included as an appendix. It is understood that as the project unfolds, as college needs are better identified and as new products are proposed for development, additional assurances will be submitted to the FCCC prior to authorizing the work.
TTA RFP Questions & Answers

Previously submitted questions:

- **Proposer Question:** What are the criteria for selecting the 18 Regional Training events? Population, Health Services on Campus, Veteran Service on campus, Crisis Team on campus, Rural vs. Urban, Student Demographic.

- **CCC SMHP Response:** Please refer to Section IV, 1.4(b). As described therein, the 18 Regional Training topics will be designed around priority topics determined by the TTA contractor in consultation with the CCC SMHP office, COAGSMH, CCC system in general and local colleges within the region to be served by the training specifically. It is expected that the TTA contractor will take the lead in securing the input from aforementioned entities as well as other stakeholders and use this as the basis for discussion and decision with the CCC SMHP office.
TTA RFP Questions & Answers

Previously submitted questions:

• **Proposer Question:** Do the letters of reference and consultants have to be original signatures also? Or can they be the versions which were sent to us electronically? Do the letters of reference and consultant letters need to be signed in blue ink as well?

• **CCC SMHP Response:** Electronic versions of reference letters are acceptable. The requirement of a signature in “blue ink” actually applies only to the “original copy” of the proposal signed by the individual authorized to represent the submitting organization with whom a contract may be executed.
Proposer Question: What is the time frame of this grant?

CCC SMHP Response: In the use of the term “this grant”, if the question is pertaining to the CalMHSA grant to the CCCCO, the grant term is August 1, 2011 to June 30, 2014. If the question is pertaining to the contract resulting from this RFP (not a “grant”), please refer to Section I, “Training and Technical Assistance Contract Term” (p. 7).
TTA RFP Questions & Answers

Previously submitted questions:

• **Proposer Question:** In the Operation and Service Delivery section, item 2.6 (pg. 29), there is a reference to methods and techniques to be employed to incentivize participation. Are there parameters/limits around what types of or what methods can be used as incentives?

• **CCC SMHP Response:** This question pertains to incentivizing faculty, staff and students to participate in trainings that may be requested by a college. The CCC SMHP is expecting the proposer to illustrate their experience and expertise in providing creative, innovative and proven approaches to address this requirement.
Proposer Question: On page 30 in Project Personnel, item 5.2 (pg. 30), there is reference to “key” project staff and consultants. What distinguishes key staff and consultants?

CCC SMHP Response: This would include staff and consultants who may have a major role in the administration and delivery of services as distinguished from temporary office support or consultants who may be used on periodically.
Proposer Question: On page 14 of the RFP, it is mentioned that, “the CCC SMHP will fund the implementation of multiple campus-based grants of up to $255,000 to each college for 3 years to support activities at the campus level.” Is this a separate RFP process that will be made available to all CCCs through the CCC Student Mental Health Program Training and Technical Assistance Grant awardee, or is there something we need to do at this time through the current RFP to be considered for a campus-based grant?

CCC SHMP Response: The funding for the Campus-based grants will be through a separate Request for Applications (RFA) process. It will not be administered through the TTA contractor, but rather under a separate process implemented by CCC SMHP Office. When determined, the release date for, and electronic copy of this RFA will be provided on the CCCCO website www.cccco.edu/mentalhealth. Notification will also be sent through the CCC SMHP listserv. California Community Colleges will be eligible to apply for a Campus-based grant if the college is located within a county that is a member of the CalMHSA, the funding agency of the CCC SMHP. A current listing of CalMHSA counties can be found at www.calmhsa.org/about-us/board/
Proposer Question: I understand that the entire amount of funds for this TTA grant will be awarded to one contractor. If an entity is interested in participating as a sub-contractor to implement something within the guidelines of the grant, should this entity submit a letter of intent as well? And how much detail is needed for this?

CCC SMHP Response: Entities interested in participating as a sub-contractor do not have to submit a Letter of Intent to Apply to the CCC SMHP office. Rather, the entity must work directly with the organization that will be applying to the CCC SMHP for the TTA contract. In the submitted proposal, it is expected that potential sub-contractors will be identified. The amount of detailed needed is to be determined by the applicant organization in the preparation of their proposal. This does not preclude other organizations or entities from being identified as sub-contractors or consultants after the organization is awarded the contract. For example, it is possible that priorities for regional training events, products, or other trainings may emerge through discussions with the COAGSMH, the CCC SMHP and other stakeholders that could not be predetermined during the application period.
Proposer Question: I am reviewing the RFP 12-001 (CCC Student MH Program TTA) and wonder whether you can tell me which organization is the online suicide prevention training contractor referenced in page 14.

CCC SMHP Response: The Suicide Prevention Training for Faculty and Staff is one of four separate components of the CCC SMHP and will be selected under a separate RFP. When determined, the release date for, and electronic copy of the RFP will be provided on the CCCCO website www.cccco.edu/mentalhealth. It is expected that this contractor will work cooperatively with the TTA contractor in the delivery of training services to all 112 CCCs.
Previously submitted questions:

- **Proposer Question:** Is project management an acceptable billing activity within the scope of work of the 1500 days of technical assistance?

- **CCC SMHP Response:** It is a reimbursable function, but it may not be counted towards meeting the number of required TTA days.
TTA RFP Questions & Answers

Previously submitted questions:

• **Proposer Question:** Is 1500 days the correct minimum amount for the 24 months? That would mean that in every single business day in the contract period there needs to be an average of more than 3 TA days occurring from day 1 to the last day of the contract.

• **CCC SMHP Response:** The requirement of 1500 days of TTA services over the term of the contract is correct. A TTA day is defined in Attachment 2 of the RFP and essentially represents a unit of service. So, for example, the TTA contractor may have assigned 20 consultants to work on any given day, providing services to multiple colleges for a variety of student mental health related projects. Each one of these consultants would therefore be providing all or part of a TTA day depending upon the number of hours they worked for that given day. In this example, the contractor could provide 20 TTA days on a single calendar day.
Proposer Question: What is the expectation for “collaboration in the success of all campus-based grants”? Is that defined in deliverable 1.4d?

CCC SMHP Response: In large measure, the reference to Section IV, 1.4(d) is correct in that the TTA contractor is expected to work cooperatively with representatives of other contracted elements of the CCC SMHP. Foremost, this would include the campus grantees. However, it also includes the contractors for the Suicide Prevention Training for Faculty and Staff and the contractor for program evaluation.

The CCC SMHP’s TTA objective partially quoted in the question reads in full:

“Collaboration in the success of all of the campus-based grants funded by the CCC SMHP in achieving the outcomes of their specific grants, this to include support for the grantee’s required two Annual Regional Mental Health Summits (ARMS)” (RFP, p. 16).

In this context, collaboration also pertains to working cooperatively with other program policy making entities of the CCC SMHP, including the CCC SMHP office on behalf of the CCCCO and the FCCC, the Chancellor’s Office Advisory Group on Student Mental Health, CalMHSA and any other partners identified by the CCC SMHP office or CalMHSA as the project unfolds.
Proposer Question: Please clarify the expectation around Intellectual Property. Are you expecting the contractor to only use and make available materials for which they can grant a license to FCCC and CalMHSA? What about high-quality materials that have already been developed for which the contractor cannot warrant that they “own and control” all the intellectual property rights? Are you excluding any best practices and existing quality materials for which you can’t obtain full rights?

CCC SMHP Response: The parameters of this requirement are provided in Attachment 4 of the RFP.
TTA RFP Questions & Answers

Previously submitted questions:

• **Proposer Question:** If a proposer meets agency qualifications through collaboration with subcontractors, can they respond to sections 4.1 and 4.2, annotated list of work experience and (3) letters of recommendation, with combined information (e.g., a letter of recommendation for one partner with extensive CCC experience, another for one with behavioral health experience, etc.)?

• **CCC SMHP Response:** This question is somewhat unclear. The proposer is responsible for clearly representing the administrative and service delivery design of their project within the body of the proposal, this to include the roles and responsibilities of any subcontractors the proposer may elect to use. If the proposal is representing a consortium of organizations, each with relevant, unique skills, this approach is not precluded by the requirements of the RFP. Under this type of organization model, it will be essential to clearly identify the entity or individuals who will assume the contractual responsibilities.
Additional Questions?
Thank you!