

DEPARTMENT OF MENTAL HEALTH AND ADDICTION SERVICES

Unsheltered Homeless Street Outreach and Coordination

Request for Proposal

RFP# DMHAS-SWS-HOUSING-UHSOC-RFP-2024

ADDENDUM 1

The State of Connecticut Department of Mental Health and Addiction Services is issuing Addendum 1 to the **Unsheltered Street Outreach and Coordination Request for Proposals**.

Addendum 1 contains:

A. Changes to the Procurement Notice – Please note that a change has been made to Section II.C.6.a (Budget Expectations), and Section II.I (Formatting Checklist).

1. Section II.C.6.a Budget Expectations is hereby deleted and replaced with the following:

a. Budget: A proposal shall include a line-item budget for the **first year** that depicts the allowable costs associated with the program, staffing Full Time Equivalent (FTE) and % along with job title, utilizing the budget form embedded in appendix section. All pages should be submitted and, as they are forms, are not included in the page limit. Proposals will be competitively scored on financial feasibility.

b. Section VI.I APPENDIX Formatting Checklist is hereby deleted and replaced with the following:

Formatting Checklist

- Is the proposal formatted to fit 8 ½ x 11 (letter-sized) paper?
- Is the main body of the proposal within the **15-page limit**?
- Is the proposal in 12-point, Times New Roman font?
- Does the proposal format follow normal (1 inch) margins and 1 ½ line spacing?
- Does the proposer's name appear in the header of each page?
- Does the proposal include page numbers in the footer?
- Are confidential labels applied to sensitive information (if applicable)?

B. Questions and Answers – The following are DMHAS responses to the questions received during and after the Bidder's Conference.

1. Question: What information for this grant will funded organizations be asked to provide in DDaP?

Answer: The level of care (LOC) in DDaP will be Outreach & Engagement and the LOC Mode will be case management. All data for those LOC and Mode will need to be collected.

2. **Question:** Will there be a posting of all parties who have submitted a letter of intent?

Answer: Yes, all Letters of Intent will be posted. See answer to question 3.

3. **Question:** Can you please provide a list of organizations who submitted a letter of intent?

Answer: The following organizations submitted Letters of Intent:

- Recovery Network of Programs, Inc.
- Community Health Resources
- Liberation Programs
- Access Community Action Agency
- Prospect Waterbury
- Reliance Health, Inc.
- McCall Behavioral Health Network
- YWCA Hartford Region
- New London Homeless Hospitality Center
- Community Renewal Team
- Columbus House
- Friendship Services Center
- Apex Community Care
- My Sisters' Place
- Mercy Housing and Shelter Corporation
- The Housing Collective
- Continuum of Care
- Journey Home
- Rushford Center
- Bridges Healthcare
- Liberty Community Services
- Center for Human Development
- Goodwill of Western and Northern CT
- Cornell Scott-Hill Health
- Marrakech Day Services
- United Way of Greater New Haven
- New Opportunities, Inc.
- Charlotte Hungerford Hospital
- St. Vincent DePaul Mission of Bristol
- Connecticut Harm Reduction Alliance
- United Services, Inc.
- Mental Health Connecticut
- Catholic Charities of Fairfield County
- The Connection Inc.

- Bridge House
- Prime Time House
- Windham Region No Freeze Project
- Julias Foundation, Inc.

4. **Question:** The RFP requests a program startup timeline (on page 9) and a program implementation plan and timeline (on page 10). Do you want those timelines included in the narrative? Or should those timelines be included as tables in the Attachments section?

Answer: There is no limit on attachments as long as the attachments are relevant to your main proposal. You are not to extend or expand the 15-page limit of the main proposal. The attachment section is to include any supporting document referencing your main proposal. However, attachments such as organizational charts, resumes, job descriptions, implementation plans, budgets, budget narrative, etc. are allowed. Each attachment must be labeled and added to the table of contents.

5. **Question:** Is the funding in RFP# DMHAS-SWS-Housing-UHSOC-RFP-2024 (Unsheltered Homeless Street Outreach and Coordination) replacing the Homeless Outreach & Engagement funding we currently receive? Or is the Unsheltered Homeless Street Outreach and Coordination funding a new funding stream separate from our current Homeless Outreach & Engagement funding?

Answer: DMHAS has restructured some programs, and that funding has been used to fund this new program. If you were an existing provider, you should have received a termination letter stating that effective 6/30/24 the program(s) will be terminated.

6. **Question:** Is this a “new” RFP or a re-bid of the current outreach and engagement contracts?

Answer: Yes, this is a new RFP that incorporates changes to various DMHAS Programs.

7. **Question:** Is this a re-bid?

Answer: No, this is a new procurement.

8. **Question:** If an organization currently has DMHAS funded outreach, outside of the PATH contract, are their current dollars being rebid through this process or is this only covering new programing?

Answer: If you received a termination letter for the existing contracted programs, they will be terminated 6/30/24. Therefore, if you are interested in this new service you must submit a proposal under this RFP.

9. **Question:** Are DMHAS PATH programs currently funded by the \$3.2m included in this RFP?

Answer: No, DMHAS PATH programs are not currently funded by the \$3.2 m. This RFP will use existing funding, there are no new funds in this procurement.

10. Question: Can you please advise if a separate letter of intent is needed for each potential proposal if our agency may apply for more than one CAN/region?

Answer: Yes, a separate Letter of Intent is needed if the agency would like to apply for more than one CAN. The letter of intent is to identify the agency that intends to submit a proposal(s). The only information needed in the letter is outlined in the posted RFP, section I.B.8

11. Question: Do you want one proposal per proposed CAN?

Answer: Please refer to page 7, section 12 of the RFP.

Multiple Proposals. The submission of multiple proposals is an option for this procurement with a limit of one per CAN. Minimum qualifications must be met for each proposal and the geographic area covered. Each CAN requires a separate proposal.

12. Question: On Page 7, #12 indicates that multiple proposals are an option for the procurement with a “limit of one per CAN” - that statement seems contradictory - are multiple proposal per CAN allowed or is only ONE application per CAN allowed? (our CAN and DMHAS region are the same)

Answer: Please see the answer to question 11 of this addendum.

13. Question: Is only one application per CAN allowed, meaning all interested parties have to apply under one entity per CAN and subcontract?

Answer: Please see the answer to question 11 of this addendum.

14. Question: “The checklist says, “**Resumes for Key Personnel**”, but you don’t ask for resumes in the proposal so do you want them or is this just a blanket checklist that they use for all proposals?

Answer: No, on page 42, we provided a copy of the RFP Checklist and timeline to assist proposers in planning and compiling documents. The items on this checklist are to be used on an as needed basis. We do not need resumes for key personnel.

15. Question: On page 11, can you clarify: “the salary of 100k per FTE which will include salary and benefits only. The department expects the salary will be a competitive living wage with the remaining portion of the \$100,000 covering benefits per each FTE.” Does this refer to the Case Managers salary only, and not the supervisor/director? Or does that include supervisor allocation?

Answer: \$100,000 per FTE which will include salary and benefits only - this is meant for the outreach worker(s) (direct services) that you include in your proposed comprehensive plan. Supervision and all other positions should be included as a separate budget line item.

16. Question: If data entry positions or supervisors are included in this application, are they held to the \$100,000 per FTE as well or does that only apply to those providing the direct service?

Answer: This is meant for the outreach worker(s) (direct services) that you include in your proposed comprehensive.

17. Question: As Page 11 of the RFP states “for the development of your program, staffing structure and budget, please utilize the salary of \$100,000 per FTE which includes salary and benefits only”, would DMHAS consider applications that have this \$100,000 cover more than 1 FTE?

Answer: Per section II.C.6 of the RFP: For the development of your program, staffing structure and budget, please utilize the salary of \$100,000 per FTE which will include salary and benefits only. The Department expects the salaries will be a competitive living wage with the remaining portion of the \$100,000 covering benefits per each FTE.

18. Question: Is the expectation that the Outreach Workers will be paid 100K per FTE inclusive of the benefits or is the point that they need to be paid competitively?

Answer: Per section II.C.6 of the RFP: For the development of your program, staffing structure and budget, please utilize the salary of \$100,000 per FTE which will include salary and benefits only. The Department expects the salaries will be a competitive living wage with the remaining portion of the \$100,000 covering benefits per each FTE.

19. Question: Does DMHAS plan to increase all contracts to support 100K per position (like outreach, case manager, etc.) so that we are able to sustain an operable and equitable system for staffing comparable positions?

Answer: The salary structure outlined in the RFP relates to this funding opportunity.

20. Question: If we hire or have someone for this grant whose combined salary and benefits are under \$100,000 is that an issue/will it be marked against us?

Answer: Per section II.C.6 of the RFP: For the development of your program, staffing structure and budget, please utilize the salary of \$100,000 per FTE which will include salary and benefits only. The Department expects the salaries will be a competitive living wage with the remaining portion of the \$100,000 covering benefits per each FTE.

21. Question: We understand that, as per page 11 of the RFP, the salary and fringe of a 1.0 FTE should be \$100,000. Is that only for a coordinator position under the eligible activity "Coordination of various street outreach activities across the DMHAS region's CAN (including Street Outreach, Homeless to Housing Program (H2H), Special Notice of Funding Opportunity (SNOFO) outreach"?

Answer: This is meant for the outreach worker(s) (direct services) only that you include in your proposed comprehensive.

22. Question: Does the RFP require that unsheltered homeless street outreach staff make \$100,000 per FTE (fringe and salary combined)?

Answer: Yes, the RFP requires the outreach staff make \$100,000 per FTE which will include salary and benefits only.

23. Question: Is the full amount of funding stated \$3,256,148 for the full years or just the first-year total funding? We need to tailor our budget accordingly. The RFP says a max of

15 grants will be awarded. That would average out to just over \$217,000 per agency. Would that be the total amount for all 3 years or just the 1st year?

Answer: The \$3,256,148 is the annual allotment of funds. Each proposed budget submission should include expenses needed to support the proposed outreach program.

24. Question: Can we assume that the awards are going to be about \$217K-\$465K, which represents the Total available funding/number of minimum and maximum awards?

Answer: The \$3,256,148 is the annual allotment of funds. Each proposed budget submission should include expenses needed to support the proposed outreach program.

25. Question: On page 9, the minimum qualifications of proposers include a requirement that proposers have a minimum of 3 years collaborating with the local CAN. Proposers are asked to document this "in a letter of support from the CAN". However, this letter of support requirement is mentioned nowhere else in the RFP, and no letter of support is referenced as a mandatory attachment. Is this letter of support required? And, if so, in what section of the proposal should it be included?

Answer: The CAN letter of support is requested as a minimum qualification for your proposal to be reviewed by the evaluation committee. The letter can be included in attachments. Please see page 5, section I.B.7 of the Official Legal Notice:

Minimum Qualifications of Proposers. To qualify for your proposal to be reviewed, a proposer must have the following minimum qualifications:

Must have a minimum of three (3) years of demonstrated experience with:

- Providing or coordinating street canvassing and outreach to people experiencing
- unsheltered homelessness with serious mental illness; or with serious mental illness
- and a substance use disorder; and
- **Collaborating with the CAN and use of the Housing By Name List to prioritize for housing as documented in a Letter of Support from the CAN; and**
- Collaborating with the State Operated and/or Private Non-Profit Local Mental Health
- Authorities (LMHA) in your respective DMHAS region including housing
- coordination, mental health and/or substance use services.

26. Question: On page 11, budget expectations are discussed. There is very little information on "allowable costs". The only costs referenced are staffing costs, which include a "salary of \$100,000 per FTE which will include salary and benefits only." Are any other costs allowed? For example, are costs for supervision, office supplies, travel, etc. allowable?

Answer: Yes, other costs are allowed, and applicants should submit a budget and budget narrative that will cover all costs of the program. Please use the budget form provided for guidance.

27. Question: Page 11 of the RFP states "for the development of your program, staffing structure and budget, please utilize the salary of \$100,000 per FTE which includes salary

and benefits only.” Can you clarify what the \$100K includes? It says for salary and benefits of the staff, but does this also include the cost of their supervision, administration and other costs associated with their position such as their laptop, computer services, office space rent, utilities, communication costs, etc. Or would these costs be in addition to the \$100K?

Answer: The \$100k per FTE should cover the cost of the outreach worker only. For additional costs, please use a separate line item for other expenses as outlined in the provided budget form.

28. Question: Does the 100k per FTE budget also include FTE expenses such as supervision, cell phone, technology, etc.?

Answer: No, the 100k per FTE budget only includes the salary and benefits for the outreach worker. Please provide expenses for your full program in separate line items as outlined in the budget form provided.

29. Question: On pages 13 and 19, the page limit for the main proposal is described as a maximum of 15 pages. However, in the formatting checklist on page 42, the page limit is described as a maximum of 20 pages. Is the page limit for the main proposal 15 or 20 pages?

Answer: Please refer to Section A.2 of this addendum. The maximum number of pages for the main proposal is 15 pages.

30. Question: On page 15, the scope of services description states that a proposer's canvassing schedule will include "all towns in [the] relevant DMHAS region and CAN". If an organization is proposing to engage in the outreach component of the RFP's eligible activities (defined on page 9), must the organization propose to canvass all towns in the relevant DMHAS region (e.g., DMHAS Region 2)? Or can it propose to canvass only the towns in its CAN (e.g., the Greater New Haven CAN)? The 5 DMHAS regions tend to have a much larger geographic scope than the 7 CANs.

Answer: The proposer should only cover the towns within the proposed CAN. Please include the CAN you are proposing to canvass in and list what DMHAS region(s) may intersect with that CAN.

31. Question: When DMHAS regions include multiple CANs (i.e. DMHAS Region 4 corresponds to the Central and Greater Hartford CANs) is only one application per DMHAS region allowed/CANs must collaborate under their CAN backbone organizations, or will DMHAS fund multiple contractors per DMHAS region?

Answer: DMHAS will fund one agency per CAN. If the DMHAS region intersects with multiple CANS, then that region will have more than one agency.

32. Question: On Page 9, #1 Eligible Activities program proposals must include one or both of the following: Unsheltered Homeless Street Outreach staff that will canvass ALL towns in the proposed DMHAS region's corresponding CAN. Does this mean that EACH proposal MUST include canvassing of ALL towns in a region OR that (if multiple

proposals are allowed) that all towns MUST be covered across multiple programs (i.e. if 2 agencies submit concurrent proposal to cover the entire DMHAS region)

Answer: Each agency must submit a proposal for one CAN and list the towns intersecting DMHAS region. Each agency will cover the towns within its CAN only.

33. Question: We would like to submit a proposal to test the effectiveness of providing outreach services in a partnership with two community-based providers. We would like, however, to propose this design in just a portion of our CAN and LMHA service area. We would like to propose to target New London, Groton, Waterford and Stonington. This geographically targeted outreach effort would coordinate with other outreach efforts including the SNOFO and other providers funded under this RFP to assure basic outreach coverage across our CAN and LMHA service area.

Answer: There is no question.

34. Question: For agencies that provide services only to specific towns in a CAN, are they able to only serve the CAN towns that they serve already, or must they expand and serve every single town in both the DMHAS Region and the specified CAN?

Answer: Per RFP section II.B.1, eligible activities include all towns in the CAN. Subcontractors are allowed to be included in the plan.

35. Question: Can an applicant select certain cities to focus on within the CAN region or do they need to cover the entire CAN region?

Answer: Per RFP section II.B.1, eligible activities include all towns in the CAN. Subcontractors are allowed to be included in the plan.

36. Question: On page 19, the guidance for the Table of Contents states that the Table of Contents must list sections and subsections. What subsections are required to be included in the Table of Contents? Is listing the six subsections (Organizational Requirements, Service Requirements/Scope of Services, Staffing Requirements, etc.) of the main proposal sufficient? Should each individual attachment be listed as a subsection?

Answer: Please see outline on page 19 and 20 of the Official Legal Notice / Request for Proposal. Please list each attachment as a separate subsection.

37. Question: On page 42, several documents are requested that are not requested elsewhere in the RFP. For example, do we have to provide the following documents with the application? (If so, do these documents go in the Attachments section?)

- o Proof of DPH Clinical Licensure
- o Organizational Chart
- o Resume of Key Personnel

Answer: These documents are “as applicable”. This RFP does not require Resumes of Key Personnel.

38. Question: On pages 38 and 42, EEOC documentation is referenced. Do you want a specific document? Or is providing our most recent EEOC report with the

Acknowledgement of Contract Compliance - Notification to Bidders document sufficient to meet the EEOC requirement?

Answer: The applicant may use the most recent EEOC form from their agency, or they can use the EEOC form that was sent to the attendees of the Bidder's Conference.

39. Question: Can you please post the EEO form used by DMHAS?

Answer: The EEOC form was sent to the attendees of the Bidder's Conference.

Question: Does DMHAS want us to include the entire language of the specific questions (listed in Section C of the RFP [on pages 9 - 10]) in the main proposal prior to our responses? For example, should we include the entire language of questions 1.a., 1.b., 2.a., etc. within the main proposal? If so, can we single-space the questions? Or, in the alternative, can we just reference the numbers/letters of the questions (1.a., 1.b., 2.a., etc.) prior to our responses?

Answer: You do not need to include the entire question from the RFP.

40. Question: Do we need to include job descriptions with our staffing plan? They are not listed on page 10, but they are listed on page 16 under staffing expectations.

Answer: Yes, you should include a copy of the job description for the outreach staff you plan to hire in your proposal

41. Question: If a community does not have an existing designated LPC, what process is required for collecting letters of support and who is an appropriate designee or alternate?

Answer: The only required letter of support is from the coordinated access network the proposal plans to cover. This is noted in Minimum Qualifications of Proposers, Section I.B.7.

42. Question: Can we use single space for any table we might include?

Answer: Yes, single space can be used in any tables you might include.

43. Question: Please clarify whether the TOC and Executive summary also require 1.5 line spacing?

Answer: Yes, please use 1.5 line spacing for the Table of Contents and the Executive Summary.

44. Question: Please clarify what is included in the Main Proposal 15-page limit.

Answer: Responses to the following sections in the RFP will be counted in the 15-page limit:

- Section II.C.1
- Section II.C.2
- Section II.C.3
- Section II.C.4

45. Question: Please confirm that the following documents represent all of the required attachments, and that there is no page limit for these attachments:

- o Declaration of Confidential Information
- o Conflict of Interest-Disclosure Statement
- o Statement Assurances
- o Acknowledgement of Contract Compliance-Notification to Bidders
- o EEO Form-Could this be the form that's embedded in the Notification Bidders?
If not, can you clarify which form you're referring to?
- o IRS determination letter
- o OPM Form 1-Campaign Contribution Certification
- o Proposed budget
- o Org chart
- o Resume of key personnel - **This is not needed**

Answer: Please refer to page 41 and 42 of the Official Legal Notice, Request for Proposal for a listing of required attachments.

- 46. Question:** The existing street outreach contractor in our geographic area has indicated that they will NOT be submitting a proposal to continue services. As an agency we maintain DMHAS contracts doing outreach to those with serious mental illness and/or SUD (for greater than 3 years) but do not have 3 years of canvassing experience but want to ensure services continue in our geographic area. Are we eligible to apply?

Answer: Agencies can apply if they meet eligibility according to the RFP, section I.B.6.

- 47. Question:** Are applicant agencies required to have clinicians on staff to complete disability verification forms or can applicants work with their LMHA to complete these forms?

Answer: Refer to RFP section, II.C.2.f.4 – Service Expectations. Your plan should show how disabling condition verification forms get completed.

- 48. Question:** Since the department is stating “for the development of your program, staffing structure and budget, please utilize the salary of \$100,000 per FTE which includes salary and benefits only”, does the department have desired qualifications/educational attainment for these positions?

Answer: There is not a specified desired qualifications/educational attainment for this RFP.

- 49. Question:** This link does not work. I keep getting an error message. Can you forward the form? (Link to Notification to Bidders).

Answer: : If you can't download the electronic version of the form, please use the form provided by DMHAS on pages 35 – 37 or you can go to [NotificationtoBidderspdf.pdf \(ct.gov\)](#)

- 50. Question:** 1.A.3 on page 3 RFP Purpose states that resources made available through this RFP are limited to annual state funds. The chart on page 5 Funding source indicates State and Federal Block Grant funding. Can you clarify whether this is all state funding or if it includes block grant funding?

Answer: There is some Federal block grant funding in this RFP.

51. Question: If an organization did not submit a Letter of Intent, can they apply for funding with an organization that did submit a letter of intent?

Answer: Organizations that submitted the letter of intent and attended the mandatory bidders conference may include subcontractor agencies in their proposal.

52. Question: Are shelter in-reach services an allowable service type under this contract?

Answer: All allowable services are listed in section II.B.A.1 on page 9.

53. Question: What is the regional breakdown (of funding/positions funded under this RFP) expected? How was this breakdown calculated/arrived at?

Answer: Per the RFP, Section I.B.5, Contract awards, at least one award will be made per CAN and contract cost will be determined by the department.

54. Question: Since the awards are only limited to 15 statewide, with at least one per CAN, are you expecting organizations to partner with one another as a contractor and subcontractor? If so, is there an expectation that organizations must partner under their CAN backbone organizations or can agencies partner with one another?

Answer: There is no expectation in this RFP of who organizations should partner or subcontract with to carry out the activities in their comprehensive plan.

55. Question: Can letters of support in addition to the CAN letter of support be included in the attachments?

56. Answer: The only letter of support that should be an attachment is from the CAN you are proposing an outreach program in.

57. Question: Please confirm that we can add Letters of Support as attachments and clarify whether there is a maximum number of letters we can attach.

Answer: The only letter of support that should be an attachment is from the CAN you are proposing an outreach program in.

58. Question: Do you want a budget for only the first grant year or budgets for all three? There are contradictions between RFP and answers to questions.

Answer: Please refer to Section A.1.a of this addendum. Please provide a budget for the first year of the program only.

59. Question: Do we submit 3 different budgets forms or one combined form?

Answer: Please submit one budget form for the first year of the program.

60. Question: The budget form includes a breakdown by category of the different expenses requested. Do we submit a budget narrative in addition to the form?

Answer: Please refer to page 11, C.6.b Budget Narrative, of the Official Legal Notice, Request for Proposal.

61. Question: Can you provide the Excel Worksheet for the budget and indicate what format is to be used for the budget justification (Word or Excel)?

Answer: This form was sent to all Bidder's Conference attendees.

62. Question: Can you provide a fillable cover sheet and Statement of Assurances?

Answer: No, please use the form provided in the Official Legal Notice, Request for Proposals.

63. Question: Can we use the form found at the following link:

<https://portal.ct.gov/CHRO/ContractCompliance/Contract-Compliance/Contract-Compliance-Forms-and-Reports>, which looks different than the one on pp.35-36 of the RFP?

Answer: No, please use the form provided in the Official Legal Notice, Request for Proposals.

64. Question: Are indirect costs allowed if an organization has a federally approved indirect rate?

Answer: If the organization has a federally approved indirect rate, they must provide proof in the form of a letter from the federal agency. Once this is provided, the federal rate will supersede any rate dictated by DMHAS.

Date: February 22, 2024