

**STATE OF CONNECTICUT DEPARTMENT OF MENTAL  
HEALTH AND ADDICTION SERVICES  
ADDENDUM 2**

**RFP# DMHAS-OSU-PEER NAVIGATORS-2023**

**QUESTIONS AND ANSWERS**

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**1. Question:** Will this PowerPoint be sent out to the group participants today?

**Answer: Yes**

**2. Question:** Will bidder acknowledgement of addenda be required as part of submission?

**Answer: No**

**3. Question:** What is the initial contract term to be awarded?

**Answer: 7/1/2023 - 6/30/2025**

**4. Question:** Is contract automatically renewable?

**Answer: No**

**5. Question:** Can you talk more about collecting the data?

**Answer: Proposers should plan to input data via DDAP. We will also want to know about outreach efforts, naloxone trainings etc. We are asking proposers to develop a data collection plan as part of their proposal and include what outcomes will be measured.**

**6. Question:** In the 25 page requirement is the Work Plan and question (section? 8.) cultural competence included in that page limit?

**Answer: Proposers must reference the work plan and/or cultural competence in the main proposal and can attach the work plan and/or cultural competence as an appendix. The appendices will not count towards the page limit.**

7. **Question:** Can you define what you mean by the term “site”?

**Answer:** Site refers to your agency. We are looking for a site to be identified in the region(s) you are requesting to serve as the peer’s home base. Peers do not have to cover the entire region. However, proposers should be clear as to which towns/communities they are looking to service within the region.

8. **Question:** Will bidder acknowledgement of addenda be required as part of submission?

**Answer:** No

9. **Question:** Is DMHAS using a particular definition or reference for the Peer Navigator that we can review?

**Answer:** Peer Navigators are a self-identified person in recovery substance use or co-occurring disorder). We also are requiring that they be trained within two months of hire or show proof of training if already staffed.

10. **Question:** How would you like the data collected?

**Answer:** Proposers should plan to input data via DDAP. We will also want to know about outreach efforts, naloxone trainings etc. We are asking proposers to develop a data collection plan as part of their proposal and include what outcomes will be measured.

11. **Question:** Are there any specific exclusionary items related to the budget?

**Answer:** There are no exclusionary items for this RFP; however, we are requiring an itemized, annual budget, with detailed accounting of startup costs.

12. **Question:** Could you please provide more information regarding requested hours and availability of coaches?

**Answer:** This is up to the proposers. Proposers should develop a clear plan within their submitted scope of practice on the hours of availability of the Peer Navigators.

13. **Question:** Are vehicle purchases allowable or only leases?

**Answer: Yes, purchasing of vehicles to be used for engagement is allowable.**

**14. Question:** Can an agency have one office location available to cover all of the proposed areas served?

**Answer: The proposer must possess physical space within the proposed region (s) to implement Peer Navigator Pilot Program prior to submission of a proposal. The proposer is not expected to cover the entire Northern or Southern region of the state. Please specify in application which towns will be served.**

**15. Question:** Can two or more providers collaborate on a submission?

**Answer: Yes, collaboration is acceptable, however subcontracting is not allowed.**

**16. Question:** When will the EEO form be available?

**Answer: An email will be provided with a copy of the form.**

**17. Question:** Can you please provide all prescribed data collection and measurement tools required by contract?

**Answer: Proposers should plan to input data via DDAP. We will also want to know about outreach efforts, naloxone trainings etc. We are asking proposers to develop a data collection plan as part of their proposal and include what outcomes will be measured.**

**18. Question:** Will GPRAS be required?

**Answer: No**

**19. Question:** Are references to be provided only if you do not currently operate a contract with the Department?

**Answer: If you do not currently or have not in the past 3 years provided contracted services to the Department, at least three (3) reference letters must be included in Section II.**

**20. Question:** How many pages is the Executive Summary?

**Answer: 3 pages**

**21. Question:** How many pages is the Project Narrative?

**Answer: 25 Pages**

**22. Question:** Is page 10 for each grantee or both?

**Answer: Page 10 is related to the scope of services. Please include in your proposal your agency's scope description. Page 10 is an application requirement. A grantee refers to an awarded agency.**

**23. Question:** Can you please talk about the EEO form?

**Answer: We will be proving this form via email.**

**24. Question:** What is the dollar value of the annual grant?

**Answer: Contract Cost: \$400,000.00 (\$200,000.00 Annually)  
Contract Term: 2 year term.**

**25. Question:** Can you provide additional detail regarding what you mean by the navigator needs to spend 70% of his/her/their time "in the community"?

**Answer: Peer Navigators will spend a minimum of 70% of their time in the community outreaching and engaging individuals at high risk for opioid overdose, establishing and maintaining community connections, and facilitating connections between the two. In the community means not office based.**

**26. Question:** Does an agency have to submit two separate proposals for the North and South regions?

**Answer: Yes**

**27. Question:** Can the DDAP system be used?

**Answer: Yes**

**28. Question:** Is the amount of clients 50 per site?

**Answer: Program capacity shall be a minimum of 40 individuals (20 per Peer Navigator) per region (Northern and Southern) at any given time, and a minimum of 100 unduplicated individuals shall receive services annually in each region.**

**29. Question:** Are there 40 at a time or 100 annually for both sites?

**Answer: Program capacity shall be a minimum of 40 individuals (20 per Peer Navigator) per region (Northern and Southern) at any given time, and a minimum of 100 unduplicated individuals shall receive services annually in each region.**

**30. Question:** How many peer navigators are required by each site?

**Answer: 2 Peer Navigators**

**31. Question:** Can we include a vehicle (or two) in the budget?

**Answer: Yes. Please provide rational in budget narrative.**

**32. Question:** Can we budget for phones/laptops?

**Answer: Yes.**

**33. Question:** Can we budget for the Peer Navigator training?

**Answer: Yes. Please provide rational in budget narrative.**

**34. Question:** Can we budget for incentives for client engagement?

**Answer: Yes. Please provide rational in budget narrative.**

**35. Question:** Are there any specific exclusionary items related to the budget?

**Answer: There are no exclusionary items for this RFP; however, we are requiring an itemized, annual budget, with detailed accounting of startup costs.**

36. **Question:** Can you clarify the narrative page limit: 20 pages, or 25 pages?

**Answer: 25 pages**

37. **Question:** In the 25-page requirement, is the Work Plan and question

**Answer: Work plan must be referenced in the narrative but can be attached in the appendix.**

38. **Question:** Cultural competence included in that page limit?

**Answer: Proposers must reference the work plan and/or cultural competence in the main proposal and can attach the work plan and/or cultural competence as an appendix. The appendices will not count towards the page limit.**

39. **Question:** On pages 12-13 of the RFP, DMHAS discusses its Data and Technology Expectations. Is there a specific method we need to use to collect program data?

**Answer: Proposers should plan to input data via DDAP. We will also want to know about outreach efforts, naloxone trainings etc. We are asking proposers to develop a data collection plan as part of their proposal and include what outcomes will be measured.**

40. **Question:** On pages 14-15 of the RFP, Performance Measures are discussed. These include measures that refer to engagement and retention. Do you have specific definitions of retention and engagement for this RFP?

**Answer: The proposer should propose performance measures and a data collection plan for engagement and retention. Proposers can define retention and engagement as part of their scope description.**

41. **Question:** The retention measure specifically mentions social determinants of health (SDOH). How does DMHAS expect organizations to measure whether SDOH have been addressed?

**Answer: The proposer should propose performance measures and a data collection plan for social determinants of health. Proposers can define which**

**SDOH they plan to focus on as part of their scope description.**

- 42. Question:** P.13 of Addendum 1, 5. a. states that any proposer agency that does not hold a current contract with the Department, must submit cover letters from their auditor for the last 3 annual audits of their agency and a copy of their most recent financial audit years. Does this mean if you hold a current contract, you do not have to submit these items? If in fact these items are require to be submitted by a current contractor, can these be included in the attachment section of the proposal or the WebProcure upload?

**Answer: Correct, if the proposer holds a current contract with the Department, financial audits are not required.**

- 43. Question:** Given the variety of required administrative documents, is it possible to provide a definitive list of which documents are acceptable in the attachment section, i.e. budget; budget narrative; org chart; Sec. of State Registration; notification to bidders; EEO doc.; Campaign Contribution form; Bidders contract compliance report; IRS Determination letter; 3 years of audits? If not acceptable in the attachments section, where should these items be placed?

**Answer: All of the documents listed above can be attached in the appendix, but it must be listed in your main proposal that it is included in the appendix.**

- 44. Question:** P. 22, 9. Cultural Competence, letter c. Describe your proposed method of project management . . . Please clarify, is this in regards to cultural competency?

**Answer: Proposers must reference the work plan and/or cultural competence in the main proposal and can attach the work plan and/or cultural competence as an appendix. Proposers should describe their plan on meeting cultural competence requirement.**

- 45. Question:** Is it possible to get a fillable copy of the cover sheet (p. 32) and a fillable copy of the budget form?

**Answer: Yes, we will provide the forms via email.**

**46. Question:** Upon connecting to the link on P.38 for the EEO, it states the reporting function is closed . . . any advice?

**Answer: We will provide you with a copy of the form via email.**

**47. Question:** How long would the participant need to be a part of the navigators program to be considered served?

**Answer: The proposer should define own process of admitting individuals into their program in their application. All admitted clients are considered served.**

**48. Question:** How long does the organization (peer navigators) have to reach the program capacity of the minimum of 40 individuals?

**Answer: The proposer should include a timeline in their application including when they expect to reach capacity.**

**49. Question:** Page 8 under Program Overview it states, “The services within each Peer Navigator Pilot program are designed to be facilitated by a team of two (2) peer navigators per site.” Can you define what you mean by the term “site”?

**Answer: Site refers to your agency. We are looking for a site to be identified in the region(s) you are requesting to serve as the peer’s home base. Peers do not have to cover the entire region. However, proposers should be clear as to which towns/communities they are looking to service within the region.**

**50. Question:** Page 9 under Location of Proposed Services it states, “The agency must possess physical space within the proposed area/s to implement the program prior to submission of proposal.” Does this mean the agency can have one office location available to cover all of the proposed areas served? For example, if proposing to serve the “greater Hartford area” within 6 cities/towns, could we have one office to serve the entire area, either in Hartford proper or in one of the other towns listed for service?

**Answer: Yes, peers do not have to cover the entire region. However,**



**proposers should be clear as to which towns/communities they are looking to service within the region and possess a physical space in that community.**

**51. Question:** Also, does the office space have to be leased to the agency or can it be leased to a community partner agency?

**Answer: Either is allowable. Be clear in your response.**

**52. Question:** On Page 3 of the RFP it says the state is seeking “to establish Peer Navigator Pilot Programs focused on outreach, engagement and connection to care of persons with Opioid Use Disorder (OUD) in two (2) urban communities” But on p.8 under Program Overview it states “The purpose of this RFP is to establish Peer Navigator Pilot Programs in two (2) communities; one (1) serving a town or area in the Northern four counties...., and one (1) serving a town or area in the Southern four counties ....., to serve persons with OUD ....” The first seems to say that we should target urban areas, the second that we should target a “town or area” in a 4-county area. The word “urban” is used nowhere else in the RFP. Can you clarify this?

**Answer: Proposers can choose to apply to provide services in an urban area or may want to target several towns within the Northern or Southern region. Proposers should describe in the narrative why they chose the specific community to serve.**

**53. Question:** Do proposers need to use DDAP to collect data?

**Answer: Yes**

Submitted by Pamela Mabry  
4/5/2023