

**Questions and Answers
Mental Health Services
Request for Proposals
No. 2016-001**

Question 1: Page 5, Section II (SOW) part A states: “Program participants shall receive services for the duration of their stay and then back in the community when they are released.” For what period of time are services expected to be rendered (and paid for by this contract), post-release?

Answer 1: On average a post release term can be between six to nine months.

Question 2: Bullet points 1-2 in the SOW state: “These counseling sessions shall be provided to incarcerated youth and follow them out of custody and back into their communities when appropriate.” What does the county mean by “follow them out”? By providing the counseling sessions in community-based settings? By referring clients to community-based providers that will provide the counseling sessions?

Answer 2: Provider must have the ability to provide services after the youth is released into the community for continuity of service.

Question 3: What is the average length of stay for juveniles incarcerated at Camp Kemp?

Answer 3: The average length of stay is approximately 6 months

Question 4: How many hours a week of service delivery, at Camp Kemp, does the County expect proposers to provide?

Answer 4: It depends on the number of youth at Camp Kemp or in the Girls Empowerment Program (GEP). The population has fluctuated over the last two years between 12 to 20 girls. On average, two hours of therapy per youth per week is desirable. However, the hours of service may increase due to need and does not account for group therapy.

Question 5: Can the County please provide the daily schedule for Camp Kemp, so that proposers know when there is available time for service provision?

Answer 5: A schedule is available for the selected provider. As a rule, it is best to keep service hours to the late afternoon, between 3:00 p.m. and 4:30 pm, and/or in the evening, between 5:00 p.m. and 8:00 p.m., after school and after dinner.

Question 6: The SOW states: “These services shall be evidence-based and may include:”...Individual and Group mental health counseling, Family Therapy, Referrals, and Substance and Alcohol Abuse Intervention. The word “may” suggests that not all services are mandatory. Can the county please state which services are required?

Answer 6: We expect all of the services listed in the proposal to be provided; however, the County understands that one contractor may not be able to provide all the services and this allows the potential contractor to submit a proposal for those services they are able to provide.

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Question 7: In regard to “Family Therapy.” Does the county expect the counseling sessions for youth and their families to be provided at Camp Kemp? If so, is there a time the county would prefer for families to visit Camp Kemp for sessions?

Answer 7: Ideally, family therapy sessions would take place offsite whenever possible. These sessions would take place at the convenience of the families. If they are provided at Camp Kemp, they could be held in the late afternoon between 3:00 p.m. and 4:30 pm or in the evening between 5:00 p.m. and 8:00 p.m. These hours are subject to change.

Question 8: On page 8, the closing sentence to the paragraph “Travel Costs” states: “Travel costs should be minimized or eliminated in order for a proposal to be competitive.” If the county does require the grantee to provide services that “follow them out of custody and back into the community,” will travel costs between Camp Kemp and the community-based site be reimbursed?

Answer 8: Yes, it is possible to have travel cost reimbursed based on the Internal Revenue Service’s allowable mileage reimbursement rate. It depends on the situation and documentation will be required for each claim.

Question 9: Can the County please specify: font size; page margins; page limitations by section?

Answer 9: Font Size = Times New Roman 12
Page Margins = One Inch Top, Bottom, and Both Sides
Page Limitations = 14

Question 10: Can a provider write for just one section and provide a budget for that section. Example if just writing for Substance and Alcohol abuse etc.

Answer 10: Yes, providers may write for as many sections as they please.

Question 11: If more than one provider collaborates is one provider to hold the contract and sub-contract?

Answer 11: Yes, one provider will enter into a contract with the county, but will be required to provide a listing of all sub-contractors for approval.

Question 12: Is it possible if a provider writes for the entire RFP that Probation will split services among providers since one provider may be more skilled in one area and not another?

Answer 12: All contracts related to this RFP will be issued to the provider that best meets the needs of the department.

Question 13: Is this a new RFP?

Answer 13: This is a new RFP being issued for a rebid/new bid. The services are currently being provided by two agencies.