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Solicitation Addendum

Addendum No.: 2
Solicitation No.: 18-R067458CD
Project No.:
Solicitation Title: Opioid-Focused Recovery Peer Coaching Services- Pilot Program
Addendum Date: 11/7/2017
Procurement Contact: Chris Daley; chris.daley@mymanatee.org

RFP 18-R067458CD IS AMENDED AS SET FORTH HEREIN. RESPONSES TO QUESTIONS POSED BY PROSPECTIVE PROPOSERS ARE PROVIDED BELOW. THIS ADDENDUM IS HEREBY INCORPORATED IN AND MADE A PART OF RFP 18-R067458CD.

QUESTIONS AND RESPONSES:

Q1. Is the \$500,00 available for the grant funding from a State LBR?

R1. The \$500,000 was procured from the Florida Legislature with HB2641 to appropriate these funds directly to Manatee County for this specific purpose.

Q2. What are the start and end dates of the fiscal year for drawing down the funds?

R2. The drawing down of funds is not predicated on the fiscal year schedule.

Q3. May we receive a listing of the other proposers who attended pre-conference?

R3. Please see Addendum 1.

Q4. It was stated that there is a priority for Peer Providers, who due to their addiction related history, may be not eligible for employment in certain situations. All First Step employees have to pass background and screening and our licenses will not allow people currently on Probation or with a history of certain crimes to be hired. Are you looking for a provider who would not be bound by these restrictions?

R4. Manatee County Government is seeking a provider to hire Peer Coach Staff who are eligible to obtain Peer Certification by rules detailed by the Florida Certification Board.

Q5. Is there expectation of how many peer coaches should be hired? I understand that the ratio of Peer to participant is 1:8 and that the number of people served is purposely left variable.

R5. The 1:8 ratio of Peer to Participants should be accepted as a minimum ratio. The proposer shall detail their projected ability of how many FTE peer coach staff can be supported with this funding, keeping in mind peer coaches may serve in a variety of paid part time and full time capacities.

Q6. Pg. 18 Coach to participant ratio of 1:8 with a maximum group size of eight. How many participants are anticipated to be served using these funds?

R6. For a peer coach facilitated group, there shall be a maximum ratio of 1 peer coach to every 8 participants, in order to retain small group sizes and maintain the integrity of group discussion. This ratio is not intended to limit the number of participants that a peer coach shall work with outside of "group" work. The proposer shall detail the maximum number of participants that they anticipate to serve with the number of peer coaches to be hired.

Q7. Pg. 27 Total one year budget shall not exceed \$500,000. What is the term of the initial contract? What is the renewal process?

R7. The term is for one (1) year. There currently is not a renewal process in place however funding may be accessed through other means such as billable peer services through the State of Florida. This should be detailed in the sustainably component of the RFP.

Q8. If an interested vendor does not currently have a facility in Sarasota County, is the county willing and able to provide space and a small conference room for staff hired through these funds? Even though staff are providing the bulk of services face-to-face, they still need a local home base.

R8. The focus of services shall be within Manatee County. The proposer may wish to detail a more permanent office space.

Q9. Do these funds have a match requirement?

R9. No.

Q10. Is there a maximum number of pages an interested vendor can submit?

R10. No, however concise proposals that address the required component(s) are preferred.

Q11. Can you please provide a list of all SA treatment providers in Manatee County to provide a broad view of the existing community resources?

R11. The County does not maintain a central repository of all Substance Abuse treatment providers (agencies, physicians, licensed mental health and clinical social workers, etc) within Manatee County.

Q12. How will services for this contract be paid for (i.e. fee for service, cost reimbursement, etc.)?

R12. Services will be paid prospectively in monthly payments based upon previous month's satisfactory productivity demonstrating the delivery of peer coach services.

Q13. Can you please provide a list of all MAT providers in Manatee County?

R13. The County does not maintain a central repository of all paneled Medication Assisted Treatment (MAT) providers (i.e. physicians) within Manatee County.

Q14. Can you please provide a number in individuals, by category, of CRF drop offs, Baker Acts, Marchman Acts, and Children who Entered the Child Welfare system in Manatee County for FY 16-17?

R14. The only information that the County has available to provide is that 492 children were sheltered for the year July 2016-June 2017, however not all of these are because of the opioid overdose epidemic.

Q15. Is travel to peer events and conferences included in the \$500,000 available, or is there additional funded allocated for travel, certification, etc.?

R15. These costs are to be covered within the allotted funding.

Q16. Is there a preferred number of vendors to provide this service? If not, is there a recommendation to ensure that the proposal narrative is flexible? For example, if a provider can complete the scope of work by themselves, but is also ok with splitting the funding 3 ways, what is the best way to demonstrate that?

R16. There is no preference as the County is flexible to accommodate the structure necessary to achieve the objective in delivering professional Peer Coach services.

Q17. Can you please provide further detail on the interview/presentation/demonstration process? Will there be a time limit to presentations? Will there be equipment needed/available?

R17. It is unknown if interviews will be necessary. However, should the evaluation committee determine the need for interviews, further instructions regarding clarifications and demonstrations will be provided to the short-listed proposers. Please refer to Article D.03 on page 30 of the RFP regarding clarifications and interviews.

Q18. Can you please confirm that the intent of this RFP is to contract with the highest-ranking provider(s)?

R18. Please refer to Article D.05 on page 31 of the RFP.

Q19. On page 24, Section G. 4 reads "Details of Proposer's staffing resources, at the location that will provide services to the County as well as corporately; by discipline and the number of personnel within each discipline." Can you please clarify this?

R19. A detailed organizational chart or narrative that outlines or describes where the program's proposed and/or identified staff fit within this separate program or within the organization's structure.

Q20. On page 25, Section G. 12 reads "Detail Proposer and any subcontractor's current workloads and any projected changes to the workload within the next six months." Can you please clarify this and describe the intent of this question?

R20. The intent of this question is for the proposer to demonstrate that their current or projected workloads would not interfere with, or hinder, their proposed plan for this pilot program.

Q21. On page 25, Section G. 14 reads "Proposers shall provide an organizational chart depicting each position, the respective salary for each." Do you want this information for the agency, or only what Manatee County may fund?

R21. This is appropriate only for the program funded by Manatee County Government, not the entire agency.

NOTE: Items that are ~~struck through~~ are deleted. Items that are underlined have been added. All other terms and conditions remain as stated in the <solicitation type>.

End of Addendum

INSTRUCTIONS:

Receipt of this addendum must be acknowledged as instructed in the solicitation document. Failure to acknowledge receipt of this Addendum may result in the response being deemed non-responsive.

AUTHORIZED FOR RELEASE: _____

