



# SISKIYOU COUNTY

## Health and Human Services Agency

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### **MHSA RFP Question and Answer Forum**

**March 28, 2023 12:00 pm.**  
Behavioral Health Services  
2060 Campus Drive, Yreka  
Zoom

Eric Jauergui presented PowerPoint presentation which outlined the MHSA RFP process and the timeline.

Questions/Answers:

Q: RFP states submission can be done electronically but also states paper copy must be received by deadline.

A: Electronic submissions are accepted and due by 4/11/23. Proposers submitting proposals electronically will only be required to send one signed copy.

Q: Where is the application? It is not included in the RFP documents nor is there a formatting template.

A: Please refer to pages 5 through 8 of the RFP documents to review the instructions on the submission requirements. There is no formal application this year. Clearly identify each section you are answering. It is acceptable to number each answer to clearly identify which section you are answering. There are many ways you can write up your proposal as long as it makes sense to the review panel.

Q. PowerPoint is showing 117 pages – where can those pages be located?

A. The entire RFP is available to view on the County website, as well as on the Behavioral Health Website, MHSA. Most of the pages within the RFP are the PEI Resource Manual. The main part of the RFP is on pages 1-8.

Q: Since this is a multi-year grant, are you looking for a breakdown of each year or a collective narrative over the next 3 years.

A: In the past, this funding was rolled out annually. The current funding is for a 3 year period. A collective narrative over the next 3 years is being requested with budgets separated by year.

Q. Are there word count or character limitations?

A. No

Q. What is the administrative percentage allowed?

A. Up to 15%. It needs to be included in the contract.

Q. Is it 15% over the 3 year grant request or 15% per year.

A. Up to 15% of the total grant award. This amount can be billed monthly or quarterly and can't exceed 15% of the total awarded amount.

Q. Is the administrative percentage the in-direct charge?

A. Yes

Q. Do you want us to set up our programs like the template grid examples in the Resources section?

A. It is acceptable to use the templates if that works for your organization but it is not required. Ensure your proposal is clearly written, states goals that align with the MHSA regulations for the intervention you are proposing, and that the outcomes you strive to achieve are in line with the specific section of PEI (Prevention, Early Intervention, Outreach, Stigma Discrimination Reduction, Access and Linkage, and Suicide Prevention).

Q. Are emails being received?

A. Most everyone's emails are being received normally. For those who have identified that their emails aren't coming through, please continue to use the alternate email given to you. The County I.T. Department is working on solutions. If there is a concern regarding receipt of your email, please send it read receipt.

Q. What type of references are being requested?

A. 3 references for whom similar services have been provided. References do not need to be businesses; individual references are allowed.

Meeting recorded and filed: BHSGroupShare/Team-MHSA/Meetings/2023

### **Emailed Questions**

Q: ...Also, do you know when the RFP's will be available?

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### **BEHAVIORAL HEALTH DIVISION**

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2060 Campus Drive  
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(530) 841-4100 / Fax (530) 841-4702

*South County Office*  
1107 Ream Avenue  
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(530) 918-7200 / Fax (530) 918-7216

A: The RFP has been posted to the County Website and to the Behavioral Health Website on 3/10/23.

Q: ...I haven't seen anything on the new RFA process and timelines. Can you give us an update?

A: Please review the RFP on the County Website and Behavioral Health Website. There will be a question-and-answer forum on 3/28/23 for additional questions. A Zoom link is listed that can be used to access this session virtually.

Q: ...Just to confirm, proposals are due 3/27?

A: No, proposals are due by 4/11/23 no later than 4:00 pm on this day.

Q: ...I looked Friday and couldn't see it anywhere. Reading it briefly could you clarify two things. Looks like there is no form for the RFP and you are going back to people creating their own following the guidelines set? Also, it refers to a mandatory meeting this Friday.

A: There was no mandatory meeting to respond to this RFP. MHSA has offered a question-and-answer forum on 3/28/23 to help. The requirements of the RFP are clearly spelled out on pages 1-8. There is no specific template to utilize.

Q: ...I am working on the RFP, but I just want to make sure that I am formatting and understanding the new application process. If it is a better platform to ask at the meeting on Tuesday, I can do that.

q: Is there a specific format for the RFP?

a: There are no specific formatting requirements for this RFP. Please answer the questions on pages 1-8 as you build your proposals.

Q: I do not see any direct questions to answer in the RFP. Are we supposed to answer the questions on page 5-6 under "Submission Requirements"?

A: Yes, the questions 1-6 will help guide proposers in shaping their proposals.

Q: Is there a character or word limit to any of the submission requirements, including the cover letter?

A: No, there are no character limits in any section.

Q: There are charts/templates throughout the resource material content in the RFP that identify the target population and specific outcomes (ex: pg. 9) Does the county expect us to duplicate that chart with our programs and applicable target populations and outcomes?

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A: No, this PEI Resource Manual has been included with this RFP to assist prospective proposers in understanding the regulations, examples of acceptable programs, and outcome measures. Proposers are free to create their own program or model one after a sample in the manual. Please keep in mind that programs should be Evidence Based whenever possible.

Q: Is there a required budget template?

A: No. Please note that the MHSA regulations do not allow more than 15% of the overall budget to be allocated toward administrative fees. A minimum of 85% of the total budget must be allocated toward direct client services.

Q: ... As we are submitting multiple proposals for Challenge Day and counseling, would you like three different cover pages or can I provide one, with three separate sections covering the information for each area?

A: Please submit one proposal lined out with all the programs and locations of those programs that you are proposing.

Q: ... ..Are funds to cover food for participants during all-day programming such as Challenge Day appropriate or would that be considered outside the scope?

A: MHSA funds should be spent on client interventions. When you write your proposal, you should include the total cost for your event, group, etc. There is not a need to itemize expenses for workshops, outreach and prevention events.

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