

Department of Mental Health and Addiction Services
RFQ #DMHAS-EBP-PIPBHC-17

Questions and Answers
April 20, 2017

Note: DMHAS has updated the Q & A document daily. Questions were accepted and answered through 3:00pm April 19, 2017. This is the final posting related to RFQ #DMHAS-EBP-PIPBHC-17.

- 1. If a single organization meets the criteria as BOTH a qualified, community health program as described in section 1913 (b) (1) AND a community health center funded under PHS Section 330, is that organization eligible to respond to this RFQ alone – or is partnership still required?**

No, an organization cannot partner with itself.

- 2. Is a partnership eligible to apply if one of the partners has had a previous SAMHSA PBHCI grant but the other has not?**

While the Department will give preference to partnerships wherein both organizations have not previously been awarded a PBHCI grant, we will accept applications from a primary applicant that has not received such an award if that agency chooses to partner with an organization who has been a recipient of the PBHCI previously. This assumes that services will be delivered on site at the primary applicant's clinic site.

- 3. Can an FQHC community health center apply on its own for this funding or does it have to be in partnership with at least one other community based mental health provider?**

An FQHC (primary care) must partner with another community based behavioral health provider.

- 4. The total amount listed for Year 1 is \$1,800,000 and it says you may fund 1 or 2 awards. Does that mean that the funding would be for the awardee(s) either that amount or \$900,000. That would mean quite a substantial program.**

The award, if one awardee, could be *up to* \$1,800,000.

- 5. I don't see a requirement for a budget included in the submission. Is that accurate?**

Yes.

- 6. Is the State of Connecticut planning to apply as a service provider for behavioral health (the state run lead mental health authorities in Waterbury, Hartford, Bridgeport).**

No.

7. Since we [FQHC] provide both Medical and Behavioral services in one agency, would we be eligible for this grant opportunity to partner with DHMAS as part of its SAMSHA application?

- An FQHC must partner with an external community agency to provide Behavioral Health services, for example, if the FQHC is providing Primary Care services.

Or does this funding opportunity apply only to those agencies that partner with another, external community agency to provide integrated services?

FQHCs cannot partner with themselves. Yes, you must partner with an external community agency.

8. In relation to RFQ #DMHAS-EBP-PIPBHC-17, in the materials provided it does not say whether or not part of the State of Connecticut could be eligible to apply as a 'participating organization' as noted under B4 of the RFQ. And, it does not state IF a part of the State of Connecticut intends to apply as such.

No, the State of CT does not intend to apply as a participating organization (i.e. a State Operated facility)

9. ...Whether our network would fall under the category of a qualified community program under section 1913 b of the Public Health Services Act. Since we are non-profit institutions, I'm assuming we would be eligible if the above criteria are met. Am I correct in making this assumption?

Qualified community programs as described in the RFA are eligible to apply. "Networks" or groups or providers, formal or informally organized, are not eligible. A component part of a network may qualify. Identification as a non-profit, does not, in and of itself, make an organization eligible.

10. Will the Department consider extending the age range down to 16 given the focus on substance use?

The Department has chosen from the special populations listed in the RFA. Children and adolescents with serious emotional disturbance with co-occurring physical health conditions or chronic diseases have not been chosen for this application. This does not preclude a licensed site from offering these services.

11. Will the Department consider including communities surrounding the three identified cities to reach more individuals?

The location of the primary participating organization must be located in one of the identified cities. Persons from surrounding communities may be served at this location.

12. Will the Department consider including those who are homeless and meet one of the three target populations with a particular focus on homeless young adults?

The Department's application will address the three populations as described in the RFQ. We have not defined subpopulations or exclusions beyond what was listed in the RFA.

13. Will outreach services such as those provided by a community health care worker be considered a legitimate expense?

Yes, if not supplanting other funding streams.

14. In relation to the Target Population section, are the sites expected to serve all 3 of the identified special populations, or need only serve a minimum of one of these populations?

The Department's application will address all three populations as described in the RFQ.

15. How do we determine whether an agency falls under section 1913 b of the Public Health Services Act? Is it any addictions provider or mental health agency or does an agency apply for this status?

Please refer to the statute (also referenced in the RFA) for a detailed definition.

Both addictions and mental health agencies, if they meet the requirements as referenced in the statute, are eligible.

16. Once a partnering provider has been selected by the Department to be part of the submission to SAMHSA will they be involved in the design process or has the department already determined the design?

The Department anticipates working collaboratively with the selected provider(s). Due to the short turnaround time between selection and completion of the Department's application to SAMHSA, applicants should anticipate that there will be a time commitment needed to finalize the design.

17. The Print Style is 2-sided and the Page Limit is 5. Does this mean 2.5 pages total or 10 pages total?

Yes, this means a 2 ½ page total, excluding the Appendices and Cover Letter.

18. On page 14 in B. Proposal Outline 1. Cover Letters: it says please provide letters from the CEO or ED of the submitting agency committing to the initiative. Is the Department looking for one letter from the applicant agency or two letters, one from each partner? The use of the plural in "letters" is confusing.

Please be aware that one (1) Cover Letter from the Applicant Agency is required, but Letters of Commitment from the Partnering Agency(s) CEO or EDs are required as Attachments/Appendices.

19. In relation to the Miscellaneous Information section, it notes to "...provide other pertinent information"? What exactly qualifies as "pertinent information"?

The Department's intent with regard to "pertinent information" refers to any additional information deemed appropriate by the applicant for consideration as part of the application. Please be aware that the pertinent information determined by the applicant must still be within the 5 page limit.

20. Will the Department be receptive to three agencies partnering on this RFQ, such as 2 behavioral health partners and one primary care partner?

Yes, but per SAMHSA, all partnering/ collaborating agencies must meet the description under section 1913(b)(1) of the Public Health Service Act (PHS); or as described in section 330 of the PHS Act, as amended.

21. The RFQ asks the respondent to "Please describe any experience your agencies have using your EHRs to provide *integrated services*, either with each other or other partners." Is the question asking how we have collaborated with disparate EHRs between agencies or how we have worked with those agencies to make the two disparate EHRs electronically connect (integrate) directly?

Any relevant experience using EHR's to document integrated services with the selected partner or other outside partner should be detailed. If an applicant has experience connecting or linking EHR's with an outside provider that should be detailed in this section.

22. In section E. Statutory and Regulatory Compliance, 3. Consulting Agreements, CGS §4a-81 on page 11, the RFQ indicates OPM Ethics Form 5 must be submitted with the proposal. Is this form required and if yes, may it be submitted as an Appendix?

No, OPM Form Ethics 5 is not required as part of this RFQ. If the Department is awarded this grant, the successful applicant(s) to this RFQ will be required to complete this form as part of their contract execution.

23. Section V. Proposal Outline (page 16) includes sections labeled A, B, D, E and G. Please confirm that no sections have been incorrectly submitted and that this is the desired format for the response.

There were no items excluded from Section V. Section 'G' may be labeled as Section 'F' in the proposal.

24. Are hand deliveries acceptable for this application or do they have to be sent via mail or commercial courier? How many copies are required in addition to the original?

Per the RFQ, all submissions must be submitted electronically to the Official Contact. The Legal Name and Address of the respondent must appear in the email. The subject line must read: RFQ #DMHAS-EBP-PIPBHC-17.

25. I noticed that the numbering in the Proposal Outline in the narrative portion of the RFQ (page 14) does not match the numbering noted on the actual Proposal Outline (page 16). Which is the preferred format to use, or does it matter?

Please follow the Proposal Outline on page 16 as it is inclusive of all components required within the RFQ.

26. The RFQ states print style: 2 sided. Since we are sending it electronically, there isn't an ability to set 2 sided. Is the file preferred in PDF versus Word?

Only files in PDF are acceptable.

27. Should all of the documents be in 1 file?

We prefer all of the documents be submitted in one file, although if there is difficulty with submitting forms and letters into the main proposal file, multiple files are acceptable.