State of California—Health and Human Services Agency
Department of Health Services

California Department of Health Services

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NOVEMBER 18, 2005

TO: PROSPECTIVE PROPOSERS

SUBJECT: ADDENDUM TO THE DOMESTIC VIOLENCE UNSERVED/UNDERSERVED LESBIAN, GAY, BI-SEXUAL, TRANSGENDER, QUESTIONING TRAINING AND TECHNICAL ASSISTANCE PROJECT (05-45872)

The revised corrected and/or updated pages to the Request for Proposal (RFP), Number 05-45872, has been posted on the Maternal, Adolescent and Child Health/Office of Family Planning (MCAH/OFP) website at: www.mch.dhs.ca.gov.

MCAH/OFP will not be accepting questions regarding this addendum.

The **Notice to Prospective Proposers** has the following update:

Paragraph 2

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the following Internet site http://www.ols.dgs.ca.gov/Standard+Language/default.htm. A copy of the RFP is made available on the MCAH/OFP website at www.mch.dhs.ca.gov. If you do ~~to~~ **not** have Internet access, a hard copy can be obtained by contacting the person signing this letter.

I. Proposal Submission Deadline

Regardless of postmark or method of delivery, the Department of Health Services' (DHS) Contract Management Unit must receive proposal packages no later than **4:00 p.m.** on ~~**November 28, 2005**~~ **December 15, 2005**. Refer to the attached RFP for detailed submission requirements.

IV. Funding Limit

Funding for these services may be limited to the following amounts:

A. $366,666 for the budget period of 05/01/06 through 06/30/06.
B. ~~$366,666~~ **$250,000** for the budget period of 07/01/06 through 06/30/07.
C. ~~$366,666~~ **$250,000** for the budget period of 07/01/07 through 06/30/08.
D. ~~$305,555~~ **$208,233** for the budget period of 07/01/08 through 04/30/09.
E. ~~$1,405,553~~ **$1,074,999** for the entire contract term.

The RFP document has the following changes:

1. Page 3: **R. Required Attachments**

   Attachment 6 CCC ~~304~~ **1005**- Certification

2. Page 4: **Sample Contract Forms/Exhibits**

   Exhibit C – View on-line. General Terms and Conditions (GTC ~~304~~ **1005**). View or download at this Internet site: http://www.ols.dgs.ca.gov/Standard+Language/default.htm

3. Page 8: **B. Time Schedule**

   Below is the tentative time schedule for this procurement.

Event	Date	Time (If applicable)
RFP Released	09/30/05	
Questions Due	10/31/05	4:00 p.m.
Voluntary Pre-Proposal Tele-Conference	10/31/05	10:00 a.m.
Voluntary Letter of Intent	11/07/05	4:00 p.m.
Proposal Due Date	~~11/28/05~~ **12/15/05**	4:00 p.m.
Notice of Intent to Award Posted	~~01/9/06~~ **01/17/06**	
Protest Deadline	~~01/16/06~~ **01/24/06**	5:00 p.m.
Contract Award Date	~~01/17/06~~ **01/25/06**	
Proposed Start Date of Agreement	05/01/06	

4. Pages 11 and 12: **G.2. Submitting Letter of Intent**

Regardless of delivery method, the ~~v~~ Voluntary Letter of Intent must be received by **4:00 p.m. on November 7, 2005**.

Submit the Letter of Intent using one of the following methods.

U.S. Mail, Hand Delivery or Overnight Express:	**Fax:**
Letter of Intent RFP 05-45872 Department of Health Services Maternal, Child and Adolescent Health/Office of Family Planning Branch MS ~~88400~~ **8400** Carolynn Michaels, Chief Domestic Violence Program 1615 Capitol Avenue, Suite 73.430 P.O. Box 997413 Sacramento, CA 95899-7413	**Letter of Intent RFP 05-45872** Department of Health Services Maternal, Child and Adolescent Health/Office of Family Planning Branch Carolynn Michaels, Chief Domestic Violence Program **Fax:** (916) 650-0454

Proposers transmitting a Letter of Intent by fax are responsible for confirming the receipt of the faxed Letter of Intent by the stated deadline.

Call (916) 650-0414 to confirm faxed transmissions.

5. Pages 12 and 13: **I. Qualification Requirements**

b. Developing and implementing ~~training and technical assistance~~ marketing plans.

c. Developing and delivering on-site technical assistance to non-profit agencies on improving capacity to access and serve the DDD population. Technical assistance includes, but is not limited to, phone and on site consultation, individual specialized training and workshops, materials and job aides, identifying and facilitating linkages to resources and service providers, identifying deficiencies and developing corrective actions, establishing baseline and performance outcome measurements, and providing expertise with planning, developing, and implementing strategies to increase access of ~~mental health/substance abuse~~ **LGBTQ** clients receiving domestic violence services.

g. Developing evaluation tools and implementing evaluation methodologies and activities such as process, performance outcome measurement and continuous program improvement for agencies and local community organizations. **This requirement may be met through a subcontractor.**

h. Analyzing evaluation data, summarizing results, and providing recommendations through periodic reports and a final comprehensive report to program management. **This requirement may be met through a subcontractor.**

6. Pages 16 and 17: **d. 2) Agency Capability Section**

b) Developing and implementing ~~training and technical assistance~~ marketing plans.

g) Developing evaluation tools and implementing evaluation methodologies and activities such as performance outcome measurement and continuous program improvement for agencies and local community organizations. **This requirement may be met through a subcontractor.**

h) Analyzing evaluation data, summarizing results, and providing recommendations through a final comprehensive report to program management. **This requirement may be met through a subcontractor.**

7. Page 25: **iv. Equipment Expenses**

B. DHS ~~primarily~~ classifies equipment as Major Equipment, Minor Equipment and Miscellaneous Property. Major Equipment is defined as a tangible or intangible item with a base unit cost of $5,000 or more and a life expectancy of one year or more that is purchased or reimbursed with agreement funds. Major equipment is budgeted in this expense line item. Minor Equipment is defined as a tangible item with a base unit cost of less than $5,000 and a life expectancy of one year or more and is on DHS' Minor Equipment List **(See Appendix 1)** and that is purchased or reimbursed with agreement funds. Minor equipment is budgeted as an operating expense. **The Contractor is expected to supply any major equipment (as defined above) necessary to perform the requirements of the contract at no cost to the State. Purchase of minor equipment or miscellaneous property with a base unit cost over $500.00 will be allowed with prior review and approval by MCAH and based on Contractor's need and justification provided.**

8. Page 27: **4) d) Required cost justification/documentation**

d) Major equipment costs and explanation of purchasing system. ~~**This requirement only applies if major equipment expenses are budgeted.**~~ **Major equipment purchases are not allowed under this agreement. The Contractor is expected to supply any major equipment necessary to perform the requirements of the contract at no cost to the State.**

9. Page 31: **k. Forms section**

6 - CCC ~~304~~ **1005** - Certification	Complete and sign this form indicating your willingness and ability to comply with the Contractor Certification Clauses appearing in this Attachment. The attachment supplied in this solicitation represents only a portion of the contractor information in this document. Visit this web site to view the entire document: http://www.ols.dgs.ca.gov/Standard+Language/default.htm.

10. Page 31: **K. Proposal Submission**

1. General Instructions

d. The Contract Management Unit must receive your proposal, regardless of postmark or method of delivery, by **4:00 p.m. on ~~November 28, 2005~~ December 15, 2005**. Late proposals will not be reviewed or scored.

11. Page 34: **2. Stage 2 – Narrative proposal evaluation/scoring**

d. Below are the point values and weight values for each rating category that will be scored.

1) Proposals, excluding the Cost section, will be scored on a scale of 0 to ~~171~~ **216** points, as follows:

Rating Category	Points	X	Weight	=	Total
Executive Summary	18	X	0.5	=	9
Agency Capability	33	X	~~1.5~~**2.0**	=	~~49.5~~ **66**
Work Plan	~~24~~ **102**	X	~~2.0~~ **.75**	=	~~48~~ **76.5**
Management Plan	24	X	1.0	=	24
Project Personnel	21	X	1.5	=	31.5
Facilities and Resources	09	X	1.0	=	9
			Grand Total		~~171~~ **216**

2) DHS will consider a proposal technically deficient and nonresponsive if the proposal earns a score that is less than ~~151~~ **194** points. Nonresponsive proposals will not advance to Stage 3.

12. Page 34: **3. Scoring the Cost Section**

a. Proposers that earned a passing score in Stage 2 will have the Cost section of their proposal scored and/or evaluated according to the process described herein.

b. The proposal offering the lowest total cost earns ~~171~~ **216** Cost points. The remaining proposals earn cost points through the cost conversion formula shown below. Final calculations shall result in numbers rounded to two decimal places.

Lowest Cost / Another Cost x ~~171~~ **216** (Possible cost points) = Cost score of the Other Proposal

c. **Example for illustration purposes**:

Lowest cost earns ~~171~~ **216** points.

$100,000 (lowest cost) ÷ $127,000 (another proposal cost) = .7874 [use 4 decimal places]
.7874 X ~~171~~ **216** points = ~~134.64~~ **170.08** (Cost Section Score of another proposer)

13. Pages 36 and 37: **1. Agency Capability**

1. Agency Capability

Agency Capability Rating Factors	Points Possible	Points Earned
Upon reviewing the Proposer's description of its business history, to what extent are the Proposing firm's goals relevant, closely related, or will their goals complement this project?	3	
From the experience described in its proposal, to what extent does the Proposer possess sufficient experience in developing and implementing needs assessment processes and instruments that identify both existing and needed shelter and community resources necessary to serve and assist the LGBTQ clients at agency and community levels.	3	
From the experience described in its proposal, to what extent does the Proposer possess sufficient experience in developing and implementing ~~training and technical assistance~~ marketing plans?	3	
From the experience described in its proposal, to what extent does the Proposer possess sufficient experience in developing and delivering technical assistance to non-profit agencies on topics related to serving and accessing the LGBTQ population? Technical assistance includes, but is not limited to, phone and on site consultation, individual specialized training and workshops, materials and job aides, identifying and facilitating linkages to resources and service providers, identifying deficiencies and developing corrective actions, establishing baseline and performance outcome measurements, and providing expertise with planning, developing, and implementing strategies to increase access of ~~mental health/substance abuse~~ **LGBTQ** clients receiving domestic violence services.	3	

Agency Capability Rating Factors	Points Possible	Points Earned
From the experience described in its proposal, to what extent does the Proposer possess sufficient experience in developing and implementing statewide regional trainings for approximately 20 - 40 individuals per training session?	3	
From the experience described in its proposal, to what extent does the Proposer possess sufficient experience in developing and distributing training materials?	3	
From the experience described in its proposal, to what extent does the Proposer possess sufficient experience in developing computer generated reports, summaries, and data analysis electronically using word processing, spreadsheet and database software; and generating presentations using PowerPoint or other similar graphic display software?	3	
From the experience described in its proposal, to what extent does the Proposer **or subcontractor** possess sufficient experience in developing evaluation tools and implementing evaluation methodologies and activities such as process, performance outcome measurement, and continuous program improvement to shelter agencies and local community organizations?	3	
From the experience described in its proposal, to what extent does the Proposer **or subcontractor** possess sufficient experience in analyzing evaluation data, summarizing results, and providing recommendations through periodic reports and a comprehensive report to program management?	3	
From the experience described in its proposal, to what extent does the Proposer possess sufficient experience in establishing and maintaining effective working relationships with government entities, local community based organizations, and private nonprofit organizations.	3	
Based on a review of the Proposer's information about its prior accounts or work projects in the past 3 years, to what extent did the Proposer demonstrate that it has performed services that were similar in nature or closely related to the RFP scope of work?	3	
Agency Capability Score	**____ Points earned X 1.5 = _____**	

14. Pages 37,38 and 39: **3. Work Plan Rating Factors**

    Work Plan has been replaced in its entirety.

15. Page 43: **5. Contract award and protests**

2) DHS shall award the contract only after DHS posts a Notice of Intent to Award for five (5) working days. DHS expects to post the Notice of Intent to Award before the close of business on ~~January 9, 2006~~ **January 17, 2006**, in a Contract Award Notices Binder which will be available for viewing by the public during normal business hours, at the following location:

Department of Health Services
Contract Management Unit
1501 Capitol Avenue, First Floor Guard Station
Sacramento, CA 95814

16. Page 50: **Q. Contract Terms and Conditions**

1. Sample contract forms/exhibits

	Exhibit Label	**Exhibit Name**
d.	Exhibit C - View on-line.	General Terms and Conditions (GTC ~~304~~ **1005**). View or download this exhibit at this Internet site http://www.ols.dgs.ca.gov/Standard+Language/default.htm.

17. Attachment 2 – **Required Attachment/Certification Checklist**

Form section with the following attachments/forms:

☐ Yes ☐ N/A	Attachment 6, CCC ~~304~~ **1005** - Certification	☐ Yes ☐ No

18. Attachment 6 – CCC ~~304~~ **1005** Certification

CCC 304 has been replaced in its entirety.

19. Attachment 11 – **Cost Proposal Form**

Year 2 **$** _____ 07/01/06 – 06/30/07

20. Attachments 12a, 12c, 12e, and 12g – Budget Detail Work Sheet

~~**Equipment**~~

~~Equipment Description~~	~~# of Units~~	~~Unit Cost~~	~~Total Cost~~
		~~$~~	~~$~~
		~~$~~	~~$~~
		~~$~~	~~$~~

~~**Total Equipment $**~~ _____

21. Exhibit B – **Budget Detail and Payment Provisions**

    ~~10. Advance Payments [Include if applicable to nonprofit contractors]~~

    ~~Nonprofit organizations may be allowed to request advance payments according to DHS guidelines after the contract is executed. If applicable, detailed provisions will appear in the resulting contract.~~

22. Exhibit C – GTC ~~304~~ **1005**

    Exhibit C has been replaced in its entirety.

23. Appendix 1 – MINIMUM REQUIREMENTS for COMPUTER HARDWARE and SYSTEM CAPABILITIES

    Appendix 1 has been replaced in its entirety.

Sincerely,

S. Steinberg, MD.

Susann J. Steinberg, M.D., Chief
Maternal, Child and Adolescent Health/Office of Family Planning Branch