

Behavioral Health and Transitional Services**RFP # 90-770-18-05804**

	Question	Answer
1	Do we need to submit separate proposals if we are applying for more than one Scope of Work?	No. Offerors will submit only one proposal but will identify each Scope of Work they propose to provide.
2	On p. 74, it states that Organizational References are due on or before Friday, November 30, 2018. What is the date when references are due?	An Amendment 1 is provided and posted to correct the date from November 30, 2018 to March 7, 2019.
3	Is there a section in the narrative where we will need to respond to how we will implement the Scope(s) of Work we are applying for?	The proposal should include how the Offeror plans to implement the service(s) for each scope of work in the proposal.
4	Is there a page limit to the Technical Proposal?	No.
5	If we are applying for more than one Scope of Work, do we need references for each Scope of Work applied for?	No.
6	What is the total funding cap for this RFP?	NMCD will not disclose.
7	What is the total funding cap for each Scope of Work?	NMCD will not disclose.
8	In the Cost Response Form, do we need to list personnel and his/her salary separately or can "Labor" include all positions required to complete the Scope of Work?	Labor should include all positions collectively, not each separate salary for each position.
9	In the Cost Response Form, under "Type," do we list either "Labor, Materials, Equipment, Transportation, Configuration, Installation, Training, Taxes and Profit"? How do we list miscellaneous items?	A detailed Cost Response Form will be provided in an Amendment to explain what detailed costs should be provided.
10	Is there a total funding cap for each Type of item (as indicated in the Cost Response Form)?	No
11	Under Scope of Work #7, 9H, is it a requirement to provide three meals per day? What if participants are providing their own meals?	#7, 9H states "if applicable", it is not a requirement.

12	<p>My agency is having difficulties with references from CYFD (a contract of the agency DV Unit) as the state contracting officer stated it is a conflict of interest to provide such a reference. I also experienced this challenge with the United States Federal Probation and Parole Division and Metro Courts as they too both stated this is a contracting conflict of interest. If I continue to encounter this concern is it possible to send copies of our latest audit from those departments in lieu of a reference?</p>	<p>It is NOT a conflict of interest as we are two separate governmental agencies. We actually encourage it as governmental agencies rely on other Agency's experience with providers serving similar clientele in determining whether services expectations have been met. If the "state contracting officer" is quoting statute in determining the "conflict of interest", I would ask for him/her to identify the statute they are referring to. Behavioral health services are provided typically to clientele referred by a governmental agency. Behavioral Health Services contracts are customarily secured through a state procurement process for the purposes of servicing state eligible clientele. Rendering all state agencies ineligible in providing references to other state agencies would not be in the best interest of the State. We do not consider it a conflict of interest and welcome any reference from another state agency.</p>
13	<p>For domestic violence services do agencies need to be state certified per New Mexico Regulations governing court-ordered DVOTI programs (NMAC 8.8.7)? Do I need to submit a copy of our state certification approval letter?</p>	<p>NMAC 8.8.7 mandates that providers be approved by CYFD in order to provide Domestic Violence Treatment/Intervention. Please include proof of approval if submitting a proposal for this scope of work.</p>
14	<p>Are agencies permitted to hand deliver the RFP on the day of or prior to the deadline?</p>	<p>Yes</p>
15	<p>Can you clarify the difference between transitional housing services and a transitional living center? They are distinct scopes of work, suggesting that there is a distinction, but it is unclear how these are different.</p>	<p>There is not a difference between the two, except the titles. In the RFP SOW #9 is Transitional Housing and SOW #10 is Gender Specific Transitional Housing, that is the only difference.</p>
16	<p>Under the Scopes of Work 9 and 10, would NMCD fund a multi-lease site? For example, an agency rents a small apartment complex that would be used for either transitional housing or a transitional living center?</p>	<p>No, NMCD will not fund a multi-lease site. A proposal can/may include the cost of a lease and all related expenses for evaluation.</p>
17	<p>The proposals are due on March 6th, and according to the amendment, the references are due on March 7th. While we would like to avoid these circumstances at all costs, if unforeseen catastrophe happens, we could submit our completed proposal on March 6th and forward on the reference forms the next day?</p>	<p>The Proposals are due on March 6 by the "Offeror". The References are due on March 7 but must come to Kathleen Branchal directly from the person providing the reference. They must not come through the Offeror and instructions in the Organizational Reference Questionnaire clearly directs the provider as such.</p>

18	<p>FEASIBILITY FOR ADDITIONAL FACILITIES. We are planning on expanding transition living facilities for the Albuquerque area to accommodate approximately 100 men in a single location. If we do this there is a possibility we might take our existing facility (42 beds) and turn that into a facility for women. Would like to know a realistic estimate of persons (men) in the Bernalillo county area that would be confined to a transition living facility at any given time and the current number of beds that are available with facilities that provide housing to P/P under the transitional living definition. Also the same information for women. In addition does the NMCD see any increase in their projections for this type of housing in the next 4 years or longer?</p>	<p>An estimate cannot be given as to the number of men in Bernalillo county that would reside at a transitional living facility as that number is fluid and constantly changing depending on specific housing needs of each Inmate/Probationer/Parolee. NMCD will not provide the total number of beds currently available to NMCD from other providers.</p> <p>The answer above is the same for information requested for women.</p> <p>NMCD cannot project increases in the budget for housing as the budget is dependent on legislature.</p>
19	<p>ADDITIONAL LOCATIONS. We are also looking into the Las Cruces area to expand and have a facility that would accommodate approximately 100 men. Would like same feasibility information for that area of the state.</p>	<p>NMCD cannot provide an estimated number of Inmates/Probationers/Parolees in need of transitional living in the Las Cruces area, the reason being is the same answer in #18. NMCD will state that transitional living providers in Las Cruces are limited at this time.</p>
20	<p>ADDITIONAL LOCATION FOR SEX OFFENDERS. We will be looking at adding a major facility for SO persons that would accommodate about 100 men. We already know there is a need for this type of facility so we only ask if there was a preference for a location and are there any areas that would be more conducive to accommodate this type of offender. I know there is some pressure to get Albuquerque out of the picture as a “dumping” area for SO’s. We would look at cities that would have a larger concentration of prison facilities for SO’s along with also providing some type of employment opportunities. Unfortunately Albuquerque has probably the greater number of employment possibilities but trying to do something here in the immediate area is a real challenge. I’m thinking Las Cruces. Also there is a possibility of going a larger facility in the Las Cruces area and do a combination mixture of offenders with possible some type of segregation. Currently we are looking at Las Cruces but are open to other suggestions that might work.</p>	<p>NMCD cannot provide pre-approved locations/areas for facilities to house sex offenders. NMCD will approve or deny a location/area after being notified and conducting an inspection.</p>

21	<p>DEFINATION OF ACCOMADITIONS FOR A TRANSITION FOR LIVING FACILITY. We are looking at purchasing 50 unit motels that we could turn a reception/office area into an eating area with micro wave, vending machines, and tables for a general serving area. In addition each room would have a small refrigerator and a micro wave oven. It's not unusual for most men to eat in their room with foods that can be microwaveable. It is possible that we would supply paper products for plates, cups, etc. so washing dishes would not be needed in the rooms. We need an answer if this arrangement would be satisfactory to the NMCD. It is possible that we could find a motel with suites that would have a kitchen in each unit but most likely will be as I described. Also need what would be needed for services/accommodations for SO's. Do we have to supply meals? Would that be 3 meals a day? Can that be contracted to a outside vendor? Can we have the same arrangements for areas within the motel for vending machines, microwave ovens, and eating areas if providing meals is not required?</p>	<p>Each proposed site has to be considered on a case by case basis after an inspection by NMCD.</p> <p>Services/accommodations for sex offenders would also be considered on a case by case basis. Facilities for sex offenders would have to adhere to NMCD policy, which states sex offenders may not reside within 1,000 feet from a school, park, community center, daycare or any other location where children may frequent.</p> <p>Different scopes dictate different requirements regarding meals being provided. If meals must be provided in the scope the proposal is being submitted for, this can be contracted to an outside vendor. The outside vendor would be listed as a sub-contractor.</p> <p>A site such as a motel with vending machines, microwave ovens and eating areas must be approved on a case by case basis after an inspection by NMCD.</p>
22	<p>Page 39, Paragraph 11 – Is the expectation that Maintenance Phase counseling be done in a group setting, or is the mode of counseling – individual or group – left to the Provider?</p>	<p>The mode of Maintenance Phase counseling will be at the discretion of the provider.</p>
23	<p>Page 39, Paragraph 17 – Provider has been billing every two weeks, which insures consistent provision of services and financial stability. Is once per month billing negotiable?</p>	<p>Once per month billing is the minimum requirement, bi-monthly billing is acceptable.</p>
24	<p>Page 40, Paragraph 20.D – Will polygraphs be allowed as a billable line item?</p>	<p>Yes, provided that the client is deemed indigent by NMCD. This language is also located on Page 40, Paragraph 20.D</p>
25	<p>Page 40, Paragraph 20.D – What is the definition of “indigent”? What criteria are used to determine a client’s indigency? Who is responsible for determining indigency?</p>	<p>NMCD will be responsible for deeming a client indigent. Provider may make the recommendation to NMCD, but NMCD will make the final determination.</p>
26	<p>“It is the Offeror’s responsibility to ensure the completed forms are received on or before Friday, November 30, 2018 for inclusion in the evaluation process.” Please confirm the due date for the Organizational Reference Questionnaire Forms is March 6, 2019.</p>	<p>Amendment #1 identifies the date References are due as Thursday, March 7, 2019. However, earlier submittal is acceptable.</p>

27	Please confirm the due date for the Organizational Reference Questionnaire Forms is March 6, 2019.	Amendment #1 identifies the date References are due as Thursday, March 7.
28	<p>“Medicaid Certified” means that provider has successfully completed all steps of the Medicaid certification process and has capabilities to bill Medicaid for services provided. For clients that are Medicaid eligible the provider must bill Medicaid prior to billing NMCD for services provided. Note: proof of certification is only required from offerors providing eligible services.” And RFP Section B. Technical Specifications, 4. Mandatory Specification, page 79, which provides:</p> <p>“In order for NMCD to consider any proposal, Provider must first prove that they meet the following criteria: 1. Provider must be Medicaid certified and capable of billing Medicaid for services provided to qualified Medicaid recipients.”</p> <p>a. Per discussion at the pre-bid conference, would NMCD please confirm that it will modify this language so that it is required only as applicable?</p> <p>b. What does the NMCD consider eligible “Medicaid Billing Services”?</p> <p>i. Do these Medicaid billing services apply to residential care?</p>	<p>a. Amendment #2 has been published adding the language "if applicable."</p> <p>b. Any services deemed billable by Medicaid's own definition/criteria.</p> <p>i. NMCD will abide by Medicaid’s allowed billing requirement and services per their own definition/criteria.</p>
29	<p>Will NMCD please amend the cost proposal to reflect a cost per day for residents enrolled in the program, not a cost per therapeutic service delivered?</p> <p>i. If not, would NMCD please expand on what acceptable pricing terms are and if the “Cost” section of each scope of work needs to be amended to reflect a per diem option?</p>	No, cost per service must be listed. A per diem for residents will not suffice. A detailed Cost Response Form will be provided in an Amendment to explain what detailed costs should be provided. The Form will be posted no later than Tuesday, February 5, 2019.
30	<p>Reference RFP Appendix D—Cost Response Form: This form is labeled “Sample.” Is the bidder required to use this format or may we submit our own? If not, would NMCD confirm that the per diem for each performance period should be listed as a line item in the table provided to account for cost of living adjustments?</p>	A detailed Cost Response Form will be provided in an Amendment to explain what detailed costs should be provided. This sheet will be used by Offerors.
31	Are bidders required to submit a separate Cost Response Form for each SOW included in our bid? If not, how will NMCD evaluate total proposed price as stated in Section V. Evaluation, Item 9 (C.5) Cost? (pg. 79)	Yes, a separate Cost Response Form will be needed for each Scope of work.
32	May we include a cost narrative with our Cost Form?	Yes.

33	<p>In the Sample Cost Response Form provided, there are columns for descriptions, type, quantity, and cost per item:</p> <p>Can the agency elaborate on what needs to be included in the “description” column? Is it the SOW corresponding to the price for that entry?</p> <p>There was no quantity provided in the SOWs, how should the bidder fill in the quantity column?</p> <p>How will cost per item be calculated?</p>	<p>A detailed Cost Response Form will be provided in an Amendment to explain what detailed costs should be provided.</p> <p>Cost per item will be calculated and submitted by the Offeror.</p>
34	<p>Reference Reporting Requirements, page 23: Will NMCD please confirm that days in this section are intended as business days?</p>	<p>All days referenced in Reporting Requirements #2 refer to business days. New Mexico State holidays and Federal holidays are not business days.</p>
35	<p>Will NMCD please confirm that if a subcontractor has not yet been identified for a proposed service, Vendors can still state as much as long as we confirm that we will submit the name of the sub-contractor to be approved by NMCD prior to use?</p>	<p>Yes, as long as the Offeror responds affirmatively to number 5 on the sub-contractor inquiry in the Letter of Transmittal Form. "To be determined" in this section is acceptable.</p>
36	<p>Can vendors provide more than one scope of work to the same participant?</p> <p>For example, if an offender is referred by NMCD for residential services provided by a vendor under a residential scope of work, and the NMCD also refers the offender to Domestic Violence services, can the same vendor provide both services although they are separate scopes of work?</p> <p>If so, would the NMCD be interested in a discounted rate for participants who are receiving two or more services?</p>	<p>Yes, Vendors can provide more than one scope of work to the same participant if the Vendor has submitted each scope they are providing in their proposal.</p> <p>NMCD would not be opposed to reviewing suggested discounts in the submitted proposal.</p>