

# Behavioral Health and Social Service Diversion Services RFP



MAYOR JORGE O. ELORZA  
CITY OF PROVIDENCE

ADDENDUM 2

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Pre-Bid Conference  
October 8, 2020, 2pm



# Agenda

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1. Pre-bid meeting overview
2. Purchasing overview
3. Funding overview
4. Application components and structure
5. Questions + answers



# Pre-Bid Meeting Purpose

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- Provide clarity on the Request for Proposal
- Help navigate City procurement
- Answer technical questions
- Competitive bidding; cannot provide recommendations on strategy



# Pre-Bid Meeting Questions

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- Hold questions until the end
- Will answer submitted questions first and then open it up to additional questions
- All questions and responses, and this presentation, will be provided in addendum on Purchasing's Open RFP webpage



# Purchasing: Current Bids



- <https://www.providenceri.gov/purchasing/openrfpsummary/>

## PROVIDENCE FIRE DEPARTMENT

Reusable NIOSH N95 Respirator Mask Kits and Filters

## DEPARTMENT OF PARKS

Cement Burial Liners

## PROVIDENCE POLICE DEPARTMENT

Pocketjet Printer Mounts

## WATER SUPPLY BOARD

Demolition of Structures and site Work at two properties in Foster and Gloucester, RI

[https://drive.google.com/file/d/107eAWbcXRfSikg-y2y-Yoc-M1qjjDYfl/view?invite=CP7Sz\\_MB&ts=5f6264cf](https://drive.google.com/file/d/107eAWbcXRfSikg-y2y-Yoc-M1qjjDYfl/view?invite=CP7Sz_MB&ts=5f6264cf)

**Bids to be Opened November 9, 2020**

## HEALTHY COMMUNITIES OFFICE

Behavioral Health and Social Service.

Addendum #1 – Behavioral Health and Social Service\_

March 30, 2020	April 27, 2020
March 17, 2020	March 30, 2020
March 17, 2020	April 13, 2020
March 17, 2020	May 11, 2020
March 17, 2020	March 30, 2020
February 18, 2020	March 2, 2020
February 18, 2020	March 16, 2020
February 18, 2020	March 20, 2020
February 3, 2020	March 2, 2020
January 21, 2020	February 18, 2020
January 21, 2020	March 3, 2020
January 6, 2020	January 21, 2020
January 6, 2020	February 3, 2020
December 9, 2019	January 6, 2020
December 9, 2019	February 3, 2020
November 25, 2019	February 3, 2020
November 25, 2019	January 6, 2020
November 25, 2019	January 21, 2020



# Purchasing Roles

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- **Purchasing Department**
  - Responsible for acquiring high-quality goods and services from the lowest responsible bidder
- **Department of the City Clerk**
  - Official repository for all ordinances, resolutions and official documents related to the government of the City
- **Board of Contract and Supply**
  - Presides over all purchasing and procurement over \$5,000 for the City of Providence
- **City Council Finance Committee**
  - Considers and approves all award recommendations over \$500,000

# Bid Package Documents

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- All bid package documents are required
- Read the forms thoroughly and as early as possible; some will take time to complete
- Visit the “How to Submit a Bid” webpage
  - [www.providenceri.gov/purchasing/how-to-submit-a-bid/](http://www.providenceri.gov/purchasing/how-to-submit-a-bid/)
  - Provides step by step instructions
  - Downloadable forms



# Overview

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- The Healthy Communities Office (HCO) seeks short-term and proactive care services to ensure that appropriate behavioral health and social services interventions are made available for calls that come to the attention of Providence Public Safety.

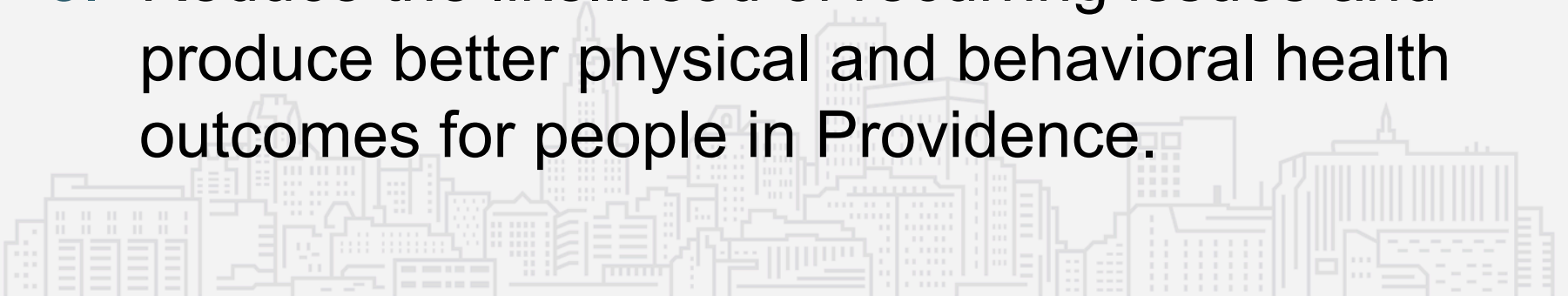




# Goals

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1. Ensure that behavioral health and/or social service issues with connections to the Providence Public Safety Department have an appropriate response by behavioral health and/or social service providers.
2. Reduce justice involvement in behavioral health and social service issues.
3. Reduce the likelihood of recurring issues and produce better physical and behavioral health outcomes for people in Providence.



# Strategies

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1. Make appropriate connections to behavioral health services, social services, and/or harm reductions materials/information for people engaged in Providence Public Safety call responses.
2. Increase capacity for the Public Safety Department to identify behavioral health and/or social service calls; and minimize law enforcement engagement in response to these calls.



# Outcomes

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The intended output will be a team of professionals/peer specialists that are able to respond independently to behavioral health and social service calls that come to the attention of Providence Public Safety either through 911 dispatch or the City's non-emergency phone line.



# Supportive Activities

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- Providence Public Safety Department analysis
  - Provide a baseline understanding of current financial, operational, and personnel structures
- Artist Facilitator Engagement
  - Determine community-identified priority needs for behavioral health and social service supports
  - Utilize art-based strategies to make findings more accessible to public
- Press release
  - [www.providenceri.gov/city-providence-announces-operations-review-budget-analysis-public-safety-department/](http://www.providenceri.gov/city-providence-announces-operations-review-budget-analysis-public-safety-department/)



# Part A: Planning

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- Analysis and planning services to increase the capacity for the Public Safety Department to identify behavioral health and/or social services calls and assign the appropriate level of response with a focus on minimizing law enforcement engagement, as appropriate.
- *Timeline: December 2020 – April 2021*



# Part B: Implementation

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Implement the plan developed under Part A.

- *Timeline: May 2021 – June 2022*



# Funding Availability

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- FY21: Planning + Initial Implementation
  - December 2020-June 30, 2021
  - Maximum allowable bid: \$400,000
- FY22: Continued Implementation
  - July 1, 2021-June 30, 2022
  - Maximum allowable bid: \$600,000
- Award one (1) proposal for period ending June 30, 2022



# Funding Availability Timeline

12/20

5/1/21

**PLANNING**

**IMPLEMENTATION**

**FY21: max \$400k**

**FY22: max \$600k**

7/1/21

6/30/22





# Applicant Eligibility

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- No restriction on applicant type
- Proposals by partnerships:
  - Identify lead applicant organization
  - Other partners are subcontractors
- Applicant will need fiscal/administrative capacity to oversee contract based on cost reimbursement
- Lead applicant must serve as lead for Part A & B



# Allowable Expenses

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- Part A: Planning: Personnel, Fringe, Subcontracts, Consultants, Administrative Materials, and Overhead.
- Part B: Implementation: Personnel, Fringe, Transportation, Equipment, Stipends, Subcontracts, Consultants, Materials (including harm reduction materials), Professional Development, and Overhead.
- No more than 10% of total budget can be for overhead/indirect costs for either Part A or B.



# Reporting

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- Attend monthly meetings of the Mayor's Coalition on Behavioral Health.
- Submit bi-monthly written reports on activities, progress, and metrics.
- Attend bi-monthly project management meetings.
- Attend monthly meetings with Public Safety to refine program operations and outcomes.



# Application Components

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- Contact information
- Proposal narrative
- Timeline
- Resumes
- Letters of commitment
- Supporting documents
- Budget proposal + timeline



# Scoring of Bids

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- Project Proposal – 30 points
- Timeline & Budget Proposal – 20 points
- Organizational Experience – 30 points
- Cost Proposal – 20 points
- *Total – 100 points*



# Submission

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- Bids are due Monday, November 9, 2:15pm
  - Submissions after 2:15pm will not be accepted
  - City staff cannot submit bids on applicant's behalf
- Submit bids to: City Clerk, City Hall Room 311, 25 Dorrance Street, Providence
  - Give yourself extra time to get into City Hall to go through Covid screening
  - City Hall is currently closed on Fridays
- All bids submitted to the City Clerk become public record.



# RFP Questions & Answers

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- Address submitted questions first
- Ask one question at a time
  - We must record and respond to each question separately; even if it's a repeat
- We will record your question verbatim
  - Try and be as specific as possible



# Submitted Question #1

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Q1. What is the deadline? I think I saw 2 dates.

*A1. The deadline for submission is Monday, November 9, 2020 at 2:15pm.*





# Submitted Question #2

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Q2. Who picks the members of the Steering Committee?

*A2. Applicants should propose members of the Steering Committee. Upon award, we will work with the awardee to identify any gaps in representation and identify City staff that will support this work.*



# Submitted Question #3

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Q3. Would dollars allocated for planning be spent on professional development?

*A3. Professional Development is not called out explicitly in the allowable expenses for Part A. However, award dollars could be spent on this, as need.*



# Submitted Question #4

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Q4. Who will be involved in the planning and implementation process discussed in the RFP? Is there room for a diverse group of community leaders in the discussion to ensure that this service is for everyone?

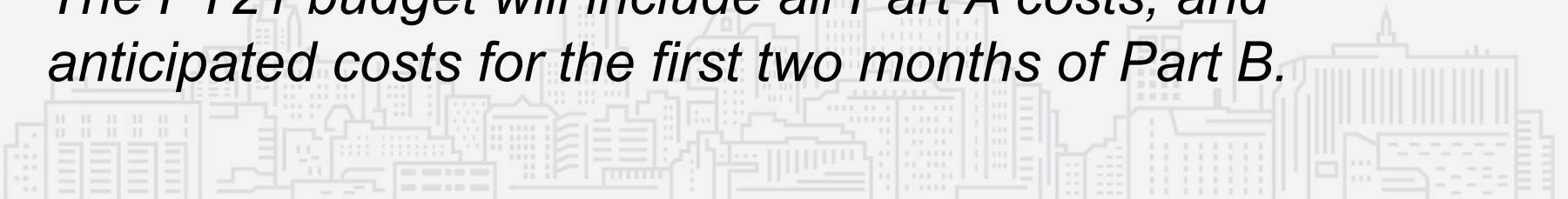
*A4. The applicant should make recommendations as to who should be involved in the Steering Committee to support the planning and implementation process. The City will also identify staff to support this process as well. We strongly encourage applicants to identify ways in which their proposal will ensure appropriate services for people in Providence; and engage diverse community members and leaders throughout the process.*

# Submitted Question #5

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Q5. Please clarify dates for planning phase, initial implementation phase and full implementation phase. The timeline and funding availability sections of the RFP are difficult to reconcile as written.

*A5. Part A (Planning) will take place in FY21 through April 2021. Part B (Implementation) is anticipated to start May 2021, which will still be in FY21. Therefore, the first two months of implementation will take place in FY21 followed by a full 12 months of continued implementation in FY22. The FY21 budget will include all Part A costs, and anticipated costs for the first two months of Part B.*



# Submitted Question #6

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Q6. Under Proposal Materials #3 Timeline, should the timeline detail initial versus full implementation activities?

*Q6. Initial versus full implementation timeline details do not need to be separate. However, the first two months of implementation need to be budgeted within FY21.*



# Submitted Question #7

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Q7. Is it acceptable to include a pilot roll out of services during the initial implementation phase?

*A7. Yes, a pilot is acceptable. We understand that this service delivery model is new and will require start-up considerations.*



# Submitted Question #8

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Q8. Under Scope of Services/PartB/ Implementation #7, please define “independent” as it relates to transportation services.

*A8. Your organization will need to have, or be able to acquire, vehicles for transportation purposes. Transportation and Equipment are allowable expenses.*

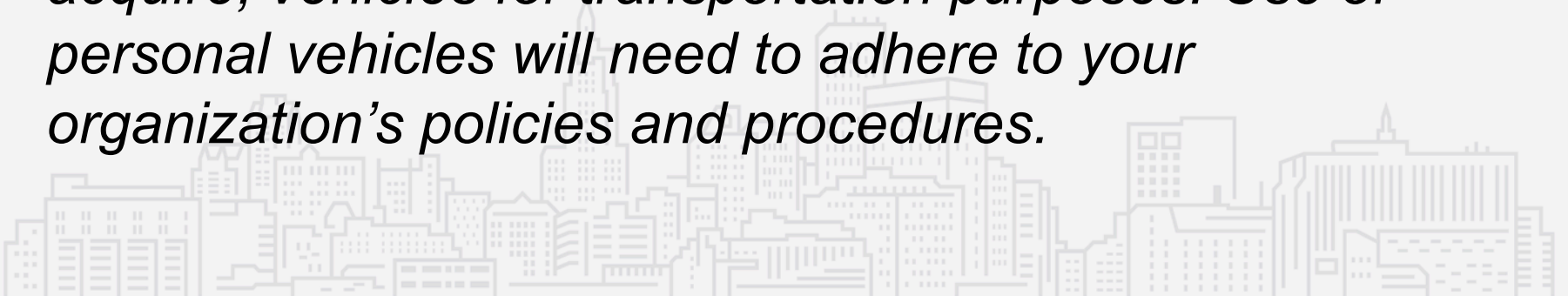


# Submitted Question #9

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Q9. May staff use their own cars to transport individuals to the hospital, immediate substance use treatment, shelter, etc? Or is it the expectation that the winning bidder (and partners, as appropriate) have non-staff vehicle/vehicles (e.g., agency van) available for transportation of individuals in crisis?

*A9. Your organization will need to have, or be able to acquire, vehicles for transportation purposes. Use of personal vehicles will need to adhere to your organization's policies and procedures.*



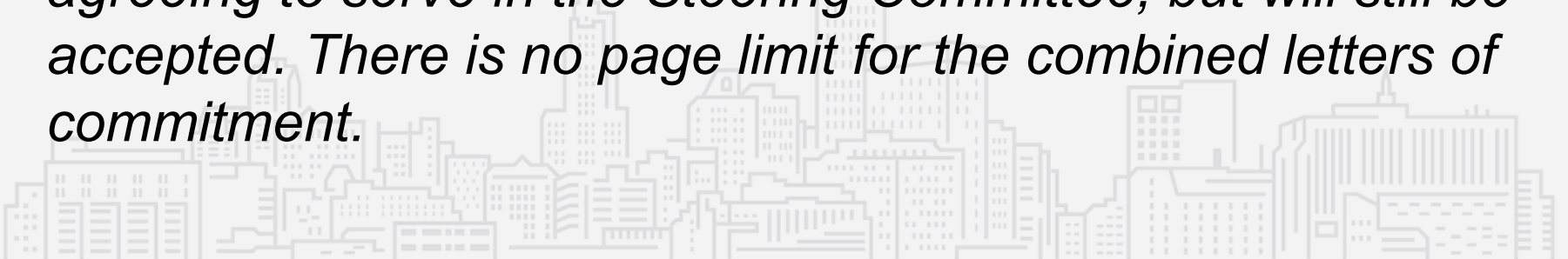


# Submitted Question #10

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Q10. There is no specific page limit for letters of commitment. Is a letter of commitment required for every partner agreeing to serve on the steering committee and if so, what is the page limit for the combined letters?

*A10. Please include letters of commitment from partners that will play a critical role in the proposed work plan, especially those receiving funding through this award. Letters of commitment are not required for every partner agreeing to serve in the Steering Committee, but will still be accepted. There is no page limit for the combined letters of commitment.*



# Additional Questions

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- Answers to all questions and this presentation will be available on the Purchasing Open RFP website:  
[www.providenceri.gov/purchasing/openrfpsummary](http://www.providenceri.gov/purchasing/openrfpsummary)



# THANK YOU

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City of Providence



**Pre-Bid Question and Answers**                      **ADDENDUM 2**  
**Behavioral Health and Social Service Diversion Services RFP**  
**October 8, 2020, 2pm**

Questions Submitted Prior to Pre-Bid Conference

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*A1. The deadline for submission is Monday, November 9, 2020 at 2:15pm.*

Q2. Who picks the members of the Steering Committee?

*A2. Applicants should propose members of the Steering Committee. Upon award, we will work with the awardee to identify any gaps in representation and identify City staff that will support this work.*

Q3. Would dollars allocated for planning be spent on professional development?

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## Pre-Bid Question and Answers

### Behavioral Health and Social Service Diversion Services RFP

October 8, 2020, 2pm

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*A10. Please include letters of commitment from partners that will play a critical role in the proposed work plan, especially those receiving funding through this award. Letters of commitment are not required for every partner agreeing to serve in the Steering Committee, but will still be accepted. There is no page limit for the combined letters of commitment.*

#### New Questions Asked During Pre-Bid Conference

*Q11: Could you please speak more to how the City Police Department is working with your office to first imagine this bid, and how they have been responding to this idea that the Healthy Communities Office is putting forward? I would love to understand more about the receptivity there.*

*A11: There is an acknowledgement that there is an opportunity for expanded response to behavioral health and social service calls within the city of Providence. Public Safety is aware of this RFP, has signed off on it, and is looking to help support it.*

*Q12: I don’t remember from my read of the RFP if part of the budget can include payment to steering committee members for their time participating in the planning phase.*

*A12: We didn’t explicitly call that out as a requirement, but stipends can be paid. We recognize many of us are trying to support the time of community-level experts. Stipends are an allowable expense.*

*Q13: Presentation question: Are you asking for one budget for both fiscal years, or separate budgets for FY21 and FY22?*

*A13: We will need to see separate budgets for FY21 and for FY22 within the \$400,000 maximum bid and within the \$600,000 maximum bid. The total maximum bid overall is \$1,000,000. Because the \$400,000 has to come out of FY21 and the \$600,000 has to come out of FY22, they need to be separate.*

## Pre-Bid Question and Answers

### Behavioral Health and Social Service Diversion Services RFP

October 8, 2020, 2pm

Q14: As many RFPs do, this RFP includes the disclaimer that programming is contingent on the availability of funds. Has the City's FY21 budget been approved yet or do you know that funds are available for this program?

*A14: The City's FY21 budget has not been approved yet. We are waiting for passage within the next few months. This funding has been requested as part of the Healthy Communities Office budget for FY21.*

Q15: When you talk about Public Safety everyone focuses on police, but are you also talking about Fire and the Emergency Management Agency?

*A15: That is correct. Public Safety includes Fire, Police, and EMS. Our Providence Emergency Management Agency (PEMA) falls under Public Safety as well.*

Q16: It doesn't say in this grant application, but I am curious: When you were crafting this application, did you have a sense of approximately how many people this program might directly work with when it is implemented?

*A16: We do not have an estimate of the number of people that could be served by an independent response. We anticipate the Public Safety analysis that's happening right now can provide more information about this. Also, there might be a demand for behavioral health or social service supports but people don't currently call Public Safety and wouldn't show up in our call logs. Part of this process will be figuring out the service delivery model and the times of service.*

Q17: Do you have a sense of when the consultants' work that is analyzing Providence Public Safety will be wrapped up?

*A17: It will probably be around January but the ongoing work that they're doing right now will be able to inform this body of work.*

Q18: On the implementation budget: Since there is a planning process that defines the implementation period, how is it possible to do an accurate implementation budget if you don't have the plan yet? I imagine that the budget that is implemented will be able to be modified once the final plan is approved?

*A18: Yes, modification of the implementation will be allowable. We recognize that the planning process will directly impact a lot of the details of how an applicant would spend their money in the implementation phase.*

Q19: The expectation of the implementation of this RFP is that it serves the entire city, or is the expectation that it focuses on particular zip codes or areas?

*A19: The expectation is to build a model that could serve all of Providence. However we acknowledge that this is a new service delivery model and that this might not serve everyone on day 1.*

## **Pre-Bid Question and Answers**

### **Behavioral Health and Social Service Diversion Services RFP**

**October 8, 2020, 2pm**

Q20: Do you expect 24/7 staffing?

*A20: That is not an expectation of this RFP.*

Q21: Is there a period of time that you would expect staffing? Or would we do this during the planning process?

*A21: Yes, that would be worked out during the planning process. When we look at other models there's often an exploratory process and a scaling up of services as you go along.*

Q22: You know there is no certification for 501c3 non-profits to be MBE/WBE? A lot of people don't know that. It's impossible to have that designation in the State of RI.

*A22: Correct, non-profit 501c3 organizations do not qualify for the MBE/WBE certification. You can put N/A if you are a non-profit for the MBE/WBE forms if it doesn't apply to you.*

Q23: If you don't subcontract you don't have to go for waiver. That's my understanding from past practice.

*A23: We still recommend getting a waiver from Grace Diaz. Even if she doesn't respond, make a documented effort to get the waiver via email.*

Q24: I have been thinking about the role of the 911 call center. It seems from the way you have been crafting this, the call center and the City of Providence's non-emergency line are the hinge points for directing people into either a police officer going to support them or a behavioral health worker going to support them. I'm assuming that the call center will be key in the planning process?

*A24: Our Communications team within Public Safety will be involved in this process.*