

**DPCA received the following questions pertaining to the January 31, 2007  
REQUEST FOR PROPOSALS for Services for a Shared Population: Defendants  
and Offenders with Mental Illness. Following are the questions posed (restated for  
clarity as necessary) and DPCA responses.**

1. Q. Should we expand a currently funded project to include individuals of any age, under the supervision of the drug court or other referrals such as from our local treatment center?
  - A. As specified in the RFP, project proposals may suggest a specialized addition to an existing agency or project or the creation of a new initiative. The RFP also specifies that the target population is individuals with serious mental illness as defined by an Axis 1 diagnosis and supervised by probation or those in a pre-trial release program operated by a probation department. Project services are not intended to be directed for the juvenile population. Individuals admitted to a project could also be included in a drug court program and/or receiving treatment for substance abuse and/or mental illness when admitted to a project if the services provided by the project would not be duplicative. The decision to expand a currently funded project is a local determination.
  
2. Q. Our county is meeting to discuss submitting a proposal in response to this RFP. Could you please advise if there is a maximum length requirement?
  - A. No. There is not a maximum length.
  
3. Q. Will the project be expected to serve a full complement of cases in the start up year?
  - A. No. A new project would not be expected to serve a full complement of cases in the start up year.
  
4. Q. How does the money flow to the grantee – is there start up funding, are payments made on a quarterly basis, or do we have to wait until outcomes are available to report progress?
  - A. As stated in the proposed contract, Paragraph B of Section III, claims shall be submitted quarterly. Payment will be made for milestones reached as well as for outcomes achieved. Outcomes for the start up year could include limited amounts (preferably not more than 20 percent) for project start-up activities such as hiring of staff and establishment of project policies and procedures. Project milestone and outcome target numbers could be less in a start up year submission. If a start up Attachment C is submitted, an Attachment C for the second year should be included with the proposal submission as well.

5. Q. Is it mandatory that 75% of the award be used for Salary/Fringes, or can this amount be a smaller percentage?
- A. The RFP states that Direct Service Personal Costs should be at least 75% of the budget including fringe benefits and/or any direct service contractual expenses (with an outside service Provider). Any deviation from this criteria would require adequate justification for the other costs included in lieu of Direct Service Personal Costs and an explanation of how the direct services would be accomplished.
6. Q. On the Project Milestones, Outcomes, Costs, and Performance Objectives, Attachment C, what is # of Participants in Column B for each of the milestones?
- A. For the proposal submission, the # of Participants for each milestone and outcome is the number targeted to be achieved during a twelve month contract period.
7. Q. On Attachment C, what columns should be completed for Outcomes on the proposal submission? Where do we list the outcomes and what do we do with the shaded areas?
- A. Columns A, B, C and E should be completed as indicated for Outcomes. The Outcomes should be listed in column A. The shaded areas should not be filled in.
8. Q. On Attachment B, the Agency Administration is marked N/A. Does that mean that Agency Administration is not an eligible expense?
- A. That is correct. It is not eligible.
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