

Q: In Section 5.3 Deliverables, on page 13, one of the bullets states: "Assess the existing mental health workforce." Could you clarify what would be the expected product of such an assessment, or would that be determined by the successful bidder?

A: The bidder will determine the nature and product of the workforce assessment that is to be conducted. Including a substantive plan for such an assessment will be beneficial to a proposal.

Q: The RFP indicates a preference for one of the references to be a consumer leader or person with lived experience. Is it appropriate for that reference to be a consumer leader from Milwaukee County who is familiar with our work, or would you prefer that the reference come from another project outside of Milwaukee?

A: No preference is given to references based on geography. References from persons within Milwaukee County are equally appropriate as references from elsewhere.

Q: Is it appropriate to include letters of support from non-County-operated community behavioral health organizations in Milwaukee County who are familiar with our work?

A: Letters of support are not governed by any restriction or preference.

Q: Is there a minimum amount of hours preferred/required that is offered by personnel through this RFP?

A: There is no such minimum.

Q: How much time and for how long are personnel anticipated to commit to providing technical assistance? What is the timeline for completion of providing technical assistance?

A: The overall duration of technical assistance is flexible but is anticipated to last between six (6) and twelve (12) months.

Q: How will time of personnel be tracked and invoiced, per self report or via in-person meetings only?

A: In addition to participation and leadership in meetings, personnel hours will be tracked by reasonable self-reported estimates of time spent research and preparation.

Q: Are hours of technical assistance proposed to be reported per week or per month?

A: Hours will be accounted for on a monthly basis.

Q: Will written reports and/or presentations be required beyond meetings?

A: In addition to reporting regularly to the Mental Health Redesign and Implementation Task Force, the successful bidder will work with County staff and other stakeholders to create written reports (relevant to the redesign efforts) for policy makers, as needed. The vendor may also be called periodically to present a progress report to the Milwaukee County Board of Supervisors and/or Committees reporting to the Board.

Q: Where will meetings take place?

A: Depending on the availability of adequate space, most meetings will be held at the Milwaukee County Mental Health Complex (9455 Watertown Plank Road, Wauwatosa, Wisconsin). All meetings related to this project are to be held within Milwaukee County.

Q: The RFP indicates personnel would provide facilitation for deliberations and planning and technical support for policy and financial aspects of the design and implementation. What players would actually be involved in the deliberations and planning and in the policy and financial aspects work? Please distinguish between facilitation and technical support. What will each entail exactly?

A: The facilitative role of the successful bidder will include organizing and managing meetings, enabling clear communication among the various participants, and prompting timely actions by responsible parties. The technical support role of the successful bidder will include interpreting and applying sound research and successful models of public mental health care and system transformation to the unique circumstance of Milwaukee County. A demonstrated capacity for this type of work is strongly preferred.

Q: Are selected personnel under this RFP to be involved with specific redesign projects and implementation or will there be future RFPs released for specific services?

A: The party or parties providing technical assistance to the redesign efforts are to be excluded from consideration as providers of the direct mental health services specified within the redesign recommendations being implemented.

Q: Regarding utilization and subcontracting with **Disadvantaged Business Enterprises (DBEs)**: How are DBEs to be identified prior to confirmation of agency/personnel technical assistance assignment?

A: There are likely expenses that will be incurred in this project that could be directed to DBEs, such as accounting, office supplies and computer equipment. Proposers can contact the Community Business Development Partners office at 278-4747 for assistance in identifying DBE subcontractors.

Q: If the work or subcontracted work is not known or has not been defined prior to RFP response submission, are agencies to complete the applicable DBE forms after receiving intent to award confirmation?

A: To receive full points in the evaluation, proposers need to submit the requested forms by the submittal deadline.

Q: Would applicable DBE forms be completed once technical assistance or agency assignment is known?

A: It is possible to amend commitments on forms if needs change.

Q: Does the RFP look to reimburse selected agencies for costs incurred with DBE subcontract work?

A: All projected expenses should be included in the proposal, including any likely expenses from subcontracted goods or services.

Q: Is the minimal timeframe for proposals to be submitted an undue burden for DBE's? Would additional time be granted to pursue DBE relations and contact?

A: While the timeframe around this RFP is short, we ask proposers to do your best in firming up commitments to subcontract. Many DBE agencies have worked with prime contractors on County contracts before and should have some familiarity with timelines and requirements.