November 9, 2017

SANTA FE COUNTY
RFP# 2018-0144-CSD/MAM
PLANNING AND OPERATION OF THE NEW BEHAVIORAL HEALTH CRISIS CENTER IN SANTA FE COUNTY

ADDENDUM #1

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 1. This documentation shall become permanent and made part of the departmental files.

Attachment A: ***Pre Proposal Agenda and Sign in Sheet***

CLARIFICATION ON THE ADVERTISEMENT: The Procurement Specialist Senior for the solicitation is Michelle A. Marmion, mmarmion@santafecountynm.gov 505-992-6753

Question# 1: Please define what is meant by "Medical Clearance."

Answer# 1: **Medical clearance refers to the medical evaluation of patients in the Emergency Department (ED) or similar setting, whose symptoms appear to be psychiatric in origin.**

Question# 2: Is the budget for the sobering center included in the $1.6 M or will the Hospital continue to fund this endeavor?

Answer# 2: **The Sobering Center funds are NOT included in the $1.6 million dollars. Expenses for the Detox Center are paid for by an independent contract with the County.**

Question# 3: Is the budget for Mobile Crisis Response included in the $1.6 M?

Answer# 3: The funding for the Mobile Crisis Response is included in the $1.6 M.

Question# 4: Since the Project period is one year, is $1.6M intended solely for Planning?

Answer #4: Funding for the first year of the project is for staff of the Primary Partner to participate in planning efforts, and is limited to $40,000.00.

Question #5: What is the budget total for Phase Two Operations? Which services will this support?

Answer #5: The budget for Phase Two operations is $1.6 million and includes all the services out lined in the RFP. Services supported through this funding will include:

- **Mobile Crisis Team**
- **Living Room Therapeutic model**
- **Screening and brief intervention**
- **Triage and Assessment**
- **Stabilization**
- **Pharmacy**
- **Transportation and respite**
- **Free standing Navigation**
- **Information and Resources**
- **Coordination with hotlines**

Question #6: Is the respite component to be located at the same site on S. Galisteo?

Answer #6: No, not if it exceeds to the time period of the hours of operation. Funds for respite could be provided in a variety of ways depending on what the bidder chooses. For example, funds for respite could be provided solely through flexible funds.

Question #7: Does the County have a specific expectation of security for the center? If so, please define.

Answer #7: The County is expecting Level II security at the Crisis Center.

Question #8: Are food costs included in the Operation Phase Two budget?

Answer #8: The bidder may include food costs in the operational budget for Phase Two.

Question #9: Once expansion/remodeling of 2052 S. Galisteo is complete, what square footage is to be allotted for the Crisis Center? For the on-site Sobering Center? For the Intensive Navigation?

Answer #9: **The County has not made a final decision on location for the Crisis Center, though we are leaning towards the location at 2052 Galisteo. The County will work with the primary partner, once chosen to choose the location and to participate in the redesign so that it meets the needs of all including the Detox Center, Intensive Navigation and Crisis services.**

Question #10: Will County payments for this project be made in 1/12 increments or "draw down?"

Answer #10: **This issue will be negotiated upon review of the budget.**

Question #11: Since project will be located in a county building, will County pay:
Utilities? **Answer #11: Yes**
Computer lease lines? **Answer #11: Yes**
Facility repairs? **Answer #11: Beyond normal wear and tear.**
Cost of licensing? **Answer #11: No**

Answer #11: **Yes. Yes. Beyond normal wear and tear. No.**

Question #12: Please elaborate on County definition of providing transportation to clients/families.

Answer #12: **Clients will need transportation services as part of Navigation, including to and from appointments.**

Question #13: What are the responsibilities of the Crisis Center Director?

Answer #13: **Oversight and management of crisis services, as described in the Scope of work. The Crisis Center Director will work as a liaison to the County.**

Question #14: Can we bill the clients insurance or other sources when they are in the Crisis Center or is this considered double dipping?

Answer #14: **We fully expect that the Primary Partner will maximize all funding sources, including that of the clients insurance.**

Question #15: For purposes of developing proposals from potential applicant organizations, it would be helpful for Santa Fe County to provide an understanding of the dimensions of the space available at 2052 Galisteo for delivery of services to be provided in the crisis center.

Answer #15: **The location at 2052 is about 11,000 square feet, of which 4,000 is being used by the Detoxification Center. Please note that the final decision to use this building has not been made.**

Question #16: Among the services to be delivered at the crisis center and list on page 7 of the RFP is that of transportation. Can respondents to the RFP propose making arrangements for transportation services using existing public transportation or private systems to meet the need for clients or must respondents include transportation delivered directly by the responding agency?

Answer #16: There will be a need for transportation services for individuals who are receiving crisis services at the center. Respondents may propose whatever system they wish as long as it meets the needs of the clients.

Question #17: With respect to pharmacy services listed also on page 7 of the RFP, are respondents required to establish a drug room or can arrangements be made to prescribe with clients securing medications through local pharmacies?

Answer #17: The need for medication may be very well be immediate, and we are interested in bidder's responses to how that need will be met.

Question #18: There is a contradiction of dates for submission of proposal in response to the RFP. On pages 4 and 11 of the RFP, the submission date for proposals is listed as 2:00 p.m. on November 30, 2017. On page 13 of the RFP the proposal submission date is listed as 2:00 p.m. On page 13 of the RFP the proposal submission date is listed as 2:00 p.m. on November 16. Which is the correct date for submission?

Answer #18: Proposal are due on November 30, 2017 @ 2:00 p.m.

Question #19: For our year 2 operational budget, should we include costs for a telephone system?

Answer #19: The County would prefer that the bidder include funds for a telephone system, which usually is not included in the building.

Question #20: Can we propose to purchase a vehicle which will be used to transport clients?

Answer #20: The bidder may propose the purchase of a vehicle to transport clients.

Question #21: Are the 3 letter of reference included in the page count?

Answer #21: No, that will not be included in the page count, it will be added in as an appendices.

Question #22: It specifies that there will be a limit of 25 pages, is budget included in that?

Answer #22: No, the budget is a separate submittal in a separate sealed envelope; the budget submittal will not be included in the 25 page count.

Question #23: A follow up, the resident business certificate, is that included or excluded in the page count?

Answer #23: **No. The in-state certificate is not included in the page count. The certificate is submitted as an appendices in the Proposal.**

Question #24: How long should the budget be, or what is the maximum page limit?

Answer #24: **There is no page limit on the budget.**

Question #25: Is there any indication of cost associated with the building, lease, and utilities in the RFP? I understand it is a County provided building. Will the contractor have costs to be operating in the building?

Answer #25: **The County will pick up the cost in terms of the utilities, and the majority of the building itself. The contractor will be responsible for IT and phone services and normal wear and tear may be negotiated.**

Question #26: Does the building or property insurance fall under the owner/County?

Answer #26: **Yes, but the contractor will be responsible to carry their own personal property insurance.**

Question #27: Who is responsible to cover the cost of running the building in terms of payroll staff, is it the primary contractor's responsibility?

Answer #27: **Yes, but only for the Crisis Center space.**

Question #28: Are the furnishing's provided by the County.

Answer #28: **Yes, there will be a budget for the furniture.**

Question #29: What is the expected time frame for the planning phase?

Answer #29: **We anticipate that it could be a one year planning phase.**

Question #30: Do you have any projection or the numbers of individuals that are going to be served?

Answer #30: **We had a projection of 2,500.**

Question #31: Is the Crisis Center limited to the residents of Santa Fe County?

Answer #31: **Due to the nature of demographics, we are going to get people from Rio Arriba that will come down to the center, the primary is for Santa Fe County.**

Question #32: Are we responsible for doing the medical clearance for the Detox Center?

Answer #32: **No, there is a Detox Center here, the idea is to maximize resources.**

Question #33: What is the term of the contract? Will the 1 year of planning make it a 5 year contract?

Answer #33: **The initial contract will be a 4 year contract total contract, initially 1 year and renewable for 3 years. It eventually will turn into a Lease Operational Agreement.**

Question #34: Does this include 1 year of planning and 3 years of operation?

Answer #34: **Yes.**

Questions #35: Are you expecting the contractor to influence these two criteria, low birth weight and how do we include increased enrollment in health care insurance?

Answer #35: **Of the priorities identified by the County, reducing drug and alcohol use, reducing suicides and behavioral health are the most relevant.**

Question #36: Regarding the Acknowledgment of Receipt, the firm that is identified here, does it have to be the firm that submits the proposal?

Answer #36: **It has to be the individual that can obligate that corporation or its branches into an agreement. By signing the Acknowledgment of Receipt does not mean that you are obligating your company; you are simply being identified as the person that will be receiving notification's regarding the RFP.**

Please add this Addendum #1 to the original proposal documents and refer to proposal documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Responders are reminded that any questions or need for clarification must be addressed to Michelle A. Marmion, Senior Procurement Specialist at mmarmion@santafecountynm.gov

PRE PROPOSAL CONFERENCE
RFP# 2018-0144-CSD/MAM
PLANNING AND OPERATION OF THE NEW
BEHAVIORAL HEALTH CRISIS CENTER
NOVEMBER 9, 2017
2:00PM

Contracting Agency: Santa Fe County

- Bill Taylor — Chief Procurement Officer — Purchasing Division
- Michelle A. Marmion — Procurement Specialist Senior — Purchasing Division
- Rachel O'Connor — Community Services Director — Community Services Department
- Alex Dominguez — Administrative Manager — Community Services Department

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CLARIFICATION ON THE ADVERTISEMENT: The Procurement Specialist Senior for the solicitation is Michelle A. Marmion. Please email and/ or call mmarmion@santafecountynm.gov 505-992-6753

Santa Fe County is requesting proposals from licensed and qualified Offerors to serve as the primary partner for the Phase One (Planning) and Phase Two (Operation) of a Crisis Center for people experiencing a behavioral health crisis in Santa Fe County and their families.

Proposal Information

- Carefully read the Request for Proposal for requirements, terms & conditions including the sample contract.
- Proposal Organization - Proposal should be organized as outlined in the RFP on page 21.
- Selection of finalist(s) – the most qualified proposal received based on the evaluation factors outlined in the RFP (pages 27) will be scored by a three to five member evaluation committee.

- Preferences -

  1) N.M. In-State Business Preference Certificate 5% of total weight of all evaluation factors added to score.

  OR

  2) N.M. Resident Veterans Preference Certificate, 10% total weight of all evaluation factors added to score. For more information on State Preference visit www.tax.newmexico.gov

  AND

  3) Santa Fe County Preference, 5% of total weight of all evaluation factors added to score. For more information on County Preference visit www.santafecountynm.gov/departments/purchasing

- Please submit all questions via email to Michelle A. Marmion at mmarmion@santafecountynm.gov. The last day for questions will be **Monday, November 13, 2017. (Please do not contact any other County staff.)**

- Addendum will be issued on **Wednesday, November 15, 2017.** (***Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.)***

- Proposal Submittal – **Due Date: Thursday, November 30, 2017**
  Time: 2:00 PM (MST)
  Location: 142 W. Palace Avenue 2nd Floor, Santa Fe, NM (Bokum Building)

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NEW BEHAVIORIAL HEALTH CRISIS CENTER
NOVEMBER 9, 2018
2:00PM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
Penelope Perryman	PMS	505-982-5565	Penelope.Perryman@pmsnm.org
Yvette Sandoval	PMS	505-955-1213	yvette.sandoval@pmsnm.org
Mark Boschelli	PMS	505-946-1453	mark.boschelli@pmsnm.org
Anne Baker	PMS/SFCCC	946-1405	Anne.Baker@pmsnm.org
MIKE MIRIN		619-606-4774	AOMin@integrated.world
Abraham Barteza		505-420-1683	// //
Babak Mirin	NMPS	605-273-0574	bmirin.nmps@gmail.com
Steve Nguyen	NMPS	505-850-7397	steve.nguyen@cpspharm.com
Michael DeBernardi	The Life Link	505 438 0010	mdebernardi@thelifelink.org
Carol Luna-Anderson	The Life Link	505-438-0010	carol@thelifelink.org
Elisa Chavez	PlumbTech Inc	505-989-3315	plumbtechinc@yahoo.com
David Ley	NM Solutions	505 248 2724	ley-david@rvbh.com

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NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS
BILL TAYLOR	SFC	505-986-6373	WTAYLOR@SANTAFECOUNTYNM.GOV.
Alex Domínguez	SFC	505-992-5827	adominguez@santafecountynm.gov
Rachel O'Connor	SFC	505-992-9827	roconnor@santafecountynm.gov
Michelle Mamin	SFC	—	—

MANDATORY PRE PROPOSAL CONFERENCE
RFP # 2018-0071-PW/MM
ROAD CONSTRUCTION AND MAINTENANCE SERVICES
AUGUST 31, 2017
2:00PM

NAME	COMPANY	TELEPHONE	E-MAIL ADDRESS