

1	Section	Page #	Question	Answer
1	3.1	Page 9	What are the narrative formatting requirements?	<p>The formatting requirements are listed on page 18 in section 3.2.</p> <p>3.2 General Information Comments</p> <p>3.2.1 All applications shall adhere to the following formatting instructions:</p> <p>3.2.1.1.1 Narrative sections shall be 1.5 spaced</p> <p>3.2.1.1.2 12 point font Times New Roman</p> <p>3.2.1.1.3 Observe page limitation</p> <p>3.2.1.1.4 Number all pages</p> <p>3.2.1.1.5 Agency name on footer or header of each page</p> <p>3.2.1.1.6 Each section clearly identified</p> <p>Section 9 contains the detailed instructions for each part of the submission checklist on page 39 of the RFQ. Section 9.1.2 is referring to the separation and labeling of the RFQ submission. Section 9.2.3.8 refers to the font to be used on the company background and reference documents where the vendor is filling in appropriate information.</p>
2	3.1	Page 9	How should I format the narrative headings (example: History of the agency and current operations) and the related questions?	The headings are necessary in long form with the associated numbering format; however, the related questions on need to be identified using the associated numbering format.
3	4.1	Page 18	Do I copying and paste the tables and narratives 4.1-4.2.1 onto our application?	Yes, use the copy and paste functions on tables 4.1 – 4.2.1 to add them to your application.
4	4.3	Page 21	6) References: is it possible to check in with the Division of Public and Behavioral Health as the deadline approaches to verify that our references have submitted their reference form?	a. You may contact Martie Washington about the receipt of your references.
5	4.3	Page 21	Can BHPT (previously SAPTA) be used as a vendor reference?	Behavioral Health Prevention and Treatment (BHPT) cannot be listed as a business reference, simply because the grant is administered by us.
6	4.3	Page 21	Is it ok to submit references from partnering agencies that we do projects and/or conduct programming with that doesn't have a dollar amount associated with it, or does it need to be from someone that we have a formal contract that includes payment.	Business references do not need to include a financial relationship.
7	4.4	Page 24	Most of our staff have resumes in their personnel file, can these be copied and submitted with this section? These would be older as they were submitted at the time of their employment.	Staff resumes are only required for employees providing oversight of the activities specifically related to the scope of work associated with the grant. A job description, including minimum qualifications and sought after qualities, should be provided for each position receiving oversight, i.e., volunteer peer support. You must use attachment I (proposed staff resume) for your resume. This is the required state format.
8	4.4	Page 24	Since we are applying as an agency, would each employee need to submit a resume?	Staff resumes are only required for employees providing oversight of the activities specifically related to the scope of work associated with the grant. A job description, including minimum qualifications and sought after qualities, should be provided for each position receiving oversight, i.e., volunteer peer support.
9	4.4	Page 24	The Attachment I for proposed staff resumes, will this go in the Confidential Technical SOQ or will it be kept in the Part I A Technical SOQ?	Normally staff resumes would be submitted in Part IA, the technical SOQ but if there were specific staff resumes that you want to keep confidential they can be stored on the confidential technical SOQ, you should review
10	5	Page 24	Cost: Is there anything that needs to be submitted in regard to 5?	No, this part of the RFQ is for informational purposes only.
11	6	Page 24	Financial: Is there anything that needs to be submitted in regard to 6.1 through 6.1.2?	No, this part of the RFQ is for informational purposes only.
12	9.2	Page 28	Does section 9.2 refer to the complete application?	Section 9.2 refers to the Part IA the technical SOQ submission requirements and should be considered a separate part of the RFQ from Part IB (confidential and technical SOQ submission requirements and Part II (Confidential Financial submission requirements).
13	12	Page 39	Could you elaborate on what documents belong in Part II, Tab II; Financial Information and Documentation?	Financial information is addressed in section 3.2.2.6 (Usual and Customary Fees) and 4.1.9 (Dun and Bradstreet Number and the Federal Tax ID number). However, none of the requested financial information is considered confidential and does not require the additional confidential handling. There may not be any information to store in Part II - Confidential Financial Submission Requirements. The agency should indicate that no confidential financial information is present if there is nothing to add.
14	12	Page 39	Pg. 39 checklist--The table of contents do you want it titled by Tabs or sections? For example, is this appropriate?: Tab II Table of Contents.....pg 2 Tab III Vendor Information.....pg 4 Tab IV State Documents.....pg 6	The table of contents should incorporate the tab numbers with the corresponding section names. It is not necessary to also include the subsections in the table of contents.
15	4.1.9	Page 22	4.1.9 states to include financial information and documentation in Part II, Confidential Financial Information. Does this include the requested information from section 4.1.9.1; DUNS Number and 4.1.9.2 Federal Tax ID Number?	Financial information is addressed in section 3.2.2.6 (Usual and Customary Fees) and 4.1.9 (Dun and Bradstreet Number and the Federal Tax ID number). None of the requested financial information is considered confidential and does not require the additional confidential CD.
16	9.1.6.1	Page 27	How do items 9.1.6.1 through 9.1.6.4 incorporate into the RFQ submissions requirements? 9.1.6.1 Besubmitted on recycled paper 9.1.6.2 Not include pages of unnecessary advertising 9.1.6.3 Be printed on both sides of each sheet of paper; and 9.1.6.4 Be contained in re-usable binders rather than with spiral or glued bindings	9.1.6.1 through 9.1.6.4 are all suggestions on continuing efforts to reduce solid waste and further recycling efforts when possible and practical. This is not a mandatory requirement of the RFQ and does not impact the submission requirements which are: 1. separate packaging of confidential information, 2. one original and 6 copies, 3. one master CD, 4. and once CD used for public record (must not contain confidential information).

17	9.2.3.4	Page 28	What is meant by bullet point A under state documents: The signature page from all amendments with original signature by an individual authorized to bind the organization.	9.2.3.4 is requesting the amendment page for any grants your agency has had with the state in the over the last 12 months.
18				
19	3.1.1	Page 9	The page limit of 15 pages, is that for the narrative required only 3.1.1-3.1.6.4 and then the tables and other information needed in section 3.1.7. is separate or are the 15 pages with the tables in sections 3.1.7-3.1.8 that need to be included?	The 15 page narrative is specific to 3.1.1 through 3.1.6.4. Sections 3.1.7 and 3.1.8 are not considered part of the narrative and are not included in the 15 page limit.
20	3.1.2.2	Page 10	Under section 3.1.2.2 it asks to provide documentation to support formal collaborations you have with outside entities. Could these be the 3 references we provided and the reference forms be the documentation to support these collaborations?	If you are using the same collaborations for your references that is fine; however, you must still provide a description of the collaborations and how they pertain to the level of integration your agency has with mental health/substance abuse/primary care within the narrative of the RFQ.
21	3.1.8	Page 16	The table associated with 3.1.8 identifies which levels of care our agency is currently certified for and which levels of care we hope to become certified in. Can you define what certification means here?	Currently certified refers to BHPT certification and in order to eventually receive funding from BHPT, certification would be mandatory for each level of care being proposed. NAC 458.103 Certification required to receive funding from Health Division. (NRS 458.025) A program must be certified by the Health Division to be eligible for any state or federal money for alcohol and drug abuse programs administered by the Health Division pursuant to chapter 458 of NRS for the prevention or treatment of substance-related disorders
22	3.1.8	Page 16	We have a provider that is certified to provide MAT. Does this constitute as certification for that category?	MAT is a certifiable level of care under opioid maintenance therapy (OMT). If you wanted to receive funding for OMT you must also be certified for outpatient therapy.
23	3.1.8	Page 16	Our BH workers are certified to conduct comprehensive assessments as per their license, does this count as certification?	No, in order to receive state or federal funding you must be certified by BHPT. Licensing certification does not meet the criteria for BHPT funding
24	3.1.8	Page 16	In 3.1.8, the text notes there is a brief description of these services in Attachments A, B and C of this RFQ. However, Attachment A is the Confidentiality form and Attachment B is the Technical Certification of Compliance. So, is that an error in the RFQ and it should read just Attachment C, not A, B, and C? Or am I looking at the wrong Attachments?	This is an error in the RFQ. It should read "Attachments C, D, and E."
25	3.1.8	Page 17	Under support services we want to provide Targeted Case Management, however, we have not been certified in this level of service. I understand that this was something new and that there is one or two agencies that are piloting this. Can I still select this under the support services we want to offer and when will the certification for this service be available to other agencies other than the ones that were piloting this?	Yes, you should include any services you want to offer and would like to be eligible for in future funding periods. Certification must be complete before funding can be awarded.
26	4.1.1	Page 19	What is meant by "Number of employees with the expertise to support the requirements identified in the RFQ"? Because one of the priority areas is Health Care and Health Systems Integration, do you want us to include staff members whose expertise is in the medical, targeted case management, and/or pharmacy fields.	If the employees support the requirements of the RFQ and services that would be provided related to the scope of work you should incorporate them into the total count. If the positions are not connected to the scope of work do not include them.
27	4.1.5	Page 20	When referencing previous grants with the State of Nevada, if a grant was received for multiple years in a row can we just lump it together and indicate the date range or must we do a separate table for each one?	If the grant received was from the same State Agency, it can be lumped together. If different grants were received from different State Agencies, separate tables will need to be documented
28	4.1.6	Page 20	Could you clarify if people who were employed by UNR and Mojave Mental Health count as previously employed by the state? If so, do we need to include where they previously worked or just their full name and duties that will be performed under the RFQ?	UNR is a part of the system of higher education, which is considered a State Agency. Any and all employees who are employees of UNR must be listed as an employee of the State of Nevada in this section and specify the services that each person will be expected to perform.
29	9.1.2	Page 26	For the "Tabs" that are required...I want to clarify what these look like to satisfy the, requirements are these pages that we title Tab I, Tab II, etc. or are these actual tabs—like the sticky tabs that we can label as Tab I, Tab II, etc. and place them so they are sticking out when each tab section begins? Can divider type tabs be used?	Item 9.1.2 on page 26 of the RFQ can be used in conjunction with the Submission checklist table of page 39 of the RFQ. The checklist identifies each tab and heading that is required for the tabs. Each tab or section should be clearly identifiable. The "clearly marked tabs" could be page dividers or even a page inserted into the document listing the tab number and title for each section. Any RFQ response received without these requisite documents may be deemed non-responsive and not considered for a contract award.
30	9.1.4	Page 26	The one copy you want marked as MASTER—do you just want the first page marked Master or do you want every page marked Master?	Ensuring that the master documents is marked as "Master" is very important. It would be acceptable to clearly mark the first page of the submission with the word "Master".
31	9.2.3.3	Page 29	If the RFQ submission can be on a CD or thumb drive, technically vendor signatures are no longer original because they will be scanned in. Do you need all original signature documents included with the CD/thumb drive or is a color scan of the document good enough?	It is important to pay special attention to the submission requirements. A CD or thumb drive is only one of the submission items. Submission requirements are: 1. separate packaging of confidential information and the rest of the application 2. 1 original document and 6 copies (the original document will contain the original signatures) 3. 1 master CD 4. And, once CD used for public record (must not contain confidential information). All items are mandatory and must be submitted to the address listed on page 32, Section 9.6.2. You are encouraged to copy and paste the label on page 32 (9.6.2) to a mailing label to reduce errors.

32	9.2.3.4	Page 29	The State Documents ask for item C for Attachment C – Vendor Certifications with an original signature but when I go to Attachment C in the RFQ located on page 43 it says Attachment C – Service Definitions. Where is Attachment C – Vendor Certifications?	The RFQ contains an error in 9.2.3.4; State Requirements. Disregard item C, attachment C – Vendor Certifications with an original signature by an individual authorized to bind the organization.
33	9.2.3.6	Page 29	Tab VI, section 3.2 – General Minimum Qualifications states that vendors must place their written response(s) in bold/italics immediately following the applicable RFQ question, statement and/or section. Is this referring to our narrative answers in sections 3.1.1-3.1.6.? Because Section 3.2. is formatting instructions and list of required attachments.	Section 9 contains the detailed instructions for each part of the submission checklist on page 39 of the RFQ. Section 9.1.2 is referring to the separation and labeling of the RFQ submission. Section 9.2.3.8 refers to the font to be used on the company background and reference documents where the vendor is filling in appropriate information.
34	9.3.3	Page 30	In part IB would we need to cross reference staff resumes with technical information? What would be examples of what information would go here?	Vendors only need to submit Part IB if the RFQ includes any confidential technical information. Submitted proposals, which are marked “confidential” in their entirety, or those in which a significant portion of the submitted proposal is marked “confidential” will not be accepted by the State of Nevada. Pursuant to NRS 600A.030(5), only specific parts of the proposal may be labeled as a “trade secret”. All proposals are confidential until the agreement is awarded; at which time, both successful and unsuccessful vendors’ technical and cost proposals become public information. The State will not be responsible for any information contained within the proposal. Should vendors not comply with the labeling and packing requirements, proposals will be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that will be in an open meeting format, the proposals will remain confidential.
35	9.4.2.1	Page 31	Can I leave the title as Part III from section 9.4.2.1 because that is what it says but everywhere else it says Part II (9.4)?	This is an error on page 31 (9.4.2.1) of the RFQ. Change the title from Part III – Confidential Financial Information to Part II - Confidential Financial Information.
36	9.4.2.2.	Page 31	The financial package submission in section 9 refers to info required in section 4.1.11 however this form ends with section 4.1.9 then goes to section 4.2 - where is section 4.1.11 and what does it list as required documents?	This is an error on page 31 (section 9.4.2.2) of the RFQ. Section 4.1.11 was removed from the RFQ because this is just a request for qualification and not specific to information that will be requested in a vendor call. The only financial information gathered in the RFQ is addressed in section 3.2.2.6 (Usual and Customary Fees) and 4.1.9 (Dun and Bradstreet Number and the Federal Tax ID number).
37	9.5.3	Page 31	Do we need to mark each document we submit that is considered confidential as “confidential” with a stamp or so?	Vendors are required to submit written documentation in accordance with Attachment A, Confidentiality and Certification of Indemnification demonstrating the material within the RFQ response marked “confidential” is in compliance with NRS §600A.030(5)”. Not conforming to these requirements will cause your RFQ response to be deemed non-compliant and will not be accepted by the State of Nevada.
38	9.5.4	Page 31	Can the electronic information be submitted on a USB flash drive? How should the documents be formatted? How should the electronic information be labeled?	In lieu of a CD, BHPT will accept jump drives, USB, thumb drives. The preferred file format is scanned PDF; however, we will also accept word document files. Each item must be clearly labeled. 1. Master RFQ 001 Vendor Name Contents: Part IA - Technical RFQ Part IB - Confidential Technical RFQ 2. Public Record RFQ 001 Vendor Name Contents: Part IA - Technical RFQ for Public Records Request
39	9.6.2	Page 32	What are the submission requirements and where does the proposal need to be mailed to?	The submission requirements are: 1. separate packaging of confidential information and the rest of the application 2. 1 original document and 6 copies 3. 1 master CD 4. And, once CD used for public record (must not contain confidential information). All items are mandatory and must be submitted to the address listed on page 32, Section 9.6.2. You are encouraged to copy and paste the label on page 32 (9.6.2) to a mailing label to reduce errors.

40	9.6.2	Page 32	Could you define the submission requirements in more detail? How many documents will I be sending if I have confidential information?	<p>The submission requirements for the RFQ include :</p> <ol style="list-style-type: none"> 1. 1 original document and 6 copies of the technical SOQ <ol style="list-style-type: none"> a. The original document will contain the original signatures 2. Separate packaging of the confidential technical SOQ (if necessary) <ol style="list-style-type: none"> a. Vendors must have tabs in the confidential technical SOQ cross reference back to the tabs in the technical SOQ b. 1 original document and 6 copies of the confidential technical SOQ should be provided c. NOTE: This only contains the confidential information that could not be placed in the technical SOQ. Basically, if you have confidential information you will have a subsequent folder holding the confidential information to go with each technical SOQ. 3. 1 master CD (or thumb drive) <ol style="list-style-type: none"> a. Including <ol style="list-style-type: none"> i. master technical SOQ ii. master confidential technical SOQ (if necessary) 4. And, one CD (or thumb drive) used for public record (must not contain confidential information). <p>All items are mandatory and must be submitted to the address listed on page 32, Section 9.6.2. You are encouraged to copy and paste the label on page 32 (9.6.2) to a mailing label to reduce errors.</p>
41	Attachment C	Page 42	Also, in regards to the Service Definitions listed in Attachment C, I don't see definitions for the following services. Is there a definition somewhere else in the RFQ for these services? Transitional Housing Recovery Support Services Home-Based Services Comprehensive Evaluations	<p>Transitional Housing = Located in Attachment E under Types of Services or Programs Not Included in ASAM</p> <p>Recovery Support Services = Recovery support services incorporate a full range of social, legal, and other services that facilitate recovery, wellness, and linkage to and coordination among service providers, and other supports shown to improve quality of life for people in and seeking recovery. Recovery support services also include access to evidence-based practices such as supported employment, education, and housing; assertive community treatment; illness management; and peer-operated services. Recovery support services may be provided before, during, or after clinical treatment or may be provided to individuals who are not in treatment but seek support services. These services, provided by professionals and peers, are delivered through a variety of community and faith-based groups, treatment providers, schools, and other specialized services.</p> <p>Home-Based Services = Home-based services, sometimes referred to as community or support services, constitute a well-established package of treatments for mental and substance use disorders should be tailored to fit individual needs. The planning and provision of home-based services require a specific, individualized process that focuses on the strengths and needs of the individual. Home-based services incorporate several clinical interventions, including, <u>comprehensive strength-based assessments, mobile crisis services, case management or care coordination, clinical teams, and individualized supports, including behavioral specialists</u></p>
42	Attachment H	Page 53	Who completes attachment H; the reference questionnaire?	The reference table associated with section 4.3.2 should be copied and pasted 3x into the RFQ for submission. This table identifies the 3 references the agency is requesting references from. Attachment H is the reference questionnaire that the agency will send to its reference contacts. The reference contacts will send the completed reference questionnaire via email or facsimile to the contact information on page 53, attachment H, #3.
43	Attachment I	Page 54	What is meant by details and Duration of Contract/Project on the proposed staff resume?	Details and Duration of Contract/Project = tasks and responsibilities
44	Attachment I	Page 54	Under Vendor it would be the agency name and under client it would be the specific staff member	Vendor Name = Agency Client Name = Supervisor/Staff member worked for Client Contact Name = Supervisor/Staff member worked for title Role in contract project = Job title
45	Attachment I	Page 54	This states that a resume must be completed for all proposed contractor staff and proposed subcontractor staff. Is the applying agency and its staff considered contractors?	Yes, you would check the contractor box. Employees of your agency would be considered contractors.
46	General	NA	Are there any rules, regulations, or restrictions about marketing the services if we are accepted? Does the State assist in any marketing? For example, listing the agency and services on a State website, or anything similar?	Most funding agreements with the state occur on a fee for service basis and there are not currently any marketing restrictions on these services. The state doesn't currently offer any marketing assistance but Behavioral Health Prevention and Treatment (BHPT) certified and BHPT funded providers are added to distribution lists made available to the public as well as posted on the state website.
47	General	NA	Does an agency need to be certified by SAPTA to submit the RFQ?	No. But the certification process needs to be completed before funding begins
48	General	NA	Should an agency submit an RFQ for each program they'd like to receive funding for?	No. Submit just one RFQ. This is a process to assess qualifications to provide treatment services. All of the information SAPTA needs will be contained in one application
49	General	NA	If applications will be accepted over the next 4 years, why is it important to have my application turned in by the 04/04/2016 deadline?	There are two upcoming funding periods this year; one in July and one in October. Applications received by April 4th will be reviewed for qualification and put into the pool for vendor calls for the July and October funding periods. Applications received after April 4th will be reviewed for qualification and put into the pool for vendor calls as funding becomes available.

50	General	NA	Does the RFQ replace the letter of intent that previously used to compete for our annual Sub Grant?	BHPT is seeking proposals from qualified vendors to provide a range of behavioral health services and recovery supports for children, adolescents, and adults throughout the State of Nevada. The RFQ process is designed to pool a list of vendors (providers) together that qualify to perform the services Behavioral Health, Prevention and Treatment (BHPT) seeks. An invitation (vendor call) will be released with specific services to be funded and funding amounts at a later date. Approved responses to the vendor call will be required to submit a scope of work and budget for provider agreements or sub grants to be generated.
51	Signatures	NA	Where a signature is required, can we type in the correct name and have it be considered anelectronic signature (i.e. resume forms)?	All places in the RFQ where a signature is requested need to be in the form of a signature and not typed as an electronic signature. On the reference form there is a specific place to print (or type) the business name but the applicants signature is indicating approval for the release of private information. It is necessary that a signature be present. The signature typically won't end up being an original signature because many of the reference forms are received back via fax or email but BHPT staff are still looking for signatures.