**Question**

1. What are the narrative formatting requirements?

2. How should I format the narrative headings (example: History of the agency and current operations) and the related questions?

3. Do I copying and paste the tables and narratives 4.1-4.2.1 onto our application?

4. Are 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?

5. Can BHPT (previously SAPTA) be used as a vendor reference?

6. 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?

7. 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.

8. Since we are applying as an agency, would each employee need to submit a resume?

9. 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?

10. Cost: Is there anything that needs to be submitted in regard to costs?

11. Financial: Is there anything that needs to be submitted in regard to financials?

12. Does section 9.2 refer to the complete application?

13. Could you elaborate on what documents belong in Part II, Tab II, Financial Information and Documentation?

14. Pg. 39 checklist-- the table of contents do you want it titled by Tabs or sections? For example, is this appropriate?:

15. 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?

16. How do items 9.1.6.1 through 9.1.6.4 incorporate into the RFQ submissions requirements?

**Answer**

1. The formatting requirements are listed on page 18 in section 3.2.
   3.2.1 All applications shall adhere to the following formatting instructions:
      3.2.1.1 Narrative sections shall be 1.5 spaced
      3.2.1.2 12 point font Times New Roman
      3.2.1.3 Observe page limitation
      3.2.1.4 Number all pages
      3.2.1.5 Agency name on footer or header of each page
      3.2.1.6 Each section clearly identified

   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.

2. 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. Yes, use the copy and paste functions on tables 4.1 – 4.2.1 to add them to your application.

4. a. You may contact Martie Washington about the receipt of your references.

5. Business references do not need to include a financial relationship.

6. 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.

7. 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.

8. 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.

9. No, this part of the RFQ is for informational purposes only.

10. No, this part of the RFQ is for informational purposes only.

11. 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). 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.

12. 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.

13. 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.

14. 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).
When referencing previous grants with the State of Nevada, if
grants were received from different State Agencies, separate tables will need to be documented
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
under the RFQ?

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.

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.

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 divided
type tabs be used?

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.

If the employees support the requirements of the RFQ
and drug abuse programs administered by the Health Division pursuant to chapter 458 of NRS
for the prevention or treatment of substance-related disorders

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.

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.

For the “Tabs” that are required…I want to clarify what these
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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.

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.

For the “Tabs” that are required…I want to clarify what these
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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.

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in this section and specify the services that each person will be expected to perform.

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.

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they are sticking out when each tab section begins? Can divided
type tabs be used?

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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.

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.

For the “Tabs” that are required…I want to clarify what these
look like to satisfy the, requirements are these pages that we
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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 divided
type tabs be used?

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.

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.
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.

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.

9.3.3 Page 30 In part IB would we need to cross reference staff resumés 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.

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.

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).

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.

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

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.
Could you define the submission requirements in more detail? How many documents will I be sending if I have confidential information?

The submission requirements for the RFQ include:

1. 1 original document and 6 copies of the technical SOQ
   a. The original document will contain the original signatures
2. Separate packaging of the confidential technical SOQ (if necessary)
   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)
   a. Including
      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).

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.

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

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?

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.

What is meant by details and Duration of Contract/Project on the proposed staff resume?

Details and Duration of Contract/Project = tasks and responsibilities

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

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.

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.

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.

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.

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.
<table>
<thead>
<tr>
<th>General</th>
<th>NA</th>
<th>Does the RFQ replace the letter of intent that previously used to compete for our annual Sub Grant?</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Signatures</td>
<td>NA</td>
<td>Where a signature is required, can we type in the correct name and have it be considered an electronic signature (i.e. resume forms)?</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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.</td>
</tr>
</tbody>
</table>