

Peer Mentor Program - RDQ 2014 - Responses to Questions

1. Is there an overall page limit and are there page/character limits per section.
Response: There is no overall page limit and there is not a page/character limit. However there is an expectation to keep responses to a reasonable length.
2. Are there any requirements for font size/style, margins, or line spacing?
Response: While there is no specific requirement, we suggest the use of Times New Roman and a 11 point font. Suggest 1" margins and single space.
3. Re #4 under Statement of Work: "Assist VTC participants by interviewing defendants." Not sure what this means – the Lead PM or VPM will assist interviewing what defendants? Or is this saying the VTC is responsible for interviewing possible defendant participants as clients?
Response: Our current model allows for our LPM to interview potential VTC participants prior to their plea agreement. He conducts a minimal TBI and PTSD screen, collects the person's DD214 and any other documents supporting a trauma disorder. The LPM then submits a written recommendation to the DA and the Judge for consideration. While this is our current model, we are willing to entertain variations to this practice.
4. It is unclear how we should organize the RDQ. There is a note for "Documents Required" which lists 4 items to be submitted in a tabbed binder labeled TAB 1. There are no other headings which indicate a TAB 2, 3, etc in the RDQ. Under "EVALUATION CRITERIA" there is another statement that says "please provide a tabbed separate section for EACH SERVICE area identified ABOVE"... which we will be responding to as identified from the list of 10 service areas. Is this a separate tabbed binder?
Response: The intent was for each of the 4 items to have its own tab. Tabs can be 1-4 or A-D, as long as the information is separated. There is only one service to be provided. We are not clear on the question regarding the "list of 10 service areas". Again, there is only one service to be provided (Peer Mentor Services). There is not a separate tabbed binder.
5. Or does it go something like this:
 - a. TAB 1: required documents 1-4 (or are these separate tabs)
 - b. TAB 2: Service area 1.
 - c. TAB 3: Service area 2, etc

Response: Example -

1. The service provider will provide, in writing, the basic organization philosophy as it pertains to veteran services.
2. Provide a program outline as to how peer services would be provided to 125-150 active participants.
3. Provide a detailed plan as to how peer mentors would be recruited, trained and maintained.
4. Provide a detailed budget as to how the state provided funds would be used, including how the service provider intends to bill for services.

Peer Mentor Program - RDQ 2014 - Responses to Questions

5. Will the grant be awarded as a lump sum for PM program or on a reimbursement schedule for services rendered by the PM? My understanding originally was that it was a lump sum award for the entire PM program (not treatment services)

Response: The award allows for salary and mileage reimbursement. It is our intent to pro-rate our budgeted amount on a monthly basis for salaries (\$96,720). For travel (mileage is broken out in our state budget allocation), we would request documentation for monthly reimbursements (\$.50 per mile – not to exceed \$10,666 per year).

6. Bill for Services: a treatment program would bill for services but this as it reads is for the PM program, not a treatment program; we could put a price on specific services I suppose rendered by the PM in the form of Case Management, or bill hourly for the PM I guess but there are also equipment costs, mileage costs, etc. Or is this referring to once awarded, how do we draw down the lump sum or would we submit a qtrly budget to be billed for the entire program? We do this on our other grants. (clearly I may be confused on the language used in the RDQ and what I'm used to doing in our other grants)

Response: As stated in the response to question #5, it is our intent to pro-rate our budget allocation of \$96,720 to cover all program costs except mileage. This means salary, benefits, equipment, and any other overhead would need to be included in the monthly invoice and broken out in a budget proposal. We would appreciate an annual budget proposal. Please keep in mind that we are already partway through this budget cycle and are prohibited from reimbursing for services not yet rendered.

7. What does "F.O.B. Point" mean under SOLICITATION section?

Response: F.O.B. Point stands for "Freight On Board". It is a general umbrella term that is in all formula state contracts that has to do with receiving products. As this is a services contract, this term does not apply.

8. Do they have a standard pricing sheet format to use for billing for services? Again, my understanding is that the treatment services are under a different contract and allocation so I don't know if this would pertain. i.e., we could use standard Medicaid rates for specific services (if treatment).

Response: We do not have a standard pricing sheet. Once awarded, we would work out a billing invoice format. It is up to the vendor to determine appropriate billing rates for services.

9. Re AWARD PERIOD: the initial contract is for a 7 mo period and I am assuming the 1st annual contract period will be from Jul 1, 2015 through Jun 30, 2016, is that correct? Would we submit two budgets – one for the 7 mo period bringing the contract up to the Judicial fiscal year and another for the subsequent annual period? Or submit only an Annual Budget?

Response: Yes, the initial contract would be for a 7 month period and yes, our next annual contract would run concurrent to our budget cycle, which is 1 July – 30 June. Submitting one annual budget is sufficient.

10. Colorado Bids System? I'm not familiar with this system.

Response: All bids for state contracts must go through the "Colorado Bids System". Please see the below link and contact Ms. Nancy Allen for further questions.

<https://codpa-vss.hostams.com/webapp/PRDVSS1X1/AltSelfService>