REQUEST FOR STATEMENT OF QUALIFICATIONS
FOR PROJECT MANAGEMENT SERVICES
BID NO. DMH110918B1

ADDENDUM ONE
VENDORS' QUESTIONS AND ANSWERS

Question 1: In regard to the RFSQ Project Management Services, can you please provide a bit more context as to what content area the project management services would be centered around? For example, would services be exclusively around mental health programs or would services also be needed for broader Champions for Change issue areas (for example, healthy eating and active living)?

Response: The RFSQ Project Management Services was established for all three departments under the Health Agency; the Departments of Health Services, Mental Health and Public Health. The Health Agency will utilize the vendors that have obtained a Project Management Master Agreement to solicit competitive solicitations for as-needed Project Management Services that may be specific to each Department or a collaboration with the other two departments.

Question 2: Section A.1 - Vendor's Background and Experience, # 3 on page 26: How should a proposer respond to the item regarding "a detailed description of a prior consultant service that assisted an entity in evaluating its performance before and after the Vendor's engagement with that entity" if that wasn't a part of the contracted scope of work, such as is common in grant writing and strategic planning projects?

Response: DMH is unable to provide direction on how a vendor should respond to questions as a part of a solicitation.

Question 3: Section A.2 - Vendor References, letter a on page 27: Many of our city and county government clients have policies that prohibit them from providing written reference letters, including Orange and Santa Clara Counties. What are other options for vendors to demonstrate past experience and meet this criteria?

Response: Vendors must provide 3-5 reference letters as specified in Section 1.5 Vendor's Minimum Qualifications as well as Section A.2.a Vendor's References in order to meet the requirement.

Question 4: Section A.2 - Vendor References, letter b on page 27: Exhibit 8 states that the listing *must include all contracts for the last three (3) years.* We have a large portfolio of contracts (over 100 per year) during that time period. Would it be acceptable to include a sample of contracts of similar size and scope rather than every contract?

Response: Yes. Vendor may use additional sheets of Exhibit 8, if necessary.

Question 5: Appendix A, Exhibit 2 - Firm Organization asks for us to break down our staff by race/ethnic composition, but that it is not used for award selection. We have a relatively

large and diverse staff, but do not keep records on race/ethnic composition. If we leave that part of the form blank, will our proposal be considered non-responsive?

Response: Appendix A, Exhibit 2 is a required document to be included with SOQ submission. An estimated number of each race/ethnic composition is sufficient. All Required Forms (Appendix A) must be completed, signed and dated by a representative authorized to sign on behalf of the agency to execute a Project Management Master Agreement. Refer to Section 2.7.4 Required Forms (Section B).

Question 6: With respect to the "Project Management Services RFSQ", we have two questions related to: Document "1. RSFQ-Notification of Release.pdf" → Section 2.7.3 A → Page 30 → Paragraph 2 → Bullet Item #4. This SOQ Specific Qualification states that each SOE must include: "4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Project Management consultant services (not applicable to a vendor who identifies as a Sole Proprietorship)." How valuable is it to provide information on the particular skills and competencies of our team members, beyond just a description of their experience?

Response: A description of their experience will suffice as long as it meets the years of experience required to demonstrate the project manager's two (2) years' experience within the last five (5) years.

Question 7: With respect to the "Project Management Services RFSQ", we have two questions related to: Document "1. RSFQ-Notification of Release.pdf" → Section 2.7.3 A → Page 30 → Paragraph 2 → Bullet Item #4. This SOQ Specific Qualification states that each SOE must include: "4) a detailed description demonstrating that the Vendor's project manager has two (2) years' experience within the last five (5) years providing similar Project Management consultant services (not applicable to a vendor who identifies as a Sole Proprietorship)." Will select bios representing a sample of our team members, including their experience, suffice to meet this requirement (#4 above)?

Response: Yes. Vendors may add an attachment to the SOE, such as a resume. Attachments are excluded in the page limit.

Question 8: Does the County have any existing strategic planning completed that has yielded a current roadmap or list of expected projects?

Response: Currently, the Department does not have a list of expected projects. The focus of this solicitation is to identify qualified vendors in the event there is a need in the future.

Question 9: Does the County expect that projects would be unique to any one individual Department, transcend all Departments, or both?

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Response: The RFSQ Project Management Services was established for all three departments under the Health Agency; the Departments of Health Services, Mental Health and Public Health. The County may use the Project Management Master Agreement list to solicit for services specific to a Department or services that involve multiple departments.

Question 10: Do project governance structures, approaches, methodologies exist for the respective project pool or would part of the scope include MSA vendors supporting the county in establishing these foundations?

Response: Yes. If there is a need, the expectation is that the MSA vendors based on their document experience and expertise would assist the County in establishing the various foundations you have identified in your question.

Question 11: Should the 3 to 5 reference requirements in section 1.5.4 be relevant to each of the required services under the scope section 1.2?

Response: Yes. References should validate the same or similar experience as the service category(ies) to substantiate experience.

Question 12: Does the scope of this RFSQ relate to all departments under the Health Agency, including the Health Services and Public Health, in addition to the Mental Health department?

Response: Yes. The scope of this RFSQ may be utilized by all three departments under the Health Agency; the Departments of Health Services, Mental Health and Public Health.

Question 13: Is there a reference letter template that you would like us to use or are you looking for the references to create their own letters?

Response: No. There is no reference letter template.

Question 14: If we had submitted some of the forms in our prior bid submission for ESMA, do we still need to complete and resubmit these forms for this RFSQ?

Response: Yes. Vendors must submit all documentation as noted in the RFSQ to be considered for a Project Management Services Master Agreement.