



City of Tacoma

Questions and Answers

2023-2024 NCS MENTAL HEALTH AND SUBSTANCE USE DISORDER FUNDING NOTICE OF FUNDING AVAILABILITY

RFP Specification No. NC22-0106F

All interested parties had the opportunity to submit questions in writing by email to Erica Pierce, Senior Buyer by date questions were due. The answers to the questions received are provided below and posted to the City's website at www.TacomaPurchasing.org. Navigate to [Current Contracting Opportunities](#) / *Services Solicitations*, and then click *Questions and Answers* for this Specification. This information IS NOT considered an addendum. Respondents should consider this information when submitting their proposals.

Question 1: Our proposed program will be to work primarily for the mental health needs of African American youth and students. We do not have a major substance abuse focus. Would we still be eligible to apply?

Answer 1: Programs eligible for funding must address mental health and/or substance use disorder, but not necessarily both.

Question 2: What is the exact name of the type of insurance we are required to have?

Answer 2: Possible types of insurance are included in Appendix C of the Request For Proposal document (NC22-0106F) listed on the services solicitation section of the City of Tacoma website. Specific insurance requirements will be determined by services provided and will be finalized during contract negotiation.

Question 3: Where can I locate the actual grant with the 8 questions?

Answer 3: The questions that need to be addressed are listed in Appendix B of the Request For Proposal document (NC22-0106F) listed on the services solicitation section of the City of Tacoma website.

Question 4: I just received an auto-email for MHSUD funding from the City of Tacoma with this note:

Currently funded providers with programs not required to compete for funding in 2023-24 were notified via email on May 27, 2022.

I received an email on May 27th that listed three of our other programs that do not need to compete for General Funds, but nothing about MHSUD funds. Could you please clarify for me if our program is one that is required to compete for funding?

Answer 4: Programs are required to compete unless you received an email stating specifically that that program is not required to compete.



City of Tacoma

Questions and Answers

Question 5: The RFP checklists includes 'Section 11.' Can you confirm that the Section 11 requirements are the Letters of Recommendation?

Answer 5: Section 11 is Content to Be Submitted, which includes a reference to the questions in Appendix B as well as information on scoring criteria. Letters of recommendation are included as a requirement in Appendix B but are not the only items referenced in Section 11.

Question 6: Are you expecting a cover letter, and/or can we include a cover letter? If we do so, will that count in the 5-page count?

Answer 6: We are not expecting a cover letter. If you choose to include a cover letter, it will count toward the 5-page limit.

Question 7: Confirm that the 'Package' includes only: Appendix A, Appendix B, Budget and 3 Letters of Recommendation only.

Answer 7: The submittal package includes everything listed in the Submittal Check List section. This includes Appendix A and Appendix B (which includes the letters of recommendation and projected budget).

Question 8: We provide infant/early childhood mental health services to children with disabilities up to age 3, but this is just one of many services that we offer. We also provide a range of social work and mental health supports to young children in foster care and their birth parents and foster parents/relative caregivers. Would we be eligible to apply to request support for these services?

Answer 8: Programs that provide services in alignment with Section 3 (Summary of Scope of Services and Deliverables) of the Request for Proposal document (NC22-0106F) listed on the services solicitation section of the City of Tacoma website are eligible for this funding. According to the program description in the question, this program would be eligible.

Question 9: I am confused about the process of bidding. I thought I saw something on the website about bidders logging on at 11 am on Tuesdays to qualify to bid for this proposal. Would you be able to clarify the process a bit more? Is that how we would qualify to submit a grant?

Answer 9: Bids are to be submitted to bids@cityoftacoma.org no later than 11am on the closing date (Tuesday, June 28th, 2022) listed on the specification. They will be opened at 11am on that date.



City of Tacoma

Questions and Answers

Question 10: If my submission is more than 5 pages, will it be rejected? The RFP states it needs to be no more than 5pages but mine is 6. Just wondering how strict that rule is.

Answer 10: According to Section 11 (Content to Be Submitted) of the Request for Proposals document (NC22-0106F) listed on the services solicitation section of the City of Tacoma website, responses to items in Appendix B (not including letters of recommendation and projected budget table) should not exceed 5 pages. The entire submittal package (including signature page from Appendix A and items from Appendix B may exceed 5 pages, but the responses to items in Appendix B (other than letters of recommendation and projected budget table) should not exceed 5 pages. Applications that exceed this limit may not be considered for funding.