



RFP-BH-20-01

The following question was sent to TCHSA-BH on Wednesday October 28, 2020

Question from Remi Vista

***I have a question on ordering of pages for the children's services RFP. The RFP checklist page says to put all items in order, but doesn't really give the order and is not consistent with the Scoring sheet in that the checklist says to include the scoring sheet, yet the checklist does not expressly state to include the narrative. Since the budget and staff qualifications are counted in the total 35 pages of the narrative, it doesn't make sense that they are listed in the checkbox items as separate documents. Can you please provide us with the specific order of documents please?***

Answer from TCHSA-BH:

Thank you for pointing out the confusion. The submitted contents should be in this order:

RFP Cover Letter (Exhibit A)

Proposal Package Checklist (Exhibit B)

Proposal Narrative - You do not need to include Exhibit C, that is there to guide you in writing your proposal.

Proposed Budget and Budget Narrative (Exhibit D)

Staff Qualifications, Roles and Responsibilities (Exhibit E)

Assurance of Cultural Competence Compliance, will be written into the narrative as described in Exhibit C

Copies of Insurance as listed in Checklist - Attachment - 1

Letter of Support from the Agency's Board of Directors - Attachment - 2

Independently Audited or Reviewed Financial Statement - Attachment - 3

All of the items above that are highlighted in yellow are described in Exhibit C, and have the maximum number of pages for each area, the total maximum is 35 pages. Clearly labeling the beginning of each section will help us identify what area you are addressing in each section of your narrative. For Example:

Area 1 could be titled as follows:

Organization's Previous and Current Experience in Providing Trauma Informed Evidenced Based Services

Area 2 could be titled as follows:

Array of Proposed Services and How ICPM and MHSA FSP Philosophies are Embedded in the Services

**Do you have additional questions?**

If you have additional questions, you can submit them to Brandon Arnold at [brandon.arnold@tchsa.net](mailto:brandon.arnold@tchsa.net). Those questions will be answered, and the answers will be emailed to all who attended the Mandatory Bidder's Conference. That information can also be found on the TCHSA website. TCHSA can not guarantee that questions submitted after November 10, 2020 will be answered.