**COUNTY OF ALAMEDA**

**HEALTH CARE SERVICES AGENCY (HCSA)**

QUESTIONS & ANSWERS

**to  
RFP No. HCSA-900323**

**for**

**Subject Matter Expert (SME) Pool**

**Summary of Q&A Submitted**

**Networking/Bidders Conferences held on September 8 and September 9, 2022**

**Notice to Bidders**

This County of Alameda, HCSA Questions & Answers (Q&A) Document has been electronically issued to potential bidders via e-mail based on the bidders conference sign-in sheets or from other sources. This Q&A Document will also be posted on the General Services Agency (GSA) Contracting Opportunities website located at <https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp>

**Bid/Contract Questions**

**Q1: Are there a set of projects that HCSA already has in mind or is this SME Pool intended to cover needed services as they come up?**

*A1:* *As stated in Section I.A. of the RFQ, INTENT (p.5), HCSA seeks to contract with Subject Matter Experts (SMEs) that have experience providing services to Medi-Cal beneficiaries, Medi-Cal eligible individuals and/or vulnerable populations, or systems that support them, to provide consultative services, as needed, to the staff and stakeholders of HCSA. As stated in Section I.B. of the RFQ, SCOPE (p.5), vendors will be selected to perform scopes of work by HCSA based on best fit including specific services required, availability, type of expertise and cost. The County does not guarantee any awarded scope of services under this RFQ and/or any resulting contract.*

**Q2: Are you expecting the bidders to project a specific project(s), with a specific scope and budget in this submission or is the intent of this RFP to have bidders prove up their general expertise in several SME areas to be included in this pool?**

*A2: This RFQ is to establish a vendor pool of SMEs with expertise in the areas of expertise requested. As stated in Section II.N. of the RFQ, AWARD (p.15), Bidders that meet the Bidder Qualifications will be added to the pool of vendors eligible for a contract. As stated in Section I.E. of the RFQ, SPECIFIC REQUIREMENTS (p.9),* *once an SME has been included in the pool and received a contract award, Contractor shall submit for review a plan for each potential engagement that includes a specific scope of work, schedule, and a budget based on the hourly rate(s) proposed in the original bid.*

**Q3: Is there a particular subject this bid is for? If so, what area should the expert be an expert in?**

*A3: Subject matter expert area(s) are listed in Section I.B. of the RFQ, SCOPE, Item 2 (pp. 6-7). Please note that per Addendum I to RFQ No. HCSA-9002323, areas listed in Section I.B. of the RFQ, SCOPE, Item 2 (pp. 6-7) has been amended: the list begins with (a) Whole Person Care and continues with (b) Aging.*

**Q4: On page 6 of the bid response packet, item #6 states “Description of the Proposed Services (1-2 pp per subject matter expert area being bid on).” Are the “areas” linked to the full categories numbered 1-4 in the scope section of the RFQ starting on page 5, or is expertise meant to be described for each sub area being bid on such as 2.b. Aging and 2.c. Asthma Remediation?**

*A4: In Exhibit A Bid Response Packet, under Required Documentation and Submittals, Item #6, Description of Proposed Services, “the subject matter expert area(s) being bid on” refer to subject matter expert area(s) selected from areas listed in Section I.B. of the RFQ, SCOPE, Item 2 (pp. 6-7). Please note that per Addendum I to RFQ No. HCSA-9002323, areas listed in Section I.B. of the RFQ, SCOPE, Item 2 (pp. 6-7) has been modified: the list begins with (a) Whole Person Care and continues with (b) Aging.*

**Q5: If a bidder is bidding on more than one SME area, should the proposal have a separate Description of Proposed Services for each SME area, or can the bidder submit one Description of Proposed Services covering multiple SME areas?**

*A5: As stated in Exhibit A Bid Response Packet, Required Documentation and Submittals, (p.4), Bidders shall submit all documentation, in the order listed below and clearly label each section with the appropriate title. As stated in Exhibit A Bid Response Packet, Required Documentation and Submittals, Item #6, Description of the Proposed Services (p.6),**the Bid response should have one section titled “Description of the Proposed Services.” If a bidder is bidding on more than one SME area, the section “Description of the Proposed Services” should have one subsection (1-2 pp.) for each SME area. Please note that per Addendum I to RFQ No. HCSA-9002323, Exhibit A Bid Response Packet, Required Documentation and Submittals, Item #6, Description of the Proposed Services (p.6) has been modified.*

**Q6: What does a company do if they fit in multiple SME categories?**

*A6: Please see A5 above.*

**Q7: Please explain how, in the Description of Proposed Services, the bidder should address the requirement to "specify how the services in the bid response will meet or exceed the requirements of the County" if the project scope and requirements are unknown at the time of the submittal?**

*A7: Per Addendum I to RFQ No. HCSA-9002323, Exhibit A Bid Response Packet, Required Documentation and Submittals, Item #6, Description of the Proposed Services (p.6) has been modified.*

**Q8: To follow up on that question, #6 "description of proposed services", the wording sounds like you are looking for the bidder to propose a project related to one of the areas of need listed in the RFP document? Is that correct?**

*A8: Please see A7 above.*

**Q9: The RFP requires 3-years’ experience in any of the areas being bid on - since CalAIM has not been in existence for 3-years, how would you like bidders to demonstrate the necessary experience?**

*A9: Section I.B. SCOPE, Item 2. Areas of expertise (pp. 6-7) has been modified in the Addendum 1 to RFQ No. HCSA-900323: the list begins with (a) Whole Person Care and continues with (b) Aging.*

**Q10: How would you like CalAIM experience demonstrated since the program is relatively new?**

*A10: Please see A7 above.*

**Q11: Can a bidder submit both a bid they're the prime on and be listed as a sub-contractor on another bid?**

*A11: As stated in Section III.S. of the RFQ, SUBMITTAL OF BID RESPONSES (p.22), only one bid response will be accepted from any one person, partnership, corporation, or other entity. More specifically, Bidder XYZ may be the prime bidder in only one bid. At the same time, if Bidder XYZ is the prime bidder in one bid, Bidder XYZ may still be listed as a subcontractor in another bid. In the latter scenario, Bidders must clearly indicate which Bidder is prime and which Bidder(s) is/are subcontractor(s).*

**Q12: Re Submissions Processes/RFQ p 22: 3b - can a corporation respond individually AND be included as part of a consortium applying separately?**

*A12: Please see A9 above.*

**Q13: If we deliver it to the HCSA office, can it be hand delivered before October 3?**

*A13: Yes.*

**Q14: Do organizations that are currently in the SME Vendor need to reapply, or will an amendment be done to extend the contract? Our firm, Public Consulting Group, LLC. has been in the vendor pool since it’s last inception and in the past when the Board extended, we completed an amendment process to extend.**

*A14: The Subject Matter Expert (SME) Vendor Pool constituted through RFQ No. HCSA-900221 will end on 12/31/2022; hence, contracts with organizations that are currently in the SME Vendor Pool may not be extended beyond 12/31/22. This RFQ, No. HCSA-900323, is intended to constitute a new vendor pool. Organizations that are currently in the SME Vendor Pool, to enter the new pool, must reapply.*

**Q15: I thought I was in the vendor pool already. Do I have to reapply?**

*A15: Please see A12 above.*

**Q16: Is this project interested in integrative medicine? Even though I hold a RN license, my company is about providing services from the holistic spectrum - treating the whole person in mind, body and spirit.**

*A16: As stated in Section I.B. of the RFQ, SCOPE (p.5), HCSA intends to establish a vendor pool of subject matter experts, an array of available consultants for care coordination support, including coaching, problem solving, technical assistance, etc. Please refer to Section I.B. of the RFQ, SCOPE (pp 5-6), Item 1 for examples activities and services requested, and to Section I.B. of the RFQ, SCOPE (pp. 6-7), Item 2 for the areas of subject matter expertise being requested under this RFQ.*

**Q17: I have much experience in the medical field and working with patients on state health insurance throughout the country. Does my RN experience working in the hospital count towards your requirements for bidders?**

*A17: Health Care Services Agency encourages all eligible providers who meet the Bidder minimum qualifications in any area of subject matter expertise being requested under this RFQ, listed in Section I.B. of the RFQ, SCOPE (pp. 6-7), Item 2. For other County contracting opportunities, please refer to* *<https://www.acgov.org/gsa_app/gsa/purchasing/bid_content/contractopportunities.jsp>*

**Q18: I have experience working with vulnerable populations and homeless but the hospitals aren't specific to that - does my experience also count towards this?**

*A18: Please see A17 above.*

**Q19: I seem to see the paperwork for the bid that is submitted - again sorry am doing quickly so I can get questions in - if I have further questions on completing the bid may I contact you?**

*A19: The deadline for questions on this RFQ was September 9, 2022, 5 pm and has passed. Responses to additional questions may only direct bidders to information that is already posted.*