



**State of Rhode Island  
Department of Administration / Division of Purchases  
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**Solicitation Information  
5/15/2019**

**ADDENDUM# 1**

**RFP #7598768**

**TITLE: BEHAVIORAL HEALTH TRAINING AND TECHNICAL  
ASSISTANCE**

**Bid Closing Date & Time: May 23, 2019 at 10:00 AM Eastern Time (ET)**

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**Notice to Vendors**

**Attached are vendor questions with State responses. No further  
questions will be answered.**

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**Anthony Venditelli  
Buyer I**

*Interested parties should monitor this website, on a regular basis, for any additional  
information that may be posted.*

**Vendor Questions for RFP # 7598768 Behavioral Health Training and Technical Assistance**

Question 1: Who is the current vendor and how long have they had the contract?

Answer to question 1: *The Substance Use and Mental Health Leadership Council has had the current contract since 01/07/16.*

Question 2: What is the staffing pattern for the current contract?

Answer to question 2: *CEO-15%, Training Director 100%, Training Assistant 50%, Office Manager/Receptionist 40%, Fiscal 20%*

Question 3: What are the credentials of the current trainers?

Answer to question 3: *They vary. Most are master's degree or higher, with training and/or teaching experience and multiple references.*

Question 4: What is the annual funding available to support this contract?

Answer to question 4: *Funding information is not available. Please review the scope of work and propose a competitive budget. The purchase of goods and/or services under an award made pursuant to this RFP will be contingent on the availability of appropriated funds.*

Question 5: Please clarify the requirement that vendors have a "smoke-free workplace policy in all facilities." Does this apply to both clients and staff, at all treatment locations?

Answer to question 5: *Applicants applying for funding through this RFP must have a smoke-free workplace policy in place in all facilities. RIGL Section 23-20.10-4 (Prohibition of smoking in places of employment) states the following: Smoking shall be prohibited in all enclosed facilities within places of employment without exception. This includes common work areas, auditoriums, classrooms, conference and meeting rooms, private offices, elevators, hallways, medical facilities, cafeterias, employee lounges, stairs, restrooms, vehicles, and all other enclosed facilities.*

*This prohibition on smoking shall be communicated to all existing employees by the effective date of this chapter and to all prospective employees upon their application for employment.*

Question 6: Please confirm that the State is still looking for a menu of classes that can be applied towards CADAC, CAADC and CCS certification, or is this being discontinued?

Answer to question 6: . *No, it is not being discontinued. The RFP specifies the priority classes to be delivered with these funds. To the extent possible, training that can be used to satisfy requirements of certification/licensure should be offered.*

Question 7: Is the State looking for any other courses in addition to those listed under Task 2 on page 9? If so, please estimate the number of additional courses and the frequency/duration for this training.

Answer to question 7: *Please see response to question 6.*

Question 8: How long is the product development phase expected to take?

Answer to question 8: *Product development is anticipated to be variable depending on product complexity and demands. Task 1, year 1 required tasks are expected to be completed, including Evaluation Plans, by the end of year 1. Exact timeline will be agreed upon in the Annual TTA Plan deliverable.*

Question 9: Is the vendor responsible for providing a training location?

Answer to question 9: *Yes*

Question 10: Please explain the first deliverable identified on page 13 of the RFP (i.e., “Written commitment with training partners”).

Answer to question 10: *Please refer to Task 3 in the RFP: Technical Assistance*

Question 11: Is the vendor responsible for identifying trainees and conducting outreach/marketing to behavioral health organizations?

Answer to question 11: *Yes*

Question 12: How many hours will be spent providing technical assistance during the initial contract period?

Answer to question 12: *The Department will negotiate the proposed training and technical assistance plan with the awarded vendor.*

Question 13: Please describe the State’s Learning Management System and the anticipated plan/timeframe for LMS implementation.

Answer to question 13: *The state’s Learning Management System is administered by the RI Department of Administration utilizing a contracted*

*vendor. The LMS has capabilities for asynchronous, self-paced courses such as narrated PowerPoint presentations and PowerPoint presentations with embedded videos. The current platform allows for auto-generation of a certificate of completion, use of knowledge tests to progress to another module and timed progression of pages. Access based on permission by the state agency to external (non-state) users is expected to be available within six-month time frame. The specific cost of the license is not currently available. BHDDH is currently developing a library of mandated and recommended trainings for the state workforce and has staff with “builder” level rights permitting designated staff to load trainings into the LMS system, manage registration, track enrollment and completion of courses. As noted in the RFP, on page 8:*

*The successful Vendor of the BH training contract will not be responsible for those hosting fees. Should the LMS be found to be unsuitable or present delays that are obstructive to the goals of this contract, further funds will be dedicated to providing an alternate online platform for the Vendor.*

**Question 14:** Please identify the relevant state/federal/licensing regulations and statutes that apply to this contract, as referenced on page 14 of the RFP.

*Answer to question 14: Behavioral Health licensing regulations are not applicable. The Code of Federal Regulations pertaining to federal grants is applicable.*

**Question 15:** Does the State prefer to contract with a local agency for this contract?

*Answer to question 15: No, the state does not have a preference for a local vendor, however, the vendor must demonstrate how they will deliver face to face training and technical assistance as required in the scope of work.*

**Question 16:** Are there accessibility compliance requirements for the module (508, WCAG, HHS Standards, etc.)?

*Answer to question 16: There are no current requirements, however, vendors are encouraged to review tutorial overviews on how to develop web content that is accessible to people with disabilities, and that provides a better user experience for everyone. Information can be found at <http://www.w3.org/WAI/tutorials/>.*

**Question 17:** Will module/training content and materials need to be prepared and available in languages other than English?

*Answer to question 17: At this time, we have not established any individual trainings with alternate language provision requirements. Applicants are welcome to address anticipated language needs in their proposals.*

Question 18: What is the expected file format for the delivery of the module?

Answer to question 18: *The following formats can be accommodated through the LMS: PowerPoints with embedded audio and/or embedded video including MP4 files.*

Question 19: Is there existing content for the module that the funder would like to have the bidder adapt or should the bidder plan to include funds for a Subject Matter Expert to research and develop content?

Answer to question 19: *Please see response to Question 32. There is no existing preference for the origin of the content for this module, however, the expectation is that all newly developed materials become the intellectual property of the Department.*

Question 20: What browsers should the bidder expect the product to work in?

Answer to question 20: *Products should be accessible in supported versions of Google Chrome, Firefox, Microsoft Edge, and Internet Explorer. No more than two prior versions of any browser are expected to be supported.*

Question 21: What are expectations about content responsiveness (mobile/tablet/laptop/desktop)?

Answer to question 21: *Content responsiveness for mobile and tablet ease of use is not expected.*

Question 22: Should the "Affirmative Action Plan" be submitted with the proposal?

Answer to question 22: *No, only the successful vendor will need to submit this information at the time of tentative selection.*

Question 23: Continuing education credits for CADC, CAADC, CCS licenses were mentioned. Would CEUs also be requested for social workers, nurses, or other groups?

Answer to question 23: *Yes*

Question 24: Can you provide more information about the State Innovation Model grant and its relationship to this contract?

Answer to question 24: *Rhode Island’s State Innovation Model (SIM) award was utilized to develop several training products as listed in the RFP, and to deliver extensive training and technical assistance to agencies licensed by BHDDH. It is the intent of this solicitation to build on these efforts and not to duplicate any efforts already provided under the SIM award, or under any possible future efforts funded by the State in behavioral health workforce development. The Vendor may assume listed required tasks in the RFP are non-duplicative. For further details on the SIM award funded efforts, please refer to released publications at the below address, particularly “RI SIM Vendor Summary – JSI Triad”.*

<http://www.eohhs.ri.gov/ReferenceCenter/StateInnovationModelSIM.aspx>

Question 25: What does “Contractual Services” include (training space rentals, consultants, subcontractors, interpreters, etc.)?

Answer to question 25: *Contractual Services includes anything the awardee subcontracts for services performed.*

Question 26: Regarding conferences, should the bidder look ahead at what conferences they may want to attend or can the bidder budget an appropriate amount for conferences to be decided upon later?

Answer to question 26: *the funding is not intended for the vendor to attend conferences*

Question 27: Is there a hypothetical budget range that the State of RI has in mind for this scope?

Answer to question 27: *See response to question 4*

Question 28: What information is available about the State of Rhode Island’s new Learning Management System that will be the platform for online learning delivered through this contract?

Answer to question 28: *See response to question 13*

Question 29:

What is the current mechanism for requesting training and TA?

Answer to question 29: *Currently behavioral health organizations make TA requests in writing to the contracted vendor.*

Question 30: How many organizations are eligible to receive training and TA through this contract?

Answer to question 30: *There are presently 33 licensed Behavioral Health Organizations.*

Question 31: It is stated that the State will launch a LMS to serve as an online training platform. Until such time this is launched, is it expected that the Offeror will utilize their existing system?

Answer to question 31: *Yes. The offeror may utilize their existing system until such time as the LMS system is available for use by entities external to the state.*

Question 32: Year 1 required tasks include the development of 42CFR, Part 2, HIPAA, and Ethics training modules for online or blended face to face delivery. Will it be suitable to utilize training modules developed by a national or federal entity that address these topic areas?

Answer to question 32: *Yes*

Question 33: Year 1 required tasks include a list of 7 bullets that describe a variety of training topics and number of times to be offered during a 12-month period followed by a statement that they should be offered at no cost or a fee not to exceed \$30 per 6 hours of training. Is the designated fee specific to these trainings only?

Answer to question 33: *Yes*