

**MENTAL HEALTH FIRST AID
RFP QUESTIONS**

- 1. Will the vendor need to have a plan for all counties that are listed in the RFP?**
Targeted counties will be acceptable if collective, multiple vendors are chosen to cover all counties listed.
- 2. Will there be state assistance in terms of helping a vendor become registered vendor for the state of Michigan?**
Yes. Information on how to register as a state of Michigan vendor is available on the state of Michigan website/Department of Technology, Management and Budget (DTMB).
- 3. If a vendor is able to select a limited number of counties, will the number of 7000 individuals be reduced?**
As long as 7,000+ total are trained.
- 4. I am inquiring about how rural areas get included in the MHFA grant? Please let me know if I am able to request funding through this grant at this time? If not, will the Upper Peninsula be able to tap into another area's funding?**
Mental Health First Aid grant is targeting the urban areas listed.
- 5. I was wondering if there are any plans for how this will be handled in rural areas and the Upper Peninsula?**
Mental Health First Aid is available ongoing to the entire state ongoing. This grant targets the areas noted in the RFP.
- 6. The RFP states that there may be up to three vendors. Must each vendor cover the entire state, or may a vendor apply to cover a subset of the designated urban counties?**
Targeted Counties will be acceptable if collective, multiple vendors are chosen to cover all counties listed.
- 7. Is the \$1.3 million total with the money split up to three ways or will there be up to three grants of \$1.3 million each?**
\$1.3 million total split up to three ways.
- 8. Is the grant for just one year only? We note there is the expectation that 7,000+ people per year are to receive the training. What is the time frame for delivery of training to those 7,000 people given some start-up is assumed?**
Mental Health First Aid grant is for one year. Expectation is 7,000+ is by October 1, 2014.
- 9. Is it the applicant's choice to name some or all of the 12 regions (counties) named in the RFP?**
Targeted Counties will be acceptable if collective, multiple vendors are chosen to cover all counties listed.
- 10. Are the 12 named counties the sole scope of the grant? For example, our future Region 10 "partners" (Thumb Alliance) are not included; are they therefore excluded?**

Mental Health First Aid grant is targeting the urban counties listed.

- 11. How do we find out how many MHFA trainers there are, and where they reside? It seems this information should come from a central knowledgeable source like the National Council rather than each of making a bunch of phone calls to each other.**

This information is available through the National Council for Behavioral Health (NCHB).

- 12. Is the National Council a partner? Will they assist in making train-the-trainer events available IN MICHIGAN? As I am sure you are aware, the available slots are few and far between, and always seem to involve a lot of expensive travel.**

Mental Health First Aid is focused on training the most “lay persons” as possible, 7,000+ using existing trainers or very few additional trainers.

- 13. Is it possible to use our FY 14 Integrated Healthcare Block Grant funds to send two staff members to the “Mental Health First Aid Training for Youths”? My understanding is that the block grants are for the adult population unless otherwise specified.**

Block grants are specifically targeted as written.

- 14. Just so I’m clear on this, our current IHC grant should not be used for the Mental Health First Aid training for youths and that we should wait for possible future grant funds for the youth side?**

Block grants are specifically targeted as written.

- 15. I actually have a question on the new grant that you mentioned. It only references specific counties. St. Clair County is not included (is this d/t the PIHP restructuring) so I was wondering if we could still apply for this grant?**

Anyone can apply for the grant, however, the urban counties mentioned are the priority.

- 16. Is there a reason that Washtenaw is not included in this? Is there some agency that is already providing this program that you know of?**

Mental Health First Aid grant targeted the urban counties listed. There are many statewide providers that have certified trainers.

- 17. The body of the MDCH MHFA Grant for FY 2014 states you are looking for specific URBAN MHFA Collaboration. Does this mean rural areas such as the Upper Peninsula will not be considered to request funding through this grant?**

Anyone can apply for the grant, however, the urban counties mentioned are the priority.

- 18. Our first question pertains to the RFP where it says “and a number of additional certified trainers need to train a minimum of 7000+ diverse individuals.” Is it allowable to include the cost of training and acquiring the associated materials for additional individuals whom we have identified as potential certified trainers but whom are not currently certified trainers?**

Yes, however, the Mental Health First Aid grant is focused on training the most “lay persons” as possible, 7,000+ using existing trainers or very few additional trainers.

- 19. Are letters of support (or any other attachments) necessary to attach to the grant proposal?**

No.

- 20. I see the page limits for budget and narrative, specifically regarding the scope of work; can we attach an additional sheet which would be a diagram or chart of our plan to implement the training?**
Yes.
- 21. Is it a requirement that an agency be currently providing Mental Health First Aid in order to qualify for the contract?**
No.
- 22. Is it an expectation that the provider serve all urban areas listed in the RFP or can a provider serve one region?**
Targeted counties will be acceptable if collective multiple vendors are chosen to cover all counties listed.
- 23. If the provider is only serving one region or area, is it a requirement that they serve 7,000 people?**
7,000+ for all regions. Targeted counties will be acceptable if collective, multiple vendors are chosen to cover all counties listed.
- 24. What is the implementation start date and end date? I.E. Can you confirm spending can be carried over to future year(s)?**
Must be completed and funding spent by October 1, 2014.
- 25. Does the grant seek to have one contractor subcontract with “up to 3 vendors” or does it mean MDCH will directly fund up to 3 vendors?**
Michigan Department of Community Health will directly fund “up to 3 vendors.”
- 26. Can attachments (e.g., letters of support, bios/resumes, etc.) be attached as additional content?**
Yes. The SOW (Statement of Work) requirements are defined in the RFP.
- 27. Will the “outreach and advertising campaign” mentioned in the Scope of Work be funded, managed, and implemented by MDCH?**
Yes
- 28. Is the \$1,300,000 grant to be awarded to one agency/contractor of multiple?**
Michigan Department of Community Health will directly fund “up to 3 vendors.”
- 29. Can a lesser amount be applied for and therefore reduce the scope of work requirement of training at least 7,000+ individuals?**
Yes. Targeted counties will be acceptable if collective, multiple vendors are chosen to cover all counties listed.
- 30. What is the timetable for implementation of program? 1 Year, 3 years? etc.**
Must be completed and funding spent by October 1, 2014.

31. Does this grant require that Mental Health First Aid Training be delivered in its true format – a 12 hour certification course – or can it be adjusted to meet the demands of various community groups?

Must meet Mental Health First Aid true format.

32. Is the goal of 7,000 persons trained through this grant consistent regardless of how many vendors participate?

Yes.

33. I would like to collaborate with an agency that does a great job providing this type of training to see if they are interested in having us deliver the training in Spanish for the Spanish-speaking community. It would be beneficial to have this growing population have access to this tool without having to use interpreters. Do you know if the author would allow us to translate the tool (in case it hasn't been done) and have Centro provide this training in a linguistically and culturally competent manner?

Please check with the National Council for Behavioral Health (NCHB).

34. Gratiot County Community Mental Health is very interested in applying for MHFA grant. After looking through the application I noticed that to be eligible for the grant the organization must have experience delivering MHFA – which is different that the information I received from the PR group stating: “The Michigan Department of Community Health is pleased to announce the opportunity for organizations to apply for one-time Mental Health First Aid grant in the amount of \$1,300,000. We are looking for public, non-profit, and private organizations to apply for this initiative.” Please tell me which eligibility is correct and if current experience in MHFA is needed.

The RFP states: “Eligible Organizations: Public, non-profit and private organizations with experience delivering Mental Health First Aid are eligible to apply for the grant fund.”

35. Is the intent of this grant to be one statewide grant awarded to one entity; or is the Michigan Department of Community Health envisioning several grant awards to various regions of the state?

The Michigan Department of Community Health may award up to 3 vendors.

36. If the intent of the grant award is one single state wide award will the Michigan Department of Community Health look to manage this grant statewide thru the award of select vendors to provide services in local regions of the state or is The Michigan Department of Community Health looking to award the grant to a single entity that would procure vendors to deliver Mental Health First Aid training to the 7,000+ people?

The Michigan Department of Community Health may award 1-3 vendors to provide the training to the counties outlined in the Request for Proposal (RFP).

37. If we are a regional entity that applies for the grant, can we submit a grant application for just the counties we serve or is the Michigan Department of Community Health expecting a larger area? How small or how large is the scope of this grant?

A vendor may apply to a regional urban area. Determination and funding will be based on the applications received.

38. What does the Michigan Department of Community Health deem as a “vendor,” in the Mental Health First Aid Application? Under the scope of work it says “Provide a comprehensive plan to efficiently train at least 7,000+ individuals across the state per year, delivered by up to three vendors. Could a regional PHIP be considered a “vendor”?

Yes a PHIP may be considered a vendor.

39. Does the Michigan Department of Community Health have a predetermined target of trainers by geographic vicinities? (e.g. Of the 7000+ trainees how many would be the target for Wayne county)

The overall goal is to train the most lay people in the communities with the least amount of additional state trainers.

40. Is there an expectation that the goal of training 7000+ persons occur in FY14 which is 10 months from the award date to the end of the fiscal year? What is the exact time frame of the grant? Specifically grant start date and grant end date for this submission?

Grant will end October 1, 2014 with at least 7000+ persons trained in MHFA.

41. What tracking information is involved for the 7000+ that is identified as needing to be trained.

Outside of what is outlined in the Request for Proposal (RFP) the Michigan Department of Community Health may ask for additional reports.

42. What is the frequency and expectation of progress reporting?

Monthly and perhaps quarterly/annually.

43. Will the Michigan Department of Community Health utilize its standardized Mental Health Block Grant contract for the grant award or will a unique contract be developed for this grant?

Unique contract.

If the later what are the terms and conditions of the contract?

To be determined.

44. Will the grant bidder be required to have a subcontract vendors in place with letters of commitment (or indicate as such) as part of October 28th submission process or can the subcontract vendors be put in place after the award?

May be put in place after award.

45. Can the bidding entity charge and administrative rate as part of its budget to cover those costs?

Yes.

46. Can in-kind/soft resources be used for “other” funding in the budget?

Yes.

47. Can Mental Health First Aid manuals be a cost item in the grant?

Yes.

48 From experience incorporating costs such as training room, food costs, etc. are such costs budgetary expenses included in this grant?

Yes.

49 **Can grant funds be used to identify persons to attend the National Councils training to train staff in the Youth Mental Health First Aid version?**

Yes.

If yes, can we then target children and youth as a target population in our grant application?

Yes.