

**Addendum No. 1 to RFQ 18-01**

General Questions		
#	Question	Answer
1.	In the RFQ, it mentions “Strategies to move this work forward has been discussed to date with the San Bernardino County Department of Public Health and other stakeholders.” Is there any documentation (meeting notes, etc.) about these efforts, and if so, are they accessible?	There were no official meetings conducted that involved agendas or minutes. However, there were of an exploratory exercise/sessions. No formal effort has been made to begin making strategies actionable. This has motivated the Commission to issue this RFQ to seek a well-qualified, experienced Consultant to lead this work.
2.	The RFQ calls for work to “develop and solidify” a leadership team and workgroups. Does the Commission already know the number/focus of the workgroups envisioned, and if so, could you please describe those?	The Consultant for the development of the Maternal Health System – San Bernardino (MHS-SB) project is tasked with activities related to the development of a Strategic Plan. This includes objectives and activities to develop and solidify MHS-SB leadership teams, workgroups, as well as recommendations for the implementation of a multifaceted systemized approach.
3.	In the information-gathering phase of the project, does the Commission want primary data gathering efforts (consumer/provider/stakeholder surveys, interviews and/or focus groups)?	The Consultant for the development of the MHS-SB project is tasked with activities related to the development of a Strategic Plan. This includes objectives and activities that support and facilitate information-gathering efforts with the leadership team and workgroups to ensure sufficient data is collected.
4.	Beyond the Local Outcomes Reports that have been produced by First 5 San Bernardino, are there any other evaluation reports for the BONUS, PHMB or Early Smiles programs funded by the Commission, and if so, are they accessible?	The Commission has no other reports that have been produced specific to BONUS, PHMB and Early Smiles as it relates to pregnant women; however, the Commission has evaluation reports that can be accessed by visiting the link below.  <a href="http://first5sanbernardino.org/Resources/Downloads.aspx">http://first5sanbernardino.org/Resources/Downloads.aspx</a>
5.	Does this RFQ include training components as part of the assessment?	The Consultant will develop the framework that will support, analyze, coordinate, and guide the Commission’s efforts around activities and objectives associated with outcomes for MHS-SB.
6.	Could hospital protocol be a part of the assessment?	The Consultant will facilitate the development of the MHS-SB Strategic Plan with a framework that will guide implementation of core components and strategies within the system.
7.	Is the RFQ equally divided between mental health and physical health?	The Commission strives to ensure a system of equitable access to comprehensive prenatal and postnatal care for women, especially low-income and/or at risk pregnant women. A successful system is easy to navigate and promotes efforts that seek to reduce infant mortality, preventable disease, support positive maternal mental health and reduce disparities in health outcomes.



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8.	Is it a cost reimbursement contract?	The Commission will disburse funds on a fee for service/reimbursement payment process based on the contract budget amount for the applicable fiscal year. Reimbursements under this Contract will be limited to the obligations and expenditures specified in the Project Budget, included in Attachment B. Reimbursement will be limited to items as included in the Budget or as an approved modification and will not be provided for any charge resulting from an error, oversight, or omission by Consultant.
9.	On page 24 of the RFQ, one of the bullets under item 6 indicates that the bidder shall provide letters of reference for all employees to be providing the service. Can one letter from a previous or current client serve as a letter of reference for multiple employees or is it necessary to have individualized letters for each employee?	Proposers shall specifically provide "Letters of Reference" for all employees to be providing the service. All Proposers must include present and past performance information with a minimum of three (3) references. References must clearly correlate performance with the requirements of this RFQ.
10.	Are consultants that have been providing services prior to license still eligible to submit a proposal? For example, a business that has been providing pro bono work for the past 9 months and is in the process of acquiring its business license.	The Consultant(s) and personnel will possess appropriate licenses and certificates and be qualified in accordance with applicable statutes and regulations (when applicable). The Consultant(s) will obtain, maintain and comply with all necessary government authorizations, permits, and licenses required to conduct its operations. In addition, the Consultant(s) will comply with all applicable Federal, State and local laws, rules, regulations and orders in its operations including compliance with all applicable safety and health requirements as to the Consultant's employees.