



# DEPARTMENT OF PUBLIC WORKS

Quality, Excellence, Innovation

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**SUBJECT:** Questions and Answers for Request for Proposals (RFP) –  
HHS – 2026 – 09 – Peer Support/Drop-In Services

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1. I am currently working on the RFP for Peer Support/Peer Drop In Services. We are currently fiscally sponsored. There are spaces that ask for signatures. Is the agency providing the services or the fiscal sponsor the one who signs?

**Answer: The individual submitting the RFP can sign if they have the legal authority to commit the agency to a contractual agreement. In most cases, the agency that is applying for the funding that will deliver the peer services should be the one completing most of the programmatic RFP documents. If the applying agency is under a fiscal sponsorship, the fiscal sponsor needs to sign off on any financial sections or any legal agreements, since they hold the legal and financial responsibility.**

2. On attachment A do I list myself as the contact or the fiscal sponsor? Who signs it? Should organization name be MHAM or fiscal sponsor Marin Creates

**Answer: The applying agency should be listed as the primary contact on the RFP. The applying agency will be the one engaging with the County on the programmatic side of things and answering questions about the services. Please make it clear in the proposal that you have a fiscal sponsor, and you can provide their information in sections about legal, financial, or administrative details.**

3. How do we sign up for question and answer session?

**Answer: The question and answer session includes the formal answering of questions in this format and will be posted for applicant review before the final RFP is due.**

4. Can I submit to Bid Express without fiscal sponsor?

**Answer: The applying agency can submit the final RFP on Bid Express, but the applicant will need to note in the application they are operating with a fiscal sponsor.**

5. What project number is it? (attachment A)

**Answer: Please select Project Number 1 on Attachment A.**

6. Are there only Attachment A, E and the budget?

**Answer: Yes, that is correct.**

7. Proposers shall provide the following information which will be used by the County in evaluating the proposal. Proposer must provide three former (within the past five years) or present clients for whom these individuals have performed contracting services related to each of the categories for which your firm is offering services. What does this mean? Does it mean clients or references like other organizations?

**Answer: This is referring to three former or present clients that have received the contracted services that have been performed by the applying agency. For example, client success stories that highlight utilization of peer services and how they were impacted.**

8. Will Marin County BHRS continue to provide the brick-and-mortar site for the Early Intervention Drop-In Center, or will applicants need to include a proposed location for services to be rendered and include funding for the Drop-in Center's monthly rent?

**Answer: The selected contractor may choose to lease the space currently being used as the Drop-In Center on the Health & Wellness Campus at Fair Market Value or find an alternative space that is in a central location easily accessible for clients.**

9. In addition to planning to hire peer staff for the Drop-In Center, we may plan to recruit volunteers to support the Drop-In Center's non-billable group activities (e.g. art activity groups)? May we provide volunteers with stipends for their services? May volunteers support the program through outreach?

**Answer: Applicants may propose using volunteers to provide services and will need to be approved by the contract manager. Applicants must ensure compliance with all applicable labor and employment laws. We recommend applicants consult with their legal counsel regarding providing stipends to volunteers.**

10. Will a vehicle be available for community-based group activities?

**Answer: Yes, there will likely be a vehicle available for this program barring any unforeseen circumstances. The contractor may consider including vehicle operating costs in their budget.**

11. Will BHRS programs and staff provide referrals to the Drop-In Center? What is the referral system?

**Answer: The Drop-In services are low barrier, and clients can access them at any time. An internal referral system is being created within BHRS to refer clients to the Fee-For-Service Medi-Cal billable Peer Support Services.**

12. Do potential Medi-Cal eligible community members need to go through ACCESS to begin services at the Drop-in Center? May a licensed clinician employed by this grantee complete the assessment and intake for Medi-Cal enrollment and approve and implement a plan of care?

**Answer: The Medi-Cal eligible community members do not need to go through the Access process to begin services at the Drop-In Center. A licensed clinician employed by the grantee may complete the assessment and intake for Medi-Cal beneficiaries and approve and implement a plan of care. The grantee will work with the contract manager to track the participants.**

13. May we budget for Drop-In Center supplies such as coffee/tea, books, and art supplies?

**Answer: This contract will be paid on a Fee-For-Service basis. In the RFP budget where you include your projected costs, you can include any supplies you would plan to utilize.**

14. May funds be used for Medi-Cal Peer Support Specialist Certification for peer staff (e.g. training hours and exam costs)?

**Answer: This contract will be paid on a Fee-For-Service basis where the contractor can utilize the funding however they wish in order to meet the needs of the program.**

