



COORDINATING COMMITTEE

**PUR-1430
ADDENDUM NO. 1
REQUEST FOR PROPOSALS
REGARDING QUALIFICATIONS AND EXPERIENCE/
TECHNICAL PROPOSALS AND PRICE PROPOSALS FOR

SCHOOL BASED MENTAL HEALTH SERVICES
IN WASHINGTON COUNTY, MARYLAND**

DATE: Thursday, June 6, 2019

**PROPOSALS DUE: Thursday, June 20, 2019
4:00 P.M.**

To Proposers:

This Addendum is hereby made a part of the Contract Documents on which all bids will be based and is issued to correct and clarify the original documents.

Please acknowledge receipt of this Addendum at the appropriate space on the Proposal Form. This Addendum consists of two (2) pages.


NOTE: All Proposers must enter the Washington County Administration Complex through either the front door at the 100 West Washington Street entrance or through the rear entrance (w/blue canopy roof) which is handicap accessible and must use the elevator to access the Purchasing Department to submit their proposal and/or to attend the Pre-Proposal Conference. Alternate routes are controlled by a door access system. Washington County Government has announced new security protocols being implemented at the Washington County Administration Complex at 100 West Washington Street, Hagerstown. The new measures took effect Tuesday, February 14, 2017. The general public will be subject to wand search and will be required to remove any unauthorized items from the building prior to entry. Prohibited items include but are not limited to: Weapons of any type; Firearms, ammunition and explosive devices; Cutting instruments of any type - including knives, scissors, box cutters, work tools, knitting needles, or anything with a cutting edge, etc.; Pepper spray, mace or any other chemical defense sprays; and Illegal substances.

ITEM NO. 1: *Inquiry:* Does this RFP cover school psychologists and/or board certified behavioral analysts? If so, how many hours do you anticipate each week?

Response: A school psychologists and/or board-certified behavioral analysts would be considered to be greater than or equivalent to the LCSW. We are requesting that you provide in your response how many hours you anticipate providing each week.

- ITEM NO. 2:** Inquiry: What is the rate range per hour the district is currently paying for therapy services?
Response: The current rate is \$90.00 per hour.
- ITEM NO. 3:** Inquiry: Are resumes required with proposals? If so, can they be blind?
Response: Resumes are not required with the proposal. If you chose to submit resumes with your proposal, they can be submitted blind.
- ITEM NO. 4:** Inquiry: Is mileage between schools paid?
Response: Mileage is an allowable expense but must be included within the programs budget.
- ITEM NO. 5:** Inquiry: Does the vendor have to have an office in MD to qualify even if the agency is a national company?
Response: No there is no requirement for the vendor to have an office in Maryland to qualify.
- ITEM NO. 6:** Inquiry: The MOU specifically states LCSW-C licensure or greater. I would like to know if a Licensed Clinical Professional Counselor (LCPC) would be an eligible to provide the services as well.
Response: Yes, Licensed Clinical Professional Counselor would be considered greater than or equivalent to the LCSW.
- ITEM NO. 7:** Inquiry: Are there guidelines for formatting the proposal? (i.e.: font size, page limit, line spacing, etc.) In addition, if there is a page limit, are budget, letters of support, and other similar items considered outside the limit number? We have not been able to locate these guidelines, please advise.
Response: There is no font size, page limit or line spacing requirement associated with submitting the proposal. Please refer to the RFP document, Page 4, Item No. IV., Submittal Instructions, Letter D., Combine Q&E Proposal and Technical Proposal.
- ITEM NO. 8:** Inquiry: Will the due date for the proposal be extended following the release of answers to questions submitted by bidding parties or is the submission deadline firm?
Response: No, the due date will not be extended. The submission due date is firm.

By Authority of:


Rick F. Curry, CPPO
Director of Purchasing

(NOTE: The wording of all "Inquiries" submitted are displayed exactly as received.)