

RFP 067-HH10 and 068-HH10 and 069-HH10
Questions and Answers

In the case that any of the employees that we submitted information for as the Provider of Services under this RFP, for any reason, come July, are no longer employed or working at our company, what would be the procedure to follow then in re: to submitting all the required documentation for alternate employee and would this be a problem/issue?

Answer

We prefer the names they give us in the RFP be the same people that would be providing the services. If changes have to be made, they need to contact the program administrator immediately and let us know the name of the replacement. The agency also needs to send us the same initial information that was requested in the RFP.

Question regarding RFP No. 067-HH10 COUSELING SERVICES IN 64 PROGRAMS WITH STUDENTS ASSIGNED TO SELF-CONTAINED CLASSES FOR EMOTIONALLY/BEHAVIORAL DISABILITIES. Can we submit photos of our counselors and students assigned to Self-Contained E/BD classes engaged in counseling projects? These students had the release for photography on file at their respective schools.

Answer

No pictures.

The clinicians working under the above programs, do they need to be Licensed already or do Registered Interns under the supervision of Qualified Supervisors (LCSW's) qualify as well?

Answer

They must be licensed.

How will additional individual and family counseling services be rendered at an agency site?

Answer

This will depend on the agency however; the District will assist in making arrangements for the family and/or individual.

The clinicians working under the above programs, do they need to be Licensed already or do Registered Interns under the supervision of Qualified Supervisors (LCSW's) qualify as well?

Answer

Yes they need to be licensed already.

How are hours for Record Keeping and Teacher/Parent Consultation being allocated per school site?

Answer

It depends on the size of the program but, the majority of the time is for counseling services.

Do our current contracted counselors have to re-submit evidence of their Master degree, license, professional liability insurance, Provider Application Form- Attachment B, resume, and 2 letters of recommendation along with our proposal?

Answer

Yes

In the bid for the TOPS Program, are there 20 children per each classroom (totaling 40) or are there 10 children per classroom (totaling 20)?

Answer

There are twenty children total in the program.

TOPS programs at Ludlam and Howard Drive Elementary Schools. I need some clarification please. On page 2 of the RFP, it states that approximately 25 hours of staff time will be required weekly. On page 3 the RFP states that the number of hours will not exceed 1080 for an approximate total of 24 hours per week. Is the RFP stating that 1080 hours will be provided to Ludlam, and 1080 hours will be provided to Howard Drive, so that it is 1080 hours each school, or is it a total of 1080 for both schools, meaning 540 hours will be at Ludlam and 580 hours will be at Howard Drive?

Answer

There will be 540 hours available at each site for a total of 1080.

for the Attachment F, Affirmative Action Employment Breakdown, we have close to 600 employees at CHI, do you need a list of all the employees or only the employees under the Children's Behavioral Health Department?

Answer

Yes

In the case that any of the employees that we submitted information for as the Provider of Services under this RFP, for any reason, come July, are no longer employed or working at CHI, what would be the procedure to follow then in re: to submitting all the required documentation for alternate employee and would this be a problem/issue?

Answer

Any changes must be addressed with the program administrator who will require the same documentation as in the RFP from any new workers.