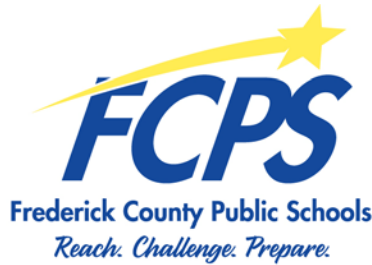


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May 10, 2018

ADDENDUM 1
RFP 18MISC9, Behavioral Health Services

DUE DATE: May 22, 2018, at 2:00 P.M.

Please be advised of the following list of questions and answers that we have compiled.

1. Do therapists need to be fingerprinted by FCPS before submitting the bid; or are we just agreeing that we will complete before entering schools next school year?
 - No, fingerprinting is only required before going into the schools.
2. The RFP asks for a copy of our OMHC license. Recently we have been approved and are waiting for our certificate in the mail. Is it acceptable to submit proof of this submission?
 - Yes
3. Employer Liability says NA. For professional liability, do we need to submit separate proof of professional liability insurance for every therapist going in to FCPS or can we submit one general proof of insurance for all?
 - One COI covering all your employees is acceptable as long you certify that every therapist, current and newly hired, will be covered by the insurance and keep the coverage updated.
4. Is there an estimated number of referrals that providers can expect every month?
 - No, there is no way to predict the estimated number of referrals that a provider can expect on a monthly basis. It is dependent on a variety of factors including student needs and parent/guardian acceptance of a referral.
5. Is there an expectation that a provider sees all students referred, regardless of whether they accept the student's insurance?
 - No, CASS Social Workers understand that the services are reimbursed through the student's insurance plan. We educate school staff on variables related to insurance. In addition, we advise them of options available from agencies based on student insurance. Some current providers offer a set number of pro bono therapy cases to be able to serve uninsured or underinsured clients. Providing school-based therapy to clients with private/commercial insurance is an identified gap in services and CASS encourages any bidders to strongly consider being able to provide school-based services for students with private/commercial insurance and panel therapists with as many insurance companies as possible.
6. On pg. 22, #11.e, it states that a bidder must comply with Joint Commission standards. Will CARF (Commission on the Accreditation of Rehabilitation Facilities) accreditation be an acceptable alternative?
 - FCPS is unfamiliar with the CARF accreditation standards. JCO and CARF both accredit agencies that do behavioral health. JCO is older and larger, includes hospitals, and several of our providers have their certification. Additional standards include licensure for the receipt of Medicaid and Medicare reimbursements and outpatient therapy practices such as frequency of parental contact and family sessions. CARF accreditation will be considered and an agency will be evaluated based on multiple factors, such as the quality of the proposal, services offered, references, and the like.



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7. Are there any specifics related to file maintenance? Will files need to be maintained at the individual schools? Where are the primary charts to be located?
- The two documents that are required to be on file, in the CASS binder at each school where services are being provided, are the 'Therapist Registration Form' and the 'Parental Consent for Therapy by NON-FCPS Employees'. The agency is also required to provide, via email, an encrypted spreadsheet (client full FN, and first initial of LN only) each month that lists all students who received services during the current school year. Other therapy related records and the primary charts are maintained and located as dictated by their agency policy. Files and charts are not maintained at schools.

Sincerely,

Billie Laughland

Billie Laughland, Purchasing Agent
billie.laughland@fcps.org

BL/kl

cc: Jet Reid, Director Student Services
Bid Binder