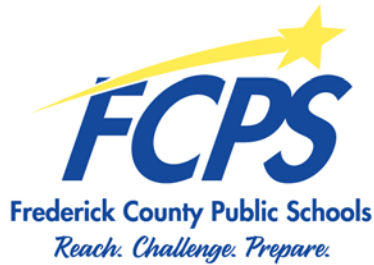


**Purchasing Office**  
191 South East St  
Frederick, Maryland 21701  
301-644-5204 phone  
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Leslie Pellegrino, CPA,  
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CPCP, Purchasing Agent  
**Shane Ryberg, Purchasing Agent**

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May 7, 2021

**ADDENDUM 1**  
**RFP 21MISC13, BEHAVIORAL HEALTH SERVICES**

**DUE DATE: May 14, 2021 at 2:00 P.M.**

As a result of the pre-proposal meeting held April 30, 2021, and questions received before the deadline, please be advised of the following additional information and clarifications:

1. Who are the current vendors providing services?

Please visit [www.fcps.org](http://www.fcps.org), then navigate to solicitations and awards at the bottom left of the page. Using the awarded solicitations tab, you can search for the appropriate request for proposal or bid. All documents pertaining to awarded solicitations are available.

2. Are your current vendors meeting your needs?

We are looking to expand our services to support the growing needs of FCPS students.

3. What is the anticipated award date?

Board of Education Work Session, scheduled on: June 23, 2021.

4. How will vendors be notified of award?

All vendors who submit a proposal will receive either an award or non-award letter through email communication.

5. What are the currently hourly bill rates by vendor?

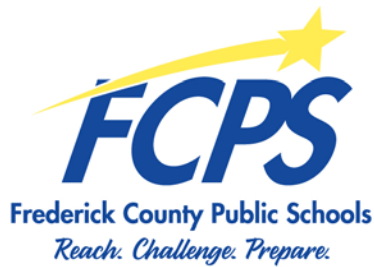
The provider will schedule appointments and bill for services using its established billing policies and procedures. FCPS has no role in securing any payment that may be due to provider agency.

6. How many billable hours are in a school day?

The provider will schedule appointments and bill for services using its established billing policies and procedures. FCPS has no role in securing any payment that may be due to provider agency. FCPS refers cases to vendors based on parent request and the number of hours worked will be determined by needs of the student(s).

7. What is the anticipated # of full-time or # of part-time positions?

FCPS refers cases to vendors based on parent request and identified need at individual schools.



8. How many candidates will you need per discipline?

The request for proposal will be awarded to multiple providers. The number of individuals needed from each provider will be determined on an as needed basis to meet the needs of FCPS students.

9. Is the vendor expected to have a clinic or local office?

The vendor needs to be available to provide services in FCPS school buildings once COVID restrictions are lifted. Agencies may offer additional appointments at a community office location. Agencies may offer home visits as part of the continuum of service delivery.

10. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?

No, providers will be required to provide their own materials to provide therapy.

11. Can pricing increase during the term of the contract?

The provider will schedule appointments and bill for services using its established billing policies and procedures. FCPS has no role in securing any payment that may be due to provider agency.

12. Will the district use Teletherapy services?

During COVID, vendors have used teletherapy outside of the school day. We have not used teletherapy in schools in the past, but will consider the opportunity for teletherapy based on needs.

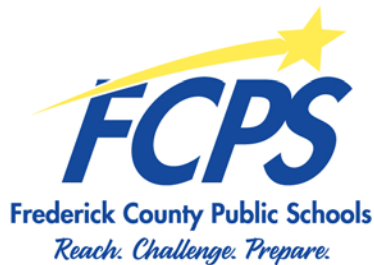
13. Does the District plan to issue RFPs for other related services?

Please visit [www.fcps.org](http://www.fcps.org), then navigate to solicitations and awards at the bottom left of the page. All of FCPS's future opportunities will be published on our FCPS.org site, eMaryland Marketplace Advantage, and the FCPS Procure Now Portal

14. In reference to page 33, letter e: "All services shall be provided in a manner consistent with COMAR, the licensee's professional Code of Ethics, and the standards of The Joint Commission." Maryland allows providers to select an accrediting body. The selections include the Joint Commission and CARF. Our organization selected CARF and are accredited through formal reviews and site visits. Is CARF an acceptable accreditation?

The request for proposal requires that services are provided "in a manner consistent with The Joint Commission standards". As such, acting in accordance with The Joint Commission (TJC) standards does not require accreditation with CARF.

15. On page 9, bullet e., subset I says to "Verify all mathematical calculations." I do not see anywhere on the proposal where it is asking for an hourly rate for the therapist. Is this page missing, or should we include this in our response?



You are correct that no hourly rates need to be submitted with the proposal. FCPS is not involved in the billing process. For a proper submission, please see page 30, #6 Preparation of Proposal.

16. What are your approved HIPPA and FERPA approved Telehealth platforms?

Doxy.me is currently the only approved Telehealth platform. Additional Telehealth platforms will be considered on a case by case basis.

Sincerely,

*Shane Ryberg*

Shane Ryberg, Purchasing Agent

[shane.ryberg@fcps.org](mailto:shane.ryberg@fcps.org)

Attachment: Pre-Proposal Roster

SR/kl

cc: Kristen Spears, Kristen Spear, Community Agency School Services (CASS)  
Bid File

**Frederick County Public Schools  
Purchasing Department  
PRE-PROPOSAL MEETING ATTENDANCE ROSTER**

**RFP 21MISC13, BEHAVIORAL HEALTH SERVICES**

**MEETING DATE/TIME: APRIL 29, 2021 at 11:00 AM**

<b>NAME (PLEASE PRINT)</b>	<b>FIRM REPRESENTED (PLEASE PRINT)</b>	<b>PHONE NUMBER</b>	<b>FAX NUMBER</b>	<b>E-MAIL ADDRESS</b>
Shane Ryberg	<b>Co. Name: FCPS</b> <b>Address:</b>	301-644-5204	N/A	<a href="mailto:shane.ryberg@fcps.org">shane.ryberg@fcps.org</a>
Kristen Spear	<b>Co. Name: FCPS</b> <b>Address:</b>	Ext. 65588	N/A	Kristen.Spear@fcps.org
Pam Miller	<b>Co. Name: FCPS</b> <b>Address:</b>	Ext. 65390	N/A	Pamela.Miller@fcps.org
Missy Scherr- Phillips	<b>Co. Name: Independent Contractor</b> <b>Address:</b>	N/A	N/A	Missy.Phillips@fcps.org
	<b>Co. Name:</b> <b>Address:</b>			
	<b>Co. Name:</b> <b>Address:</b>			
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