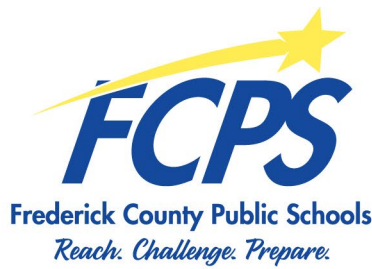


Purchasing Office
191 South East Street
Frederick, Maryland 21701
301-644-5116 phone
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willis.meekins@fcps.org



Bill Meekins CPPB, CPPO, NIGP-CPP, CSBO,
CPCP, Purchasing Manager
**Kim Miskell, CSBO, Assistant Purchasing
Manager**
Roy McHaffa, Purchasing Agent

ADDENDUM

October 3, 2022

ADDENDUM #1

RFP 23MISC2, Bereavement Counseling and Support Services

RFP Due Date: October 7, 2022, prior to and no later than 11:00 A.M. at: <https://secure.procurenow.com/portal/fcps>

This addendum is being issued to provide additions, corrections, clarifications and answers to certain questions raised referencing the original proposal package and any resultant contract for the above bid.

1. This Addendum includes the following attachment(s):
 - a. Questions Received with Responses (2 pages)
 - b. Form of Proposal Revised (1 page)

Thank you for your interest in bidding with Frederick County Public Schools.

Sincerely,

Kim Miskell

Kim Miskell, CSBO,
Assistant Purchasing Manager

KM/mg

cc: RFP File

RFP 23MISC2, Bereavement Counseling and Support Services

Questions Received with Responses

1. Will the district accept proposals from companies that ONLY provide teletherapy in regards to these services?
Under this proposal, services need to be SAME location.
2. Will the district accept services delivered via teletherapy?
Under this proposal, services need to be SAME location
3. Can we provide school psychologists to deliver the services rather than counselors? **No**
4. Are electronic signatures, such as DocuSign, acceptable? **Yes**
5. There are not a lot of specifics in this procurement request. Do you have any further requirements for what information you want in the written proposal?
Please provide sufficient information in the written proposal that details your company's overall qualifications, experience and capacity to provide the services requested in this solicitation.
6. The fee/cost proposal section, you are asking for an hourly rate. Do you simply want the dollar amount, or a breakdown of that amount in the notes section?
The Form of Proposal has been revised and is attached. Please provide specific breakdown information.
7. Is this a new RFP or are these services already being provided by a vendor? **This is a new RFP.**
8. What is your budget for the initial term of the contract?
FCPS has approximately \$150,000 available for bereavement counseling services.
9. How many individuals were served each year for the past four years; and how many groups were conducted each year for the past four years.
Since this is a new RFP we do not have any data available.
10. Do *all* counselors have to speak another language and/or Spanish?
It is our preference that the provider have at least one counselor available that speaks another language.
11. Is licensure definitely required for every practitioner? **Yes**
12. Customer list – We need clarification as to who/what would qualify for this section.
References are being requested from the agency or individual for clients for whom they have provided like services being requested in this solicitation.
13. On page 9: “Any terms/exceptions from your agency that may differ from the conditions stated in these specifications” – what sort of thing would fall into this category?
Any exceptions that you may have to any of the General Terms and Conditions (pages 8-37) or the Specific terms and Conditions (pages 9-46) in the bid solicitation package.
14. Under RFP 23MISC2, BEREAVEMENT COUNSELING AND SUPPORT SERVICES PROFESSIONAL QUESTIONNAIRE PERSONAL INFORMATION – this section really seems to be intended for an independent clinician to answer. Should we be answering as an agency, or should we answer this section separately for each participating clinician?
An agency only needs to complete and submit the Agency Questionnaire, pages 47 through 50, of the bid solicitation package. If you are an individual submitting a proposal, then only the Professional Questionnaire, pages 51 through 53 in the bid solicitation package needs to be completed.

15. Who completes this section: FREDERICK COUNTY PUBLIC SCHOOLS **STATUTORY AFFIDAVIT AND NON-COLLUSION CERTIFICATION?** (p12)

A duly authorized representative who has the authority to sign on behalf of the agency.

16. One of our counselors spouse is employed by FCPS – does this need to be disclosed? I don't think it's a conflict of interest, but eyes on this section with this relationship in mind would be appreciated.

In the interest of transparency, it should be disclosed.

RFP 23MISC2, BEREAVEMENT COUNSELING AND SUPPORT SERVICES

FORM OF PROPOSAL – PRICING – REVISED

Service Provided

Rate Per Session

Individual Bereavement Counseling Session

\$ _____

Time Duration of each Counseling Session
(i.e. 45-minutes, 60-minutes, etc.)

Group Bereavement Counseling Session

\$ _____

Time Duration of each Counseling Session
(i.e. 45-minutes, 60-minutes, etc.)

Duration of Group Session
(i.e. 6 weeks, 8 weeks, etc.)

Minimum/Maximum # of Individuals Per Group
