



# SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391  
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE  
BARTOW, FLORIDA 33830

June 28, 2011

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ADDENDUM #02

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To: All Proposers

From: Scott Clanton  
Director of Purchasing and Warehousing

Subject: RFP Number 069-PLA-0611, School-based Mental Health Services

This addendum is issued to provide official responses to written questions and/or additional information pertaining to the RFP.

The deadline for written questions and requests for additional information was June 23, 2011, 4:00 PM.

## NOTE:

**This addendum is for informational purposes only and does not need to be returned with your proposal.**

**THE SCHOOL BOARD OF POLK COUNTY**  
**Request for Proposal (RFP)**  
**School-based Mental Health Services, #069-PLA-0611**  
**Additional Information/Questions and Answers (Q & A)**  
**Addendum #02**

Please make the following changes on the above-referenced RFP. Deletions are indicated by strikethrough (~~strikethrough~~) and corrections/additions are in **bold** and underlined.

Under Section 2: Scope of Services

B. Responsibilities of the Counselor.....on page 6 of 38, please note the following change:

6. The counselor will maintain a service log for each school site indicating students being served. Service logs which include dates, times, and names of students served, and the type of service (individual, group, parent education/consultation, staff education/consultation) must be submitted monthly with request for payment.

Questions submitted in writing are shown exactly as they were received.

Q. 1. Page 5 of 38

A.4. The provider will ensure that all counselors delivering services hold a current license.

And

Attachment A

Experience and Qualification

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3. Ensure that all counselors are licensed counselors.

Would it be acceptable for an experienced Master's level counselor to work under a licensed supervisor?

A.1. No, experienced counselors working under licensed supervisors will not meet the requirement that all counselors delivering services hold a current license for mental health counseling, social work or marriage and family therapy.

Q. 1. a. Can we submit a proposal if we don't have the licensed counselors?

A.1.a. Yes, you can submit a proposal if you don't have the licensed counselors. Your proposal will be evaluated based on the information contained in it. There are points associated with this as part of Experience, Qualifications and Capacity.

Q.2. Page 5, Section 2: Scope of Services- (9). the provider should have a minimum of five years experience providing school-based mental health services.

Can you please clarify the parameters around 5 years experience? Does the provider need to have had a school based mental health services specific contract or could the provider have services that include school based mental health therapy as a component of their overall program/services? For example, we have intensive therapeutic onsite services that provide mental health counseling in the home as well as at the school. Can this be counted toward the 5 years?

A.2. No, the provider does not need to have had a school based mental health services specific contract. The provider could have services that include school based mental health therapy as a component of their overall program/services-this would be acceptable experience.

Q. 3. Can the documentation be hole-punched?

A. 3. Yes, proposal documents may be hole-punched.

Q. 4. Section 4.2, Tab 1, B: Public Records-if you don't have anything that you feel is not subject to release under Florida law, can you put a statement here that says that? We didn't want to have a blank Section B. under this tab.

A. 4. Yes, you can insert a page that indicates that all content in the proposal is releaseable. If there is nothing submitted under this tab, we will assume that your proposal does not contain any information not subject to release and that all contents are releaseable.

Q.5. Section 4.1, page 10 Proposal Preparation, what do you mean by expensive bindings, color displays, etc.? Do you care whether the binders are soft binders or hard binders?

A.5. No, we do not care whether binders used are hard cover or soft cover. We would prefer that proposers place their emphasis on the content of their response rather than on expensive bindings, etc.

Q. 6. What is your customary method? Is this the first year for this?

A.6. Yes, this is the first year an RFP has been issued for these services. Individual contracts have been used in previous years.

Q.7. Section 6.11, page 17, Insurance Requirements. Related to the automobile insurance, why is that required? Do you mean each counselor needs this or is it the corporation?

A.7. The certificate of insurance would be from the proposer/provider, not each counselor. Automobile insurance is part of the standard insurance requirements for the School Board and is needed since counselors will be coming on to school property.

Q.8. Section 7.1, Contract Period. What is the time frame between when this is awarded and when you need to have counselors in place?

A.8. The first day of school is August 22, 2011. Services will be needed effective with the first day of school on August 22, 2011.

Q.9. Is the contracted agency required to maintain a physical office within the Polk County School District?

A.9. No.

Q.10. Will parent/family therapy (**p.6, item B.4**) be provided only in family homes, or will parents sometimes come to the school for counseling?

A.10. Parent/family therapy is normally conducted at the school site; however, there may be times when services will need to be provided at the home.

Q.11. Is the staff education/consultation (**p.6, item B.3**) expected to be provided on a one to one basis, or will group staff training also be required?

A.11. Staff education/consultation could be either one to one or in a group.

Q.12. Will space be provided within school facilities for the individual and/or group therapy for students (**p.6, item B.2**)? Will office space and equipment be available to counseling staff for telephone contacts and preparation of documentation and reports (**p.6, item B.5. b, c, & d, and items B. 6 & 7**), or is the expectation that these activities will occur outside of the school setting? If office space/equipment for this project is provided by the schools, are there any fees assessed to the provider agency?

A.12. Space will be provided within school facilities for the individual and/or group therapy for students. Office space and equipment is not provided.

Q.13. Is it expected that the required case management consultation with outside agencies (**p.6, item B.5.a**) will occur at those agencies, or will representatives of those provider agencies be expected to come to the schools for meetings?

A.13. Consultation typically occurs at the school site or via the telephone.

Q.14. Will counseling staff be expected to be present and available at each school, on each day school is in session, or are counselors expected to be at the schools only for scheduled counseling sessions and meetings?

A.14. Counselors are expected to be present during scheduled counseling sessions and meetings.

Q.15. Must the designated supervisor and contact person (**p.5, item A. 7 & 8**) be two different individuals, or can the supervisor also function as the contact person?

A.15. The designated supervisor and primary contact person can be the same individual.

Q.16. Are applicants expected to propose separate hourly rates for individual/group/family therapy, staff consultation, and case management (**p.11, Tab 4**), or is a flat rate for an hour of a licensed individual's time acceptable?

A.16. See Attachment C Cost Proposal. In the space provided, respondents shall propose an hourly fee for licensed counselor/consultative services. Separate hourly rates are not desired and shall not be submitted.

Q. 17. What is the reimbursement method?

A. 17. The provider will submit a monthly invoice with the counselor's service logs. The service logs will include dates, times, names of students served and type of service provided. Reimbursement occurs within 30 days of the receipt of the invoice and service logs.

Q.18. Attachment B, #3, page 28. What are you looking for regarding "evidence-based"?

A.18. The counseling methods used shall be based upon research-based methods/evidence-based methods.

Q.19. Page 30-Addendum Acknowledgement Form-what if there are no addenda? Do we need to sign this and submit it anyway?

A.19. There will be at least one addendum issued to respond to the questions timely received. Each addendum issued is numbered 1, 2 and so on and dated. You will mark each addendum number and the date of the addendum on this form, sign it and return it with your proposal. This helps ensure that vendors have seen all the addenda.

Q.20. If my proposal is submitted today and addenda come out after, will it be a "ding"?

A.20. If there is additional information or a change that you wish to make in your proposal, for example, as the result of an addenda issued after your proposal has been submitted, you may do so by submitting any additional information or changes up until the deadline for receipt of sealed proposals. After the deadline, no submittals will be accepted. It shall be the responsibility of the proposer to be sure they receive all addenda. See also Section 3.7 **Addendum** on page 9 of 38 of the RFP.

Q. 21. So after June 28<sup>th</sup>, there will be no more addenda?

A.21. On or about June 28<sup>th</sup>, the District will issue responses to all questions timely received. There may or may not be additional addenda issued after June 28<sup>th</sup>. No addendum will be issued later than seven calendar days prior to the date for receipt of proposals except an addendum withdrawing the request for proposals or one which includes postponement of the date for receipt of proposals. See also Section 3.7 **Addendum** on page 9 of 38 of the RFP.

Q. 22. When is the proposal due?

A. 22. See Section 3.4 on page 8 of 38. The deadline for receipt of sealed proposals is 3:00 p.m. (ET) on July 12, 2011.

Q. 23. Page 5 of the RFP, Section 2, item A.10 states the following:

***The provider will furnish a minimum of three (3) references that demonstrate experience with youth (ages 3-22) and families.***

Will this requirement be met by including a list of references with contact information with the proposal, or must the references be in letter format, signed by a representative of each entity providing a reference?

A. 23. This requirement can be met by including a list of references with contact information with the proposal. See Attachment A, #6 for more information.