



**HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT**

10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6644

**ADDENDUM NO. 1
(Total Pages - 8)**

May 16, 2018
**Request for Proposal No. 065.18.B1
School-based Mental Health Services**

The following shall be incorporated into the captioned solicitation as though included in the original documents issued.

The Board of Education authorizes the following changes, clarifications and or attachments to the solicitation documents; however, such changes shall not relieve the firm of their responsibilities as otherwise required by the solicitation documents. Please be sure to acknowledge receipt of this addendum in the response.

A pre-submission meeting was held on May 14, 2018 at 3:00 PM. Please see attached sign-in sheets.

The email for Douglas Pindell is dpindell@hcpss.org.

Please see the attached four pages of questions and associated responses.

There are no other changes.

Note: It is the firm's sole responsibility to monitor the HCPSS Purchasing website to ensure that they download any additional addendums or clarifications prior to submitting their proposal and duly acknowledge receipt of and full understanding of said addendums on the proper proposal submittal form. Failure to do so may result in non-receipt of important information prior to the closing date and may render the proposal non responsive and ineligible for award. It is highly recommended that the submitting proposer/bidder ascertain if they have received all the addendums posted prior to submitting their proposal. Failure of any proposer/bidder to obtain any such addendum or interpretation shall not relieve the proposer/bidders company from any obligation under his/her proposal as submitted.

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

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PRE-BID MEETING SIGN-IN SHEET

BID: School-based Mental Health Svcs
 DATE: May 14, 2013
 TIME: 3:00 pm

Name: Leslie Worley, LCSW-C
 Firm: Families First Counseling & Psychology
 Address: 7474 Greenway Center Dr
 Phone: 240-304-3327
 Fax: _____
 Email: leslie@ffcpmaryland.com

Name: Jacob Rahn
 Firm: Hopkins Health System
 Address: 2605 Banister Rd
 Phone: Baltimore, MD 21215
 Fax: 410 265-8737
 Email: jrahn@hopkinshealthsystem.com

Name: Denisha Sallee
 Firm: Families First Counseling & Psychology
 Address: 7474 Greenway Center Dr, Greenbelt
 Phone: 240-304-3327
 Fax: _____
 Email: Denisha@ffcpmaryland.com

Name: _____
 Firm: _____
 Address: _____
 Phone: _____
 Fax: _____
 Email: _____

Name: Misty Chromartie
 Firm: Innovative Therapeutic Services
 Address: 14440 Cherry Lane Ct. #208 Laurel, MD 20707
 Phone: (301) 455-7872
 Fax: (301) 604-1459
 Email: mchromartie@innovative-therapy.org

Name: _____
 Firm: _____
 Address: _____
 Phone: _____
 Fax: _____
 Email: _____

Name: Marcia Hancock
 Firm: Innovative Therapeutic Services
 Address: 14440 Cherry Lane Ct. #208 Laurel, MD 20707
 Phone: (301) 509-5903
 Fax: (301) 604-1459
 Email: mhancock@innovative-therapy.org

Name: _____
 Firm: _____
 Address: _____
 Phone: _____
 Fax: _____
 Email: _____

Name: Christy Brought
 Firm: Innovative Therapeutic Services
 Address: 14440 Cherry Lane Ct Suite 208 20707
 Phone: 301-604-1458
 Fax: 301-604-1459
 Email: cbrought@innovative-therapy.org

Name: _____
 Firm: _____
 Address: _____
 Phone: _____
 Fax: _____
 Email: _____

PRE-BID MEETING SIGN-IN SHEET

BID: School-based Mental Health Svcs
 DATE: May 14
 TIME: 3:00 pm

443-289-
8149

Name: Coleen Schneider
 Firm: Horizon Foundation
 Address: 10211 Wincopin Cir, STE 200
 Phone: 443-766-1217
 Fax: _____
 Email: gschneider@horizonfoundation.org

Name: Karen Byrd
 Firm: Life Renewal Services
 Address: 10805 Hickory Ridge Rd.
 Phone: Suite 103 Columbia, MD 21044
 Fax: 443-821-3280
 Email: kbyrd@liferenewal.com

Name: Derek Gilchrist
 Firm: TIME Organization, Inc
 Address: 2901 Druid Park Dr STE 112
 Phone: Baltimore MD 21215
 Fax: 410-225-0062
 Email: dgilchrist@timeorganization.org

Name: Dan J. Nieberding
 Firm: Life Renewal Services, Inc.
 Phone: (443) 348-7747
 Fax: (443) 821-3280
 Email: dnieberding@liferenewal.com

Name: Jennifer Jones
 Firm: Synergy Strive
 Phone: 410-988-2503
 Fax: 410-343-7899
 Email: jjones@smg-practice.com

Name: Y. Mimi Ryans, LCSW-C, CCTP, RPT
 Firm: Lighthouse Center for Therapy & Play
 Phone: 443-864-5647 or 443-535-3871
 Fax: _____
 Email: mryans@lighthouseplaytherapy.com

Name: Mark Donovan
 Firm: Congruent Counseling
 Phone: 410-790-8066
 Fax: 410-790-8067
 Email: Mark@congruentcounseling.com

Name: Elizabeth Garcia
 Firm: The Children's Guild
 Phone: 443-829-6155
 Fax: _____
 Email: garcia@childrensguild.org

Name: Traci Banaway
 Firm: MPB Group, Inc.
 Phone: (Phone) 410-730-2385
 Fax: (email) drtraci@mpbgroupinc.com
 Email: _____

Name: Jillian Szczepaniak-Gillece
 Firm: The Children's Guild
 Phone: 443-413-6020
 Fax: _____
 Email: GilleceJ@childrensguild.org

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

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PRE-BID MEETING SIGN-IN SHEET

BID: School-based Mental Health Svc
 DATE: May 14, 2018
 TIME: 3:00 pm

Name: Keeley Thomas, LCSW-C
 Firm: Thrive Behavioral Health
 Address: 5740 Executive Drive, Suite 220
 Phone: 410-780-5203
 Fax: 410-780-5205
 Email: Kthomas@thrivebh.com

Name: Brianne Hahn, LCSW-C
 Firm: Thrive Behavioral Health
 Address: 1114 Benfield Blvd Suite G
 Phone: 410-780-5203
 Fax: 410-947-1703
 Email: BHahn@thrivebh.com

Name: Kim Flyr
 Firm: Tula Wisdom
 Phone: *240-356-3528
 Fax:
 Email: Kim@tulawisdom.com

Name: JEAN R. MOISE
 Firm: WAY STATION INC.
 Phone: 240-586-1364
 Fax: 301-694-9932
 Email: JMOISE@WAYSTATIONINC.ORG

Name: Eric Perlozzo
 Firm: Maxim Healthcare
 Phone: 410-494-0280
 Fax: 877-774-0538
 Email: erperloz@maxhealth.com

Name: Scott Birdsong
 Firm: Family Services, Inc.
 Phone: 301.605.1532
 Fax: 301.840.9621
 Email: Scott.Birdsong@fs-inc.org

Name: Suzanne Linknum
 Firm: Chase Brexton
 Phone: 410-837-2050 x1171 (phone)
 Fax: 410-837-7793 (fax)
 Email: slinknum@chasebrexton.org

Name: Ludley Howard
 Firm: The Howard Group, LLC
 Phone: ~~202 444-0~~ 443 542-9455
 Fax: 443 542-9622
 Email: lhoward@pysinc.org

Name: _____
 Firm: _____
 Phone: _____
 Fax: _____
 Email: _____

Name: _____
 Firm: _____
 Phone: _____
 Fax: _____
 Email: _____

May 16, 2018

School-Based Mental Health Services
065.18.B1

Questions and Responses

1. It states that services are on an as needed basis; what is the daily/weekly/monthly volume? Once a request for services is made what is the expected response time to be onsite and provide services? What is the expected duration for each session with a student?

Response: The HCPSS pilot schools averaged four to five students a day. Other school districts in Maryland report a daily caseload of six to twelve students. Sessions typically are scheduled for 30-45 minutes. Referrals will be from the school-based Student Support Team (SST). It is anticipated that an intake appointment will be scheduled within two weeks of the referral.

2. Are services provided in all schools throughout Howard County? Is it expected for providers to be available and onsite at all schools?

Response: This model will begin in a limited number of schools.

3. Who is the current/previous contract holder?

Response: There is no current/previous contract holder, as we have not used this model in the past. Currently, these services are available in five schools through grant funds.

4. It states that providers need to be credentialed with insurances and Medicaid – will all performed onsite services be charged to insurances or will the County be invoiced? If the County will be charged what is the budget for Behavioral Health Services for 2018-2019? What is the previously established rate for services?

Response: These services will be billed to Medicaid and private insurances. The HCPSS does not anticipate budgeting for services other than in-kind costs such as space in buildings and limited materials.

5. Will the County allow for services be delivered via Telemedicine (online visits)?

Response: All services cannot be delivered by Telemedicine.

6. Will the RFP be awarded to more than one provider?

Response: The intent is to award to multiple providers. We will be strategic in placement of providers. HCPSS is divided into three areas and ideally would like to connect them to multiple schools in their respective areas.

7. Question pertaining to RFP section 3.7.1. I. Insurance: Are there any funds and/or reimbursements to be paid to the awarded agency (e.g. – reimbursement for any additional insurance coverages agency is required to carry)?

Response: No

8. Is HCPSS requiring the agency to have obtained and have in place all the required insurance coverages at the time of the RFP submission? For example, the agency is required to add HCPSS as an additional interested party on the insurance sheet. Does this need to occur prior to RFP submission?

Response: No, only after award will we need to have insurance in place. However, please review the insurance requirements with your provider prior to submission of your response to note any deviations.

9. Question pertaining to RFP section 2.62 Equal Employment Opportunity Practices: Our agency is a female, black, minority owned community mental health organization. In the proposal submission materials, do we need to obtain and include certification which proves this status?

Response: No, not necessary. Feel free to include this information in your response.

10. Question pertaining to RFP section 3.1.C. Interpretation: We are not certain what "interpretation" specifically means? Does this mean the agency's understanding of the scope of services to be performed as stated in the RFP?

Response: Yes.

11. Question pertaining to RFP section 3.2.3. (b) iv.: This section states, "The provider /agency will provide the school with the required "Parental Consent for Mental Health Services by Non-HCPSS Public School Employee" and a "Release of Records" to allow for communication between the service provider and school staff." Our agency already has a parental consent form and release form currently

Response: HCPSS will review your agency's forms and determine if they include all the required elements.

12. Any grant dollars available for start-up costs or any additional funding available other than fee-for service (FFS) reimbursement?

Response: No.

13. It is our understanding that commercial carriers do not cover / reimburse for such school based services, is that correct?

Response: The HCPSS cannot speak to the billing practices of commercial carriers. Some school systems in Maryland have providers who are billing commercial carriers. In Maryland, the bulk of reimbursement appears to be through Medicaid.

14. Do any commercial carriers cover such services or is expected reimbursement only through Medicaid?

Response: See # 13.

15. Is a formal budget required with the submission?

Response: No.

16. What are the operational expectations for "24-hour support" to students and families after hours, on weekends, and during school breaks?

a. Can this be provided exclusively telephonically?

b. Can this service be subcontracted?

Response: The HCPSS is open to various options for 24-hour support.

17. How many students / families received such services in the last two school years?

a. What percentage of these families were on Medicaid?

Response: The HCPSS has not contracted with vendors to provide these services in the past. Countywide, between a fifth and a quarter of students receive Free And Reduced-priced Meals (FARMs) which is an indicator of the percentage of students eligible for Medicaid. Some schools have a much higher percentage and number of students who receive FARMs and the plan is to initially target those schools.

18. Will any overall utilization data from prior years be available to bidders prior to submission deadline?

Response: No, as we have not used this model in the past. Currently, these services are available in five schools through grant funds.

19. Were such services provided / available to students in all schools in the district or only a limited number of schools?

Response: This work will begin in a limited number of schools.

20. Is the goal of the procurement to prefer ably contract with one provider or multiple providers to render these services?

Response: The HCPSS is open to either possibility, but based on models used by other school systems in Maryland, HCPSS anticipates multiple providers rendering services.

21. Is the successful bidder (s) expected to provide services to all 77 schools in the system or a subset of the schools?

Response: Selected provider(s) will be providing services to a subset of schools.

22. When is the contract award date?

Response: Anticipated August 2018.

23. How many references does the district require?

Response: Three is the ideal number.

24. What specific School-Based Mental Health Service positions is the school looking for (any positions needed outside of school counselors, school psychologists and school social-workers)?

Response: This question is unrelated to the RFP.

25. What is the expected amount of Full Time Equivalent (FTE) Counselors, Psychologists and Social-workers needed for this contract?

Response: At a minimum, two full-time licensed professionals.

26. Can the district please provide incumbent information and current bill rates for contracts in place for similar services?

Response: No, as we have not used this model in the past. Currently, these services are available in five schools through grant funds.

27. Can the district please provide the total amount of FTE Counselors, Psychologists and Social-workers utilized during the 2016-17 SY?

Response: One full-time licensed professional was grant funded in the 2016-17 SY. Three full-time licensed professionals were grant funded in 2017-18 SY.

28. Can the district please describe the supplies and materials that contracted therapists will have access to at the district? (wifi, computer access, testing material, office supplies, etc.)

Response: Contracted clinicians will have access to a desk/work space, wifi and copy machine.

29. Can the district please clarify any materials or supplies Vendor will be expected to provide?

Response: Vendor will need to provide laptop, printer, testing materials, and counseling materials.

30. Can the district please clarify the maximum weekly allowable hours approved for contracted FTE's?

Response: Services during school hours are limited to approximately 30 hours per week based on length of school day.

31. What travel between schools is expected for these providers?

Response: Providers may service students in multiple schools located in the same area.

32. Will payment only be made through Medicaid or Private Insurance?

Response: This will need to be coordinated between the firm and the respective provider.