Date: April 6, 2020

To: All Proposers

Subject: Addendum #1 to RFP #120029: Community Center Behavioral Health

Services

**The following questions were received and responses are provided:**

1. **When we prepare the budget, should the budget year run from July 1, 2020 – June 30, 2021?**

A: The budget will run from the contract start date through December 31, 2020. With the RFP extension to June 1, the projected contract start date is now August 1 and budgets should reflect this timeframe. Please refer to the Budget section in the RFP for additional guidance.

1. **We are wondering if it would fit within the parameters of the second service delivery model (BHSR) for our agency to hire a mental health professional as a contractor to provide on-site one-on-one services to elementary age children? We feel individualized support from a mental health professional would be extremely valuable to our community's children and families, as opposed to a current staff member providing the majority of individualized behavioral health support.**

**With that being said, through this grant we would still like our youth staff to become better equipped to provide individualized support to elementary age youth through tools, resources, and guidance from mental health professionals that we partner with.**

A: Identifying or hiring a dedicated staff person to provide BHRS can include an employee, contractor or consultant. The County will not be responsible for sub-contracting arrangements. The elementary age for this RFP is 4th and 5th grade.

1. **Does the requirement to serve 25 youth a year require connecting with all 25 youth regularly throughout the entire year? Some of our youth are not regular attendees or only attend programming for part of the year. We are curious if they would count toward this 25 number.**

A: Please refer to the service Expectations Specific for each program model. The delivery model being requested is intended for youth who are regular or episodic attenders. Centers may elect to provide behavioral health intervention to a youth who attends one time, but these youth would not be counted toward the 25 to be served.

1. **Under the second service delivery model (BHSR), is there a specific requirement as to how often 1:1 support must take place?**

A: There is not a maximum expectation, but it is expected that there be more than one, 1:1 support session.

1. **Is question 4.3 c under Proposal Preparation Requirements referring to the goals described in section 3.3 and the Needs and Expectations described in section 3.4 subsections A-G?**

A: This is typographical error. Question 4.3c under Proposal Preparation Requirements should read: ***Describe how you will meet the Goals described in section 3.3 and the Needs and Expectations described in section 3.4, subsections A – G).***

1. **The RFP includes the following language "Describe how you will meet the Goals described in section 3.2, subsection 2 and the Needs and Expectations described in section 3.2, subsections 3.A – G)." However section 3.2 is the Scope and 3.3 is Goals.  This is no subsection 2 but there are A - C that seem to be the goals that might be referenced.  Can you clarify what goals we could be meeting?**

A: This is typographical error. Question 4.3c under Proposal Preparation Requirements should read: ***Describe how you will meet the Goals described in section 3.3 and the Needs and Expectations described in section 3.4, subsections A – G).***

Please acknowledge receipt of this addendum by checking the “Addendum #2” box in **Section 6 – Required Forms – Attachment A - Vendor Information** of your proposal response. If you have questions regarding this addendum, please contact me via phone or email as listed below.

Sincerely,

Carolyn A. Clow

Purchasing Agent

608-266-4966

Clow.carolyn@countyofdane.com