



Loudoun County, Virginia

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Department of Finance and Budget

Division of Procurement

P.O. Box 7000, Leesburg, Virginia 20177

Physical Address: 1 Harrison Street, S.E., 4th Floor, Leesburg, Virginia 20175

November 30, 2020

NOTICE TO OFFERORS

ADDENDUM NO. 1

RFQ 329782

The following changes and/or additions shall be made to the original Request for Proposal (RFP) for Parent Support Partner Services, RFQ 329782. Please acknowledge receipt of this addendum by signing and returning with your proposal.

1. Subsection 4.1 is deleted in its entirety and replaced with the following:
 - 4.1 The following criteria shall be met in order to be eligible for this Contract. Offerors shall:
 - A. Provide resumes of personnel or recruiting strategy for personnel, specifically parents and/or guardians, who have “lived experience” in supporting youth with behavioral health needs to provide the PSP services.
 - B. Have an office located in Loudoun County or provide services in a private setting within Loudoun County such as access to conference rooms and/or office spaces and/or addresses that will afford privacy for any treatment services. Offerors must include a copy of its current Business Professional and Occupational License designated the county location in the proposal submission.
 - C. Have at least three (3) years of experience in the delivery of behavioral health services to include but not limited ICC, HFW and PSP. Offerors must include this information in the Reference section of the proposal submission.
 - D. Provide personnel with current Human Rights, Health Insurance Portability and Accountability Act (HIPAA), Occupational Safety and Health Administration (OSHA), Cardiopulmonary Resuscitation (CPR) and First Aid certification and the availability to provide support and interventions. Offerors must include copies of the certifications for those staff members in the proposal submission.

Provide personnel that are current in behavior management/de-escalation training. Offerors must include the training certifications in the proposal submission.

- 2. Subsection 5.1, A. is deleted in its entirety and replaced with the following.
 - A. Offeror is expected to provide services from 8:30am - 8:00pm Monday-Friday to accommodate the family's schedule. Weekend availability is also highly desirable and may be required on a case-by-case basis to accommodate the family's schedule and needs.

- 3. Attached are the questions and answers received in response to the solicitation.

Prepared By: s/ *Kathleen Armstrong* Date: November 30, 2020

Acknowledged By: _____ Date: _____

QUESTIONS AND ANSWERS

- Q1. Will the proposal acceptance date be extended?
- A1. The County does not intend to extend the proposal acceptance date.**
- Q2. Are there additional details beyond what is stated in Solicitation concerning how the County will determine eligibility for award?
- A2. There are no additional criteria in the Solicitation for award eligibility other than those specified in Section 7.0, Evaluation of Proposals; Selection Factors.**
- Q3. Was this Solicitation posted to the nationwide free bid notification website at www.mygovwatch.com/free or websites other than Loudoun County?
- A3. In accordance with the Code of Virginia, this Solicitation was posted on the Loudoun County website, the eVA website and to the paper of record, Loudoun Now. This Solicitation was not posted to the mygovwatch.com.**
- Q4. Reference Solicitation Section 4.0 Offerors Minimum Qualifications, Item 4.1C. Will the County accept an Offeror with experience as a behavioral health provider, to include extensive peer support, but not specifically Intensive Care Coordination (ICC), High Fidelity Wraparound (HFW) and Parent Support Partner (PSP)?
- A4. The County will accept an Offeror with experience as a behavioral health provider, to include extensive peer support, but not specifically ICC, HFW and PSP provided Offeror must submit documentation of comparable experience for consideration.**
- Q5. Reference Solicitation Section 5.1 P. Please clarify who is responsible for completing a Risk/Needs Assessment described and how will the Contractor's PSP be notified given the Contractor will be utilizing its own Electronic Health Record (HR)?
- A5. The County Wraparound Facilitator is responsible for completing the Risk/Needs Assessment in collaboration with the Contractor's PSP. The Contractor's PSP will receive notification and documentation from the County Wraparound Facilitator through hard copy exchange or by encrypted electronic mail or e-facsimile.**

Q6. Is there an expectation that a Contractor is to bill another payor source (i.e. Children Services Act (CSA)) other than MHSADS? Please confirm that the service duration billing requirements/increments for other payor sources may be different than the 45-minute requirement in the Solicitation.

A6. The Contractor will not be billing another payor source for the PSP services. The Contractor is to only bill MHSADS for services. The Contractor is not to bill CSA for PSP services. Contractor will submit invoices to MHSADS for PSP services. CSA establishes and negotiates its own Contracts.

Q7. Reference Solicitation Section 5.1 I. Will the MHSADS Wraparound Program Manager also be responsible for referrals into service?

A7. In accordance with the Solicitation Section 5.1 B, 1, Contractor shall obtain referrals from individuals needing PSP from MHSADS during the business week via secure encrypted email or e-fax.

Q8. Reference Solicitation Section 5.1 L. Will the DBHDS and High Fidelity Wraparound Center for Excellency required annual training for PSP be provided by the County to Contractor personnel assigned to this contract?

A8. During Contract performance, the County will determine which components of the required DBHDS and High Fidelity Wraparound Center for Excellency annual training the County will provide to those personnel assigned to the Contract. It is anticipated the remainder of the training will be provided by DBHDS and High Fidelity Wraparound Center for Excellency.