Macon-Bibb County Government

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Director of Procurement

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ADDENDUM # 1

To: ALL PROSPECTIVE FIRMS

Re: INVITATION FOR BIDS: 27-018-LH, Professional Services for Cognitive Behavioral Therapy Program

The Invitation for Bids, referenced above, is modified as follows:

1. We would appreciate clarification on whether individual, family, parenting, and group CBT services may be delivered virtually through a secure telehealth platform. Additionally, may required Juvenile Court appearances, meetings, and program check-ins be conducted remotely?

   Answer: The standard would be in person; court appearances would be in person when required. We would need local staff.

2. May an Illinois-based company submit a proposal if it obtains the required Georgia business authorization and utilizes appropriately licensed professionals?

   Answer: Yes.

3. Is this a rate-based contract or cost reimbursement?

   Answer: The maximum fee to be paid is $70,000 for services.

4. Is there a limit on overhead or administrative cost?

   Answer: $70,000.00 is the maximum amount based on the grant, NO overhead or administrative costs are paid.

5. The RFP refers to 32 participants receiving services for three to six months. Is 32 the maximum number of unique youths expected over the full contract period, the expected number served at one time, or both? Does the Court anticipate referring youth in cohorts, and can the County provide an estimated referral schedule or monthly volume?

   Answer: 32 is the expected number of juveniles to be served/billed; this expected number doesn't include the parent/caregivers or siblings that may participate in sessions. The grant amount is be used to provide services to 32 youth, and the billing is based on the grant amount. The youth are not referred to in cohorts.

6. For planning and pricing purposes, should proposers assume a particular average service duration within the stated three-to-six-month range?

   Answer: Yes, there may be a few that exceed the 6-month range; there will be those that do not complete the services.

7. The cost proposal form lists individual therapy at 2–4 hours per month, family therapy at 2 hours per week per family, and parenting therapy for 12 weeks at 1 hour per week, with a minimum of 4 hours per month. Are these minimum required service levels for every referred youth/family, maximums, or estimates subject to clinical assessment? Please also clarify how these frequencies relate to Attachment B's description of family engagement "when appropriate."

   Answer: Family Therapy with a Mental Health Professional can be 1-2 hours per week per family; this depends on the assessment and LMFT recommendation per family. The estimates would evolve from the LMFT clinical assessment; recommendations will be provided to the court per youth/family. All parents may not be referred to a parenting program. This flexibility is intended to accommodate the individualized needs of the youth and their families while ensuring that all required therapeutic objectives are addressed.

8. Does the 2-hour-per-week family therapy frequency apply separately to each youth's family?

   Answer: Family Therapy with a Mental Health Professional can be 1-2 hours per week per family; this depends on the assessment and LMFT recommendation per family.

9. Is parenting therapy a separate service from family therapy, or may a clinically appropriate session satisfy both requirements? Should proposers assume the parenting-therapy hours apply to every referred youth/family?

   Answer: A clinically appropriate session may be structured to satisfy both service requirements to every referred youth and family as appropriate, by incorporating parenting therapy and family therapy into a coordinated treatment approach. All parents/guardians may not participate in a 12-week parenting program, which would allow for an increase in individual services available to CHINS juveniles.

10. The price form requests hourly rates but does not provide quantities. Will price be evaluated using the hourly rates alone, or will the County apply estimated quantities or an evaluated total? If estimated quantities will be used, please provide them for each service. Is there a maximum contract amount or grant-funded budget proposers should use for planning?

    Answer: The services we are looking for are parenting, family therapy, and individual therapy for youth. The maximum available is $ 70,000, and we do not know exactly how it will break down because it depends on the services each youth receives.

11. Will the County pay only for authorized services actually delivered? Is payment available for cancellations, late cancellations, or youth/family no-shows?

    Answer: Due to the population, we serve, NO, we will not pay for cancellations, late cancellations, or youth/family no-shows.

12. Should hourly rates include intake and assessment, treatment planning, progress monitoring, weekly attendance or compliance updates, monthly case notes and reports, outcome reporting, discharge planning, Court coordination, and required CJCC training? May any of these activities be billed separately?

    Answer: No separate billing is allowed. Only direct services can be billed.

13. The scope anticipates Court attendance up to twice per month unless otherwise requested by the Judge. Should the related preparation and attendance time be included in the hourly rates? How should additional Court appearances requested by the Judge be handled?

    Answer: All costs are included in the $70,000; 32 youth must be served. The Judge may allow a necessary meeting to be handled via Zoom to resolve any questions/concerns she may have; this option may alleviate any additional appearances and eliminate additional travel time.

14. Should proposers assume services will be delivered in person in Macon-Bibb County, or may telehealth be used when clinically appropriate? Is mileage or travel time reimbursable, or should those costs be included in the hourly rates?

    Anwer: Yes, in person, in Macon-Bibb County, Georgia. Telehealth can be used for crisis or emergencies and when deemed clinically appropriate, as necessary to maintain the youth's well-being and mental health/stability; should not be the standard treatment plan. The majority of the work should be in person. Mileage cannot be billed separately.

15. What referral and intake process should the provider plan for, including the expected timeframe for completing an intake, obtaining authorization to begin services, and notifying the Court of a waitlist or service-delivery barrier?

    Answer: After the referral is received, parent/youth should be contacted within 3-5 business days to schedule initial assessment. Youth and family should start receiving services within 30 days.

16. Please clarify the Attachment B qualification language regarding an LMFT with 5–10 years of experience and experience overseeing CBT services, fidelity, and staff training. Must one LMFT meet all of these criteria, or may the qualifications be met by the clinical/program team?

    Answer: Yes, one LMFT must meet all requirements. The following professionals also meet requirements: Licensed Marriage and Family Therapist, Licensed Processional Counselor (LPC), and Certified Professional Counselor Supervisor (CPCS).

17. Does the 20-page limit include resumes, the Attachment A forms, the price form, the table of contents, and tab dividers?

    Answer: Attachment A documents are not included in the count. All other required documentation is included in the count.

18. Where will services be delivered: in youth homes, at the Juvenile Court, at the provider's office, or a mix?

    Answer: The majority will be provided in the provider's office. Youth's home, approved sites in the community, and Juvenile Court are options.

19. Clinical Qualifications: The Statement of Work references a Licensed Marriage and Family Therapist (LMFT) with 5–10 years of experience. Will the County accept a Licensed Professional Counselor (LPC) and Certified Professional Counselor Supervisor (CPCS) with comparable experience in CBT, juvenile justice, clinical supervision, and program administration?

    Answer: Please refer to question #16 with the answer.

20. Are individual, family, and parenting therapy services required for all 32 participants, or will service frequency be determined by individualized assessments and treatment plans?

    Answer: Refer to question #7 for the answer.

21. Budget: Is there an established maximum budget or grant allocation for this program?

    Answer: Yes.

22. Service Location: Does the County provide a designated location for services, or must the selected provider secure a facility in Macon-Bibb County?

    Answer: Please refer to question #18 for the answer.

23. Telehealth: Are any services permitted virtually, including family sessions, assessments, or clinical supervision?

    Answer: Please refer to question #1 for answer.

24. Staffing: May the program utilize master's-level associate-licensed counselors under appropriate clinical supervision, or must all direct services be delivered by independently licensed professionals?

    Answer: Yes, master’s level associate-licensed counselors can be utilized.

25. Referrals: Will participants be referred throughout the contract period, or is the expectation to begin services with all 32 youth simultaneously?

    Answer: Please refer to question #5 for answer.

Please incorporate this change into the Invitation for Bid and acknowledge receipt of this addendum on your bid form.

Sincerely,

Laura Hardwick