



HOWARD COUNTY PUBLIC SCHOOLS
PURCHASING DEPARTMENT
10910 Clarksville Pike
Ellicott City, MD 21042
(410) 313-6644

ADDENDUM NO. 1
(Total Pages - 4)

August 21, 2019
Request for Proposal No. 009.20.B1
Therapeutic Counseling 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 August 19, 2019 at 3:00 PM. Please see attached sign-in sheets.

The due has been extended from **August 23, 2019 at 3:00 PM to August 30, 2019 at 3:00 PM.**

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

Please see the attached three (3) 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.

RFP 009.20.B1
Therapeutic Counseling Services
Addendum #1

1. Is there an incumbent for this program?
Response: No, this is a new program. We have had informal services provided in the past by a private provider in the community.
2. Is there a budget and what role will pricing play in the decision?
Response: This is a new RFP and the budget for this service has not been finalized. We want the best value and professional services possible. Please include your proposed fee per therapeutic counseling session.
3. As the RFP doesn't specify what kind of therapist or counselor is need, would submitting licensed school psychologists (LSSPs) be acceptable to fulfill your needs?
Response: We are seeking licensed mental health providers. In the state of Maryland, this includes Licensed Clinical Social Worker (LCSW), Licensed Clinical Professional Counselor (LCPC) or a Psychologist licensed by the Maryland Board of Examiners. There are no licensed school psychologists in Maryland.
4. While all therapists will be licensed and located in Maryland, is it your preference for the vendor to have an office in the State of Maryland?
Response: Yes.
5. Does the district intend to award to single or multiple vendors?
Response: Could be either single or multiple.
6. What would be the projected or average weekly hours of service for the LSSP? For example: Full-time 37.5 hours per week (7.5 hours per day) for up to 180 days billable.
Response: This is difficult to answer as it is based on student and system needs. That said, we anticipate between ten and twenty billable hours a week.
7. How many psychologists do you currently foresee needing?
Response: We are seeking any licensed mental health provider, not only psychologist. Based on the anticipated needs this may be one or two licensed providers.
8. Are resumes required at the time of proposal submission or only upon award?
Response: Ideally, resume of specific staff would be good. If not possible, then representative resumes of the quality and experience of staff to be assigned is acceptable. Awarded firms must be able to provide comparable staff.
9. Do you require vendors to guarantee the provision of therapy services, or is it understood that vendors will begin recruiting on a best efforts' basis upon contract award?
Response: If staff not currently available, then a detail methodology of the plan to retain staff and compliance with the background check would be needed.
10. Can the vendor incur in any penalties or be liable for any damages for not having a contracted provider available upon your school's request in a timely manner or would your school terminate the RFP contract with the vendor?
Response: Currently, there is no penalty; however, failed attempts to provide someone will result in non-renewal of the agreement.

11. To complete the provision of therapy services, are testing/evaluation materials provided by The Howard County Public School System **OR** the Vendor?
Response: We are not requesting the provider to complete assessments/evaluations for IEP eligibility decision-making. Any assessment or therapeutic materials needed are to be provided by the provider.
12. Will your school provide laptops/computers **and/or** an email account to the contracted providers during their assignment?
Response: A laptop will need to be supplied by the provider. A HCPSS contractor's email account will be secured for each provider.
13. Who will be the representative from Howard County Public School System to determine which materials/equipment are required for the therapy services?
Response: Dr. Cynthia Schulmeyer, Coordinator for School Psychology, Section 504 and Instructional Intervention.
14. Will the therapists have access to internet capabilities, computers/laptops/iPads, office supplies, fax/copy machine at the Howard County Public School System?
Response: Contractual providers will have access to internet, office supplies and copy machines.
15. Would the district pay for mileage travelling between school campuses on the same day? If so, what will be the district IRS Standard Rate?
Response: No
16. Can you provide the current incumbent vendor(s) names and fee rates providing the LSSP services? Has your current vendor(s) been able to satisfy your service needs?
Response: This is a new service.
17. Will the Howard County Public School System consider an all-inclusive hourly price rate range depending on the candidates' level of experience **OR** does the district only want a fixed flat hourly rate for service?
Response: We prefer to fixed flat hourly rate for this service.
18. When is the anticipated award date?
Response: Please see the RFP, item 1.5 Schedule of Events, page 6.
19. What is the anticipated placement of counselors?
Response: The primary placements will be at schools with students enrolled in a regional program for students with an Emotional Disability. 2 in elementary, 3 middle and 2 in high school.
20. What certifications are required?
Response: LSW, LCSW, or licensed psychologist; any of the 3 are acceptable.
21. When would the services be required to be provided?
Response: Services to be provided during the school day.
22. What individuals will be provided services?
Response: Services may be provided to the student, family/parents and staff in any combination.

THE HOWARD COUNTY PUBLIC SCHOOL SYSTEM

PRE-BID MEETING SIGN-IN SHEET

BID: Therapeutic Counseling Svcs
DATE: Aug 19, 2019
TIME: 3:00 pm

Name: Jason Street
Firm: Delta-T Group
Address: 10632 Little Patuxent Parkway
Phone: 410 505 5366
Fax: 410 720 0422
Email: jstreet@delatg.com

Name: Paula Catalan
Firm: 3 Elements Counseling, LLC
Address: 6401 Taper Ct. Sykesville
Phone: 301-5204880
Fax:
Email: paula.catalan@3elements.com

Name: Cynthia Schalmeyer
Firm: HCPSS
Phone:
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Name: Terri Savage
Firm: HCPSS - PSE
Phone:
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Email:

Name: Paula Anderson
Firm: PACE Consulting
Phone: 240-582-7513
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Name: D Pundell
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