



Addendum 1

Beaufort County School District

Solicitation Number: 24-002
Date Printed: September 15, 2023
Date Issued: September 15, 2023
Procurement Officer: Kaylee Yinger, NIGP-CPP, CPPB
Phone: 843-322-2349
Email: Kaylee.Yinger@beaufort.k12.sc.us

Request for Proposal (RFP)

DESCRIPTION: Student and Staff **Mental Health Services**
SUBMIT OFFER BY (Opening Date & Time): **September 27, 2023, at 4:00 PM EST.**
QUESTIONS MUST BE RECEIVED BY: **September 20, 2023**
NUMBER OF COPIES TO BE SUBMITTED: **One (1) Original Signed; Six (6) Signed Copies and One (1) Redacted Version on USB**

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR SEALED OFFER TO EITHER OF THE FOLLOWING ADDRESSES:

MAILING ADDRESS:
Beaufort County School District
Procurement Office
P.O. Drawer 309
Beaufort, SC 29901-0309

PHYSICAL ADDRESS:
Beaufort County School District
Procurement Office
2900 Mink Point Blvd
Beaufort, SC 29902

AWARDS & AMENDMENTS:

The award will be posted at the Physical Address stated above on or after September 27, 2023. The award, this solicitation, and any amendments will be posted at the following web address:
<https://www.beaufortschools.net/community/working-with-the-district/finance>.

You must submit a signed copy of this form with Your Offer. By submitting a proposal or bid, you agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.

NAME OF OFFEROR: _____ (Full legal name of business submitting the offer) ENTITY TYPE: _____

AUTHORIZED SIGNATURE (Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above)

PRINTED NAME TITLE

Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror above. An offer may be submitted by only one legal entity. The entity named as the Offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.

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(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for Offeror's home office/ Principal place of business): 	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent):
PHONE NUMBER:	
EMAIL ADDRESS:	

PAYMENT ADDRESS (Address to which payments will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Home Notice Address (Check one only)	ORDER ADDRESS (Address to which all purchase orders will be sent): <input type="checkbox"/> Payment Address Same as Home Office Address <input type="checkbox"/> Payment Address Same as Notice Address (check one only)
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ACKNOWLEDGEMENT OF AMENDMENTS:	<u>Amendment Number</u>	<u>Amendment Issue Date</u>
Offeror acknowledges receipt of amendments by indicating amendment number and its date of issue.		

MINORITY PARTICIPATION- Are you a Minority Business Enterprise: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please include a copy of your certification.

Addendum 1:

Questions and Answers

1. Are you currently working with any agencies providing student and staff mental health services to your District?
Yes
2. If Yes to the question above, who are your current vendors and what prices do they charge?
HelloHero, Wright Directions Family Services, Coastal Empire Community Mental Health. You may request a full copy of the vendor contracts by submitting a FOIA Request.
3. Will the district accept a range of rates for each discipline.
You can list rates for various disciplines, but the RFP scope is for mental health services.
4. Have these vendors been able to meet all of your student and staff mental health needs?
Yes, to the extent possible.
5. How many mental health providers (FTE) did each vendor provide to your District for the current 22/23 school year?
HelloHero staff counseling- 4, HelloHero student counseling-3, Coastal Empire Community Mental Health-5 , Wright Directions Family Services-2
6. How many mental health providers (FTE) do you anticipate needing for the upcoming 23/24 school year?
Varies depending on needs identified through referrals with parent consent for students and self-referrals for staff.
7. Do you require that clinician resumes and/or licensure be submitted with the proposal or after award?
Proof of licensing will be required upon award.
8. How many hours are in a typical school day (i.e., how many hours are therapists allowed to be on-site and billing)?
7.5- Therapists for students will be required to serve students during designated periods identified by school staff. Staff therapists are required to provide services outside of the normal school day (before or after school)
9. How many workdays are they assigned for the school year?
190- during the normal school year
10. What is the average caseload by discipline in your District (student/staff)?
Varies.
11. Is it acceptable to include additional services our company provides outside of the scope of the RFP in the event that the district needs other services in the future (e.g., SLP, OT, PT, etc.)?
The scope of the RFP is for mental health services only.
12. Will the District accept electronic signatures on the original response?
An original signature is required on the original response.
13. Does the District have a specific way for vendor responses to be bound?
No.

14. On page 21 of the RFP, at 5.1 Qualifications, there is a numeration of ‘a.-d.’ then ‘a.-f.’ Should we respond to this as listed or as ‘a. through j.’?
Yes, please.
15. Is section 5.1 Qualifications to be included as part of the Technical or Business Proposal section of our response? If information for 5.1 is to go in our Technical Proposal, can you please provide what information we are to include in our Business Proposal?
Technical Proposal consists of qualifications and other RFP requirements. The business proposal is for pricing/cost information.
16. Are we to only include a separate Cost Proposal with our ‘original’ response? Is there to be a copy of the Cost Proposal included on the USB?
Include for both.
17. Is the Cost Proposal included in the Technical or Business Proposal section of our response?
Business Proposal.
18. Will assigned therapists have access to therapy materials, supplies, equipment, evaluation kits, and protocols provided by your schools?
Student providers can collaborate with school MTSS teams or designated school staff.
19. Will assigned therapists have access to computers/ laptops and printers provided by your schools?
No.
20. Is the contracting agency able to bill for both direct and indirect treatment time (paperwork, meeting, teacher consultations, etc.)?
Cost should be all inclusive of the proposer’s hourly rate.
21. Do contractors have to travel between schools during the workday? If so, are they required to clock out during travel between schools OR are they able to stay clocked in during travel between schools?
This will be at the discretion of the contracted company.
22. My company offers virtual care. I saw that there is an “in-person” component to your RFP. Can this program be supported strictly virtually?
Yes.
23. I wanted to ask about viewing a previous contract that was won for this same request if possible?
Previous contracts may be requested by submitting a FOIA request via our website <https://beaufortschools.net>