



County of El Paso Purchasing Department
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ADDENDUM 2

To: All Interested Proposers

From: Linda Gonzalez, Inventory Bid Technician

Date: March 10, 2008

Subject: RFP # 08-014, Intensive Outpatient Drug Treatment Services

- **Please Note:**

The Bid Opening has been extended from March 13, 2008 to March 20, 2008 at 2:00 p.m.

The Purchasing Department received questions relating to the above referenced proposal; the response to the following question:

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The Vendor will also provide a one- (1) hour session a minimum of once of week. Also group session will be provided a minimum of six (6) hours weekly and parent group to be provided a minimum of two- (2) hours weekly. The use of more individual sessions will be utilized in response to juvenile's need for additional session (which will incorporate the family when necessary), on an as needed base. All services hours are to follow the Department of State Health Services requirements.

1. **If more sessions are necessary, does the vendor need to wait for authorization from the County Purchasing Dept. and/or approval from the Juvenile Probation Department.**

Yes. Service provider must get with probation officer to request additional services. Prior authorization for additional services should be requested in writing. Justification for the additional services should also be provided.

2. Will the authorization be provided in writing? And if so, is that when the additional sessions begin?

Yes. Vendors shall request prior approval through electronic notification to the supervising juvenile probation officer to include the identified service, dates of service which are needed on a monthly basis. Such requests must be requested prior to any services being rendered. Failure to do so will result in the vendor absorbing the cost for services not approved.

Approved services will be identified through the submission of a Purchase of Service. Once services have been authorized by the Department the vendor will be faxed a Purchase of Service form indicating which services have been approved and the rate the vendor will be paid for the service.

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Vendor's parent group will consist of a maximum of ten- (10) participants per parent group. Group will consist of only the parent/guardian of the juvenile involved in the program.

1. Are there a minimum number of parents that will be require the start of the "parent group"?

Couples are as one parent for billing. Five overall participants for parenting group.

2. If parents do not show up, will the vendor be compensated? i.e. If the group consisted of only two or three parents and one show up, is the vendor still compensated?

"No shows" are not reimbursed.

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Assigned Probation Officer will be immediately notified in writing via 3-mail or telephonically of all crisis calls and outcomes of all juveniles reporting to vendor under the influence of alcohol or other drugs. Vendor will identify and include in their action plan method of addressing these issues as well as identify what curriculum and modalities they will be used to provide the services requested. All such events will be reported to the Department and/or proper authorities within twenty-four (24) hours.

1. Should a crisis occur that is not listed or explained in the action plan, will the vendor be required to provide an added action plan of that particular crisis within 24 hours as required in this paragraph?

Either a new action plan or modified version to incorporate any and all situations not listed or explained.

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Cost to include all typed and signed documentation/reports to the Juvenile Probation Department. The department will not be financially responsible for missed appointments.

1. Is there a maximum number of appointments in which h the juvenile or parent will be dropped from the program?

Yes, three unexcused absences from the program will result in juvenile and family being dropped from program. Three consecutive unexcused absences lead to a staffing with provider and juvenile probation officer, which may result in an unsuccessful discharge. Chronic absenteeism will be addressed by provider and juvenile probation officer and a determination will be made jointly as to the child and parent(s) warrant an unsuccessful discharge.

2. When a participant doe not appear for three individual sessions, does the Juvenile Probation Department or the vendor, or is a decision made jointly to discontinue such session?

This would be a joint venture by both parties to determine the juveniles' continuation of services, if any.

3. If the JPD initiates dropping a juvenile or parents from sessions, will this decision be provide in writing?

The response will be provided in writing

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1. Will Health insurance coverage of vendors' employees be a part of the evaluation criteria? If so, what is the weighted criteria percentage allocated to this factor?

No.

2. If there is no weighted criteria percentage allotted to his requested information, please provide a reason or justification for this requirement.

This required by the El Paso Purchasing Department for all bids.

Question

1. Stated in the RFP substance abuse services must be performed by a Licensed Chemical Dependency Counselor (LCDC) or Licensed Professional Counselor (LPC). We would like to be informed if these services would also be able to be performed by the following clinicians:
 - LICSW
 - Licensed Psychologist
 - Licensed Psychologist Associate
 - MD
 - PhD Psychology Trainee

The following are licensed professional that DSHH recognizes to provide these services as per Chapter 450-Counselor Licensure:

- Licensed physicians,
- Licensed psychologists,
- Licensed professional counselors (LPC),
- Licensed Marriage and Family Therapists (LMFT), and
- Licensed Master Social Workers (LMSW) check if this was change with the last legislation which restricted some of their duties. Not familiar substance abuse licensing, but LMSW was limited in other counseling/therapeutic areas.