



County of El Paso Purchasing Department  
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## ADDENDUM 1

To: All Interested Bidders

From: Linda Mena, Inventory Bid Technician

Date: December 2, 2010

Subject: RFP # 10-086, Functional Family Therapy for Juvenile Probation  
Department

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The Purchasing Department received questions relating to the above referenced RFP; below are the responses to the following questions:

1. How many youth does the Department envision serving under FFT services?  
The Department envisions 60-70 families will be provided with FFT services during the fiscal year.
2. Page 10, Section II. Other Requirements:  
This section indicates that the vendor must be certified/authorized by FFT to provide services and staff must be trained in the FFT Model of Therapy. Vendors... provide copies of current certification/licenses/training certificates signifying the vendor has met the required criteria and is authorized to perform the services.
  - a) If a provider is not currently operating a FFT program but has the authorization from FFT to start up a team and conduct training will that meet this requirement? A provider must be certified/authorized to provide the services in order to maintain standards, fidelity and programmatic standards of the FFT model.
  - b) Must a potential provider currently be providing FFT?  
Provider does not have to be currently offering services but must meet the requirements and be authorized to perform such services under FFT.

3. Page 10, Cost: Bidders are to indicate a daily rate. Will the daily rate be billed on a youth from the date the youth enters the program until the youth completes the program? **Yes, billing will begin when services are started and commence when the family has been terminated and/or complete services. Billing shall be conducted on a monthly basis.**
4. Page 15, indicates the vendor will provide both annual and semi-annual financial statements. Can the semi-annual statements be unaudited as long as the annual statements are audited by an independent certified accounting firm? **Yes**
5. Page 19, indicates that we should identify the therapists. If the positions are vacant and will be hired, should be include a job description? **Yes, if a position is current vacant a job description may be provided. Once the therapist is hired the individual would need to be identified and licensure(s) and credentials provided.**
6. Page 20, Proposal submission: It states the proposals should be submitted unbound. Can we put a binder clip to keep the copies separated? **Yes**
7. If we filed a CIQ within the last 3 months do we need to file another CIQ? **No, if the same employees are listed on page 28 of this RFP.**