



County of El Paso Purchasing Department
500 East San Antonio, Room 500
El Paso, Texas 79901
(915) 546-2048 / Fax: (915) 546-8180

ADDENDUM 4

To: All Interested Proposers

From: Linda Gonzalez

Date: September 25, 2007

**Subject: RFP# 07-108, Intensive In-Home Service for Juvenile Probation
Department**

The Purchasing Department received questions relating to the above referenced Proposal.

On page 15 of the RFP under the "Accounting" section it states "Vendor shall submit claims on invoices bearing Vendor's letterhead no later than five (5) working days from the last day of the month for which payment is requested to the El Paso County the Juvenile Probation Department Accounting section. Invoices not timely submitted shall not be paid."

1. Does this mean invoices have to be received within five (5) fays following each month or they just won't be paid in that month unless they are received before then? For example could we submit an invoice for services provided in the month of August by the fifth day of October and we would then be reimbursed for August services in October? Or does the invoice for August services have to be in by the fifth day of September?

In your example, the August invoice must be submitted by the fifth working day of September. If invoice is submitted after the required deadline, payment will be delayed.

2. Pg. 1 NOTICE TO INTERESTED PARTIES the RFP states the bidder shall furnish a cashiers check for 5% of the total contract price proposed if more than \$ 100,000.00. For clarification, how much funding does the county anticipate for this particular program?

The anticipated funding for this project is \$300,000.

3. Section 1 pg.4 PROGRAM REQUIREMENTS If the bidder currently implements an intense in-home program that has demonstrated to be successful with this target

population, can the bidder submit a response proposing this program and the specific staffing structure used in this proposed program?

Bidders must meet all RFP requirements. Bidders may submit a response proposing an evidence based program in addition to program requirements specified in the RFP and not in lieu of the program requirements specified in the RFP.

4. Section 3 pg. 5 CRISIS MANAGEMENT

The RFP states that 24 hour crisis services must be provided by licensed staff. For clarification, can a case management worker provide this service? And does that mean that there always has to be a licensed staff member on call at all times?

Crisis Management must be provided by an individual that holds a LPC, LMSW- ACP (LCSW); and/or LMFT. Availability may be done telephonically (i.e. participants may be provided with a number for an answering services that has access to the licensed individual to intervene). The individual with the license is responsible for assessing the situation and intervening as necessary. Once, the licensed individual has been made aware of the situation and assessed the level of crisis, spoken to the family members, it would be plausible for a follow up to be conducted by the case manager.

5. Legal Section pg. 13 LEGAL/INSURANCE

The RFP states that the provider must have Malpractice insurance. If the bidder currently provides services in the state of Texas and does not have Malpractice Insurance due to the fact they are an organization and no individual practitioner, can this insurance requirement be waived if there is adequate proof of liability insurance as well as worker's compensation insurance?

Malpractice insurance or also known as Professional Insurance, or errors and omissions protection is specifically intended to provide liability protection to licensed Professional Counselor, licensed Master Social Worker or Licensed Marriage and Family Therapist. The RFP is requesting malpractice for these professionals. You may wish to discuss the coverage options available through your insurance company such as an individual policy for each professional listed above, or perhaps a group or entity, or even perhaps a non-profit if available and your organization qualifies.

The commercial public liability insurance or premises liability protection refers to more the generic slip and fall type of claims occurring within your organization's building. This coverage is not the same as professional malpractice and is required in addition to the professional malpractice and not in lieu of the professional malpractice coverage.

6. What is the preference LMSW or the LCSW?

The preference is LCSW.

7. Do you have any idea of the volume the total of children?

Approximately 500 children.

8. This is for the entire County of El Paso?

Yes