

**Department of Materials Management  
Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

**June 13, 2022**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 4938.1, School-Based In-Person and Virtual Mental Health Therapeutic Services**

**Question 1: Who are the current vendors providing services?**

**Answer:** Current vendors providing school-based mental health therapeutic services include the Jewish Social Services Agency and agencies that are subcontracted through the Montgomery County Department of Health and Human Services (i.e. Linkages to Learning, School Community Based Youth Services, etc.)

**Question 2: Are your current vendors meeting your needs?**

**Answer:** We are looking to expand the amount of schools that are receiving mental health therapeutic services in our schools.

**Question 3: What is the anticipated award date?**

**Answer:** August 2022

**Question 4: How will vendors be notified of award?**

**Answer:** A pre-award letter will be sent out to vendors indicating which vendors are being recommended for award approval by the MCPS Board of Education.

**Question 5: Do you anticipate awarding one or multiple vendors?**

**Answer:** While one vendor would be preferred, we anticipate that due to the scope of the RFP that multiple vendors may need to be selected to provide services across the school district.

**Question 6: What are the current hourly bill rates by vendor?**

**Answer:** Each vendor has their own billing schedule based on the medical need of the student and their insurance requirements. That information is unknown to MCPS.

**Question 7: If we provide per eval rates, does the district require vendors to provide all of the assessments?**

**Answer:** This RFP is for school-based in-person and virtual mental health therapeutic services. This contract is not for psychoeducational evaluations of students. Any assessments that are completed are a part of the intake and therapeutic services provided. Assessments would not be completed outside of providing therapeutic services.

**Question 8: How many billable hours are in a school day?**

**Answer:** Students are in school for six hours per day. Mental health providers should propose how many students they expect to be able to serve, given their capacity to designate mental health providers to serve students and schools. Mental health professionals should be available to provide services from Monday through

Friday while maintaining a consistent schedule to ensure continuity of services to students and allow for providers to establish a therapeutic relationship with students. Organizations may choose to propose a contract with two half-time therapists, for example, or one full-time therapist.

**Question 9: What is the anticipated # of full-time or # of part-time positions?**

**Answer:** The RFP is not for contractual psychoeducational assessments or contractual positions.

**Question 10: Is the vendor expected to have a clinic or local office?**

**Answer:** We are looking for mental health professionals who are licensed to practice in the state of Maryland and are in good standing with the appropriate licensing board. Mental health services provided through this contract will be delivered to students in schools that currently are not served by any other existing partnership or contract (i.e., services will not be provided in schools currently served by Linkages to Learning, School Community-based Youth Services, etc.). The goal of this RFP and resulting contract is to provide students that currently do not have such services onsite with access to much-needed mental health services. Having a clinic or local office may allow the vendor to provide continuous mental health services to students and their families when schools are not in session. The goal is for the vendor to provide both in-person and virtual mental health therapeutic services to students.

**Question 11: Will services be provided on site or virtually or a hybrid of both for the 22/23 SY?**

**Answer:** Services can be provided in a hybrid model (virtual and in-person) for the 2022-2023 school year. Most schools would prefer for the provider to provide in-person services to ensure that adequate adult supervision is provided during a session. Vendors that can only provide virtual services should demonstrate a plan for how they will ensure adequate adult supervision for the student while the student is at school, but does not impact the job functioning of the staff in the school.

**Question 12: Will assigned candidates have access to materials, supplies, equipment, evaluation kits, and protocols provided by your schools?**

**Answer:** No. Vendors need to have access to all of their own equipment, supplies, etc. This contract is not for student psychoeducational evaluations so no evaluation kits or protocols will be provided.

**Question 13: Will assigned candidates have access to computers/laptops and printers provided by your schools?**

**Answer:** No. Vendors need to have access to their own computers/laptops and printers.

**Question 14: Do you require resumes of potential contracted candidates to be included in our submission?**

**Answer:** This RFP is not to hire contractual staff members.

**Question 15: Do you require the candidates license verification to be included in our submission?**

**Answer:** This RFP is not to hire contractual staff members.

**Question 16: Is it the school's expectation to hire the candidates we will include in our proposal response if we get awarded?**

**Answer:** This RFP is not to hire contractual staff members.

**Question 17: How many candidates/resumes will you need per discipline?**

**Answer:** This RFP is not to hire contractual staff members.

**Question 18: Can pricing increase during the term of the contract?**

**Answer:** The contract is a fixed annual amount of the total cost of the program based on the number of students that the contractor proposes to serve. The purpose of this contract is to provide students with access to mental health services that they might not ordinarily have. As a result, the mental health provider must be willing to accept any insured or uninsured student who is referred for services. The organization may choose to seek reimbursement from Medical Assistance or private insurance and may assist families with applying for Medical Assistance in order to seek reimbursement.

**Question 19: 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?**

**Answer:** The contract is a fixed annual amount of the total cost of the program based on the number of students that the contractor proposes to serve. The purpose of this contract is to provide students with access to mental health services that they might not ordinarily have. As a result, the mental health provider must be willing to accept any insured or uninsured student who is referred for services. The organization may choose to seek reimbursement from Medical Assistance or private insurance and may assist families with applying for Medical Assistance in order to seek reimbursement.

**Question 20: Does the school district reimburse for mileage?**

**Answer:** The district does not reimburse for mileage.

**Question 21: Does the District plan to issue RFPs for other related services?**

**Answer:** This RFP is only for providing school-based in-person and virtual mental health and therapeutic services.

**Question 22: Do you have a preference for how we bind our bids, i.e. 3-ring binder, binder clip, stapled, etc?**

**Answer:** No, as long as your response documents are organized and arranged together. If not bound, please make sure they are either clipped, stapled, or arranged in a folder.

**Question 23: Are services provided during the school day, after the school day, or both?**

**Answer:** Services can be provided during the school day and after the school day. Services are not expected to be provided during emergency school closings (e.g., snow days). However, during longer school breaks (e.g., winter or spring breaks, summer sessions), the organization will be expected to continue to provide therapeutic services to students so that there is not an extended period of interrupted service delivery. During these periods, the organization may choose to provide services in the student's home, at a community location (e.g., public library), or at the organization's home office. The intent is not to restrict services only to school days. In addition, it is recognized that there may be occasions when services need to be delivered to the student and family and that the only time that is convenient for the family is during the evening. Clinicians are expected to reasonably accommodate family schedules and provide services outside of school hours to promote student wellness and academic achievement. On days when services will be provided in evenings, for example, the clinician may adjust hours to start the day at a later time. MCPS will not provide additional compensation for services provided during breaks, summer, or evenings. The services proposed by the organization in response to this RFP should factor in these variations in services in the overall cost of the annual contract.

**Question 24: If services are provided during the school day, will selected schools provide space for the vendor?**

**Answer:** Schools identified to receive services through this RFP will be expected to provide clinicians with appropriate office space in which to complete administrative tasks (e.g., writing reports, making telephone calls), as well as a private space in which therapy may be provided in a confidential manner.

**Question 25:** How does 2021 Maryland legislation that waives parental consent for students age 12 relate to this RFP, specifically with regard to parental/family engagement?

**Answer:** Licensed clinicians are expected to follow local legal and ethical guidelines in regards to gathering parental consent. We anticipate that clinicians will appropriately engage with families when discussing therapeutic services, but we understand that there are times when it is not appropriate or will impact the health and safety of the student to gather consent if the student is age 12 or above. Licensed clinicians should talk with the members of the building’s Student Well-Being team to determine if the student age 12 or above is mature enough to consent for therapeutic services on their own.

**Question 26:** Are vendors providing services under contract/RFP # 4548.1 considered ‘pre-qualified vendors’ for this RFP?

**Answer:** No.

**Question 27:** If the answer to the previous question (#26) is ‘no’, Is a vendor that is providing services under contract/RFP # 4548.1 required to submit an entire proposal (including a pricing proposal) in order to be considered a pre-qualified vendor to provide services under RFP 4938.1? If not, is there anything the vendor must submit to be considered as a vendor under RFP 4938.1?

**Answer:** Yes, each vendor must submit an entire proposal. Please see Section 7.0 FORMAT OF RESPONSE.

**Question 28:** If a vendor (that is currently providing services under contract/RFP # 4548.1) submits a proposal (including a pricing proposal), will that submission be considered wholly separate from, and evaluated without consideration of, any prior submission?

**Answer:** Yes, this is a separate RFP.

**Question 29:** Can we sign the required documents using HelloSign? Including the forms requiring a witness?

**Answer:** Yes, you can sign the required documents electronically, as long as you submit the requested hard copies per Section 8.0 of the RFP, titled MANDATORY SUBMISSIONS.

**Question 30:** The Mid-Atlantic Purchasing Team Rider Clause is mentioned in Section 8.1. Please clarify where we find this.

**Answer:** The Mid-Atlantic Purchasing Team Rider Clause is located with the other RFP documents here: [http://procurement.montgomeryschoolsmd.org/Home/Bid\\_Record/2892](http://procurement.montgomeryschoolsmd.org/Home/Bid_Record/2892). (See the document titled “MAPT Cooperative Rider Clause Final 2019 for solicitations.pdf”)

Caleb L. Young, CPPB  
Buyer II, Procurement Unit

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Please indicate your receipt of this notice by signing below and returning with your proposal or under a separate cover.

Accepted By: \_\_\_\_\_  
(Name & Title)

Name of Company: \_\_\_\_\_