

City of Lynchburg
Procurement Division
900 Church Street
Lynchburg, Virginia 24504
Telephone No.: (434) 455-3970
Fax No.: (434) 845-0711

**Addendum for Request for Proposal
LCS Therapeutic Services for Elementary School Students**

13-854

Date: 06/27/2013
From: Lisa Moss, Buyer VCA
RE: Addendum No. 1

This Addendum supplements and amends the original Plans and Specifications and shall be taken into account in preparing proposals and shall become a part of the Contract Documents. The Offeror shall indicate receipt of this Addendum and all previously issued Addenda on the Title Page.

1. With respect to the number of clients, it's mentioned that there would be anywhere between 5-30 students, some of which will be non-Medicaid. For those non-Medicaid students, is Lynchburg looking to pay with alternative funds?
No. The only funds that will be generated will be from Medicaid Eligible Students. Max number of students that would be non-Medicaid would be 5.
2. It mentions providing pro-bono services to up to 5 students at a given time. How is it determined who will receive pro-bono services? With the range of students at a given time, would this mean there would potentially be 5-10 Medicaid covered students and 5 non-Medicaid students that would all be under pro-bono services? (total of 10-15 students)
As stated in the RFP, Pro-Bono services are to be provided to Non-Medicaid students only.
3. Could you clarify further the needs for individual assistance and transportation as they transition to their home school? Does this mean that they will need transportation from home to their home school than from school back to their homes? How many students would need transportation services and would this include multiple "home schools" or just one? Is this something that a provider could price out separately from the hourly rate structure for therapeutic services?
The transportation would be from the HELC site to the home school and potentially back to HELC. Transition usually begins with 1 hour at base school and gradually increases. All students that begin transition would need support and transportation and could include multiple students at multiple schools. Transition is included under TDT services, if a provider is able to bill Medicaid as a separate service, that would be acceptable, however, LCS will not pay for these services.
4. What is the intention of art and music that you would like to have provided to students once per week? Is this general art and music activities?
LCS is looking for Art and Music therapy for the students, not general education Music and Art as given in the schools.

5. Will there be any funds offered by LCS to support the staffing, etc or are the only funds the Medicaid reimbursement rates for Day Treatment?

The only funds generated will be from Medicaid eligible students.

6. There is limited information about the Carl B. Hutcherson Early Learning Center available on LCS's website. What can you tell us about the populations(s) served at this site? Approximately how many students attend? Is the school year determined by the LCS school year or are there year round educational opportunities at that site?

The elementary alternative education program is being housed in the HELC building. There is no connection between HELC and the program. The school year does coincide with the set LCS '13-14 school year and at this time there are not year-round opportunities available at this site.

7. Who (what agency) has provided TDT services to this site before? Are they currently providing services or have they been terminated? Part of the RFP indicates that more than one provider can be selected. Is it the intention of LCS to have multiple TDT providers at the same site?

This is the first year this program will be in existence, therefore services have not been rendered by another agency in this capacity. There is the possibility of two providers at one site.

8. With the proposal due date of July 3, 2013, if a decision is awarded within 30 days, that would put provider notification on or about the first week of August. This might be tricky for providers as obtaining site-based licensure through the Department of Behavioral Health and Developmental Services. Since our licensure is a two-step process, there is no problem in advertising ourselves as a licensed TDT provider, but we have to be approved at every individual site where services are provided and so no on applying is technically a provider licensed to provide services at that site. It has been our experience that adding a site can take anywhere between 30 and 90 days.

LCS hopes to make a decision before the thirty days but we are aware of the specific dilemma of getting a site licensure and will work with the chosen agency.

9. Related to the number of students served requirements, the RFP indicates that the provides may not work with more than 30 children and no less than five. It also states that we must serve 5 pro-bono cases (or not to exceed 5). Typically, how many children have been enrolled in this program in the past? Before we could speak to staffing patterns, we would need to know approximately how many students have qualified in the past.

This is a new program this year, therefore we are unable to state an exact number of students. However, no more than 30 students will be enrolled in the on-site program at any given time.

10. The RFP mentions contract payment and rates and this is where I'm most confused. Since we are billing Medicaid for the services, we are not aware of a circumstance in which we would have to bill LCS for anything. Are there services tied to a TDT program that LCS would like to pay us to provide that are not part of a typical TDT program? Seeing FAPT kids? Providing in-service training to teachers/faculty?

As of this time, there are no foreseen circumstances that LCS would pay the agency for services. Providers will bill Medicaid. We believe that this is more a "legalese" part of the RFP rather than an actual exchange of money.

11. Bullet number 1 under required services: What do the weekly art and music classes entail? Are these separate group sessions focused primarily on art/music? Or do art/music techniques just have to be utilized at least once during the 3 weekly group sessions?
LCS is looking for some type of art and music therapy to be incorporated with the students. They can be separate sessions or part of the group sessions but must occur at least weekly but can be more often per week.
12. Are we reimbursed for providing services to the non-Medicaid students?
No, second bullet under SCOPE OF WORK, "Provide Pro-Bono Therapeutic services to non-Medicaid Students. ...to no more than 5 non-Medicaid Students at any given time..."
13. As students transition to their home school, are the counselors permitted to provide TDT services at their home school until transition is successful?
Yes, we ask that the agency help facilitate that transition back into the home school, then once the student is stabilized the agency providing TDT services at the base school will then take over the D Tx services.
14. How are eligible students identified?
The home school submits a form with student information including but not limited to: attendance, academics, referrals, suspension, etc and a placement committee determines appropriateness for placement.
15. During the proposal review, will we have an opportunity to present our information? Or are all decisions based on the written proposal?
It will be based on the written proposal. However, if several candidates are ranked closely, there is the potential we would ask the agencies to come and present their information to the committee and answer any questions LCS may have.
16. I am wondering what is meant by the following: "Hourly rate structure for each representative of the firm to be assigned to the project by name and position/title. Describe any other direct costs not included in hourly rates, and provide an estimated overall fee for services. This fee is a non-binding estimate and final costs for services will be based on the final scope and contract negotiations with the selected firm."
We do not specifically need to know what each staff member is paid hourly. We do need to know the Medicaid rate daily and by the Unit.
17. We typically charge per client per day. Can we provide this information in the Rate Structure section or are you looking for something different?
Yes
18. Will therapists that provide school psychology qualify as experience for Day Treatment mental Health Services?
This will depend on who they have been working with and what services they have been providing in the school setting. Also, the provider will be required to have the ability to bill Medicaid as a DTX provider. Medicaid will dictate whether or not they could serve as a DTX worker.