

Request for Proposals #035
Schenectady County Treatment Court Mental Health Services
Questions Received and Answered

1. We...request a one-week extension of the response deadline to October 31. That will provide us with time to develop a more comprehensive response, and also to begin to identify qualified candidates for the new position. As you know, these are very difficult positions to fill.

Thank you for your interest in this opportunity. We regret that we are unable to extend the deadline for this RFP. We look forward to your proposal by the due date. Please note that the staffing plan need not identify the individuals who will fill the positions proposed, though we certainly appreciate your attention to making sure your plan is feasible and can be implemented quickly in the event of a contract award.

2. We just received a copy of the RFP 035 for mental health support services for the Schenectady County Treatment Court. We are a Schenectady-based, OASAS-licensed non-profit agency providing a wide range of services to individuals struggling with chemical dependency and mental health issues. Given the co-morbidities of our clients and the difficulties of readily accessing mental health services within our County, we have staffed our agency with a multidisciplinary staff comprised of licensed and/or certified social workers and mental health counselors along with CASACs, RNs, MDs, among others. In this manner, we are able to address the multiple needs of our population. The RFP specifies that “UCS seeks proposals from a licensed mental health provider doing business within or with the capacity to do business within the Schenectady”. Though [we are] not licensed by the NYS Office of Mental Health (OMH), we are permitted to serve individuals with primary psychiatric disorders and frequently refer patients to concurrent treatment at OMH providers though we often face long waiting lists and/or exclusion criteria. I imagine that UCS’ RFP was prompted by these similar obstacles. [...]I’m wondering whether we are eligible to apply for this opportunity since we’re inherently confident that we can do justice to the stated needs. Please let me know at your convenience. Thanks much.

We do not intend to limit to OMH licensed providers only, and providers who are otherwise licensed to deliver services for mental health treatment may apply.

3. Would you and the committee like a copy of my CV? If so, do you think it would improve my chances of being selected?

Resumes and job descriptions of senior management and project staff are a required attachment.

4. Would I be able to phone conference in to the meetings on Thursday morning at 9 am?
All questions regarding this RFP must be submitted by email no later than Friday, October 13, 2017 at 2 p.m. While meetings between the selected provider and the court team may be attended remotely if necessary, they will not necessarily always be held at the same day of the week or time, and all team members should make an effort to attend in person.

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5. On average how many evaluations would I be required to complete per week? I saw that it stated at least 75 per year; however, from your experience what is the anticipated average?
The provider should have the capacity to conduct a minimum of 60 mental health evaluations per year. The exact number will vary week by week.
6. Would I be required to attend court?
The provider will collaborate with project staff and court staff on a regular basis to share information and provide updates. A representative of the provider would be asked to attend a weekly staff meeting to provide updates and recommendations as well.
7. In the [RFP] it states, "UCS reserves the right to extend this agreement for an additional twelve months at the end of the term," would the additional twelve months' salary be negotiated?
If the underlying grant were extended and UCS exercised the option to extend the agreement, it would be at no additional cost; that is, the contract would be extended if funds remained on the original contract of \$371,888 and the grant was extended. Additional funds will not be made available.
8. If something came up (e.g.) health issues, death in the family, serious family illness, etc. would I be able to get out of the contract early?
The terms of the proposed contract do not provide for a termination by the Contractor. However, in the event that the selected vendor could no longer provide the services, UCS would likely act to terminate the agreement.
9. Can I hire other clinicians to work for me (to perform evaluations)?
The selected applicant – which must be a non-profit entity, tax-exempt under the Internal Revenue Code – must submit a staffing plan and a budget to provide the services. These plans can include contractors as well as employees.
10. Would I be getting paid biweekly?
The reimbursement structure for the proposed contract is quarterly reimbursement upon receipt and approval of an acceptable invoice for incurred costs against the approved budget.
11. How much flexibility do I have regarding working hours? Can I work strictly evenings?
The court operates between 9 a.m. and 5 p.m. and would refer participants for a mental health evaluation during working hours. These services could not be provided only during evenings.

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12. Approximately how many hours/week would I need to devote?

The amount of time devoted per week would need to be sufficient to provide the services as outlined in the RFP.

13. Would I be required to provide the mental health therapy or can I refer it out?

The selected applicant – which must be a non-profit entity, tax-exempt under the Internal Revenue Code – must submit a staffing plan and a budget to provide the services. These plans can include contractors as well as employees, but must include the method by which services will be delivered to the clients.