



State of West Virginia
 Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

Solicitation

NUMBER
BCF13032

PAGE
1

ADDRESS CORRESPONDENCE TO ATTENTION OF
ROBERTA WAGNER 304-558-0067

RFQ COPY
 TYPE NAME/ADDRESS HERE

VENDOR

SHIP TO

HEALTH AND HUMAN RESOURCES
 BCF - COMMISSIONER'S OFFICE
 350 CAPITOL STREET, ROOM 730
 CHARLESTON, WV
 25301-3711 304-558-4682

DATE PRINTED
08/03/2012

BID OPENING DATE: 08/09/2012 BID OPENING TIME 1:30PM

LINE	QUANTITY	UOP	CAT. NO.	ITEM NUMBER	UNIT PRICE	AMOUNT
ADDENDUM NO. 1						
1. QUESTIONS AND ANSWERS ARE ATTACHED.						
2. ADDENDUM ACKNOWLEDGEMENT IS ATTACHED. THIS DOCUMENT SHOULD BE SIGNED AND RETURNED WITH YOUR BID. FAILURE TO SIGN AND RETURN MAY RESULT IN DISQUALIFICATION OF YOUR BID.						
END OF ADDENDUM NO. 1						
0001	2,000	EA	952-43	MULTIDISCIPLINARY TREATMENT TEAM (MDT) FACILITATOR		
***** THIS IS THE END OF RFQ BCF13032 ***** TOTAL:						

SIGNATURE		TELEPHONE	DATE
TITLE	FEIN	ADDRESS CHANGES TO BE NOTED ABOVE	

WHEN RESPONDING TO SOLICITATION, INSERT NAME AND ADDRESS IN SPACE ABOVE LABELED 'VENDOR'

SOLICITATION NUMBER: BCF13032
Addendum Number: 1

The purpose of this addendum is to modify the solicitation identified as BCF13032 (“Solicitation”) to reflect the change(s) identified and described below.

Applicable Addendum Category:

- Modify bid opening date and time
- Modify specifications of product or service being sought
- Attachment of vendor questions and responses
- Attachment of pre-bid sign-in sheet
- Correction of error
- Other

Description of Modification to Solicitation: See attached

Additional Documentation: Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

ATTACHMENT A

Questions and answers are attached.

BCF13032 ADDENDUM #1

Questions & Answers

Question 1: Page 28 of the RFQ package appears as a blank. Is information supposed to be contained on that page or is intentionally blank with the exception of the page number?

Answer: A blank page was inserted in error.

Question 2: The RFQ states that the vendor's use of subcontractors is not acceptable and that any vendor team member must be approved in advance of engagement. Is it correct to assume that all the vendor's core team members identified in the initial proposal are acceptable regardless of whether or not they are full time, traditional employees of the vendor (pg. 7 organizational requirements), but rather independent consultants?

Answer: Yes, they could be full or part time and independent consultants are acceptable. The project cannot be subcontracted out.

Question 3: If the vendor or any of its partners has had previous direct service experience in WV's independent child welfare serving agencies that was concluded over 20 years ago, does this preclude eligibility for this project?

Answer: Vendors that have concluded the provision of direct services as vendor or employee in WV's child welfare system are eligible for this project.

Question 4: Is there a model that will serve to guide the implementation of this pilot project?

Answer: No there is not a model.

Question 4A: If so, is the project outline and narrative available for review prior to bid development?

Answer: The vendor is at liberty to work in coordination with the DHHR solicitation team to design and implement a neutral facilitation model.

Question 4B: If no project outline and narrative is available, is the vendor at liberty to work in coordination with the DHHR solicitation team to design and implement a neutral facilitation model that could be affordably adjusted and replicated across the state based on what was learned in the Kanawha County pilot?

Answer: Yes, the vendors would be responsible for recruiting, training, supervising and paying appropriate neutral facilitators to serve Kanawha County's MDT needs. DHHR solicitation team will provide training materials to guide vendor in the development of training.

Question 4C: Under a pilot project design, is it correct to assume that the vendor would be responsible for recruiting, training, supervising and paying appropriate neutral facilitators to serve Kanawha County's MDT needs?

Answer: Yes, the vendors would be responsible for recruiting, training, supervising and paying appropriate neutral facilitators to serve Kanawha County's MDT needs. DHHR solicitation team will provide training materials to guide vendor in the development of training.

Question 4D: Is there a period of time within this project, prior to actual implementation, to refine the process for Kanawha County's MDT Neutral Facilitation model?

Answer: Yes

Question 5: Is there an existing data system for collecting and tracking individual MDT data and satisfaction survey data or will the vendor be responsible for ensuring an appropriate system and tools are in place?

Answer: The DHHR has their own data system for collecting and tracking individual MDTs (associated with the client case). The information that goes into this system is entered by the primary worker and is not accessible to the vendor. The vendor would be responsible for ensuring an appropriate system and tools are in place.

Question 6: What are the expected outcomes to be reported in an evaluation report to DHHR at the end of year one of the project?

Answer: Increased participation by MDT members (refer to Chapter 49); All members are engaged (emphasis on youth and family); and the purpose of the MDTs are met (refer to Chapter 49).

Q7: Is there a maximum annual budget limit for this project? If so, might you be able to share it with prospective vendors?

Answer: No budget information will be shared prior to award.

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: BCF13032

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|---|--|
| <input type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

Company

Authorized Signature

Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

Revised 6/8/2012