

Questions and Answers

Resource Family Approval Psychosocial Assessments RFQ#2018HSD02

Q: Is the contract to be awarded to one agency to do all the work?

A: As per the Services Overview in Section 3, on page 4, “It is the intent of HSD to award a contract to one or more respondent”.

Should there be more than one proposal that meets the qualifications, or should different contractors be able to provide some but not all of the services, the County may enter into agreement with more than one contractor.

Q: As I’m reading this guideline I’m seeing a single award to a single contracted service provider. Is that accurate?

A: As per the Services Overview in Section 3, on page 4, “It is the intent of HSD to award a contract to one or more respondent”.

Should there be more than one proposal that meets the qualifications, or should different contractors be able to provide some but not all of the services, the County may enter into agreement with more than one contractor.

All potential respondents are encouraged to submit a proposal describing their capacity to provide any or all of the services, should they wish to be considered as a contractor for any or all of the specified services.

Q: Is the (contractor) agreeing to do 56 referrals for the maximum amount of budgeted \$112,000?

A: As per Scope of Services in Section 6, beginning on page 5, the County requests the contractor “conduct psychosocial assessments for approximately 56 resource family applicants between October 1, 2017 and June 30, 2018.”

Also as per Budget Section 7 on page 6, “The proposed budget for the psychosocial assessment services is \$112,000 for the period of October 1, 2017 to June 30, 2018.”

Respondents are required to submit a completed Rate Sheet and response to indicate to the County what the prospective contractor’s parameters are within the guidelines of the RFQ. All potential respondents are encouraged to submit a proposal regardless of these estimates, should they wish to be considered as a contractor for any or all of the specified services.

Q: Is it necessary to meet the deadline of 40 days?

A: As per Scope of Services in Section 6, beginning on page 5, “Each psychosocial assessment will be completed and the report returned to the assigned FCS RFA Social Worker within 40 days of the day CONTRACTOR receives the referral from FCS.”

This is intended to be a minimum requirement for any contractor providing these services. If a respondent is unable to meet this requirement, they may still submit a response outlining the parameters under which they’re available to provide services, such as turnaround times. All complete responses received on time will be reviewed according to the Evaluation Criteria on page 2.

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Q: Are additional attachments/appendices (such as resumes), allowed to be included in the proposal?

A: Yes. If additional pages are attached, please mark them as “RFQ#2018HSD02”

As per Instructions to Respondents, Section 2, item A, beginning on page 4, “Respondent shall submit a completed response with the required attachments, exhibits and explanatory materials, as applicable, and as specified herein.”

Also as per the same section, item I, on page 5: “Respondents shall complete and submit three (3) references.”

Also as per Submission of Package, Section 9, beginning on page 6 and more specifically on page 7, item B, References will be part of the evaluation criteria. Respondent must attach a list of three (3) references. Include the agency name, address, contact name and title, and phone and email contact information.