



Department of Procurement Services

160 South Hollywood Street · Room 126 · Memphis, TN 38112 · (901) 416-5376

QUESTIONS AND ANSWERS

RFP 07062023LB Mental Health Consultation Services

1. Will the district be making a Single or Multiple award?

Answer: Single

2. The services mentioned are vague, please provide more detail of what will be needed (a mental health counselor, RBT, school psychologist, therapist, etc.)

Answer: Mental health consultants must be licensed or certified. Mental health consultants must have knowledge of and experience serving young children and their families. Common types of licensed mental health professionals include: social workers, psychologists, professional counselors or mental health counselors. RBT must work under direct supervision of a board-certified ABA.

3. Is the district looking for consultation services in the mental health area only, and NOT mental health services such as counselors, therapists, school psychologists, etc.?

Answer: Consultation services must be provided by mental health professionals (providers) who are licensed or certified. Mental health consultants must have knowledge of and experience serving young children and their families. Common types of licensed mental health professionals include: social workers, psychologists, professional counselors or mental health counselors.

4. The document states that the awarded vendor must provide weekly clinical supervision to all employees assigned to the program - will the awarded vendor's candidate be the supervisor of the program as a whole, including the district's staff and vendor's staff?

Answer: The awarded vendor will work closely with MSCS Early childhood program health services advisors and behavior specialists to coordinate referrals and services for children experiencing behavior challenges.

5. How many candidates does the district need to fulfill the needed services?

Answer: See question 1

6. Will the position(s) be Part-time or Full-time hours?

Answer: Vendor must be able to provide services for up to 200 children. Staffing decisions are up to the vendor.

7. Will the district provide all materials, supplies, and equipment needed for the services, or will the vendor be expected to provide them?

Answer: The district will not provide materials, supplies or equipment to vendors. Any materials or supplies needed to support children will be provided by MSCS Early Childhood.

8. Who are the current vendors providing these services?

Answer: Due to privacy, cannot share information

- a. Are they local vendors?

Answer: There are currently no vendors as we are in the summer break

- b. What are the current hourly rates?

Answer: Vendor decides rates

- c. Is the district satisfied with the current vendors' services being provided? If not, why?

Answer: Due to privacy, cannot share information

9. On the Pricing Schedule, the following is listed:

- a. Child Observations and Consultation Fee - does the district want a consultant or a mental health counselor or a school psychologist to provide these services?

Answer: Mental health consultants must be licensed or certified. Mental health consultants must have knowledge of and experience serving young children and their families. Common types of licensed mental health professionals include: social workers, psychologists, professional counselors or mental health counselors.

- b. Individualized Support Sessions - again whom is the district looking for in providing these services - a consultant or a mental health counselor, psychologist, or therapist?

Answer: Mental health consultants must be licensed or certified. Mental health consultants must have knowledge of and experience serving young

children and their families. Common types of licensed mental health professionals include: social workers, psychologists, professional counselors or mental health counselors.

- c. Report writing fee - is this to be done by the supervisor provided, or the mental health counselor/consultant?

Answer: Mental health consultants must be licensed or certified. Mental health consultants must have knowledge of and experience serving young children and their families. Common types of licensed mental health professionals include: social workers, psychologists, professional counselors or mental health counselors.

10. A maximum fee for services amount is listed at \$85,400.00 - that amount when broken down to 180 days of services, and 7.5 hours in each day = totals an hourly rate of \$63.26. Is this lowest hourly rate the district would accept for the services to be provided?

Answer: Billing rates are determined by vendor . Services are based on the need of an individual child who has been referred for mental health consultation. The \$85,400 is the total amount of the contract. The language of the scope is "up to 200" children. Vendor will have to provide an itemized billing invoice each month.

11. Is there a budgeted amount for this service? Either a monthly or an annual budget?

Answer: Services are determined by vendor based on the need of an individual child who has been referred for mental health consultation. The total annual amount of the contract cannot exceed \$85,400.

12. Would the awarded contractor be allowed to subcontract for services such as ABA if needed by a specific student under this particular contract?

Answer: This RFP does not allow for sub-contracting.

Thank you,

Procurement Services