

**April 21, 2020**

TO: All Bidders under Invitation to Bid (ITB) No. 20-101240  
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

**ADDENDUM NO. 5**

Invitation to Bid (ITB) No. 20-101240, Functional Family Therapy (FFT) & Multisystemic Therapy (MST) Services (Annual Contract with Two (2) Options to Renew) is hereby amended as follows and all documents are incorporated herein by reference:

- 1) We received the following questions pertaining to this ITB. The questions and resulting answers appear below:
  - 1) What is the current reimbursement structure and rate of the current provider of MST and FFT services for Dekalb County?  
**Answer- Daily per diem rate. FFT \$40.74 MST-\$89.00**
  - 2) The current procurement list of contracts on the Dekalb County website does not list MST and FFT prior award (<https://www.dekalbcountyga.gov/sites/default/files/2020-03/DeKalb%20Procurement%20Contracts%20Mar%202020.pdf>). Can the procurement contract information be released for the current MST and FFT contract for review?  
**Answer- See attachment 1.**
  - 3) Can the RFP information from the current MST and FFT Service provider be released?  
**Answer- Prior to this ITB, the service provider was considered a sole source provider with a state contract so no prior RFP was done.**
  - 4) How many youth were served in each program (MST and FFT) during the 2019 calendar year?  
**Answer- MST-24 youth were served**  
**FFT-46 youth were served**
  - 5) How many youth were served in each program (MST and FFT) during the last CJCC fiscal year (July 1, 2018- June 30, 2019)?  
**Answer- MST-20 youth were served**  
**FFT- 65 youth were served**
  - 6) What is the current case rate and daily per diem rate Dekalb is presently paying for FFT Services and MST Services?

**Answer- See answer for question #1**

- 7) Can Dekalb share the most recent Performance Implementation Report (PIR) for the current MST team in Dekalb?

**Answer- See attachment 2**

- 8) Can Dekalb share the most recent TYPE report (Team Performance Report) for the current FFT teams in Dekalb?

**Answer- See Below**

TOTAL # OF FAMILIES REFERRED	TOTAL # OF FAMILIES CURRENTLY BEING SERVICED	TOTAL # OF FAMILIES DISCHARGED	TOTAL #SUCCESSFUL DISCHARGED	TOTAL #UNSUCCESSFUL DISCHARGED	REASON FOR UNSUCCESSFUL D/C	# OF INELIGIBLE REFERRALS	REASON FOR INELIGIBILITY	CRITERIA FOR ELIGIBILITY	COMMENTS
29	6	23	18	5	2 YOUTH'S -- INCARCERATED W/NO UPCOMING RELEASE DATE	2	1 YOUTH - LESS THAN 3-4 MONTHS ON PROBATION 1 YOUTH - ALREADY PARTICIPATING IN COUNSELING SERVICES	1) YOUTH MUST HAVE AT LEAST 6 MONTHS ON PROBATION 2) YOUTH MUST BE ADJUDICATED 3) YOUTH MUST HAVE PDRA OF 2 OR HIGHER	FFT IS AN EVIDENCE BASE MODALITY THAT CAN BE COMPLETED WITHIN 3 MONTHS. HOWEVER DUE TO UNFORESEEN INCIDENTS WITH THE FAMILIES WE REQUIRE THAT THE YOUTHS HAVE AT LEAST 6 MO'S ON PROBATION BEFORE STARTING SERVICES AND THE YOUTH WILL NOT BE DISCHARGED BEFORE THE END OF SERVICES

- 9) What is the anticipated contract type (daily per diem, case rate, etc.)?

**Answer- Daily per diem or case rate would be acceptable.**

- 10) What is the anticipated service start date for MST and FFT delivery?

**Answer- July 1, 2020**

- 11) Would you require that proof of MST and FFT team/site license be submitted at the time of the RFP application?

**Answer- Yes**

- 12) What constitutes a good faith effort to become a DeKalb County Local Small Business Enterprise (LSBE)?

**Answer- Good Faith Efforts are discussed on pages 37-38 of the solicitation document. For each assertion in the checklist, you must provide documentation to support it. While evaluating your bid, the DeKalb County Department of Purchasing and Contracting will determine if your efforts are satisfactory. For application to become a certified LSBE, please the County's website at <https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>.**

- 13) If a provider has submitted an application to become an LSBE and it is pending, will this be taken into consideration when RFP bids are being scored/rated?

**Answer- No. The bidder must be deemed an LSBE prior to submitting a bid.**

14) If a prime or potential joint venture partner on the approved list of LSBE's cannot be identified because the business type does not exist or is applicable to this bid (ITB), what are the recommended next steps?

**Answer- Demonstrate and document "Good Faith Efforts" as described on page 37-38 of the solicitation document.**

15) Will you accept electronic submissions? If not, will Offices be open on April 23?

**Answer- At this time, we will not accept electronic submissions. If there are any changes, it will be posted as an addendum. The opening has been changed to April 27, 2020 per Addendum No. 4 Bids maybe mailed or dropped off in the lobby but must be received before 3:00pm. The public bid opening will be via Zoomconference.**

16) Will there be any accommodation for forms that require a Notary?

**Answer- All pages that require a notary's signature and stamp have space provided.**

17) Will you accept Electronic signatures?

**Answer- No.**

18) From the ITB "The Agency must be licensed for at least four (4) years (not individual therapists)- Bidder shall include with its bid submittal - documentation of the agency's licensure for the last four (4) years." What license (MST site certification, FFT site certification, or agency operational license) are you referring to?

**Answer- Agency operational licensure and FFT/MST site certification**

19) In reviewing the solicitation (ITB 20-101240 – MST/FFT) it would appear that other than providing information on the forms and Technical Questionnaire that there is no narrative response required to outline how an agency would meet the scope of services. Rather, it just requires us in essence to say "we agree to meet all the terms and conditions" and then the decision is based upon lowest qualified bidder.

Can you confirm that this is the case or outline where we should include any narrative (beyond our response in the Technical Questionnaire)?

**Answer- While there is no "narrative" section of the document, bidders are free to provide supplemental information that they believe will explain or clarify any answers given.**

20) This is a per diem contract rather than cost reimbursement, correct? If so, can you advise how the County wants bidders to calculate the cost per day per client?

**Answer- The cost per diem is calculated by adding up the total cost to provide services divided by the number of clients anticipated to serve. Then divide that number by the number of days in which you will provide those services.**

21) Is there a page limit to the Appendix 1 – Technical Questionnaire form? If so, what is the page limit?

**Answer- No.**

2) The Bid Opening will be held via Zoom Conference using the below link.

<https://dekalbcountyga.zoom.us/j/95502616588>

3) Please sign and return this addendum with your bid submittal. You may contact Jervai McConico, Procurement Agent at [jmcconico@dekalbcountyga.gov](mailto:jmcconico@dekalbcountyga.gov) or 404-371-6330 before the bids are due to confirm the number of addenda issued.

4) All other conditions remain in full force and effect.

*Jervai K McConico*

Jervai K. McConico, Procurement Agent  
Department of Purchasing and Contracting

**ACKNOWLEDGMENT:**

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Printed Name of Bidder's Authorized Signer)

\_\_\_\_\_  
(Signature of Bidder's Authorized Signer)

\_\_\_\_\_  
(Title)