



Department of Procurement and Contract
Compliance

RFP R39593
Assessment and Case Management
Addendum #1

Release Date: August 31, 2023

Refer All Inquiries to:

Kelly Regan

kregan@wycokck.org

Department of Procurement and Contract Compliance

701 N 7th Street, Suite 649

Kansas City, KS 66101

ADDENDUM #1**RFP R39593
Assessment and Case Management****Please be advised of the following changes/clarifications to subject solicitation.**

1. Clause 5 of Article IV, Required Contractual Terms and Conditions, reads in part, “The Unified Government is obligated only to pay periodic payments or monthly installments under the Agreement as may lawfully be made from (a) funds budgeted and appropriated for that purpose during the Unified Government’s current budget year or (b) funds made available from any lawfully operated revenue producing source.” Does the Unified Government currently have funds budgeted/allocated for this project? If not, will the funds be budgeted/allocated prior to project start? *Funds do not get budgeted. This is a fee-for-service program. Funds are paid per service provided.*
2. Are the resources expected to work onsite at a government office, or is this a hybrid role where the resources are expected to be in the field at certain timeframes? If hybrid, do the resources need to reside within the county? *Due to the face visits, the contractor should reside within a reasonable distance for daily commuting to Wyandotte/Leavenworth counties.*
3. Regarding Section 1.20 Notification of Award, will a performance bond be required for this RFP? If so, can you provide information on how this works for this type of solicitation? *No, no Performance Bond Required*
4. Is Unified Government looking for a single case manager or a team? *Single contractor.*
5. What is the case volume associated with this opportunity? *PRN*
6. Does Unified Government expect Offeror to store documentation on Unified Government’s system, or on Offeror’s internal system? *We use an agency data base.*
7. Can you provide a job description and required credentials for Provider(s)? *The job description is listed in the RFP. We are seeking MSW candidates.*
8. What system will the assessments, reassessments, plan of care, and communication documentation reside in? *Sharepoint and KAMIS*
9. Section 6.07 states that we should include a personnel roster that identifies each person who will work on the contract and, as part of the requested information on each individual “itemize the total cost and the number of estimated hours for each individual named above.” However, Section 6.08 indicates that fee proposals should not be submitted with our response and that fees will only be requested from firms chooses to proceed to the interview process. Please confirm whether we should include the itemized/total costs requested in Section 6.07 in our response. *This is not required.*

10. If Offeror elects to submit a complete copy of their response on the Unified Government's e-procurement site, is Offeror still required to submit physical hard copies of their response? *Yes, One Original*
11. Our company is US based and do not have any current services in the County or City. Are we eligible to bid on the project? *The contract requires local individuals to provide the service.*
12. What is the upper ceiling for the budget? *There is no budget. The service is based on the need of the community.*
13. Is there a need for a physical location within the City or County? *Yes*
14. Does the County/City have a database, or, is the awarded vendor expected to provide their own database and software applications for Case Management and Assessments? *Provide own data base.*
15. How many consumers will be eligible for the provided services? *Based on need*
16. Is there an expectation that the vendor markets for referrals, or will the awarded vendor receive a list of clients, or the client chooses the vendor from a pick-list? *The vendor will receive a customer name.*
17. Please share how the referrals are made to the vendor. *Via email encryption*
18. What are the educational requirements for each position? *Preferred Master of Social Work*
19. Is this bid meant for a single or multiple awardees? *Single individual*
20. Please share the demographics of the population requiring assessment and case management services. *Older adults 60 +*
21. What are the ratios for Case Manager to client? *Depends on number of referrals received.*
22. Can the supervisor provide case management services in addition to managerial duties? *No- conflict of interest.*
23. What is the medical, mental complexity of the population served through the RFP? *Nursing home qualified*
24. How involved is the Area Agency on Aging in the referral process? *Responsible for all aspects*
25. Does the Unified Government provide the assessment tool(s), or will the vendor be responsible for providing assessment tools? *Provided*
26. Is there an existing Assessment and Case Management contract? Please share the vendor(s). *Reply according to RFP specs.*
27. Is there a specific disease or target population? *No*
28. Our company has a library of care plans. Can our employees use those care plans? *No*
29. What are the pay points associated with the bid? *Based on experience/education*

30. Does vendor need to provide a three-year fixed budget when vendor is advanced to developing a contract? Section 6.08 Fees states fee proposals should not be submitted. *There is no budget.*
30. What is the desired work schedule mentioned in Section 5.02? *PRN*
31. cope of Work 5.01, 4. Referral and Related Activities. (2) Mediation. Please explain Mediation or settlement of disputes when appropriate. *Reply according to RFP specs.*
32. Scope of Work 5.01, 4. Referral and Related Activities. (4) Safeguarding consumer's legal rights and personal dignity. Please provide examples. *Reply according to RFP specs.*

THE ATTACHED SIGNATURE PAGE MUST BE COMPLETED AND RETURNED WITH YOUR PROPOSAL.

In other respects, except as specifically stated above, the subject Request for Proposal remains unchanged.

SIGNATURE PAGE

Proposers are asked to acknowledge receipt of this Addendum Number One (1), by completing the information requested below and submitting this information with their proposal. Failure to do so may subject the proposer to disqualification.

ALL OTHER SPECIFICATIONS AND CONDITIONS REMAIN UNCHANGED.

RECEIPT OF THIS ADDENDUM IS HEREBY ACKNOWLEDGED

NAME/BUSINESS: _____

ADDRESS: _____

MAILING ADDRESS: _____

CITY: _____, STATE: _____, ZIP CODE: _____

PHONE: () _____ FAX NO: _____

E-MAIL ADDRESS: _____

ATTENTION OF: _____

TITLE: _____

SIGNED: _____

DATE: _____

All questions should be directed to the Purchasing Department at (913) 573-5440