

**Henry P. Roybal**  
*Commissioner, District 1*

**Anna Hansen**  
*Commissioner, District 2*

**Robert A. Anaya**  
*Commissioner, District 3*



**Anna T. Hamilton**  
*Commissioner, District 4*

**Ed Moreno**  
*Commissioner, District 5*

**Katherine Miller**  
*County Manager*

November 27, 2018

**RFP# 2019-0110-CSD/CW**  
**Residential and Outpatient Treatment Services for Adults with**  
**Substance Use Disorders (SUD)**

**ADDENDUM #2**

Dear Proponents,

This addendum is issued to reflect the following immediately. It shall be the responsibility of interested Offerors to adhere to any changes or revisions to the RFP as identified in this Addendum No. 2. This documentation shall become permanent and made part of the departmental files.

**\*\*\* Questions and Responses \*\*\***

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1. Is this RFP intended to provide add-on or ancillary services to an existing program or are the funds potentially sufficient to support a new program, building and infrastructure to support it?  
*The funding is intended to support residential and outpatient clients in existing services or new programs that will be provided by the selected Offeror. The Offeror must explain to the County how the requested services identified in the RFP #2019-0110-CSD will be provided.*
  2. How many clients are expected to be served for outpatient and for residential treatment per month/quarter or the annual contract?  
*The County expects the Offerors to indicate, based on their expertise and experience, the number of and amount/types of services that might be serve based on capacity and available funding.*
  3. Are there any prohibitions to seeking companion funding such as other grant monies or awards for these services?  
*There are no prohibitions in seeking companion funding.*
  4. Is there a current contractor for these services or is this a new source of funding?  
*No*
  5. If there is a current contractor, is it possible to get a copy of the current contract as well as the proposal? If so, what is the process for doing so?  
*N/A*
  6. If there is a current contractor, what is the current daily rate for residential and what is the rate for outpatient?  
*N/A*

7. We note that there is \$300K for residential funding and \$71K for outpatient funding. Is there a required rate that we must meet or a rate that we cannot exceed?  
No
8. With residential treatment, it is cost prohibitive to open a facility with less than 50 beds per day. Typical residential treatment costs are about \$150-\$200 per day. This contract would likely pay for about 5 residential beds to operate at any given time. What is the likelihood that the contract could accommodate 50 beds?  
None
9. Can you guarantee payment if there are open beds?  
No
10. Are there any staff to student (participant) ratios that we need to be adhering to with regards to groups?  
No
11. Are there any staff to student (participant) ratios that we need to be adhering to with regards to overnight monitoring?  
Your agency accreditation outlines the minimum client to staff ratios.
12. Is overnight monitoring required?  
Yes
13. Page 4 of the RFP states that individuals are expected to receive residential treatment for up to 28 days or four weeks. Is there a process for extending residential treatment based on assessed need?  
Individual client needs and treatment plans may require extended or shorter stays. The selected Offeror and the County will negotiate the final process.
14. Must we already have an existing facility in place in order to apply or can that be determined upon award?  
The Offeror must explain to the County's satisfaction the services and accommodations that will be available to meet the clients' treatment needs.
15. What is the referral process for individuals coming in to the project?  
The actual referral process is dependent on the referring agency's policies and procedures; there are also some referrals from agency partnerships and others are by individuals. No limitations are placed by the County on the referrals.
16. Page 19 under 1 Proposal Organization f) Appendices, it refers to certifications/licensing, resumes, sample reports, and professional references. Are Offerors required to identify staff for this proposal or can they be identified if awarded?  
The Offeror is required to provide general staffing patterns and the staff's credentials in order to properly serve and monitor residents 24/7.
17. Page 21 under Evaluation Criteria, paragraph 1, Introductions bullet one states that we need to provide "...evidence of being an approved or authorized provider of professional behavioral/mental health treatment services for residential and outpatient clients challenged with substance use disorders. What documentation would be acceptable for this requirement?  
The Offeror, at a minimum, should provide accreditation certificates specific to the services and or letters of reference outlining existing community partnerships and experience.
18. Page 21 under Evaluation Criteria, paragraph 1, Introductions bullet two states that we are to provide "...evidence of full compliance with behavioral/mental health professional standards for assessment, treatment, medication management, and counseling; please include any pertinent professional certifications/licensing information." Does this mean that individual professional certifications/licenses are enough to meet this requirement? Or what other evidence would qualify under this requirement?  
Professional certifications/licenses are enough to meet this requirement.

19. Page 22 under 4 Capacity and Capability, last bullet states, “Provide a description of how the Offeror will access Medicaid, Medicare, commercial insurance and other funds to support the services provision.” Are Offerors required to access these funds?  
[This will be negotiated with the selected Offeror.](#)
  20. Would Medicaid, Medicare and commercial insurance need to be billed before the County would pay? Or what would be the payment process?  
[This will be negotiated with the selected Offeror.](#)
  21. Page 22 C. Cost Proposal states, “The Offeror must submit a line-item budget and accompanying narrative justification for a budget to provide the described array of services.” Is there any excel spreadsheet that might Offerors are required to fill out or does each Offeror use a format of their choice?  
[There is no Excel spreadsheet. The Offeror provides the format.](#)
  22. Page 40 Appendix E Other Attachments. Please clarify that there are not any other attachments and that page 40 is indeed the last page of the proposal.  
[Appendix E is for relevant materials that the Offeror provides.](#)
  23. Can you confirm that this is a cost-reimbursement contract? Or is it fee for service?  
[The Offeror may outline in their budget submission their preference for billing the County; the actual process will be negotiated with the selected Offeror.](#)
  24. For residential, can we select to serve just women or women with children? Or men or men with children? Or must this serve both men and women? Can it serve families (men, women with children)?  
[The service description in the RFP is for adults, 18 years and older, with SUD-related needs.](#)
  25. Would we be required to have a Clinician on staff?  
[The Offeror outlines their anticipated staffing patterns in the proposal for the County’s consideration.](#)
  26. For residential treatment, would we need to account for transportation and food service as well?  
[Yes](#)
  27. Is it possible to provide the services out of state or must the services be provided in Santa Fe County?  
[The Santa Fe County preference is in place \(refer to the RFP\) and services to be provided are for Santa Fe County residents, but the Offeror is welcome to outline other ways of meeting the services requested in the RFP 2019-0110-CSD.](#)
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Please add this Addendum #2 to the original bid documents and refer to bid documents, hereto as such. This and all subsequent addenda will become part of any resulting contract documents and have effects as if original issued. All other unaffected sections will have their original interpretation and remain in full force and effect. Bidders are reminded that any questions or need for clarification must be addressed to Coralie Whitmore, Senior Procurement Specialist at:  
[cgwhitmore@santafecountynm.gov](mailto:cgwhitmore@santafecountynm.gov)

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