

DEPARTMENT OF EDUCATION
SCHOOL BASED BEHAVIORAL HEALTH SERVICES SECTION

December 20, 2006

ADDENDUM C

TO

REQUEST FOR PROPOSALS

No. RFP F07-063 ASSESSMENT SERVICES
No. RFP F07-068 SPECIAL SCHOOL

The purpose of this Addendum is to provide further clarification to questions raised after the posting of Addendum A on November 24, 2006.

General Questions Applicable to all RFPs:

Fingerprinting Requirements

- Q1. Regarding criminal history checks, does the DOE wish for the provider agencies to inform them upon knowledge of an employee charged with a criminal offense or only in cases in which there is a conviction? If the DOE chooses the former, it would have the option of instructing the agency not to allow the employee to provide services until the outcome of the court process, which can take years.
- A1. Yes, the agency should provide notice to the DOE upon knowledge of an employee, agent or volunteer who is charged with a criminal offense and whose continued service may jeopardize the health, safety and well-being of the student(s). The agency should immediately notify the Contract Administrator within 24 hours of knowledge of the event. The DOE may request the temporary removal of said employee, agent or volunteer pending the completion of the agency's investigation and/or suitability review. Agencies will be required to conduct a local criminal history check on its employees, agents and subcontractors every three years.

The following changes are hereby made (changes in **bold**):

Reference Section 2. Service Specifications. C. Management Requirements. Subsection 1. Personnel. "Criminal History Record Check Requirements":

A new sentence shall be added to the end of paragraph the following paragraph:

"The applicant shall maintain a record of the mandatory criminal history checks performed on each of its employees, agents, and volunteers in compliance with this Section.

Additionally, the applicant shall at all times maintain a current list of all new employees, agents, and volunteers documenting the status and completion dates of the mandatory criminal history checks and other primary source verification. **A local criminal history records check is required every three years."**

Method of compensation and payment

- Q2. Will a parent be charged by the contract provider the difference between the rate the DOE will pay for a particular service and what it will cost them to provide the service?

A2. No.

The following changes are hereby made (changes in **bold**):
Reference Section 2. Service Specifications. C. Management Requirements. Subsection
10. Method of Compensation and Payment. "Monthly Invoices, Monthly Payments":

A new paragraph shall be added to this section and shall read as follows:

"Payment for services shall be the sole responsibility of the DOE. Payments made subject to the terms of any contract agreement awarded under this RFP shall be set forth in the compensation and payment schedule and shall be inclusive of the work performed. No additional fees or charges may be assessed to the DOE, the parties that the services are provided to, or their parents, guardians, insurance, or any other party associated with the provision of these specific services."