

DEPARTMENT OF FINANCE

**REQUEST FOR PROPOSALS
(RFP #K00321)**

**PSYCHOLOGICAL SERVICES
FOR STAUNTON POLICE DEPARTMENT
DUE DECEMBER 6, 2021**

**QUESTIONS & ANSWERS
NOVEMBER 23, 2021**

TO ALL POTENTIAL OFFERORS:

The following information is being provided for purposes of clarification or in response to questions received from potential offerors. In addition to this addendum being posted on the eVA website and City website at the following links.

- eVA website: <https://mvendor.cgieva.com/Vendor/public/AllOpportunities>
- City website: <https://www.ci.staunton.va.us/departments/finance/procurement>

Questions

1. What are the hourly billing rates of the incumbent(s)?

As there is no incumbent, there is no hourly billing rate.

2. What is the estimated contract value?

The estimated contract value is unknown at this time.

3. What was the annual spend of this contract during the last term?

This is the first contract for these services. There was no last term.

4. Will bidders outside of the commonwealth of Virginia be considered for award?

Yes, if they can meet the solicitation (RFP) qualifications.

5. Will medical staffing agencies be considered for award?

We are looking for an all-inclusive psychological services program which could be offered by an individual medical provider or multiple providers.

6. How many vendors will be awarded a contract?

At this time, it is unknown if a single vendor or multiple vendors will be awarded.

7. Is the COI required to be submitted with the proposal?

No.

8. Will the Psychologist(s) be considered W2s or 1099 contractors?

This will depend on the legal business entity registration type of the awarded firm(s).

9. What is the name and address of each facility that the clinician(s) will be working?

The clinicians will be needed to work on-site at the Staunton Police Department. There also may be times when the clinicians will be requested to work off-site depending on the situation.

10. Will vendors need to submit CVs along with the bid?

Please refer to the RFP for submission requirements.

11. How many Psychologists are needed?

It is unknown how many psychologists might be needed.

12. Will the clinicians be considered without an active state license at the time of submission?

Yes, but an active state license will be required at the time of contract execution.

13. Is the vendor expected to provide any medical equipment?

No.

14. Do you provide debriefing for non-awarded bidders?

No, no debriefing will be provided.

15. Will electronic signatures be accepted?

Yes.

16. What type of Electronic Medical Record (EMR) will be utilized?

This should be provided by the vendor(s) awarded the contract.

17. What is the anticipated award date?

The award date is still to be determined, but is expected to be sometime during January 2022.

18. Re: **Page 5, C. Support Services Coordination. 6.** Will the certification for the Virginia Peer Support Association be required for the Psychologist(s) or for the vendor agency?

The awarded vendor will assist the police department become a Virginia Peer Support Association certified agency.

19. Re: **Page 5, D. Critical Incident Response. 1.** We interpret this section to mean that the Psychologist(s) will be on a 24/hour call schedule. Is this interpretation correct?

Yes –phone call consultation and determining the best course of action during critical incidents, the Psychologist(s) will need to be available 24/7.

20. Re: question 19. (**Page 5, D. Critical Incident Response. 1.**) What then are the scheduled *clinical* hours for the Psychologist(s)? (days of the week and hours per day)

There are no set hours. It will be on an as-needed basis.

21. Re: **Page 6. G. Hours of Operation.** We are a medical staffing agency located outside of the commonwealth of VA. Would it be possible for our contracted Psychologists to provide the on-site services?

Yes.

22. Re: **Pages 5-6. D. Critical Incident Response & G. Hours of Operation.** Would you be able to elaborate on the 4-hour and 1-hour response times, respectively?

In emergency services there is a higher propensity for critical incidents to occur. These may require an initial assessment and/or consultation with employees to provide guidance and a path for recovery. These types of incidents would need a quick response from psychological services, and a final response time procedure could be established in the final contract.

23. Re: **Page 15. DD. Insurance Requirements.** Are the insurance requirements negotiable for the successful vendor?

The insurance requirements are **not** negotiable; they are the standard insurance requirements for the City of Staunton.

24. Re: **Page 15. DD. Insurance Requirements.** Would it be possible for us to amend our COI to include \$5M Professional Liability coverage *after* the intent to award but *prior* to starting work?

A COI is not required until the execution of the contract has taken place.