



ADDENDUM 3

FOR

RFP 05_25_26 – MENTAL HEALTH SERVICES FOR HEAD START

DATED JUNE 11, 2025

This addendum forms as a part of the bid documents for the above project and modifies the original project specifications as noted below. Please acknowledge receipt of this addendum in your bid response. Failure to do so may subject your response to disqualification.

Questions and Answers

- Attached pages 1-10 are answers to questions posed.

+++ END OF ADDENDUM 3+++

Acknowledgement via Date & Signature

Josephine Dy-Liacco
Supervisor, Purchasing Services

Questions for RFP 05_25_26	Responses
1. Can the services be provided by an AMFT or ASW, who already has completed a masters degree, is registered with the Board of Behavioral Sciences, and receives clinical supervision by a Licensed Marriage Family Therapist or Licensed Clinical Social Worker?	At minimum, the clinical supervisor must be a licensed mental health professional (e.g., LMFT or LSW or a Licensed Clinical Psychologist) and directly supervise the other mental health staff who must hold graduate-level qualifications in mental health and have experience working with children 0-5 years old.
2. Would the district be interested in ABA services in person or virtually?	This contract is specific to the Head Start/Early Head Start program in Santa Clara and San Benito Counties. The mental health services as outlined in the RFP need to be provided in person.
3. The evaluation criteria include 25 points toward the "firm's experience in transporting with special needs." Do you require the vendor to transport students, and can you clarify where the district requires the vendor to transport students?	N/A
4. Would you consider proposals for virtual (teletherapy) services?	This RFP is for in-person mental health services.
5. Would you accept electronic signatures on the proposal forms as part of the hard-copy/physical submission?	Long-hand (wet) signatures are required for submission by an individual duly authorized to bind to a contract. The full legal name of the bidding entity must be clearly stated in the proposal.
6. Do you require the vendor to specialize or be an entity that only provides mental health services, or would you consider any agency that may provide mental health services and professionals?	The bidding entity must provide evidence that they can comply with all of the conditions, requirements and qualifications and successfully carry out the scope of work as outlined in the RFP.
7. Do you require resumes of potential service providers upon proposal submission, and if so, would you accept blind resumes with full names and license numbers withheld?	Full resumes for all key personnel must be submitted as included in the proposal as outline in Section 6. Key personnel who will be associated with the project must have required professional licenses and certifications that are current and verifiable at the time of submission.
8. Can the vendor provide a brief bio of its RFP point of contact as part of the "key personnel" list, rather than their full resume?	Full resumes for all key personnel must be submitted and included in the proposal as outline in Section 6.

Questions for RFP 05_25_26	Responses
9. What is SCBOE's anticipated or estimated annual budget for the requested mental health services?	This RPF allows the bidding entity to propose a budget that would allow them to successfully carry out the scope of work and contract terms.
10. How are price adjustments or increases handled after the initial one-year term if the agreement is renewed?	The budget submitted by the successful bidder will be the amount set for additional one-year extensions up-to four (4).
11. Can you verify that SCDOE will pay the vendor for all services rendered without the vendor relying on reimbursement from Medicaid or other third-party insurance/providers?	The Santa Clara County Office of Education is only responsible for the services provided for this project as outlined in the bidder's proposal and budget.
12. What are your current vendor names and rates for mental health services?	This information is not part of the RFP nor does it impact the potential bidder's ability to put forth a proposal.
13. Are you satisfied with your current vendors, or have you experienced any issues in the past year?	This information is not part of the RFP nor does it impact the potential bidder's ability to put forth a proposal.
14. Would the vendor be penalized or disqualified if its proposal included exceptions or additional terms to the professional services agreement for review?	Proposals that are incomplete or noncompliant with the requirements outlined in the RFP package are subject to rejection. All bidders are responsible for reviewing and adhering to the full instructions provided in the proposal documentation.
15. Critical Requirements: What specific elements or sections of the proposal response are considered critical requirements, the absence of which would automatically deem a proposal incomplete or noncompliant and subject to rejection?	All bidders are responsible for reviewing and adhering to the full instructions provided in the proposal documentation. Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
16. Proposal Validity Period: Is there a possibility that the evaluation and award process could extend beyond the 60-day proposal validity period, and if so, how will vendors be notified and asked to extend their offer?	Proposals cannot be extended beyond the 60 days.
17. Proposal Modifications: If a minor correction or clarification is needed for a submitted proposal before the deadline, what is the acceptable process for submitting such a modification?	No modifications will be accepted after a proposal has been submitted
18. Evidence of Responsibility: What specific types of documentation are typically requested as evidence of professional licenses, financial resources, experience, and organizational capacity if a proposal is under consideration for award?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.

Questions for RFP 05_25_26	Responses
19. Key Personnel: As professionals may not be the same provided at the time of award, would sample resumes, etc. be accepted?	Resumes for actual key personnel associated with this project must be included in the bidder's proposal at the time submission.
20. Key Personnel: Does key personnel refer to healthcare professionals: LCSW, LMFT, LCP or does key personnel refer to vendor's internal account management staff?	Key personnel refer to all personnel who will be associated with carrying out the mental health services in the project.
21. Key Personnel: If key personnel refers to healthcare professionals, how should billing and milestones be determined?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
22. Key Personnel: Will the district accept hourly bill rates for services provided rather than a payment schedule based on milestones and deliverables?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
23. Key Personnel: If key personnel refers to healthcare professionals, would sample resumes be accepted?	Resumes for actual key personnel who will be associated with this project must be included in the bidder's proposal at the time submission.
24. Key Personnel: Can we provide with our submissions only the job title and rates for the clinical personnel that will be assigned to the district and wait to provide the names and certifications prior to the contract start?	Key personnel who will be associated with the project must have required professional licenses and certifications that are current and verifiable at the time of submission.
25. Subcontractor Listing & Substitution: Are there specific forms or formats required for listing subcontractors beyond Attachment D? What is the process for requesting authorization to substitute a subcontractor if unforeseen circumstances arise after submission?	N/A
26. Insurance Requirements: Can a sample Certificate of Insurance template be provided that clearly outlines all required fields and endorsements (Additional Insured, Primary Coverage, Waiver of Subrogation if applicable)?	<p>We do not have a sample Certificate of Insurance. We are flexible and will accept any format from an insurance broker/insurance company that includes the required insurance limits pursuant to our Professional Services Agreement.</p> <p>As for the Endorsements, we require these to be on a separate document(s) from the Certificate of Insurance form. As with the Certificate of Insurance, we do not have a template and will accept any format from an insurance broker/insurance company that includes the requirements pursuant to our Professional Services Agreement.</p>

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27. Insurance Requirements: For claims-made Professional Liability policies, is a 3-year extended reporting period (tail coverage) acceptable, or is continuous coverage for 3 years post-agreement required?	From our end, a 3-year extended reporting period is acceptable. We leave it to the vendor's discretion if that will be sufficient to cover their potential liabilities.
28. Insurance Requirements: Are there specific requirements for the rating (e.g., A.M. Best rating) of the insurance carriers?	No specific requirement for the ratings.
29. Insurance Requirements: Is there a need for Additional Insured with SCCOE being named at the additional insured on any policies?	Yes. Pursuant to our Professional Services Agreement, the requirement is to include SCCOE as an Additional Insured for General Liability insurance.
30. Insurance Requirements: Can SCCOE clarify if transporting children is required, if transports will be made by personal, owned or hired vehicles?	It is unclear if this is an insurance question. Please refer to Purchasing/Scope of Services for services involved with the RFP.
31. Insurance Requirements: Is the district willing to negotiate insurance requirements prior to contract award?	We are unable to negotiate the insurance requirements.
32. Funding Contingency: What is the anticipated date for the Grant Award Notification letter from the Office of Head Start?	The anticipated date is the end of June 2025.
33. Funding Contingency: If funding is reduced, what is the typical process for proposing and negotiating an amendment to the agreement?	The contract amount awarded would remain the same throughout the contract period unless the contractor fails to perform contractual terms as stipulated in the Professional Service Agreement.
34. Funding Contingency: What is the expected timeframe between the SCCOE confirming receipt of the Grant Award Notification letter in writing and the anticipated contract start date?	The start date for this contract is July 1, 2025, contingent on receipt of Grant Award Notification by June 30, 2025.
35. Scope of Work - Volume & Specifics: Can the District clarify whether the contracted providers will be providing services to students directly or only consultations to teachers/staff and parents?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
36. Scope of Work - Volume & Specifics: Can SCCOE define what consultation means? (e.g. does consultation refer to the consultation on a program or does consultation refer to the direct patient to provider support?)	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.

Questions for RFP 05_25_26	Responses
37. Scope of Work - Volume & Specifics: Can the expected number of hours per week or month be estimated for the different types of consultation services (MDTs, Site Director consultations, Program/Child Specific consultations)?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
38. Scope of Work - Volume & Specifics: What is the expected frequency and duration of "short-term consultations" for crisis situations?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
39. Scope of Work - Volume & Specifics: What is the expected caseload or number of children/families requiring assessment, intervention, and treatment services in San Benito County?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
40. Scope of Work - Volume & Specifics: What is the expected demand or number of children requiring Occupational Therapy services who do not qualify for district services?	The expectation is for this project to provider referrals for occupational therapy services not to directly provide the service.
41. Scope of Work - Volume & Specifics: What specific "best practice, evidence-based skill development" programs or models are preferred or currently in use by SCCOE Head Start/Early Head Start?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
42. Scope of Work - Volume & Specifics: What is the process for jointly determining which services are made available by the consultant?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
43. Scope of Work - Volume & Specifics: What is the typical frequency and nature of after-hours or weekend services that may be required?	Frequency may vary from month to month depending on program need, but at least once a week on some months provision of mental health services may be needed during evening and weekends hours.
44. Scope of Work - Volume & Specifics: How many "childcare partnerships staff and schools" are included in the scope of services in addition to the 100 SCCOE Head Start classrooms?	All partnerships are included in the number provided.
45. Scope of Work - Volume & Specifics: What percentage of time will home visits be necessary?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
46. Scope of Work - Volume & Specifics: What are the SCCOE's policies for parents or guardians to be present during meetings?	This information is not part of the RFP nor does is impact the potential bidder's ability to put forth a proposal.

Questions for RFP 05_25_26	Responses
47. Scope of Work - Volume & Specifics: Will vendors be provided vehicles for at home visits?	The awarded entity is expected to carry out the terms of the contractual agreement.
48. Scope of Work - Volume & Specifics: Will at home visits be required for a proposal submission? Will all awarded providers be required to provide in-home services, or is the district willing to accept proposals from vendors who do not provide in-home services?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
49. Scope of Work - Volume & Specifics: Will transporting students with special needs be needed for proposal submission?	Response already provided.
50. Scope of Work - Volume & Specifics: Will vendors be required to bill for mileage to patient's homes?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
51. Scope of Work - Volume & Specifics: Does the district provide crisis intervention training? If not, does the district require vendors to provide specific crisis intervention training?	The awarded entity is expected to carry out the terms of the contractual agreement.
52. Scope of Work - Volume & Specifics: Can the district provide a copy of Board of Education Policy 1240 that is referenced in #6 of Section 5?	SCCOE Board Policy 1240 BP will be provided as an attachment to this addendum.
53. Evaluation Criteria: The evaluation criteria list includes "Firm's experience in transporting students with special needs" (25 Points). Is this a typographical error, and if so, what is the correct criterion for these 25 points?	N/A
54. Evaluation Criteria: Regarding Firm's experience in transporting students with special needs, does this specifically entail birth to 5 years for all students or is it for a specific age group?	N/A
55. Evaluation Criteria: Regarding the timeframe for services – does SCCOE have a specific timeframe that must be implemented for the program?	As noted in the RFP, "the term of this contract shall be from July 1, 2025, through June 30, 2026, with the option of four (4) one-year extensions, subject to mutual agreement between the parties" (p.9).
56. Interview Schedule: If a qualifying finalist is unable to attend the scheduled interview time on Friday, June 20th, 2025, is an alternative arrangement possible?	At this time, no alternative dates have been scheduled.

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57. Default Clause: Regarding the condition constituting default for failing to submit an invoice within sixty (60) days of "completion of the contract," does this refer to the completion of the entire contract term (June 30, 2026) or the completion of specific tasks or reporting periods (e.g., quarterly reports)?	Under section 10.2.d. the contract template states, "Contractor fails to submit an invoice for work performed within sixty (60) days of completion of the contract" (4).
58. Termination Payment: How is "satisfactory work" defined for the purpose of payment upon termination by SCCOE?	Upon award of contract, the SCCOE will review the contractual terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
59. Ownership of Work Product: Does the "Ownership of Creations and Work for Hire" clause apply to general methodologies, tools, or training materials developed by the contractor prior to this agreement, or only to materials specifically created for SCCOE under this contract?	Upon award of contract, the SCCOE will review the contractual terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
60. Privacy Compliance: Will SCCOE provide specific training or guidelines on their procedures for handling student education records and protected health information in compliance with FERPA, HIPAA (where applicable), and California Education Code?	Upon award of contract, the SCCOE will review the contractual terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
61. DOJ Clearances & Fingerprinting: What is the estimated timeframe for SCCOE to receive and process the DOJ/FBI clearances after Live Scan fingerprinting is completed?	Upon award of contract, the SCCOE will review the contract terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
62. DOJ Clearances & Fingerprinting: Will SCCOE provide the necessary forms (CBC/TB form, Adult Tuberculosis Risk Assessment Questionnaire, Immunization Certification Form) to the selected contractor?	Upon award of contract, the SCCOE will review the contract terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
63. DOJ Clearances & Fingerprinting: Is there a specific format required for the list of personnel and assigned sites?	Upon award of contract, the SCCOE will review the contract terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
64. Mandated Reporter Training: Section 22 is blank. Is Mandated Reporter Training required for contractor personnel, and if so, what are the requirements (e.g., specific training program, certification, frequency)?	Yes, mandated reporter training is required and upon award of contract, the SCCOE will review the contract terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.

Questions for RFP 05_25_26	Responses
65. Tuberculosis Screening: Will SCCOE provide the required Adult Tuberculosis Risk Assessment Questionnaire and Certificate of Completion forms?	Yes, and upon award of contract, the SCCOE will review the contract terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
66. Tuberculosis Screening: Is a specific test required for the TB screening?	Upon award of contract, the SCCOE will review the contract terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
67. Tuberculosis Screening: When will this screening need to be completed?	Upon award of contract, the SCCOE will review the contract terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
68. Day Care Facilities Immunizations: How does SCCOE define a "day care center" in the context of this RFP, and which of the approximately 100 classrooms/sites are considered day care centers requiring these specific immunizations?	Upon award of contract, the SCCOE will review the contract terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
69. Day Care Facilities Immunizations: What documentation is required to demonstrate compliance with the immunization requirements (e.g., copies of immunization records, a certification form)?	Upon award of contract, the SCCOE will review the contract terms with the Provider to ensure information is provided that will allow the Provider to successfully comply with the contractual agreement.
70. Notice to Parties Contact Information: Can the complete contact information for "NOTICE TO THE SCCOE OFFICE" be provided, including Fax number, Mail Code, Phone number, and Email address?	Proposals submitted via email or facsimile (FAX) will not be accepted.
71. Proposal Response Requirements: Can the district clarify what other resources, technology, and facilities are being requested in #5 in Section 5: General Requirements?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
72. Proposal Response Requirements - Other Relevant Information: What types of "Other Relevant Information" (Section 6, Part 7) would be considered most valuable or pertinent to the evaluation of the proposal?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
73. Award Process - Evaluation Criteria: Can further detail be provided on how "Reputation of the firm and of the firm's services" (15 Points) will be assessed? What specific evidence or information should be included in the proposal to address this criterion effectively?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.

Questions for RFP 05_25_26	Responses
74. Award Process - Interview Details: Will the interview format be individual or group? What is the expected duration of each interview? Will there be an opportunity for the bidder to present, or will it be solely a question-and-answer format?	The interview 45-60 minutes in length and it will be a question-and-answer format.
75. Contract Term - Extensions: What is the process and timeline for the mutual agreement on the four (4) one-year extensions? When would discussions or negotiations for an extension typically begin?	Typically, during the fourth quarter contract renewals commence to ensure a fully executed contract is secured by or before June 30th.
76. Scope of Work - MDT Meetings: What is the typical duration of the Multi-Disciplinary Team (MDT) meetings?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
77. Scope of Work - Preschool Site Directors Consultation: What is the expected duration of the individual or group consultation meetings with Preschool Site Directors?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
78. Scope of Work - Monthly Reports: Is there a specific template or format required for the monthly reports detailing the number of children receiving services, referrals, Site Director meeting summaries, and hours provided?	A report template will be mutually established based on the contractual agreement and scope of work deliverables.
79. Scope of Work - Program and Child Specific Consultation: What is the expected duration of the minimum six visits/contacts per year to classrooms?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.
80. Scope of Work - Administrative Time Documentation: Is there a specific template or format required for the quarterly documentation (minutes of meetings, descriptions of classroom visits, coordinator consultations)?	A report template will be mutually established based on the contractual agreement and scope of work deliverables.
81. Scope of Work - Mental Health Department Liaison: What is the expected frequency and format of meetings with the Family Health Services Supervisor and/or other Content Area experts?	Each bidder has the opportunity to provide responses and documentation that demonstrates their ability to carry out the project as outlined in the RFP.

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<p>82. In the RFP it states that only licensed (LCSW and LMFT) staff are allowed to provide services. Does that disqualify those individuals who are registered through the board of behavioral sciences as Associate Clinical Social Workers or Associate Marriage and Family Therapists?</p>	<p>The clinical supervisor must be a licensed mental health professional (e.g., LMFT or LSW or a Licensed Clinical Psychologist) and directly supervise the other mental health staff including anyone who is not licensed but hold graduate-level qualifications in mental health and have experience working with children 0-5 years old.</p>