

**REQUEST FOR PROPOSALS #2022-026
UM Psychological Services Center Mental Health Consultation-
Individual & Group Mental Health Services
RESPONSE ADDENDUM #1
October 22, 2021**

QUESTIONS

Q1: Who are the current incumbents?

A1: The Department continues to provide these services but the demand has increased.

Q2: What are the current incumbents' rates?

A2: The budget allocated to this position is \$40 to \$45 based on experience.

Q3: What is the estimated contract value?

A3: \$28,800 - \$79,920

Q4: How many providers or full-time equivalents (FTEs) are needed for this solicitation?

A4: One.

Q5: What are the shift schedules (days of the week and hours/day)?

A5: Monday through Friday, 8:00 to 3:30; 22 hours per week preferred but flexible.

Q6: What is the average length of assignment? (in weeks)

A6: Two years with the probability for it to be extended.

Q7: Is it a requirement to provide a list of candidates along with our bid response?

A7: Yes, it is a requirement.

Q8: If not, what is the lead time for the vendors to submit a list of candidates once awarded?

A8: The list of candidates needs to be provided with your bid response on November 5, 2021.

Q9: Do you accept electronic signatures?

A9: Yes, we do.

Q10: Can a debriefing be scheduled after the awarding?

A10: A debriefing will be done with the awarded respondent.

Q11: Will the University be utilizing a Vendor Management System (VMS)?

A11: No.

Q12: Is this a single or multi-award contract?

A12: This is a single contract.

Q13: What EMR/EHR is the facility using?

A13: There is no EMR. Paper records.

Q14: How long is the term of the contract?

A14: Please see answer for Q6.

Q15: With regard to Appendix G; evaluation questions, given that we are a medical staffing company, can you please specify what questions are directed to us and what questions are for our providers?

A15: All questions in Appendix G are directed to you. Submit the resume and cover letter of each candidate on your candidate list.

Q16: Appendix D, Rider A, #2 "The Contractor shall make campus visits 'as needed' on three days' notice." -- Are the visits mandatory?

A16: Please see 1.1.4 Specifications/Scope of Work "Typically, work is to be conducted in Bangor at the training center, but there is some current flexibility to accommodate pandemic-related needs".

Q17: What are the names and addresses of the facilities where the consultants will be working?

A17: Due to federal rules, we cannot at this time provide this answer. This information will be released to the respondent at the time of the interview.

Q18: Can you please provide an example for the completion of exhibit 1, table 1 on pg.21 of the RFP?

A18: The respondent needs to provide her/his hourly rate which is the hourly dollar amount that may be invoiced by role.

Q19: Are vendors outside the state of Maine allowed to submit a response?

A19: All vendors are allowed to submit responses. Please see the requirements in the scope of work.