

**May 5, 2022**

**ADDENDUM 2 for RFP #NG2202**

**WELLNESS CENTER EXTENDED SERVICE HOURS**

**FOR THE OFFICE OF STUDENT WELLNESS**

**ONE (1) ORIGINAL SIGNATURE HARD COPY AND TWO (2) USB DRIVES OF THE RESPONSE TO BE SUBMITTED**

**All responses shall be addressed and returned to:**

**City Colleges of Chicago**

**Dawson Technical Institute**

**Procurement Services**

**3901 S. State Street, Room 102**

**Chicago, IL 60609**

**Attn: Nick Gibb – Associate Director of Procurement**

***Proposals must be received no later than 12:00 p.m. CDT, Thursday, May 19, 2022***

***Part I – Modifications to the RFP document***

ITEM NO. 1 – 03 RFP Wellness Center - FINAL RFP Package.pdf - SUBMITTED REQUEST FOR PROPOSAL DOCUMENT “NG2202 - WELLNESS CENTER EXTENDED SERVICE HOURS FOR THE OFFICE OF STUDENT WELLNESS” INVALID DUE TO UPDATES

REPLACE WITH - 03 RFP Wellness Center - FINAL RFP Package V2.pdf - UPDATED REQUEST FOR PROPOSAL DOCUMENT “NG2202 - WELLNESS CENTER EXTENDED SERVICE HOURS FOR THE OFFICE OF STUDENT WELLNESS” WILL BE USED

NOTE: Failure to submit in accordance with the corrected Bid # NG2202 - WELLNESS CENTER EXTENDED SERVICE HOURS FOR THE OFFICE OF STUDENT WELLNESS document will disqualify your bid submission

***Part II – Modifications to Pricing Proposal***

ITEM NO. 1 – 04 RFP Wellness Center - Appendix VI - Pricing Proposal.xlsx - INVALID DUE TO UPDATES

REPLACE WITH - 06 RFP Wellness Center - Appendix VI - Interrogatories and Pricing Proposal.xlsx

***Part III – Questions, Answers and Clarification of Information***

1. Are there any volume commitments from a utilization of services perspective from City Colleges of Chicago?  Any sort of contracted minimums?

There are no contracted minimums.

1. Can City Colleges of Chicago and Vendor structure the arrangement where both parties mutually agree on target utilization ranges and establish a pricing construct based on such target utilization ranges?

This would not be the preferred approach, but we can consider a payment structure based on utilization (ex: first 50 appointments a month are $100 each, all appointments after that are $75 each)

2a. If so, is it acceptable to use current Wellness Center utilization figures (to the extent applicable) in calculating the target utilization range and can City Colleges of Chicago provide such figures?

Current utilization figures would not be useful in this scenario as we do not currently offer evening services or psychiatry services at all and looking at daytime appointments is not a reliable indicator of how many clients would seek evening services

1. What is the dollar amount that can be reasonably expected for the contract term?  This will enable us to price and package our services comprehensively so CCC students can have full access to our ecosystem.

This initiative is currently being funded at a MAXIMUM of $250,000

1. Are there any contracted service levels with respect to the following?
   1. Response times to the initial call from a student
   2. Appointment time confirmed post student reaching out
   3. Time to service delivery from the initial call

Company to report what their standard response times are in these scenarios as well as for their response time to answer crisis hotlines.

1. Are there individuals providing services under the supervision of an LCPC or LCSW? Do we need to have LCPC or LCSW answer the phone when students call?

If there is someone who answers the phone, makes appointments, etc that person does not have to be fully licensed, but the individual providing the counseling needs to be fully licensed (LCSW/LCPC)

1. Is there a Best and Final round for the contract based on the initial responses?

CCC reserves the right to short-list vendors and request oral presentations/interviews/ demonstrations. CCC also reservices the right to request Best and Final Offers. Proposers are advised to provide competitive pricing in their initial response, as not doing so, may affect their ability to move forward to the subsequent rounds of consideration.

1. Are you willing to consider a company that does not offer file sharing?

No. We are open to various methods of file sharing, but there needs to be a way for vendors to share confidential information (with clients’ consent) with the Wellness Center

1. What are the top three pieces of information you would want counselors to provide to the counseling center through features such as file sharing?

Confidential information sharing would cover scenarios such as:

a. Session progress note for a client who is being transferred back to a counselor at the Wellness Center

b. Diagnosis, prescription information, recommendations from psychiatrist to counselor working with shared client

c. Safety plan for crisis client

Non confidential information sharing would cover general de-identified data such as usage statistics, demographics, number of sessions etc. Please see Page 4 of the RFP #NG2202 for a more detailed list.

1. How will the shared information be used?

Shared information will be used for continuity of care when clients are shared or transitioning from vendor to Wellness Center as well as for follow up on crisis/safety concerns

1. How are you looking to receive client consent to share the information from their counselor?

There are various methods that would work for this. Vendors should include their proposed method in the proposal.

1. Re: Cost Proposal.  You state:  "Please provide the hourly cost associated with the specified service times and  level of expertise/role of provider."  We do not price based on hourly rates.  We price based on CCC's student enrollment (or in other words, not a pay as you go model) and how many counseling sessions you ideally would like to offer every student (you can provide a minimum and maximum).  How should we display our pricing?

We are looking for a proposal based on usage rather than enrollment.

1. I understand that City Colleges of Chicago (CCC) consists of seven (7) community colleges which are all located within the city limits of Chicago. In addition, there are six (6) satellite locations that are affiliated with the colleges, but how many students total?

Enrollment for the 2021 Fiscal year was 60,889 students

1. How many counseling sessions are you looking to offer each student?

Number of sessions should be based on the presenting problem and treatment plan. Students may initially have up to 5 sessions. If the vendor and student believe more sessions are necessary, they can request approval for additional sessions from the Wellness Center.

**END OF ANNOUNCEMENT**

**Please acknowledge receipt of this announcement to**

[**ngibb1@ccc.edu**](mailto:ngibb1@ccc.edu) **with a copy to** [**procurementservices@ccc.edu**](mailto:procurementservices@ccc.edu)