

ADDENDUM 1

CHAMPAIGN COUNTY DEVELOPMENTAL DISABILITIES BOARD AND CHAMPAIGN COUNTY MENTAL HEALTH BOARD

REQUEST FOR PROPOSALS

“EVALUATION CAPACITY BUILDING” PROJECT FOR THE COUNTY OF CHAMPAIGN

RFP Number 2022-010

RFP ISSUE DATE: SEPTEMBER 30, 2022

ADDENDUM 1 ISSUE DATE: October 27, 2022

NOTICE: If downloading this solicitation from www.co.champaign.il.us/bids, or <https://ccmhddbrds.org>, it is the responsibility of the respondent to e-mail our office at stephanie@ccmhb.org and lynn@ccmhb.org to be registered as a potential respondent in order to receive any clarifications or addenda.

The original RFP Number 2022-010 was approved by the CCMHB and CCDDDB during their public meeting September 28, 2022 and published September 30, 2022 at <http://www.co.champaign.il.us/bids>

Under “Section 1 – General Information,” RFP 2022-010 describes the process to ensure each respondent has access to all materials related to the RFP solicitation and any clarifications or addenda. The RFP indicates that Addenda will be prepared and posted on or before November 21, 2022 (unless the proposal deadline is to be extended) and requests that each respondent confirm receipt of these. Respondents are expected to monitor www.co.champaign.il.us/bids or <https://ccmhddbrds.org> for any such postings.

At the time of this writing, the timetable remains as originally published:

<u>Date</u>	<u>Event</u>
September 30, 2022	Request for Proposal posted online; classified ad orders placed with News Gazette and Daily Illini.
October 19, 2022 10 a.m.	Pre-Proposal Conference, directly following CCDDDB meeting: https://us02web.zoom.us/j/81559124557 and in person at Shields-Carter Meeting Room, Brookens Administrative Building, 1776 East Washington, Urbana, IL 61802
November 21, 2022	Final Date to Issue Addenda
December 21, 2022 – Noon	Proposals Due

December 21, 2022 – 5:30 p.m. Proposals Opened, directly before CCMHB meeting: <https://us02web.zoom.us/j/81393675682> and in person at the Shields-Carter Meeting Room, Brookens Administrative Building, 1776 East Washington, Urbana, IL 61802

February 15, 2023 – 5:45 p.m. Evaluation Committee’s Recommendation of Top-Ranked Respondents and authorization to contract with the Selected Provider, at a Special Meeting of the Boards at <https://us02web.zoom.us/j/81393675682> or in person at Shields-Carter Room.

March 1, 2023 Contract issued.

In “**Section 6 - Additional Details of the Process,**” consideration is given to the need for any Addenda to RFP Number 2022-010, which are then incorporated as part of the RFP documents. Addenda may consist of responses to questions and requests for clarification sent to the CCDDDB/CCMHB Executive Director or responses to questions and requests for clarification posed at the Pre-Proposal Conference or by the deadline for submission of questions.

The following exchanges occurred through email:

Potential Respondent 1: *“We have reviewed your request for proposal for the “Evaluation Capacity Building” project... I would like to ask are there any specific requirements or qualifications for this project?...”*

CCDDDB/CCMHB Director: *“Thank you for the introduction and for the interest in this project. Please clarify the question regarding requirements or qualifications if you don't mind being more specific. For example, the RFP does not specify a set of qualifications but is open-ended, for the applicant to describe any qualifications they possess which they believe are relevant to demonstrate their ability to engage in the work. There is not a specific licensing requirement either. Is this kind of thing what you have in mind with the question?”*

Potential Respondent 1: *“Yes, thank you for this clarification. Since this RFP deals with the mental health, we just wanted to assure that there weren't any licensing or certifications required.”*

Potential Respondent 2: *“I hope you are doing well. In reviewing RFP Number 2022-010, I cannot find any reference to caps/ maximums for indirect costs and percent fringe (e.g., 10% each). Are there caps? If so, where can this information be found? If not, do you plan to add these to the RFP? Without caps, budgets may be much larger than anticipated. I look forward to learning more.”*

CCDDDB/CCMHB Director: *“We did not set caps on indirect costs. Although the CCMHB and CCDDDB funding requirements and guidelines each reference caps on indirect costs, exceptions can be made. In the most recent set of revisions to these rules, the boards were encouraged that contracts can supersede them, with explicit exceptions/waivers or by approval of the proposed*

budget, incorporated into the contract. The funding guidelines are listed among public documents here – <https://ccmhddbrds.org> and here - <https://www.co.champaign.il.us/mhbddb/PublicDocuments.php>”

Potential Respondent 2: *“This is very helpful. Thank you so much for your quick response.”*

Potential Respondent #3: *“... A quick review is the scope of work appears fairly open-ended and there are no identified cost parameters. I also need to check out the Licensed to do business in Illinois. Do Agencies have an electronic health record, or are they just using Excel data sheets?”*

CCDDB/CCMHB Director: *“Some of the agencies use EHRs but some are small and rely on excel or use an online product that is connected to our reporting site but not viewable to us.”*

Potential Respondent #4: *“Would the RFP also cover research projects associated with social and mental health services?”*

CCDDB/CCMHB Director: *“Could you clarify the question?”* and later, *“We had the proposal conference this morning, so I am putting together all questions I’ve received so far and the responses I’ve given. I don’t think I answered your question because I wasn’t totally sure what you were looking for! I’m sorry... let me know if there is something I can make clear.”*

The purpose of the “Pre-Proposal Conference” was also to provide clarifications. The meeting was held on October 19, 2022; the Conference begins at 1:17:20 of this recording: http://www.co.champaign.il.us/mhbddb/agendas/ddb/2022/221019_Meeting/221019_Zoom.mp4

Three potential respondents attended. Topics covered were similar to the emailed questions and responses above. Also noted was the CCMHB meeting to introduce draft priorities for Program Year 2024 agency allocations. The specific board meeting packet referenced is at https://www.co.champaign.il.us/mhbddb/agendas/mhb/2022/221019_Meeting/221019_Agenda.pdf, with the draft memo on pages 17-29.

Information about CCMHB meetings is here:

<https://www.co.champaign.il.us/mhbddb/MHBMeetingDocs.php>

Information about CCDDB meetings is here:

<https://www.co.champaign.il.us/mhbddb/DDBMeetingDocs.php>