



ADDENDUM #1

05/29/2024

TO: ALL POTENTIAL SUBMITTERS

FROM: NINA ALEXANDER, BUNCOMBE COUNTY PROCUREMENT AGENT

SUBJECT: ADDENDUM #1 FOR RFP Trauma Focused Evidence Based Therapy

The following changes, revisions, additions, and/or clarifications to the plans and/or specifications are hereby made a part of the original documents.

Addendum # 1

The following questions were asked by potential bidders:

2.6 Proposal Contents:

a) What details are you looking for in the cover letter?

Please introduce your company and any other details that you would like to include or highlight.

b) Are you also looking for board members in the title page? Can the title page be integrated with describing background or this that a separate page in itself?

The title page should include the company name, address, phone number, and authorized representative. The authorized representative is the person submitting the proposal. You may add additional pages, as needed.

c) Is there a length preference in this section?

No, there is no preference.

d) No subcontractors will be included.

You may state this in the proposal.

- e) Can you give examples of client references please? Is that the clients we serve, children and families? Or is this from agencies we receive referrals from i.e. DSS, Law Enforcement, Schools, Mission Child Safety Team that refer children to our agency?

Please include 3 references from organizations where services are similar in scope to those provided in this RFP, if available. Other/additional references may also be considered.

- f) Specific cost for services: Is this for an example a detailed budget of the full cost of two full-time therapists that serve 100 children i.e. Supervision, Licensing, Payroll, Rent, parking, cell phone, salary, benefits? Or are you looking for a cost per child? Please clarify.

State the total contract amount for the year, inclusive of all administrative and direct service needs.

- g) Can this be two individuals? Executive Director and Clinical Manager for instance.

Yes, please list any individuals who have the authority to bind the firm and answer questions or provide clarification concerning the firm's proposal.

- h) What attachments are needed? Do you need the CV's of the qualified therapists on staff?

Any attachments which demonstrate the agency's expertise and ability to provide the requested services are encouraged. This may include CVs, an outline of current services provided, agency certifications, etc.

END OF ADDENDUM # 1

RFP Trauma Focused Evidence Based Therapy