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## ADDENDUM NO. 1

**April 17, 2023**

**Title: COOK COUNTY-WIDE BEHAVIORAL HEALTH WORKFORCE ASSESSMENT  
RFQ # H23-0022**

### 1. General

This addendum revises RFQ documents. This addendum is issued to respondents of record prior to execution of contract and forms a part of contract documents and modifies previously issued documents. Insofar as previously issued contract documents are inconsistent with modifications indicated by this addendum, modifications indicated by this addendum shall govern. Where any part of the contract documents are modified by this addendum, all unaltered provisions shall remain in effect.

### 2. Addendum Acknowledgement Form

Acknowledge receipt of this addendum in the space provided on the Addendum Acknowledgement Form. Proposers must include the signed form with their response. Failure to do so will subject Proposers to disqualification.

### 3. Changes and Clarifications

#### A. Revisions to RFQ.

- **Delete Section 5.2, Response to Scope of Services, in its entirety and replace as follows:**  
*"5.2 Response to Scope of Services*  
*a. To respond to the Scope of Services, please provide the information requested in Section 4."*
- **Delete Section 8.3, Number of Copies, in its entirety and replace as follows:**  
*"8.3, Number of Copies. Proposers are required to submit one (1) electronic copy (emailed to the email addressed on the cover page) and no later than the time and date indicated in the RFP."*

*NOTE: One (1) EDS copy must be submitted separate from the rest of the response.*

*Each submission must have one (1) complete electronic response package (including Technical Response and EDS) emailed to the email addresses on the cover page. The technical response must be a single electronic file that includes all proposed (do not submit a file per RFP section). The email must clearly indicate the RFP Number and Title."*

**B. Responses to Questions received on or before 04/11/2023.**

**4. Attachments**

None

## Responses to Vendor Questions

	Section of the RFQ	Question	CCH Response
1	4	Will the expectations for the work group facilitation be in-person or virtual?	The group facilitation can be in-person or virtual.
2	4	Does Cook County Health have an existing Behavioral Health Workforce steering committee, or would the vendor be tasked to identify and procure membership?	CCDPH does not have an existing Behavioral Health Workforce Steering Committee. The vendor, with assistance from CCDPH, will identify and procure membership.
3	4	What decision-making authority do you anticipate the steering committee will have, and how will it report and communicate with Cook County Health's organizational structure?	The Behavioral Health Workforce Steering Committee will aid in providing recommendations regarding the design of assessment, analysis of the findings, framing of the report, dissemination of the findings, and support the implementation of the recommended actions.
4	4	What do you envision the consultant will provide regarding a sustainability plan? Are you seeking policy proposals or a more general fundraising strategy?	We envision a comprehensive implementation plan including recommendations on policy and fundraising strategies.
5	4	For the political will analysis, will the vendor have an expectation to interact with the County Board?	The vendor is expected to interact with elected officials at the local and state level.
6	4	Will the political will analysis intend to extend beyond the county board to the city council and/or the state legislature?	The vendor is expected to interact with elected officials at the local and state level.
7	5.2	Is there a page limit responding to the narrative? Or further guidance in the format of responding to the scope of work proposal?	The narrative, not including the appendix, should not exceed 10 pages.
8	5.5	Are audited financial statements required for private businesses that have been incorporated for more than two years? Is there another acceptable form to show financials?	CCH can accept three years of Tax returns (2019, 2020, 2021) prepared under a certified CPA.

	Section of the RFQ	Question	CCH Response
9	5.5: Financial Status	Due to the size and structure of our firm, we do not have two years of audited financial statements. Are there alternative ways to demonstrate financial health for sole proprietorships, single member S-Corps, and organizations less than two years old?	CCH can accept three years of Tax returns (2019, 2020, 2021) prepared under a certified CPA.
10	"Scope of Work (SOW) Requirements: Convene, engage, and manage a Cook County-wide Behavioral Health Workforce Steering Committee	Is there an existing Steering Committee with already identified stakeholders?	CCDPH does not have an existing Behavioral Health Workforce Steering Committee. The vendor, with assistance from CCDPH, will identify and procure membership.
11	"Conduct a Cook County-wide behavioral health workforce analysis and needs assessment to examine the behavioral health workforce shortage"	How many current positions (filled and vacant) for behavioral health staff exist across Cook County operated clinics, health facilities (community and correctional facilities), including Suburban Cook County?	The vendor will be expected through its assessment to answer that question.
12	"Conduct of a political will analysis"	Please clarify this expectation and specify the scope	The vendor will assess local, and state elected leaders' commitment to understanding Cook County's, including suburban Cook County, behavioral health workforce, governability of the behavioral health workforce, willingness to invest in the behavioral health workforce, and political will to develop a behavioral health workforce pipeline.

	Section of the RFQ	Question	CCH Response
13	"... Contracts by local businesses certified as a Minority Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) as both prime and sub-contractors."	Please specify the definition for the purposes of this procurement of "local".	MBE/WBE firms certified by Cook County and/or the City of Chicago are eligible to submit both.
14	General	Are there any page length or formatting requirements for our submittal?	All submissions should be formatted with 11-point, Calibri font, 1.5 line spacing, 1 inch margins, and no more than 10 pages excluding the appendix.
15	4. Scope of Services, Proposal Application Requirements	Can you please clarify how the Budget proposal should be formatted and where it should be included? Within Section 4 of the RFQ it notes that a budget proposal is required, "including detailed information on staff time, materials & supplies, software expenses, etc." but within Section 5, the budget proposal is not mentioned.	Please include the budget proposal as an appendix.
16	4. Scope of Services, Proposal Application Requirements and 5. Required Submission Content	Can you please clarify the order of components requested within the technical proposal? Within Section 4 of the RFQ it notes that a narrative proposal is required, "including a short description of how each SOW requirement will be fulfilled, and referencing any previous work and/or experience in this topic area" but within Section 5 it does not mention where these descriptions and experience references should be included.	Please include your response to the Scope of Services, in section 5.2 of the "Required Submission Content". Your proposal narrative should include a detailed scope of work and timeline on of how each requirement and deliverable will be fulfilled, and referencing any previous work and/or experience.

	Section of the RFQ	Question	CCH Response
17	5.3	Can you please clarify where information on key personnel should be included within the technical proposal? At the end of Section 5.3 it notes that "Respondents must name key personnel as part of their response." but does not indicate where.	Include the names of your key personnel the end of section 5.3
18	5.3	May we include resumes for key personnel as an attachment?	Yes, you can include in the appendix.
19	5.4 and 8.3	Can you please clarify whether Attachment A should be included with everything other than the EDS forms or in a third, separate envelope?	Yes. The hard copy submission is omitted. The complete electronic proposal responses must be submitted as outlined in this addendum.
20	8.3	Can you please confirm that you do require a hard copy of our submittal?	Responses to this RFP shall be submitted no later than <b>2:00 PM (CT) on April 25, 2023</b> , by sending an electronic copy via email to <b><a href="mailto:purchasing@cookcountyhhs.org">purchasing@cookcountyhhs.org</a></b> .
21	8.3	Can you please clarify whether the complete electronic response package should include budget information or whether that should be attached separately?	See Response to Question 20
22	10	If we utilize U.S. Mail or another courier service (as noted in 8.7), how should we have the RFQ Receipt Acknowledgement Form completed?	See Response to Question 20
23	pg. 7 Section 5.4	If the nonprofit is a lead, do they have to register as a Minority Business Enterprise (MBE), Women-owned Business Enterprise (WBE), or both?	No
24	pg. 7 Section 5.4	Should sub-contractors register as a Minority Business Enterprise (MBE), Women-owned Business Enterprise (WBE), or both if they are one?	It is not a requirement. However, to received credit towards the participation goal, a sub-contractor firm must be certified as an MBE/WBE company with certifications from Cook County and/or the City of Chicago are eligible to submit both.
25	pg. 6 Section 4	Does a proposed budget need to be included in the RFQ? If so, in what format?	Yes

	Section of the RFQ	Question	CCH Response
26	N/A	Is there a list of other questions associated with the RFQ, other than what is in the RFQ?	Not currently.
27	pg. 8 Section 5.4 Part B	Are there limitations on or guidelines for rates for contractors and subcontractors?	Please refer to the Cook County's Office of Contract Compliance.
28	pg. 7 Section 5.4	About how long will it take for subcontractors to be registered as a MBE or WBE?	See response to Question 27.
29	pg. 7 Section 5.4	Can XXXXX, Inc. and our subcontractors still submit this RFQ application if they applied to be an MBE or WBE, but are not registered as one at time of submission?	Yes. See response to Question 24.
30	Pg. 12 Section 8.3	Hard copies of the technical proposal and EDS must be submitted. Would you please confirm that pages can be stapled together, or can be held together by a binder clip (since "expensive papers and bindings are discouraged")?	See response to Question 20.
31	EDS pg. 10 Section B	What information should be provided for the following questions: "The name, title and contact information for the County official(s) or employee(s) involved in negotiating the business you are doing or seeking to do with the County"?	Not available at his time.
32	pg. 12 Section 8.4	Are there any specific formatting requirements for documents and narratives (i.e., font, font size, margins etc.)?	All submissions should be formatted with 11-point, Calibri font, 1.5 line spacing, 1 inch margins, and no more than 10 pages excluding the appendix.
33	General	Would you consider an extension of the Response/Submittal Due Date?	No.
34	General	Are there any page length or formatting requirements for our submittal?	See response to Question 32

	Section of the RFQ	Question	CCH Response
35	4. Scope of Services, Proposal Application Requirements	Can you please clarify how the Budget proposal should be formatted and where it should be included? Within Section 4 of the RFQ it notes that a budget proposal is required, "including detailed information on staff time, materials & supplies, software expenses, etc." but within Section 5, the budget proposal is not mentioned.	The budget proposal should include any personnel, fringe benefits, travel, equipment, materials and supplies, consultants and contractors, other direct costs along with a budget narrative to explain and justify those costs.
36	4. Scope of Services, Proposal Application Requirements and 5. Required Submission Content	Can you please clarify the order of components requested within the technical proposal? Within Section 4 of the RFQ it notes that a narrative proposal is required, "including a short description of how each SOW requirement will be fulfilled, and referencing any previous work and/or experience in this topic area" but within Section 5 it does not mention where these descriptions and experience references should be included.	See response to Question 16
37	5.3	May we include resumes for key personnel as an attachment?	You can include them in the appendix.
38	2. Purpose	What healthcare specialties and/or license types is the assessment intended to cover? Are there any non-licensed professionals you intend to include in the assessment?	We expect the vendor to include both licensed and non-licensed professions including psychiatrists, psychiatric mental health nurse practitioners, psychiatric aides, psychiatric technicians, psychologists (clinical, counseling, and school), substance abuse and behavioral disorder counselors, licensed marriage and family therapists, licensed professional clinical counselors, mental health and substance abuse social workers, registered nurses working in behavior health settings, physician assistants working in the behavioral health settings, community health workers, and peer support specialists.



	Section of the RFQ	Question	CCH Response
39	4. Scope of Services - SOW Requirements	Is the behavioral health workforce assessment intended to cover the entirety of Cook County, not just the hospital/clinical service areas (e.g., inclusion of suburban Cook County)? If not, please provide a zip code definition for the intended assessment area.	Yes, the assessment is intended to include all of Cook County, including Suburban Cook County, and not just the hospital/clinical service areas.
40	4. Scope of Services - SOW Requirements	Can you confirm the evaluated population should include all components of behavioral health care: pediatric, adolescent, adult, geriatric, as well as the full spectrum of services (e.g., learning/developmental, school-based, substance abuse, correctional care)?	Yes, the evaluated population should include all components of behavioral health care: pediatric, adolescent, adult, geriatric, as well as the full spectrum of services (e.g., learning/developmental, school-based, substance abuse, correctional care).
41	4. Scope of Services - SOW Requirements	What is the scope of the “behavioral health workforce compensation analysis”? For example, is the intent to conduct a survey of behavioral health providers practicing in Cook County and develop a statistical set of benchmarks related to local market compensation. Or is the intent to understand how compensation among Cook County’s employed and/or contracted behavioral health providers compares to established industry benchmarks? If the latter, please comment on the availability of relevant data (e.g., annual compensation, FTEs, volumes, WRVUs).	The intent of the behavioral health compensation analysis is to survey behavioral health providers practicing in Cook County, including Suburban Cook County, understand how compensation among Cook County’s employed and/or contracted behavioral health providers compares across Cook County, and develop a statistical set of benchmarks related to both local market compensation and national industry benchmarks.
42	4. Scope of Services - Deliverables and/or Outcomes	Is the consultant expected to provide bi-fold graphic design services or does Cook County already partner with a graphic design organization that will include these services? If the consultant is to provide graphic design services, should the proposed designer/firm be named as a subcontractor?	The vendor is expected to provide bi-fold graphic design services. However, while the cost should be accounted for in the budget, the proposed designer/firm does not have to be named in the proposal if the vendor cannot do so.

	Section of the RFQ	Question	CCH Response
43	5.7 Contract	Will CCDPH accept the existing terms of a master service agreement currently in place between the proposer and CCH?	No.

**ADDENDUM ACKNOWLEDGEMENT FORM**

As required by the RFQ, Proposers must submit this acknowledgement form with their response. One acknowledgement form per response, listing all addenda, is appropriate.

**Addendum No.:** \_\_\_\_\_

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**Addendum No.:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

END OF ADDENDUM