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## ADDENDUM NO. 2

June 8, 2023

**Title: Cook County Health Behavioral Health Community Needs Assessment  
RFP # H23-0039**

### 1. General

This addendum revises RFP 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. Response to questions received before 05/18/2023.
- b. **RFP # H23-0039 - Proposal due date has been changed June 16, 2023, to June 21, 2023, by 2:00 P.M. CST.**

### 4. Attachments

- a. None

## Responses to Vendor Questions

	Question	CCH Response
1	Is there a not to exceed amount allocated for this project?	This will be disclosed with the awarded vendor.
2	Can past bank statements satisfy the requirement of section 5.6 on page 9 of the RFP "Provide the audited summary financial statements for the last two fiscal years"?	Yes.
3	Do firms need to have a Certificate of Good Standing in Illinois when submitting the proposal?	Yes.
4	The cover page has two conflicting proposal due dates listed - June 7 and June 3. Can you confirm the proposal due date?	<b>The date should be stated as June 7, 2023.</b> <b>The Proposal Due Date is now June 21, 2023</b>
5	What is the estimated budget allocated for this project?	See question 1.
6	Does CCH have certain milestones or a deadline in mind for delivery of the report?	Yes, from start to finish six months.
7	Will the chosen vendor have access to CCH data to support assessment or will vendor be expected to leverage external sources? Is primary research expected?	Yes.
8	Does the County have a project budget that they can share?	See question 1.
9	How much of the assessment work does the County intend to conduct in person?	None.
10	Does the County have a targeted amount of focus group or stakeholder engagement discussions that should be conducted as part of this project?	None.
11	Regarding Section B, part iii: Would the County like recommendations for consideration as part of future strategic planning efforts, or detailed plans, initiatives, and other data that will be directly featured in any future strategic plan?	Recommendations would be appropriate.
12	Please provide your estimated budget limit or budget range for this project	See question 1.

	Question	CCH Response
13	As a for-profit consulting company, we typically provide fully-burdened market-based hourly billing rates by labor category (for example, Principal - \$xxx/hour, Senior Consultant - \$xxx/hour, Consultant - \$xxx/hour, Research Associate - \$xxx/hour). We do not base our hourly billing rates on salaries with multipliers, or other multiplier categories, which is more typical in the not-for-profit and educational arenas. Please confirm whether labor category billing rates may be used instead of the overhead, fringe, and other breakdown categories currently in the forms. Instead of providing salary information, if we provide our fully-burdened pricing on the pricing portion, and the fully-burdened hourly billing rate and number of hours for each consultant on pricing portion, would that cause our proposal to be disqualified or eliminated from consideration?	Yes, one price for entire project/assessment.
14	Is there a page limit responding to the narrative? Or further guidance in the format of responding to the scope of work proposal?	No page limit, must capture Focus Group comments.
15	Will you accept a letter of financial stability in lieu of the financial audits? HMA is a private company and we normally do not like to include sensitive and confidential information	CCH may consider an annual report or other annual disclosure.
16	Are there any page length or formatting requirements for our submittal?	No page limit.  Proposers are required to submit an electronic copy in <i>.pdf</i> format no later than the time and date indicated in the RFP.
17	For data elements required as part of 4. Scope of Services A) SOW, what is the timeframe that is required to be reflected in the assessment?	See question 8.
18	Please confirm that all areas of the County including Chicago should be included in the assessment and analysis.	Correct see number 12.
19	For community input, will CCH provide list of specific groups or populations that should be included?	Individuals with Mental Health/Substance Use in the areas mentioned in number 12.
20	Section 2, Subsection A. Term of Services: What is the anticipated start date for this project?	As soon as awarded.

	Question	CCH Response
21	Section 2. Purpose: The RFP states “The qualified consultant will be responsible for the coordination and summarization of existing fully completed Community Needs Assessments.” To what extent will Cook County facilitate access to existing data that may be used for evaluation purposes (e.g., indicator data from state/county level agencies; local survey data; etc.)? For example, in 4.B.i and 4.B.ii, have customer, staff, community, and resident data already been collected and analyzed, or will primary data collection be required as a part of the vendors work? If data for 4.B.i and 4.B.ii already exists, what is the format and extent of data available (e.g. XX number of qualitative survey responses, transcripts of focus groups or interviews from XX participants, summarized data from other assessments, etc.)?	Summary of completed existing assessments. No raw data is available.
22	Section 4, Subsection A. Scope of Work Requirements: Will Cook County facilitate access to all of the data sources listed in Section 4, Subsection A. Scope of Work Requirements? Have these data already been summarized, or will analysis and summary of each data source be a part of the vendor’s work?	Yes.
23	Section 4.B.iii: The RFP references the development of a comprehensive mental health action plan. Is this a separate deliverable from the needs assessment report?	Yes.
24	Section 4.B.iii: The RFP references the development of a comprehensive mental health action plan, which will be developed from review of existing community health assessment reports. How many community health assessment reports exist that will be included in the review and development of this plan?	No more than 8.
25	Section 5.2: Are a Registration Number issued by the Illinois Secretary of State and a copy of the Certificate of Good Standing requirements for eligibility to submit a proposal?	See response to Question 3.

	Question	CCH Response
26	Section 5.3, Subsection 2. Cost/Budget Proposal: What is the identified budget for this project?	See question 1.
27	Section 5.4, Subsection B: For the "Time commitment to the project" requested, is percentage of FTE sufficient?	Yes.
28	Section 5.5, M/WBE Requirements: As a non-profit 501c3 organization, we are not eligible for M/WBE status, though we are a women-run organization. Are we eligible to complete an exemption for M/WBE, if we document good-faith effort to explore partnerships that would fulfill this participation or are proposals without the 35% participation considered non-responsive?	Please refer to attachment A of the RFP related the MBE/WBE Utilization and Wavier Petitions.
29	General: To what extent are in-person meetings and/or in-person data collection activities desired?	None.
30	General: How large is the client/stakeholder team that we will engage with to complete the needs assessment/strategic plan process (e.g., for participation in client meetings, deliverable review, etc.). Are there any facilitation expectations to collect additional stakeholder input to guide the identification of priorities?	3-5 individuals.
31	Is the RFP due on June 3 or June 7? Both dates are listed on page 1.	June 7, 2023
32	On page 4 section 2, can you clarify what "existing" fully completed Community Needs Assessments is referring to? Are there previous assessments that will be provided, or is this in reference to the requested assessment?	Previous completed assessments will be provided.
33	On page 5 section B.i, does "customer" mean "patient" in the context of this RFP?	Yes, customer is referring to the patient.
34	Does CCH have key data sources in mind that should used to assess any items listed in section 4.A.i, or will the consultant determine and procure the appropriate sources?	Not applicable.

**ADDENDUM ACKNOWLEDGEMENT FORM**

As required by the RFP, 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.:** \_\_\_\_\_

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

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

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

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

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

END OF ADDENDUM