



OFFICE OF COUNTY MAYOR GLENN JACOBS

Procurement Division, 1000 N. Central Street, Suite 100, Knoxville, TN 37917

KNOX COUNTY PROCUREMENT DIVISION ADDENDUM I TO REQUEST FOR PROPOSALS NO. 3520 NEEDS ASSESSMENT AND ENVIRONMENTAL SCAN OF MENTAL HEALTH RESOURCES

Addendum Date:

Buyer: Susan Colella

Closing Date: February 28, 2024 @ 2:00 P.M. EST Total Page(s): 3 (Three)

Questions/Answers:

Question 1. In the creation of a database of providers, is the expectation to create a list (such as an excel spreadsheet) or an interactive website?

Answer 1. [Knox County Health Department \(KCHD\) will be flexible with the exact nature of the database.](#)

Question 2. Do we need to address the limitations of this requested project in our proposal?

Answer 2. [No](#)

Question 3. Would there be consideration in adjusting the reportable dates given the in-depth data collection of the environmental scan? For example, could we negotiate to switch the dates so that focus groups are completed before the data collection?

Answer 3. [Yes. Dates provided in the RFP and sequence of events are tentative and subject to negotiation in the final contract.](#)

Question 4. How essential is the requirement not to cite a previous project contracted by Knox County?

Answer 4. [Per Section 3.28, do not use Knox County as a reference.](#)

Question 5. Should we include samples of our survey questions in our proposal?

Answer 5. [Yes, where possible.](#)

Question 6. When mental health services are referred to within the RFP, are these services inclusive of mental health, developmental and intellectual disabilities, and substance abuse services?

Answer 6. [Yes.](#)



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Question 7. Is it intended that these mental health services be identified for those in need who may be represented across the lifespan?

Answer 7 Yes.

Question 8. Is it expected that the mental health services that are identified include those that may be integrated within settings that are not typically considered to be a mental health setting, such a mental health court, an acupuncture clinic that does detox management, or a primary care practice that is a SBIRT provider?

Answer 8. The intent of this RFP is focused mainly on mental health services but has no objection to the collection of information of nested services.

Question 9. Are mental health services inclusive of prevention and early intervention services or are they limited to treatment?

Answer 9. For the purposes of this RFP, they do not include prevention services, but early intervention services would be relevant.

Question 10. Should the identification of mental health services include those services that address the social determinants of health, such as nutritional services, supportive housing, supported education, and supported employment?

Answer 10. That is not a requirement but could be included.

Question 11. Are mental health services inclusive of those services that are designed to address problems associated with eating disorders, rape crisis, domestic violence, and crime victimization?

Answer 11. If they constitute early intervention programs or other provided mental health services, yes.

Question 12. Besides 211, is there a current listing of providers?

Answer 12. No. That is the intended outcome of the RFP.

Question 13. When was the last assessment done and is there a report to access?

Answer 13. This will be the first assessment of this nature to be completed for the Knox County Health Department.

Question 14. When the surveys are being conducted, is there a way Knox County would like to approach circumstances when the provider does not want to provide us access?



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Answer 14. We do not have a preference and would encourage applicants to propose methodological strategies based on best practices and experience for handling these scenarios.

Question 15. Are the focus groups and targeted interviews anticipated to be face-to-face or is virtual an option. If face-to-face, is there a location available and is it the consultant's financial responsibility?

Answer 15. Virtual is acceptable. If face-to-face, it is the applicant's responsibility and the submitted proposal should reflect any associated cost.

Question 16. Is there a requirement for the firm to be Tennessee based?

Answer 16. No, but refer to Section 3, 3.9 and 3.24 regarding the Proposer Interviews/Presentations.

Question 17. Are we able to handwrite in our State and County on Attachment D?

Answer 17. Yes.

Question 18. Is Attachment D applicable since we will not be in a position to require proximity to school age children?

Answer 18. Yes, it is applicable. The affidavit itself affirms that the organization will comply if/when TCA 49-5-413 becomes applicable.

End of Addendum I.

Please acknowledge Addendum I in your response.

Susan Collica

Buyer, Knox County Procurement