

Addendum 1  
Community Healthcore  
Request for Proposals  
RFP 1001-22 Specialty Recruiter  
December 3, 2021

The posted RFP # 1001-21 SPECIALTY RECRUITER has been modified as follows:

1. RFP # 1001-22 QUESTIONS & ANSWERS. A Question and Answer Session was conducted on Tuesday December 2, 2021 from 9:00 a.m. to 10:00. Questions were posed during the call. This attachment summarizes the questions and the official answers. Please use these responses to assist in your proposal.

All other information in the RFP remains the same.

RFP # 1001-22 Specialty Recruiter, Question and Answer Session Dec 2, 2021.

#	Question	Draft Answer
1	What is the term of the Contract? How long do you anticipate it lasting?	We anticipate that the award of the RFP would be at the late January Board of Trustees meeting so a start date of Feb 1 would be expected. Typically, our contracts end Aug 31 which is the end of a budget year. Contracts can have renewal options built in based upon the need and mutual agreement. So it could be that one position is recruited in the Spring/Summer of 2022 and then a future position(s) recruited either in this same time or in a subsequent year. Contracts can be awarded up to the current year ending Aug 31 and two, one year options.
2	Is it possible to obtain a chart of your management structure?	Positions referred for recruitment will be senior leadership positions. Position descriptions and the organization chart relevant to the positions will be provided at the time recruitment begins.
3	Your organization provides Behavioral Health and Substance Use Disorder services. What leadership positions are to be hired and what information can you provide that you are seeking?	Positions referred for recruitment will be senior leadership positions. Position descriptions and the organization chart relevant to the positions will be provided at the time recruitment begins.
4	To what extent would the Vendor be required to provide the names of potential candidates recruited for the position in the event of a Sunshine Law request. The issue is the protection of the candidates confidentiality.	Community Healthcore is a unit of local government and follow Texas State Law which includes the Public Information Act. This could require the Center to provide information such as candidates presented to the Center. All such requests are reviewed by our attorney and compared to the requirements under the law. The Vendor would have no obligation to provide information under this act.
5	Would the Center be obligated to provide disclosure of participants?	Depending on the request and the determination that such information is not limited under the law, the Center would disclose to the Requester the specific information requested. It would not extend to information that the Center does not have.
6	Record retention is a requirement under this RFP. How would does the vendor retain the records and in what format?	The sample contract under sections 4.3, 4.4, 4.5, and 5.8 speak to the Vendor's responsibility for maintaining records. Records may be maintained in a formal or informal format and can be paper, electronic, or both provided that the referenced sections above are met.
7	The 3 <sup>rd</sup> bullet under Attachment A., I. <u>Detailed Scope of Work</u> states "Vet all potential candidates including professional	The Center would expect the Vendor to verify the following information prior to presenting a candidate(s) for consideration: Verification of education, credentials and evidence that person has strong

	<p>background checks and references.” Please explain “professional background checks” and the timing of when these are completed by the Vendor.</p>	<p>experience in role that is being sought. If a final candidate is reached, the vendor will be required to conduct personal and employment reference checks and provide information to the Community Healthcore. Community Healthcore will complete its own background checks that include criminal history, and various registries such as abuse/neglect and Office of Inspector General. Community Healthcore’s liability insurer will verify eligibility for coverage on the Community Healthcore’s vehicle liability insurance by reviewing the candidate’s driving record.</p>
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