

ADDENDUM 1 QUESTIONS and ANSWERS

Date: 5/31/2023

To: All Bidders

From: Carrie DeFreece, Procurement Contracts Officer
Department of Health and Human Services

RE: Addendum for Request for Proposals number 115663 O3, Licensed Alcohol/Drug Counseling (LADC) Continuing Education to be opened Monday, June 12, 2023, at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

#	Question	State Response
1.	We currently offer all the core education classes required for provisional licensure as a drug and alcohol counselor. However, some of the names of our classes differ from what is listed in the RFP. For instance, our course 'Medical/Psychological Aspects of Alcohol/Drug Use Abuse and Addiction' is named PSYC.2010, Drugs and Behavior. Our course has already received pre-approval for meeting this education requirement. Are we allowed to continue using our course name, even if it doesn't match the course name in the RFP, but covers the same content area?	Alternative names are permitted as long as demonstration that the course meets the education requirement is provided and it is clear what course the alternative name is associated with.
2.	Similarly, our current Human Growth and Development course is a 3-credit class consisting of 45 clock hours. Can we retain this class as is, with 45 clock hours, since it exceeds the requirement? Or must it be reduced to 30 clock hours?	Only clock hours required for core education or continuing education will be eligible for payment

#	Question	State Response
3.	Our current polysynchronous offerings allow students to attend in-person (in Scottsbluff), synchronously via Zoom, or participate asynchronously through recorded lectures and online discussion boards. Would offering these core education classes in a polysynchronous, or hy-flex, format meet the requirement that the courses are offered throughout the state?	Bidder must ensure all courses offered meet the Provisional License and License Requirements guidelines set forth in 172 NAC 15.
4.	Do all the syllabi for the continuing education courses need to be prepared prior to the June 12th deadline?	Proposed or actual syllabi for the required courses must be provided. See Required Bidder Responses.
5.	Similarly, must all of the continuing education instructors be identified before the June 12th deadline?	Bidder must describe process to hire instructors. See Required Bidder Responses.
6.	Since there is a limit to the amount of tuition our institution can collect per clock hour (\$5.00) for the core education courses, can we include in our proposal the discrepancy between our standard tuition rate and the permitted tuition rate outlined in this RFP?	Cost of educational classes less any tuition or fees to be collected from attendees should be used in bid prices.

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.