



LOUISIANA DEPARTMENT OF EDUCATION

August 19, 2025

ADDENDUM NO. 1

Your reference is directed to the Request for Information for Mental Health Consultation Services which has a deadline for the submission of responses of August 25, 2025 at 5:00 P.M. CDT.

THIS ADDENDUM IS HEREBY OFFICIALLY MADE A PART OF THE REFERENCED REQUEST FOR INFORMATION.

Responses to Inquiries

Question 1: Staffing Requirements and Timing – Does the agency require that all licensed Infant and Early Childhood Mental Health Consultants and supervisors (i.e., 10-20 consultants with Master's/Ph.D. and 5-10 supervisors with doctorate or supervisory license) be currently on staff at the time of RFI/RFP submission?

Response to Question 1: No.

Question 2: Will awarded providers be given a defined period after contract award to recruit and onboard qualified personnel to meet these staffing levels?

Response to Question 2: No, Page 5, Section III, 1B states: "List of Qualifications - Respondents should include references, company history, all relevant expertise, and proof of experience as such pertains to the project of infant and early childhood mental health consultation services."

Question 3: Flexibility on Staffing Numbers – Is there any flexibility or phased approach allowed regarding the number of consultants and supervisors, especially for newer or smaller organizations with plans to scale up?

Response to Question 3: Staffing requirements are not flexible and will be expected to be in place at the time a contract is negotiated.

Question 4: Page 5, Section III, 1B states, "List of Qualifications - Respondents should include references, company history, all relevant expertise, and proof of experience as such pertains to the project." Please confirm whether "references" refers to academic references (i.e., detailed resumes of respondents, letters of reference/support) or whether it refers to academic references that support statements made in the response to the RFI.

Response to Question 4: It refers both to academic references and to viable experience performing infant and early childhood mental health consultation work of a nature and scope similar to that described in the RFI. Documentation of references, such as detailed resumes or letters of reference/support, shall be included as attachments or addenda that do not count toward the Final Response's 7-page limit.

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Addendum #1, RFI for Mental Health Consultation Services Responses to Inquiries Posted August 19, 2025

Question 5: Page 5, Section III, 2B states, "Final Response should be longer than 7 pages, and should be single-spaced, in 12-point font. Responses that do not meet these specifications may be rejected. Any submitted addenda shall not be counted in the page limit." We are uncertain if the response should be "longer than 7 pages" or if there is in fact a "page limit." We would appreciate clarification of the required length of the response.

Response to Question 5: Page 5, Section III, 2B should state, "Final Response should **not** be longer than 7 pages, and should be single-spaced, in 12-point font. Responses that do not meet these specifications may be rejected. Any submitted addenda shall not be counted in the page limit."

Question 6: Is there a page limit for addenda?

Response to Question 6: No, there is no page limit for addenda or attachments.