

State of Arkansas  
DEPARTMENT OF HUMAN SERVICES  
700 South Main Street  
P.O. Box 1437 / Slot W345  
Little Rock, AR 72203

**ADDENDUM 1**

**TO:** All Addressed Vendors  
**FROM:** Office of Procurement  
**DATE:** November 29, 2023  
**SUBJECT:** 710-24-0014 Counseling Services

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The following change(s) to the above referenced IFB have been made as designated below:

- Change of specification(s)
- Additional specification(s)
- Change of bid opening date and time
- Cancellation of bid
- Other

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**CHANGE OF SPECIFICATION(S)**

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- Section 2.3.F.2 – remove and replace with the following:  
The Contractor shall submit to the county supervisor or designee a copy of the client’s treatment plan and any updates to the treatment plan. Justification shall remain in the client’s file.
- Section 2.3.F.3 – remove and replace with the following:  
Contractor must submit treatment plan updates to DCFS.
- Section 2.3.D.6 – remove and replace with the following:  
Licensed professionals providing services must have a minimum of one (1) year experience in individual, family, and/or group therapy or under the supervision of a licensed professional. Provider must have experience providing counseling in the community, natural environment, and office based.
- Section 2.3.H.10 – remove the following:  
Contractor must submit client monthly progress notes to the DCFS Supervisor documenting services, including the client’s response and engagement in services. These progress notes shall summarize dates/times of service, progress in counseling, and continued care recommendations. Progress notes are due by the 10th of each month.

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**OTHER**

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- Official Bid Price Sheet – remove and replace with 710-24-0014 Official Bid Price Sheet - Revised.
- Section 3.1.D – add the following language:  
A minimum of seventy percent (70%) of all billed time (exclusive of travel time) for counseling services must be direct service. Direct service is defined as face-to-face contact with the family.
  1. DHS may allow up to thirty percent (30%) for indirect costs and mileage. The current State of Arkansas mileage reimbursement rate is \$0.65 per mile. The mileage reimbursement rate may increase or decrease throughout the duration of the contract in accordance with the rate set by the Arkansas Department of Finance and Administration. The mileage reimbursement rate applied will be the current state rate on the date of travel.
  2. The Contractor must submit a list of indirect costs with invoices for DHS review and approval.

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The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Karrie Goodnight, [DHS.OP.Solicitations@dhs.arkansas.gov](mailto:DHS.OP.Solicitations@dhs.arkansas.gov), (501) 320-3906

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Vendor Signature

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Date

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Company