

**RFPQ #26-03 Eating Disorder Treatment Services  
Staff List and Schedule INSTRUCTIONS**

*Please review instructions before completing the Staff List and Schedule.*

1	<b>Bidder Name</b>	<i>Please enter the bidder name on Line 3 - Bidder Name</i>
2	<b>Modality/ Modalities</b>	<i>Please indicate which Modality/ Modalities Bidder is applying for and the staff list</i>
3	<b>Title</b>	<i>Please indicate the title of each staff person. For example: Executive Director, Nurse, Human Resources Director, Aide, etc.</i>
4	<b>FTE</b>	<i>For each Staff Person listed, please indicate their Full Time Equivalent (FTE) based on a 40 hour work week. For example, if someone works 20 hours/week (20 hours/ 40 hours) please list them as 0.5 FTE; 40 hours/week is 1.0 FTE. For individuals that may be on-call or employed as needed, please indicate on-call.</i>
5	<b>Onsite Staff Work Schedule</b>	<i>Please include the days of week and standard work hours each staff person. For example: Monday, Tuesday, Wednesday, Thursday, and Saturday from 8:00 am to 6:00 pm If individuals do not work onsite, you can leave this column blank or put N/A for Not Applicable.</i>
6	<b>Offsite Staff Work Schedule</b>	<i>Please include the days of week and standard work hours each staff person works offsite/ provides telehealth services. For example: Saturday - noon to 3:00 pm and Sunday 3:00 pm to 7:00 pm. If individuals do not work offsite, you can leave this column blank or put N/A for Not Applicable.</i>
7	<b>Certifications, Licensures, or Specializations</b>	<i>Please indicate any certifications, licensures, or specializations that may be relevant to providing services. Examples may include: Licensed Clinical Social Worker (LCSW) Licensed Vocational Nurse (LVN), Registered Nurse (RN), etc.</i>
8	<b>Notes</b>	<i>Feel free to include any additional information that may be relevant to providing ED Treatment services. This may include years of experience working with the population, language abilities, etc. This can also be left blank if there is no additional information you would like to share.</i>

