

Based on the questions received during the question period of the RFP, the following FAQ resource is available for all applicants.

Is the Counseling Compact Commission looking for both an Executive Director and a Secretariat?

The Commission will ultimately hire both a Secretariat organization and an Executive Director. While this RFP is directly for a Secretariat, the Commission is allowing applicants to also proffer an Executive Director as part of their bid. The RFP has been written to account for such proposals. After considering proposals, Commission may choose to move forward with just a secretariat, or with a secretariat and executive director. The inclusion of an Executive Director as part of the proposal is optional.

What is CSG's role with the Counseling Compact Commission?

CSG worked with the American Counseling Association to enact the Counseling Compact legislation in interested states. Once ten states joined the compact, the Commission activated to operationalize the compact. CSG's compact technical assistance model includes providing temporary commission staffing services only until the Commission hires a secretariat and executive director of their own choosing.

What is CSG's role in the selection process?

CSG will facilitate meetings and the provision of necessary information to commissioners, including received applications. CSG may follow up with applicants if commissioners have questions. CSG will not be voting in any capacity on the approval of any proposal.

Why did the Commission decide to issue an RFP?

The commission planned, from its inaugural meeting, to issue an RFP for secretariat, and the RFP was authorized at that inaugural meeting. Transitioning to work with a commissioner-selected permanent secretariat is a standard part of compact commission operationalization.

Will CSG continue to work with the Counseling Compact Commission in the future? Will any CSG staff look to stay with the Commission after the transition?

CSG anticipates continuing to work with interested states on enacting the compact through non-partisan legislative support, including legislative tracking, educational efforts, legislative testimony, and bill review for the next few legislative sessions. CSG does not have further planned administration services for the commission after a Secretariat organization is hired.

The CSG National Center for Interstate Compacts is available as a resource for compact commissions as part of its general services.

What is the importance of having familiarity with counseling or with occupational licensure compacts in general?

While not a specific proposal scoring item, demonstrated familiarity with the profession of counseling or with occupational licensure compacts may be an encouraging sign to the commissioners. Organizations who are currently unfamiliar with the compact may use the compact's website to learn more about its

goals and current operations. As a governmental entity, many documents about the compact and its operations are publicly available on the commission's website.

What are the budget implications of additional states joining the compact, the cost of the data system, and other future considerations?

The database will pose a significant financial cost to the Commission though the cost of the system is not yet known at this time. The Compact Commission, with the help of the Secretariat and Executive Director, may pursue grants as well as other funding models from both current funders and prospective funders. When new states join the compact, practitioners in those states may become eligible to participate in the compact, and practitioners who participate will pay compact fees, collectible by both the commission and compact member states. The compact legislation authorizes the commission to also charge states an assessment fee if necessary.

How did CSG find organizations to contact?

CSG developed a procurement list of AMCs who worked in appropriate fields. The RFP was also posted to the Counseling Compact website.

What is the expected workload of the Executive Director and the Secretariat?

Each role may require up to, but is not anticipated to exceed, 1 FTE. Interested applicants are encouraged to price proposals based on the activities and duties listed in the RFP. There may be some variation in hours throughout the course of the year, especially around the time of the annual business meeting.

Who will the Executive Director interface with?

Aside from the compact commissioners, the Executive Director should expect to be in regular correspondence with state boards, members of the public (particularly counselors), and other stakeholders who are interested in the compact.

What are qualities the Executive Director should have?

The Executive Director will spend significant time working with the public, counseling professionals, and state licensing boards, as well as facilitating meetings. As such, Executive Director candidates should be well-organized and a clear communicator.

Does the Commission have a budget or strategic plan?

The Commission's proposed budget can be viewed [here](#). The Commission will continue to develop a formal budget plan as a part of its future work.

What are the future goals of the Commission?

The Commission's current primary goal is to begin granting compact privileges to practitioners as soon as possible, which includes onboarding all member states into this process. In order to achieve this goal, the Commission will need to have a data system.

How should applicants consider the potential for conflicts of interest?

Applicants should disclose any perceived and potential conflicts of interest in their applications and address how they plan to approach potential conflicts so commissioners can consider their proposals fully. The chosen applicant and the commission can also discuss potential conflicts of interest during the contract drafting process it can ensure safeguards. The secretariat and executive director will both be accountable directly to the commission. Finally, after beginning work, the selected applicants should disclose potential conflicts as they arise.

What is the relationship between Universal Licensure Recognition (ULR) and compacts?

Many ULR bills have provisions allowing for compacts and/or provisions to avoid conflicting with compacts. ULR achieves different goals than a compact. While ULR allows more practitioners into a state, which is good for increasing consumer access, compacts allow states to provide increased consumer access to their practitioners.

CSG has a public resource on this topic, located at https://licensing.csg.org/wp-content/uploads/2021/03/Interstate_Licensure_Compacts_and_Universal_License_Recognition_Laws-1.pdf

What marketing efforts has the Commission undertaken? What efforts do they hope to pursue in the future?

As the compacts is in its early stages of existence, the primary marketing efforts have been focused on educating potential member states on the compact and its benefits, as well as providing the public with updates on Commission activities. In the future, especially after privileges become available, the Commission hopes to increase marketing towards practitioners who may be interested in using the compact.

When an adverse action is taken against a practitioner's privilege to practice, what is the sequence of events?

After a complaint is reported to a state licensing board, the board follows their standard procedures for evaluating a complaint. If an adverse action is taken against the practitioner's privilege, that adverse action is reported to other states via the data system so they can take action against the privilege in their state if needed. Only the licensee's home state (as defined by the compact) can revoke a license.

What is the anticipated setup/format/schedule of the annual business meeting?

The annual business meeting is anticipated to be a one day meeting. The commission will vote on any new proposed rules, budgets, or reports that require full commission approval. The commission will receive updates on the activity of the compact since the last full commission meeting. The commission may consider co-locating with another meeting that many commissioners would otherwise attend in order to save costs.

Can the Secretariat be a team rather than an individual? Is it acceptable for the Executive Director to be a member of that team?

The commission is open to various organizational models for the Secretariat. Applicants can describe their organization's model in their proposal. In doing so, applicants should ensure that organization's model will be able to meet the duties and responsibilities defined in the RFP. As long as both the

Secretariat and Executive Director both report directly to the Compact Commission, they will meet the legal requirements of the compact. Part of the purpose of the Executive Director role is to have a primary, externally facing point person for the compact.