

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum 1

December 9, 2013

To

Request for Proposals

RFP No. HTH 420-1-14

Therapeutic Living Program - Oahu

**Proposal Deadline
December 20, 2013**

December 9, 2013

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Therapeutic Living Program - Oahu
RFP No. HTH 420-1-14**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-1-14, Therapeutic Living Program - Oahu for the purposes of:

- Responding to questions that arose at the orientation meeting of November 26, 2013 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.
- Final Revised Proposals

The proposal submittal deadline:

- is amended to <new date>.
- is not amended.
- for Final Revised Proposals is <date>.

Attached is (are):

- A summary of the questions raised and responses for purposes of clarification of the RFP requirements.
- Amendments to the RFP.
- Details of the request for final revised proposals.

If you have any questions, contact:

Ms. Enid Kagesa
Telephone: (808) 586-8282
Facsimile: (808) 586-4745

**Responses to Questions Raised by Applicants
For RFP No. HTH 420-1-14,
Therapeutic Living Program - Oahu**

1. Question:

Does the one (1) hour monthly supervision apply to part-time and call-in staff?

Answer:

Yes, the scope of service for this RFP does not make a distinction between full-time and part-time or on-call staff.

2. Question:

What is the timeframe for review of the Adult Mental Health Division (AMHD) Standard for referrals?

Answer:

A Provider receiving a completed referral packet must respond back to the referral agency using the AMHD Provider Decision Form within (5) five business days.

3. Question:

Will bed holds be included in this RFP to assist with planning admissions from the Hawaii State Hospital and Kahi Mohala?

Answer:

AMHD will consider the possibility of including bed holds with this service.

RFP No. HTH 420-1-14, Therapeutic Living Program – Oahu is amended as follows:

	<i>Page</i>																					
Section 1, Administrative Overview																						
1.1 Procurement Timetable	1-1	The Procurement Timetable has been revised to read as follows:																				
		“1.1 Procurement Timetable																				
		Note that the procurement timetable represents the State’s best estimated schedule. If an activity on this schedule is delayed, the rest of the schedule will likely be shifted by the same number of days. Contract start dates may be subjected to the issuance of a notice to proceed.																				
		<table border="0" style="width: 100%;"> <thead> <tr> <th style="text-align: left;">Activity</th> <th style="text-align: left;">Scheduled Date</th> </tr> </thead> <tbody> <tr> <td>State purchasing agency’s response to applicants’ written questions</td> <td>12/09/13</td> </tr> <tr> <td>Discussions with applicant prior to proposal submittal deadline (optional)</td> <td>TBD</td> </tr> <tr> <td>Proposal submittal deadline</td> <td>12/20/13</td> </tr> <tr> <td>Discussions with applicant after proposal submittal deadline (optional)</td> <td>TBD</td> </tr> <tr> <td>Final revised proposals (optional)</td> <td>TBD</td> </tr> <tr> <td>Proposal evaluation period</td> <td>12/24/13 – 01/10/14</td> </tr> <tr> <td>Provider selection</td> <td>01/13/14</td> </tr> <tr> <td>Notice of statement of findings and decision</td> <td>01/13/14</td> </tr> <tr> <td>Contract start date</td> <td>04/01/14</td> </tr> </tbody> </table>	Activity	Scheduled Date	State purchasing agency’s response to applicants’ written questions	12/09/13	Discussions with applicant prior to proposal submittal deadline (optional)	TBD	Proposal submittal deadline	12/20/13	Discussions with applicant after proposal submittal deadline (optional)	TBD	Final revised proposals (optional)	TBD	Proposal evaluation period	12/24/13 – 01/10/14	Provider selection	01/13/14	Notice of statement of findings and decision	01/13/14	Contract start date	04/01/14
Activity	Scheduled Date																					
State purchasing agency’s response to applicants’ written questions	12/09/13																					
Discussions with applicant prior to proposal submittal deadline (optional)	TBD																					
Proposal submittal deadline	12/20/13																					
Discussions with applicant after proposal submittal deadline (optional)	TBD																					
Final revised proposals (optional)	TBD																					
Proposal evaluation period	12/24/13 – 01/10/14																					
Provider selection	01/13/14																					
Notice of statement of findings and decision	01/13/14																					
Contract start date	04/01/14																					
Section 2, Service Specifications																						
2.4 Scope of Work, B. Management Requirements, 1. Personnel	2-18	Subparagraphs 1.a.and 1.b. are revised to read as follows:																				
		“1.a. One (1) Qualified Mental Health Professional (QMHP) with a minimum of one (1) year experience, working with adults with severe and persistent mental illness and behavioral challenges, available to the																				

program to provide supervision, monitoring and training of TLP direct services staff. The QMHP shall provide a minimum of ten (10) hours per week of services on-site (per site) to provide supervision, program monitoring, and training of direct services staff or provide face-to-face mental health assessment of all program admissions, as well as annual reassessments. The definition of a QMHP is provided in Section 5, Attachment D.

- 1.b. A registered nurse (“RN”) shall provide an assessment of each Consumer’s medical/health needs and administer medications based on each Consumer’s assessment and ISP, training and consultation to TLP staff on matters relating to health, medical and medical administration and oversight as allowed under section 16-89-100, Hawaii Administrative Rules. RNs shall be licensed to practice in the State of Hawaii and have minimum of three (3) years experience in medical and psychiatric and mental health nursing. The RN shall provide face-to-face assessments of a Consumer’s medical/health needs within twenty-four (24) hours of admission of each Consumer. The RN shall be on-site a minimum of fifteen (15) hours per week (per site) and be available for consultation twenty-four (24) hours a day, seven (7) days a week.
- 1.c. A consulting clinical psychologist licensed to practice in the State of Hawaii and who is experienced in the provision of behavioral management, shall provide recommendations for treatment interventions, training, and consultation to TLP staff as necessary.
- 1.d. A consulting occupational therapist (“OT”). The OT shall provide recommendations for TLP activities based on individual Consumer needs and to provide training and consultation to TLP staff as needed.”

2.5 Compensation And Method of Payment 2-27

Paragraphs B. and C. is revised to read as follows:

“B. Units of service and unit rate:

<u>Billing Code</u>	<u>Services</u>	<u>Rates</u>
H0018	Therapeutic Living Program (TLP)	\$175.00 per bed day, per consumer
T2028SE	*Bed Hold, TLP	\$41.25, per bed day, per consumer

*Bed Holds may be considered by the AMHD. If it is, this is the billing code and rate for the Bed Hold.

C. Bed Holds

1. Bed holds shall be authorized by DIVISION UM.
2. Bed holds shall be for brief periods of time for consumers being referred from the HOSPITAL or hospital settings, specialized residential services, or crisis services.
3. Approved leaves shall not exceed three (3) consecutive days, unless part of the recovery plan.
4. The total number of days each consumer may reserve a bed hold, shall not exceed twelve (12) days in a contract year. Exceptions may be considered at the discretion of the DIVISION Chief.
5. Bed holds shall not be utilized or authorized for consumers who elope from the TLP home.”

Paragraph D. is added on page 2-27 and shall read as follows:

“D. Method of compensation and payment.

Providers shall be compensated in accordance with the rates described above, upon monthly submission of claims identifying the service performed for DIVISION consumers.”

Section 4, Proposal Evaluation

Section 5, Attachments