

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum 1

December 17, 2014

To

Request for Proposals

**RFP No. HTH 420-5-15
Assessment Services
Statewide**

**Proposal Deadline
January 7, 2015**

December 17, 2014

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS
Assessment Services
Statewide
RFP No. HTH 420-5-15

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-5-15, Assessment Services, statewide for the purposes of:

- Responding to questions that arose at the orientation meeting of December 5, 2014 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
- 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. Betty Uyema
Telephone: (808) 586-8281
Facsimile: (808) 586-4745

RFP No. HTH 420-5-15, Assessment Services – Statewide is amended as follows:

Page

Section 1, Administrative Overview
1.1 Procurement 1-1 The Procurement Timetable has been revised to read as follows:
Timetable

“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.

Activity	Scheduled Date
Proposal submittal deadline	01/07/15”

Section 2, Service Specifications

2.7 2-7 Subparagraph 4.b) page 2-7 is revised to read as follows:
Qualifications,
B.4.b)

“4.b) The provider shall submit HIPAA compliant claims to the DIVISION. Claims shall be submitted for payment within three hundred sixty-five (365) calendar days of the date of service. Claims for payment received after three hundred sixty-five (365) calendar days of the date of service shall be denied for exceeding the filing deadline.”

2.8 Pricing 2-9 Subsection 2.8 is revised to read as follows:
Structure

“2.8 Pricing Structure

The DIVISION will use a fixed unit of service rate pricing for this service.

<u>Billing Code</u>	<u>Services</u>	<u>Rate</u>
H0002	Assessment Services Services	\$104.43 per assessment, per Individual

Section 3, Proposal Application Instructions
No Changes

Section 4, Proposal Evaluation
No Changes

Section 5, Attachments
No Changes

**Responses to Questions Submitted by Applicants
for RFP No. HTH 420-5-15,
Assessment Services Statewide**

1. Question:

Who should the assessor call if their availability changes and are not able to meet the DIVISION's schedule?

Answer:

The assessor should contact the DIVISION's Eligibility Line for any changes to their availability.

2. Question:

It was stated that DSM V has been published and released. When should the assessor use the DSM V criteria?

Answer:

The provider is expected to be ready to incorporate changes in assessment protocols that will result with the adoption of the DSM V criteria once the DIVISION migrates over to DSM V. The provider will be notified by the DIVISION when this change is scheduled to occur.

3. Question:

Can you expound on the area of experience? Can we include inpatient assessment as part of experience or only outpatient?

Answer:

The applicant should include pertinent information that would describe their assessment experience whether it is inpatient or outpatient basis.

4. Question:

What kinds of licenses are needed?

Answer:

The provider shall be a Qualified Mental Health Professional ("QMHP") and will need to provide copies of their licenses and other certifications that would qualify them to meet the personnel requirements.

5. Question:

Does the assessor need to be available on Saturdays?

Answer:

Although most Assessments may occur during or close to within regular business hours, the DIVISION also seeks candidates who may have flexibility

in their schedules to accommodate after-hours and weekend appointments.

6. Question:

If the assessor needs to travel to a neighbor island, does the DIVISION cover the airfare and ground transportation?

Answer:

Yes, the DIVISION will cover the appropriate costs for neighbor island travel.

7. Question:

Do we need a fax machine?

Answer:

Yes. A fax machine is necessary so the DIVISION'S Utilization Management (UM) program is able to fax authorizations containing Protected Health Information (PHI) to the provider for services to be rendered. At this time, UM is unable to send authorizations via email due to privacy and unencrypted transmission.

8. Question:

Will there be an orientation for awardees?

Answer:

Yes.