

State of Hawaii
Department of Health
Child and Adolescent Mental Health Division

Addendum Three

May 6, 2015

To

Request for Proposals

460-15-03

Family Support Services

April 1, 2015

May 6, 2015

ADDENDUM NO. 3

To

**REQUEST FOR PROPOSALS
Family Support Services
RFP 460-15-03**

The Department of Health, Child and Adolescent Mental Health Division, is issuing this addendum to RFP 460-15-03, Family Support Services for the purposes of:

Amending the RFP.

The proposal submittal deadline:

is not amended.

Attached is (are):

Amendments to the RFP.

There are four (4) amendments in this Addendum 3. The Procurement Timetable was amended through Addendum 1 on April 17, 2015. Three (3) of the following amendments are to revise specific pages in this RFP to follow the Procurement Timetable in Addendum 1. The fourth (4th) amendment is to delete the requirement for the submission of a Monthly Treatment and Progress Summary (“MTPS”).

If you have any questions, contact:

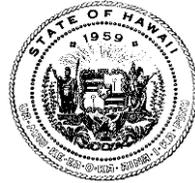
Steven Osa

808 733-8386

steven.osa@doh.hawaii.gov

RFP 460-15-03
Family Support Services
is amended as follows:

DAVID Y IGE
GOVERNOR OF HAWAII



VIRGINIA PRESSLER, M.D.
DIRECTOR OF HEALTH

STATE OF HAWAII
DEPARTMENT OF HEALTH
CHILD & ADOLESCENT MENTAL HEALTH DIVISION
3627 KILAUEA AVENUE, ROOM 101
HONOLULU, HAWAII 96816

April 1, 2015

REQUEST FOR PROPOSALS

Family Support Services
RFP No. HTH 460-15-03

The Department of Health (“DOH”), Child and Adolescent Mental Health Division (“CAMHD”), is requesting proposals from qualified Applicants to provide Family Support Services (“FSS”) to caregivers for youth experiencing serious emotional or behavioral challenges. The PROVIDER shall develop a strong network of mutual support among the parents of youth experiencing mental health challenges. These FSS include extensive outreach to support and assist families statewide in accessing appropriate mental health care and building collaborative relationships with Mental Health Professionals (“MHP”). The initial contract term shall be from August 1, 2015 through July 31, 2016, and renewable for up to six (6) years. A single contract shall be awarded under this Request For Proposals (“RFP”).

Parent Support Services (“PSS”) (See Attachment “A”) is an important component of providing FSS. PSS have been shown to improve outcomes for youth and families in mental health systems of care. As a result, PSS have been made Medicaid reimbursable in many states, including the State of Hawaii (“State”). Developing the capacity to provide PSS according to MedQUEST regulations, to document services sufficiently and to follow procedural guidelines around important issues such as confidentiality and risk management shall be an expectation of the PROVIDER funded through this initiative. As part of this proposal, family-run organizations may want to partner with a service-providing agency that can help them develop these capacities.

Proposals shall be mailed, postmarked by the United States Postal Service (“USPS”) on or before May 15, 2015, and received no later than ten (10) days from the submittal deadline. Hand delivered proposals shall be received no later than 3:30 p.m., Hawaii Standard Time (“HST”), on May 15, 2015, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.

The CAMHD will conduct an orientation session on April 10, 2015 from 1:00 p.m. to 2:30 p.m. HST, at Room 418, the Diamond Head Health Center, 3627 Kilauea Avenue, Honolulu, Hawaii. All prospective Applicants are encouraged to attend the orientation.

The deadline for submission of proposals is May 15, 2015, and the deadline for submitting written questions is 3:30 p.m., HST, on April 21, 2015. All written questions will receive a written response from the State on or about April 28, 2015.

Inquiries regarding this RFP should be directed to the RFP contact person, Steven Osa, at Diamond Head Health Center, 3627 Kilauea Avenue, Room 101, Honolulu, Hawaii 96816, telephone: (808) 733-8386, fax: (808) 733-8375, e-mail: steven.osa@doh.hawaii.gov.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 1 Original Proposal and 5 Copies with 1 CD copy

ALL MAIL-INS SHALL BE POSTMARKED BY USPS NO LATER THAN *May 15, 2015* and received by the State purchasing agency no later than 10 days from the submittal deadline.

All Mail-ins

*Contracts Management
CAMHD
Room 101
3627 Kilauea Avenue
Honolulu, HI 96816*

DOH RFP COORDINATOR

*Steven Osa
Telephone 808.733.8386
Fax 808.733.8375
e-Mail steven.osa@doh.hawaii.gov*

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **3:30 P.M., HST, May 15, 2015**. Deliveries by private mail services such as FEDEX shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 3:30 p.m., *May 15, 2015*.

Drop-off Sites

*Contracts Management
Child and Adolescent Mental Health Division (CAMHD)
Diamond Head Health Center
Room 101
3627 Kilauea Avenue
Honolulu, HI 96816*

1.8 Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 1.6. Written questions should be received by the date and time specified in Section 1.1 Procurement Timetable. The State purchasing agency will respond to written questions by way of an addendum to the RFP.

Deadline for submission of written questions:

Date: April 21, 2015 **Time:** 5:00pm HST

State agency responses to Applicant written questions will be provided by:

Date: April 28, 2015

2.4 Scope of Work

Subsection (B)(7)(a) Fiscal Billing page 2-21 last paragraph is revised to read as follows:

“All PROVIDER reporting data must be submitted in the manner and format specified by the CAMHD.”