

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum 1

September 2, 2015

To

Request for Proposals

**RFP No. HTH 420-3-16
Crisis Services on the island of Kauai**

**Proposal Deadline
September 30, 2015**

September 2, 2015

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Crisis Services on the island of Kauai
RFP No. HTH 420-3-16**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-3-16, Crisis Services on the island of Kauai for the purposes of:

- Responding to questions that arose at the orientation meeting of August 25, 2015 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 **Wednesday, September 30, 2015, 2:00 p.m., H.S.T.**
- 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

RFP No. HTH 420-3-16, Crisis Services on the island of Kauai is amended as follows:

	<i>Page</i>	
Section 1, Administrative Overview		
1.1 Procurement Timetable	1-1	The Procurement Timetable is revised to read as follows: “Proposal submittal deadline 09/30/15 Discussions with applicant after proposal submittal deadline (optional) TBD Final revised proposals (optional) TBD Proposal evaluation period 10/01/15 - 10/15/15 Provider selection 10/16/15 Notice of statement of findings & decision 10/16/15 Contract start date 12/01/15”

Section 2, Service Specifications

2.5 Compensation and Method of Payment, C. Method of Compensation and payment.	2-32	Subparagraph C.1. on page 2-32 is revised to read as follows: “C.1. CMO, CSM, and CPSS services:
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Providers shall be compensated in accordance with the Rates described above, upon monthly submission of claims identifying the service performed for DIVISION consumers.

A monthly base rate may be considered for CMO and CSM services. However, this will require the submission of detailed documentation for a three year period, including actual revenues and actual expenses for services provided. For personnel costs, the name, salary, position title, full-time equivalency (FTE), FTE charged to the specific crisis service, and associated fringe benefits costs. For subcontracts and other expenses, an itemized listing for all charges are required if the charge is to be considered in the base rate.”

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 420-3-16,
Crisis Services on the island of Kauai**

1. Question:

Will the Division consider a base rate to sustain Kauai crisis services?

Answer:

A monthly base rate may be considered for CMO and CSM services after contract award. However, this will require providers to submit detailed documentation for a three year period, including actual revenues and actual expenses for services provided.

2. Question:

Are the Employee and Consumer Handbooks excluded from the total pages of the proposal Application? Section 3 states "... audit report, financial audit, or compiled financial statements." but no mention of handbooks.

Answer:

Please refer to the last bullet on page 3-1. Employee handbooks/manuals are excluded from the page limits for supporting documentation. Consumer handbooks are included in the limits for application or supporting documentation.

3. Question:

How many budgets should be submitted?

Answer:

Please refer to page 2-36, Compensation and Method of Payment.
Two budgets should be submitted. The CMO, CSM, and CPSS are on a fixed unit of service rate. The applicant is requested to furnish a reasonable estimate of the maximum number of service units it can provide for which there is sufficient operating capacity. The second budget should address the Crisis Respite service and shall be on a cost reimbursement pricing structure. This pricing structure is for budgeted agreed-upon costs that are actually incurred in delivering the services specified in the contract, up to the stated maximum obligation.

If the provider is requesting monthly base rates, a separate budget by service will be required.