

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum 1

September 3, 2015

To

Request for Proposals

**RFP No. HTH 420-4-16
Bilingual Support Services
on the island of Oahu**

**Proposal Deadline
September 21, 2015**

September 3, 2015

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Bilingual Support Services on the island of Oahu
RFP No. HTH 420-4-16**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-4-16, Bilingual Support services on the island of Oahu for the purposes of:

- Responding to questions that arose at the orientation meeting of August 28, 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
- 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 420-4-16, Bilingual Support Services on the island of Oahu is amended as follows:

Page

Section 1, Administrative Overview

No Changes

Section 2, Service Specifications

No Changes

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 420-4-16,
Bilingual Support Services on the island of Oahu**

1. **Question:**
On page 2-2; Description of the target population to be served. Should the description also cite “non-English speaking consumers”?

Answer:
No, the service is open to all consumers and their supports, who meet DIVISION eligibility criteria.

2. **Question:**
Will OCCC consumers be able to access this service?

Answer:
We’re assuming that “OCCC” is referring to the Oahu Community Correctional Center. No, the OCCC will not be able to access this service. The OCCC falls under the Department of Public Safety, who is responsible for its bilingual support services.

3. **Question:**
In Section 5 - Attachment J, Bilingual Assistant. Should the minimum requirements listed be cited as “OR” instead of “AND?” It would be difficult to find someone who meets all the minimum requirements.

Answer:
No, the minimum requirements listed is for an “AND”. This minimum requirement has not changed for over six (6) years now and is currently included in the current contract for bilingual support services. If the Provider cannot find a Bilingual Assistant, they can utilize the services of a Mental Health Worker.

4. **Question:**
In Section 5, Attachment K - Mental Health Professional. Please clarify if in the second paragraph which lists the Definition/Role and Activities that Mental Health Professional should be replaced with Bilingual Assistant.

Answer:
No. The QMHP and MHP are standardized position descriptions that are followed by different AMHD services. The Bilingual Assistant position refers to and is only utilized by bilingual support services.

5. **Question:**
It appears the requirements for the Bilingual Assistant in Attachment J is more than the requirements on page 2-19 B.1.f. What is the frequency of supervision? In Attachment J it cites a minimum of one (1) hour for each eighty (80) hours of work. On page 2-19, supervision hours are based on less than five years or more than five years of experience.

Answer:
The supervision requirements cited on page 2-19, B.1.f. refers to bilingual support staff and not necessarily the Bilingual Assistant. The Bilingual Assistant’s frequency of supervision is listed in Attachment J. If there are conflicting requirements, the more restrictive requirement will need to be followed.

6. **Question:**
How should an applicant submit the “unbound” proposal application copy?

Answer:
The “unbound” copy of the proposal application may be submitted in a binder.