

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



Addendum 2

April 23, 2007

To: All Prospective Applicants

Request for Proposals

HTH 460-07-01

Behavioral Health Services for Children, Youth and Families

March 30, 2007

April 23, 2007

ADDENDUM NO. 2

To: All Prospective Applicants

REQUEST FOR PROPOSALS
Behavioral Health Services for Children, Youth and Families
HTH 460-07-01

The Department of Health, Child and Adolescent Mental Health Division is issuing this addendum to RFP No. HTH 460-07-01, Behavioral Health Services for Children, Youth and Families, for the purposes of:

- Responding to questions that arose at the orientation meeting of April 9, 2007 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 May 14, 2007
- 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.

If you have any questions, contact:

Ms. Nona Meyers, Contract Specialist
(808) 733-8386
4627 Kilauea Avenue, Room 101
Honolulu, Hawaii 96816

Responses to Question Raised by Applicants
For HTH 460-07-01
Behavioral Health Services for Children, Youth and Children

1. Question: CBR III is requesting 4 beds but notes that the daily census is 7. Does that mean there will be a waiting list allowed?

Response: Waitlists, while not desirable, were always acceptable when we occasionally hit unforeseen peaks. In this addendum the RFP has been amended to four (4) female beds and four (4) male beds in separate living units.

2. Question: It is noted that there must be an assurance of at least 2 crisis beds at all times; if the agency is already serving 2 youth in crisis, is there an expectation that 2 more beds will be available?"

Response: If two (2) crisis beds are being utilized, there is not an expectation that the Contractor make two (2) additional crisis beds available. However, the RFP does state that the Contractor should be responsive to the needs of the population and allocate shelter and respite beds accordingly.

3. Question: Does the 35 page limit for the entire proposal application remain the cap even if an agency is applying for more than one service?

Question: Due to our highly detailed and complex program specifics, we feel that we are unable to fully explain these components within the parameters of a 35 page double spaced limit. Therefore we are requesting that we be allowed to submit a 50 page single spaced, or 100 page double spaced proposal (not including appendixes).

Response: Section 3, Proposal Application, will be amended to allow for a maximum of 35 pages, single spaced, for each proposed service.

4. Question: For therapeutic group home services for GLBTQI: Is a group home located Oahu acceptable for a statewide contract? How does the department expect the provider to handle the room situations for this population? Would clients need to have their own individual rooms or is it acceptable for clients to share rooms? And will the group home be co-ed facility?

Response: Yes it is acceptable for the home to be on Oahu. The CAMHD expects all clients to be safe, well supervised and free from intimidation. The applicant should describe how they will meet the CAMHD expectations and create a safe environment and how this group home will be supervised. This implies that youth will have their own rooms unless the applicant can clearly describe how they will manage and supervise this population in this co-ed facility.

5. Question: On page 3-2, 6th bullet, it says that "tabbing of sections" is required. Just to be clear, are you talking about the actual paper sheets with the plastic tab that identifies the section, or are you talking about tabs in the sense of indenting each paragraph with a "tab"?

Response: "Tabbing of sections" refers to actual inserts between sections that facilitate the identification of sections and attachments. There are different "products" available – we strongly suggest that applicants consider using the type of tabs that can be labeled and will remain securely in the proposal. When considering the type of tabbing product you will utilize, keep in mind the proposal reviewers/evaluators.

6. Question: For Crisis Mobile Outreach for Maui County, is a provider to submit one proposal for the entire county or does the provider need to submit one proposal for each geographic location?

Response: One proposal for the County of Maui identifying the geographic locations that will be served under the proposal.

HTH 460-07-01: Behavioral Health Services for Children, Youth and Families is amended as follows:

<i>Subsection</i>		<i>Page</i>	
Section 1, Administrative Overview			
I	1-2		The proposal submittal deadline is amended to May 14, 2007.
			The proposal evaluation period is amended to May 16 through June 6, 2007.
XIX	1-10		The procurement officer is changed to: Mary Brogan, Acting Chief
Section 2, Service Specifications			
I (A)	2-9		Under Public Mental Health Services, all references to mental health assessment services are hereby deleted from this RFP.
			Based on the questions raised at the RFP Orientation Session, the purchasing agency is providing notice to all prospective applicants that mental health assessment services is deleted from this RFP. It is the intention of the CAMHD to issue a separate RFP for comprehensive mental health assessment services that will significantly reduce the management requirements.
I (A)	2-10		Delete any and all reference to
	2-11		Comprehensive Mental Health Assessments and Summary Annual Assessments.
I (B)	2-14		Under Public Mental Health Services, the following is deleted from this RFP: Mental health assessment services are available to youth in Hawaii, experiencing challenges in two of the following three (3) areas: 1) in the school; 2) in their home; and/or 3) in their living environment or the community; and are involved with child

- welfare, family court, or juvenile justice.
- I (C) 2-17 All reference to mental health assessments is deleted.
- I (C) 2-18 The number of beds for Community-Based Residential Program – Level III, Latency Age (under 13 years old) is amended to four (4) female beds and four (4) male beds in separate living units.
- The number of beds for Community-Based Residential Program – Level II is amended from four (4) beds to five (5) beds.
- I (D) 2-19 Paragraph 1, line 2, is amended to read as follows: “The legislative appropriated funds for fiscal year 2008 is expected to be approximately 39.3 million and the federal funding is expected to be 12.5 million for **all** CAMHD services.”
- III (B. 7. d) 2-38 Fiscal Data is amended to add the following:
Contractors of services based on the cost reimbursement method of pricing must submit to the CAMHD Fiscal Section monthly expenditure reports and encounter data (electronic) in the format specified by the CAMHD.
- III (B.8) 2-39 Pricing Methodology: Unit Cost is deleted including all reference to pricing of Comprehensive Mental Health Assessment and Summary Annual Assessment.
- IV 2-41 Facilities - paragraphs 2 and 4 are amended to read as follows:
“Applicants submitting proposals for community-based residential services and therapeutic group home services must be able to meet the current applicable facility licensing/certification requirements, under Title 11, Chapter 98, Hawaii Administrative Rules, or upon promulgation and approval Title 11, Chapter 98.1, or Chapter 92, Hawaii Administrative Rules. The applicant with the combined experience and evidence

of appropriate facility licensure will be given preference for award and contracting to ensure services will be available to children and youth on August 1, 2007.”

Section 3, Proposal Application Instructions

- | | | |
|---------|------|--|
| II (E) | 3-6 | Facilities – paragraph 2 is amended to read as follows:
“Specific to therapeutic group homes and community-based residential programs, there must be submission of applicable facility license as described in Section 2, IV; and Section 5, Attachment C. If the facility is not presently available or licensed, the applicant shall describe plans (including a detailed timeline) to secure and license the facility by August 1, 2007. The applicant with the combined experience and evidence of appropriate facility licensure will be given preference for award and contracting to ensure services are available to children and youth on August 1, 2007.” |
| V (A.1) | 3-11 | All reference to unit of service and unit rate cost is deleted. |

Section 4, Proposal Evaluation

- | | | |
|---------|-----|--|
| III (C) | 4-7 | Phase 3 – Recommendation for Award is amended by revising paragraph 3 to read as follows:

“The total final score for each proposal will then be ranked across applicants in order of responsiveness to the RFP from the most advantageous to the least advantageous. For applicants proposing to provide therapeutic group home services and community-based residential services, the applicant’s readiness to commence services, as evidenced by appropriate facility licensure, will be considered in the ranking proposals from the most advantageous to the least advantageous.” |
|---------|-----|--|

Section 5, Attachments

- | | |
|-------------|--------------------------|
| Attachments | Attachment O is deleted. |
|-------------|--------------------------|

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

NUMBER OF COPIES TO BE SUBMITTED: 1 Original Proposal and 6 Copies by Geographic Coverage of Services

ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN **May 14, 2007** and received by the state purchasing agency no later than (ten) 10 days from the submittal deadline.

All Mail-ins

Department of Health
Child & Adolescent Mental Health
Division
3627 Kilauea Avenue, Room 101
Honolulu, Hawaii 96816

DOH RFP COORDINATOR

Nona Myers
Child & Adolescent Mental Health
Division
3627 Kilauea Avenue, Room 101
Honolulu, Hawaii 96816
Telephone: (808) 733-8386

ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL **3:30 P.M., Hawaii Standard Time (HST), May 14, 2007**. 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 14, 2007.

Drop-off Sites

Department of Health
Child and Adolescent Mental Health Division
3627 Kilauea Avenue, Room 101
Honolulu, Hawaii 96816

BE ADVISED: Hand deliveries will not be accepted after 3:30 p.m., H.S.T., on May 14, 2007

Deliveries by private mail services such as FEDEX or UPS shall be considered hand deliveries and will not be accepted if received after 3:30 p.m., H.S.T., May 14, 2007