

**STATE OF HAWAII
Department of Health
Alcohol and Drug Abuse Division**

**HTH 440-1-16
Community-Based Adolescent Outpatient Substance Abuse Treatment
Services**

**RFP QUESTION AND ANSWERS
July 13, 2007**

The following is the response to the written questions that were submitted prior to the midnight deadline of June 29, 2007, and after the Orientation session for RFP HTH 440-1-16, Community-Based Adolescent Outpatient Substance Abuse Treatment Services.

Q. 1. How does a provider show a budget with a combination of performance-based and actual expenditures in the proposal?

A. If a provider plans to do a combination of performance based and actual expenditures the provider must submit budget form (SPO-H-205) with 3 columns (one for the performance budget, one for the special project or expenditure, and one for the total combining the two) as well as the supporting documents listed in section 3, IV, A. Pricing Structure. A narrative description should also describe the clinical justification for the special project.

Q. 2. Need to clarify how special projects will be accounted for on Attachment C-3.

A. Attachment C-3 is a Performance Based Budget sheet. If the applicant plans to do a special project requiring an expenditure cost, then the applicant will enter the anticipated cost amount for each modality of service as well as the cost for special projects. "Special Project" will be entered in the modality column and the expected amounts in the SFY columns. Special projects shall be listed individually. The total budget should equal the amount specified on SPO-H-205, column 2.

Q. 3. When combining activity therapy with substance abuse treatment, can you bill for a group by using the unit rate and the expense for the therapist using actual expenditure?

A. No, both the activity therapist and the substance abuse counselor's time should be billed by actual expenditure. There will be no "double billing" allowed.

Q. 4. If an agency submits a proposal that is performance-based but experiences difficulty, can the contract be changed to an expenditure-based or combination type of contract?

A. Yes, it is possible provided the applicant is able to prove that they are experiencing difficulty, and receives ADAD approval. The current language states that ADAD may change all or part of the pricing structure from a fixed unit rate to cost reimbursement or from cost reimbursement to a fixed unit rate.

Q. 5. What is the projected date of inception of the Web-based Infrastructure for Treatment Services (WITS)?

A. The WITS system is currently in development and is in the testing stage with pilot providers. Full implementation of the WITS system is anticipated to take place by July 1, 2009.