

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum Number 3

October 16, 2007

To

Request for Proposals

**RFP No. HTH 420-3-08
Consumer Resource Fund (CRF) Statewide**

**Proposal Deadline
October 30, 2007**

October 16, 2007

ADDENDUM NO. 3

To

REQUEST FOR PROPOSALS

RFP No. HTH 420-3-08

The Department of Health, Adult Mental Health Division, is issuing this addendum to RFP Number HTH 420-3-08, Consumer Resource Fund (CRF) Statewide for the purpose of:

- Responding to questions that arose at the orientation meeting of September 18, 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
- 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:

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**Responses to Questions Raised by Applicants
for RFP No. HTH 420-3-08, Consumer Resource Fund (CRF) Statewide**

1) Question:

We have a CPA on retainer who says we should apply and he will supervise us. We have two bookkeepers, both with 20 years experience and one who works part time. What we want to know is if we can handle the load?

Answer:

The goal of CRF program described in this RFP include, but are not limited to, the administration and disbursement of funds for the purchase of goods to assist with the consumer's self-care capability and support of the consumer's progression through the recovery process. Under the current CRF program, approximately 2 to 3 checks are written each day. The CRF provider will need to determine their staffing needs based on the service demands, skills and qualifications of their staff.

2) Question:

I understand that the turn around time for sending checks is one business day. How many checks or request come in every month or every day? How much work will this take? I assume we need a CPA overview. Is there a way to estimate the number of hours he must spend?

Answer:

Currently, AMHD receives approximately 20 requests each week; approving up to 12 each week. This averages to about 2 to 3 checks per day.

3) Question:

Since we handle names, do we have to be HIPAA qualified now? If we are not, can you tell us what we need to do?

Answer:

As required by State and Federal Law, all HIPAA rules and regulations must be complied with at all times when providing services to consumers.

4) Question:

What would you like us to charge? What do you think this is worth? (Bet you can't tell me that)

Answer:

Currently, AMHD is allowing cost reimbursement as a method of payment. Please refer to the RFP, Section 2, page 2-22, Item 9.

5) Question:

We will get a lump sum in advance, and there is no money to advance, is that correct?

Answer:

Currently, AMHD is allowing cost reimbursement as a method of payment. Please refer to the RFP, Section 2, page 2-22, Item 9. Generally, an allotted amount will be advanced to the provider to start with, after which the provider would bill AMHD for the amount of checks written to reimburse the fund. The start up amount has not been determined.

6) Question:

I'm not used to doing bids like this. Usually you give us your price limit and we tell you what we can do for it, how do you suggest we go about bidding on this?

Answer:

Please refer to the RFP, Section 3, Proposal Application Instructions to successfully complete the application. Interested applicants will need to establish their operating costs as part of their proposal.

7) Question:

We have consumers in accounting with much experience, is that OK?

Answer:

Any staff member providing CRF services are required to meet the minimum education and experience requirements as listed on page 2-14 of the RFP.

8) Question:

Can we turn in questions later after we read the RFP better? We were just given the idea that we could qualify for this and don't quite have the time to carefully read it. Can we send in questions later? Can we email them? I will be at a mental health conference.

Answer:

The closing date for submission of written questions for written responses was 10/5/07. We will make every effort to answer any additional questions that are received, but can not guarantee that they will be answered.

9) Question:

If there were a concern that you would have about us getting the RFP, what would it be?

Answer:

A concern of AMHD would be that the applicant does not meet the minimum qualifications for this service or would be unable to provide the service as detailed in the RFP.

10) Question:

What is the most difficult part of executing the RFP, other than the one day turn around time?

Answer:

The time allowed to submit an application in response to an RFP is generally 30 days from the date it was posted as a public notice announcing this RFP. The public notice date was 9/11/07, and the deadline to submit this application was 10/17/07. However an addendum was issued on 10/3/07, allowing a new deadline of 10/30/07.

11) Question:

Is there an advantage to being a consumer organization doing this? I can see how we can employ many consumers with accounting experience. Would you be nervous about that?

Answer:

This RFP provides an equal opportunity for all interested agencies to apply. AMHD welcomes applications from any organization that is interested, including a consumer-run organization.

12) Question:

If you "quality manual" is not up to par with you, can you help us with updating it?

Answer:

We are unable to answer this question as it is unclear what “quality manual” is in being referenced. If an applicant is awarded a contract with AMHD, additional technical support and consultation may be available for program development at that time.

13) Question:

Under the freedom of information act, are we allowed to see last time’s winning bid for the CRF and CBI wrap?

Answer:

Yes, according to state procurement rules, all contract awards are open to the public. Any written requests for copies of previously submitted RFPs are to be submitted to AMHD – Contracts Section.

14) Question:

Are current financial providers allowed to bid on the CRF now?

Answer:

Yes, the procurement process is open to all applicants interested in submitting a proposal for this current CRF RFP.

15) Question:

What do you think are the attributes we have to possess to do a good job?

Answer:

The goal of CRF program described in this RFP include, but are not limited to, the administration and disbursement of funds for the purchase of goods to assist with the consumer’s self-care capability and support of the consumer’s progression through the recovery process. Organizations that possess attributes to carry out this goal, would be desired.

16) Question:

What is the capacity (number of consumers) who currently access CRF funds?

Answer:

All AMHD consumers are currently eligible to request CRF funds, which is approximately 12,500 consumers. Currently, AMHD receives about 20 requests each week, but approves approximately up to 12 requests each week.

17) Questions:

Is an advancement of start up funds allowable to cover initial payment?

Answer:

The payment of an advance will be possible.

18) Questions:

What sort of staffing structure would address personnel demands? Would a centralized Oahu location be allowable to disperse money to neighbor island consumers?

Answer:

As we are requiring this service to be Statewide as stated in the RFP on page 2-3, a centralized Oahu location could be allowed as long as the disbursement of funds to consumers are met, which is one business day.

RFP No. HTH 420-3-08 Consumer Resource Fund (CRF) Statewide is amended as follows:

Subsection 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