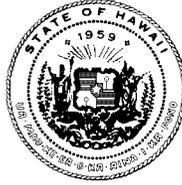


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DEPARTMENT OF HUMAN SERVICES
810 Richards Street, Suite 400
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March 29, 2010

MEMORANDUM

TO: Purchase of Services Applicants

FROM: Amy Tsark, Acting Administrator
Social Services Division

SUBJECT: Addendum For Requests For Proposals (RFP) HMS 301-42 Substance Abuse
Assessment and Monitoring System Issued March 8, 2010

Attached for your information is the addendum for the above referenced RFP issued by the Social Services Division of the Department of Human Services (DHS). The addendum is being issued to revise the RFP and provide clarification.

The addendum includes revisions to the RFP as well as questions we have received from applicants and the Department's responses in accordance with Section 1, item VII, of the RFP pertaining to the submission of questions.

If you have further questions about the RFP, please contact the person designated in part II.F of Section 2 of the RFP. Thank you for your interest in this procurement.

Attachments

**DEPARTMENT OF HUMAN SERVICES
SOCIAL SERVICES DIVISION**

**Addendum For RFP No. HMS 301-42
Substance Abuse Assessment and Monitoring System
Issued March 8, 2010**

REVISIONS

Section 2 Service Specifications:

1. The work plan format included with the RFP issued March 8, 2010 is in error and should not be used. Please use the revised work plan attached below (after the Questions And Answers) with your proposal. There are a total of 4 service activities in the work plan. The work plan instructions have not changed but are included below for clarity.

Section 5 Attachments:

2. Attachment A (Proposal Application Checklist) has been revised as follows:

The item entitled "Lobbying" listed in the first column on the left near the bottom of the Checklist under "Federal Certifications" **is required.** Please submit this completed form with your proposal.

3. Attachment G (Special Conditions) page 4, item #9 entitled "Federal Audit Requirement" has been revised as follows:

Remove the first sentence that reads: *The PROVIDER spending Three Hundred Thousand (\$300,000) or more per year in federal financial assistance shall be subject to federal audit requirements under Office of Management and Budget (OMB) Circular A-133, "Audits of State, Local Governments, and Nonprofit Organizations."* and replace with the following sentence: *The PROVIDER spending Five Hundred Thousand (\$500,000) or more per year in federal financial assistance shall be subject to federal audit requirements under Office of Management and Budget (OMB) Circular A-133, "Audits of State, Local Governments, and Nonprofit Organizations."*

QUESTIONS AND ANSWERS

1. **Will the Department's contract payments be made as quarterly advances?**

The Department has not made a definitive decision concerning how fiscal year 2011 payments to the contracted providers will be made. The Department is reviewing all viable options including making quarterly advance payments to the contracted providers and/or making payments in arrears after service is rendered. Tentatively, the Department plans to pay using a combination of both methods. The Department reserves the right to modify the payment structure and method as needed throughout the term of the contract period.

2. **Could we have a unirate flexible based on lower or higher utilization?**

No, not at this time since it is not feasible for DHS. Proposals should be submitted in accordance with the RFP requirements and the Department shall evaluate all submitted

proposals also in accordance with the RFP. Applicants may also decide to suggest alternate rates other than those rates specified in the RFP, in addition to following the proposal requirements. The Department will review and consider all suggestions. Increases to contract funds and rates are subject to the availability of funds, acceptable program utilization, satisfactory performance and other relevant factors. It is always helpful to the Department if suggestions are accompanied by clear, logical, and sensible justifications.

3. Can we have a rate per average of different volumes?

See the Department's response to item #1.

4. Will we have the opportunity to propose different rates as listed in the RFP?

See the Department's response to item #1.

5. Will there be a rate for laboratory confirmations? (per lab result, incl. court and non-court supervised client, positive and negative samples if suspected adulterated.)

In error, the Department neglected to include a rate in the RFP for these laboratory confirmations. Confirmations will be paid at a rate of \$7.50 per confirmation.

6. Will alcohol testing be reimbursed since it is a separate process from drug testing requiring different tools?

The Department designed the rate to also include the alcohol testing. Proposals should be submitted in accordance with the RFP requirements and the Department shall evaluate all submitted proposals also in accordance with the RFP. However, the applicant may propose an increase to the rate specified in the RFP provided that an adequate justification is submitted which effectively demonstrates that an increase or additional charge is warranted. The proposed increase should be cost effective and should reflect a cost comparable to what can be found in the community. The applicant should present a list of the references consulted and the other criteria used in arriving at a proposed cost effective rate.

7. Please explain "adulteration testing prior to sample splitting" as mentioned on page 2-9 under c.

This means that the provider should perform the necessary safeguards to check for any adulteration/contamination of the test sample.

8. What medical plans cover ongoing drug monitoring as suggested in the RFP (page 2-8)?

Currently the Department is unaware of such medical plans. It is the provider's role and responsibility to keep informed of our clients' applicable coverage.

9. Is it possible to simplify the quarterly report requirements?

Proposals should be submitted in accordance with the RFP requirements and the Department shall evaluate all submitted proposals also in accordance with the RFP. Applicants may also decide to suggest an alternate quarterly report format other than what is specified in the RFP, in addition to following the proposal requirements. The Department will review and

consider all suggestions. It is always helpful to the Department if suggestions are accompanied by clear, logical, and sensible justifications.

10. What is the mechanism that allows the total funding to be increased by as much as 300% as stated in the bid?

Increases to contract funds and rates are subject to the availability of funds, acceptable program utilization, satisfactory performance and other relevant factors. Generally, the expectation is that the service provider keep the Department up to date concerning the contract expenditures by completing the quarterly reports in a timely and accurate manner and by other means as determined by the Department.

11. In reference to RFP Section 2, page 2-9, items f, g - Are these items mandatory?

Yes, the contracted provider shall have reasonable procedures in place to address these items.

WORK PLAN FORMAT

INSTRUCTIONS

The Work Plan format is a comprehensive guide to services provided in this program. It should describe not only what services will be offered but how those services will be provided.

In the following table complete columns B, C, and D where blank. Column B should detail how the requirements in column A will be met. If specific tasks have already been indicated in column B, provide additional information to fully describe how these tasks will be accomplished. The title or position of responsible staff in column C must be consistent with the position titles used elsewhere in the proposal such as in the program organizational chart and the section on staff qualifications. **For direct services staff specified in column C, indicate backup staff to cover for the primary staff person responsible.** Column D pertains to the time line or schedule for completing specific service activities or tasks. It does not pertain to when policies and procedures will be developed or implemented.

As applicable, service activities must be provided in a manner that is consistent with the following principles of family-centered practice:

- Service activities must be comprehensive, coordinated, and collaborative and provided in all designated geographic areas under the contract.
- Service activities must be culturally competent and appropriate and responsive to the strengths, needs, values and preferences of the child and family. They must be delivered in a manner that is respectful of and builds on the strengths of the family, the community, and cultural ties.
- Service activities must address the physical, social, emotional, and educational needs of the child and the family's ability to protect the child.
- Service activities must provide clear and attainable goals and objectives for each participant.
- Service activities must be individualized, addressing the unique capacities and needs of each child and family.
- Service activities must empower families to help themselves and to gain and maintain mastery and control over their ability to protect their children.

Refer to parts II and III of Section 2, Service Specifications, of the RFP for further information and guidance on specific service activities and tasks.

NOTE: A narrative format may be used instead of the table format below as long as specific tasks, responsible staff, and time line or schedule are addressed for each service activity and program requirement in column A.

Upon request, the table format below will be e-mailed to applicants. Contact the RFP contact person specified in Section 2, part II.F of the RFP.

WORK PLAN FORMAT

Service: Substance Abuse Assessment and Monitoring System

RFP #: HMS 301-42

Agency: _____

A	B	C	D
SERVICE ACTIVITIES & PROGRAM REQUIREMENTS	SPECIFIC TASKS	TITLE OF RESPONSIBLE STAFF (& BACKUP)	TIME LINE/ SCHEDULE
<p>1. Contract specific policies and procedures for <u>admission</u> and <u>discharge</u> including:</p> <ul style="list-style-type: none"> • Referral; • Intake, & service initiation • Waiting lists or turn-away policies; • Discharge criteria & process. 			

A SERVICE ACTIVITIES & PROGRAM REQUIREMENTS	B SPECIFIC TASKS	C TITLE OF RESPONSIBLE STAFF (& BACKUP)	D TIME LINE/ SCHEDULE
<p>2. <u>Grievance</u> procedures & <u>dispute resolution</u> for both clients & DHS staff when disagreements arise about actions or decisions of the provider.</p>			

A SERVICE ACTIVITIES & PROGRAM REQUIREMENTS	B SPECIFIC TASKS	C TITLE OF RESPONSIBLE STAFF (& BACKUP)	D TIME LINE/ SCHEDULE
3. <u>Assessment.</u>			

A SERVICE ACTIVITIES & PROGRAM REQUIREMENTS	B SPECIFIC TASKS	C TITLE OF RESPONSIBLE STAFF (& BACKUP)	D TIME LINE/ SCHEDULE
4. <u>Monitoring/Testing</u>			

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