

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum 2

August 30, 2011

To

Request for Proposals

**RFP No. HTH 420-1-12
Community-Based Case Management –
Recovery Services
Statewide**

**Proposal Deadline
September 30, 2011**

August 30, 2011

ADDENDUM NO. 2

To

REQUEST FOR PROPOSALS
Community-Based Case Management – Recovery Services - Statewide
RFP No. HTH 420-1-12

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-1-12, Community-Based Case Management – Recovery Services, Statewide for the purposes of:

- Responding to questions that arose at the orientation meeting held on August 25, 2011 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 <new date>.
- 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

Reminder:

Impromptu questions addressed at the Community-Based Case Management – Recovery Services (CBCM-RS) RFP Orientation, held on Thursday, August 25, 2011, from 9:00 a.m. through 11:00 a.m. HST, were informal and may not represent the Department of Health, Adult Mental Health Division’s (DIVISION) official position. The DIVISION’s formal response to written questions, to be included with the RFP procurement for CBCM-RS, shall be released in writing as an Addendum by Friday, September 16, 2011, and shall be posted on the State Procurement Office’s procurement and RFP websites. Applicants are encouraged to submit written questions on the technical service aspects of the RFP by Tuesday, August 30, 2011, 2:00 p.m., HST.

RFP No. HTH 420-1-12, Community-Based Case Management – Recovery Services, Statewide is amended as follows:

	<i>Subsection</i>	<i>Page</i>	
Section 1, Administrative Overview			
	No Changes		
Section 2, Service Specifications			
	III. Scope of Work, B. Management Requirements, 7. Contract Compliance	2-36	The last sentence from subparagraph 7.b. “Accuracy and Completeness” is revised to read as follows: “7.b. If at the end of the thirty (30) calendar days the new submission continues to be inaccurate or incomplete, new referrals may be suspended.”
Section 3, Proposal Application Instructions			
	Proposal Application Instructions	3-1	Under general instructions for completing applications, the 11 th bullet is revised to read as follows: “The Proposal Application shall not exceed 75 pages of main text, not including appendices, attachments, identification form (and/or title page), required forms, and table of contents. Appendices, attachments, identification form (and/or title page), required forms, and table of contents shall not exceed 175 pages. Document pages in excess of the stated page limitation shall not be considered (i.e., page 76, 77, ... and/or page 176, 177, ...).”
Section 4, Proposal Evaluation			
	No Changes		
Section 5, Attachments			
	Cover, Attachments Section		Section 5 Attachments Cover page was revised. Please refer to Attachment 1.
	Attachment A		Attachment A, Proposal Application Checklist, has been replaced by Attachment A, Revised Proposal Application Checklist. Please refer to Attachment 2

Revised Section 5 Attachments

- A. Revised Proposal Application Checklist
- B. Sample Table of Contents for the POS Proposal Application
- C. Draft of Special Conditions
- D. Denver Acuity Scale
- E. Comprehensive Continuous, Integrated System of Care Model by Kenneth Minkoff, M.D.
- F. Psychopharmacology Practice Guidelines
- G. QMHP and Supervision
- H. Mental Health Professional
- I. Mental Health Worker
- J. Mental Health Assistant
- K. Certifications
- L. Form SPO-H-205A Instructions

Attachment A

Revised

Proposal Application

Checklist

Revised Proposal Application Checklist

Applicant: _____ RFP No.: HTH 420-1-12

The applicant's proposal must contain the following components, not necessarily in this order. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website References.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, RFP	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*		
Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*		
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
Federal Certifications		Section 5, Attachment K		
Debarment & Suspension		Section 5, Attachment K	X	
Drug Free Workplace		Section 5, Attachment K	X	
Lobbying		Section 5, Attachment K	X	
Program Fraud Civil Remedies Act		Section 5, Attachment K	X	
Environmental Tobacco Smoke		Section 5, Attachment K	X	
Program Specific Requirements:				
Evaluation and Acceptance of Provider Statements	Section 4, RFP	Section 4, RFP	X	

Authorized Signature

Date