

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

Addendum 3

October 11, 2011

To

Request for Proposals

**RFP HTH 460-12-01
Comprehensive Behavioral Health
Services for
Children, Youths, and Families**

September 1, 2011

October 11

ADDENDUM NO. 3

To

**REQUEST FOR PROPOSALS
RFP HTH 460-12-01**

The Department of Health, Child and Adolescent Mental Health Division, contract Management Section is issuing this addendum to RFP HTH 460-12-01, Comprehensive Behavioral Health Services for Children, Youths, and Families for the purposes of:

- Responding to questions that arose at the orientation meeting of September 16, 2011 and written questions subsequently submitted in accordance with Section 1-V, of the RFP.
- Amending the RFP.

The proposal submittal deadline:

- is not amended.

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:
John MacDonald
808 733-9338
john.macdonald@doh.hawaii.gov
3627 Kilauea Avenue, Room 101
Honolulu, Hawaii 96816

Responses to Question Raised by Applicants
For RFP HTH 460-12-01
Comprehensive Behavioral Health Services for Children, Youths, and Families

1. **On page 2-22 it says Transitional Family Home including Respite Home. Do they want two budgets, one for Transitional Family Homes and one for Respite Homes or should this be a combined budget?**

They are unit cost programs so there is no budget!

2. **On page 2-24 under National Accreditation, the applicant is asked to describe the type of accreditation, location and type of program or facility, and effective date(s) of accreditation.**

- a) **Does the effective date need to include a start date, or does “Current through Dec 31, 2013” suffice?**

The start and end date of your accreditation.

- b) **Do we need to list each individual service we received accreditation for, or just the services pertinent to the level of care we are applying for?**

Just list those pertinent to the level of Care.

3. **The outlines for Section 3 Proposal Application Instructions and Section 4 Proposal Evaluation do not match. What outline does CAMHD want us to follow in writing the proposal?**

The outline seemed to match during my review so not sure what part of the outline you are referring to but since Section 4 is what you will be measured by then make sure you address each point of Section 4 Phase 2 – Evaluation of Proposal Application.

4. **Intensive In-Home Therapy (“IIH”) and Intensive Independent Living Skills (“IILS”) show paraprofessional support as a level of care. Do you have to procure separately for the paraprofessional support or is it a part of the respective Intensive care levels and will be included as part of that level of care upon award of the contract.**

The paraprofessional support services are new lower levels of care available within IIH and IILS services and will be included as part of the contract when issued.

RFP HTH 460-12-01 Comprehensive Behavioral Health Services for Children, Youths, and Families is amended as follows:

Subsection Page

Section 1, Administrative Overview

No Change

Section 2, Service Specifications

I (E) 2-22

Transitional Family Homes including Respite Home is revised to increase Kauai County and Maui County from Single contracts to Single or Multiple contracts, as required.

Section 3, Proposal Application Instructions

No Change

Section 4, Proposal Evaluation

III (B.4.) 4-6

The Financial evaluation section of **Section 4 Proposal Evaluation** is revised to identify which questions will apply to only Cost reimbursement applications and which questions would apply to all pricing structures. The scoring will be adjusted to reflect a reduced total possible total score of ninety-one (91) points for Unit Cost and Cost Plus applications. The revised portion **4. Financial** is shown as follows:

“ The State will evaluate the applicant’s cost proposal(s) and description of the applicant’s overall fiscal operations that will include:

- Degree of competitiveness and reasonableness of unit cost(s) and cost proposal(s)/budget(s).
[3 points] Cost Reimbursement only
- Degree to which the cost

proposal(s)/budget(s) demonstrates support of the scope of services and RFP requirements.

[3 points] Cost Reimbursement only

• **Pricing structure based on cost reimbursement**

Justification that personnel costs are reasonable and comparable to positions in the community. Non-personnel costs are reasonable and adequately justified. The budget fully supports the scope of service and requirements of the Request for Proposal; ***Cost Reimbursement only***

Or

- Demonstration of the adequacy of accounting system and infrastructure to support electronic/manual billing requirements including a demonstration of the agency's ability to accurately track cost of related services by youth served. ***[3 points]***

All applicants

- Demonstration of the agency financial solvency with submission of current (within 12 months of application) financial audit and management letter. ***[3 points] All applicants***

Section 5, Attachments

No Change