

State of Hawaii  
Department of Health  
Adult Mental Health Division

## **Addendum 2**

**November 9, 2011**

**To**

**Request for Proposals**

**RFP No. HTH 420-2-12  
Representative Payee Services  
Island of Kauai**

**Proposal Deadline  
November 17, 2011**

November 9, 2011

**ADDENDUM NO. 2**

To

**REQUEST FOR PROPOSALS  
Representative Payee Services  
Island of Kauai  
RFP No. HTH 420-2-12**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-2-12, Representative Payee Services, Island of Kauai for the purposes of:

- Responding to questions that arose at the orientation meeting of October 26, 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

Responses to Question Raised by Applicants  
For RFP No. HTH 420-2-12, Representative Payee Services, Island of Kauai

- 1. Question:**  
Why is a RFP being released mid-way through a current contract, when the State has current providers already providing the proposed services?

**Answer:**  
The current Provider for this service ended or shall end providing this service by the end of the year due to the restructuring of their organization.
- 2. Question:**  
The financial audit statements contain a large number of pages. If there is one sentence on a page, this page is submitted which increases the number of attachment pages. How can we contain the audit pages to maintain the 150 page limit?

**Answer:**  
The DIVISION shall revise the instructions for the page limit to exclude the single audit report, financial audit or compiled financial statements.
- 3. Question:**  
On page 3-8, 1, Proposed Staffing. Can the DIVISION set or recommend a Representative Payee consumer to staff ratio or can the agency base ratio on current standard of practice?

**Answer:**  
Please refer to page 2-26, where it states that a provider's ratio for a team shall be one (1) case manager to serve a maximum of thirty (30) consumers. However, an agency may propose a different ratio that is based on their current standard of practice as long as it does not exceed the 1:30 maximum ratio.
- 4. Question:**  
Will there be a cap limit in the number of consumer per each island?

**Answer:**  
At this time, there is no cap limit.
- 5. Question:**  
Will the time constraint for representative services stay at two (2) years?

**Answer:**

The service is not limited to two (2) years. Instead, the DIVISION has developed outcome measures that the applicant will need to follow for each consumer. Please refer to page 2-23.

**6. Question:**

Can the applicant initially start with a team and later establish additional teams?

**Answer:**

Yes, an applicant may submit an application proposing to serve a limited number of consumers, with the possibility of establishing additional teams based upon consumer need and availability of funds.

RFP No. HTH 420-2-12, Representative Payee Services, Island of Kauai,  
is amended as follows:

	<i>Subsection</i>	<i>Page</i>	
<b>Section 1, Administrative Overview</b>			
	No Changes		
<b>Section 2, Service Specifications</b>			
	No Changes		
<b>Section 3, Proposal Application Instructions</b>			
	Proposal Application Instructions	3-1	<p>Under general instructions for completing applications, the 11<sup>th</sup> bullet is revised to read as follows:</p> <p>“The Proposal Application shall not exceed 50 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 150 pages. Document pages in excess of the stated page limitation shall not be considered (i.e., page 51, 52, ... and/or page 151, 152, ...).</p> <p>The single audit report, financial audit or compiled financial statements for FY 2009 and FY 2010 shall be excluded from this page limitation. If an applicant has not had their FY 2010 audit completed, they shall inform the DIVISION of when the audit is scheduled to be completed, and shall submit copies of their FY 2008 and FY 2009 audits.”</p>
<b>Section 4, Proposal Evaluation</b>			
	No Changes		
<b>Section 5, Attachments</b>			
	No Changes		