

State of Hawaii  
Department of Education  
Office of Curriculum, Instruction and Student Support  
Student Programs Section

**May 15, 2012**

**ADDENDUM A**

To

**Request for Proposals**

**RFP No.: RFP F12-138**

**Psychiatric Services**

The Department of Education (the “**Department**” or the “**DOE**”), School Based Behavioral Health Services Section (“**SBBH**”), hereby issues this addendum to the above-entitled Request for Proposals (the “**RFP**”).

The RFP is hereby amended as set forth below.

**Part I: RFP Amendments**

The following amendments to the original RFP, issued on May 4, 2012, are hereby made:

- 1. Pricing. Section 2, Service Specifications, page 2-27, paragraph 8, Pricing structure or pricing methodology to be used.** The second complete paragraph, which reads, “The DOE will not consider proposals for services with rates that are above the maximum allowable amounts set forth in the DOE Rate Schedule,” is deleted in its entirety.

2. **Rate Schedule Worksheet. RFP Attachments.** Attachment D is amended as follows (**added language in bold/underline**):

**Attachment D – Rate Schedule Worksheet**

**PSYCHIATRIC SERVICES –**

**Oahu and Big Island**

| <b>Type of Service(Unit Measure)</b>  | <b>Unit Measure</b> | <b>Unit Cost</b> | <b>Hourly Rate</b> |
|---|---------------------|------------------|--------------------|
|   |                     |                  |                    |
| <b>Psychiatric Medication Evaluation</b>  |                     |                  |                    |
| All credential levels   | Flat Rate           | \$               |                    |
| <b>Psychiatric Diagnostic Evaluation</b>  |                     |                  |                    |
| All credential levels   | Flat Rate           | \$               |                    |
| <b>Psychiatric Medication Management</b>  |                     |                  | -                  |
| All credential levels   | Five Minutes        | \$               | \$                 |
| <b>Educational Team Planning and Participation</b>  |                     |                  |                    |
| Provided by the Diagnostic/Medication Evaluation Service Provider or Medication Management Service Provider | Five Minutes        | \$               | \$                 |
| <b>Court/Due Process Hearing Testimony</b>  |                     |                  |                    |
| Provided by the Diagnostic/Medication Evaluation Service Provider or Medication Management Service Provider | Five Minutes        | \$               | \$                 |

**3. Anticipated Need. RFP Section 3, Proposal Application Instructions, page 3-5, Table 1, Anticipated Hours Need by Island for Psychiatric Services.**

Table 1 is deleted in its entirety and replaced with the following table:

**ANTICIPATED HOURS\* NEEDED BY ISLAND FOR  
PSYCHIATRIC SERVICES**

| <b>Services</b>   | <b>Oahu</b> | <b>Hawaii</b> | <b>Total</b> |
|---|-------------|---------------|--------------|
| Psychiatric Diagnostic Evaluation ( <i>Flat Rate*</i> ) | 5           | 18            | 23           |
| Psychiatric Medication Evaluation ( <i>Flat Rate*</i> ) | 1           | 0             | 1            |
| Medication Management                                   | 620         | 710           | 1330         |
| Educational Team Planning and Participation             | 8           | 5             | 13           |
| Court/ Due Process Hearing and Testimony                | 0           | 0             | 0            |
| <b>Total Mid Year</b>                                   | <b>634</b>  | <b>733</b>    | <b>1367</b>  |

*\*Flat Rate* numbers reflect number of completed evaluations, rather than hours.

**Part II: Questions and Answers**

The Department's response(s) to the written questions received by the deadline are hereby provided:

**1. Pricing and Rate Structure**

**Q:** *What is the DOE rate for the fixed units of service referenced on page 2-27?*

**A:** There are no fixed rates established in the RFP. There is only an estimated maximum dollar amount of \$400,000. Based on the DOE's estimated needs (see Table 1, RFP at page 3-5), applicants must submit cost proposals for each LOC.

**2. State SPO Forms**

**Q:** *Will the DOE be requesting a rate and cost summary worksheet to show rates and service capacity?* Interested Agencies must submit a Rate Schedule Worksheet (see Attachment D) that reflects a cost proposal for the service(s). The RFP requires applicants to demonstrate service capacity to meet the psychiatric needs of students on both Oahu and Hawaii.

**3. State SPO Forms**

**Q:** *Are applicants required to submit the SPO budget forms?*

**A:** Applicants must submit all SPO budget forms as set forth in the RFP.