

State of Hawaii  
Department of Health  
Adult Mental Health Division

## **Addendum 4**

**November 8, 2012**

**To**

**Request for Proposals**

**RFP No. HTH 420-1-13  
Representative Payee Services  
Statewide**

**Proposal Deadline  
November 14, 2012**

November 8, 2012

**ADDENDUM NO. 2**

To

**REQUEST FOR PROPOSALS  
Representative Payee Services  
Statewide  
RFP No. HTH 420-1-13**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-1-13, Representative Payee Services, Statewide for the purposes of:

- Responding to questions that arose at the orientation meeting of October 3, 2012 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 November 14, 2012.
- 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

RFP No. HTH 420-1-13, Representative Payee Services – Statewide is amended as follows:

	<i>Subsection</i>	<i>Page</i>	
<b>Section 1, Administrative Overview</b>			
	No Changes		
<b>Section 2, Service Specifications</b>			
	2.3 General Requirements, A.13.	2-12	<p>For subparagraph A.13, Insurance Policies, the subparagraph is deleting the Bond substitution that was added in Addendum 2. The subparagraph shall read in its entirety as follows:</p> <p>“A.13. Insurance Policies. In addition to the provisions of the General Conditions No. 1.4, the provider, at its sole cost and expense, shall procure and maintain policies of professional liability insurance and other insurance necessary to insure the provider and its employees against any claim or claims for damages arising by reason of personal injuries or death occasioned directly or indirectly in connection with the performance of the contract. Subcontractors and contractors shall also be bound by this requirement and it is the responsibility of the provider to ensure compliance with this requirement.</p> <p>The provider shall obtain, maintain, and keep in force throughout the period of this Contract the following types of insurance:</p> <p><u>General Liability</u> insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence and not less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) in the aggregate annually.</p> <p><u>Automobile Insurance</u> issued by an insurance company in an amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) per accident/occurrence.</p> <p><u>Professional Liability</u> insurance issued by an insurance company in the amount of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for liability arising out of each occurrence and not less than TWO MILLION AND NO/100 DOLLARS (\$2,000,000.00) in the aggregate annually</p> <p>All policies shall be made by occurrence and not on a claims-made basis.</p> <p>The insurance shall be obtained from a company authorized by law to issue such insurance in the State of Hawaii (or meet</p>

		<p>Section 431:8-301, Hawaii Revised Statutes, if utilizing an insurance company not licensed by the State of Hawaii).</p> <p>For both the general liability and automobile liability insurance, the insurance coverage shall be primary and shall cover the insured for all work to be performed under the contract, including changes, and all work performed incidental thereto or directly or indirectly connected therewith. The provider shall maintain in effect this liability insurance until the State has certified that the Provider's work under the contract has been completed satisfactorily.</p> <p>Prior to or upon execution of the contract, the provider shall obtain a certificate of insurance verifying the existence of the necessary insurance coverage in the amounts stated above. The parties agree that the certificate of insurance shall be attached and be made a part of the contract.</p> <p>Each insurance policy required by the contract shall contain the following clauses:</p> <p>(1) The State of Hawaii and its officers and employees are additional insured with respect to operations performed for the State of Hawaii.</p> <p>(2) It is agreed that any insurance maintained by the State of Hawaii will apply in excess of, and not contribute with, insurance provided by this policy.</p> <p>The certificate of insurance shall indicate these provisions are included in the policy.</p> <p>The provider shall immediately provide written notice to the contracting department or agency should any of the insurance policies evidenced on its certificate of insurance forms be cancelled, limited in scope, or not renewed upon expiration.</p> <p>If the scheduled expiration date of the insurance policy is earlier than the expiration date of the time of performance under the contract, the provider, upon renewal of the policy, shall promptly cause to be provided to the State an updated certificate of insurance.</p> <p>The provider should check with their insurance company to ensure their ability to comply with these requirements. If the provider is unable to provide a Certificate of Insurance that addresses the requirements of the State, the contract award may be canceled due to the provider's inability to meet the requirements of the State."</p>
--	--	---

	2.4 Scope of Work	2-19	<p>Subparagraph A.32 has been added to read as follows:</p> <p>“A.32. Once the consumer enters the Transition phase, the services to be provided shall be limited to duties and services required of all entities working with the SSA’s Representative Payee Payment Program. The duties include, but are not limited to, the determination of each consumer’s needs and use their payments to meet those needs; saving any money left after meeting the consumer’s current needs in an interest bearing account or savings bonds for the consumer’s future needs; reporting any changes or events which could affect the consumer’s eligibility for benefits or payment amount; keeping records of all payments received and how they are spent and/or saved; providing benefit information to social service agencies or medical facilities that serve the consumer; helping the consumer to get medical treatment when necessary; notifying the SSA of any changes in your (the payee's) circumstances that would affect your performance or continuing as payee; completing written reports accounting for the use of funds; and returning any payments to which the beneficiary is not entitled to SSA.</p> <p>Specific documentation for the Transition phase shall be provided during the Service Orientation for Representative Payee Services.”</p>
	2.5 Compensation and Method of Payment	2-27	<p>Subparagraph 2.5B. Units of service and unit rate, the following is added to the end of this section to read as follows:</p> <p>“2.5.B. Should the SSA adjust their rates, the DIVISION shall also adjust its rates accordingly.”</p>
<b>Section 3, Proposal Application Instructions</b>			
	No Changes		
<b>Section 4, Proposal Evaluation</b>			
	No Changes		
<b>Section 5, Attachments</b>			
	No Changes		