

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum 1

December 17, 2014

To

Request for Proposals

**RFP No. HTH 420-6-15
Specialized Residential Services Program
Statewide**

**Proposal Deadline
January 9, 2015**

December 17, 2014

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Specialized Residential Services Program
Statewide
RFP No. HTH 420-6-15**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-6-15, Specialized Residential Services Program, statewide for the purposes of:

- Responding to questions that arose at the orientation meeting of December 5, 2014 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
- 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 420-6-15, Specialized Residential Services Program - Statewide is amended as follows:

	<i>Page</i>	
Section 1, Administrative Overview		
No Changes		
Section 2, Service Specifications		
2.3 General Requirements, A.12.k.	2-11	Subparagraph 12.k. on page 2-11 is revised to read as follows: “11.k. The provider shall submit HIPAA compliant claims to the DIVISION. Claims shall be submitted for payment within three hundred sixty-five (365) calendar days of the date of service. Claims for payment received after three hundred sixty-five (365) calendar days of the date of service shall be denied for exceeding the filing deadline.”
2.4 Scope of Work, A.18. Day Treatment:	2-22	In Paragraph 18, subparagraphs f. and g. are added to read as follows: “18.f. Provide services in a manner consistent with the principles of Illness Management and Self-directed Recovery, Integrated Dual Diagnosis Treatment, and the DIVISION’s Psychopharmacology Practice Guidelines for Individuals With Co-occurring Substance Abuse and Serious Mental Illness, provided in Section 5, Attachment E. 18.g. Develop a service specific ISP for each consumer enrolled in the program, upon admission to the program. Consult closely with the DIVISION-designated case manager, and the DIVISION-designated forensic coordinator when assigned, in the development of treatment goals and discharge planning. Consumers’ involvement in the development of treatment goals shall be documented.”
2.4 Scope of Work, A.19. Aftercare:	2-23	In Paragraph 19., the fourth subparagraph is revised to read as follows: “19.d. Develop a service specific ISP for each consumer enrolled in the program, upon admission to the program. Consult closely with the DIVISION-designated case manager, and the DIVISION- designated forensic coordinator when

assigned, in the development of treatment goals and discharge planning. Consumers' involvement in the development of treatment goals shall be documented."

2.4 Scope of Work, A.19.
Aftercare:

2-23 In Paragraph 19, subparagraphs e., f., and g. are added to read as follows:

"19.e. Document consumers' involvement in the development of treatment goals.

19.f. Arrange for each consumer to have meals if the consumer is present during normal breakfast, lunch, or dinner hours. All food preparation or food provision shall be within the regulations and guidelines of the Department of Health, Sanitation Branch.

19.g. Make available medical, laboratory and toxicology services to consumers through consultation or referral."

2.4 Scope of Work, C. Facilities

2-33 The following sentence is added to the end of the first paragraph to read as follows:

"All Residential Programs must provide adequate means on-site for consumers to wash and dry their laundry. An outdoor clothesline is a sufficient alternative to an electric dryer."

**Section 3, Proposal
Application Instructions**
General instructions for
completing applications:

3-1 The last bullet item is revised to read as follows:

"• One (1) original and four (4) copies (one unbound) of each proposal are required."

Section 4, Proposal Evaluation
No Changes

Section 5, Attachments
No Changes

**Responses to Questions Submitted by Applicants
for RFP No. HTH 420-6-15,
Specialized Residential Services Program
Statewide**

1. Question:
We are considering adding another site for day treatment in Waipahu to begin at a later date. Do we have to put in the bid now or can we add it in at a later date?

Answer:
The information for additional day treatment sites needs to be included into the applicant's proposal now, as services shall be awarded by geographical areas.

2. Question:
On the budget sheets, does the DIVISION want applicants to submit budget sheets reflecting the actual costs to provide the service, even if it results in a deficit?

Answer:
Yes, the DIVISION wants the provider's budget sheets to reflect the actual costs the provider anticipates to pay for the service. If the proposed budget reflects a deficit, the DIVISION would like the provider to address how its organization will offset the deficit.