

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum 1

January 7, 2015

To

Request for Proposals

RFP No. HTH 420-7-15
Supported Employment Services
Statewide

Proposal Deadline
January 16, 2015

January 7, 2015

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Supported Employment Services Statewide
RFP No. HTH 420-7-15**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-7-15, Supported Employment Services Statewide for the purposes of:

- Responding to questions that arose at the orientation meeting of December 19, 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 Friday, January 16, 2015
- 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:

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RFP No. HTH 420-7-15, Supported Employment Services, statewide is amended as follows:

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Section 1, Administrative Overview

1.1 Procurement Timetable 1-1 follows:

<u>“Activity</u>	<u>Scheduled Date</u>
Proposal submittal date	01/16/15
Proposal evaluation period	01/20/15 – 02/04/15
Final revised proposals	TBD
Provider selection	02/06/15
Notice of statement of findings and decision	02/09/15
Contract start date	04/01/15”

Section 2, Service Specifications

No Changes

Section 3, Proposal Application Instructions

No Changes

Section 4, Proposal Evaluation

No Changes

Section 5, Attachments

No Changes

**Responses to Questions Submitted by Applicants
for RFP No. HTH 420-7-15,
Supported Employment Services
Statewide**

- 1. Question:**
What are examples of achieving “excellent” ratings?

Answer:
An example of an excellent rating is when a section of the RFP application addresses an area above and beyond what is required of the section. The applicant’s response is addressed in an exceptionally clear, concise, or original/innovative manner and follows the criteria established for that section. An example is the coordination of services.

The criteria requires providers to demonstrate the coordination of services with other involved agencies or partners, including case managers, etc., with copies of Memorandum of Agreements included in the application. If a provider also established

monthly meetings with other community groups to create employment opportunities in the community for consumers, that could be one way that an organization can be creative.

2. Question:

Is the Aloha Garden still operational?

Answer:

Yes. There appears to be a nice partnership with Aloha Garden and the Hawaii State Hospital (HSH) and it would be an ideal place to purchase fresh vegetables.

3. Question:

Can job clubs be available to those who are currently job searching? Is the job club voluntary? If there is a scheduled meeting, but person is a no-show will the provider get credit?

Answer:

Yes, the topics for job clubs can include areas to help consumers who are currently searching for a job. The job club is voluntary. However, it needs to be highly encouraged to attend. Documented outreach efforts need to be available. Providers will be given credit for job club meetings that are scheduled, and there is no consumer attendance. The credit is given towards the provider meeting contractual requirements. Providers cannot submit claims for no-shows. Supported Employment services are paid for face-to-face services.

4. Question:

What happens if someone is scheduled to work, but is a no-show?

Answer:

The provider will receive credit for a consumer who is scheduled to work, but is a no-show. The provider will need to document the reason and the follow-up/intervention that was provided to the consumer and the employer. However, this does not mean that the provider will be paid for the no-show. Supported Employment services are face-to-face services, so if no services are provided, a claim cannot be paid.

5. Question:

It appears that referrals from case managers have dropped off. The provider will need a certain level of referrals to sustain its staff. What can be done to increase referrals to Supported Employment providers?

Answer:

The Division will provide assistance with the promotion of Supported Employment referrals. The Division will also encourage Community-Based Case Management – Recovery Services providers to access benefits/entitlements education.

6. Question:

Is pre-vocational job considered job search?

Answer:

Yes, it can be. An example is if a consumer is being trained on how to cook in a restaurant setting, this is considered a job search and is billable.

7. **Question:**
Are the established rates supposed to pay for salaries too? Or will there be a cost reimbursement component?

Answer:
Yes, the rates established on page 2-32 are inclusive of all costs to run an organization's Supported Employment program.

8. **Question:**
In order to apply for Supported Employment services, is it mandatory for the applicant to include providing services for the Kau Kau Café? Can an applicant submit a proposal without including services to be provided at the Kau Kau Café?

Answer:
It is not mandatory for applicants to submit proposal applications that include providing services at the Kau Kau Café. Yes, an applicant can submit an application for Supported Employment services that does not include the Kau Kau Café.

9. **Question:**
Is non face-to-face billable? Supported Housing states 75% of time needs to be face-to-face.

Answer:
The billing codes for Supported Employment are for services completed on a face-to-face basis. There are no billing codes established for non face-to-face services. The Supported Housing service has billing codes for collateral contacts, which can be conducted over the telephone, which accounts for the 75% of claims being required to be face-to-face.