

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum 1

March 18, 2016

To

Request for Proposals

**RFP No. HTH 420-8-16
Secured Diversion Facility
on the island of Oahu**

**Proposal Deadline
April 8, 2016**

March 18, 2016

ADDENDUM NO. 1

To

**REQUEST FOR PROPOSALS
Secured Diversion Facility on the island of Oahu
RFP No. HTH 420-8-16**

The Department of Health, Adult Mental Health Division is issuing this addendum to RFP No. 420-8-16, Secured Diversion Facility on the island of Oahu for the purposes of:

- Responding to questions that arose at the orientation meeting of February 24, 2016 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, April 8, 2016
- 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 420-8-16, Secured Diversion Facility on the island of Oahu is amended as follows:

	<i>Page</i>																			
Section 1, Administrative Overview																				
1.1 Procurement Timetable	1-1	The Procurement Table on page 1-1 has been revised as follows:																		
		<table border="0"> <thead> <tr> <th style="text-align: left;"><u>“Activity</u></th> <th style="text-align: left;"><u>Scheduled Date</u></th> </tr> </thead> <tbody> <tr> <td>State Purchasing agency’s response to Applicants’ written responses</td> <td>3/18/16</td> </tr> <tr> <td>Proposal submittal deadline</td> <td>4/08/16</td> </tr> <tr> <td>Discussions with applicant after proposal submittal deadline (optional)</td> <td>TBD</td> </tr> <tr> <td>Final revised proposals (optional)</td> <td>TBD</td> </tr> <tr> <td>Proposal evaluation period</td> <td>4/12/16 – 4/29/16</td> </tr> <tr> <td>Provider selection</td> <td>5/02/16</td> </tr> <tr> <td>Notice of Statement of Findings and Decision</td> <td>5/06/16</td> </tr> <tr> <td>Contract start date</td> <td>8/1/16”</td> </tr> </tbody> </table>	<u>“Activity</u>	<u>Scheduled Date</u>	State Purchasing agency’s response to Applicants’ written responses	3/18/16	Proposal submittal deadline	4/08/16	Discussions with applicant after proposal submittal deadline (optional)	TBD	Final revised proposals (optional)	TBD	Proposal evaluation period	4/12/16 – 4/29/16	Provider selection	5/02/16	Notice of Statement of Findings and Decision	5/06/16	Contract start date	8/1/16”
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1.20 Protests	1-11	The Head of State Purchasing Agency is revised to read as follows: “Name: Virginia Pressler, M.D.”																		
Section 2, Service Specifications																				
2.1 D. Description of the Target Population to be Served	2-2	The description of the target population to be served is revised as follows: “Adults, 18 years and older, with severe and persistent mental illness, who meet DIVISION eligibility criteria.”																		
2.3 A.14 Insurance Policies	2-13	Professional Liability insurance requirement is revised to read as follows: “ <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) for liability arising out of each claims-made basis and not less than THREE MILLION AND NO/100 (\$3,000,000) in the aggregate annually.”																		
2.4 A. Service Activities	2-16	The Service Activities paragraph is revised to read as follows:																		

“A. Service Activities

(Minimum and/or mandatory tasks and responsibilities)

The Secured Diversion Facility service consists of a Special Treatment Facility-licensed residential program with security provided to keep consumers from leaving the program without prior authorization. This service is located on the island of Oahu.

Consumers referred to this service may include those who have co-occurring substance abuse and those who are court ordered to receive services through the DIVISION, who may require unique and highly specialized services in order to successfully transition to the community from an institutional setting or in order to successfully maintain their place in the community. Individuals in these target populations may exhibit socially inappropriate and disturbing behaviors that can be very challenging to treatment providers and as a result severely limit placement options in the community. Individuals referred for placement will be those who the court has committed to the custody of the Director of Health to be placed in an appropriate institution for detention, care, and treatment. The program will require continual security in order to prevent individuals from leaving the program without prior authorization of the court.

The service shall:”

2.5 B Units of service and unit rate

2-34 The units of service and unit rate are revised to read as follows:

“B. Units of service and unit rate:

<u>Billing Codes</u>	<u>Services</u>	<u>Rates</u>
H0019	SDF Treatment Rate	\$302.98 per day, per resident
H2013	SDF Lodging Rate	\$ 92.74 per day, per resident
H2013HW	Bed Hold	\$272.68 per day, per resident*

***Bed Holds:**

1. Bed holds shall be authorized by DIVISION UM.
2. Bed holds shall be for brief periods of time for consumers being referred from the HOSPITAL or hospital settings to secure placement for legally encumbered individuals pending transfer from the HOSPITAL.
3. Approved leaves shall not exceed three (3) consecutive days, unless part of the recovery plan.
4. The total number of days each consumer may reserve a bed hold, shall not exceed twelve (12) days in a contract year. Exceptions may be considered at the discretion of the DIVISION Chief.
5. Bed holds shall not be utilized or authorized for consumers who elope from the SDF.”

**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 420-8-16, Secured Diversion Facility on the
island of Oahu**

1. **Question:**

What is the level of severity/acuity for consumers placed in the SDF?

Answer:

Consumers referred to the Secure Diversion Facility (SDF) will be those individuals under Care and Custody orders from a Hawaii court, who have been arrested on misdemeanor or petty misdemeanor charges. Prior to referral, the consumers will have been stabilized as necessary and assessed as not requiring a hospital level of care and would be more appropriately served in a community-based Special Treatment Facility.

2. **Question:**

Are we able to use electronic/tracking devices/bracelets?

Answer:

Electronic tracking devices will not be considered to be an alternative to providing a secured unit. Elopements must be immediately reported as outlined in the RFP.

3. **Question:**

Does the State have facilities to lease?

Answer:

There may be State-owned facilities with space available for the program as described in the RFP. However, locating and acquiring appropriate space to accommodate the program as described will be the responsibility of the awardee.

4. **Question:**

How many beds does the DIVISION want in the community?

Answer:

The DIVISION is seeking up to 30 beds in the community for this service.

5. **Question:**

Will the DIVISION allocate any funds for the development/building/acquisition of the facility?

Answer:

No, there are no funds available for this purpose.

6. **Question:**
With the plans to expand beds at HSH, where does the DIVISION see these services? Will there still be a need for SDF?

Answer:
Despite the planned addition of beds at HSH, there will remain a need for the SDF program to provide a secure treatment setting for individuals under Care and Custody orders who do not require a hospital level of care.

7. **Question:**
How many consumers are allowed per room? Currently, we are allowed 2 with proper square footage. With this population what does the DIVISION recommend or would be best?

Answer:
For a program of this nature, single rooms are recommended.

8. **Question:**
How will the DIVISION determine which consumers from the HSH are deemed appropriate to transition to a secured home in the community?

Answer:
The SDF is not a “home in the community” but rather a secure treatment facility. Consumers will have been admitted to HSH for initial stabilization and assessment and will be referred to the program after a determination has been made that the person’s charges fit the patient profile (i.e. non-violent misdemeanor, petty misdemeanor), that a complete assessment has been done, that the person does not require hospital level of care and that treatment in a community-based setting is appropriate.

9. **Question:**
How much square footage does the DIVISION feel appropriate for an 8-bed facility? How much square footage is required for egress? Our concern is that if there is a fire in the facility, and consumers need to vacate, where does the DIVISION expect the consumers to congregate?

Answer:
An 8-bed facility would require approximately 3,000-4,000 square feet of space. A facility under consideration with less than 3,000 square feet must be approved by the DIVISION prior to licensure. There must be enough secured outdoor space to accommodate recreation and other outdoor activities. In the case of any emergency, safety is the primary concern and consumers and staff would need to be evacuated to a safe distance, even though that might fall outside of the secured area. Policy and procedure for emergency situations will need to include staff responsibilities to monitor and account for consumers at all times, including times of emergency.

10. **Question:**
Does the provider need to provide meals? Will the DIVISION provide additional funds to cover the cost of meals?

Answer:

Yes, meal and snacks are required to be provided per the Office of Health Care Assurance (OHCA) requirements for a Special Treatment Facility. The cost of meals/snack is built into the lodging rate.

11. **Question:**
Can an applicant submit a proposal if not currently licensed?

Answer:

No. Please refer to section 103F-401.5, Hawaii Revised Statutes.

12. **Question:**
Can an applicant submit a proposal application if they are not currently compliant with the Hawaii Compliance Express?

Answer:

Yes, but if a compliant Certificate of Vendor Compliance is not obtained by contract award, the contract award will be canceled.

13. **Question:**
Will the DIVISION provide the teleconference equipment since a conference room is a requirement?

Answer:

No. This is a program requirement and the provider will be required to ensure capability is available in the program.

14. **Question:**
Can we submit a proposal for a facility that is gender specific?

Answer:

Yes.

15. **Question:**
Our program utilizes software so they can provide secure, tele-psychiatry services. Will the DIVISION provide funds so that we can utilize software to ensure confidentiality of communications with the use of the teleconference equipment?

Answer:

No. Hardware and software needs are the responsibility of the provider.

16. **Question:**
Will consumers placed in the SDF include violent sex offenders?

Answer:
No. All potential referrals will be screened for violent behavior. The SDF program is designed to accommodate non-violent referrals/consumers.

17. **Question:**
What will the average length of stay be for these individuals?

Answer:
The anticipated length of stay will be between 90 and 180 days

18. **Question:**
What is the discharge criteria from the SDF program, besides the individual being dis-enrolled?

Answer:
In addition to other criteria under consideration when planning discharge from a residential treatment program, consumers will need to be released for discharge by the court which placed them under a Care and Custody order before they can be discharged. The program is required to have a staff person designated as the Discharge Coordinator, who will work as the point-person for discharge planning and coordination with case management.

19. **Question:**
Will the individuals be eligible for third party billing?

Answer:
No.

20. **Question:**
Will the individual's assigned DIVISION CM be responsible for maintaining their medical insurance and medical appointments? Or do we have to allocate more staff to account for this service?

Answer:
Each consumer will be assigned to case management. The case manager will be expected to continue to provide support for the consumer in regards to benefits and overall coordination of care, i.e. attend treatment planning and discharge planning meetings, facilitate referrals to housing and other services, etc... The program will be responsible to ensure that consumers are transported to any medically necessary appointments in coordination with the program medical staff.

21. **Question:**
Since the RFP appears to be creating a satellite Hawaii State Hospital, will the reimbursement rate reflect as such? Especially since the safety of staff, community and

individuals are at risk and a lot of services are being asked of the provider (i.e. outings, transportation, etc.)

Answer:

The SDF will be a Special Treatment Facility (STF) licensed by OHCA with programming similar to that offered at the SRSP programs. There will be a split rate which will cover the treatment costs and the room and board costs separately. The Treatment Rate has been set at \$302.98 per day, and the Room and Board (Lodging) Rate has been set at \$92.74 per day, for a combined daily bed rate of \$395.72. A Bed Hold Rate has been set at \$272.68.

22. **Question:**

Will the DIVISION reimburse for the contracting of a security agency?

Answer:

No.

23. **Question:**

Since this a new service, if we were awarded this contract will the DIVISION allow us to bill the first quarter or 25% up front in order to assure adequate staffing, security are in place prior to taking the first consumer?

Answer:

No.