

State of Hawaii  
Department of Health  
Adult Mental Health Division

## **Addendum Number 5**

**December 11, 2007**

**To**

**Request for Proposals**

**RFP No. HTH 420-4-08**

**Temporary Locum Tenens Psychiatrists Statewide**

**Proposal Deadline**

**January 4, 2008**

December 11, 2007

**ADDENDUM NO. 5**

To

**REQUEST FOR PROPOSALS**

**RFP NO. HTH 420-4-08**

The Department of Health, Adult Mental Health Division, is issuing this addendum to RFP Number HTH 420-4-08, Temporary Locum Tenens Psychiatrists Statewide for the purpose of:

- Responding to questions that arose at the orientation meeting of October 9, 2007 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 January 4, 2008
- 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  
(808) 586-8280  
1250 Punchbowl Street, Room 256  
Honolulu, Hawaii 96813

Responses to Questions Raised by Applicants  
For RFP No. HTH 420-4-08, Temporary Locum Tenens Psychiatrists Statewide

**1) Question:**

1-5. VIII.A.5. Will the tax clearance certificate be required? This is not mentioned in the checklist?

**Answer:**

A certified tax clearance certificate issued by the State of Hawaii, Department of Taxation and the Internal Revenue Service shall be required upon contract execution. The tax clearance certificate is not required as part of the proposal process. The DIVISION would like to encourage all Providers to utilize the Hawaii Compliance Express, which shall expedite your organization's ability to furnish proof of compliance for tax clearance and DCCA purposes through the issuance of a "Certificate of Vendor Compliance." This certificate can be accessed online free of charge by government purchasing officials for their consideration anytime during the bid evaluation process. There is a \$12 annual registration fee to utilize this service.

**2) Question:**

1-8. XVII. Will an amendment revising any terms of this RFP be accepted or will RFP responses accompanied by an amendment be rejected?

**Answer:**

Amendments revising any terms of this RFP may be issued and is posted on the State Procurement Office's RFP website ([www.spo.hawaii.gov](http://www.spo.hawaii.gov); Click on health and human services). RFP proposal responses shall include the information requested by the RFP and any amendments issued.

**3) Question:**

1-10. XVIII. Will applicant be required to submit an implementation plan of services and provide progress/performance reports every two weeks? After the award of the contract, prior to implementation, will an on-site readiness review be conducted by a team from the Division to examine the applicant's staffing and provider contracts, fiscal operations, and other areas specified prior to review? Outsource vs. Locums language.

**Answer:**

The applicant shall not be required to submit an implementation plan of services and provide progress/performance reports every two (2) weeks. Nor will an on-

site readiness review be conducted. The last two paragraphs of Section 1, XVIII. on page 1-10 shall read as follows:

“The DIVISION reserves the right to review any provider contracts or agreements prior to the notification of award of the contract. The format to be used shall be approved by the DIVISION.”

**4) Question:**

1-11. XIX. This section is designed for outsource contracts rather than locums contracts. Will this section be deleted?

**Answer:**

No, this section shall not be deleted since it pertains to how the locum tenens contracts shall be funded.

**5) Question:**

1-12. XXI.A.2. This section is designed for outsource contracts rather than locums contracts. Conflicts with HIPAA. Will this section be deleted?

**Answer:**

No. However, on pages 1-12 and 1-13, A.2.b. through i. shall not be applicable to this RFP.

**6) Question:**

2-3. I.E. Is a separate proposal required for each island or geographical area?

**Answer:**

No. Please delete the following sentence from Section 2, I.E., “A separate proposal is required to be submitted for each island or geographical area.”

**7) Question:**

2-3. I.F. Who pays for locums services? Will the applicant bill for and recover expenses incurred by customers from TPL insurers for customer treatment?

**Answer:**

The Department of Health, Adult Mental Health Division (AMHD) shall pay selected Provider(s) for locum tenens services. The Applicant is not responsible to invoice or recover expenses incurred by consumers from TPL insurers for services.

**8) Question:**

2-4. II. A. Most of this section is designed for outsource contracts rather than locums contracts. Will this section be deleted or be revised to reflect locums services requested?

**Answer:**

No, this section shall not be deleted.

**9) Question**

2-13. III.A.10. This section is designed for local provider/outsource contracts rather than locums contracts. Applicants do not hold protected information. Will this section be deleted?

**Answer:**

No, this section will not be deleted. Applicants may not have protected health information (PHI) in their offices. However, their psychiatrists (as employees or subcontractors) while working in our CENTERS or at the HOSPITAL, will come into contact with PHI.

**10) Question:**

2-14. B.1.b.2. What is the best practices/evidence based practices? Please define.

**Answer:**

Per the U.S. Department of Health and Human Services, Substance Abuse and Mental Health Services Administration, "In the health care field, evidence-based practice (or practices), also called EBP or EBPs, generally refers to approaches to prevention or treatment that are validated by some form of documented scientific evidence. What counts as "evidence" varies. Evidence often is defined as findings established through scientific research, such as controlled clinical studies, but other methods of establishing evidence are considered valid as well. Evidence-based practice stands in contrast to approaches that are based on tradition, convention, belief, or anecdotal evidence."

**11) Question:**

2-16. B.1.b.4. What do you define as standard English language verbal and written communication skills?

**Answer:**

Standard English is the variety of English that shows none of the regional or other variations that are considered by some to be ungrammatical.

**12) Question:**

2-17. III.B.1.e. Locum Tenens providers are independent contractors and therefore are not provided employee benefits listed. Will this section be deleted?

**Answer:**

No, this section shall not be deleted. Although most providers utilize independent contractors to provide locum tenens services, there are some providers that hire employees to provide this service.

**13) Question:**

2-15. III.B.3. Some requirements in this section may be outside the scope of Locum Tenens responsibilities. Will this be revised to accommodate changes required by risk management and insurance limitations?

**Answer:**

We're unclear as to what changes are being required by risk management and/or insurance limitations. However, the quality assurance/management standards are required in our CENTERS and/or HOSPITAL, and your organization's psychiatrists shall be required to follow them.

**14) Question:**

3-1. Section 3. This section is primarily designed for outsource contracts rather than locums contracts. Page 3-2.c.; Page 3-5, c. through f.; Page 3-6, III.; Page 3-7, IV., and Pages 3-9, V. Will these sections be deleted?

**Answer:**

Section 3 of the RFP are Proposal Application Instructions. The instructions are to guide each Applicant in the submission of their proposal applications. While some items may not directly apply to your organization, the standards and expectations behind each section shall apply to the services provided by your psychiatrists while working in the CENTERS and HOSPITAL.

**15) Question:**

4-1. Section 4. Will Evaluations sections that do not apply to Locum Tenens staffing be deleted?

**Answer:**

The scoring points in Section 4, Proposal Evaluation shall be revised as follows:

On page 4-2, III.B.1., under Experience and Capability, the points for Necessary Skills and Experience are revised from five (5) to seven (7) points each. On page 4-3, III.B.1., the points for Management Information Systems is revised from two (2) to zero (0) points. The Experience and Capability section is still worth twenty (20) points.

**16) Question:**

All forms SPO-H-205 and SPO-H-206 are for outsourced contracts rather than locums contracts. Will these forms be deleted from the RFP requirements?

**Answer:**

No, the SPO-H-205 and SPO-H-206 forms are required to substantiate the unit rate proposed by your organization.

**17) Question:**

Special Conditions, No. 4, Exhibit K was attached. If not applicable to locums, will this be deleted?

**Answer:**

No, this attachment will not be deleted. Attachment C is a draft.

**18) Question:**

Attachment E. This section is designed for outsource contracts rather than locums contracts. Will this section be deleted?

**Answer:**

No this section will not be deleted. Attachment E is the Division's Policy and Procedures (P&P's) regarding Consumer Grievances and Consumer Appeals. The psychiatrists need to be familiar with these P&P's, if they plan to work in our CENTERS and/or HOSPITAL.

**19) Question:**

Is the applicant to supply the computers that run the management information systems or any other equipment or supplies?

**Answer:**

No, the Applicant does not have to supply computers to run the management information systems (MIS). The CENTERS and HOSPITAL shall have the appropriate equipment available to run the MIS programs.

**20) Question:**

Is the applicant required to possess and maintain confidential patient health information? Is the applicant required to maintain treatment records?

**Answer:**

The Applicant's psychiatrists shall review and maintain confidential protected health information and treatment records in the appropriate CENTERS and/or HOSPITAL. The psychiatrist shall input progress information into each consumer's treatment/recovery records.

**21) Question:**

Does the applicant, rather than the Division, receive, document and respond to customer grievances?

**Answer:**

The Applicant's psychiatrists, while working in the CENTERS and/or HOSPITAL, may receive, document and respond to consumer grievances.

**22) Question:**

Are the psychiatrists providing services under this RFP to be employees of the applicant?

**Answer:**

The Applicant determines how they plan to staff their locum tenens psychiatrist program: employees or independent contractors. The RFP is written to address both scenarios.

**23) Question:**

Is the applicant required to provide customer satisfaction surveys?

**Answer:**

No, the Applicant is not required to provide consumer satisfaction surveys. However, if your organization does complete consumer satisfaction surveys, they must be reviewed and approved by the AMHD prior to implementation.

**24) Question:**

Is the applicant required to provide coordination of service with other agencies, providers and community resources? If so, please explain the extent of involvement.

**Answer:**

Yes, the Applicant's psychiatrists shall be required to provide coordination of services with other agencies, providers, and community resources to provide a continuity of services for the consumer.

**25) Question:**

Does the applicant provide any administrative or clerical support?

**Answer:**

No.

**26) Question:**

How many community mental health centers are on each island?

**Answer:**

There are the following community mental health centers on each island:  
Five (5) on the island of Oahu (Diamond Head, Windward, Honolulu, Pearl City, and Waianae): Two (2) on the island of Hawaii (Hilo and Kona), and One (1) on the islands of Maui and Kauai

**27) Question:**

What is the length of time to be licensed in state of Hawaii?

**Answer:**

The average length of time to be licensed in the state of Hawaii is approximately two (2) months, if all required documentation is submitted.

**28) Question:**

Are the positions full time?

**Answer:**

The psychiatrist placements are equal to full-time days or 40 hours/week.

**29) Question:**

What are the normal hours of work for each community mental health centers?

**Answer:**

The work hours for the CENTERS are 7:45 a.m. through 4:30 p.m.

**30) Question:**

Do the physicians have to be available to cover other islands besides their designated island? If so, who covers travel costs?

**Answer:**

The placement of each psychiatrist is made in advance with the designated CENTER and/or HOSPITAL. The psychiatrist would not generally be asked to cover another island.

RFP No. HTH 420-4-08 Temporary Locum Tenens Psychiatrists Statewide is amended as follows:

*Subsection Page*

**Section 1, Administrative Overview**

I. 1.1

The Procurement Table on page 1-1 has been changed as follows:

**Note that the Procurement Timetable represents the State's best estimated schedule. Contract start dates may be subject to the issuance of a notice to proceed.**

Activity	Scheduled Date
State purchasing agency's response to applicant's written questions	12/11/07
Proposal Submittal Deadline	01/04/08
Discussions with Applicant After submittal deadline (optional)	N/A
Final revised proposals (optional)	N/A
Proposal evaluation period	01/11/08-01/25/08
Provider selection	01/30/08
Notice of Statement of findings and decision	01/31/08
Contract start date	6/01/08

**All references in the RFP to the proposal submittal deadline or other dates are modified to conform with the amended Procurement Timetable.**

**Section 2, Service Specifications**

Please refer to the attached response to questions

**Section 3, Proposal Application Instructions**

Please refer to the attached response to questions

**Section 4, Proposal Evaluation**

Please refer to the attached response to questions

**Section 5, Attachments**  
No Changes