

**State of Hawaii
Department of Health
Alcohol and Drug Abuse Division**

**RFP 440-08-1
Substance Abuse Treatment Services**

**ADDENDUM #3
October 29, 2008**

The following are corrections and additions to the RFP 440-08-1 Substance Abuse Treatment Services.

PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET

Page iii.

The second paragraph regarding hand deliveries: Change 4:30 to 4:00 p.m. Hand deliveries shall not be accepted if received after 4:00 p.m. (HST), **November 24, 2008.**

Section 2. Service Specifications:

**Sub-Category 2-B Adolescent School-Based Substance Abuse Treatment Services.
Page 2-2B-18, III Scope of Work, A. Service Activities.**

Add: 1. c. **Case Management** provides services to assist and support clients in developing their skills to gain access to needed medical, social, educational and other services essential to meeting basic human services; linkages and training for the client served in the use of basic community resources; and monitoring of overall service delivery. This service is generally provided by staff whose primary function is case management.

Page 2-2B-28, IV. Compensation and Method of Payment, B. Unit of service and unit rate, 1. Outpatient School-Based Substance Abuse Treatment.

Add: 1. b. 4) **SIXTEEN DOLLARS (\$16)** for sixty (60) minutes of face-to-face case management with a client or face-to-face with a community resource.

Add: 1. b. 5) **TWELVE DOLLARS (\$12)** for sixty (60) minutes of case management through live telephone contact (no voicemail).

The following are the responses to the written questions that were submitted prior to the midnight deadline of October 20, 2008, but were omitted from the Questions and Answers dated October 27, 2008, for RFP HTH 440-08-1.

1. "What is the minimum font size allowable for use in proposal applications?"

The standard preferred font size is 12 pt.

2. “Are staff resumes required in addition to the Staffing Position Chart (Attachment C-1)? If so, are resumes required for only key staff or for all staff?”

Yes, resumes are required as noted on the Competitive POS Application Checklist, however, only key staff positions shall be sufficient.

3. “Are position descriptions required in addition to the Staffing Position Chart? If so, are job descriptions required for only key positions or for all positions?”

Yes, position descriptions are required as noted on the Competitive POS Application Checklist, however, only key staff positions shall be sufficient.

4. “In regards to the licensing issue of TLP’s (STF), will it be acceptable that we have initiated the process of licensing and are still awaiting inspection or must we be licensed before submitting the grant application?”

On page 2-1-7, 1.a. states Residential programs and therapeutic living programs (TLPs), in accordance with Title 11, Chapter 98, Special Treatment Facility, must have a Special Treatment Facility license at the time of application.