

State of Hawaii
Department of Health
Child and Adolescent Mental Health Division

Request for Proposals

RFP HTH 460-09-01 Multisystemic Therapy

ADDENDUM II

Issued February 4, 2009

Note: If this RFP ADDENDUM was downloaded from the State Procurement Office RFP Website each applicant must provide contact information to the RFP contact person for this RFP to be notified of any changes. For your convenience, you may download the [RFP Interest form](#), complete and e-mail or mail to the RFP contact person. The State shall not be responsible for any missing addenda, attachments or other information regarding the RFP if a proposal is submitted from an incomplete RFP.

The following are amendments to RFP Number HTH 460-09-01, Multisystemic Therapy Services, originally posted January 22, 2009:

1. In all places in the RFP that reference the submission deadline for Proposals, the date is changed from February 25, 2009 to **March 3, 2009**.

The Cover Letter / RFP Notice shall read:

“Proposals shall be mailed, postmarked by the United States Postal Service on or before March 3, 2009, and received no later than 10 days from the submittal deadline. Hand delivered proposals shall be received no later than 3:30p.m., Hawaii Standard Time (HST), on March 3, 2009, at the drop-off sites designated on the Proposal Mail-in and Delivery Information Sheet. Proposals postmarked or hand delivered after the submittal deadline shall be considered late and rejected. There are no exceptions to this requirement.”

“The deadline for submission of proposals is March 3, 2009...”

The submission deadline referenced on the “Proposal Mail-In and Delivery Information Sheet” shall change from February 25, 2009 to March 3, 2009, to read:

“ALL MAIL-INS SHALL BE POSTMARKED BY THE UNITED STATES POSTAL SERVICE (USPS) NO LATER THAN *MARCH 3, 2009* and received by the state purchasing agency no later than 10 days from the submittal deadline.”

“ALL HAND DELIVERIES SHALL BE ACCEPTED AT THE FOLLOWING SITES UNTIL *3:30P.M., Hawaii Standard Time (HST), March 3, 2009*. Deliveries by private mail shall be considered hand deliveries. Hand deliveries shall not be accepted if received after 3:30p.m. *March 3, 2009*.”

Section 1, Administrative Overview, I. Procurement Timetable, shall read 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.

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing Request for Proposals (RFP)	<u>Jan 22, 2009</u>
Distribution of RFP	<u>Jan 22, 2009</u>
RFP orientation session	<u>Feb 3, 2009</u>
Closing date for submission of written questions for written responses	<u>Feb 11, 2009</u>
State purchasing agency's response to applicants' written questions	<u>Feb 19, 2009</u>
Discussions with applicant prior to proposal submittal deadline (optional)	<u>Jan 23–Feb 25</u>
Proposal submittal deadline	<u>Mar 3, 2009</u>
Discussions with applicant after proposal submittal deadline (optional)	<u>Mar 11–Mar 20</u>
Final revised proposals (optional)	<u>Mar 20, 2009</u>
Proposal evaluation period	<u>Mar 4–Apr 2</u>
Provider selection	<u>Apr 3, 2009</u>

2. Section 2, I. Introduction, F. Geographic coverage of Service, is amended as follows on page 2-5:

F. Geographic coverage of service

The CAMHD seeks a single agency or multiple agencies to manage the MST services within or *in the vicinity* of the following communities:

Hawaii

- East Hawaii (inclusive of Ka'u and Pahala) 1 Contract
 - Configuration: 1 Supervisor, 2 Teams, 6 Therapists
- West Hawaii (inclusive of North Kohala district and Honoka'a school complex) 1 Contract
 - Configuration: 1 Supervisor, 1 Team, 3 Therapists

Maui

- Island-wide (exclusive of Hana and Lanai, and inclusive of Molokai Island) 1 Contract
 - Configuration: 1 Supervisor, 2 Teams, 5 Therapists (1 on Molokai)

Oahu (districts align with Department of Education school districts)

- Central & Leeward 1 Contract
 - Configuration: 1 Supervisor, 2 Teams, 7 Therapists
- Honolulu & Windward 1 Contract
 - Configuration: 1 Supervisor, 2 Teams, 7 Therapists

Kauai

- Island-wide 1 Contract
 - Configuration: 1 Supervisor, 1 Team, 2 Therapists

Utilization & Flexibility

Should the needs of the population require an increase or decrease in MST services, then the provider may change the number of therapists, teams, and potentially supervisors, based upon the MST Program Standards, found in Section 2., III. Scope of Work, A. Service Activities, 4. MST Program Standards. All changes must first be submitted to the Utilization Management (UM) Committee prior to final approval by CAMHD. Changes may be implemented once approved by CAMHD in writing. CAMHD may also require a change in configuration numbers based on need, utilization, budget, or other reason provided by CAMHD.

The configuration listed above for each area, such as number of supervisors, teams, and therapists, are based upon historical utilization numbers, which can

be found in Attachment P. MST Utilization Data (in Addendum II to this RFP).

3. Section 5, Attachments, is amended as follows:

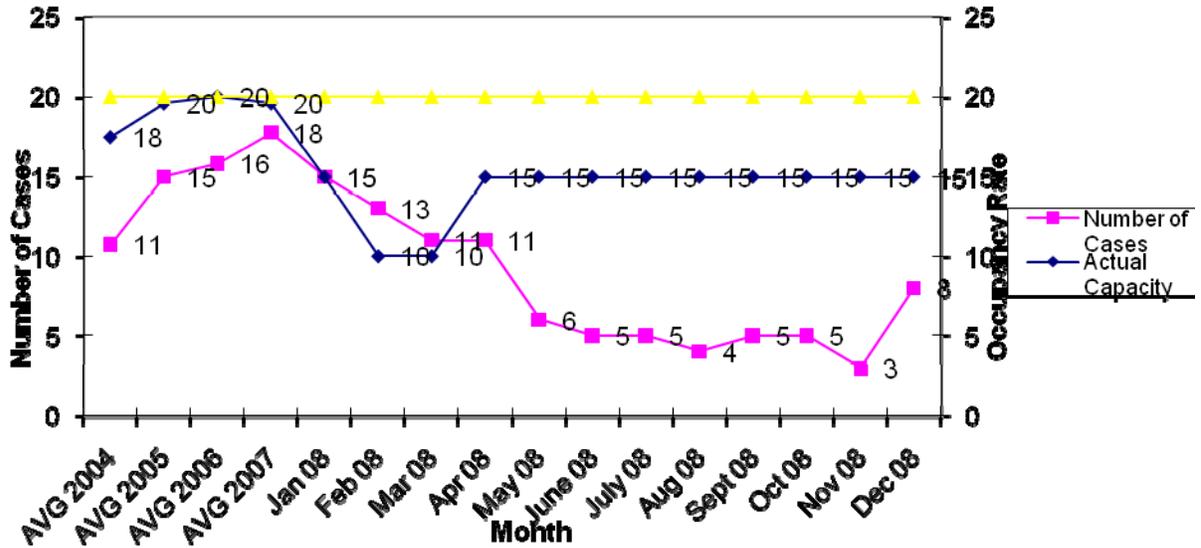
The following Attachment is added to this RFP and included in the subsequent pages of this Addendum:

P. MST Utilization Data

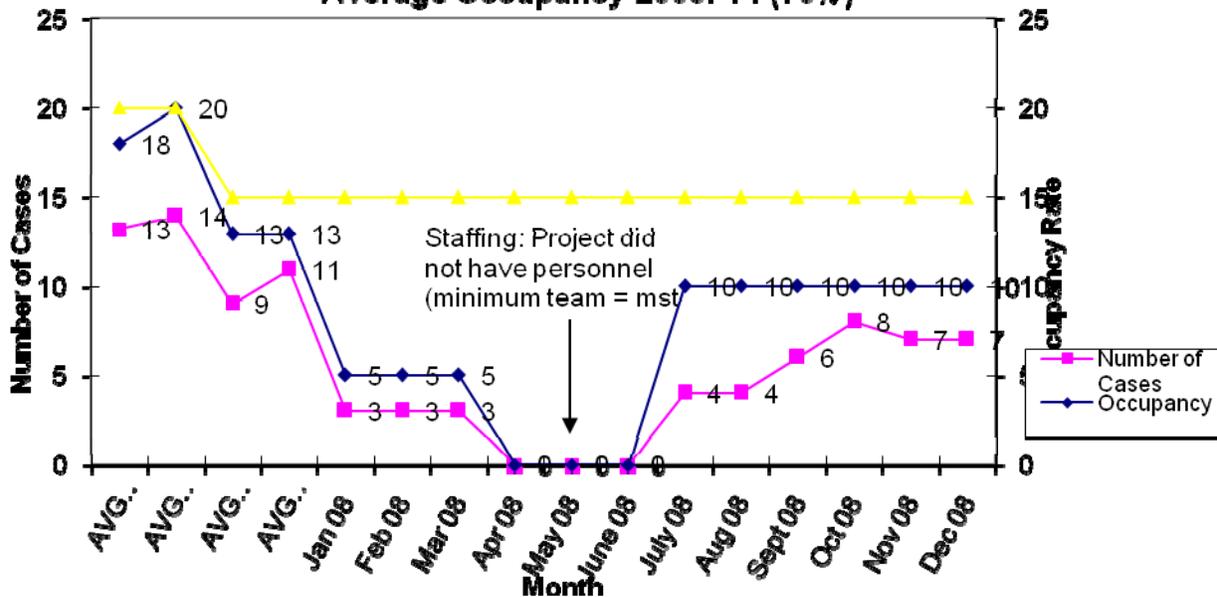
Attachment P

MST Utilization Data

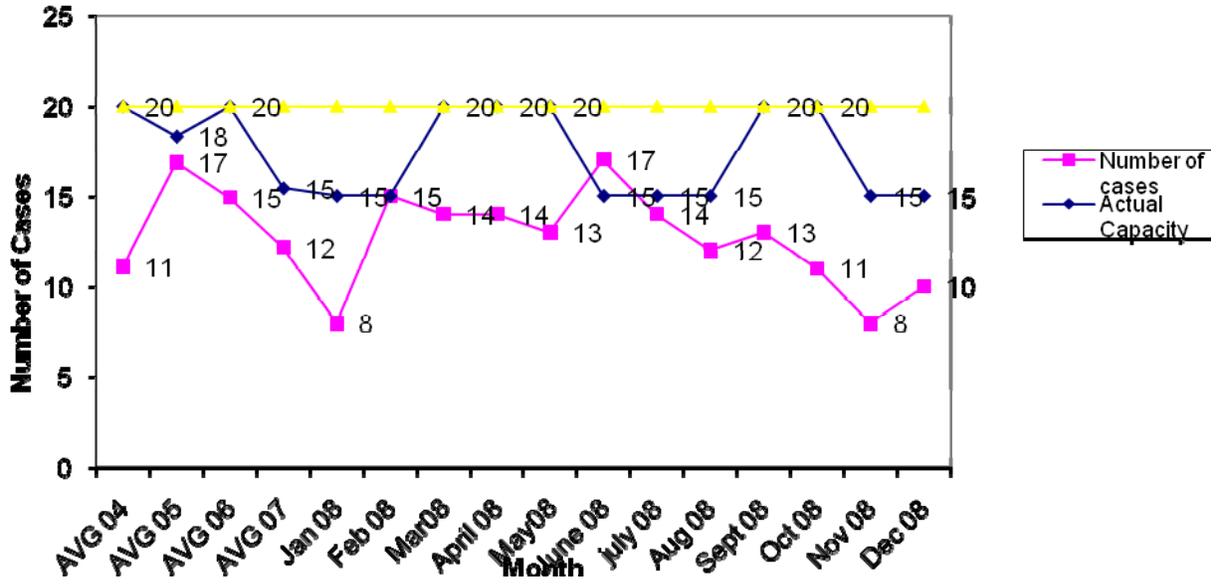
MST 2004 - 2008 Monthly Utilization Central Oahu (PACT)
Team Size: 1 Supervisor: 4 Therapists Potential Capacity: 20
Avg Monthly Occupancy 2004 : 11 (62%)
Avg Monthly Occupancy 2005: 15 (77%)
Avg Monthly Occupancy 2006: 16 (79%)



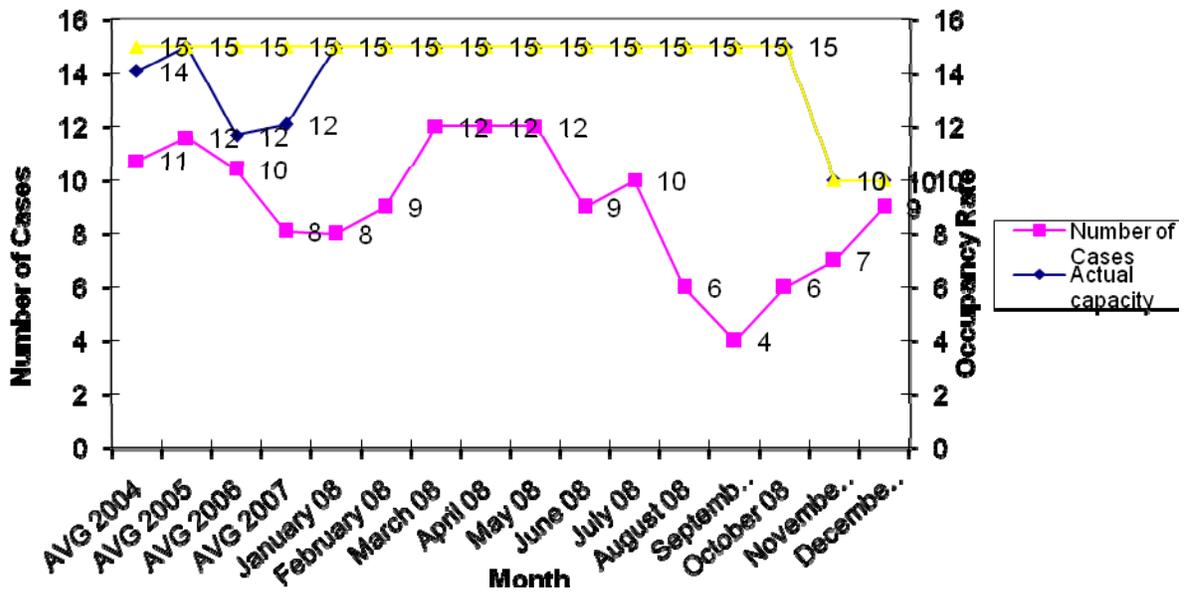
2004 - 2008MST Monthly Utilization Leeward Oahu (CFS)
Team Size= 1 Supervisor: 3 Therapists Potential Capacity:
Average Occupancy 2004: 13 (73%)
Average Occupancy 2005: 14 (70%)



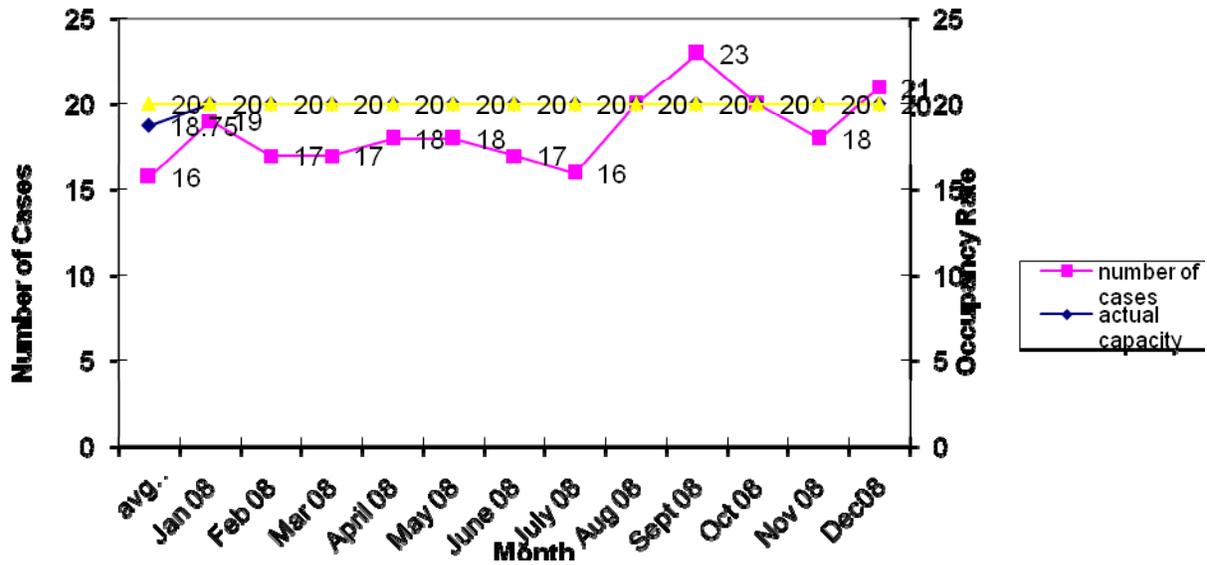
MST 2004 - 2008 Monthly Utilization Honolulu (PACT)
Team Size: 1 Supervisor: 4 Therapists Potential Capacity: 20
Avg Monthly Occupancy 2004: 11 (55.42%)
Avg Monthly Occupancy 2005: 17 (93%)
Avg Monthly Occupancy 2006: 14.9 (75%)



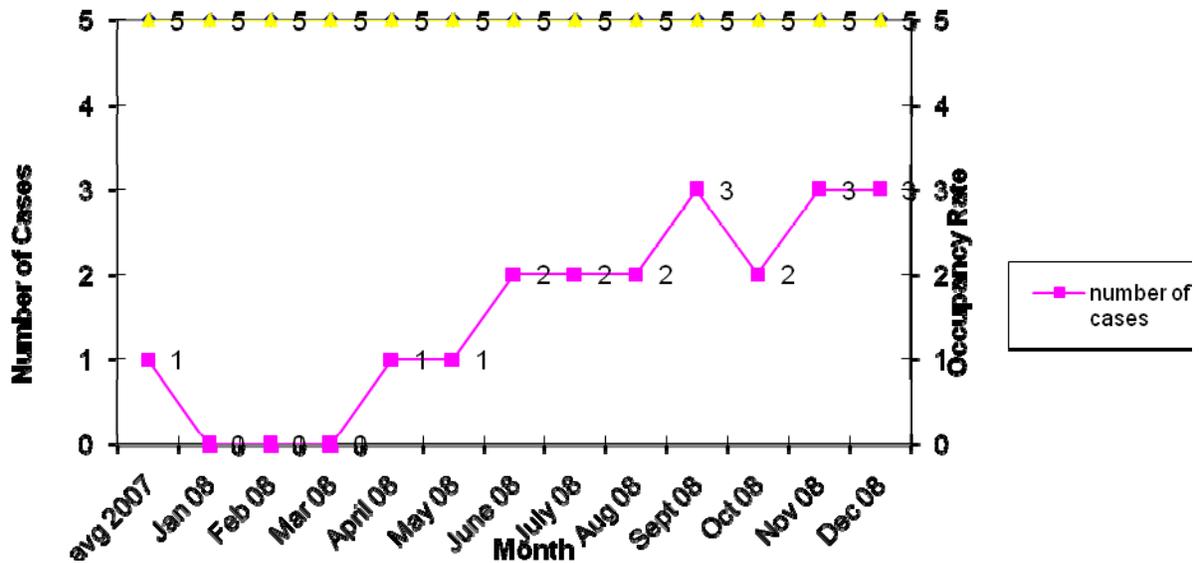
MST 2004 - 2008 Monthly Utilization Windward Oahu (PACT)
Team Size: 1 Supervisor: 3 Therapists Potential Capacity: 15
Avg Monthly Occupancy 2004: 11 (77%)



MST 2004 - 2008 Monthly Utilization - Maul (PACT)
Team Size: 1 Supervisor (for Maul/Molokal): 4 Therapists (on Maul)
Potential Capacity: 20
Avg Monthly Occupancy 2007: 16 (83%)
Avg Monthly Occupancy 2008: 19 (93%)

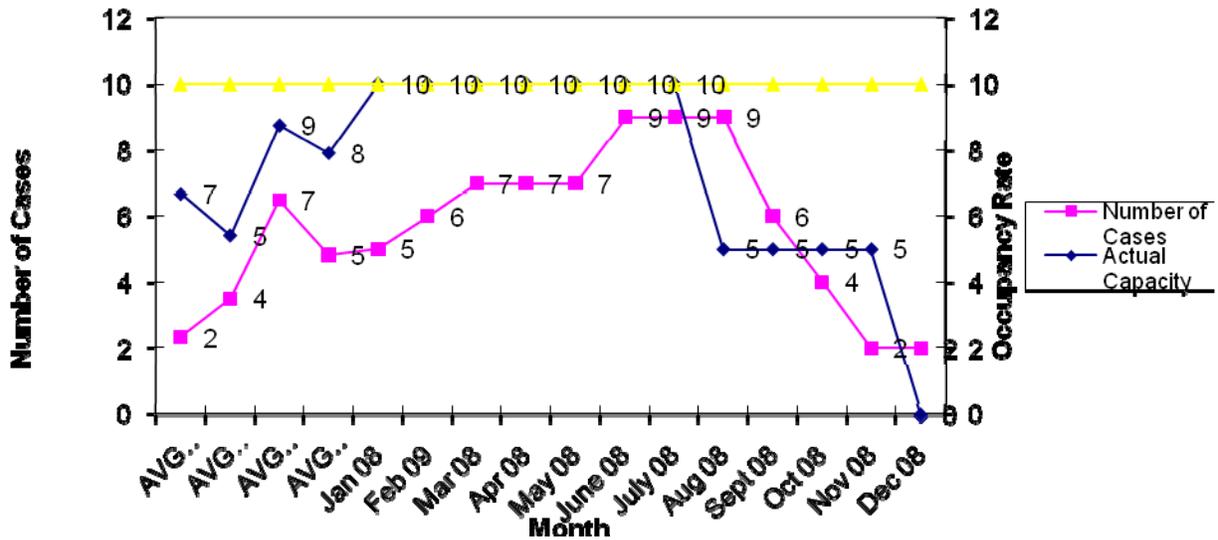


MST Monthly Utilization - Molokal (PACT)
Team Size: 1 Supervisor (for Maul/Molokal) 1 Therapist (on Molokal)
Potential Capacity: 5



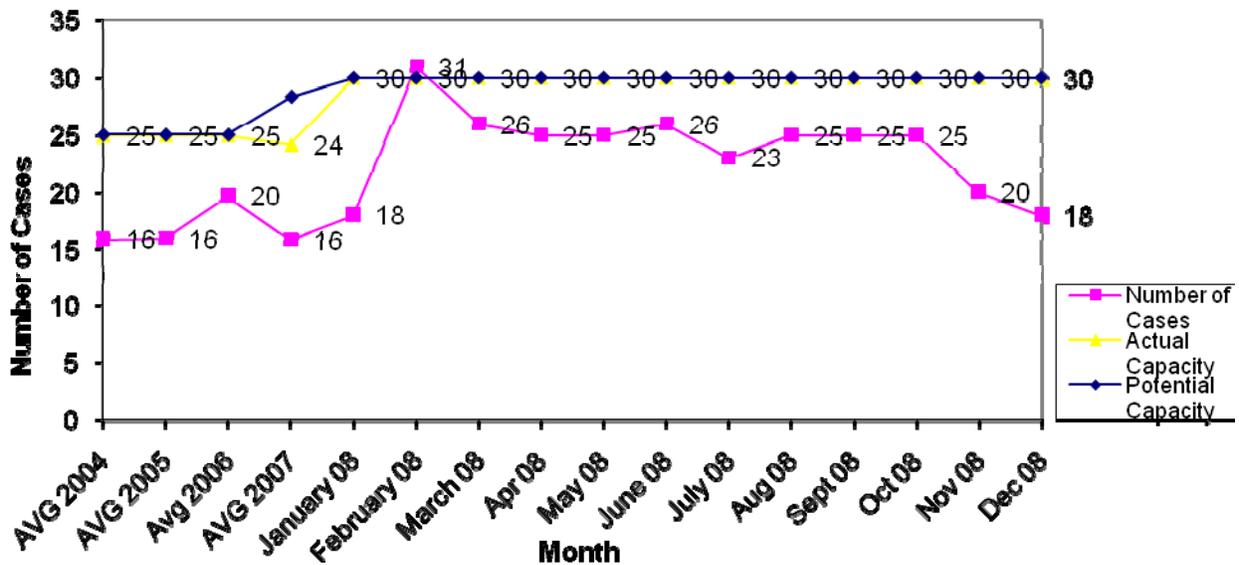
MST 2004 - 2008 Monthly Utilization Kauai (PACT)
Team Size: 1 Supervisor: 2 Therapists Potential Capacity:
10 (2 therapists)

Avg Monthly Occupancy 2004: 2 (38%)
Avg Monthly Occupancy 2005: 4 (73%)
Avg Monthly Occupancy 2006: 7 (78%)



MST 2004 - 2008 Monthly Utilization East Hawai'i (CFS)
Team Size: 1 Supervisor: 6 Therapists Potential Capacity:
30

Avg Monthly Occupancy 2004: 16 (72%)
Avg Monthly Occupancy 2005: 16 (64%)
Avg Monthly Occupancy 2006: 20 (79%)



MST 2004-2008 Monthly Utilization - West Hawaii (TIFFE)
Team Size: 1 Supervisor: 4 Therapists Potential Capacity:
20

Avg Monthly Occupancy 2004: 13 (65%)
Avg Monthly Occupancy 2005: 10 (50%)
Avg Monthly Occupancy 2008: 13 (65%)

