

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

Request for Proposals
RFP HTH 460-10-02
Statewide Family Organization

ADDENDUM

Issued January 28, 2010

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 460-10-02, Statewide Family Organization, originally posted January 20, 2010:

1. Section 2, III. Scope of Work, B. Management Requirements, 2. Administrative, is amended as follows on page 2-11:

Delete “credentialing” and “all mental health professional/” from first paragraph and add the word “of” between “ongoing monitoring” and “staff performance.”

This first paragraph shall now read: “All applicants shall identify the policies and procedures to maintain personnel/provider files or training, supervision, and ongoing monitoring of staff performance.”

2. Section 2, III. Scope of Work, B. Management Requirements, 2. Administrative, is amended as follows on page 2-11:

Delete the following paragraph: “Contractor must maintain supporting documentation for credentialing in separate files on Contractor’s premises. Contractor must make this information available to CAMHD as requested.”

3. Section 2, III. Scope of Work, B. Management Requirements, 3. Quality assurance and evaluation specifications, is amended as follows on page 2-12:

Delete paragraph f.: “By the end of June of each year, submit to CAMHD a brief report summarizing activities conducted as past of the Legislative Package and the status of relevant statues and resolutions.”

4. Section 2, III. Scope of Work, B. Management Requirements, 7. Reporting requirements for program and fiscal data, a. Fiscal Data, is amended as follows on page 2-14:

Delete “No claims will be accepted after the 90-day period.”

Amend “90-day period” to read “ninety (90) days,” with other changes as follows: “Should a provider need to bill beyond the ninety (90) days, documented contact must be made with CAMHD Provider Relations before the end of the ninety (90) days. However, no payment will be made for claims submitted more than twelve (12) months after the last day on which services were rendered or more than six (6) months following the end of the contract period, whichever period is shorter.”

5. Section 4, III. Evaluation Criteria, Phase 2 – Evaluation of Proposal Application, 2. Experience and Capability, is amended as follows on page 4-2:

Bulleted points shall now read:

- Demonstration of knowledge, skills, and abilities related to the delivery of the proposed services. [4 Points]
- Demonstrate commitment to hire staff that reflects the population to be served. [3 Points]
- Demonstrate staff capability and experience of staff to work within local communities. [3 Points]
- Demonstration of operational plans to manage and implement the proposed services. [3 Points]
- Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology. [1 Points]
- Demonstration of capability and commitment to coordinate services with other agencies and resources in the community. [2 Points]
- Description of expected results and benefits of the services, including number and frequency of youth and families served. [3 Points]
- Adequacy of facilities relative to the proposed services. [1 Points]

6. Section 4, III. Evaluation Criteria, Phase 2 – Evaluation of Proposal Application, 4. Service Delivery, is amended as follows on page 4-3 and 4-4:

Bulleted points shall now read:

- Clear description of proposed services appropriately in line with the CASSP Principles. [5 Points]
- Demonstration of a thorough understanding of the goals and objectives of CAMHD and description of how the organization and the services proposed will assist CAMHD in achieving the goals within this contract term. [4 Points]
- Clear, concise description of the organization's goals, objectives, and service activities. [5 Points]
- Clear description of communities intended to be served including geographic locations and any ethnic and cultural characteristics. [4 Points]
- Clear description of its developmental approach to the target population, with particular emphasis on methods used to engage and establish connections with youth with emotional and/or behavioral challenges and their families [5 Points]
- Demonstration of a thorough understanding of issues related to community and culture differences across the state, and describes a plan to adequately meet the unique needs of our economically and culturally diverse state. [5 Points]
- Clear description of mechanisms for integrating services and collaborating with other agencies, health care providers, schools, etc. [4 Points]
- Evidence of support for the organization from agencies, schools, and other community organizations. [3 Points]

- Demonstration of policies regarding collaborating with other service providing agencies and organizations in the provision of services. [3 Points]
- Clear description of how families will be informed of and encouraged to access services. [5 Points]
- Description of how the proposed supports and services build on the inherent strengths of families and communities, including mechanisms to assure that the family participates as equal partners in all aspects of service delivery. [4 Points]
- Clear commitment to integrate services with CAMHD, such as serving on CAMHD's Executive Management Team (EMT), Evidence-Based Services (EBS), the Family Guidance Centers' Management Teams, and other committees. [3 Points]

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

The following Attachments are amended in this RFP and included in the subsequent pages of this Addendum:

- A. Proposal Applicant Checklist
- C. Federal Certifications (see separate attachment as PDF)
- D. Hawaii Child & Adolescent Service System Program (CASSP) Principles
- E. Interagency Performance Standards and Practice Guidelines (effective July 1, 2006)

Proposal Application Checklist

Applicant: _____

RFP No.: HTH 460-09-01

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the purchasing agency as part of the Proposal Application. SPOH forms are on the SPO website. See Section 1, paragraph II Website Reference.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
Proposal Application Identification Form (SPO-H-200)	Section 1, RFP	SPO Website*	X	
Proposal Application Checklist	Section 1, RFP	Section 5, Attachment A	X	
Table of Contents	Section 5, RFP	Section 5, Attachment B	X	
Proposal Application (SPO-H-200A)	Section 3, RFP	SPO Website*	X	
Tax Clearance Certificate (Form A-6)	Section 1, RFP	Dept. of Taxation Website (Link on SPO website)*	X	
Cost Proposal (Budget)			X	
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website* Special Instructions are in Section 5	X	
SPO-H-205B	Section 3, RFP,	SPO Website* Special Instructions are in Section 5	X	
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*	X	
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*	X	
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
Certifications:				
<i>Federal Certifications</i>		Section 5, RFP	X	
Debarment & Suspension		Section 5, RFP	X	
Drug Free Workplace		Section 5, RFP	X	
Lobbying		Section 5, RFP	X	
Program Fraud Civil Remedies Act		Section 5, RFP	X	
Environmental Tobacco Smoke		Section 5, RFP	X	

Authorized Signature

Date

Attachment D

Child and Adolescent Service System Program Principles

(CASSP Principles)

(This document is available on the same website of this RFP. This document and subsequent updates will be available on the Department of Health, CAMHD website under Guiding Documents at

<http://www.hawaii.gov/health/mental-health/camhd/resources/index.html>)

Attachment E

Interagency Performance Standards and Practice Guidelines

(Effective July 1, 2006)

(This document is available on the same website of this RFP. This document and subsequent updates will be available on the Department of Health, CAMHD website under Guiding Documents at <http://www.hawaii.gov/health/mental-health/camhd/resources/index.html>)