

State of Hawaii
Department of Education
Office of Curriculum, Instruction and Student Support
School Based Behavioral Health Services Section

Addendum No. 1

to

Request for Proposals

RFP No. F10-139

**Behavioral Health Intervention Services for the
Deaf and the Hard of Hearing (Statewide)
(Issued August 11, 2010)**

August 31, 2010

August 31, 2010

Addendum No. 2

To

**REQUEST FOR PROPOSALS (“RFP”)
Behavioral Health Intervention Services for the
Deaf and the Hard of Hearing (Statewide)
(Issued August 11, 2010)**

RFP No. F10-139

The Department of Education (“DOE”), Office of Curriculum Instruction and Student Support (“OCISS”), School Based Behavioral Health Services Section (“SBBHS”), hereby issues this addendum to the above-entitled RFP.

I. ORIENTATION MEETING

An orientation meeting for the above-referenced RFP was held on August 23, 2010. The following is summary of questions arising from that orientation meeting, along with clarifying responses thereto.

- 1. Question: Previously, a provider would bill for Functional Behavioral Assessment (“FBA”)/Behavior Support Plans (“BSP”), as well as the Behavior Assessment System for Children, Second Edition (“BASC 2”) under “Assessment” or “Administrative time.” How will the provider(s) bill for these services in the future?**

Response: Provider(s) may no longer bill for administrative time. FBA/BSP, and the administration and scoring of the BASC 2 Behavior Checklists and protocols such as the Student Observation System (“SOS”) will be billed under **Educational Team Planning**. These tools help the team develop goals and objectives for the student’s Individual Education Plan (“IEP”), Modification Plan (“MP”) and BSP.

- 2. Question: Administrative time currently includes such things as time spent in Dorm Staff Meetings and Team meetings (Multi-agencies), as well as attending medical appointments with a student and the parent, and at student probation appointments. How will the provider bill for these services in the future?**

Response: Provider(s) may no longer bill for administrative time. All team planning meetings and development of service plans, behavior plans, IEPs or MPs, will be billed under **Education Team Planning**. Services that include the purpose(s) of sharing information and facilitating communication between school personnel, behavioral health providers in school and in the community for the student, will be billed as **School Consultation** (please see School Consultation Service Description for expanded description of this service).

3. **Question:** What is the DOE decision on billing/compensation for neighbor island flights – wait time, travel time? When we go on neighbor-island flights, how can we bill for things such as wait time and travel time?

Response: Providers may no longer simply bill for neighbor island flights, wait time, or travel time. The fee for service reflected in the revised rate schedule has been adjusted to accommodate for these details. Providers will assume all costs for wait time, travel fees (airfare, per diem, and ground transportation), and no shows and/or cancellations.

4. **Question:** What does “after the fact, secondary purchaser will be allowed” mean?

Response: After-the-fact secondary purchasing allows a state purchasing agency to utilize a service that has already been procured under a competitive purchase of service by another state purchasing agency. §3-143-608, Hawaii Administrative Rules.

II. AMENDMENTS

Note: *The proposal submittal deadline is moved from September 14, 2010, to September 16, 2010.*

RFP No.F10-139; Behavioral Health Intervention Services for the Deaf and the Hard of Hearing (Statewide) is amended as set forth below.

RFP Notice/Cover Letter

Third paragraph – All instances (two) of the date, “September 14, 2010,” are deleted and replaced with the date “September 16, 2010.”

Proposal Mail-In and Delivery Information Sheet

All instances (three) of the date, “September 14, 2010,” are deleted and replaced with the date, “September 16, 2010.”

Section 1, Administrative Overview

Subsection I, page 1-1, entitled “Procurement Timetable,” is deleted and replaced with the following:

<u>Activity</u>	<u>Scheduled Date</u>
Public notice announcing RFP	08/11/2010
Distribution of RFP	08/11/2010
RFP orientation session	08/23/2010
Closing date for submission of written questions for written responses	08/24/2010
State purchasing agency's response to applicants' written questions	08/27/2010
Discussions with applicant prior to proposal submittal deadline (optional)	-
Proposal submittal deadline	09/16/2010
Discussions with applicant after proposal submittal deadline (optional)	-
Final revised proposals (optional)	-
Proposal evaluation period	09/22/2010 to 09/24/2010
Provider selection	09/30/2010
Notice of statement of findings and decision	10/14/2010
Contract start date	12/24/2010

Note: *The proposal submittal deadline is moved from September 14, 2010, to September 16, 2010.*

Section 2, Service Specifications

Subsection III(B)4 (“Educational Team Planning and Participation”), at page 2-27, section entitled, “Service Description,” first paragraph, is deleted and replaced with the following:

Educational Team Planning and Participation provides time for the provider to meet with the student’s educational team members to develop, revise, and/or review an IEP/MP, FBA, BSP or BASC 2 protocol, at the request of the DOE. The provider will not bring data and/or proposed IEP/MP goals/objectives for a student to an IEP/MP without first discussing/sharing with the student’s teacher and/or care coordinator.

Subsection III(B)4 (“Educational Team Planning and Participation”), at page 2-28, section entitled, “Service Description,” numbered paragraph 2, is deleted and replaced with the following:

2. Completion of an IEP/MP FBA/BSP, or BASC 2, as needed, identifying goals, measurable objectives and interventions based on student evaluation data;

Subsection III(B)4 (“Educational Team Planning and Participation”), at page 2-28, section entitled, “Service Operations,” numbered paragraph 1, is deleted and replaced with the following:

1. The applicant shall ensure that adequate representation is available at the IEP/MP, FBA/BSP, and/or BASC 2 meeting.

Subsection III(B)4 (“Educational Team Planning and Participation”), at page 2-28, section entitled, “Referral Criteria,” numbered paragraph 2, is deleted and replaced with the following:

2. The DOE identifies that participation of the provider in the IEP/MP, FBA/BSP, and/or BASC 2 meeting would be educationally beneficial.

Section 3, Proposal Application Instructions

No change.

Section 4, Proposal Evaluation

No change.

Section 5, Attachments

Attachment D, entitled, “Rate and Cost Summary Worksheet for RFP No. F10-139 (Behavioral Interventions)” is deleted and replaced with the following:

See attached table.

If you have any questions concerning this matter, please contact contract administrator Kelly Stern at (808) 203-6225(tel.); (808) 7353-9890 (fax); or via email at < kelly_stern@notes.k12.hi.us >.

APPLICANT:

RFP F10-139

GEOGRAPHIC AREA: Oahu, Kauai, Maui, and Hawaii School Districts

Rate and Cost Summary Worksheet for RFP No. F10-139 (Behavioral Interventions for Deaf and Hard of Hearing)

Type of Service (Unit Measure)	Unit Measure	Proposed Unit Rate	Column A Units of Service	Column B Hourly Rate	Column C Total Annual Cost (A x B)
Individual Counseling					
All Credential Levels	Five Minutes	\$16.41		\$196.92	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$16.41		\$196.92	
Group Counseling (Maximum: 6 billable students)					
All Credential Levels	Five Minutes	\$4.00		\$48.00	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$4.00		\$48.00	
Parent Counseling					
All Credential Levels	Five Minutes	\$16.41		\$196.92	
Rural (Hana, Lanai, Molokai, Kau, Kohala)	Five Minutes	\$16.41		\$196.92	
Educational Team Planning and Participation					
Provided by the Individual, Group and Parent Counseling Service Provider	Five Minutes	\$13.08		\$156.96	
Provided by Individual, Group and Parent Counseling Service Provider (Rural)	Five Minutes	\$13.08		\$156.96	
School Consultation					
Provided by the Individual, Group and Parent Counseling Service Provider	Five Minutes	\$13.08		\$156.96	
Provided by Individual, Group and Parent Counseling Service Provider (Rural)	Five Minutes	\$13.08		\$156.96	
Court / Due Process Hearing Testimony					
Provided by the Individual, Group and Parent Counseling Service Provider	Five Minutes	\$13.08		\$156.96	
Provided by Individual, Group and Parent Counseling Service Provider (Rural)	Five Minutes	\$13.08		\$156.96	
GRAND TOTAL					