

State of Hawaii
Department of Health
Adult Mental Health Division

Addendum Number 1

September 15, 2008

To

Request for Proposals

**RFP No. HTH 420-2-09
Consumer Resource Fund (CRF) - Statewide**

Proposal Deadline

October 3, 2008

September 15, 2008

ADDENDUM NO. 1

To

REQUEST FOR PROPOSALS

RFP NO. HTH 420-2-09

The Department of Health, Adult Mental Health Division, is issuing this addendum to RFP Number HTH 420-2-09, Consumer Resource Fund (CRF) - Statewide for the purpose of:

- Responding to questions that arose at the orientation meeting of <Date> 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.
- 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. Betty Uyema
(808) 586-4689
byuyema@amhd.health.state.hi.us
1250 Punchbowl Street, Room 256
Honolulu, Hawaii 96813

RFP No. HTH 420-2-09, Consumer Resource Fund (CRF) -
Statewide is amended as follows:

<i>Subsection</i>	<i>Page</i>	
Section 1, Administrative Overview		
I. Procurement Timeline	1-1	Distribution of RFP date should be corrected to 8/28/08.
Section 2, Service Specifications		
I. E. Geographic coverage of service	2-3	Paragraph I.E. should read as follows: “Geographic coverage of service” “Statewide. One proposal application should be submitted for statewide services.
II.A. 9. Consumer Management Requirements	2-5	Paragraph 9.a. regarding best practices does not pertain to this service and is not applicable.
II.C.	2-11	Multiple or alternate proposals. Both “Allowed” and “Not Allowed” boxes were selected. Only the “Not Allowed” box should be checked.
III.A. Service Activities	2-14	Develop formal agreements with local pharmacy/pharmacies to assist with dispensing approved emergency medications prescribed by AMHD authorized MD/APRN-Rx, with payment for these prescriptions to come from the CRF fund, prior to the execution of the contract. Authorized emergency medications will be limited to one-week supply of psychotropic medications approved by the DIVISION.
Section 3, Proposal Application Instructions No Changes		
Section 4, Proposal Evaluation No Changes		
Section 5, Attachments No Changes		

**Responses to Questions Raised by Applicants for RFP No. HTH 420-2-09
Consumer Resource Fund (CRF) – Statewide**

1. Question:

What is the anticipated utilization of CRF services described in this RFP?

Answer:

It is difficult to determine what the anticipated utilization would be, however, based on previous utilization and the revised scopes, approximately twelve (12) requests per month are anticipated at this time.

2. Question:

How will providers be reimbursed for funds dispersed and for staffing costs that are incurred? Do you have a sample of the form to be used for repayment?

Answer:

Providers will be reimbursed based on the submission of expenditure reports. AMHD will not provide any forms for repayment.

3. Question:

When CRF money is used for a deposit and the consumer moves, who gets the deposit money back? If AMHD is to get the money will the case manager or CRF administrator be responsible for tracking this information?

Answer:

The deposit will be returned to the CRF provider and used for future disbursements.

4. Question:

What is the maximum allowable amount to be spent by one (1) person?

Answer:

There is a limit of \$1,500 for each consumer per discharge from the Hawaii State Hospital.

5. Question:

What is the maximum allowable amount to be dispersed in one (1) month?

Answer:

A maximum allowable amount has not been established at this time, however, authorization of CRF requests are dependent on the availability of funds.

6. Question:

Is there a form that the monthly and quarterly reports should be submitted in? If so, please provide a copy?

Answer:

The CRF provider shall submit quarterly reports in the standard electronic format via the DIVISION's Sharepoint system. Due to the change in the scope of the CRF program, the quarterly report is being revised. The revised quarterly report will incorporate elements of the former monthly reports, therefore, monthly reports to the DIVISION will not be required at this time.

7. Question:

How are overall proposal scores computed? Do you average each raters response to arrive at the overall score or is another scoring method used to determine who is awarded the contract? Please explain the scoring method?

Answer:

Overall proposal scores are determined by consensus of all members of the review committee.

8. Question:

Should one (1) proposal application be submitted to provider coverage for the entire state?

Answer:

Yes, only one (1) proposal will be required to cover the entire State of Hawaii. (page 2-11). Applicants should describe in their proposal the process by which services will be provided on all islands with adherence to the requirements of the contract.

9. Question:

What do you expect utilization to be for this service?

Answer:

It is difficult to determine what utilization would be for this service. Please refer to the estimate provided in response to Question #1 of this document.

10. Question:

What is included in housing expenses? Does it include the deposit for utilities?

Answer:

Housing expenses are those initial expenses required and essential for tenancy such that lack of payment would result in the consumer's inability to reside in the unit. These include security deposits and rent and utility deposits for initial installation.

11. Question:

May the Provider purchase beds and furniture?

Answer:

The CRF may not be used towards the purchase of beds and furniture.

12. Question:

How many times may a consumer access these funds?

Answer:

The intended use of these funds are extremely limited in nature and require that all other options have been exhausted. The disbursement of CRF monies will be reviewed on a case-by-case basis by the DIVISION.

13. Question:

Are the checks required to be mailed? Can the Provider/Applicant utilize other methods to transfer funds to the appropriate vendor?

Answer:

The CRF provider may use any appropriate means necessary to ensure the CRF funds are disbursed within two (2) business days after receiving authorization from the DIVISION for normal requests, and within one (1) business day for urgent requests. The applicant should describe any alternative methods of fund disbursement (other than mail) within their proposal.

14. Question:

Are the rental deposits returned to AMHD?

Answer:

Rental deposits are returned to the CRF. The CRF provider is expected to develop and maintain a system to keep track of any returned funds.